

# Entering Positive Attendance

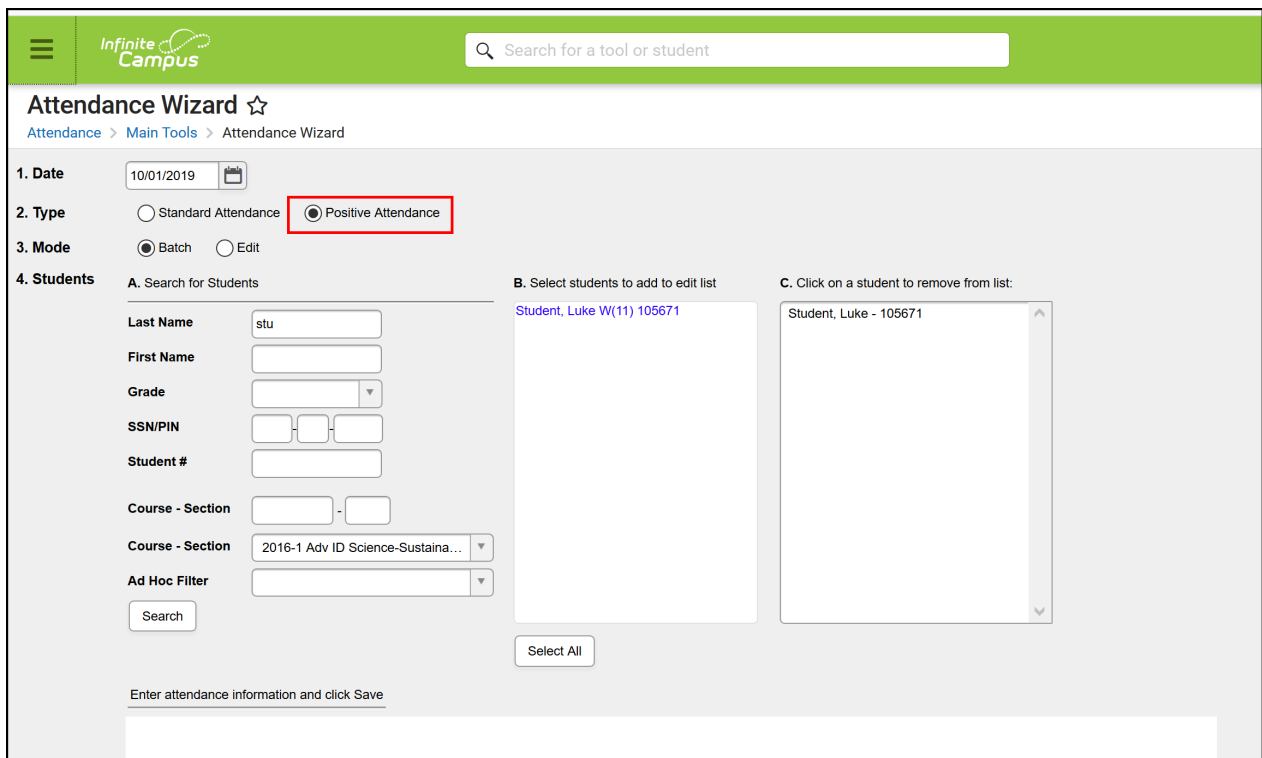
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Tool Search: Attendance Wizard

Positive Attendance records attendance for students who are present during the school day. The following procedures walk the user through recording attendance for each available positive attendance mode. Using this type of attendance requires certain preferences and course information to be set first. See the [Positive Attendance](#) article for setup information.

See the [Enter Standard Attendance](#) article for entering attendance for students who are absent during the school day.



## Positive Attendance Time Validations

Attendance records cannot be saved when:

- The Time In is after the Time Out.
- The Time Out is before the Time In.
- The Time In and Time Out is the same.
- The Time In and Time Out for a section cannot overlap the Time In and Time Out for another record for the same section.

Validations occur when clicking the **Save** Button. See the [Positive Attendance](#) article for a list of these validations.

# Enter Positive Attendance Using Batch Mode

1. Enter the **Attendance Date** for which to record attendance.
2. Choose the **Positive Attendance** Type.
3. Select the **Batch Mode**.
4. Enter **Search** criteria to return students.
5. Click the **Search** button. Students matching the entered criteria display in **Column B**.
6. Select the students from Column B to move to **Column C**. Only those students in Column C will have attendance entered for them.
7. Mark the **Add Attendance** radio button.
8. Enter the date range in the **From** and **To** date fields for which the attendance applies.
9. Enter the **Time In** and **Time Out** in HH:MM format. The Duration field auto-populates with the attendance minutes.
10. Enter any **Comments** for the record.
11. Click the **Save Attendance** button when finished. The record will be saved.

1. Attendance Date: 03/13/2014

2. Type: ☐ Standard Attendance ☒ Positive Attendance

3. Mode: ☒ Batch ☐ Edit

4. Students:

A. Search for Students

Last Name  
First Name  
Grade  
SSN/PIN  
Student #  
Course - Section \* 2232-2 PRE-CALCULUS (H)  
Ad Hoc Filter  
Search

B. Select students to add to edit list

STUDENT, AARON (09) - 123456  
STUDENT, ANNIE (09) - 234567  
STUDENT, BRINDY (11) - 345678  
STUDENT, BAYLOR (10) - 456789  
STUDENT, CASSADY (11) - 567890  
STUDENT, CAMERON (12) - 678901  
STUDENT, DYLAN (10) - 789012  
STUDENT, DANIELLE (09) 890123  
Select All

C. Click on a student to remove from list:

STUDENT, AARON - 123456  
STUDENT, ANNIE - 234567  
STUDENT, BRINDY - 345678

5. Positive Attendance

Enter attendance information and click Save

☒ Add Attendance ☐ Delete Attendance

From: 03/18/2014 To: 03/18/2014

Time In: 02:00 PM Time Out: 02:30 PM Duration: 0h 30m

Comments present

This function will add positive attendance entries for the selected students for the specified time and date range in course: 2232-2 PRE-CALCULUS (H)

Save Attendance

*Positive Attendance Batch Mode*

# Enter Positive Attendance Using Edit Mode

Only one student at a time can be chosen to modify existing positive attendance entries.

1. Enter the **Attendance Date** for which to record attendance.
2. Choose the **Positive Attendance** Type.
3. Select the **Edit Mode**.
4. Enter **Search** criteria to return students.
5. Click the **Search** button. Students matching the entered criteria display in **Column B**.
6. Modify the attendance record as needed for the selected student by changing the **Time In** or **Time Out** values, the selected Course and/or the Comment for the record.
7. Click the **Add** button to add another row for entering additional attendance data for the same student.
8. Click the **Save Attendance** button when finished. The record will be saved.

1. Attendance Date: 03/13/2014

2. Type: ☐ Standard Attendance ☒ Positive Attendance

3. Mode: ☐ Batch ☒ Edit

4. Students:

A. Search for Students

Last Name: STUDENT

First Name:

Grade:

SSN/PIN:

Student #:

Course - Section:

Ad Hoc Filter:

Search

B. Select students to add to edit list

STUDENT, ALYSSA (11) 1234567

Select All

5. Positive Attendance

Enter attendance information and click Save

STUDENT, ALYSSA - 1234567

	Time In	Time Out	Duration	Course	Comment
X	2:00 PM	2:30 PM	0h 30m	2232-2 PRE-CALCULUS (H)	present

Add

Save Attendance

*Positive Attendance Edit Mode*

## Remove Positive Attendance Entries

Positive Attendance entries can be deleted if necessary when using the Batch Mode.

1. Enter the **Attendance Date** for which to record attendance.
2. Choose the **Positive Attendance** Type.

3. Select the **Batch Mode**.
4. Enter **Search** criteria to return students.
5. Click the **Search** button. Students matching the entered criteria display in **Column B**.
6. Select the students from Column B to move to **Column C**. Only those students in Column C will have attendance entered for them.
7. Mark the **Delete Attendance** radio button.
8. Enter the date range in the **From** and **To** date fields for which the attendance applies.
9. Click the **Delete Attendance** button when finished. The record will be removed.

1. Attendance Date: 03/13/2014

2. Type: ☐ Standard Attendance ☒ Positive Attendance

3. Mode: ☒ Batch ☐ Edit

4. Students:

A. Search for Students

Last Name
First Name
Grade
SSN/PIN
Student #
Course - Section \* 2232-2 PRE-CALCULUS (H)
Ad Hoc Filter
Search

B. Select students to add to edit list

STUDENT, ALYSSA (11) 1234567

Select All

C. Click on a student to remove from list:

STUDENT, ALYSSA - 1234567

5. Positive Attendance

Enter attendance information and click Save

☐ Add Attendance ☒ Delete Attendance

From: 03/13/2014 To: 03/13/2014

This function will remove all positive attendance entries for the selected students for the specified date range in course: 2232-2 PRE-CALCULUS (H)
Delete Attendance

*Delete Attendance in Batch Mode*