

## Updating Attendance - Daily

This document will assist school users in updating Daily Attendance. Instructions are included for the following:

- Updating attendance for a single student for one day
- Updating attendance for a single student for multiple days
- Updating attendance for multiple students for either one day or multiple days

### Updating Attendance for a Single Student for a Single Day

**Navigation:** Start Page > Select Student > Academics > Attendance

1. Select a student.
2. In the **Academics** menu section, select **Attendance**.

Daily Attendance

Meeting | Daily

Change Multiple Days

8/17-8/21				8/24-8/28				8/31-9/4				9/7-9/11				9/14-9/18				9/21-9/25				9/28-10/2				10/5-10/9				10/12-10/16			
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
-	-																																		
10/19-10/23				10/26-10/30				11/2-11/6				11/9-11/13				11/16-11/20				11/23-11/27				11/30-12/4				12/7-12/11				12/14-12/18			
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
12/21-12/25				12/28-1/1				1/4-1/8				1/11-1/15				1/18-1/22				1/25-1/29				2/1-2/5				2/8-2/12				2/15-2/19			
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	

3. Click the link for the day to be changed.
4. On the **New Daily Attendance** page, choose the desired code from the **Attendance Code** menu.
5. Enter a comment stating the reason for the change.

Date	08/01/2013
Attendance Code	(Present) <input type="button" value="v"/>
Total Time	0 (calculated on submit)
Comment	<div></div>

6. Click **Submit**.

## Updating Attendance - Daily

**Daily Attendance**

Student record with absence (0) and reason (1A).

Meeting | Daily

Change Multiple Days

8/17-8/21				8/24-8/28				8/31-9/4				9/7-9/11				9/14-9/18				9/21-9/25				9/28-10/2				10/5-10/9				10/12-10/16			
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
-	-	-	-	-	-	-	-	-	-	0	1A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
10/19-10/23				10/26-10/30				11/2-11/6				11/9-11/13				11/16-11/20				11/23-11/27				11/30-12/4				12/7-12/11				12/14-12/18			
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
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### Updating Attendance for a Single Student for Multiple Days

**Navigation:** Start Page > Select Student > Academics > Attendance > Change Multiple Days

1. Select a student.
2. In the **Academics** menu section, select **Attendance**.
3. On the **Daily Attendance** screen, click **Change Multiple Days**.

**Daily Attendance**

Meeting | Daily

Change Multiple Days

8/17-8/21				8/24-8/28				8/31-9/4				9/7-9/11				9/14-9/18				9/21-9/25				9/28-10/2				10/5-10/9				10/12-10/16			
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
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10/19-10/23				10/26-10/30				11/2-11/6				11/9-11/13				11/16-11/20				11/23-11/27				11/30-12/4				12/7-12/11				12/14-12/18			
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
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12/21-12/25				12/28-1/1				1/4-1/8				1/11-1/15				1/18-1/22				1/25-1/29				2/1-2/5				2/8-2/12				2/15-2/19			
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

4. On the **Change Daily Attendance** screen:
  - a. In the **From this Date** field, enter the first date of the absence.
  - b. In the **To this Date** field, enter the last date of the absence.
  - c. In the **Code(s) to Scan For** field, select **All** to scan for all attendance codes or select specific codes.
  - d. In the **Attendance Code to Set**, select the appropriate absence reason (or Present).
  - e. In the **If Other Than a Default Present** field, select Overwrite to modify any existing data (using the codes selected in Step 4c above).
  - f. Enter a comment if applicable.

## Updating Attendance - Daily

Change Daily Attendance

Smith,

Change Daily Attendance for Smith,

From this Date 8/6/2013 (MM/DD/YYYY)

To this Date 8/8/2013 (MM/DD/YYYY)

Code(s) to scan for

☒ All  
☐ These codes

Present  
1A - Illness or injury  
1B - Medical/Dental Appt  
1C - Death in family  
1D - Quarantine  
1E - Court/Admin Proc  
1F - Religious Observance  
1G - Educational Oppor  
1H - Teacher-in-Treatment  
1I - Local Sch Bd Policy

Attendance Code to Set 1G (Educational Oppor)

If Other Than a Default Present (default presents will be overwritten regardless)  
☒ Overwrite  
☐ Don't Overwrite

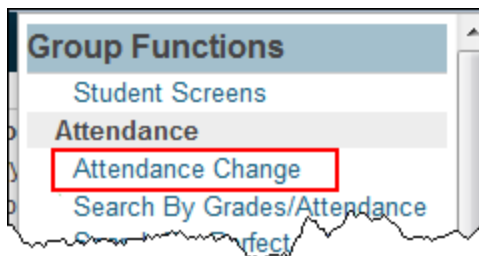
Comment

5. Click **Submit**.

## Updating Attendance for Multiple Students

**Navigation:** Start Page > Select Students > Group Functions > Attendance Change

1. Select the group of desired students.
2. On the **Group Functions** screen, select **Attendance Change**.



3. On the **Change Daily Attendance** screen:
  - a. In the **From this Date** field, enter the first date of the absence.
  - b. In the **To this Date** field, enter the last date of the absence.
  - c. In the **Code(s) to Scan For** field, select **All** to scan for all attendance codes or select specific codes.
  - d. In the **Attendance Code to Set**, select the appropriate absence reason (or Present).
  - e. In the **If Other Than a Default Present** field, select **Overwrite** to modify any existing data (using the codes selected in Step 4c above).
  - f. Enter a comment if applicable.

## Updating Attendance - Daily

**Change Daily Attendance**

Meeting | Daily

Option	Value
Change daily attendance for	The selected 3 students
From this date	8/6/2013 (MM/DD/YYYY)
To this date	8/8/2013 (MM/DD/YYYY)
Code(s) to scan for	<div><input checked="" type="radio"/> All <input type="radio"/> These codes</div> <div><div>Present</div><div>1A - Illness or injury</div><div>1B - Medical/Dental Appt</div><div>1C - Death in family</div><div>1D - Quarantine</div><div>1E - Court/Admin Proc</div><div>1F - Religious Observance</div><div>1G - Educational Oppor</div><div>1H - Teacher-in-Treatment</div><div>1I - Local Sch Bd Policy</div></div>
Attendance code to set	1B (Medical/Dental Appt)
If other than a default present (default presents will be overwritten regardless)	<div><input checked="" type="radio"/> Overwrite <input type="radio"/> Don't Overwrite</div>
Comment	

Changes will be made for all students selected.

4. Click **Submit**.

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