**eCST – Attendance**

**Roster Based Programs**

**Entering Attendance:**

1. Go to portal.austinisd.org
   or
2. Search for eCST in the Cloud

- Go to eCST
- Click RBP
- Click School (select school)
- **Program:** (type) Twilight
- Click Search
- Scroll down
- Click **Attend** (this will show you the attendance page)
- Scroll down (to view students)
- Check the box under the date to mark a student present
- Under the attendance box enter the daily student time in **Minutes**
  
  (example: 1 hour = 60, 2 hours = 120)

- Enter the attendance for multiple students; if needed
- Check **Save** at the bottom of the page

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*Tips: You may check one individual student in or do a batch check in.*

*Do not add any notes in the **Comment** box, please enter notes in service tracking.*