

# Taking Attendance with CLASSxp



Double click on the CLASSxp icon  
Type in your User ID  
Type in your Password  
Click Login

A screenshot of the CLASSxp login interface. The browser address bar shows 'WWW.PEARSONEDTECH.COM' and '1.877.EDTECH1'. The page title is 'Technologies'. The login form has two input fields: 'User ID' and 'Password'. Below the fields are three buttons: 'Change Password', 'Exit', and 'Login'. The version number 'Ver. 5.5,SR2' is displayed in the bottom right corner of the form area.

Double-click the line for your Homeroom class  
From the Class drop-down menu (at the top) select Take Attendance  
Click the absent student's block to begin cycling through the list of absence reason codes until the appropriate attendance reason code displays  
Click on your next student and repeat step 7  
Repeat steps 7 & 8 as needed  
When you are finished, click the Taking Attendance message at the top of the screen

## **Note:**

After you login, you may see a message concerning Students Entering and/or Students Leaving; you may acknowledge these students by clicking on their names. Entering students will appear in the Out of Chart window. Click-hold-drag-and-drop these students up to the student list. This should automatically put them in the seating chart.