

You're really going to love using the ASAP phone app! It is super easy to take attendance right there standing in your class.

In your phone's web browser type in this address (app.asapconnected.com/mobile) like you would go to search any website using your phone.

This will appear on your phone, and then all it is to do is type in your username and password. Our organization number for MSJC is 4406.

You'll see a list of all the possible days that you can take attendance for. So select the class for the date of the class that you are going to take attendance. Just make sure you have the right date!

Then you'll see a list of everyone in your class. Of course, this will come from what you've done to enroll them through Quick Enroll on your computer previously. So select the students that you see who are sitting there in front of you. And then when you are finished marking everyone, just hit "Update Attendance." And that's all. You have now taken attendance.

Remember attendance is due 48 hours after class ends, but those of you who use the phone app will mostly likely do it before you step foot out of your classroom door. If you had a sub, or if there's someone who snuck in after you took attendance, you can see that on the sign-in sheet. Please make sure that you edit your attendance within two weeks.

Thank you!