

TIP # AT_01

“Manually Entering Daily Attendance into Administrator’s Plus” (for teachers)

Scenario: You’re collecting the morning attendance from teachers (not with GradeQuick) and need to enter it into Administrator’s Plus. All students go to a “homeroom” 1st thing in the morning.

1. Log into Administrator’s Plus with ALL rights to the Attendance module.
2. Click on ATTENDANCE – HR FORMS
 - a. Here’s where you can produce homeroom attendance forms for collecting the morning attendance.
Make sure that you have setup Administrator’s Plus to properly identify student and staff homerooms (Tip #DB_01)
 - b. Set your specs according to your needs.
3. Print out forms for all homerooms.
4. Distribute to teachers and train them to write and “A” next to each student who’s absent. (Typically, teachers aren’t marking tardies in homeroom...students who are late to school should go to the office first.)
5. Collect these sheets from teachers.
6. In Administrator’s Plus, click on ATTENDANCE – ENTER DAILY
7. If asked, click on YES
8. You are told that a day is being added to your calendar. Then click on NEXT
9. Typically, you will choose to include previous attendance data for the day. Then click on NEXT
10. Then choose MANUAL ENTRY
11. Set your default code to AU (Typically, any student who is marked absent in homeroom is UNEXCUSED until he/she brings in a note)
12. Now, looking at the 1st sheet, type in the ID number of the 1st student marked absent by the teacher. (If students are all from the same grade, just switch your default grade to that number and just enter the 3 digit ID for a student in that grade) Press ENTER
13. That student should appear as AU for today
14. Repeat for each student on the sheet.
15. Repeat for each sheet.