

## ATTENDANCE – Mass Assign Daily Attendance

## Daily Attendance Screen

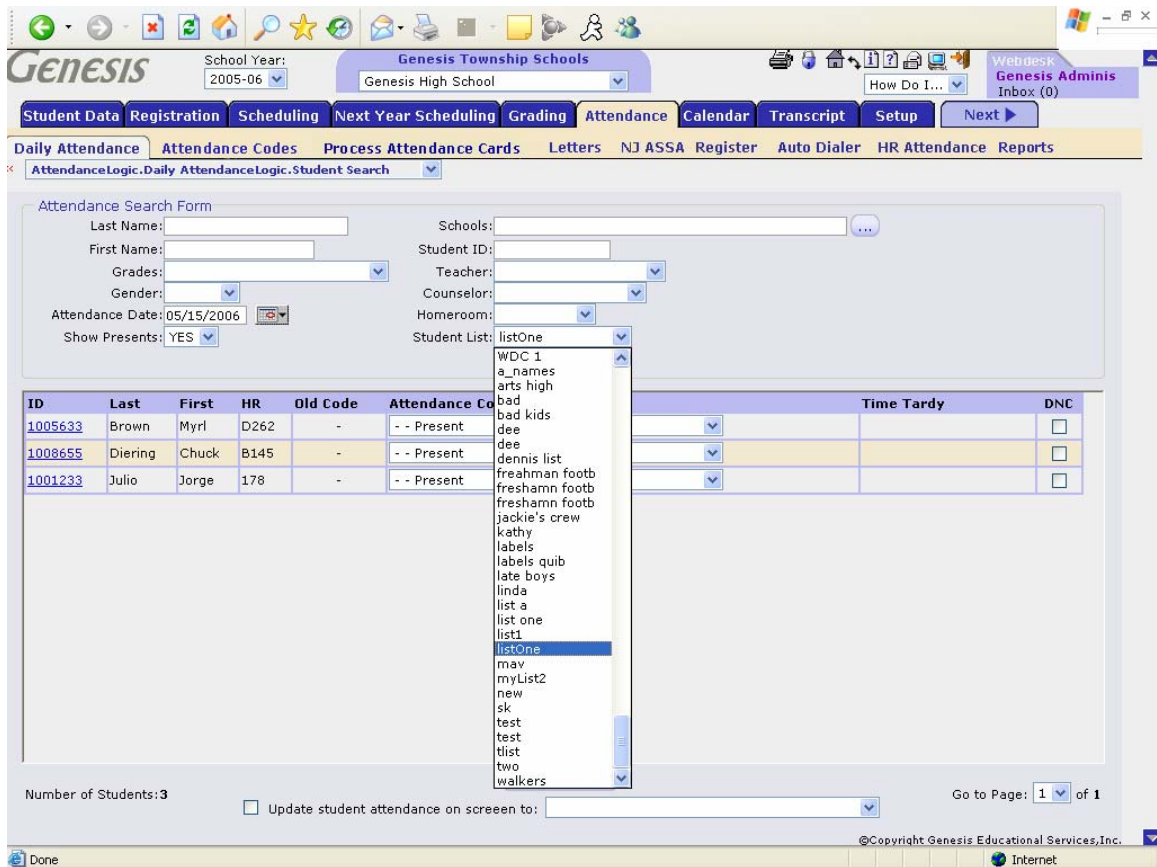


Figure 1 - Select a list of students

**Mass Assign a Daily Attendance Code to a List of Students**

It is possible to select a group of students and mass assign them all the same Attendance Code with one operation. This is useful, for example, if you want to mark a group of students as being “on a field trip”.

To do a “mass assign” of an Attendance Code, do the following:

1. Search for students. You can use the “Student List” facility to select a list of students that you had previously created.
  - a. Select the search options you want.
  - b. Click “Search” to bring up the students.
2. Use the “Mass Assign” control located at the bottom of the screen to assign *all* the listed students the same attendance code.
  - a. Check the “Update student attendance on screen to” checkbox.
  - b. Select an Attendance Code from the drop down list (See below)
  - c. Click “Save”

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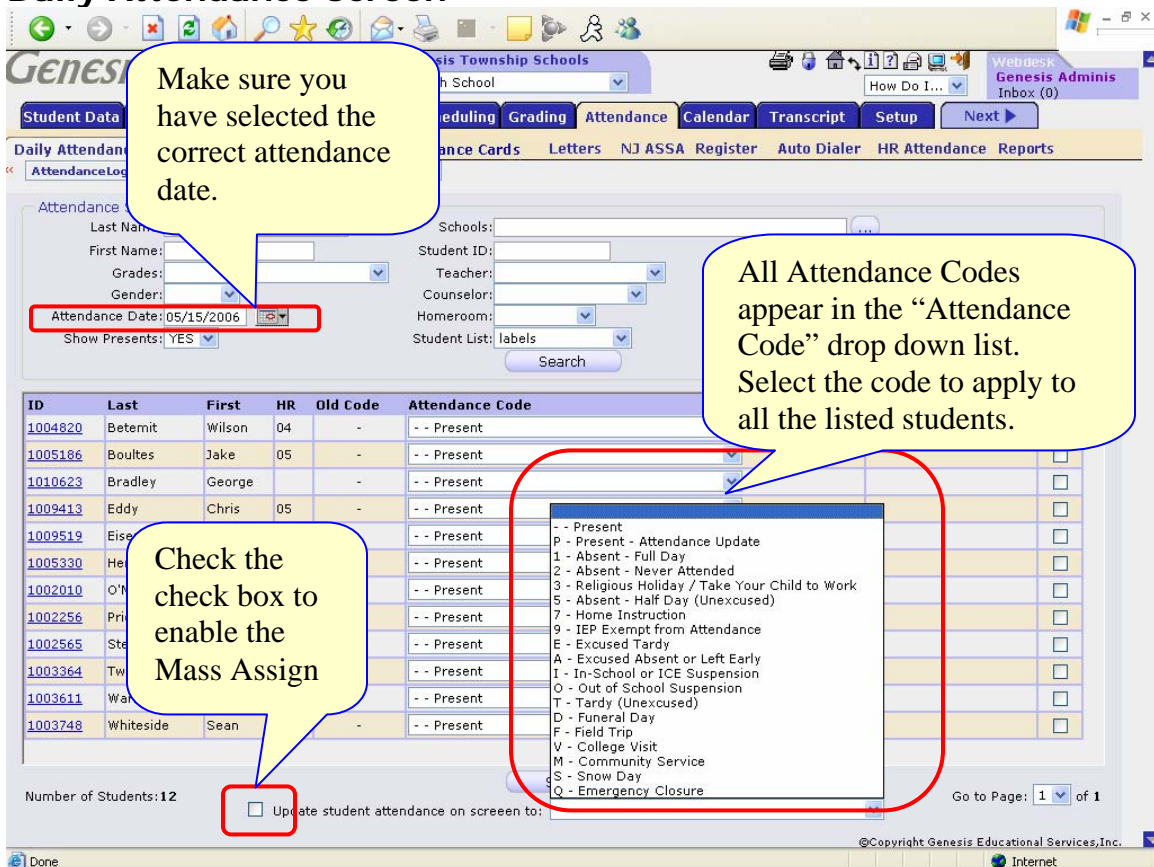


Figure 2 – Daily Attendance Screen used to Mass Update a List of Students to the Same Attendance Code

#### Check the Date

You can mass assign one Attendance Code to a group of students for any date on which school is in session. The default date is "Today", but you can set this to any valid school day.