

Mass Attendance Change

If a group of students all need the same kind of attendance set for several days, or even just for the afternoon on a Friday you can use a function to set all their attendance at once.

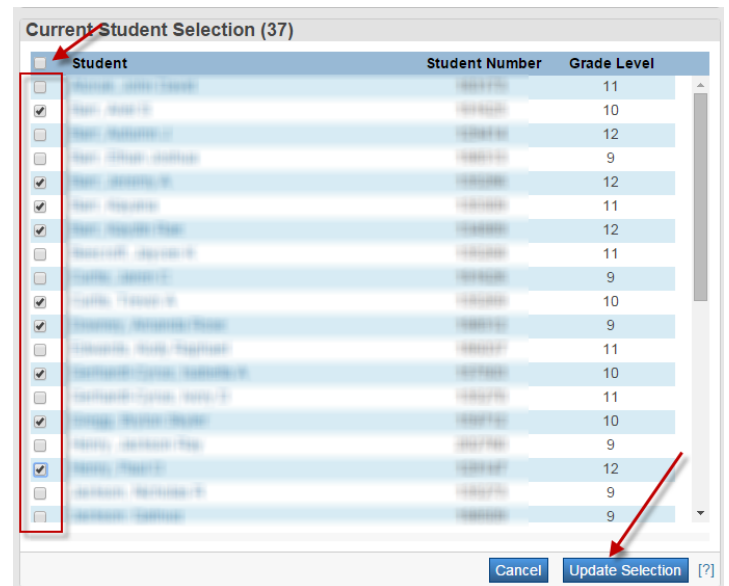
In this example we will excuse a group of HS students for the afternoon of a single day.

First we need to search for our group of students, use the search: grade>8 to find all HS students.

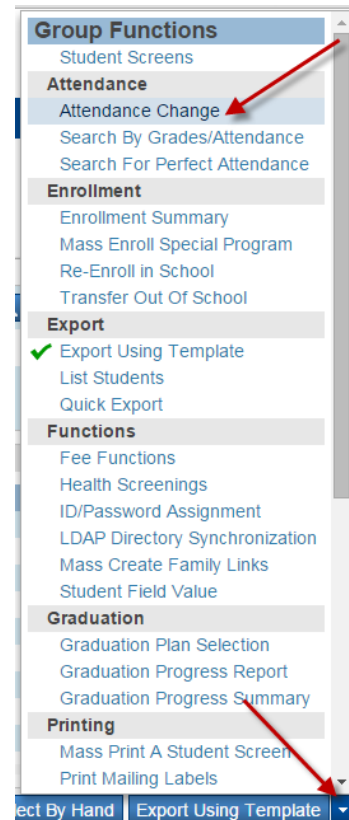
To refine the list click the link at the bottom of your list 'Select By Hand'.

You will probably want to start by UNCHECKING ALL the students in the list, click the top checkbox to do that. Then you can go through the list and check the box next to the name of each student you want to make the attendance change for.

When you are done selecting your students click the 'Update Selection' button on the bottom of the page.



Click the triangle button to open the list of Group Functions, select 'Attendance Change' at the top of this list.



Mass Attendance Change

On this page you will enter information that will finalize the attendance change.

Enter a start date and end date.
Use the same date if it only a single day.

Check boxe(s) for the period(s) that you want to change.

To replace any other attendance code the student may have leave the 'Codes to scan for' set to All

Choose the attendance code that you want to set.

Enter a comment.

SUBMIT.

You can repeat this with a different group of students

Change Meeting Attendance

Meeting

Option	Value
Change attendance for	The selected 9 students
From this Date	9/4/2015 (MM/DD/YYYY)
To this Date	9/4/2015 (MM/DD/YYYY)

Meetings to scan

	A
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/>
AM	<input type="checkbox"/>
PM	<input type="checkbox"/>
P1	<input type="checkbox"/>

Select All Clear

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

SA (Student Activity)

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

Overwrite

Don't Overwrite

Comment

Sports trip

Submit