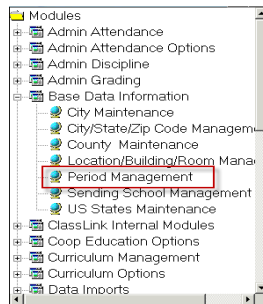# Attendance Lock Out

October 17, 2018

Attendance Lock Out

Attendance Lock Out Setup:

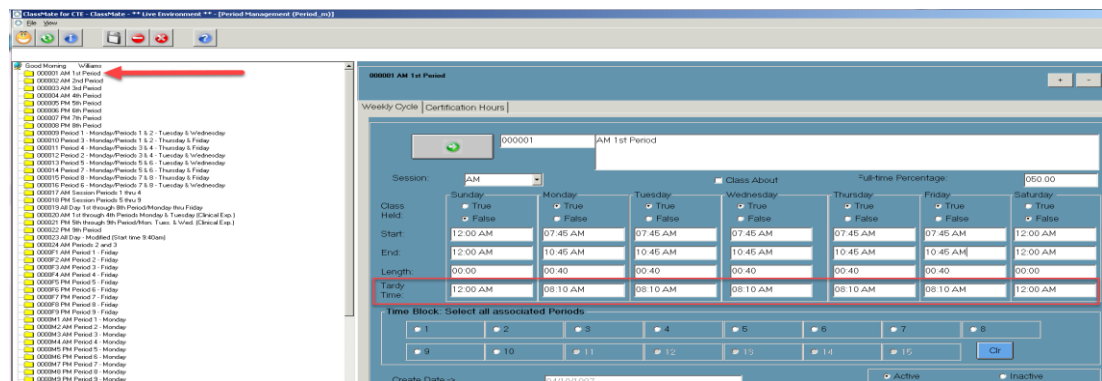1. Go to Modules > Base Data Information > Period Management

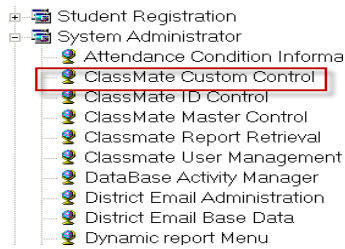2. Select a Period from the left hand side
    1. Example: AM Session

3. In the Tardy Time box for each day the period is offered enter the time attendance must be entered by
    1. For example if the AM Session starts at 7:45AM and teachers have until 8:10AM to enter attendance & is held Monday thru Friday then in the Tardy time box enter 8:10AM for Monday thru Friday.
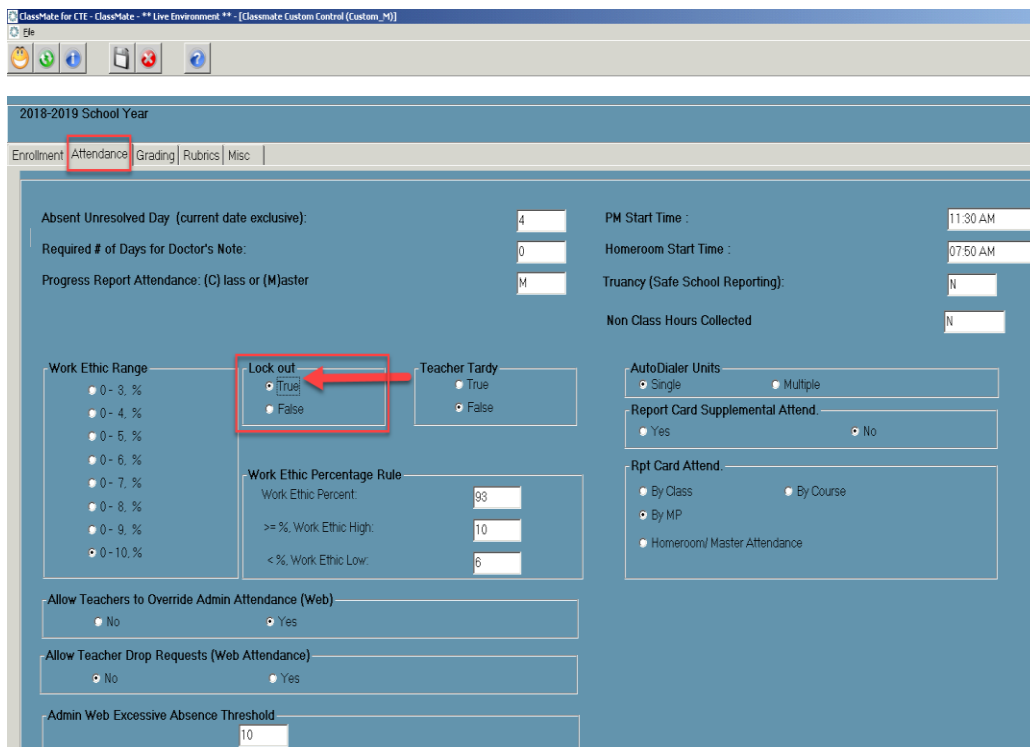

4. Click Save
5. Repeat process for any additional periods

6. Go to Modules > System Administrator > ClassMate Custom Control

7. Click on the Attendance Tab
8. Under Lock Out > select *True radio button > Click Save at top of module

Attendance Lock Out is now turned on, teachers will receive an error similar to the screenshot below if they try to enter attendance past the specified time that was entered in Period Management.