

MARKING ATTENDANCE

- Follow the link from the attendance email you receive or login and click on "Attendance".

Join a Group! zMickey Mouse Test Group My Privacy

Info Participants Inquiries Group Mtgs Attendance

Events zMickey Mouse Test Group Meeting, 02/08/2024 - 08:00 AM

+ Add Participant Mark Attendance More

<input type="checkbox"/>	First Last ^	RSVP	Status	Notes
<input type="checkbox"/>	Group Leader	--	--	Type notes here...
<input type="checkbox"/>	DD Daisy Duck Class Member	--	--	Type notes here...
<input type="checkbox"/>	DD Donald Duck Class Member	--	--	Type notes here...

Detailed Attendance
Attendees 0
Guests 0
Total 0

- Click on the date you are taking attendance for. On the left side of the screen, you can sort your group members by first name or last name.

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<input type="checkbox"/>	First Last ^	RSVP	Status	Notes
<input type="checkbox"/>	zMickey Mouse Test Group Meeting, 02/08/2024 - 08:00 AM			
<input type="checkbox"/>	zMickey Mouse Test Group Meeting, 02/02/2024 - 08:30 AM			
<input type="checkbox"/>	zMickey Mouse Test Group Meeting, 02/01/2024 - 12:45 PM	--	--	Type notes here...
<input type="checkbox"/>	zMickey Mouse Test Group Meeting, 02/01/2024 - 06:00 AM			
<input type="checkbox"/>	zMickey Mouse Test Group Meeting, 01/31/2024 - 03:00 PM			
<input type="checkbox"/>	zMickey Mouse Test Group Meeting, 01/31/2024 - 11:55 AM	--	--	Type notes here...
<input type="checkbox"/>	zMickey Mouse Test Group Meeting, 01/30/2024 - 11:40 AM			
<input type="checkbox"/>	zMickey Mouse Test Group Meeting, 01/26/2024 - 08:30 AM			
<input type="checkbox"/>	zMickey Mouse Test Group Meeting, 01/19/2024 - 08:30 AM	--	--	Type notes here...

Detailed Attendance
Attendees 11
Guests 0
Total 11

- You can now see your group members and choose which members were present. To select a person, click the box next to their name, then click "Mark Attendance."

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<input type="checkbox"/>	First Last ^	RSVP	Status	Notes
<input checked="" type="checkbox"/>	Group Leader	✓✓	✓✓	Type notes here...
<input checked="" type="checkbox"/>	DD Daisy Duck Class Member	✓✓	✓✓	Type notes here...
<input checked="" type="checkbox"/>	DD Donald Duck Class Member	✓✓	✓✓	Type notes here...

Detailed Attendance
Attendees 3
Guests 0
Total 3

- If your group did not meet on the week you selected, click the blue "Did Not Meet" button.

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<input type="checkbox"/>	First Last ^	RSVP	Status	Notes
<input checked="" type="checkbox"/>	Group Leader	✓✓	✓✓	Type notes here...
<input checked="" type="checkbox"/>	DD Daisy Duck Class Member	✓✓	✓✓	Type notes here...
<input checked="" type="checkbox"/>	DD Donald Duck Class Member	✓✓	✓✓	Type notes here...

Detailed Attendance
Attendees 3
Guests 0
Total 3

- If you have a guest one week, you can add them in "Detailed Attendance."

Group Mtgs Attendance

02/15/2024 08:00 AM ▾

Mark Attendance More ▾

RSVP	Status	Notes
--	--	Type notes here...
--	--	Type notes here...
--	--	Type notes here...
--	--	Type notes here...
--	--	Type notes here...

Detailed Attendance

Attendees 0

Guests - 0 +

Total 0

There is no need to create a New Meeting. If your group has regularly scheduled meetings, your next one will be created automatically and will appear several days before the meeting. If you want to create a special meeting or event in addition to your regularly scheduled group meeting, please contact your campus groups staff.