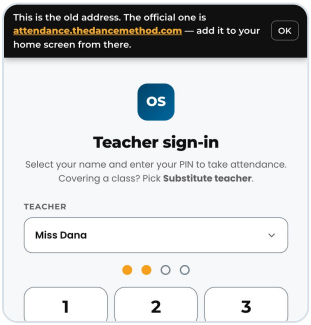
Taking attendance

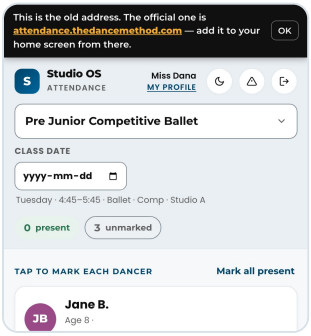
For teachers · one page, keep it by the iPad

Attendance page: **attendance.thedancemethod.com/attendance** · Add it to your home screen once and it opens like an app. Questions: Isabel at the front desk, (204) 560-2936.



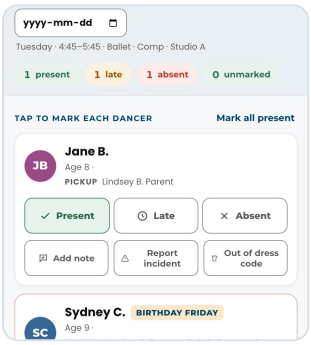
1 Sign in

Open the attendance page on the studio iPad or your own phone. Pick **your name**, enter your **4-digit PIN**, then tap **Take attendance**. First time? Choose a PIN and enter it twice; it is yours from then on. Covering a class? Pick **Substitute teacher**, type your name, and use the sub PIN from the front desk.



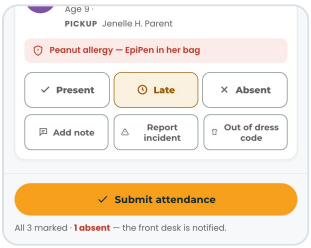
2 Check the class

Today's class is at the top. Teaching more than one? Tap the **class name** to switch. Read the chips before class: a red **Allergy** chip means a medical note, shown in red on the card.



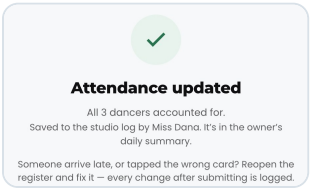
3 Mark each dancer

Tap **Present** as each dancer arrives, **Late** if they come in after the first ten minutes, **Absent** for anyone not there by the end of warm-up. The counts at the top update as you go, and every tap saves to the studio straight away. In a hurry? Tap **Mark all present**, then fix the exceptions.



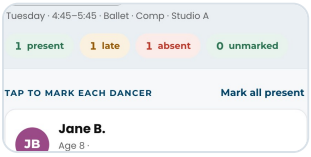
4 Submit

When the register is right, tap **Submit attendance** at the bottom. The screen confirms with your name. The front desk sees who is absent right away and follows up with the family.



5 Someone arrived late, or a wrong tap

Nothing is locked. Tap **Reopen this class**, tap the dancer's card to **Late** (or **Present**), then **Submit attendance** again. Back at sign-in already? Sign in again and pick the same class; your marks are still there. Every change is kept with your name.



6 Notes and problems

Add note on a dancer's card for anything the desk should know. **Report incident** for an injury or a behaviour concern. Both go to the front desk and Orielle, never to a parent. Anything urgent: tell the desk in person too. Wrong dancer on your list? Tell the desk.

Connection lost?

A red bar at the top says so. Keep tapping. Marks stay on your device and send themselves when the connection is back.

Screen locked?

The page locks after ten minutes with nobody touching it. Enter your PIN again to carry on.

Forgot your PIN?

The front desk or Orielle resets it under **Team**. You choose a new one at your next sign-in.

Need more?

Every answer is in the help center: help.dsge.ca/tdm/

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