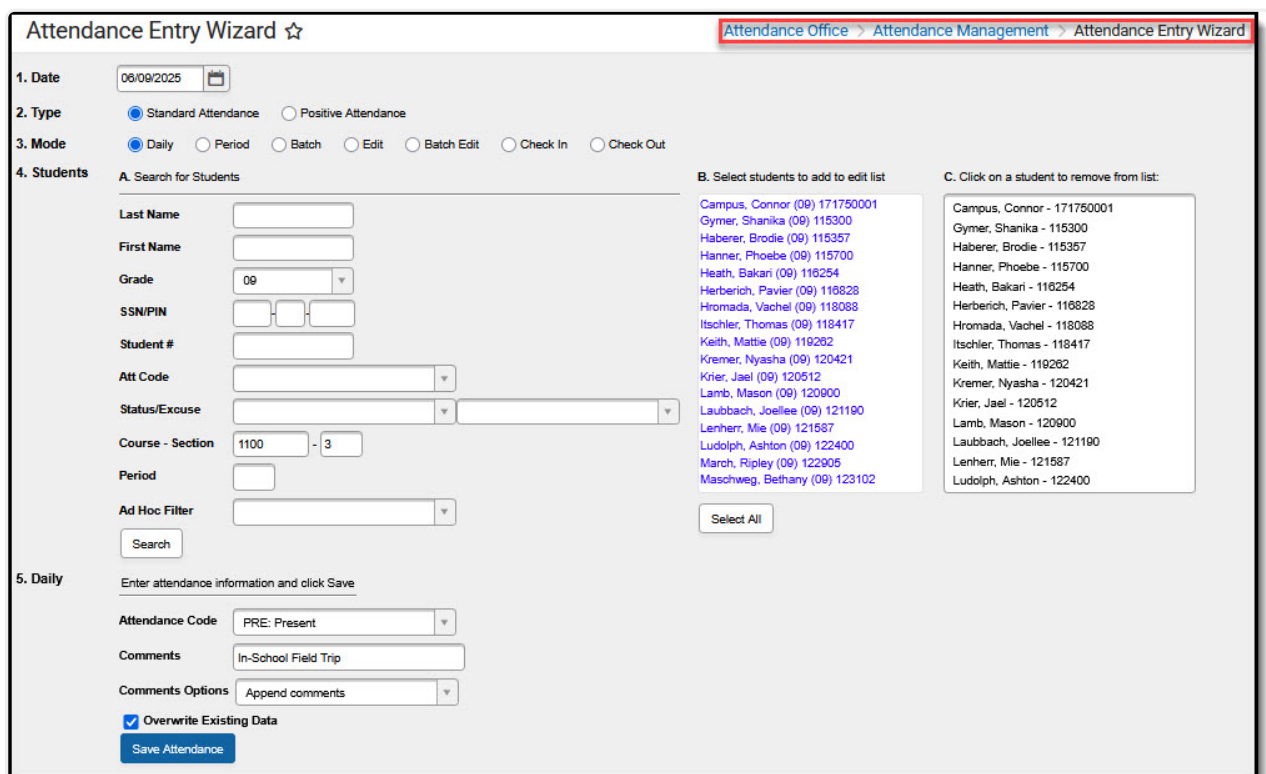


Attendance Entry Wizard Tool Rights

Last Modified on 07/09/2025 1:11 pm CDT

The **Attendance Entry Wizard** provides attendance office staff with several different ways to mass-enter or edit attendance data for selected groups of students.

See the [Attendance Entry Wizard](#) article to learn how this tool is used.



Attendance Entry Wizard ☆

Attendance Office > Attendance Management > Attendance Entry Wizard

1. Date: 06/09/2025

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: 09

SSN/PIN:

Student #:

Att Code:

Status/Excuse:

Course - Section: 1100 - 3

Period:

Ad Hoc Filter:

Search

B. Select students to add to edit list

Campus, Connor (09) 171750001
Gymer, Shanika (09) 115300
Haberer, Brodie (09) 115357
Hanner, Phoebe (09) 115700
Heath, Bakari (09) 116254
Herberich, Pavier (09) 116828
Hromada, Vachel (09) 118088
Itschler, Thomas (09) 118417
Keith, Mattie (09) 119262
Kremer, Nyasha (09) 120421
Krier, Jael (09) 120512
Lamb, Mason (09) 120900
Laubbach, Joellee (09) 121190
Lenherr, Mie (09) 121587
Ludolph, Ashton (09) 122400
March, Ripley (09) 122905
Maschweg, Bethany (09) 123102

Select All

C. Click on a student to remove from list:

Campus, Connor - 171750001
Gymer, Shanika - 115300
Haberer, Brodie - 115357
Hanner, Phoebe - 115700
Heath, Bakari - 116254
Herberich, Pavier - 116828
Hromada, Vachel - 118088
Itschler, Thomas - 118417
Keith, Mattie - 119262
Kremer, Nyasha - 120421
Krier, Jael - 120512
Lamb, Mason - 120900
Laubbach, Joellee - 121190
Lenherr, Mie - 121587
Ludolph, Ashton - 122400

5. Daily

Enter attendance information and click Save

Attendance Code: PRE: Present

Comments: In-School Field Trip

Comments Options: Append comments

☒ Overwrite Existing Data

Save Attendance

Attendance Entry Wizard

Available Tool Rights

R	W	A	D
View tool.	Enter, modify, and save attendance.	N/A	N/A

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- [Attendance Clerks](#)
- [Front Office](#)

See [User Groups and Suggested Roles](#) for more information.
