

Attendance Key Words

Attendance Tab

Attendance Wizard

Modes:

- Daily: use to enter attendance code for an entire day
Example: attendance line
- Period: use to enter attendance code for a selected period
Example: excuse student for one period to make up an exam
- Batch: use to enter attendance code for a date and time range
Example: field trip that leaves and returns during a school day
- Edit: used to change, delete and process attendance
Example: process teacher attendance
- Batch Edit: use to enter attendance code for periods for a date range
Example: student council will be selling dance tickets periods 4 and 6 for a week
- Check In: use to mark students that arrive late to school
NOTE: student must be marked absent by teacher first
Example: student arrives during 3rd period for school with note from home
- Check Out: use to mark students that leave school early
Example: athletes that leave during last period for away games

Overwrite Existing Marks

Register

Day Count

ADM and ADA Detail