

# Marking Yourself Present Each Day


## Student Directions

[Click here for video directions](#)

\* If the video does not play, Copy and Paste the URL below into a Chrome tab\*

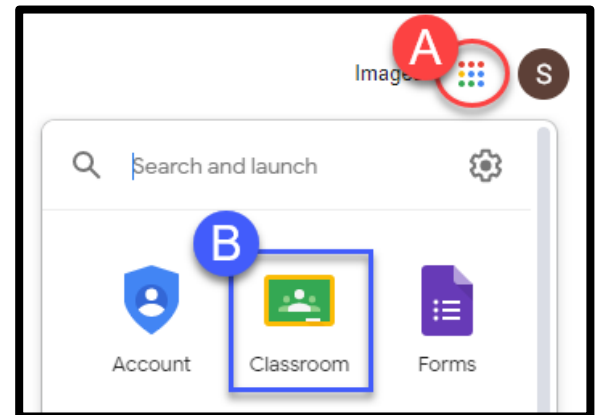
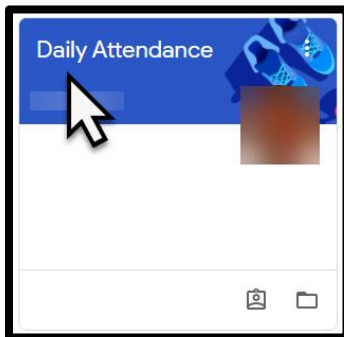
<https://drive.google.com/file/d/1oaLZuQd5iDwuTUxPyynHbkaskNX4AFKo/view?usp=sharing>

### Steps:

1. Open a new Chrome tab. 

2. Click the "waffle"/app launcher (A) and select Google Classroom (B).

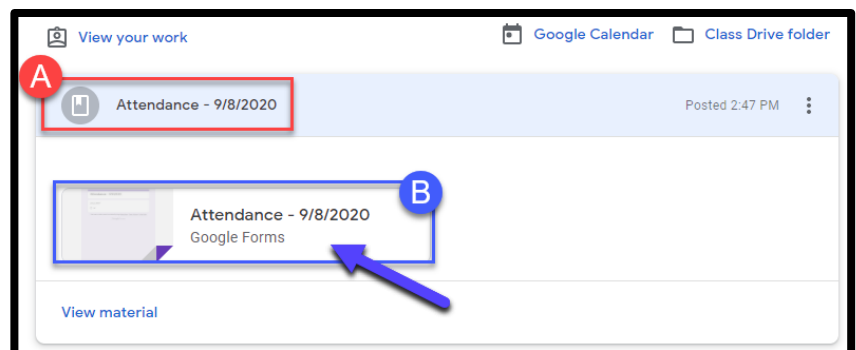
3. Click the "Daily Attendance" class tile that appears on the page.



4. Click the "Classwork" tab at the top of the window.



5. Click the material that matches the date for which you are submitting attendance (i.e. Attendance - 9/8/2020) to expand the content (A) and then click the Google Form file attachment to launch the form (B) - it will open in a new browser tab.



6. The form asks one question "Are you here?". Click "Yes" (A) and then "Submit" (B).

Attendance - 9/8/2020

Your email address ( ) will be recorded when you submit this form.  
Not you? [Switch account](#)

Are you here?

Yes

Submit

Your CCPS student email address should show here

7. Once submitted, you will get a submission validation message.

Attendance - 9/8/2020

Your response has been recorded.

This form was created inside of Carroll County Public Schools. [Report Abuse](#)

Google Forms

8. At this point, you can close out of the form tab (A) and navigate back to the Google Classroom tab (B).

