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`.

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)
Total Time	0 (calculated on submit)
Comment	

6. Click `Submit`.

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`.

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.

Change Daily Attendance

Smith,

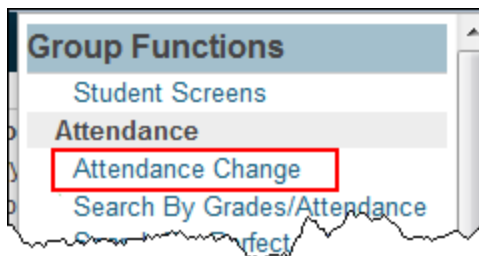|	
Change Daily Attendance for	Smith,
From this Date	8/6/2013 (MM/DD/YYYY)
To this Date	8/8/2013 (MM/DD/YYYY)
Code(s) to scan for	● All ○ These codes Present 1A - Illness or injury 1B - Medical/Dental Appt 1C - Death in family 1D - Quarantine 1E - Court/Admin Proc 1F - Religious Observance 1G - Educational 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`.

Group Functions
Student Screens
Attendance
Attendance Change
Search By Grades/Attendance

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.

4. Click **Submit**.