BC Multi-Add Class Attendance

1. **Attendance** Top Tab, **Class Office** side Tab

Using Student ID's (good for Save Arrival)
> Click **Options**, then **BC Multi-Add Class Attendance**

Do this 4 times:
- Full day absences
- Morning absences
- Afternoon absences
- Morning lates

BC Multi-Add Class Attendance

School	Sa-Hali Secondary
Students to include	Student IDs ⌄ Select student IDs (Pupil Number)
Search value	
Student IDs	Enter each pupil number seperated by a comma OR Enter each pupil number on a line
Start Date	25/09/2017 Select the start date
End Date	25/09/2017 Select the end date
Select period(s)	🔍 Select the periods the student will be away (Secondary: Periods 1 to 4) (Elementary AM & PM)
Attendance code	A - Absent Unexcused ⌄ Select absence code
Time In (H:MM AM/PM)	Enter times (where
Time Out (H:MM AM/PM)	appropriate)
Attendance Reason	🔍 Select reason
Duplicated Records	Replace ⌄ Select replace

▶ Run   ✖ Cancel   Click Run

Using a selection of students, snapshot, or filter
- Select _**a group**_ of students.
  - Click **Options** then **Show Selected,** or
  - Click on the filter icon to select a group of students

Options ▾	Reports ▾	Help ▾	Search on Name 🔍	▼	▦	a-z	▥	🖨

0 of 3 selected ✐   Date ◄ 25/09/2017 ►

☐	Name	Homeroom	Usual Name	Pupil #	Grade	Daily Code	1	2	3	4	5	6	7
☐					11	... >>	...	...	...	...	...	...	...
☐					12	... >>	...	...	...	...	...	...	...
☐					11	... >>	...	...	...	...	...	...	...

Click **Options**, then **BC Multi-Add Class Attendance**

BC Multi-Add Class Attendance

School	Sa-Hali Secondary
Students to include	Current selection ⌄ 1. Ensure you have SHOW SELECTED to the
Search value	student's attendance you will be changing
Student IDs	
Start Date	25/09/2017 📅 2. Enter start date
End Date	25/09/2017 📅 3. Enter end date
Select period(s)	🔍 3. Select the periods the student will be away (Secondary: Periods 1 to 4) (Elementary: AM & PM)
Attendance code	A - Absent Unexcused ⌄ Select absence code
Time In (H:MM AM/PM)	Enter times (where
Time Out (H:MM AM/PM)	appropriate)
Attendance Reason	🔍 Select reason
Duplicated Records	Replace ⌄ Select replace

❯ Run   ✖ Cancel   Click Run

Notes:
1. If a student (or students) will need to have multiple attendance codes entered for a day, then they will need to be entered for each period:
   Example: If a group of students will be leaving in period 3 and absent for period 4 then this information will be entered separately. For the group, first select period 3 and use the attendance code "D" for dismissed & enter in the time. Second, select period 4 and use the attendance code "A-E".