



How to Take Daily (AM/PM) Attendance for Multiple Days for an Individual Student

Purpose: *Administrators* - Use this procedure to take Daily (AM/PM) attendance for the select student for extended absences. You can mark or change a student's attendance records for blocks of time. This is particularly useful when the student has been or will be out for an extended period. To change a student's attendance record for an extended period, it is easiest to use this method.

In addition to changing a single date for an individual student, you can change multiple dates at one time.

1. On the **Start Page**, search for and select the student.
2. Choose **Attendance** from the student pages menu. The attendance pages appear. The default attendance page that appears depends on the "Default Attendance Recording Page" setting on the Attendance Preferences page.
3. Click **Daily**. The Daily Attendance page appears.

Note: A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.

Meeting | Daily
Change Multiple Days

11/20-11/24	11/27-12/1	12/4-12/8	12/11-12/15	12/18-12/22	12/25-12/29	1/1-1/5	1/8-1/12	1/15-1/19
M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F
	-				- - - -			-
1/22-1/26	1/29-2/2	2/5-2/9	2/12-2/16	2/19-2/23	2/26-3/2	3/5-3/9	3/12-3/16	3/19-3/23
M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F
				-				
3/26-3/30	4/2-4/6	4/9-4/13	4/16-4/20	4/23-4/27	4/30-5/4	5/7-5/11		
M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F

4. Click **Change Multiple Days** at the top of the Daily Attendance page.



5. The Change Daily Attendance page appears.

Change Daily Attendance \$

Becker, Jennifer K WE

Change Daily Attendance for	Becker, Jennifer K
From this Date	4/27/2007
To this Date	4/27/2007
Code(s) to scan for	<input checked="" type="radio"/> All <input type="radio"/> These codes <div style="border: 1px solid black; padding: 2px;"> Present P - Parent Excused P HDE - Parent Half Day Excused AB - Absent Unexcused HD U - Half Day Unexcused Absent ET - Excused Tardy UT - Unexcused Tardy ISS - In School Suspension OSS - Out of School Suspension X - Truant </div>
Attendance Code to Set	(Present)
If Other Than a Default Present (default presents will be overwritten regardless)	<input checked="" type="radio"/> Overwrite <input type="radio"/> Don't Overwrite
Comment	<div style="border: 1px solid black; height: 40px;"></div>

Submit

6. Use the following table to enter information in the fields:

Field	Description
Change Daily Attendance for	The selected student appears.
From this Date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
To this Date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.



Code(s) to scan for	Select the attendance code(s) for which you want to scan. To select multiple attendance codes, press and hold Command (Mac) or Control (Windows) as you click each of the attendance codes you want to scan.
Attendance Code to Set	Choose the attendance code to apply to the date range from the pop-up menu.
If Other Than a Default Present	Select the option to either overwrite or not overwrite any existing attendance codes.
Comment	Enter comments that are relevant to this attendance record.

7. Click **Submit**. The Changes Recorded page appears.
8. Note a clock appears in the date for which you just took attendance.