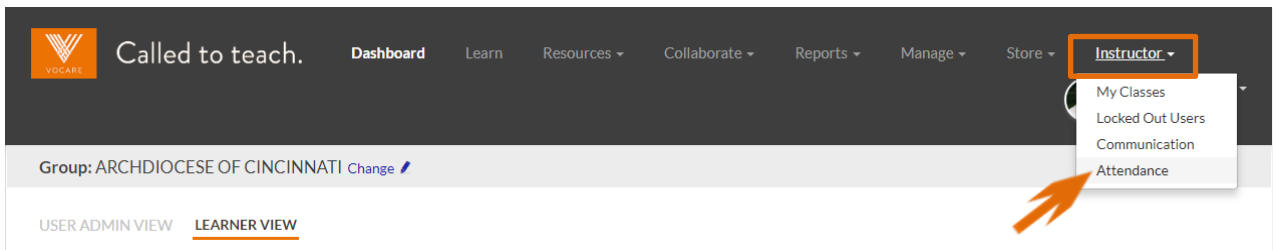


## Taking Attendance for Your Live Course

1. Log into Vocare with your account info at [www.vocareonline.com](http://www.vocareonline.com).
2. Click on the Instructor dropdown in the top menu and choose Attendance.




3. On the Attendance screen, you will see all the courses that you have been assigned.

### Attendance Report

Name	Location	Instructors	Event Start Date	Total Enrolled	Completed
(LIVE) Call Foundations, Denise Warnecke, AOC	AOC, 119 E Water St, Sidney 45365	Denise Warnecke	10/22/2018	3	0/3

4. Click on your course:

[← Return to Attendance List](#)



(LIVE) Call Foundations, Denise Warnecke, AOC  
Live - CALL 1 of 3

**Start Date Time:** 10/22/2018 2:00 PM  
**End Date Time:** 10/22/2018 4:00 PM  
**Location:** AOC, 119 E Water St, Sidney 45365  
**Seats Remaining:** 5 / 8  
**Price:** \$0.00

**Notes:**  
Closed to AOC personnel


[Add Date](#)


Date	Attendance	
Monday - October 22, 2018	0/3	<a href="#">Delete Date</a>
▶ Monday - October 29, 2018	0/3	<a href="#">Delete Date</a>
▶ Monday - November 05, 2018	0/3	<a href="#">Delete Date</a>




You will notice that each date of your sessions is separate. The names of participants are in each date.

- Click on the arrow next to the date to see the names. Mark attendance by clicking the box next to each person's name. You can select one at a time or, if everyone attended, click the box next to "Attended" to click all at once. Be sure to Update!

[← Return to Attendance List](#)

 <p>(LIVE) Call Foundations, Denise Warnecke, AOC Live - CALL 1 of 3</p>	Start Date Time: 10/22/2018 2:00 PM	Notes: Closed to AOC personnel
	End Date Time: 10/22/2018 4:00 PM	
	Location: AOC, 119 E Water St, Sidney 45365	
	Seats Remaining: 5 / 8	
	Price: \$0.00	


 Add Date

Date	Attendance																					
 Monday - October 22, 2018	0/3	<a href="#">Delete Date</a>																				
<table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Username</th> <th>Store Number</th> <th>Attended <input type="checkbox"/></th> </tr> </thead> <tbody> <tr> <td>Denise</td> <td>Austing</td> <td>dausting@catholiccincinnati.org</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Theresa</td> <td>Naseman</td> <td>tnaseman@catholiccincinnati.org</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Danny</td> <td>Schneible</td> <td>dschneible@catholiccincinnati.org</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	First Name	Last Name	Username	Store Number	Attended <input type="checkbox"/>	Denise	Austing	dausting@catholiccincinnati.org		<input type="checkbox"/>	Theresa	Naseman	tnaseman@catholiccincinnati.org		<input type="checkbox"/>	Danny	Schneible	dschneible@catholiccincinnati.org		<input type="checkbox"/>		
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 Monday - October 29, 2018	0/3	<a href="#">Delete Date</a>																				
 Monday - November 05, 2018	0/3	<a href="#">Delete Date</a>																				

[Update](#)

- Continue with the other dates when sessions are finished. In cases of inclement weather, you are able Delete Dates as needed and Add a different one. Be sure to click the Update button to keep your changes!

[← Return to Attendance List](#)

 (LIVE) Call Foundations, Denise Warnecke, AOC Live - CALL 1 of 3	Start Date Time: 10/22/2018 2:00 PM	Notes: Closed to AOC personnel
	End Date Time: 10/22/2018 4:00 PM	
	Location: AOC, 119 E Water St, Sidney 45365	
	Seats Remaining: 5 / 8	
	Price: \$0.00	

[Add Date](#)

Date	Attendance	
Monday - October 22, 2018	0/3	<a href="#">Delete Date</a>


  

First Name	Last Name	Username	Store Number	Attended
Denise	Austing	dausting@catholiccincinnati.org		<input type="checkbox"/>
Theresa	Naseman	tnaseman@catholiccincinnati.org		<input type="checkbox"/>
Danny	Schneible	dschneible@catholiccincinnati.org		<input type="checkbox"/>

[Update](#) !

7. There is also a space to add your own notes/reminders about the course in the 'Instructor Notes' box at the bottom of the screen.

[← Return to Attendance List](#)

 (LIVE) Call Foundations, Denise Warnecke, AOC Live - CALL 1 of 3	Start Date Time: 10/22/2018 2:00 PM	Notes: Closed to AOC personnel
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Monday - October 22, 2018	0/3	<a href="#">Delete Date</a>
Monday - October 29, 2018	0/3	<a href="#">Delete Date</a>
Monday - November 05, 2018	0/3	<a href="#">Delete Date</a>

[Export Report](#)

**Instructor Notes**

-Remember to make coffee and bring snacks.  
-Need extra time for lectio prayer experience.  
-Double-check my handouts.

This course took longer than I expected. Next time add another day.

[Save Notes](#)

8. Once the last session is finished, please contact [VocareSupport@CatholicAOC.org](mailto:VocareSupport@CatholicAOC.org) so that credit can be issued.
9. Please remember that NO SESSIONS should be held between June 15 and June 30. Credit may not be able to be issued if a course does not finish by June 15!