Tracking Attendance through InsideCBU

Navigating to Attendance in InsideCBU

1. Log into [InsideCBU](https://insidecbu.calbaptist.edu/)
2. Click on the drop-down list under **My Courses** in the **Quick Links** tab. All courses you teach will be here. Then click on the desired course (See Below).

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1. Click on the **Attendance** button under the course name (See Below).

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1. This will bring you to the Attendance Page of the course. Here you can **Add an Attendance Session, Edit a Session, Record Attendance, and Add Attendance** (See Below).

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