

“Tip Sheet” Performing Common Tasks with Administrator’s Plus and GradeQuick  
Rediker Software, Inc.

## **TIP # AT04**

### **“Importing Daily (morning) attendance from GradeQuick into Administrator’s Plus” (for Administrator’s Plus users)**

Scenario: Teachers take the morning attendance in GQ and send it to the office. It’s your job to get it into Administrator’s Plus. **(NOTE: Make sure that every teacher who takes morning attendance has a homeroom entry in their “Homeroom” field in the STAFF database...trust me, you’ll need this)**

1. Click on ATTENDANCE – ENTER DAILY
2. If this is the 1<sup>st</sup> time today that you’re doing this, click on YES
3. Then NEXT
4. Then NEXT
5. Then choose #9 Receive from GradeQuick.
6. Now you can import ALL daily attendance or only from INDIVIDUAL teachers.
7. Once imported, click on TEACHER EXCEPTION LIST
8. This will be every teacher who has NOT sent the morning attendance.