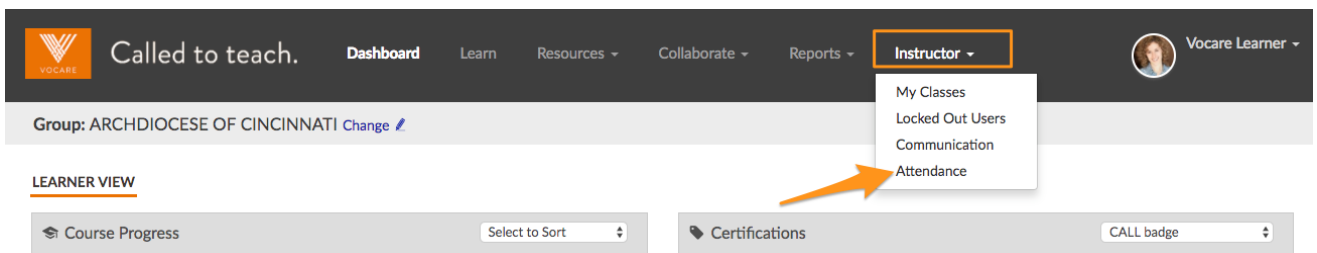




Called to teach.

Taking attendance for your live class

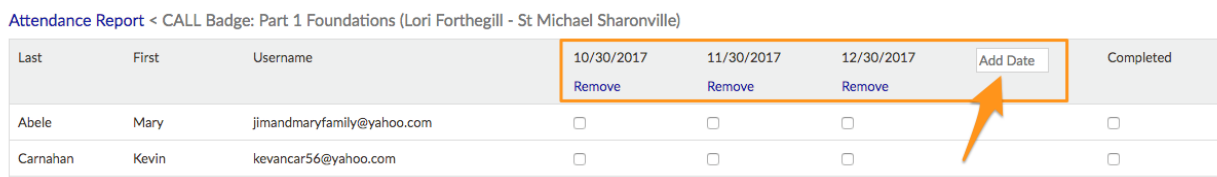
1. Log into Vocare Online with your account info at: www.vocareonline.com
2. Click on the **Instructor** dropdown in the top menu and choose **Attendance**



3. On the Attendance screen, you will see all classes that you have been assigned as an instructor of. Choose the appropriate class.



4. On the Attendance Report Screen, you may add or remove dates if you have multiple class sessions. After adding a date or removing a date, make sure to submit the changes by clicking the **Update** button at the bottom of the page.





Called to teach.

5. Mark each catechist as attending for the appropriate days they attended the class.

Important Note: There are two ways to give a catechist attendance.

- **Mark the Final Completed column** - if this column is marked, the catechist will automatically get completion without any other dates selected
- **Mark only the dates attended** – If all dates are marked, it is not necessary to mark the completed column.

(You can always mark every box, but with large classes the process may be tedious)

This provides flexibility for those that just want to give credit quickly and those that have multiple sessions and want to record accurate attendance.

Attendance Report < CALL Badge: Part 1 Foundations (Lori Forthegill - St Michael Sharonville)

Last	First	Username	10/30/2017 Remove	11/30/2017 Remove	12/30/2017 Remove	Add Date	Completed
Abele	Mary	jimandmaryfamily@yahoo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Carnahan	Kevin	kevancar56@yahoo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Carnahan	Jane	jane@saintmichaelchurch.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Fothergill	Grace	gfothergill@vikingmail.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Gruber	Emily	egruber@stmichaelsharonville.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Herbert	Clay	cherbert@stmichaelsharonville.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

6. Once everyone has been marked correctly, click the **Update** button to save the entries.

The catechists will then be automatically given credit for the class.