

# Enter Absences Using the Period Mode

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Tool Search: Attendance Wizard

The Period mode records attendance for one or more students for a selected period. This mode would be used if a student has an appointment off campus or missed their regular class for just the selected period. This mode marks the student absent for the selected period only.

Attendance is only recorded for students in Column C.

1. Enter the **Attendance Date** for which to record attendance.
2. Select the **Period Mode**.
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 those students in Column C will have attendance entered for them.
6. Select the **Current Period** from the dropdown list. Period meeting times display in the dropdown list. A period must be selected in order to save attendance.
7. Select the **Attendance Code** from the dropdown list. This code will be applied to all students in Column C.
8. Enter **Comments** related to the attendance entry.
9. Select the appropriate **Comments Options** from the dropdown list. This affects students who may already have attendance and attendance comments entered.
10. Determine if existing attendance data should be overwritten with this new information. Select or remove the **Overwrite Existing Data** checkbox as needed.
11. 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.

☰
🔍 Search for a tool or student

### Attendance Wizard ☆

[Attendance](#) > [Main Tools](#) > Attendance Wizard

**1. Date**

**2. Type**  Standard Attendance  Positive Attendance

**3. Mode**  Daily  Period  Batch  Edit  Batch Edit  Check In  Check Out

**4. 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 L - 111553

**5. Period** Enter attendance information and click Save

*Period Mode: The attendance code is applied to the selected period.*

**Current Period**

**Attendance Code**

**Comments**

**Comments Options**

**Overwrite Existing Data**

### Period Mode Options