

# LEARNING COACH TAKING ATTENDANCE

Attendance should be taken daily!

## 1. LOG INTO K12

1. *www.eriesd.org*
2. *Use the drop down menu in the upper left hand corner.*
3. *Choose Cyber Choice Academy*



### Login To Your Online School

Log in now using your K12 online account (If you are a new user who enrolled online, please use your existing account).

All fields are required. Username is case sensitive.

[Forgot Username?](#)

Username

Password

[Forgot Password?](#)

I have read and accept the [Terms of Use](#) and [Privacy Policy](#).

Log In

## 2. ATTENDANCE TAB

1. *Menu on left side of screen*
2. *Choose Attendance (3rd one down)*

A screenshot of the Learning Solutions Demo School interface. The top header is dark blue with a speedometer icon and the word 'Learning' in white. Below this is a green sidebar menu with the text 'LEARNING SOLUTIONS DEMO SCHOOL' at the top. The menu items are 'MY STUDENTS', 'MY SCHEDULE', 'ATTENDANCE' (which is highlighted with a red arrow), and 'ANNOUNCEMENTS'. The main content area shows a user profile 'Brain Boost Studen...' with a dropdown arrow, and tabs for 'Schedule', 'Courses', and 'More'. Below the tabs, there are navigation arrows and a 'Select Date' dropdown. The 'Courses' section lists 'Brain Boost Grade 1', 'Brain Boost Grade 2', and 'Brain Boost Grade 3'.



# 3. ENTER TIME



1. Click on the open box. It will automatically fill in the time the lesson should have taken.
  2. If the lesson took your child longer, you can add more time to it.
  3. Fill in all sections that apply for the day.
- Click Save!**

Monday, August 30, 2021



You can edit attendance you've entered today until midnight tonight. Any attendance you've entered before today - or from a prior attendance period - cannot be edited. Click Save before printing attendance.

Auto-Enter ▼

Courses	Enter Time	Typical Time for Lesson Completion	Totals-To-Date
Math 2 Summit	<input type="text"/>	60 min	0
Stride Skills Arcade Math 2	<input type="text"/>	20 min	0
ELA 2 Summit	<input type="text"/>	99 min	0
Stride Skills Arcade ELA 2	<input type="text"/>	20 min	0
Science 2 Summit NG	<input type="text"/>	60 min	0
Social Studies Grade 2 Summit ED	<input type="text"/>	30 min	0
Online Learning K-5 21-22	<input type="text"/>	60 min	4 min

Totals: Total Days in School: 4 day(s)

Time: 0

4 min

 Print Attendance

Save

Restore

Close