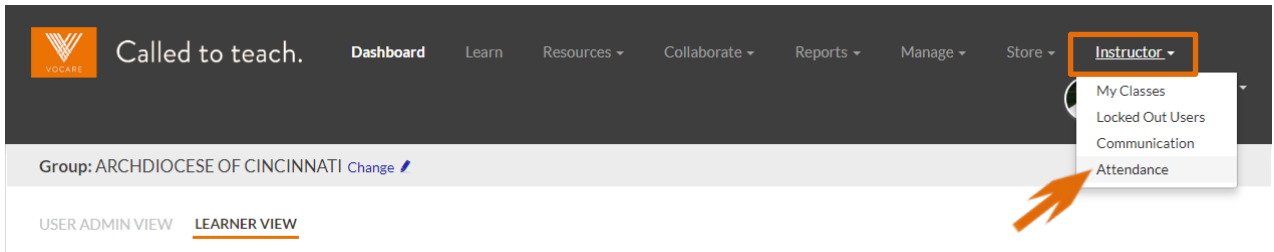




Called to teach.

Taking Attendance for Your Live Class

1. Log into Vocare with your account info at www.vocareonline.com.
2. Click on the Instructor dropdown in the top menu and choose Attendance.



3. On the Attendance screen, you will see all the classes that you have been assigned.

Attendance Report

| Name | Location | Instructors | Event Start Date | Total Enrolled | Completed |
|---|-----------------------------------|-----------------|------------------|----------------|-----------|
| (LIVE) Call Foundations, Denise Warnecke, AOC | AOC, 119 E Water St, Sidney 45365 | Denise Warnecke | 10/22/2018 | 3 | 0/3 |

4. Click on your class:

[← Return to Attendance List](#)

(LIVE) Call Foundations, Denise Warnecke, AOC
Live - CALL 1 of 3

Start Date Time: 10/22/2018 2:00 PM
End Date Time: 10/22/2018 4:00 PM
Location: AOC, 119 E Water St, Sidney 45365
Seats Remaining: 5 / 8
Price: \$0.00

Notes:
Closed to AOC personnel


[Add Date](#)

| Date | Attendance | |
|------------------------------|------------|-----------------------------|
| Monday - October 22, 2018 | 0/3 | Delete Date |
| ▶ Monday - October 29, 2018 | 0/3 | Delete Date |
| ▶ Monday - November 05, 2018 | 0/3 | Delete Date |

You will notice that each date of your class is separate. The names of participants are in each date.

- Click on the arrow next to the date to see the names. Mark attendance by clicking the box next to each person's name. You can select one at a time or, if everyone attended, click the box next to "Attended" to click all at once. Be sure to Update!

[← Return to Attendance List](#)


| | | |
|---|---|-----------------------------------|
|  <p>(LIVE) Call Foundations, Denise Warnecke, AOC Live - CALL 1 of 3</p> | Start Date Time: 10/22/2018 2:00 PM | Notes: Closed to AOC personnel |
| | End Date Time: 10/22/2018 4:00 PM | |
| | Location: AOC, 119 E Water St, Sidney 45365 | |
| | Seats Remaining: 5 / 8 | |
| | Price: \$0.00 | |

 Add Date

| Date | Attendance | | | | | | | | | | | | | | | | | | | | | |
|---|------------|-----------------------------------|--------------|-----------------------------------|----------|--------------|-----------------------------------|--------|---------|---------------------------------|--|--------------------------|---------|---------|---------------------------------|--|--------------------------|-------|-----------|-----------------------------------|--|--------------------------|
| Monday - October 22, 2018 | 0/3 | Delete Date | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Username</th> <th>Store Number</th> <th>Attended <input type="checkbox"/></th> </tr> </thead> <tbody> <tr> <td>Denise</td> <td>Austing</td> <td>dausting@catholiccincinnati.org</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Theresa</td> <td>Naseman</td> <td>tnaseman@catholiccincinnati.org</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Danny</td> <td>Schneible</td> <td>dschneible@catholiccincinnati.org</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> | | | First Name | Last Name | Username | Store Number | Attended <input type="checkbox"/> | Denise | Austing | dausting@catholiccincinnati.org | | <input type="checkbox"/> | Theresa | Naseman | tnaseman@catholiccincinnati.org | | <input type="checkbox"/> | Danny | Schneible | dschneible@catholiccincinnati.org | | <input type="checkbox"/> |
| First Name | Last Name | Username | Store Number | Attended <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Denise | Austing | dausting@catholiccincinnati.org | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Theresa | Naseman | tnaseman@catholiccincinnati.org | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Danny | Schneible | dschneible@catholiccincinnati.org | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Update | | | | | | | | | | | | | | | | | | | | | | |
| Monday - October 29, 2018 | 0/3 | Delete Date | | | | | | | | | | | | | | | | | | | | |
| Monday - November 05, 2018 | 0/3 | Delete Date | | | | | | | | | | | | | | | | | | | | |

- Continue with the other dates when sessions are finished. In cases of inclement weather, you are able Delete Dates as needed and Add a different one. Be sure to click the Update button to keep your changes!

[← Return to Attendance List](#)

| | | |
|---|---|-----------------------------------|
|  <p>(LIVE) Call Foundations, Denise Warnecke, AOC Live - CALL 1 of 3</p> | Start Date Time: 10/22/2018 2:00 PM | Notes: Closed to AOC personnel |
| | End Date Time: 10/22/2018 4:00 PM | |
| | Location: AOC, 119 E Water St, Sidney 45365 | |
| | Seats Remaining: 5 / 8 | |
| | Price: \$0.00 | |


 Add Date

| Date | Attendance | | | | | | | | | | | | | | | | | | | | | |
|---|------------|-----------------------------------|--------------|-----------------------------------|----------|--------------|-----------------------------------|--------|---------|---------------------------------|--|--------------------------|---------|---------|---------------------------------|--|--------------------------|-------|-----------|-----------------------------------|--|--------------------------|
| Monday - October 22, 2018 | 0/3 | Delete Date | | | | | | | | | | | | | | | | | | | | |
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| First Name | Last Name | Username | Store Number | Attended <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Denise | Austing | dausting@catholiccincinnati.org | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Theresa | Naseman | tnaseman@catholiccincinnati.org | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Danny | Schneible | dschneible@catholiccincinnati.org | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Update | | | | | | | | | | | | | | | | | | | | | | |



7. There is also a space to add your own notes/reminders about the course in the 'Instructor Notes' box at the bottom of the screen.

[← Return to Attendance List](#)

| | | | |
|---|------------------|--------------------------------------|--------------------------------------|
|  (LIVE) Call Foundations, Denise Warnecke, AOC Live - CALL 1 of 3 | Start Date Time: | 10/22/2018 2:00 PM | Notes: Closed to AOC personnel |
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[Add Date](#)

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|------------------------------|------------|-----------------------------|
| ▶ Monday - October 22, 2018 | 0/3 | Delete Date |
| ▶ Monday - October 29, 2018 | 0/3 | Delete Date |
| ▶ Monday - November 05, 2018 | 0/3 | Delete Date |

[Export Report](#)

Instructor Notes

- Remember to make coffee and bring snacks.
- Need extra time for lectio prayer experience.
- Double-check my handouts.

This course took longer than I expected. Next time add another day.

[Save Notes](#)

8. Once the last session is finished, please contact VocareSupport@CatholicCincinnati.org so that credit can be issued.
9. Please remember that NO CLASSES should be held between June 15 and June 30. Credit may not be able to be issued if a course does not finish by June 15!