

# Marking Attendance

1. Log into the OLS. [www.k12.com/cava](http://www.k12.com/cava)
2. Click on Attendance.

Welcome, Learning Coach

My Account | New Log In | Log Out

Home | Plan | Progress | Courses | K-Mail | Community | Help

**TODAY'S TO DO LIST** Friday, August 17, 2012

- Attendance** Enter Attendance
- Class Connect** See Upcoming Class Connect Sessions
- Advance Prep** Check Upcoming Advance Prep

**MY STUDENTS**

**Student A** School: CAVA-LA  
Daily Plan | Weekly Plan | Progress | Courses | Lessons

**Student B** School: CAVA-LA  
Daily Plan | Weekly Plan | Progress | Courses | Lessons

**Quick Links**

- Family Directory
- Class Connect Sessions
- Contact Our Teachers
- My Info
- Study Island
- Grolier's Encyclopedia

**Join Us!**  
It's a Treasure Hunt! Get a jump on summer and win great prizes at a High School Orientation.  
Learn More

3. Enter the minutes for the courses you worked on today.

Student A's **Attendance** : Missing Days: 0

Friday, August 17, 2012

You can edit attendance you've entered today until midnight tonight. Any attendance you've entered before today cannot be edited. Click the Auto-Enter drop-down to automatically enter zeroes for all of today's attendance. Click Save before printing attendance.

Auto-Enter

Courses	Enter Time	Totals-To-Date
Introduction To Online Learning (6-8)	1 hr	2 hrs
Fundamentals of Geometry and Algebra		1 hr
Intermediate Language Skills A		0
Intermediate Literature A		0
Earth Science		0
Intermediate World History A		0
Intermediate Art: World A		0
French Middle School Year 1		0
Study Island		0
Strategies For Success: Grade 6	--	0


**Totals:** Total Days in School: 2 day(s) Time: 1 hr 3 hrs

Print Attendance

Save Restore Close

4. You can either use the default minutes or put your own amount of minutes.
5. Do not forget to click on Save.

Student A's **Attendance** ▾





Friday, August 17, 2012  : Missing Days: 0

You can edit attendance you've entered today until midnight tonight. Any attendance you've entered before today cannot be edited. Click the Auto-Enter drop-down to automatically enter zeroes for all of today's attendance. Click Save before printing attendance.

Auto-Enter ▾

Courses	Enter Time	Totals-To-Date
Introduction To Online Learning (6-8)	1 hr	2 hrs
Fundamentals of Geometry and Algebra	60	2 hrs
Intermediate Language Skills A		0
Intermediate Literature A		0
Earth Science		0
Intermediate World History A		0
Intermediate Art: World A		0
French Middle School Year 1		0
Study Island		0
Strategies For Success: Grade 6	--	0

**Totals:** Total Days in School: 2 day(s)      Time: 2 hrs      4 hrs

 [Print Attendance](#)   

6. Remember to mark attendance daily.
7. Your attendance needs to match the progress completed that day.