

## Event: Attendance

When an Event is Mandatory, you must record your Attendance. This article will show you how to properly check-in and log your Attendance for a Mandatory Event.

### Click on Event

The screenshot displays the Leo LMS interface. At the top, there's a navigation bar with the 'Leo' logo, a 'Calendar' button, and links for 'Courses' and 'Search'. On the right side of the navigation bar are icons for email, notifications (2), a pin, a monitor (1), and a user profile. Below the navigation bar, the main content area shows a calendar for 'Tue, 03/02/21'. The calendar has tabs for 'Today', 'Day', 'Week', 'Month', and 'List'. There are also buttons for 'Filter', 'Add Event', 'More', and a help icon. The calendar grid shows time slots from 11am to 5pm. An event titled 'Practice Case Presentations' is scheduled from 2:10 to 4:40 pm. A tooltip is displayed over this event, providing details: Date/Time (2021-03-02 2:10 pm to 2021-03-02 4:40 pm), Location (DO Clinical Skills Lab), Type (Case Presentation), Instructor (F. Faculty), and Status (Mandatory Attendance, Dress Code: Casual). The status is highlighted with an orange 'M' and a blue 'D' button. The right sidebar shows 'Related Materials' with a 'No Documents Found' message.

💡 When you hover over an Event , you will see a quick overview of the Event.

## Click Record Your Attendance

Section: Surgery Clership | Event: Practice Case Presentations

Event: Practice Case Presentations

Materials

**Details**

- Manage Materials
- Assignments
- Discussions
- Announcements
- Messages
- Mapping
- Assessments
- People

**Dress Code: Casual**

**Mandatory Attendance**

**Record Your Attendance**

**Location:** DO Clinical Skills Lab

**Date:** 2021-03-02

**Time Zone:** America/Chicago

**Event Type:** Case Presentation

**Your Role:** Student

**Instructor:** Frank Faculty

**Instructor:** LCMS Plus Admin

**Description**

No description available

If you are in attendance for an Event which requires you to log your attendance if you are present, click the button: **Record Your Attendance**.

**Record Your Attendance**

Click **CONFIRM** to affirm that you are in attendance at this event.  
Click **CANCEL** to exit this screen without recording your attendance.

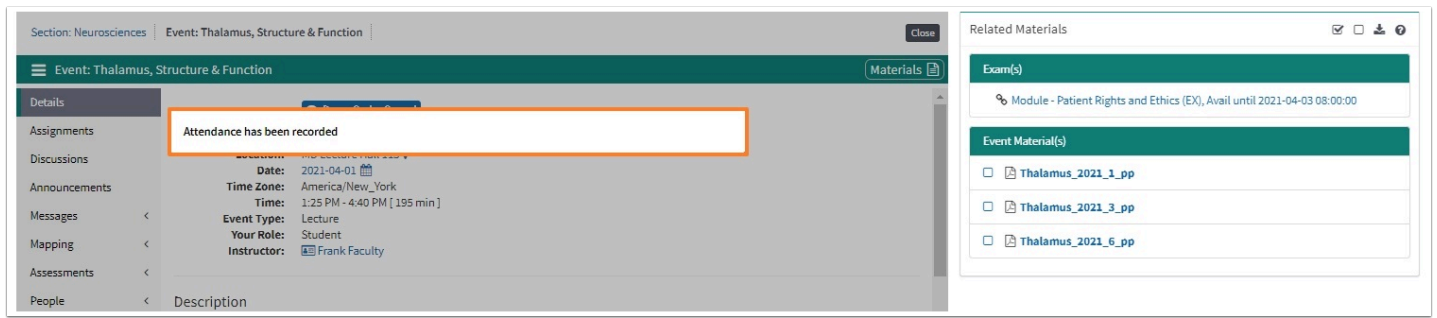
Reminder: when you click Confirm, you are affirming that you are present in the classroom for the mandatory session

*This process can take up to 30 seconds*

**CANCEL: I am NOT in attendance**

**CONFIRM: I am in attendance**

- This option will record your attendance in this Event.
- When you click **Confirm**, you are affirming that you are present in the classroom.
- If you click **Cancel**, you are acknowledging that you are not in attendance at the Event and you will exit this screen without recording your attendance.



Once you have Confirmed you are in attendance from the RECORD YOUR ATTENDANCE screen you will be brought back to the Event screen and will receive a pop-up indicating your Attendance has been recorded.

**Warning:** It is an Honor Code violation to record your attendance in an Event when you are not actually present.