

HOW TO USE EXCURSIONS TO SET ATTENDANCE FOR A GROUP OF STUDENTS

Sometimes attendance codes need to be set for a group of students or even the whole school. This could be due to bad weather, assemblies, concerts or other events which may affect a large body of students. In most cases this can be dealt with using **Excursions**.

EXAMPLE: DEALING WITH A HALF DAY CLOSURE DUE TO BAD WEATHER

The whole school is closed for the morning due to a blizzard.

Elementary schools

Go to **Attendance, Enter Attendance, Excursions**.

Choose the **All Students** tab, check off the box for **Morning** and use the **G: Grant Day** attendance code (used for unexpected school closures; reduces the students' possible days of attendance). Enable **Change All**: it changes the attendance for all the students regardless of what may have been previously entered in the attendance. Check off **Apply attendance note to excursion** if you want to specify a note to each student's records.

If you are setting the attendance for a day in the past, use the **Attendance Date** field in the bottom to define the day. Hit **Start** when you are ready to apply the changes.

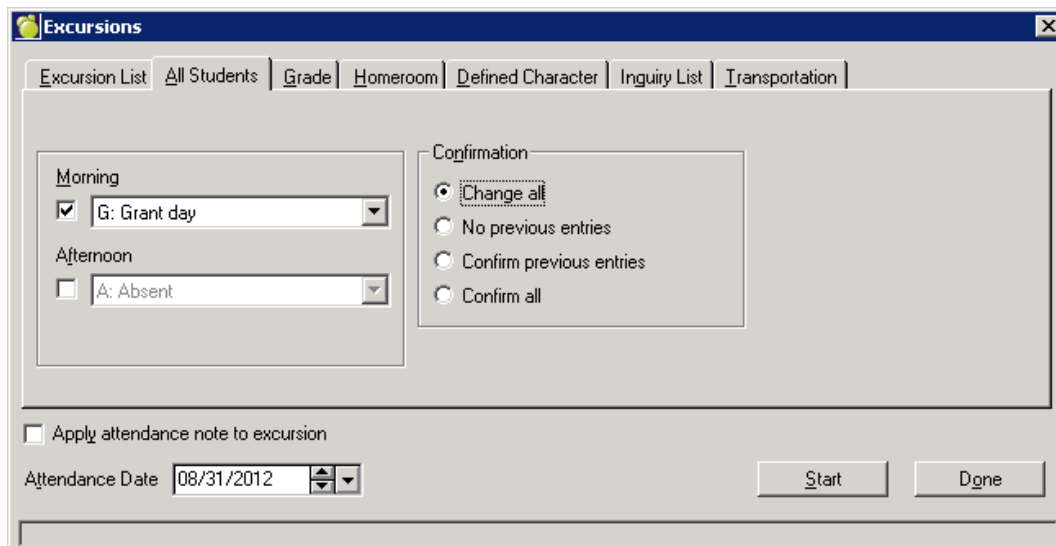


Figure 1: Excursions screen in elementary schools. Note that there is only AM/PM attendance, and the Attendance Date can be set at the bottom of the screen.

Go to **Attendance, Enter Attendance, Excursions**.

Choose the **All Students** tab; check off the boxes for the morning periods (in this case 1-4) and use the **G: Grant Day** attendance code (used for unexpected school closures; reduces the students' possible days of attendance). Enable **Change All**; it changes the attendance for all the students regardless of what may have been previously entered in the attendance. Select **Override teacher entries**. Check off **Apply attendance note to excursion** if you want to specify a note to each student's records.

Unlike in the elementary schools, the Attendance Date cannot be set here; the attendance is set for today only. If you need to work with another date, use **File, Change Date** but realize that this changes the System Date and should not be done if teachers or anybody else are logged in.

Figure 2: Excursions screen in secondary schools. Also an Attendance Note has been added in this screen.

*NOTE: for a full day closure due to bad weather, you can use the **File, School Setup, Calendar, Edit** by assigning the day to **Grant Day**. The benefit of doing it through the Calendar is that since a cycle day will be missed, it can be reassigned to the next day if needed.*

EXAMPLE: STUDENTS ON AN ASSEMBLY

In this example scenario, a full school assembly occurs during the morning but everything goes back to normal in the afternoon.

Elementary schools

Homeroom attendance is probably taken normally in the morning before the assembly, therefore no action is required.

Secondary schools

Follow the instructions for the bad weather day but instead use **E: Excursion** as the attendance code. Check off the specific periods during which the assembly takes place.

EXAMPLE: SENIOR HIGH SCHOOL REGISTRATION DAY

In the case of a **Senior High School Registration Day**, the group of students for whom the attendance is set can be narrowed down by using the **Grade** tab and repeating the operation until all three grades (10, 11 and 12) have been done.

The following example is for secondary schools only, but the principle for elementary schools is exactly the same if attendance needs to be set for students in certain grade.

The screenshot shows the 'Excursions' application window. The 'Grade' tab is active, and the 'Grade' dropdown menu is set to '10'. In the 'Excursion List', 'E: Excursion' is selected, and periods 1 through 5 are all checked. The 'Confirmation' section has 'Change all' selected. The 'Override teacher entries' checkbox is checked. The 'Apply attendance note to excursion' checkbox is unchecked. The 'Start' and 'Done' buttons are at the bottom right. A status bar at the bottom reads 'Attendance code will automatically override existing teacher entries'.

Figure 3: Excursion for students in a certain grade (secondary schools). In this case, grade tens are set to E: Excursion for today for periods 1-5.

In this case the grade tens are set with an attendance code of **E: Excursion**. Again, use **Change all** for confirmation. Select **Override teacher entries** to override any possible teacher entries.

Check off **Apply attendance note to excursion** if you want to specify a note to each student's records – you probably should.