

# Enter Absences Using the Batch Edit Mode

Last Modified on 03/11/2024 8:45 am CDT

Tool Search: Attendance Wizard

The Batch Edit Mode records attendance for a date range for the selected periods. Students are marked absent for the same periods on all attendance days during the entered range. This mode can also be used to change unknown absences to excused absences.

1. Enter the **Attendance Date** for which to record attendance.
2. Select the **Batch Edit 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. Enter the **Date Range** of the attendance entry in *mmdyy* format. Attendance information will be entered for all school attendance days during this range.
7. Select the **Attendance Code** from the dropdown list. This code will be applied to all students in Column C.
8. To apply the changes to all periods, click the **Fill Down** button.
9. To clear entered attendance, click the **Clear** button.
10. Enter **Comments** related to the attendance entry.
11. Select the appropriate **Comments Options** from the dropdown list. This affects students who may already have attendance and attendance comments entered.
12. Determine if existing attendance data should be overwritten with this new information. Select or remove the **Overwrite Existing Data** checkbox as needed.
13. 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. Batch Edit** Enter attendance information and click Save

From:  📅 To:  📅

Period	Code	Status	Excuse	Present Minutes	Comments
0	<input style="width: 80%; border-bottom: 1px solid #ccc; border-top: 1px solid #ccc; text-align: center; font-size: small; color: #ccc; border: none; border-radius: 3px;" type="text"/>			<input style="width: 30px; border-bottom: 1px solid #ccc; border-top: 1px solid #ccc; text-align: center; font-size: small; color: #ccc; border: none; border-radius: 3px;" type="text"/>	<input style="width: 95%; border-bottom: 1px solid #ccc; border-top: 1px solid #ccc; text-align: center; font-size: small; color: #ccc; border: none; border-radius: 3px;" type="text"/>
1	<input style="width: 80%; border-bottom: 1px solid #ccc; border-top: 1px solid #ccc; text-align: center; font-size: small; color: #ccc; border: none; border-radius: 3px;" type="text"/>			<input style="width: 30px; border-bottom: 1px solid #ccc; border-top: 1px solid #ccc; text-align: center; font-size: small; color: #ccc; border: none; border-radius: 3px;" type="text"/>	<input style="width: 95%; border-bottom: 1px solid #ccc; border-top: 1px solid #ccc; text-align: center; font-size: small; color: #ccc; border: none; border-radius: 3px;" type="text"/>

Batch Edit Mode Options