

TIP # AT_02

“Editing Daily Attendance as Students Arrive Late to School” (for Administrator’s Plus Users)

Scenario: As the attendance person in the office, students report to you when they arrive late to school. You need to change them from ABSENT to TARDY

A) Using the ENTER DAILY ATTENDANCE SCREEN

- 1) If you still have the ENTER DAILY ATTENDANCE screen showing, all students who have been entered are in the list in front of you.
- 2) If the list is short, just visually scan for the student.
- 3) Click on the student and change the Absent to a Tardy code.
 - i) Use the Arrow keys on your keyboard to move up and down if you don’t like the mouse.
 - ii) Press F3 EDIT to edit the record.
 - iii) Use F6 LOOKUP to pick a tardy code from the list of attendance codes.
 - iv) Enter the time the student arrived.
 - (1) If you are doing this LIVE, click on SWIPER MODE (top) and Administrator’s Plus will enter the tardy arrival time based on your computer’s clock.
 - (2) If not, you’ll have to manually enter the time of arrival.

B) Using the “Correcting Attendance” screen.

- 1) If you’ve finished with ENTER DAILY ATTENDANCE, and you need to edit attendance for a student, click on VIEW – DAILY ATTENDANCE
- 2) Click on CALENDAR VIEW
- 3) LOOKUP and SELECT the student.
- 4) Click on the school day to edit.
- 5) Click on F3 EDIT and make the change.
- 6) Click on F10 ACCEPT