

# Attendance Entry Wizard Tool Rights

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The **Attendance Entry Wizard** enables attendance office staff to mass-enter or edit attendance data for selected groups of students in various ways.

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

The screenshot shows the 'Attendance Entry Wizard' interface. It includes a breadcrumb trail: Attendance Office > Attendance Management > Attendance Entry Wizard. The interface is divided into several sections:
 

- 1. Date:** A date picker set to 06/09/2025.
- 2. Type:** Radio buttons for Standard Attendance (selected) and Positive Attendance.
- 3. Mode:** Radio buttons for Daily (selected), Period, Batch, Edit, Batch Edit, Check In, and Check Out.
- 4. Students:**
  - A. Search for Students:** Fields for Last Name, First Name, Grade (dropdown), SSN/PIN, Student #, Att Code, Status/Excuse, Course - Section, Period, and Ad Hoc Filter. A Search button is present.
  - B. Select students to add to edit list:** A list of student names and IDs, with a Select All button below.
  - C. Click on a student to remove from list:** A list of student names and IDs.
- 5. Daily:**
  - Attendance Code: A dropdown menu with 'PRE: Present' selected.
  - Comments: A text input field with 'In-School Field Trip' entered.
  - Comments Options: A dropdown menu with 'Append comments' selected.
  - Overwrite Existing Data
  - Save Attendance button.

Attendance Entry Wizard

## Available Tool Rights

R	W	A	D
Access and view the Attendance Entry Wizard tool.	Enter, modify, and save attendance records for the selected students.	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.

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