

# Entering and Editing StrongStart POS Class Attendance

## ENTER ATTENDANCE

Enter attendance **ONLY** in Staff view > Attendance > Class > Input

Select the date at the top right of the screen

Click **POS** for all students present on that date  
Do **NOT** use the A or L buttons to enter attendance

Click the **POST** button once

**Do not make any changes** to the Class attendance in Staff view after posting. Changes will not be included in the StrongStart counts.

## EDIT ATTENDANCE

Edit attendance **ONLY** in School view > Attendance > Class Office

Select the date at the top right of the screen

Do **NOT** use the Daily Code in this screen  
**ONLY** change the Period Code Column

Find the student to edit and click into the blue hyperlink in the period code column

In the popup window edit the entry using **ONLY** the **Other Code: POS** dropdown or **Is Absent** checkbox as required. Click Save

Only the POS entries from the Period column will be included in the Ministry StrongStart Attendance Extract