

Entering Positive Attendance

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[Positive Attendance Time Validations](#) | [Enter Positive Attendance Using Batch Mode](#) | [Enter Positive Attendance Using Edit Mode](#) | [Remove Positive Attendance Entries](#)

Classic View: [Attendance > Attendance Wizard](#)

Search Terms: [Attendance Wizard](#)

Positive Attendance records attendance for students who are present during the school day. The following procedures walk the user through recording attendance for each available positive attendance mode. Using this type of attendance requires certain preferences and course information to be set first. See the [Positive Attendance](#) article for setup information.

See the [Enter Standard Attendance](#) article for entering attendance for students who are absent during the school day.

Positive Attendance Time Validations

Attendance records cannot be saved when:

- The Time In is after the Time Out.
- The Time Out is before the Time In.
- The Time In and Time Out is the same.
- The Time In and Time Out for a section cannot overlap the Time In and Time Out for another record for the same section.

Validations occur when clicking the **Save** Button. See the [Positive Attendance](#) article for a list of these validations.

Enter Positive Attendance Using Batch Mode

1. Enter the **Attendance Date** for which to record attendance.
2. Choose the **Positive Attendance** Type.
3. Select the **Batch Mode**.
4. Enter **Search** criteria to return students.
5. Click the **Search** button. Students matching the entered criteria display in **Column B**.
6. Select the students from Column B to move to **Column C**. Only those students in Column C will have attendance entered for them.
7. Mark the **Add Attendance** radio button.
8. Enter the date range in the **From** and **To** date fields for which the attendance applies.
9. Enter the **Time In** and **Time Out** in HH:MMM format. The Duration field auto-populates with the attendance minutes.
10. Enter any **Comments** for the record.
11. Click the **Save Attendance** button when finished. The record will be saved.

1. Attendance Date: 03/13/2014

2. Type: Standard Attendance Positive Attendance

3. Mode: Batch Edit

4. Students:

A. Search for Students

Last Name:

First Name:

Grade:

SSN/PIN:

Student #:

Course - Section * 2232-2 PRE-CALCULUS (H)

Ad Hoc Filter:

B. Select students to add to edit list

STUDENT, AARON (09) - 123456
 STUDENT, ANNIE (09) - 234567
 STUDENT, BRINDY (11) - 345678
 STUDENT, BAYLOR (10) - 456789
 STUDENT, CASSADY (11) - 567890
 STUDENT, CAMERON (12) - 678901
 STUDENT, DYLAN (10) - 789012
 STUDENT, DANIELLE (09) 890123

C. Click on a student to remove from list:

STUDENT, AARON - 123456
 STUDENT, ANNIE - 234567
 STUDENT, BRINDY - 345678

5. Positive Attendance Enter attendance information and click Save

Add Attendance Delete Attendance

From: 03/18/2014 To: 03/18/2014

Time In: 02:00 PM Time Out: 02:30 PM Duration: 0h 30m

Comments present

This function will add positive attendance entries for the selected students for the specified time and date range in course: 2232-2 PRE-CALCULUS (H)

Positive Attendance Batch Mode

Enter Positive Attendance Using Edit Mode

Only one student at a time can be chosen to modify existing positive attendance entries.

1. Enter the **Attendance Date** for which to record attendance.
2. Choose the **Positive Attendance** Type.
3. Select the **Edit Mode**.
4. Enter **Search** criteria to return students.
5. Click the **Search** button. Students matching the entered criteria display in **Column B**.
6. Modify the attendance record as needed for the selected student by changing the **Time In** or **Time Out** values, the selected Course and/or the Comment for the record.
7. Click the **Add** button to add another row for entering additional attendance data for the same student.
8. Click the **Save Attendance** button when finished. The record will be saved.

The screenshot shows the 'Positive Attendance' entry screen in 'Edit Mode'. It includes a search section for students, a table for attendance records, and buttons for 'Add' and 'Save Attendance'.

1. Attendance Date: 03/13/2014

2. Type: Standard Attendance Positive Attendance

3. Mode: Batch Edit

4. Students:

A. Search for Students

Last Name: STUDENT
 First Name:
 Grade:
 SSN/PIN: - -
 Student #:
 Course - Section:
 Ad Hoc Filter:

B. Select students to add to edit list

STUDENT, ALYSSA (11) 1234567

5. Positive Attendance

Enter attendance information and click Save

| | Time In | Time Out | Duration | Course | Comment |
|---|---------|----------|----------|-------------------------|---------|
| X | 2:00 PM | 2:30 PM | 0h 30m | 2232-2 PRE-CALCULUS (H) | present |

Positive Attendance Edit Mode

Remove Positive Attendance Entries

Positive Attendance entries can be deleted if necessary when using the Batch Mode.

1. Enter the **Attendance Date** for which to record attendance.
2. Choose the **Positive Attendance** Type.

3. Select the **Batch Mode**.
4. Enter **Search** criteria to return students.
5. Click the **Search** button. Students matching the entered criteria display in **Column B**.
6. Select the students from Column B to move to **Column C**. Only those students in Column C will have attendance entered for them.
7. Mark the **Delete Attendance** radio button.
8. Enter the date range in the **From** and **To** date fields for which the attendance applies.
9. Click the **Delete Attendance** button when finished. The record will be removed.

1. Attendance Date: 03/13/2014

2. Type: Standard Attendance Positive Attendance

3. Mode: Batch Edit

4. Students:

A. Search for Students

Last Name

First Name

Grade

SSN/PIN - -

Student #

Course - Section * 2232-2 PRE-CALCULUS (H)

Ad Hoc Filter

B. Select students to add to edit list

STUDENT, ALYSSA (11) 1234567

C. Click on a student to remove from list:

STUDENT, ALYSSA - 1234567

5. Positive Attendance

Enter attendance information and click Save

Add Attendance Delete Attendance

From: 03/13/2014 To: 03/13/2014

This function will remove all positive attendance entries for the selected students for the specified date range in course: 2232-2 PRE-CALCULUS (H)

Delete Attendance in Batch Mode