

SISK12: Global Attendance Marking

School Information Systems, Inc., Proprietary and Confidential

Path: View/Maintain → Attendance → Global Attendance Marking

Overview

This section enables you to mark student attendance for groups of students based on common characteristics in their records, such as grade level, sex, enrollment in a class, or their inclusion in a previously created group of names.

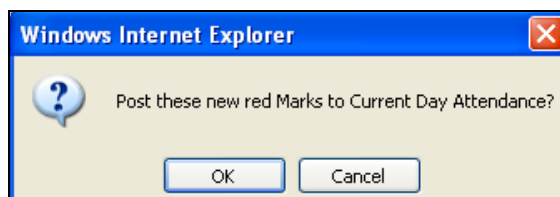
1. Select **Go to Grid for Selection** to make your student selection. The **Actions Menu** will allow you to Select a Group of Names, use Row Selection to enter selection criteria; or Modify w/Checkboxes to select a small group of students.
2. When viewing your student list click **Done**.
3. The **Global Attendance Marking** screen displays with all students checked. Uncheck any students who will not be participating in the Global Attendance.
 - a. The **Clear All** button allows you to deselect all the students, and then check one at a time.
 - b. The **Check All** button allows you to select all the students.
 - c. An asterisk in a period denotes that the student has no course assigned to that period.

Select	Student	Gr	P1	P2	P3	P4	P5	P6	P7	Comment
<input checked="" type="checkbox"/>	Addams, Gwen M	11	A	A	A	A	A	A	A	Migrane headache, went to the ER last night and got a shot. Instructed 1
<input checked="" type="checkbox"/>	Addams, Jennifer K	12								
<input checked="" type="checkbox"/>	Alexander, Charles P	11								
<input checked="" type="checkbox"/>	Allen, Jessica C	12								
<input checked="" type="checkbox"/>	Atkins, Estella	12								
<input checked="" type="checkbox"/>	Atkins, Evelyn	12								
<input checked="" type="checkbox"/>	Austin, William C	11								
<input checked="" type="checkbox"/>	Barfield, Alyson R	11								
<input checked="" type="checkbox"/>	Beatty, Jena D	11								
<input checked="" type="checkbox"/>	Benz, Julie C	12								
<input checked="" type="checkbox"/>	Black, Morgan C	11								

4. From the **Code To Mark** drop-down list on the right side of the screen, select the appropriate attendance code.
5. In the **Periods to be Marked** section, check the appropriate period boxes.
6. Select whether to keep any existing marks or replace them.
7. To identify codes to be exempt from replacement, type the codes, separated by commas, in the **Except for these** field.

Note: Students marked for out-of-school suspension should not have the **O** code replaced with the **F** code for field trip.

8. To mark a comment for all participating students, check **Globally Set Comment** and type the comment in the text box.
9. Check **Only If Comment Now Blank** to preserve any existing comments.
10. Click . The screen refreshes displaying the selected code in red in the required periods and the comment in red.
11. Preview the calculation to be certain these items are correct. If not, redo your selections and **Calculate Marks** again.
12. If the marks are correct, click **Post Red Marks** to save and exit. You will be prompted to click OK to continue the process or Cancel to stop the process.



13. To select a different group, click the .
14. To exit without posting the marks, click **Done**.