

# Enter Absences Using the Daily Mode

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Tool Search: Attendance Wizard


The Daily Mode records student attendance for the entire day. The student will be marked absent for all **scheduled attendance** periods in the day. For example, if a parent/guardian calls the attendance office indicating their student is ill and will not be in attendance, the attendance clerk can use the **Daily Mode** to process that student.

The Daily Mode is automatically selected when recording attendance.

1. Enter the **Attendance Date** for which to record attendance.
2. Verify the **Daily Mode** is selected.
3. Enter **Search** criteria to return students.
4. Click the **Search** button. Students matching the entered criteria display in **Column B**.
5. Select the students from Column B to move to **Column C**. Only students in Column C will have attendance entered for them.
6. Select the **Attendance Code** from the dropdown list. This code will be applied to all students in Column C.
7. Enter **Comments** related to the attendance entry.
8. Select the appropriate **Comments Options** from the dropdown list. This affects students who may already have attendance and attendance comments entered.
9. Determine if existing attendance data should be overwritten with this new information. Select or remove the **Overwrite Existing Data** checkbox as needed.
10. Click the **Save Attendance** button.

If the entered date is a non-attendance day (set on the [Calendar Days](#) tab) in the School and Schedule selected in the Campus toolbar, a warning message displays indicating attendance can only be recorded for days marked as attendance.

- When a school has multiple schedule structures and a specific schedule is selected in the Schedule field, that schedule is used to determine if the entered date is an attendance day.
- When a school has multiple schedule structures and the Schedule field is set to All, the schedule with the highest structureID is used to determine if the entered date is an attendance day.



## Attendance Wizard ☆

Attendance > Main Tools > Attendance Wizard

**1. Date**

**2. Mode**

☒ Daily
 ☐ Period
 ☐ Batch
 ☐ Edit
 ☐ Batch Edit
 ☐ Check In
 ☐ Check Out

**3. Students**

**A. Search for Students**

**Last Name**   
**First Name**   
**Grade**   
**SSN/PIN**    
**Student #**   
**Att Code**   
**Status/Excuse**    
**Course - Section**  -   
**Period**   
**Ad Hoc Filter**

**B. Select students to add to edit list**

[Student, Luke W\(11\) 105671](#)  
[Student, Brianna L\(11\) 111553](#)  
[Student, Benjamin C\(11\) 105567](#)

**C. Click on a student to remove from list:**

Student, Brianna - 111553

**4. Daily**

Enter attendance information and click Save

Attendance Code

### Daily Mode Options