

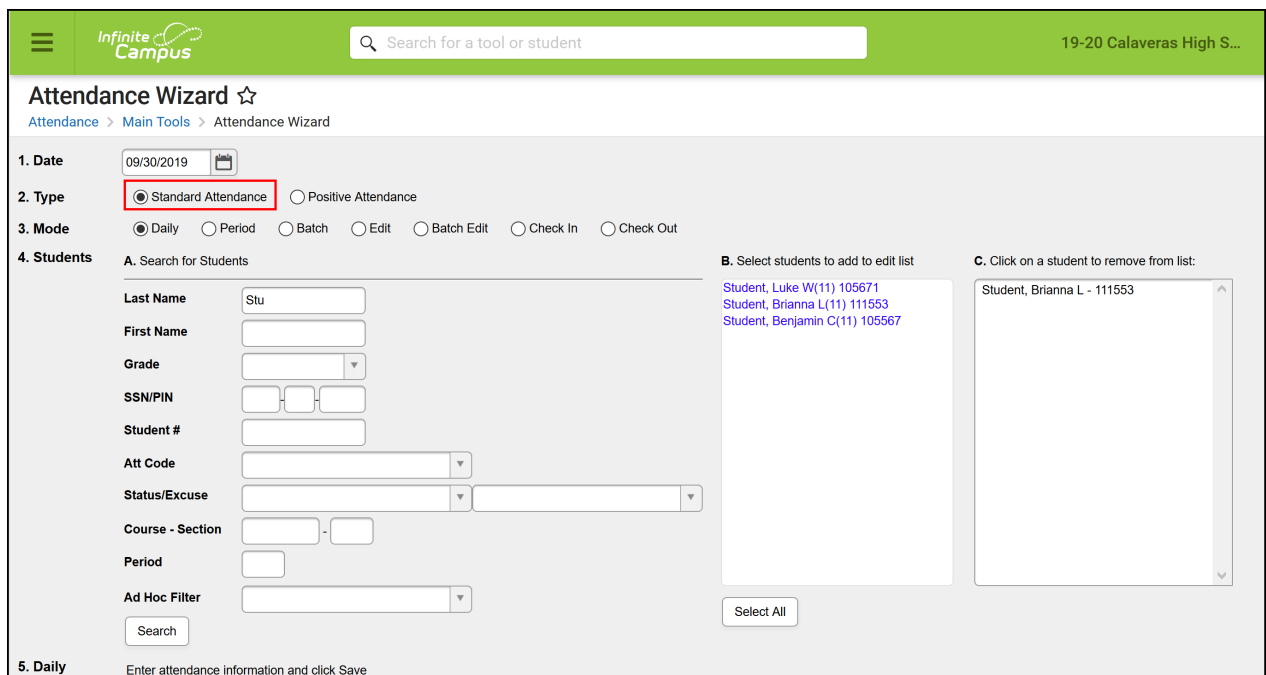
Enter Standard Attendance

Last Modified on 11/17/2025 11:01 am CST

Tool Search: Attendance Wizard

Standard attendance records an attendance entry for students who are absent for a period of time during the school day. The following procedures walk the user through recording attendance for each available standard attendance mode.

- [Enter Absences Using the Daily Mode](#)
- [Enter Absences Using the Period Mode](#)
- [Enter Absences Using the Batch Mode](#)
- [Enter Absences Using the Edit Mode](#)
- [Enter Absences Using the Batch Edit Mode](#)
- [Enter Absences Using the Check In Mode](#)
- [Enter Absences Using the Check Out Mode](#)



Attendance Wizard ☆
Attendance > Main Tools > Attendance Wizard

1. Date 09/30/2019

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: Stu
First Name:
Grade:
SSN/PIN:
Student #:
Att Code:
Status/Excuse:
Course - Section:
Period:
Ad Hoc Filter:
Search

B. Select students to add to edit list

Student, Luke W(11) 105671
Student, Brianna L(11) 111553
Student, Benjamin C(11) 105567
Select All

C. Click on a student to remove from list:

Student, Brianna L - 111553

5. Daily Enter attendance information and click Save

Attendance Wizard - Standard Attendance

See the [Enter Positive Attendance](#) article for entering attendance for students who are present for a period of time during the school day.