



Advanced Course Network

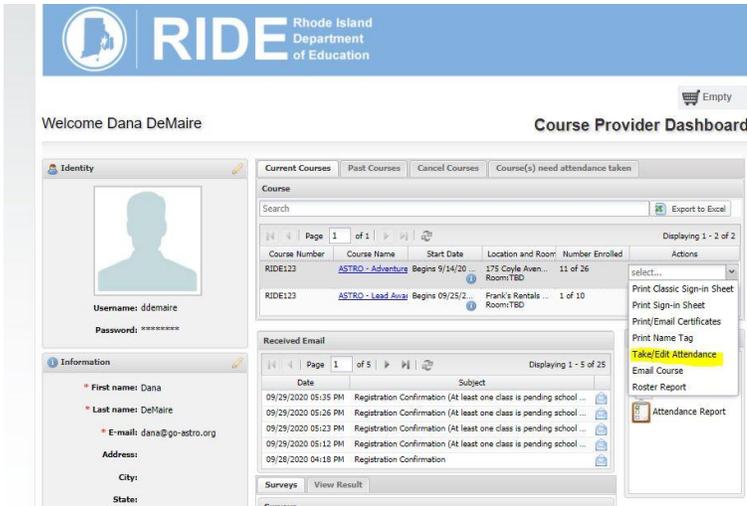
Expanding Opportunities

For Providers - How do I take attendance?

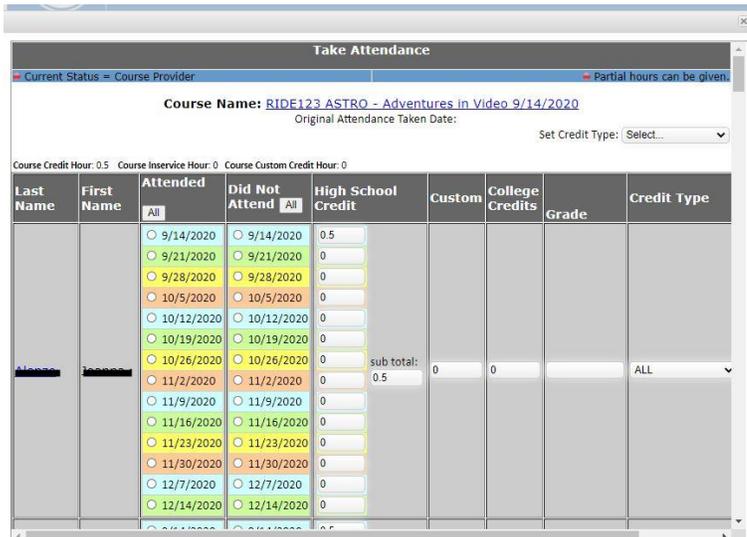
- **STEP 1:** Submitting attendance in Go Sign Me Up is required for every class meeting. To take attendance, you must first log into Go Sign Me Up on the Advanced Course Network homepage.

- **STEP 2:** Log into Go Sign Me Up by entering your username and password, clicking “Course Provider” and then “Login.”

- **STEP 3:** Logging in will allow you to access a screen with your course information and options. From the dropdown menu next to the course you want to submit attendance for, select “Take/Edit Attendance” option.



- **STEP 4:** This will bring you to the attendance page for the course. To take attendance, click “Attended” or “Did Not Attend” for each student for each class date.



- **STEP 5:** Scroll to the bottom of the attendance page and click “Submit” once you have completed attendance for a class meeting.

