Updating Attendance - Meeting

This document will assist school users in updating Meeting 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 one day or multiple days

Updating Attendance for a Single Student for One Day

Navigation: Start Page > Select Student > Academics > Attendance

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

3. Click the appropriate week.
4. On the `Edit Meeting Attendance` screen, choose an attendance code.
5. Click `Set All` to apply the code to the entire day(s), or click the individual period cell(s).

6. Click `Submit`.

Updating Attendance for a Single Student for Multiple Days

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

1. Select a student.
2. In the `Academics` menu section, select `Attendance`.
3. On the `Attendance` screen, click `Change Meeting Attendance`.
4. On the `Attendance Change` 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 `Meetings to Scan` field, select the periods/days where the attendance change will be made, or choose `Select All`.
   d. In the `Code(s) to scan for` field, select `All` to scan for all attendance codes or select specific codes.
   e. In the `Attendance code to set`, select the appropriate absence reason (or Present).
   f. In the `If Other Than a Default Present` field, select Overwrite to modify any existing data (using the selections in Steps 4c and 4d above).
   g. Enter a comment if applicable.

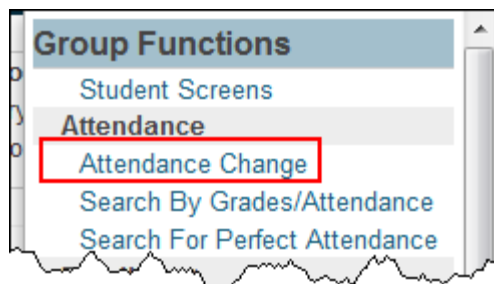**5.** Click **Submit**.

Updating Attendance for Multiple Students

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

1. Select students.
2. From 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 `Meetings to scan` field, select the periods/days where the attendance change will be made, or choose `Select All`.
   d. In the `Code(s) to scan for` field, select `All` to scan for all attendance codes or select specific codes.
   e. In the `Attendance code to set`, select the appropriate absence reason (or Present).
   f. In the `If Other Than a Default Present` field, select **Overwrite** to modify any existing data (using the selections in Steps 3c and 3d above).
   g. Enter a comment if applicable.

Changes will be made for all students selected.

Change Meeting Attendance

	Meeting	
Option	**Value**	
Change attendance for	The selected 4 students	
From this Date	08/05/2013 (MM/DD/YYYY)	
To this Date	8/6/2013 (MM/DD/YYYY)	

	A	B	
1	☑	☑	Select All Clear
2	☑	☑	
3	☑	☑	
4	☑	☑	
5	☑	☑	
6	☑	☑	
7	☑	☑	

Meetings to scan

⦿ All
◯ These codes

Updating Attendance - Meeting

Code(s) to scan for	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	1C (Death in family)
If other than a default present (default presents will be overwritten regardless)	◉ Overwrite ◯ Don't Overwrite
Comment	
	Submit

4. Click **Submit**.