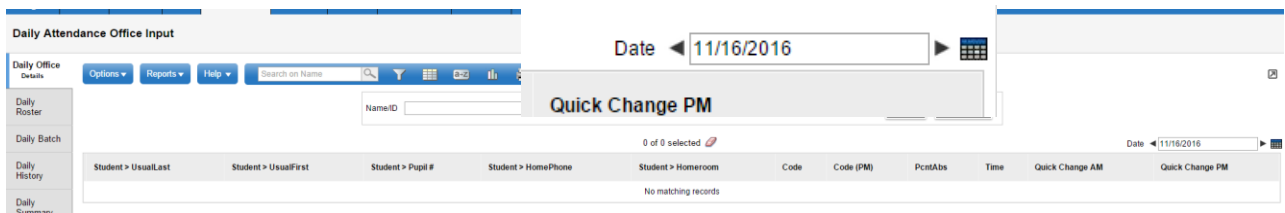


Entering Elementary Attendance - Office

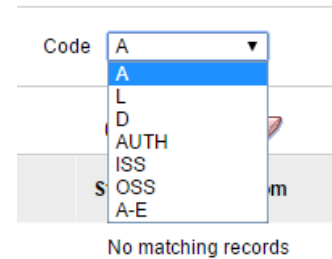
There are multiple ways to enter attendance from the office

1. Use the **Daily Office** ST to enter attendance for students from your “call-in” list, your late sign-ins or for those students who are dismissed early from school.

School View > Attendance TT > Daily Office ST



- a. Select the date
- b. In the Code field, use the drop down to select the code for the majority of students



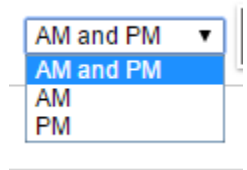
- c. Select Show Popup if you want more detailed information for each student

Show Popup

- d. Use the drop down to select AM and PM if you want the attendance code to be applied to both AM and PM daily attendance.

Select AM if you want the attendance code to be applied to morning only.

Select PM if you want the attendance code to be applied to afternoon only.




- e. In the Name/ID field, either enter the student's full or partial name or enter the student's Pupil #

- f. Press Enter or Click the Add button
- g. If the match is not exact a list of students pops up, starting with the closest match


- h. If you selected the Show Popup checkbox, the Add Attendance popup appears

- i. If you want to enter multiple dates, select Show Popup. In the Add Attendance popup select multiple dates

Date  [Multiple Dates >>](#)

Portion ▼

Enter the date range

Start date  << [Single Date](#)

End date





Portion ▼

Enter appropriate attendance data


Save

- j. Save

Daily Attendance Office Input

Daily Office Details [Options](#) [Reports](#) [Help](#)   [a-z](#)  

Name/ID Code Show Popup

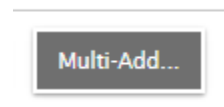
0 of 3 selected 

<input type="checkbox"/>	Student > UsualLast	Student > UsualFirst	Student > Pupil #	Student > HomePhone	Student > Homeroom	Code	Code (PM)	PcntAbs
<input type="checkbox"/>	Broz	Ingridcarlo	1231386	604-136-6344	DIV.07	A	A	1.0
<input type="checkbox"/>	Solares	Norico	891278	778-587-7828	DIV.07	A	A	1.0
<input type="checkbox"/>	Spyrou	Sandeeren	1189427	604-241-6987	DIV.15	A	A	1.0

- 2. Use the Daily Office ST to enter attendance for multiple students at once either by selection, homeroom or snapshot.

School View > Attendance TT > Daily Office ST

- a. Click Multi-Add



Students		Duplicate Records	
<input type="radio"/> Section		<input checked="" type="radio"/> Skip	
<input type="radio"/> Homeroom		<input type="radio"/> Replace	
<input type="radio"/> Query			
<input type="radio"/> Snapshot			
<input type="radio"/> Selection			
Selected students: 0			
Date	<input type="text" value="11/16/2016"/> <input type="button" value="Multiple Dates >>"/>		
Portion	<input type="text" value="1.0000"/>		
<u>AM Attendance</u>		<u>PM Attendance</u>	
Absent?	<input checked="" type="checkbox"/>	Absent?	<input checked="" type="checkbox"/>
Late?	<input type="checkbox"/>	Late?	<input type="checkbox"/>
Dismissed?	<input type="checkbox"/>	Dismissed?	<input type="checkbox"/>
Excused?	<input type="checkbox"/>	Excused?	<input type="checkbox"/>
Other code	<input type="text"/>	Other code 2	<input type="text"/>
Reason	<input type="text"/> <input type="button" value="Q"/>	Reason	<input type="text"/> <input type="button" value="Q"/>
Comment	<input type="text"/>	Comment	<input type="text"/>

- b. Select Students you want to enter attendance for by section, homeroom, query, snapshot or selection
 Section will open a Division popup
 Homeroom will open a Homeroom popup
 Query will open a saved query popup
 Snapshot will open a saved snapshot popup
 Selection will open the entire student selection
 - c. Duplicate records – Select if you want to Skip or Replace students that already have an attendance record for that date
 - d. Click Save
3. To quickly change an individual student's attendance record, click the appropriate code in the Quick Change column

Quick Change AM				
	<input type="button" value="A"/>	<input type="button" value="L"/>	<input type="button" value="D"/>	<input type="button" value="P"/>
	<input type="button" value="A"/>	<input type="button" value="L"/>	<input type="button" value="D"/>	<input type="button" value="P"/>
	<input type="button" value="A"/>	<input type="button" value="L"/>	<input type="button" value="D"/>	<input type="button" value="P"/>

4. Use the **Daily Roster** ST to enter attendance for students by homeroom or classroom input period. This may be a data entry method if, for instance, a TOC is marking attendance manually

School View > Attendance TT > Daily Roster ST

- a. Using the drop down choose AM or PM Classes
- b. Select a division
- c. Select Students subST
- d. Complete the attendance by clicking A, L or D

e. Save

Classes

Daily Office

Options ▾ Reports ▾ Help ▾ Search on Num 🔍 🗑️ 📅 a-z 📊

c Daily Roster Students

Day 1 Period AM Classes AM ▾ **a**

<input type="checkbox"/>	PrimaryRoom > Num	Course
<input checked="" type="checkbox"/>	Div. 1	ATT--AM-001
<input type="checkbox"/>	Div. 2	ATT--AM-002
<input type="checkbox"/>	Div. 3	ATT--AM-003

Daily Batch

Daily History **b**

Daily Summary

Class

d

A	L	D	P
A	L	D	P
A	L	D	P

5. Use the **Daily History** ST to view student attendance by date