

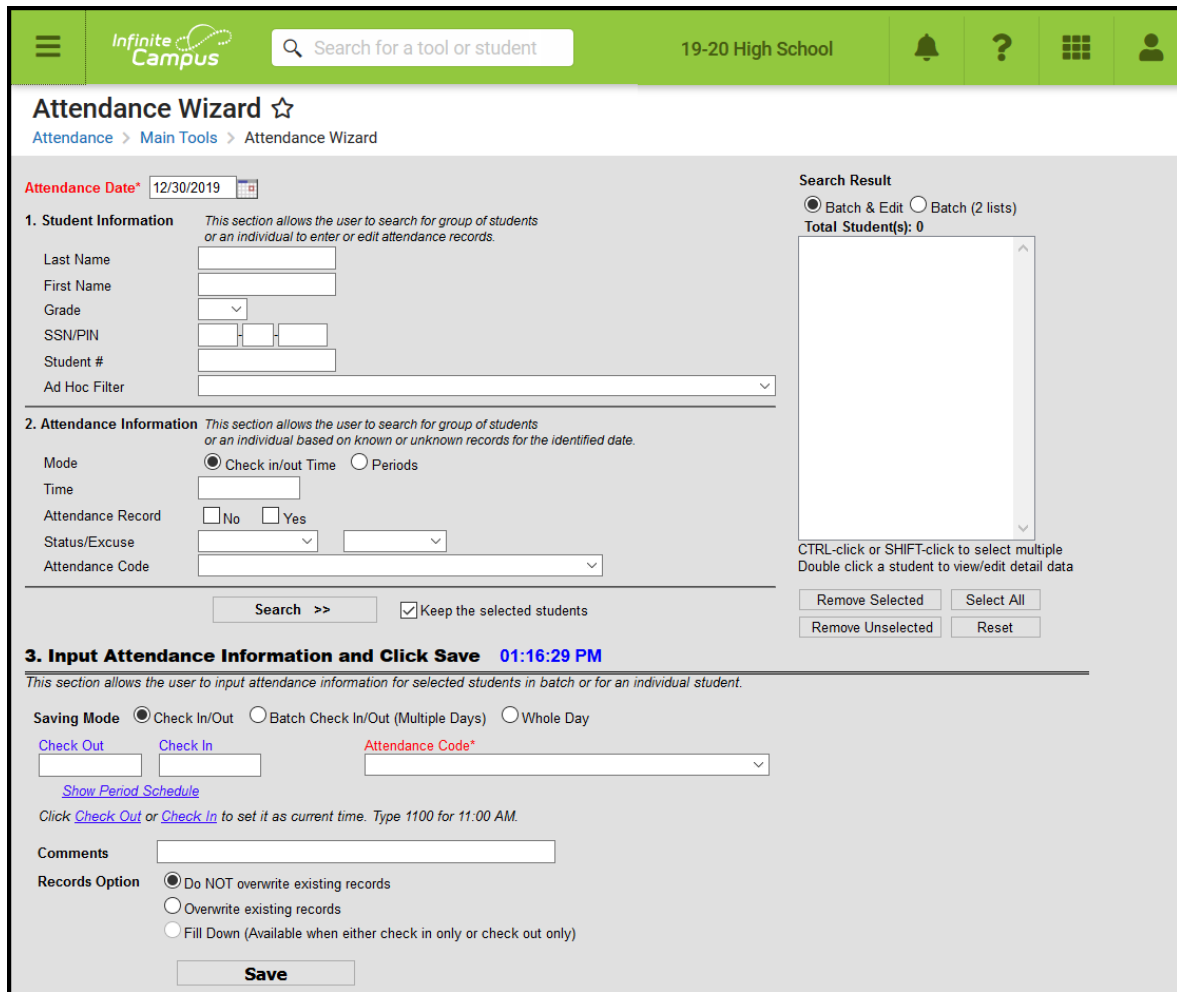
# Kentucky Attendance Wizard

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Tool Search: Attendance Wizard

The Attendance Wizard tool allows attendance clerks to mass update, create or delete attendance records for a select student or group of students.

[Mass Adding/Modifying/Deleting Student Attendance Information](#)



The screenshot shows the 'Attendance Wizard' interface within the Infinite Campus system. The top navigation bar includes the Infinite Campus logo, a search bar, and user information for '19-20 High School'. The main content area is titled 'Attendance Wizard' and contains three main sections:

- 1. Student Information:** This section allows the user to search for a group of students or an individual based on known or unknown records for the identified date. It includes fields for Last Name, First Name, Grade, SSN/PIN, Student #, and an Ad Hoc Filter.
- 2. Attendance Information:** This section allows the user to search for a group of students or an individual based on known or unknown records for the identified date. It includes fields for Mode (Check in/out Time or Periods), Time, Attendance Record (No or Yes), Status/Excuse, and Attendance Code.
- 3. Input Attendance Information and Click Save:** This section allows the user to input attendance information for selected students in batch or for an individual student. It includes fields for Saving Mode (Check In/Out, Batch Check In/Out (Multiple Days), or Whole Day), Check Out, Check In, and Attendance Code. It also includes a 'Show Period Schedule' link, a 'Click Check Out or Check In to set it as current time. Type 1100 for 11:00 AM.' instruction, a 'Comments' field, and a 'Records Option' (Do NOT overwrite existing records, Overwrite existing records, or Fill Down).

On the right side, there is a 'Search Result' section showing 'Total Student(s): 0' and buttons for 'Remove Selected', 'Select All', 'Remove Unselected', and 'Reset'. A note indicates that CTRL-click or SHIFT-click can be used to select multiple students, and double-clicking a student will view/edit detail data.

*Kentucky Attendance Wizard*

## Mass Adding/Modifying/Deleting Student Attendance Information

Mass adding/modifying/deleting student attendance information using the Kentucky Attendance Wizard is a two step process. The following sections will walk you through this process.

- [Step 1. Search for Students Based on Demographic or Attendance Information](#)
- [Step 2. Input New Attendance Information](#)

# Step 1. Search for Students Based on Demographic or Attendance Information

Students can be searched for based on demographic information.

## Searching by Demographic Information

### Searching by Student Information and Selecting Students by Batch & Edit

### Searching by Student Information and Selecting Students in Batch List

1. Enter the **Attendance Day**. This date determines which attendance days are used for matching search criteria.
2. Enter **Last Name**, **First Name**, **Grade**, **SSN** and/or **Student Number** information to generate a list of students based on search criteria entered.
3. Select the **Search** button. Students matching search criteria will appear in the Search Results window on the right. In the images above, students are searched for by grade level.
4. Select which students will have attendance data modified. Users can select students using one of two options:

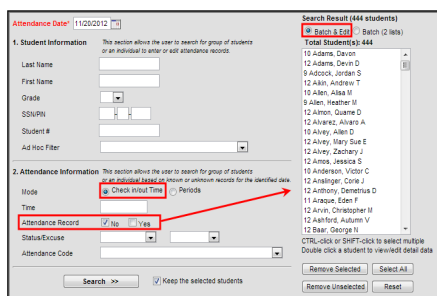
Option	Description
<b>Batch &amp; Edit</b>	Allows you to select a group of students (by holding down CTRL when selecting) and remove the selected students or remove the unselected students to create a list of students who will have their attendance records modified.
<b>Batch (2 Lists)</b>	Allows the user to build a list of students who will have attendance data modified (Target List) by selecting them from the Source List.

5. Proceed to [Step 2](#).

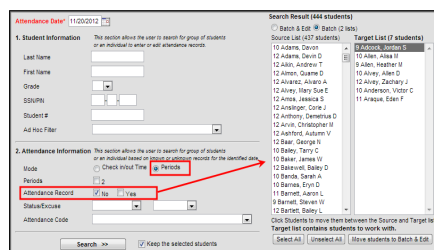
Students can also be identified based on attendance information.

## Searching by Attendance Information

## Searching by Attendance Check In/Out Time Information



## Searching by Attendance Period Information



1. Enter the **Attendance Day**. This date determines which attendance days is used for matching search criteria.
2. Select the **Mode**.

Option	Description
<b>Check In/Out Time</b>	Users are given options for searching for students based on Check In/Check Out information.
<b>Periods</b>	Users are given options for search for students based on period information.

3. Select the **Search** button. Students matching search criteria will appear in the Search Results window on the right. In the images above, when Attendance Record is marked as **No**, search results are based on students who did not have attendance entered on the Attendance Date.
4. Select which students will have attendance data modified.
5. Proceed to [Step 2](#).

## Step 2. Input New Attendance Information

Once students have been identified and selected in the Search Results window, users will need to enter the attendance information that is going to be applied to these students. Users can modify attendance information using the following three methods:

- [Batch Modifying Check In/Out and Attendance Code Information](#)
- [Batch Modifying Check In/Out and Attendance Code Information for Multiple Days](#)
- [Batch Adding/Deleting Whole Day Attendance Records](#)

## Batch Modifying Check In/Out and Attendance Code Information

The **Check In/Out** Saving Mode allows users to mass enter Check In/Out and Attendance Code data for the selected student or group of students.

**3. Input Attendance Information and Click Save** 04:01:09 PM

*This section allows the user to input attendance information for selected students in batch or for an individual student.*

**Saving Mode** ☒ Check In/Out ☐ Batch Check In/Out (Multiple Days) ☐ Whole Day

**Check Out** 04:00 PM **Check In**  **Attendance Code\*** EX: Early Dismissal Excused

[Show Period Schedule](#) Status: A Excuse: E State Code: E

Click [Check Out](#) or [Check In](#) to set it as current time. Type 1100 for 11:00 AM.

**Comments**

**Records Option** ☒ Do NOT overwrite existing records ☐ Overwrite existing records ☐ Set absence for all periods after 04:00 PM

**Save**

### Modifying Check In/Out Information

1. Select a Saving Mode of **Check In/Out**.
2. Enter the **Check Out** time (optional). Select the blue Check Out text to insert the current time.
3. Enter the **Check In** time (optional). Select the blue Check In text to insert the current time.

Select the **Show Period Schedule** hyperlink to view the school's schedule period.

4. Select the **Attendance Code**.

Existing [Attendance Codes](#) mapped to an Excuse of Exempt cannot be modified via the Attendance Wizard.

5. Enter any **Comments** (optional). This comment will appear on each student's attendance record for the day.
6. Select a **Records Option**:
  - **Do NOT overwrite existing records** - Selected students who have existing attendance records on the Attendance Day entered will not have their attendance data overwritten.
  - **Overwrite existing records** - All attendance records on the Attendance Day will be overwritten with the values entered (only applies to students selected).
  - **Set absence for all periods after 04:00 PM** - All periods after 4:00 PM will be marked Absent on the Attendance Day for all selected students.
7. Select the **Save** icon. All selected students will have their attendance record data modified to the values entered for the date entered in the Attendance Date field.

## Batch Modifying Check In/Out and Attendance Code Information for Multiple Days

The **Batch Check In/Out (Multiple Days)** Saving Mode allows users to mass enter Check In/Out and Attendance Code data for all days within a date range for the selected group of students.

**3. Input Attendance Information and Click Save** 04:01:28 PM

This section allows the user to input attendance information for selected students in batch or for an individual student.

**Saving Mode** ☐ Check In/Out ☒ **Batch Check In/Out (Multiple Days)** ☐ Whole Day

**Check Out** 04:00 PM **Check In** **Attendance Code\*** EX: Early Dismissal Excused  
 Status: A Excuse: E State Code: E

[Show Period Schedule](#)

From 03/06/2013 To 03/06/2013

Click [Check Out](#) or [Check In](#) to set it as current time. Type 1100 for 11:00 AM.

**Comments**

**Records Option** ☒ Do NOT overwrite existing records  
☐ Overwrite existing records  
☐ Set absence for all periods after 04:00 PM

**Save**

Click start/end or name to auto-set time

Schedule Main			
Period Schedule: Main			
	Start	end	Duration
2	08:00 AM	02:15 PM	375

### Modifying Check In/Out Information for Multiple Days

1. Select a Saving Mode of **Batch Check In/Out (Multiple Days)**.
2. Enter the **Check Out** time (optional). Select the blue Check Out text to insert the current time.
3. Enter the **Check In** time (optional). Select the blue Check In text to insert the current time.

Select the **Show Period Schedule** hyperlink to view the school's schedule period.

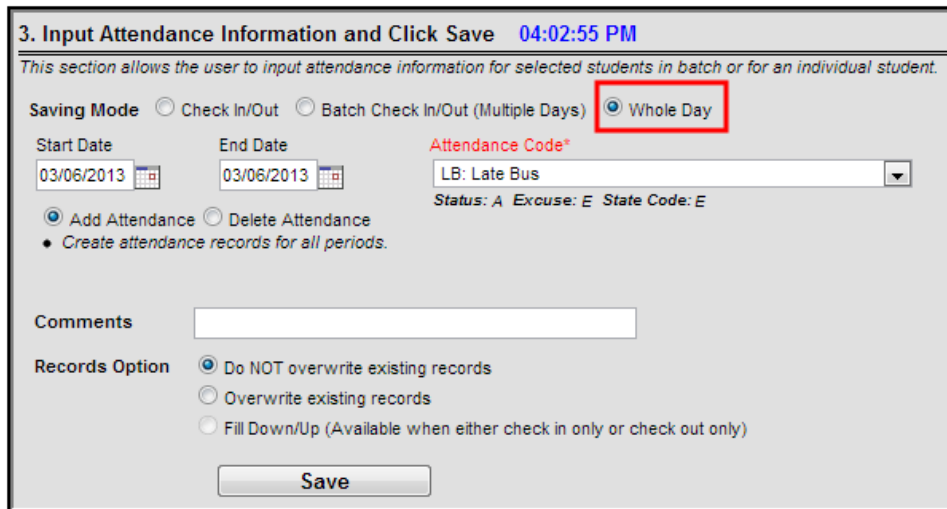
4. Enter the **From** and **To** dates. Identified students will be checked in/out for all days within the date range entered.
5. Select the **Attendance Code**.

Existing [Attendance Codes](#) mapped to an Excuse of Exempt cannot be modified via the Attendance Wizard.

6. Enter any **Comments** (optional). This comment will appear on each student's attendance record for the day.
7. Select a **Records Option**:
  - **Do NOT overwrite existing records** - Selected students who have existing attendance records on the Attendance Day entered will not have their attendance data overwritten.
  - **Overwrite existing records** - All attendance records within the date range specified will be overwritten with the values entered (only applies to students selected).
  - **Set absence for all periods after 04:00 PM** - All periods after 4:00 PM will be marked Absent on the Attendance Day for all selected students.
8. Select the **Save** icon. All selected students will have their attendance record data modified to the values entered for the date range identified in the To and From date fields.

## Batch Adding/Deleting Whole Day Attendance Records

The **Whole Day** Saving Mode allows users to mass add or delete attendance records for all dates within a date range for a select group of students.



**3. Input Attendance Information and Click Save** 04:02:55 PM

This section allows the user to input attendance information for selected students in batch or for an individual student.

**Saving Mode** ☐ Check In/Out ☐ Batch Check In/Out (Multiple Days) ☒ **Whole Day**

**Start Date** 03/06/2013 **End Date** 03/06/2013 **Attendance Code\*** LB: Late Bus

☒ **Add Attendance** ☐ Delete Attendance  
 • Create attendance records for all periods.

**Comments**

**Records Option** ☒ Do NOT overwrite existing records  
☐ Overwrite existing records  
☐ Fill Down/Up (Available when either check in only or check out only)

**Save**

#### *Adding/Deleting Whole Day Attendance Records*

1. Select a Saving Mode of **Whole Day**.
2. Enter the **Start Date**. This is the first day that will have an attendance record created/deleted.
3. Enter the **End Date**. This is the last day that will have an attendance record created/deleted.
4. Enter the **Attendance Code**.

Existing [Attendance Codes](#) mapped to an Excuse of Exempt cannot be modified via the Attendance Wizard.

5. Select the **Add Attendance** radio button to create an attendance record for each date between the Start and End Date for all selected students.
6. Select the **Delete Attendance** radio button to delete attendance records for each date between the Start and End Date for all selected students.
7. Enter any **Comments** (optional). This comment will appear on each student's attendance record for the day.
  - **Do NOT overwrite existing records** - Selected students who have existing attendance records on the Attendance Day entered will not have their attendance data overwritten.
  - **Overwrite existing records** - All attendance records within the date range specified will be overwritten with the values entered (only applies to students selected).
  - **Fill Down/Up** - When a Check Out time is entered for a student, the student can be marked absent for all remaining periods after the Check Out time using this option. When only a Check In time is entered, any attendance records after the Check In time will be deleted.
8. Select the **Save** icon. Attendance records will be created (or deleted) for all selected students.

