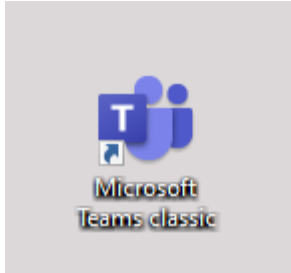


# Login to TEAMS

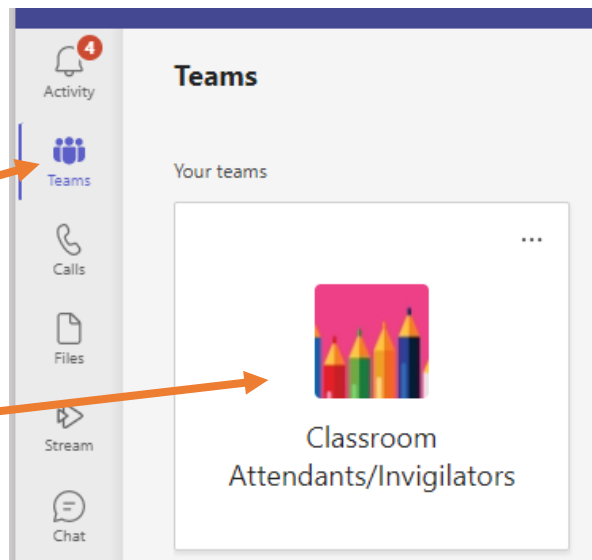
## Classroom Attendant



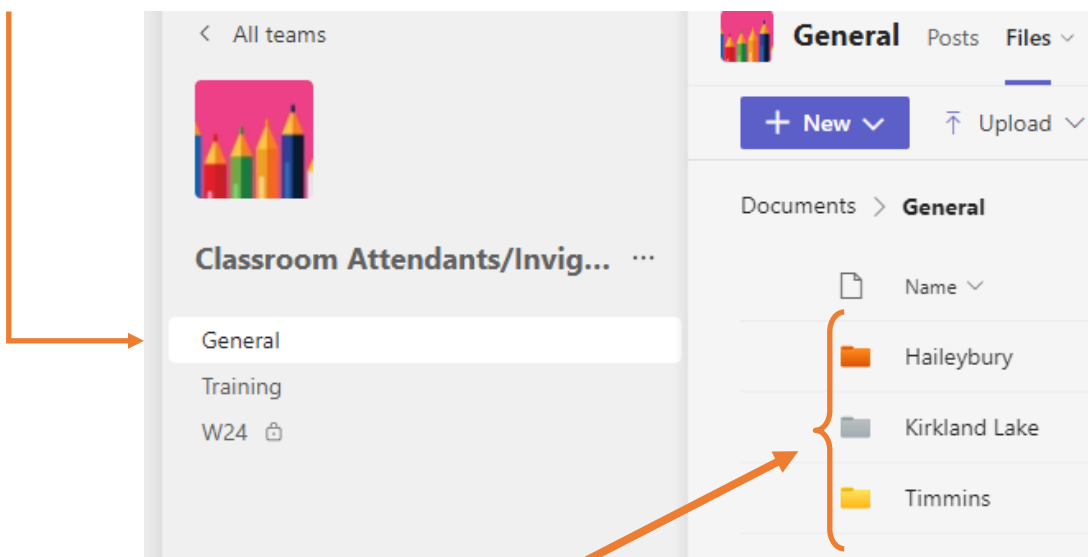
On the desktop of the computer you are using TEAMS on select the TEAMS shortcut.

Select the TEAM button to view the teams you are a member of

Choose the Classroom Attendants/Invigilators TEAM

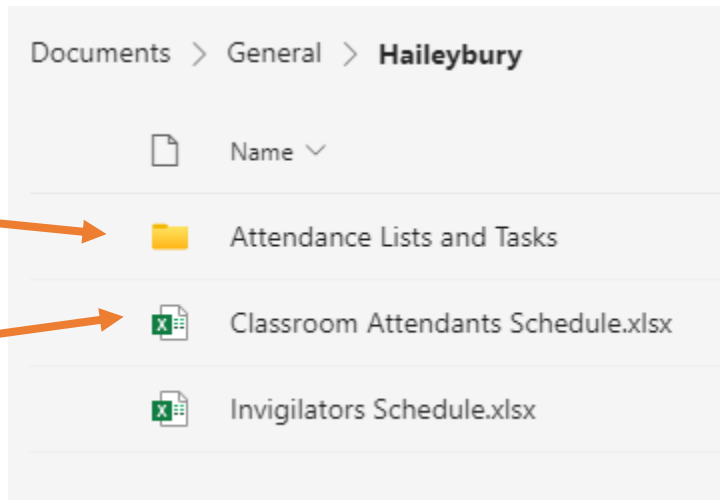


Select the **General** Channel from the left menu.



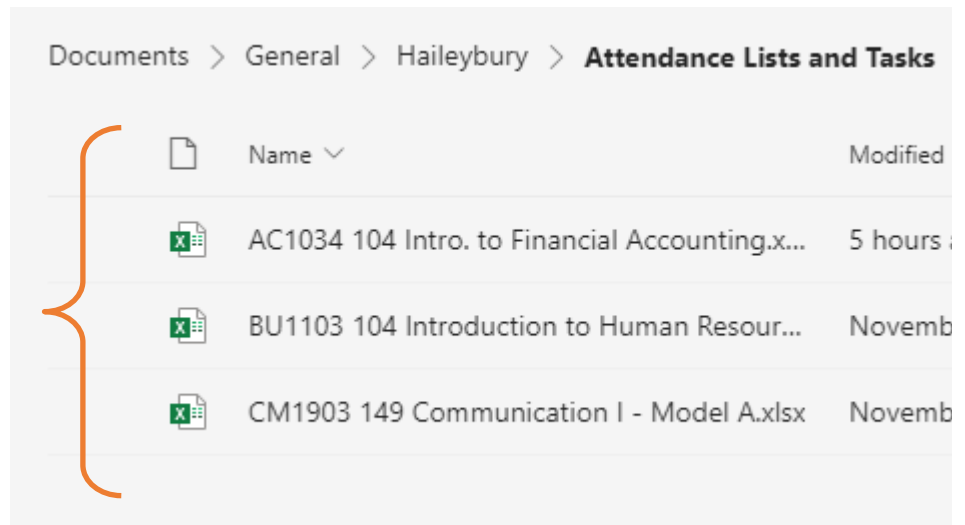
Select the campus on which you are located.

Select the **Attendance Lists and Tasks** Folder

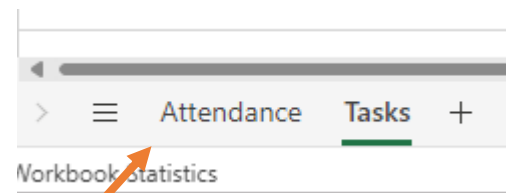


**Note:** you can see the **Classroom Attendants Schedule** within the campus folder

From the list of courses choose the course you are taking attendance for.



**Note** the Attendance and Task tabs at the bottom of the worksheet.



Select the **Attendance** tab

Add today's date— Note depending on how the class runs you may need to take attendance more than once.

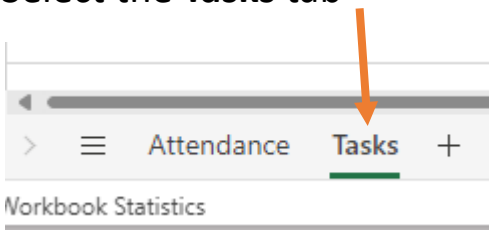
	A	B	D	E
1				
2	<b>STUDENT</b>	<b>NAME</b>	<b>TODAY's Date</b>	<b>TODAY's Date</b>
3	1	Student A	Y	Y
4	2	Student B	L	N
5	3	Student C	Y	L
6	4	Student D	N	N
7	5	Student E		
8	6	Student F		
9	7	Student G		
10	8	Student H		
11	9	Student I		
12	10	Student J		

Add Attendance for the day.

- Y—Attending
- L—Late
- N—No Attendance

Add today's date— Note depending on how the class runs you may need to take attendance more than once.

Select the **Tasks** tab



	A	B	C	D
1	<b>Task</b>	<b>Completed</b>	<b>Instructor Contact</b>	<b>Notes</b>
2	Please enter the date along the top and mark all present individuals in the column		M. Lentz lentzm@northern.on.ca	
3				
4				

Review tasks that instructors may want you to complete. Make notes for instructors—use comments to send directly to the instructor.