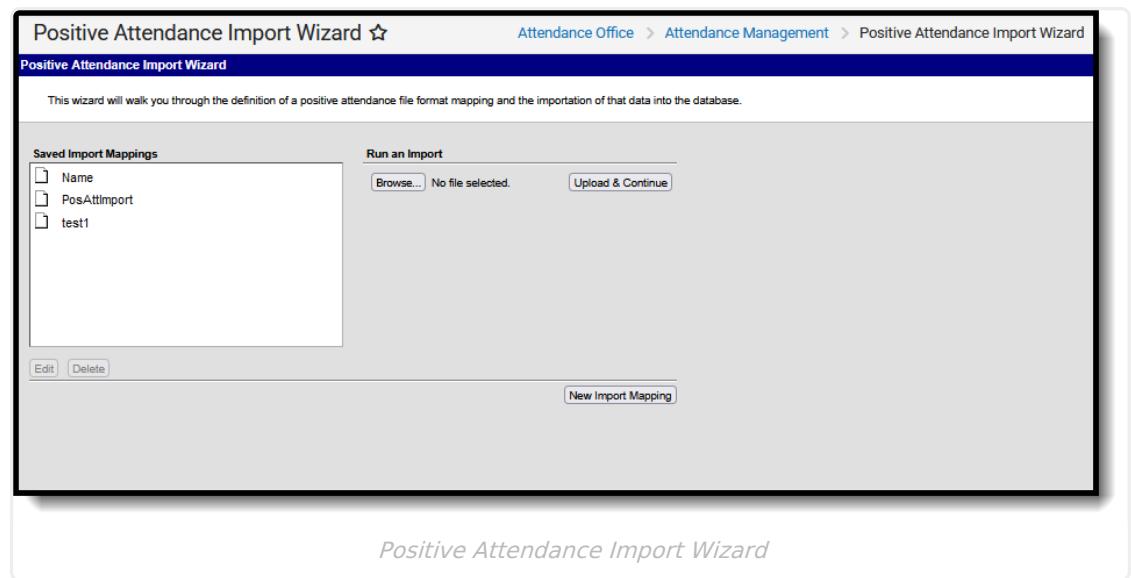


# Positive Attendance Import Wizard Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

The **Positive Attendance Import Wizard** imports records from a separate Learning Management System (LMS) or other external source, such as an Excel file. The tool can be used as often as needed and is only available to those using Positive Attendance.

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



Positive Attendance Import Wizard ☆

Attendance Office > Attendance Management > Positive Attendance Import Wizard

Positive Attendance Import Wizard

This wizard will walk you through the definition of a positive attendance file format mapping and the importation of that data into the database.

Saved Import Mappings

- Name
- PosAttnImport
- test1

Run an Import

No file selected.

Positive Attendance Import Wizard

## Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"><li>• Access and view the Data Import Wizard.</li><li>• Browse for a file and upload it.</li><li>• Test the Import.</li><li>• Run the Import.</li><li>• View the Data Import Report.</li></ul>	<ul style="list-style-type: none"><li>• Set the Import Schedule.</li><li>• Enter the settings for the import, including server information, username, etc.</li><li>• Enter details about the Import Schedule.</li><li>• Test the Connection.</li></ul>	N/A	N/A

## Suggested User Groups

If users of these tools have already been assigned one or more Product Security Roles that grant administrative-level access, a user group assignment is not necessary.

If your district's needs differ, you may choose to create a group that addresses those specific needs.

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

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

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