

Event: Attendance

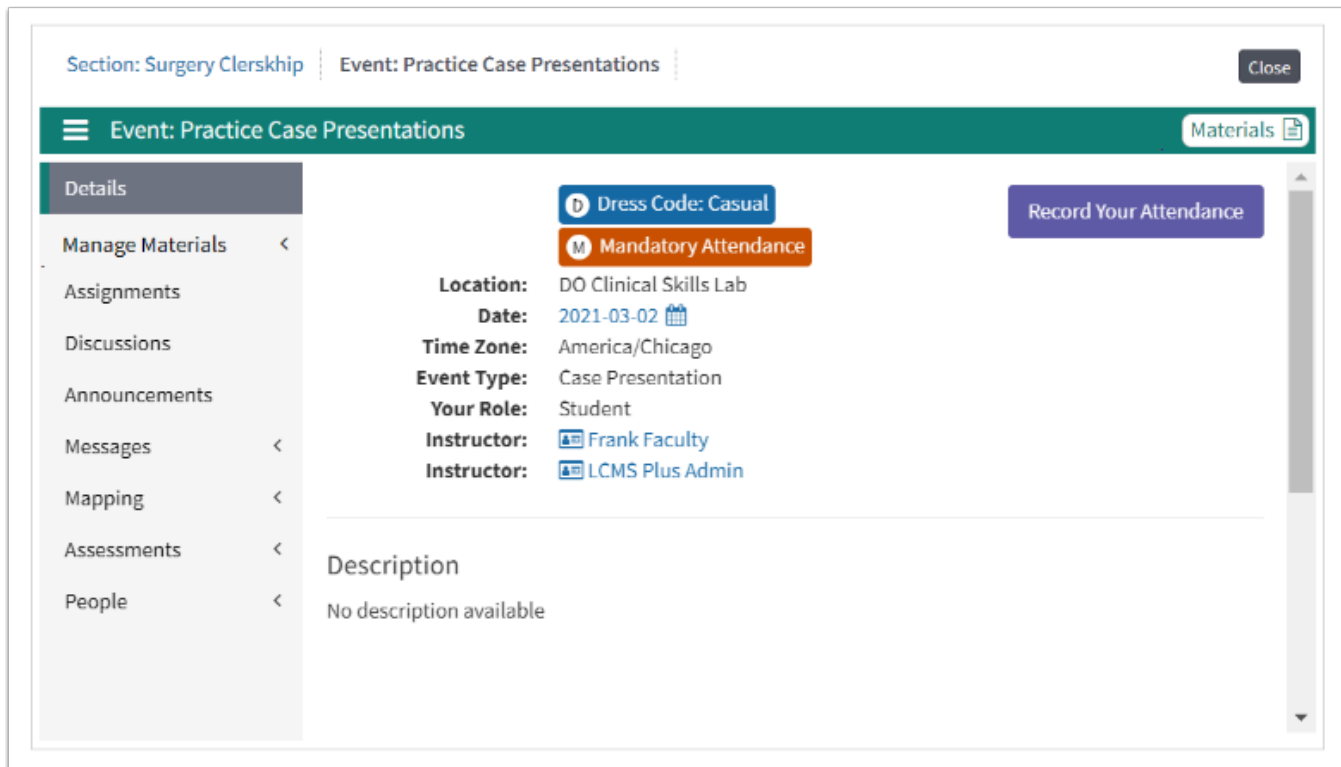
When an Event is Mandatory, you must record your Attendance. This article will show you how to properly check-in and log your Attendance for a Mandatory Event.

Click on Event

The screenshot shows the Leo LMS interface. At the top, there's a navigation bar with the Leo logo, a calendar icon, and links for Calendar, Courses, and Search. On the right, there 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 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 for the 'Practice Case Presentations' event is displayed, showing 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, Status: Mandatory Attendance (M) and Dress Code: Casual (D). The right sidebar shows 'Related Materials' with 'No Documents Found'.

💡 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

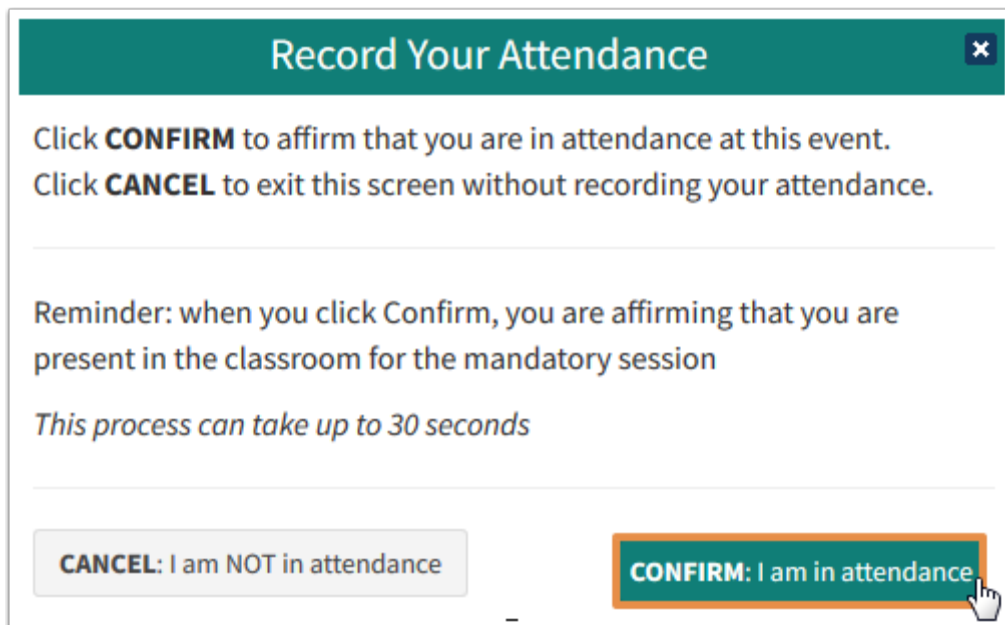
Instructor: Frank Faculty

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.

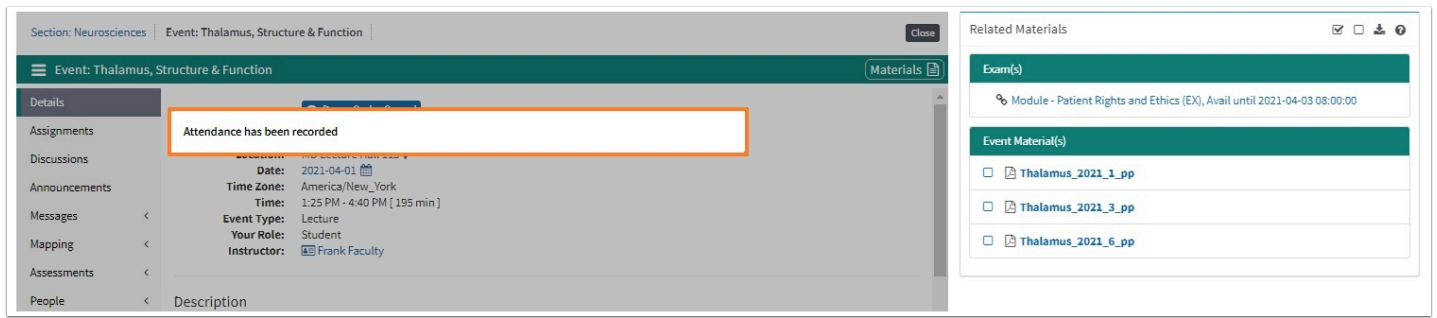
Reminder: when you click Confirm, you are affirming that you are present in the classroom for the mandatory session

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.