

TIP # AT_07

“Entering an ABSENCE code into a student’s record for ALL periods in a school day.” (for Odyssey users)

Scenario: You’ve been informed that a student will be absent today from school. You need to enter DAILY and PERIOD attendance for that student.

1. Log into Odyssey with ALL rights to the Attendance module.
2. Click on VIEW – DAILY ATTENDANCE
3. Click on CALENDAR VIEW
4. Enter the DAILY attendance code into the proper school day.
5. Click on F10 PERIOD
6. Enter the proper attendance code into Period A
7. Click on F8 DUP (Duplicate)
8. This will duplicate that code into ALL periods.
9. Click on F10 ACCEPT