**Classroom Plus**

**Taking Attendance**

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| Discovery Classroom Plus is an internet based program that houses student information and a system where teachers take attendance for their classroom. | **Option 1**: Using the Classroom Plus icon on desktop.  
- Double click the Classroom Plus icon on your desktop.  
**Option 2**: Using the Toolbox on desktop.  
- Double click the Toolbox icon to open.  
- Double click the folder marked “Student information”.  
- Double click the Classroom Plus icon.  
**Option 3**: Open Internet Explorer and click “Classroom Plus” in the favorites bar. |

**Step One**

**At the Log in Screen:**
Type in your User ID and Password.  
The user ID is your LCISD user name.  
Default Password is “discovery” (lower case).  
Check the box to change your password to something you can remember.

**Step Two**

Once logged in you will see the “My schedule “page.  
Check to make sure the Year – Term is set for the correct academic year.  (Example: Academic year 2010-2011: First Semester Year-Term: 2011-1 Second Semester Year-Term: 2011-2)  
To get to the attendance screen click the attendance link in the first row.

**Step Three**

Once on the Attendance Screen, it is time to mark who is absent.  
- If a student is absent or tardy find the student who is absent or tardy, click on the drop down menu in that student’s row and select “A” for absent or “@” for Tardy (per campus guidelines).  
- If all students are present and accounted for then put check in the “All Are Accounted” Box  
**All Secondary Teachers need to take attendance each class period.**

**Step Four**

After marking attendance go to the bottom of the page and click on “Save”.  
After saving, a message will appear on the top of the page that says “Saved Successfully”.  
At this time you can log out by clicking on the “Logout” button in the top right hand section of the page.