

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

InfoParticipantsInquiriesGroup MtgsAttendance

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

+ Add Participant

Mark Attendance

More

☐	FirstLast	RSVP	Status	Notes
☐	Group Leader	--	--	Type notes here...
☐	DDDaisy Duck Class Member	--	--	Type notes here...
☐	DDDonald Duck Class Member	--	--	Type notes here...

Detailed Attendance

Attendees0

Guests0

Total0

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

zMickey Mouse Test Group Meeting, 02/02/2024 - 06:30 AM

zMickey Mouse Test Group Meeting, 02/01/2024 - 12:45 PM

zMickey Mouse Test Group Meeting, 02/01/2024 - 11:00 AM

zMickey Mouse Test Group Meeting, 02/01/2024 - 06:00 AM

zMickey Mouse Test Group Meeting, 01/31/2024 - 03:00 PM

zMickey Mouse Test Group Meeting, 01/31/2024 - 11:55 AM

zMickey Mouse Test Group Meeting, 01/30/2024 - 11:40 AM

zMickey Mouse Test Group Meeting, 01/26/2024 - 06:30 AM

zMickey Mouse Test Group Meeting, 01/19/2024 - 06:30 AM

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

Detailed Attendance

Attendees11

Guests0

Total11

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

+ Add Participant Mark Attendance More

☐	First Last	RSVP	Status	Notes
☒	Group Leader	--	--	Type notes here...
☒	DD Daisy Duck Class Member	--	--	Type notes here...
☒	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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Info Participants Inquiries Group Mtgs Attendance

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

+ Add Participant Mark Attendance More

☐	First Last	RSVP	Status	Notes
☒	Group Leader	--	--	Type notes here...
☒	DD Daisy Duck Class Member	--	--	Type notes here...
☒	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 ▾

Detailed Attendance

Attendees 0

Guests - 0 +

Total 0

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

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.