

Post Mass Absences for COVID

This can be used to post attendance for multiple students at one time or to post a date range to single/multiple students.

On the menu on left, Click on **Attendance**. Under **Entry**, select **Post Attendance**.

- 1. **1st PD Code** defaults to code 05 Doctor's note needed. Click **OK**.

A screenshot of a software window titled "Setup - 11.11.2020". It contains the following fields:

- Year: 2021 (dropdown)
- District: 010 (dropdown)
- School: 002 (text)
- 1st PD Code: 05 (text)
- Auto Admit (checkbox)
- Show Keyboard (checkbox)
- Print Receipt Label (checkbox)
- Add Comment (button)
- Trip Settings section:
 - Date: Dec 04 2020 (date selector)
 - Reason: School Business/Ed Trip (text)
 - Out: 07:45 HH:MM (time selector)
 - In: 14:55 HH:MM (time selector)
- Advanced (button)
- OK (button)

- 2. Click on the **Mass** button at the bottom of the screen to get a setup box for posting mass absences

A screenshot of a student attendance grid. The grid has columns for student information and rows for attendance. A red arrow points to the "Mass" button in the bottom toolbar, which is highlighted with a red box. A tooltip above the button reads "Mass Post Attendance For A Date Range". The toolbar includes buttons for Student, Homeroom, Class, Bus, Sport/Club, Spec, Setup, Mass, and Help. Below the grid, there are three rows of student information:

-1	8009064	STAGG
02	4739893	WALKE
-1	7029988	DROST

- 3. An additional setup box will appear.

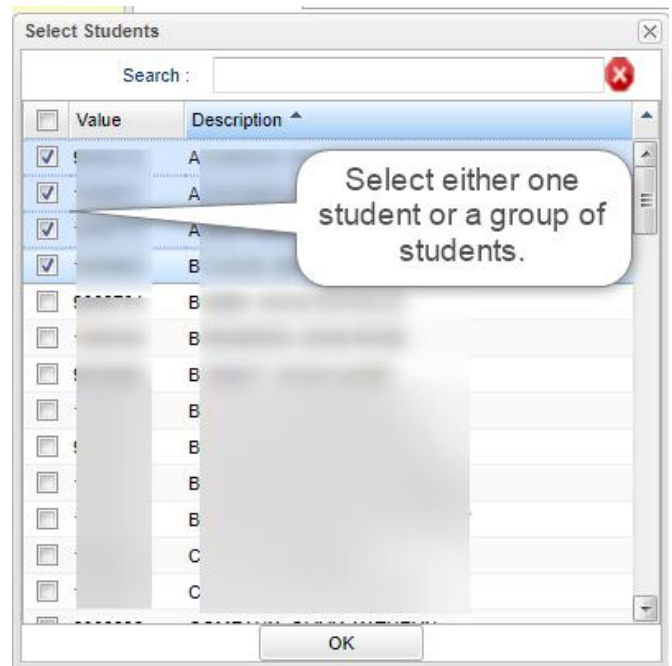
A screenshot of a dialog box titled "Choose Students to Mass Post". It contains the following fields:

- Year: 2021 (dropdown)
- District: 010 (dropdown)
- School: 002 (text)
- Student Specific Filters section:
 - Grade: (text)
 - Gender: (text)
 - Ethnic: (text)
 - Special Codes: (text)
 - Bus: (text)
 - Programs: (text)
 - Clubs: (text)
 - Sports: (text)
 - Homeroom: (text)
 - Class: (text)
 - Sped: All Sped Only Non Sped
 - 504: All 504 Only Non 504
 - Students: (text field with a red box around it)
- Next (button)

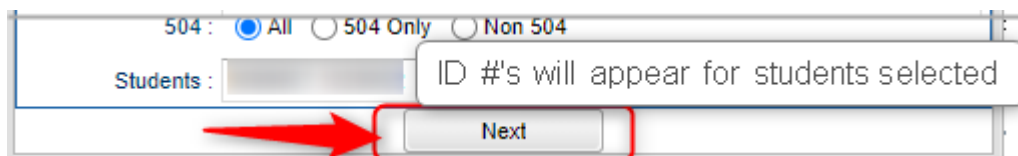
 Annotations:

- A speech bubble pointing to the filter fields says: "Use these student specific filters, if needed."
- A speech bubble pointing to the "Students" field says: "Click in this field to select either one student or multiple students."

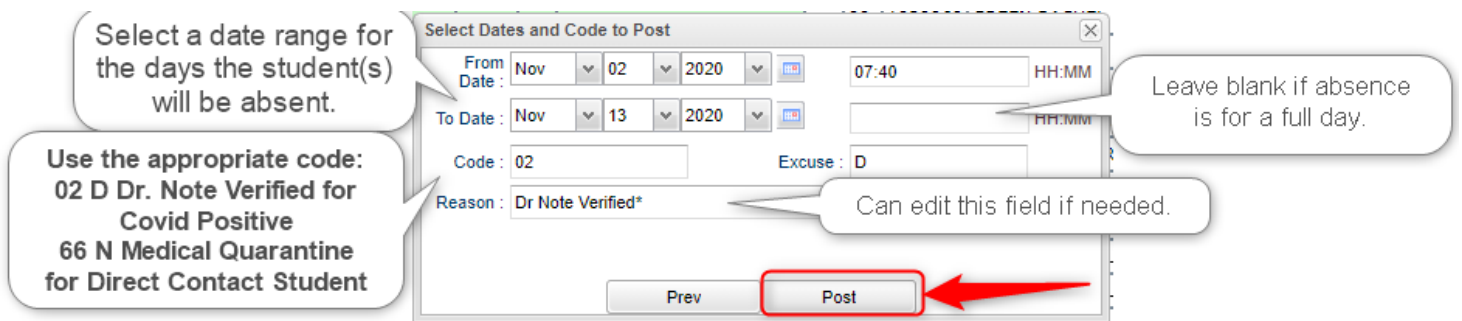
- Click in the Select Students field to select the appropriate students to post to.



- Click **Next** when all setup options are correct.



- An additional popup will appear in which you need to enter the **date range** and **code**.



- From Date** and **To Date** should be set so that the desired attendance date range to post absences to is selected. (**Note:** Weekends and holiday's will not be posted to if the date range selected extends over such days.)
- Click in the **Code** field to select the absence code. The excuse and reason that will be updated based on the code selected. This information will be posted to all students selected.
 - For Covid Positive Students: Use code **05-D Dr. Note Verified** with the Health Code- U071 2019-NCOV Acute Resp....
 - For Direct Contact Student: Use code **66- N Medical Quarantine** with Health Code- U071 2019-NCOV Acute Resp....

7. Click **Post** when all setup options are correct.
8. After clicking **Post**, a final confirmation box will appear. Click **Yes** if the total number of students to be posted to and the date range is correct. Click **No** to exit the program and not post the absences.