

TIP # AT_07

**“Entering Period Attendance (Manually) into Administrator’s Plus”
(for Administrator’s Plus users)**

Scenario: You’re collecting each periods attendance from teachers (not with GradeQuick) and need to enter it into Administrator’s Plus.

1. Log into Administrator’s Plus with ALL rights to the Attendance module.
2. Click on ATTENDANCE – ENTER PERIOD
3. If asked, click on YES
4. Click on NEXT
5. Enter the rotation day # - Click on NEXT
6. Enter the period letter – Click on NEXT
7. Click on NEXT
8. Choose Manual Entry.
9. If you’re using the Period attendance forms from Administrator’s Plus, simply enter the student 5 digit ID# along with the proper attendance code and press ENTER
10. Repeat for each student on the sheet.
11. If you aren’t using the attendance forms from Administrator’s Plus, Click on DEFAULT CODE and choose the most common absent code being used.
12. click on F6 LOOKUP
13. Select the student
14. If needed, edit the code for that student
15. Repeat for each student.
16. Repeat for each period.