



Class Attendance History

Removing Attendance Data

In the case that large groups of students were created in error through the **BC Multi Add Class Attendance**

- 1. Navigate to: Attendance Top Tab, Class History Side Tab,
- 2. Use your filters (i.e. Today) to bring up the attendance data you want to delete.
- 3. Select all of the records on the page, and then use the dictionary functions to move to the next page and select all (or some of the records on the next page)

Daily Office	Opti	ons▼ Reports▼ Help ▼ Search	n on Date	9	7 🏢 (⊒⊇ 1h (≓				
Daily Roster	<	1:02/10/2017 1 -	2. Move to nex	2. Move to next pate 20 of 3335 selected 🥜							
Daily Batch		Name HomePhone Select a page of	Date	Code	Absent?	Excused?	Other	Course	Description	Period	Rease
Della	V	students	02/10/2017	А	Υ	Ν		MSS11-002	SOCIAL STUDIES 11	1	
History			02/10/2017	A	Y	Ν		MADW-08-001	ADST - Woodwork	1	
Daily Summary			02/10/2017	А	Y	Ν		MFMP-10-001	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	1	
			02/10/2017	A	Y	Ν		MEC12-001	ECONOMICS 12	1	
Class Office	V		02/10/2017	А	Y	Ν		XAT08NUM-001	NUMERACY 8	1	
			02/10/2017	А	Y	Ν		XSPBK1A-016	SUPPORT BLOCK 11A	1	
Class Trends	V		02/10/2017	A	Y	Ν		MBI11-001	BIOLOGY 11	1	
	V		02/10/2017	А	Y	Ν		MADW-08-001	ADST - Woodwork	1	
Class History Details			02/10/2017	A	Y	Ν		MEC12-001	ECONOMICS 12	1	
	V		02/10/2017	A	Y	Ν		MBSP-11-001	INTRODUCTORY SPANISH 11	1	
Staff Roster			02/10/2017	А	Y	Ν		MADW-08-001	ADST - Woodwork	1	
			02/10/2017	А	Y	Ν		MSS10-001	SOCIAL STUDIES 10	1	
Staff History	V		02/10/2017	А	Y	Ν		MEC12-001	ECONOMICS 12	1	
01-17			02/10/2017	А	Y	Ν		MADW-08-001	ADST - Woodwork	1	
Covers	V		02/10/2017	Α	Y	Ν		MADW-08-001	ADST - Woodwork	1	
			02/10/2017	А	Y	N		MFR09-001	FRENCH 9	1	

4. When finished, click **Options**, then **Delete**