

## How to Change 1st period Attendance on the Same Day of the Error.

1. Click on Class. Then, choose your Period 1 class.

The screenshot displays the Aspen attendance management interface for Period 1. The interface includes a sidebar with navigation options: Daily, Class, Input, Seating Chart, and Trends. The main area shows a table with the following columns: LASID, Name, Code, Class Attendance, and Daily Attendance. The 'Code' column contains buttons for attendance codes: A, AT, T, D, Q, and P. The 'Class Attendance' column shows the current status (e.g., A, Present, E MCAS) and an edit link. The 'Daily Attendance' column shows the daily status (e.g., A, Present, E MCAS). A 'Post' button is visible in the top left, and an 'Attendance for:' dropdown is in the top right.

LASID	Name	Code	Class Attendance	Daily Attendance
		A AT T D Q P	A <a href="#">[edit]</a>	A
		A AT T D Q P	Present	Present
		A AT T D Q P	E MCAS <a href="#">[edit]</a>	E MCAS
		A AT T D Q P	E MCAS	E MCAS
		A AT T D Q P	Present	Present
		A AT T D Q P	E MCAS <a href="#">[edit]</a>	E MCAS

2. Click on the correct code for the student where the error has been made.

For example, if you marked a student present, then you can mark them absent.

3. Then, click on Post to change it.

4. It will change the attendance in the Class Attendance and Daily Attendance.

5. If you need to change the attendance the next day, you will have to fill out a form in the student's house office to change the Daily Attendance. However, you can change the ONLY the class attendance in Aspen.