



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)

**Class Attendance History**

Daily Office: Options, Reports, Help, Search on Date

Daily Roster: 1.02/10/2017 [1] 2. Move to next page 20 of 3335 selected

<input checked="" type="checkbox"/>	Name	HomePhone	Date	Code	Absent?	Excused?	Other	Course	Description	Period	Reason
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MSS--11-002	SOCIAL STUDIES 11	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MADW-08-001	ADST - Woodwork	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MFMP-10-001	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MEC--12-001	ECONOMICS 12	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		XAT--08NUM-001	NUMERACY 8	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		XSPBK1A-016	SUPPORT BLOCK 11A	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MBI--11-001	BIOLOGY 11	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MADW-08-001	ADST - Woodwork	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MEC--12-001	ECONOMICS 12	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MBSP-11-001	INTRODUCTORY SPANISH 11	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MADW-08-001	ADST - Woodwork	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MSS--10-001	SOCIAL STUDIES 10	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MEC--12-001	ECONOMICS 12	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MADW-08-001	ADST - Woodwork	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MADW-08-001	ADST - Woodwork	1	
<input checked="" type="checkbox"/>			02/10/2017	A	Y	N		MFR--09-001	FRENCH 9	1	

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