Batch Add of Attendance

1. Click on the “Office” button from the main menu.

2. Inside the Attendance box, click the “Setup” button.

3. Click on the “Utilities” button.
   The attendance utilities window will open.

4. Select the “Batch Class Attendance” utility.
   The Batch Class Attendance window will open.

5. In the Batch Class Attendance window, click the “Add” button.
   The “Mass Add Attendance for Selected Classes” window will open.
6. In the “Batch Name” field, enter the day’s date. The Attendance Date defaults to today’s date – leave that as is.

7. Enter “O” in the Absence Type box.

8. Uncheck the “Include All Classes” check box.

9. Click the “Classes” button.  
   The Class Selection window will open.

10. In the bottom right corner of the Class Selection screen, type the course number in the Course box and click enter.

11. Place a check in the box for your desired course/section in which an absence needs to be added.

12. Click the “Save” button.  
   The Class Selection window will close, returning you to the Mass Add Attendance for Selected Classes window.

13. Click the “Run” button.  
   The attendance type will be added for all students in that section. The Mass Add Attendance for Selected Classes window will close and you will return to the Batch Class Attendance screen.

14. On the “Batch Class Attendance” screen, you will see the batch add that you just completed. To exit this screen, click the “Back” button.