



MIDDLE SCHOOLERS: AVOID AN ABSENCE

Check The Login Steps Below

USE THE STEPS BELOW IN EVERY CLASS, EVERY DAY TO BE MARKED PRESENT

- Login to every class, every day (even on no live class connect days.)
- On the D2L Landing page, click on "CLASSES" tab
- **Never use the My Schedule tab for assignments - it will not mark attendance.**
- Click on "CONTENT" tab
- Go to "ASSIGNMENT" and **complete assignment** to be marked present
- If an assignment has a **due time (usually 3 or 4pm)**, submit it by that time.
- **If you miss a live class**, view the recording in Assignments as soon as possible

- If the student was absent for the reason of illness, medical appointment, pre-approved vacation/travel, or funeral, please fill out the attendance reporting form so the absence can be excused. (www.mnva.us)

- Need help? Email AttendanceInfo@hsd294.us to schedule a phone or new row meeting.