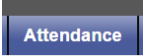


Enter Daily Attendance in Homerooms at Norwood Middle and Elementary Schools

1. Log in to Aspen in the Staff View.

<https://ma-norwood.myfollett.com>

2. Click the **Attendance** top tab.  The homeroom attendance input screen appears.

Code	Attendance
<input type="button" value="A"/> <input type="button" value="P"/>	Present

3. Click the **"A"** attendance code button next to all students who are absent.
4. Click **Post**.  **You MUST click Post even if there are no students missing from the homeroom.**
5. The system confirms you want to post. Click **OK**.

Post attendance for 1/20/2017?

Prevent this page from creating additional dialogs.

The date and time you posted appear at the top of the page.