**Taking Attendance in Performance Matters**

Use **Quick Links** on the SCSD homepage to access Performance Matters and log in using your SCSD username and password. Select **Professional Learning** from the top toolbar.

Find the course using the search feature or Courses I Teach, if you are the Instructor. Scroll down to the specific section at the bottom of the page.

To mark participants as attended for class times. Using the **View Roster** action menu for your section 

Use the buttons **Add Learner** or **Remove Participants** so that the roster matches your sign in sheet.

From the buttons displayed on the Section Roster screen, click **Attendance**.



You can mark attendance in one of several ways. Choose A, B or C below.


* 1. Select the checkbox for one or more participants, then click **Mark Attended** or **Mark Absent** to select the designated status for all selected participants for their entire row (all class times).
	2. Select either **All Attended** or **All Absent** using the Bulk Options drop-down menu to select the designated status for all participants for one specific class time (one column).
	3. Mark participant attendance individually by placing a check in the appropriate class checkbox.

Once attendance is complete, click Back at the top of the page.