

Attendance Wizard

Attendance Wizard Information

The **Attendance Wizard** records attendance for students in the selected school. It always allows users to edit attendance and delete attendance records for any given day of the school year.

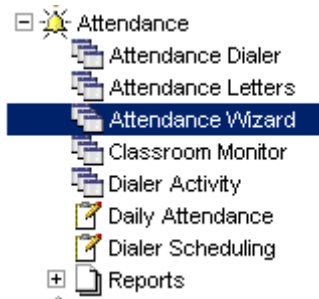
There are several ways to record attendance. Below are definitions for each mode available.

- **Daily** – marks student attendance for the entire day.
- **Period** – marks student attendance for the selected period.
- **Batch** – marks student attendance for a range of dates.
- **Edit** – modifies previously entered attendance information.
- **Batch Edit** – marks student attendance for a date and time ranges, as well as for specific period absent.
- **Check In/Check Out** – marks the student in or out of school based on the time the student leaves.

A tool exists when entering the attendance on all of the mode selections. This **Overwrite Existing Marks** option, when checked, will overwrite all previously entered attendance entries for the date entered when the user clicks the **Save** icon.

An option to **Leave Existing Comments** is also available. When recording attendance, the attendance person can mark the **Leave Existing Comments Unchanged** checkbox. This will use the attendance comments that were made by the teacher or previous attendance person.

Accessing Attendance Wizard



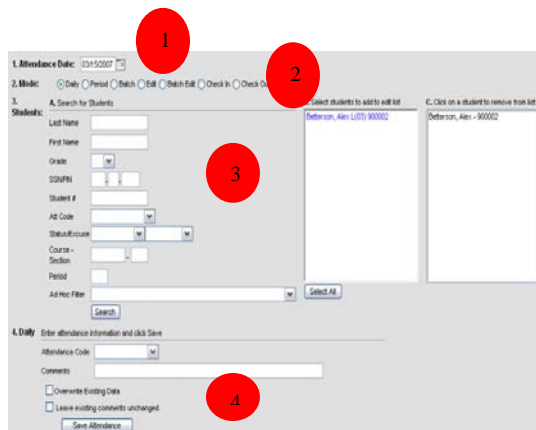
From the **Index**, expand the **Attendance** folder by clicking the plus (+) sign.

Select the **Attendance Wizard** tool. The **Attendance Wizard** search screen will appear.

There are 4 sections to the Attendance Wizard.

1. **Attendance Date**
2. **Mode**
3. **Students**
4. **Daily/Period/Batch/Edit/Batch Edit/Check In /Check Out**

Daily Mode



1 Attendance Date:

1. Enter an **Attendance Date** in the **Attendance Date** field by typing in the date field in mmddyy format or by clicking the calendar link next to the field and selecting a date. The current date will automatically be entered into the date field.

2 Mode:

2. Select the **Daily** mode. The **Daily** mode records attendance for the entire day.



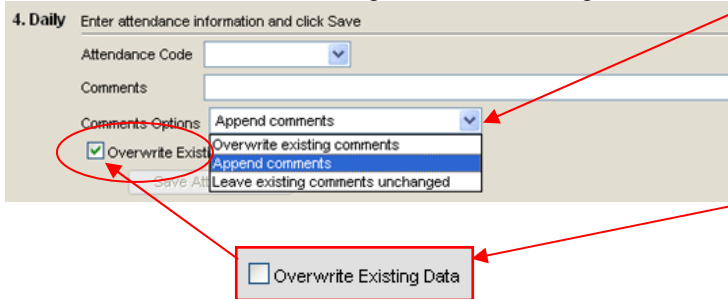
3 Students:

3. Enter the search criteria to search for the students that need to have attendance marks. These search criteria options are listed.
4. Click the **Search** button for the students that need to be marked absent. Notice that the screen refreshes with a list of students in column **B**. If only one student appears in column **B**, that student's name will automatically appear in Column **C**.
5. Select the matching students in column **B** by clicking on the hyperlink of that student's name. The name will move to column **C**. Repeat this step until all students are listed in column **C** that will receive the same **Absence Code**.

4 Daily:

6. Select an **Attendance Code** and enter any comments for all the students who appear in Column **C**.
7. Optional to type Comments
8. Click the check box and select from the drop down list Comments Options. Default is **Append comments**. This will append the attendance comments that were entered by the teacher or previous attendance person.
9. **Uncheck** the **Overwrite Existing Data** box. *When checked all previously entered attendance entries for the date entered will be overwritten.*
10. Click the **Save Attendance** button to save attendance information.

NEW --- Leave existing comments unchanged



4. Daily Enter attendance information and click Save

Attendance Code

Comments

Comments Options

Overwrite Existing Data

Overwrite Existing Data

Period Mode

1. Attendance Date: 03/15/2007

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students:

A. Search for Students

Last Name:

First Name:

Grade:

SSN/PIN:

Student #:

Alt Code:

Status/Excuse:

Course - Section:

Period:

Ad Hoc Filter:

Search

B. Select students to add to edit list

Betterson, Alex L(03) 900002

C. Click on a student to remove from list:

Betterson, Alex - 900002

4. Period: Enter attendance information and click Save

Period Mode: The attendance code is applied to the selected period.

Current Period:

Attendance Code:

Comments:

Overwrite Existing Data

Leave existing comments unchanged.

Save Attendance

NEW --- Leave existing comments unchanged

4. Daily: Enter attendance information and click Save

Attendance Code:

Comments:

Comments Options: Overwrite Existing Data

Append comments

Overwrite existing comments

Append comments

Leave existing comments unchanged

Overwrite Existing Data

1 Attendance Date:

1. Enter an **Attendance Date** in the **Attendance Date** field by typing in the date field in mmddyy format or by clicking the calendar link next to the field and selecting a date. The current date will automatically be entered into the date field.

2 Mode:

2. Select the **Period** mode. This mode records attendance for the selected period only.

3 Students:

3. Enter the search criteria to search for the students that need to have attendance marks. These search criteria options are listed.
4. Click the **Search** button for the students that need to be marked absent. Notice that the screen refreshes with a list of students in column **B**. If only one student appears in column **B**, that student's name will automatically appear in Column **C**.
5. Select the matching students in column **B** by clicking on the hyperlink of that student's name. The name will move to column **C**. Repeat this step until all students are listed in column **C** that will receive the same **Absence Code**.

4 Period:

6. Select the current period and an **Attendance Code**. This will mark the students absent for the specified period.
11. Enter any Comments if needed
12. Click the check box and select from the drop down list Comments Options. Default is **Append comments**. This will append the attendance comments that were entered by the teacher or previous attendance person.
13. **Uncheck** the **Overwrite Existing Data** box. **When checked all previously entered**



attendance entries for the date entered will be overwritten.

7. Click the **Save Attendance** button to save attendance information.

Batch Mode



1 Attendance Date:

1. Enter an **Attendance Date** in the Attendance Date field by typing in the date field in mmddyy format or by clicking the calendar link next to the field and selecting a date. The current date will automatically be entered into the date field.

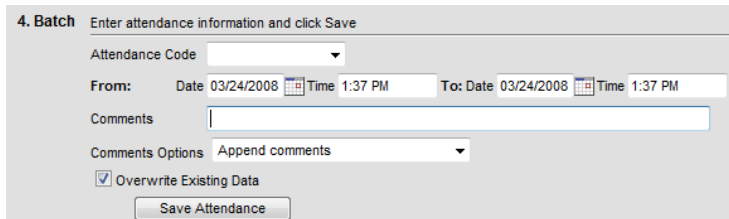
2 Mode:

2. Select the **Batch** mode. This mode records attendance for the date and time specified.

3 Students:

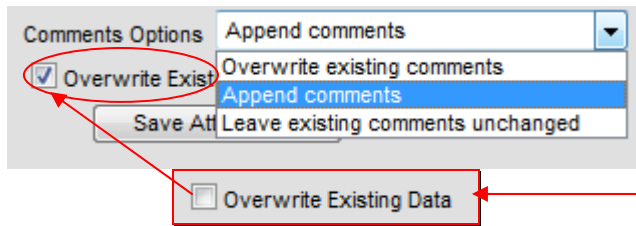
3. Enter the search criteria to search for the students that need to have attendance marks. These search criteria options are listed.
4. Click the **Search** button for the students that need to be marked absent. The screen refreshes with a list of students in column **B**. If only one student appears in column **B**, that student's name will automatically appear in Column **C**.
5. Select the matching students in column **B** by clicking on the hyperlink of that student's name. The name will move to column **C**. Repeat this step until all students are listed in column **C** that will receive the same **Absence Code**.

4 Batch:



6. Enter an **Attendance Code**.
7. Type the **From date and time**.
8. Type the **To date and time**.
9. Enter any comments if needed.





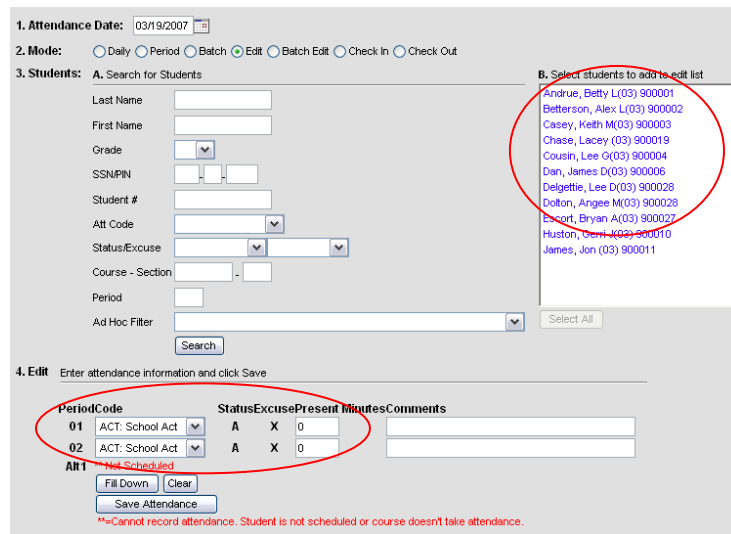
14. Click the check box and select from the drop down list **Comments Options**. Default is **Append comments**. This will append the attendance comments that were entered by the teacher or previous attendance person.

8. **Uncheck** the **Overwrite Existing Data** box.



9. Click the **Save Attendance** button and screen will refresh.

Edit Mode



1. Attendance Date: 03/19/2007

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students: A. Search for Students B. Select students to add to edit list

PeriodCode	Status	Excuse	Present	Minutes	Comments
01	ACT: School Act	A	X	0	
02	ACT: School Act	A	X	0	

4. Edit Enter attendance information and click Save

Fill Down Clear Save Attendance

**Cannot record attendance. Student is not scheduled or course doesn't take attendance.

1 Attendance Date:

1. Enter an **Attendance Date**. The current date will automatically be entered into the date field.

2 Mode:

2. Select the **Edit** mode. All students who have attendance entries for the chosen date will appear.

3 Students:

3. Select the student's name in column **B** to edit the attendance. The selected student will be **bold** in the list.

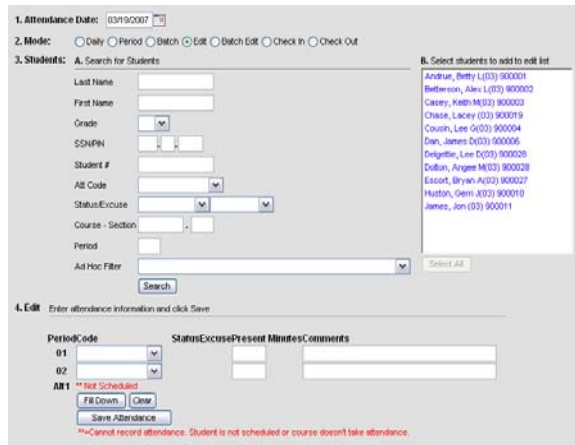
4 Edit:

4. Make the appropriate changes.

5. Click **Save Attendance** button for each student processed.



Deleting Attendance Entries



The screenshot shows the 'Attendance Date' set to 03/19/2007. The 'Mode' is set to 'Edit'. Under 'Search for Students', various search criteria are filled in. A list of students is shown in column B, including Andrew, Betty, Bellerson, Alex, Casey, Keith, Chavis, Lacey, Couch, Lee, Dan, James, Delgatto, Lee, Dulon, Argee, Essort, Bryan, Houston, Dawn, and James, Jim. The 'Period Code' is set to 01. The 'Status/Excuse' is set to 'Not Scheduled'. The 'Save Attendance' button is highlighted.

1 Attendance Date:

1. Enter an **Attendance Date**. The current date will automatically be entered into the date field.

2 Mode:

2. Select the **Edit** mode. All students who have attendance entries will appear.

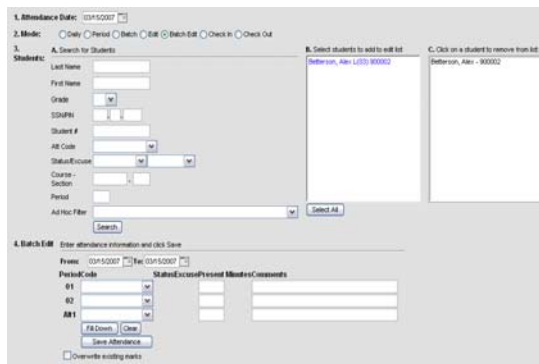
3 Students

3. Select the matching student in column **B** by clicking on the student's name.

4 Edit:

4. The students' absences will appear. Click the **Clear** button at the bottom of the screen. All the attendance entries will be removed.
5. Click **Save Attendance**. This will delete the attendance marks for the selected student(s). When the screen is refreshed the student's name will not be on the absence list for the specific date.

Batch Edit Mode



The screenshot shows the 'Attendance Date' set to 03/19/2007. The 'Mode' is set to 'Batch Edit'. Under 'Search for Students', various search criteria are filled in. A list of students is shown in column B, including Bellerson, Alex and Bellerson, Alex. The 'Period Code' is set to 01. The 'Status/Excuse' is set to 'Not Scheduled'. The 'Save Attendance' button is highlighted.

1 Attendance Date:

1. Enter an **Attendance Date**. The current date will automatically be entered into the date field.

2 Mode:

2. Click on **Batch Edit** mode. This mode allows attendance records to be entered over a date range and can also be used to mark a student absent or tardy for a specific period.

3 Students:

3. Enter the search criteria to search for the students that need to have attendance marks. These search criteria options are listed.



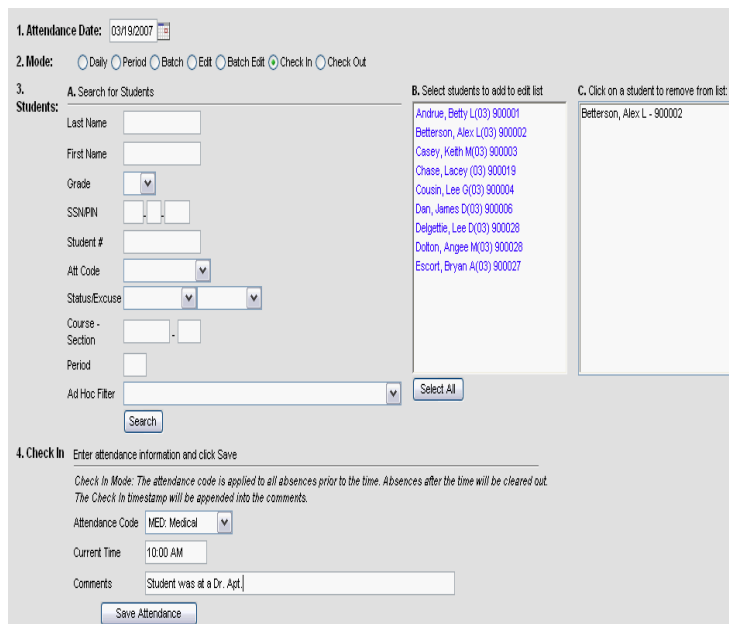
- Click the **Search** button for the students that need to be marked absent. Notice that the screen refreshes with a list of students in column **B**. If only one student appears in column **B**, that student's name will automatically appear in Column **C**.
- Select the matching students in column **B** by clicking on the student's name. The name will move to column **C**. Repeat 3-5 until all students are listed in column **C** that will receive the same **Absence Code**.

4 **Edit:**

- Enter **From:** and **To:** date range for the absences.
- Select an **Attendance Code** for the appropriate periods. And you could use **Fill Down** to fill all periods if needed.
- Uncheck** the **Overwrite Existing Data** box.

Overwrite Existing Data
- Click the **Save Attendance** button.

Check In and Check Out Mode



1. Attendance Date: 03/19/2007

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. A. Search for Students B. Select students to add to edit list C. Click on a student to remove from list.

Students:

Last Name:

First Name:

Grade:

SSN/PIN:

Student #:

Att Code:

Status/Excuse:

Course - Section:

Period:

Ad Hoc Filter:

Search

4. Check In Enter attendance information and click Save

Check In Mode: The attendance code is applied to all absences prior to the time. Absences after the time will be cleared out. The Check In timestamp will be appended into the comments.

Attendance Code: MED: Medical

Current Time: 10:00 AM

Comments: Student was at a Dr. Apt.

Save Attendance

The **Check In** mode applies the attendance code to all absences prior to Check In time. Absences after the time will be cleared out. The Check In timestamp will be appended into the comments.

The **Check Out** mode applies the attendance code to all periods after the time.

1 **Attendance Date:**

- Enter an **Attendance Date**. The current date will automatically be entered into the date field.

2 **Mode:**

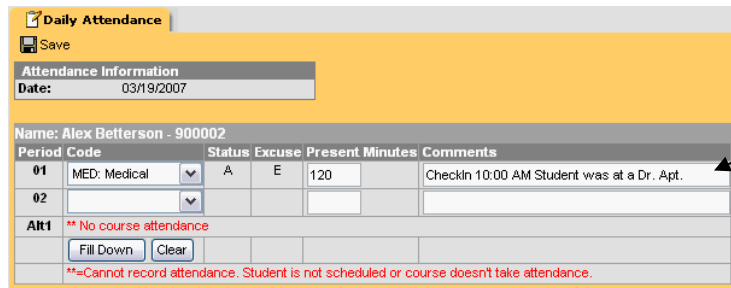
- Select the **Check In/Check Out** mode. All students with an attendance mark will display for **Check In**.

3 **Students**

- Check In Mode:** Select the student that is



Check In and Check Out



Period	Code	Status	Excuse	Present	Minutes	Comments
01	MED: Medical	A	E	120		Checkin 10:00 AM Student was at a Dr. Apt.
02						

Alt1 ** No course attendance

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

checking into school late by clicking on the student's name. Their attendance information will display.

Note:

Check Out Mode: Search for the student that is leaving the school by using the normal search methods to find the student, then click on the student's name to display the attendance fields.

4 Check In or Check Out:

4. Select the **Attendance Code**.
5. Type the **Current Time** the student is arriving/leaving school (**AM/PM**).
6. Type in **Comments** if they apply.
7. Click **Save Attendance** button and all attendance will be cleared for the rest of the day showing the student present.

The Check **In/Out** timestamp will be appended into the comments. You can find this information in the **Daily Attendance** link, select the student, select the absence date, and this screen will display.

Processing Unknown Attendance

(Attendance Entries that Teachers have Entered)

When teachers do attendance, all students are defaulted to present. Teachers can enter a status of absent or tardy. However, they cannot enter an excuse. Therefore, all their entries are either **Absent/Unknown** or **Tardy/Unknown**. The attendance staff in the main office will need to assign excuses to these attendance marks.

1 Attendance Date:

6. Enter an Attendance Date. The current date will automatically be entered into the date field.

2 Mode:

7. Select the **Edit Mode**. All students who have attendance entries for the chosen date will appear.

1. Attendance Date: 03/15/2007

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students: A. Search for Students

Last Name:
 First Name:
 Grade:
 SSN/PIN:
 Student #:
 Att Code:
 Status/Excuse: Unknown
 Course - Section: -
 Period:
 Ad Hoc Filter:

B. Select students to add to edit list

Ammerman-Cusack, Ayrrielle M(08) 6037

4. Edit Enter attendance information and click Save

Ammerman-Cusack, Ayrrielle - 603753

PeriodCode	Status	Excuse	Present	Minutes	Comments
01	Absent		0		
02					
04					
06					
08					

Alt1 ** Not Scheduled
 Alt2 ** Not Scheduled

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

3 Students:

- In the search criteria, select **Unknown** from the **Excuse** dropdown lists.
- Click Search button for results to display in column **B**
- Select the matching student in column **B** by clicking on the hyperlink of that student's name that will receive an **Absence Code**.

4 Edit:

- Make the appropriate changes.
- Click **Save Attendance** button, repeat for each student to be processed.

Attendance Wizard Tips

- A student's name must appear in Column **C** to take attendance.
- To remove a student's name from Column **C**, click on the name, and it will be moved back to Column **B**.
- It is possible to add all students to Column **C** by clicking the Select All option below Column **B**

