Attendance Marking Flowchart SEBA

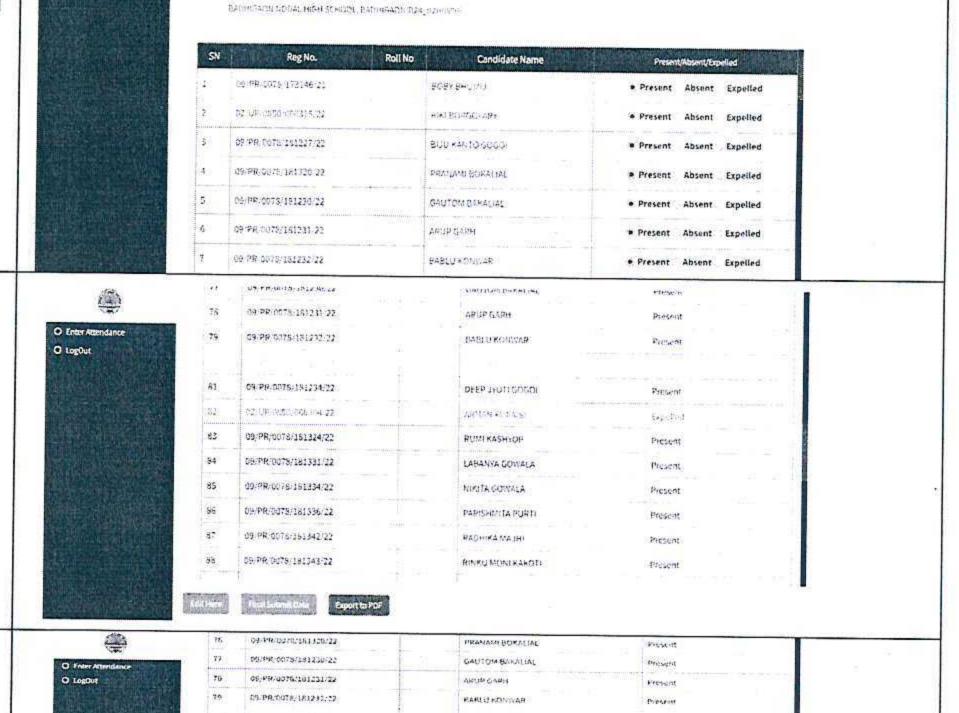| Step	Screenshot
Step 1: Visit the Attendance Marking Portal and enter the School Code and Password to log in.	
Step 2: Select the Exam Time Table as per the schedule and click on the Submit Button.	
Step 3: Upon clicking the Submit Button, you will be able to view your center's name and the attendance status of candidates. By default, all candidates will be marked as present. If any student is absent or expelled, you can make changes accordingly. Click on the "Submit and Next" button to finalize the submission of data and display the attendance list of candidates.	
Step 4: In this section, you can check the updated list of students. 1. Click on the Edit Button to make further updates if needed. 2. Click on the Final Submit Button for the final submission of data. 3. Use the Export to PDF button to download the final attendance list.	
Step 5: After the Final Submission, you will only have the ability to view and export the data. No further alterations will be allowed in the data.	