

## Class XP Quick Cheat Sheet

1. Log onto the computer as yourself
2. Double click on your network home folder
3. Double click on Class XP
4. Log on to Class XP with the same user name and password that you always use and then click **Login**
5. Go to **Class** on the menu bar at the top and choose **Take Attendance**
6. Select **AM**
7. Click one time on each student that is absent
8. When you are finished, click on the bar at the top of the screen that says **Taking Attendance**
9. Go to **Class** on the menu bar at the top and choose **Log out**
10. Click the **Exit** button to quit Class XP

