

Validation of Attendance

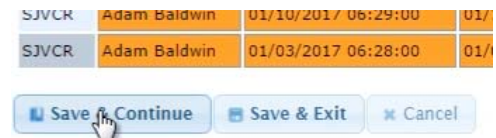
To prepare you will need to check the clinical calendar/schedule to correlate appropriate attendance.

1. From the left-side menu choose Reports—> Student Attendance.
2. Select the student whose interaction you'd like to validate. Next, from the Action column, choose "Edit".



Check In Time	Check Out Time	Hours	Original	Adjusted	Approved	Approved By
01/28/2017 18:23:45	01/28/2017 18:24:38	0.01	0.00	0.00		
01/24/2017 06:27:00	01/24/2017 14:41:00	E	0.00	8.23		
01/21/2017 23:17:04	01/28/2017 18:21:49	163.08	0.00	0.00		
01/21/2017 06:29:00	01/21/2017 14:35:00	E	163.08	8.10	<input type="radio"/> No <input checked="" type="radio"/> Yes	03-Michael 03-Bolton

3. Select a line to validate.
4. Check the date to make sure it correlates with the date the student was there, and that the hours the student entered for that date are correct. For obviously incorrect entries, you can select "No", or just leave them un-validated.
5. If the student entry is correct, select the "Yes" option in the "Approved" column. You should find your name auto-filled in the "Approved By" column.



6. When done, select a "Save" option.
7. You will know you have correctly validated the entry when you see the green bar at the top left with the text, "Success: attendance record saved successfully."

