

Enter Period 1 Attendance at Norwood High School

1. Log in to Aspen in the Staff View.

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

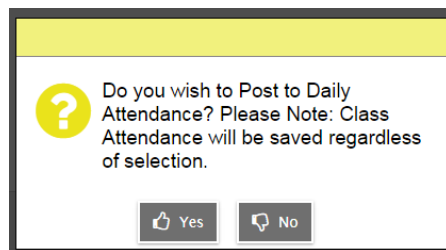
2. Click the **Attendance** top tab.



3. Click the Period 1 **Course** link. The attendance input screen appears.

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

4. Click the **"A"** attendance code button next to all students who are absent.
5. Click **Post**.  **You MUST click Post even if there are no students missing from the class.**
6. The system displays the following message. Click **Yes** to post both Daily and Class Attendance for Period 1.



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

Notes:

- In Period 1, teachers will enter both Daily and Class Attendance at the same time.
- You are allowed to update Class Attendance but not Daily Attendance. Daily Attendance can only be updated in the Main Office.

Enter Class Attendance Periods 2-7 at Norwood High School

1. Log in to Aspen in the Staff View.

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

2. Click the **Attendance** top tab.



3. Click the appropriate **Course** link. The attendance input screen appears.

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

4. Click the **"A"** or **"T"** attendance button next to all students who are absent or tardy.

5. Click **Post**.



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