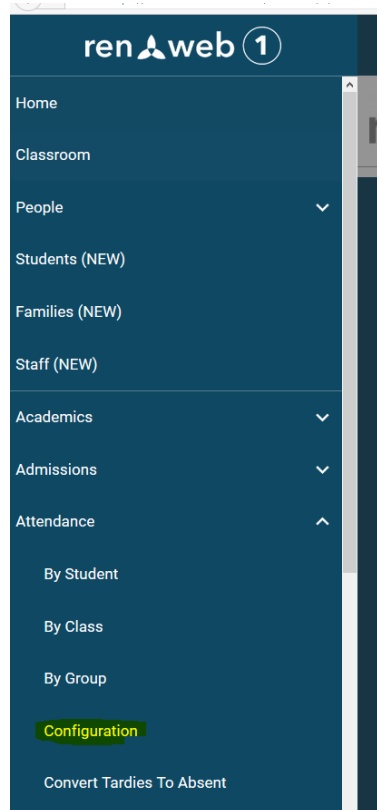# How to Run Day Attendance

Complete these steps if attendance is not showing up on Report Card
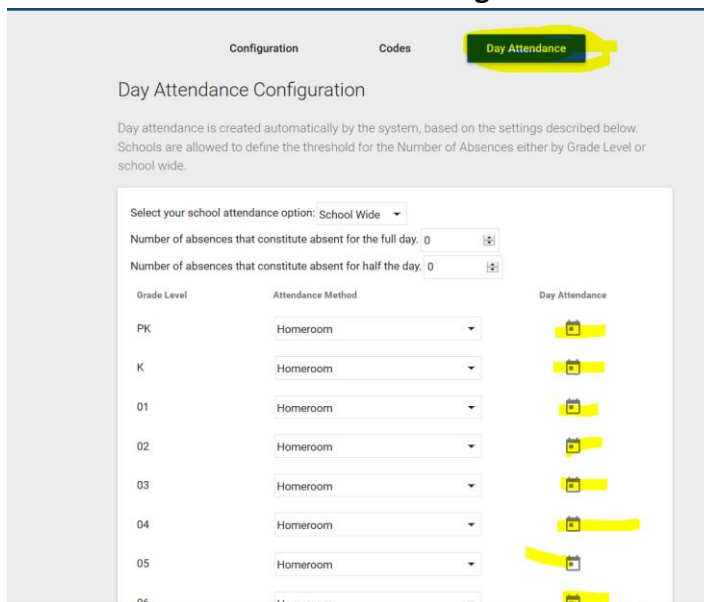
1. **Attendance**
   a. **Configuration**

2. **Select Day Attendance**
3. **Click on the calendars next to each grade. Leave the Method as HOMEROOM.**

4. Next a box will appear. Select BY TERM, then click Create Day Attendance.

5. Repeat for every grade.
6. The attendance should now show up on the report card.

Questions

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