

**Taking Attendance for Your Live Course**

1. Log into Vocare with your account info at [www.vocareonline.com](http://www.vocareonline.com).

1. Click on the Instructor dropdown in the top menu and choose Attendance.



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



1. Click on your course:



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

1. 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!



1. 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!



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1. 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. Remember to “Save Notes.”



1. Once the last session is finished, please contact VocareSupport@CatholicAOC.org so that credit can be issued.
2. 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!