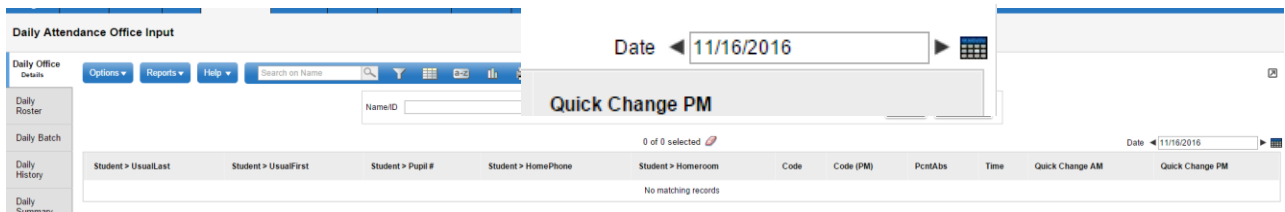


Elementary Attendance - Office

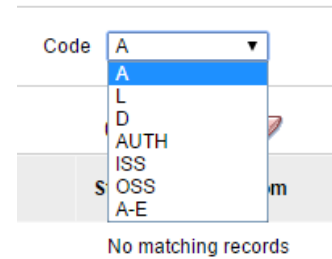
There are multiple ways to enter attendance from the office

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



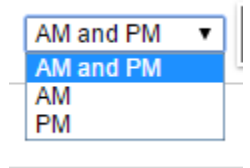
- c. Select Show Popup if you want more detailed information for each student

Show Popup

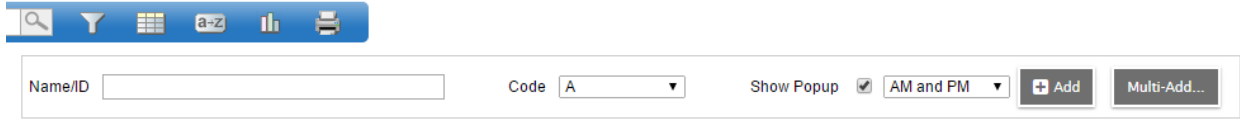
- d. Use the drop down to select AM and PM if you want the attendance code to be applied to both AM and PM daily attendance.

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.

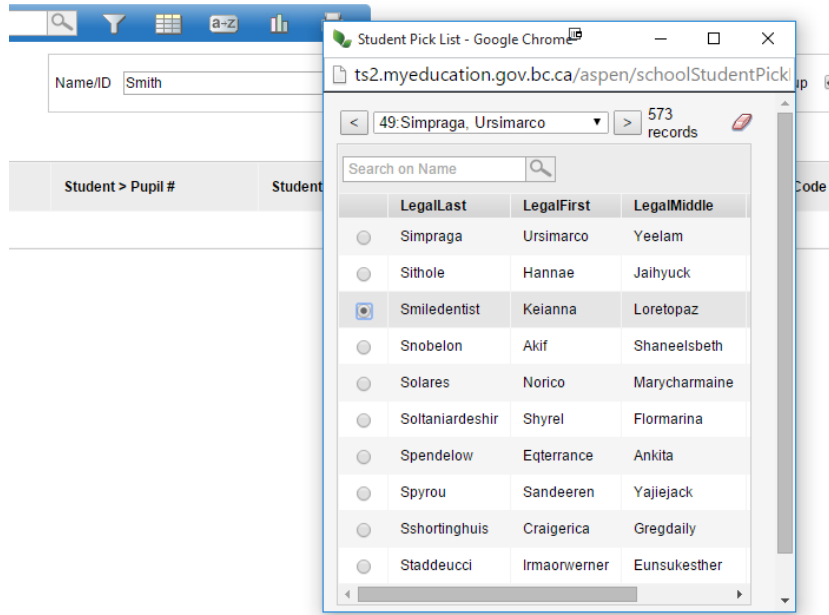


- e. In the Name/ID field, either enter the student's full or partial name or enter the student's Pupil #



Search interface showing a Name/ID input field, a Code dropdown menu (set to 'A'), a Show Popup checkbox (checked), an AM and PM dropdown menu, and Add and Multi-Add buttons.

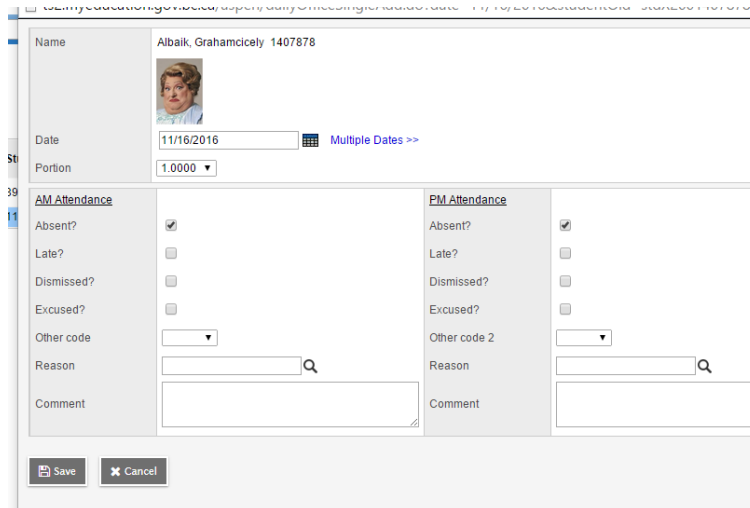
- f. Press Enter or Click the Add button
- g. If the match is not exact a list of students pops up, starting with the closest match



A popup window titled 'Student Pick List - Google Chrome' showing a search result for 'Smith'. The popup displays a table of student records with columns for LegalLast, LegalFirst, and LegalMiddle. The record for 'Smiledentist, Keianna, Loretopaz' is selected.


LegalLast	LegalFirst	LegalMiddle
Simpraga	Ursimarco	Yeelam
Sithole	Hannae	Jaihyuck
Smiledentist	Keianna	Loretopaz
Snobelon	Akif	Shaneelsbeth
Solares	Norico	Marycharmaine
Soltaniardeshir	Shyrel	Flormarina
Spendelow	Eqterrance	Ankita
Spyrou	Sandeeren	Yajjejack
Sshortinghuis	Craigerica	Gregdaily
Staddeucci	Irmaonwerner	Eunsukesther

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





An 'Add Attendance' popup window for student 'Albaik, Grahamciely 1407878'. It includes fields for Name, Date (11/16/2016), and Portion (1.0000). It features two columns for attendance tracking: AM Attendance and PM Attendance. Each column has checkboxes for Absent?, Late?, Dismissed?, and Excused?, along with an Other code dropdown, a Reason search field, and a Comment text area. Save and Cancel buttons are at the bottom.

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

Date	<input type="text" value="11/16/2016"/>	 Multiple Dates >>
Portion	<input type="text" value="1.0000"/>	

Enter the date range





Start date	<input type="text" value="11/16/2016"/>	 << Single Date
End date	<input type="text"/>	
Portion	<input type="text" value="1.0000"/>	

Enter appropriate attendance data


Save

Daily Attendance Office Input

Daily Office Details

Options ▾ Reports ▾ Help ▾   a-z  

Name/ID Code Show Popup AM and PM

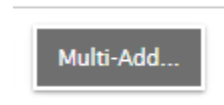
0 of 3 selected 

<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 type="radio"/> Homeroom	<input checked="" type="radio"/> Skip	<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"/>		
AM Attendance		PM Attendance	
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"/>	Reason	<input type="text"/>
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 **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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A	L	D	P
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A	L	D	P
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A	L	D	P

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