

PRIMAVERA

SUBMITTING ATTENDANCE

HOW TO APPROVE YOUR STUDENT'S ATTENDANCE: STEP-BY-STEP CHECKLIST

- Go to central.strongmind.com
- Click the login button
- Type in your username and password and click log in
An alert should show as soon as you log in
- Otherwise, click on the calendar icon on the left-hand side
- A list of all attendance not yet recorded will populate
- Click the drop down on a day, courses will show
- Fill the correct number of hours and minutes spent for each course per day
- That's it! Now, a parent will need to log in and approve