

## Event: Attendance

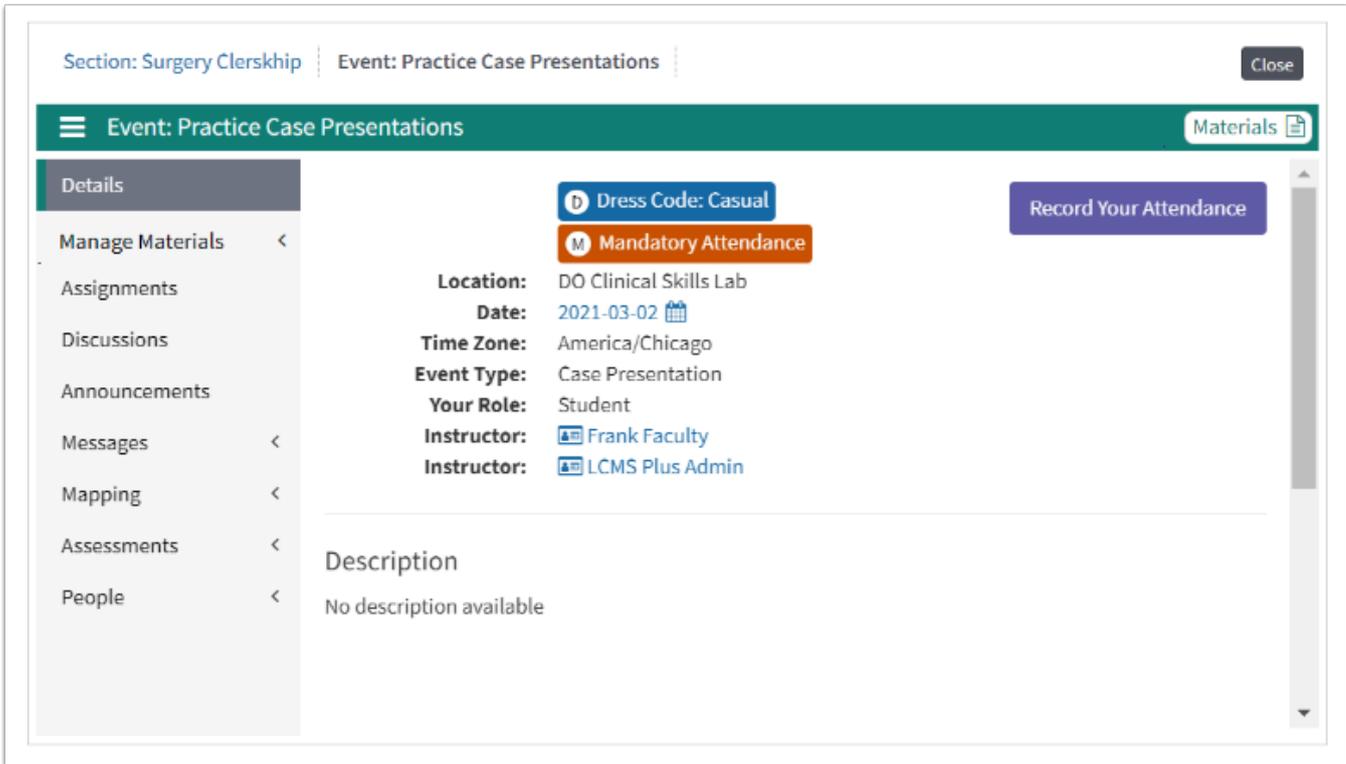
When an Event is Mandatory, you must record your Attendance. This article will show you how to properly check-in and log your Attendance for a Mandatory Event.

### Click on Event

The screenshot displays the Leo LMS interface. At the top, there is a navigation bar with the Leo logo, a 'Calendar' button, and links for 'Courses' and 'Search'. On the right side of the navigation bar, there are icons for email, notifications (with a '2' badge), a pin, a desktop monitor (with a '1' badge), and a user profile picture. Below the navigation bar, the main content area shows a calendar for Tuesday, 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 two events: 'Cardio Pathophysiology 1' from 11:00 - 12:00 and 'Practice Case Presentations' from 2:10 - 4:40. A tooltip is open over the 'Practice Case Presentations' event, displaying the following information: **Practice Case Presentations** (with a close button), **Surgery Clerskhip MD 2020-2021 R1 - EAST - Case Presentation**, **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:** **M** Mandatory Attendance and **D** Dress Code: Casual. On the right side of the calendar, there is a 'Related Materials' section with a search icon and the text 'No Documents Found'.

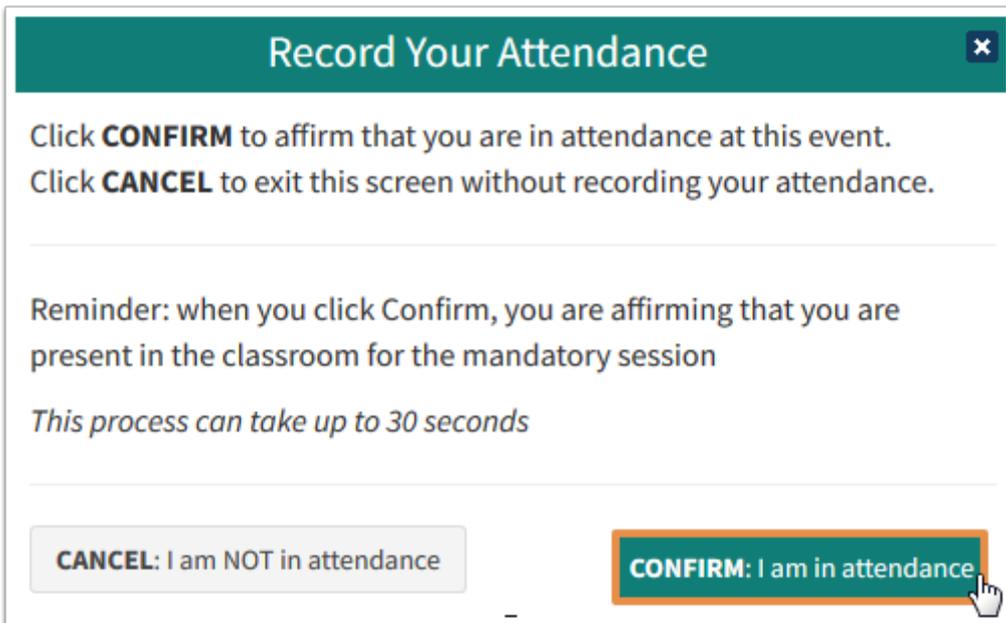
💡 When you hover over an Event , you will see a quick overview of the Event.

## Click Record Your Attendance



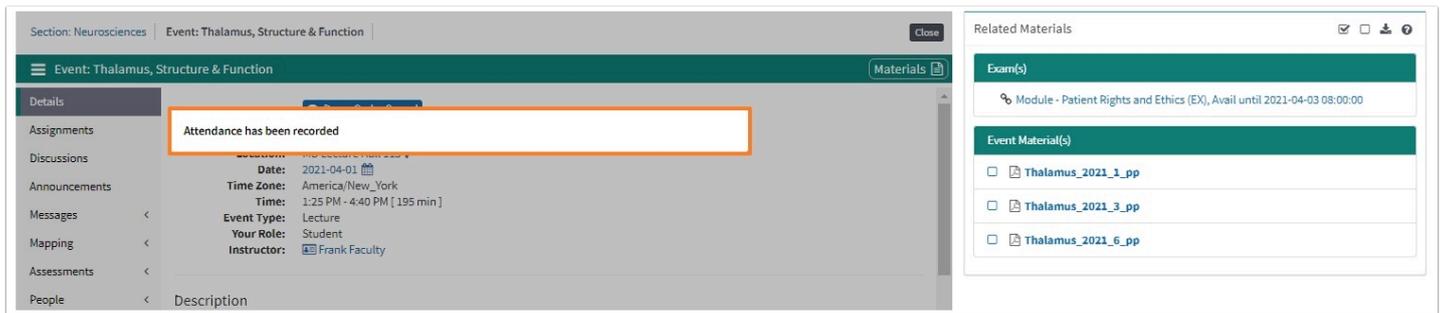
The screenshot shows the 'Event: Practice Case Presentations' page. At the top, there is a breadcrumb trail: 'Section: Surgery Clerskhip | Event: Practice Case Presentations'. A 'Close' button is in the top right. Below the breadcrumb is a green header bar with a hamburger menu icon, the text 'Event: Practice Case Presentations', and a 'Materials' button with a document icon. On the left is a sidebar menu with options: 'Details', 'Manage Materials', 'Assignments', 'Discussions', 'Announcements', 'Messages', 'Mapping', 'Assessments', and 'People'. The main content area displays event details: 'Dress Code: Casual' (blue box), 'Mandatory Attendance' (orange box), 'Location: DO Clinical Skills Lab', 'Date: 2021-03-02' (calendar icon), 'Time Zone: America/Chicago', 'Event Type: Case Presentation', 'Your Role: Student', 'Instructor: Frank Faculty' (person icon), and 'Instructor: LCMS Plus Admin' (person icon). A purple 'Record Your Attendance' button is positioned to the right of these details. Below the details is a 'Description' section with the text '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**.



The 'Record Your Attendance' dialog box has a green title bar with a close button (X). The main text reads: 'Click **CONFIRM** to affirm that you are in attendance at this event. Click **CANCEL** to exit this screen without recording your attendance.' Below this is a reminder: 'Reminder: when you click Confirm, you are affirming that you are present in the classroom for the mandatory session' and 'This process can take up to 30 seconds'. At the bottom, there are two buttons: 'CANCEL: I am NOT in attendance' (light gray) and 'CONFIRM: I am in attendance' (green with orange border). A mouse cursor is pointing at the 'CONFIRM' button.

- 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.



The screenshot displays the Leo LMS interface for an event titled "Event: Thalamus, Structure & Function". A central pop-up box with an orange border contains the text "Attendance has been recorded". The event details on the left include: Date: 2021-04-01, Time Zone: America/New\_York, Time: 1:25 PM - 4:40 PM [195 min], Event Type: Lecture, Your Role: Student, and Instructor: Frank Faculty. On the right, the "Related Materials" panel lists "Exam(s)" (Module - Patient Rights and Ethics (EX), Avail until 2021-04-03 08:00:00) and "Event Material(s)" (Thalamus\_2021\_1\_pp, Thalamus\_2021\_3\_pp, Thalamus\_2021\_6\_pp).

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.