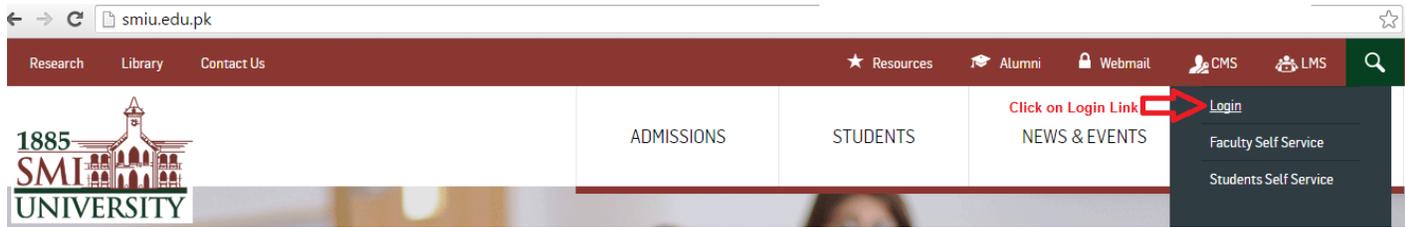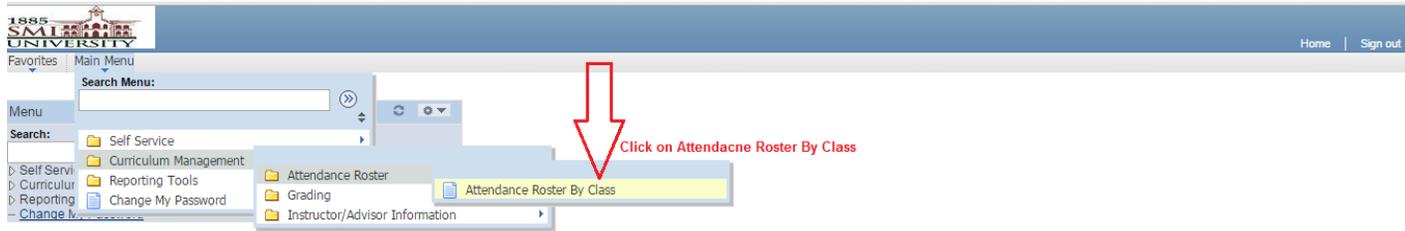# Online Attendance Of Students Steps for PeopleSoft CMS
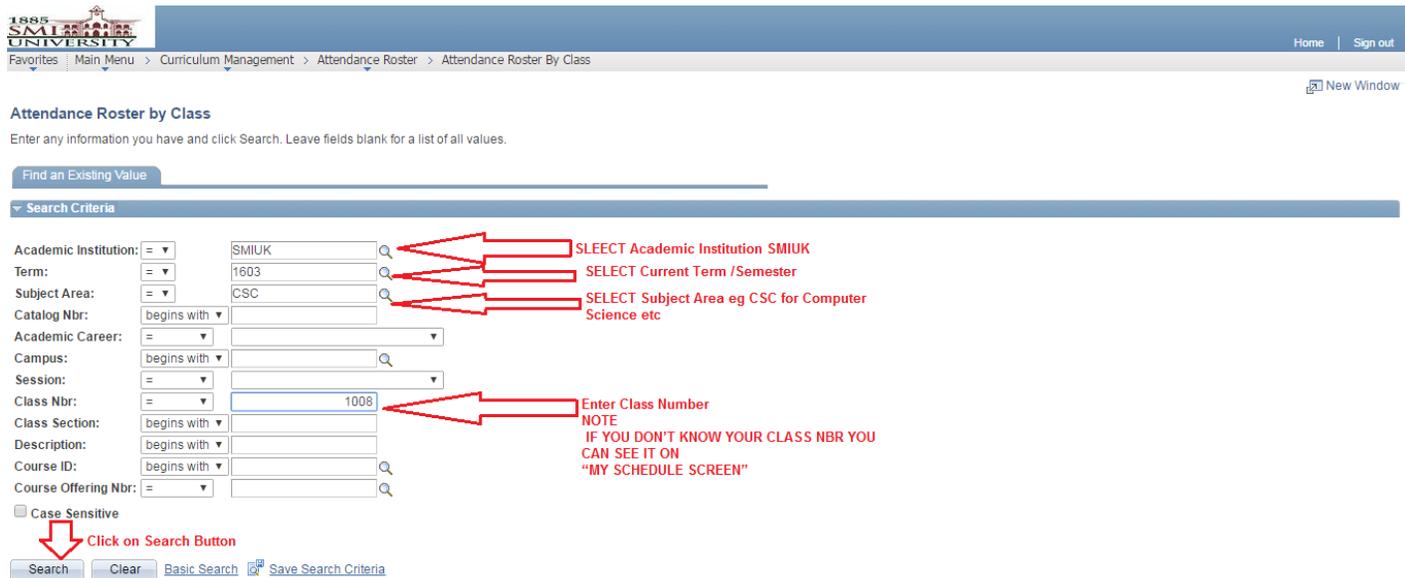
1. **Click on login link and provide your credentials (Username and Password) for accessing PeopleSoft CMS**



2. **To mark online attendance of students in particular class use the navigation: Navigation: Main Menu>Self service>Curriculum Management>Attendance Roster> Attendance Roster by Class**



3. **Enter any information you have and click on search button. Leave fields blank for a list of values.**



**NOTE: IF YOU DON'T KNOW CLASS NBR YOU CAN SEE IT ON "MY SCHEDULE SCREEN".**

4. **After Click on Search button, below screen will appear**
   1. **Select Last Class date from Calendar**
   2. **Click on generate button**



**NOTE: AFTER CLICK ON GENERATE BUTTON THIS BUTTON WILL FREEZED**

5. **After click on generate button list of days will be generated. First mark check on the override then click on generate button and in last click on view button of your desired day.**

6. After click on view button below screen will appear. By default all student are marked "Present". Any Student who is Absent in class just uncheck the present check mark or who left early from the class check on left early and select reason from dropdown list.



7. When you mark all of your attendance of particular day then click on SAVE & RETURN button

**8. After Click on SAVE & RETURN button below screen will appear. Click on save button.**



**NOTE: Repeat the same procedure for marking other day's student attendance. (1 TO STEP 8)**