

# Group Attendance Changes

When a group of students travel for school activities there is an easy way to update all of their attendance at once.

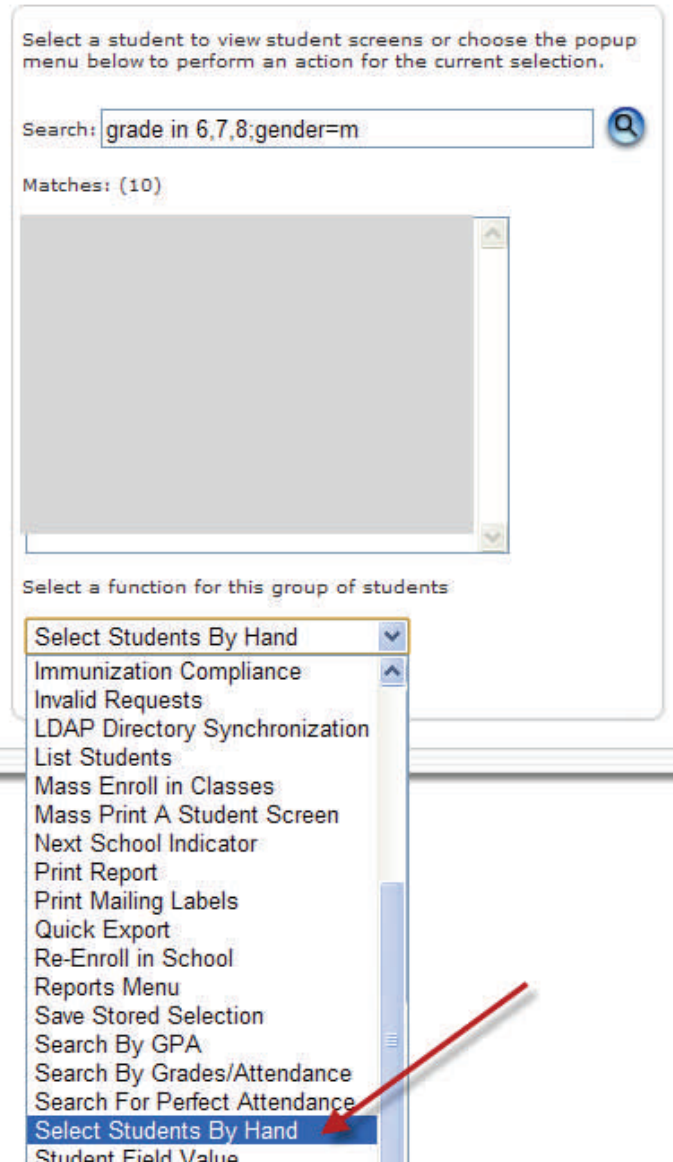
In this example I will show you how to mark a group of MS boys basketball players SA (student activity) for all of their Friday afternoon classes.

Finally, the weather has warmed up and the MS boys basketball team is going to leave for their tournament! We need to pick the MS boys that are travelling on the team. To do this search for:  
grade in 6,7,8;gender=m

This gives us all 6-8th grade boys

Then choose the 'Select Students By Hand' function.

Use ctrl-click to select the students who are on the team and will be travelling, leave the option set to 'Keep selected students' and click Functions.



Now that you have the students you want selected choose the 'Attendance Change' function.

## Group Functions

Current student selection: 4

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Batch Address Validation	Perform batch address validation.
Batch Boundary Validation	Perform batch boundary validation.
Counselor's Screen	Shows student pages for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.

# Group Attendance Changes

On the Change Meeting Attendance page you will enter the date or date range, period(s), attendance code, and comment to enter for the group of students.

We want to mark these students SA for Friday afternoon.

We'll enter the date, then check the box for afternoon classes (periods 5-7) on Friday ONLY.

Code(s) to scan for, we leave this set to All

Attendance Code to Set, change this to SA

If Other Than a Present set as Overwrite.

We will enter a comment indicating the reason for the change.

Submit, the change will be made!  
You can use this function any time you have a group of students who need the same attendance change.

## Change Meeting Attendance

Meeting

Option	Value
Change attendance for:	The selected 4 students
From this Date:	<input style="border: 1px solid red;" type="text" value="2/3/2012"/>
To this Date:	<input style="border: 1px solid red;" type="text" value="2/3/2012"/>

	M	T	W	TH	F
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meetings to scan

Code(s) to scan for

All  
 These codes

Present  
 AE - Absent Excused  
 T - Tardy  
 AU - Absent Unexcused  
 ISS - In School Suspension  
 OSS - Out of School Suspension  
 SA - Student Activity

Attendance Code to Set:

If Other Than a Default Present (default presents will be overwritten regardless)

Overwrite  
 Don't Overwrite

Comment: