



AdminPlus Attendance Guide

Take and Manage Attendance and Customize Reports

LEARN OUR SOFTWARE STEP BY STEP



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Introduction

Simplify and Speed up Attendance Tasks

The Attendance module gives your school the convenience and flexibility to customize your attendance procedures. From recording attendance with customizable attendance codes to generating reports, the Attendance module simplifies all attendance related tasks, saving time otherwise spent on slow attendance processes.

This AdminPlus Attendance Quick Start Guide shows you how to accomplish the most important daily attendance tasks. For example, you can take daily and period attendance. Then, you can generate tardy slips and print a list of staff absences for a specified day. You can enter and edit attendance manually as well as import attendance from TeacherPlus Gradebook, GradeQuick, and AP Web for a streamlined attendance process. There are also different ways you can customize this versatile module, such as creating your own attendance codes and changing the attendance calendar.

How to Read This Guide

If you're familiar with our other user guides, you'll find this guide to be organized similarly. Each chapter contains modular topics related to the main theme of the chapter, and each topic focuses on helping you accomplish a specific task. The topics are independent from each other, so you can read the guide in any order and skip to a particular topic and task, based on your needs.

As you follow the steps in a topic, you'll come across supplemental information to further help accomplish the task. The illustrations clarify any possible points of confusion. The note boxes provide you with useful information you should be aware of regarding a particular step. The tip boxes offer advice on options and alternative ways to use the system, which could make your life easier. The warning boxes contain critical information to help you avoid errors or other problems.

CHAPTER 1


Manage Attendance

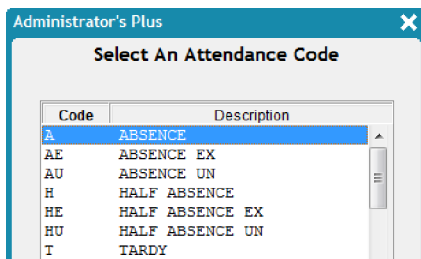
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1.1 Enter Daily Attendance


Manually Enter Daily Attendance

Daily attendance keeps track of which students are in the school and which students are absent on a specified day. AdminPlus assumes that all students are present unless you enter otherwise.

1. In **Attendance**, click **Enter Daily**.
2. Click  next to the **Date** box to choose the date you want to enter daily attendance for.
3. Click **1. Manual Entry**, and click **Next**.
4. Click **Lookup [F6]**, click the student's name from the **Advanced Lookup** dialog box, and click **Select**.
5. Double-click the **Code 1** cell next to the student's name, and click **Lookup [F6]**.
6. Click the desired code from the list, and click **Select**.





7. Click **Accept [F10]**.

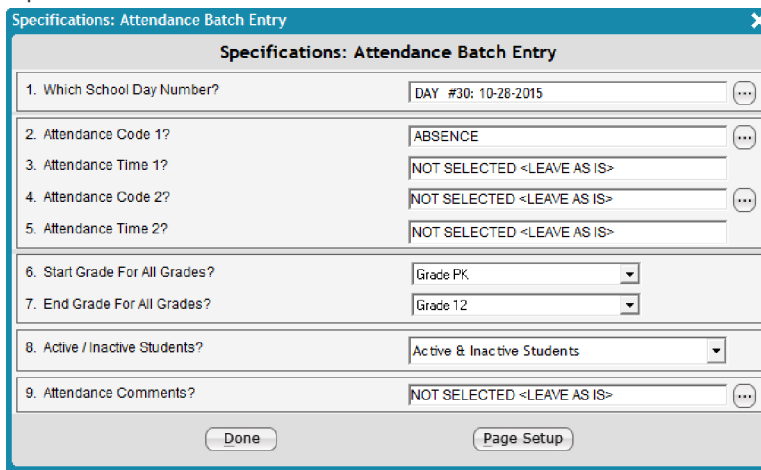
Tip: To change the default code that appears when you enter the daily attendance for a student, click  next to the **Default Code** at the upper-right corner of the **Entering Daily Attendance** dialog box, click the new default code, and click **Select**.

Batch Enter Daily Attendance

Using the Batch Entry feature, you can enter daily attendance for an individual grade, all grades, or staff. You can mark an entire group of students or staff absent without having to manually enter an attendance code for each individual.

1. In **Attendance**, click **Batch Entry**.
2. Click  next to the **Which School Day Number** box, click the desired date from the list, and click **Select**.
3. Click  next to the **Attendance Code 1** box, click the desired attendance code from the list, and click **Select**.
4. Click the desired option from the **Active/Inactive Students** drop-down list.

5. Optional: Click  next to the **Attendance Comments** box to include any comments.



The dialog box is titled "Specifications: Attendance Batch Entry" and contains the following fields:

Specifications: Attendance Batch Entry	
1. Which School Day Number?	DAY #30: 10-28-2015
2. Attendance Code 1?	ABSENCE
3. Attendance Time 1?	NOT SELECTED <LEAVE AS IS>
4. Attendance Code 2?	NOT SELECTED <LEAVE AS IS>
5. Attendance Time 2?	NOT SELECTED <LEAVE AS IS>
6. Start Grade For All Grades?	Grade PK
7. End Grade For All Grades?	Grade 12
8. Active / Inactive Students?	Active & Inactive Students
9. Attendance Comments?	NOT SELECTED <LEAVE AS IS>

Buttons: Done, Page Setup

6. Click **Done**.
7. Click the desired grade from the **Grade number** drop-down list, and click **Next**.
8. Click **All students**, and click **Next**.

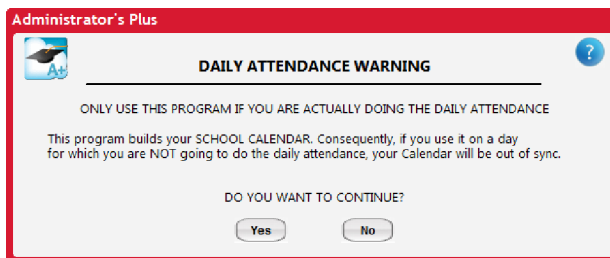
1.2 Import Daily Attendance

You can import daily attendance into AdminPlus from TeacherPlus Gradebook, GradeQuick (GQ), or APWeb. Importing attendance saves you time and spares you from manually inputting student attendance information.

Import Daily Attendance from TeacherPlus Gradebook

1. In **Attendance**, click **Enter Daily**.

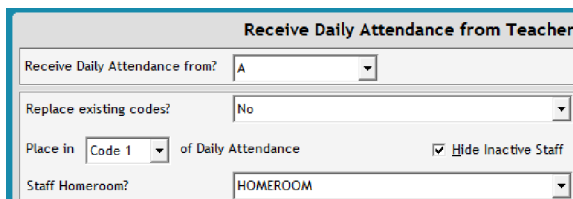
A warning appears if this is the first time today that you're accessing **Enter Daily**. Click **Yes** to continue.



2. Optional: In the **Adding A Day To The Calendar** dialog box, click a calendar to set the member day to zero, click **Change Member Value**, enter **0** in the **Membership** column, and click **Done**.

Note: Changing the member value to zero ensures that this day doesn't count as a member day in the calendar.

3. Click **Next**.
4. In the **Enter Daily Attendance** dialog box, click **B. Receive From TeacherPlus Gradebook**, and click **Next**.
5. Click **Yes** to check the Gradebook server for new attendance.
6. Click an attendance period from the **Receive Daily Attendance from** drop-down list.

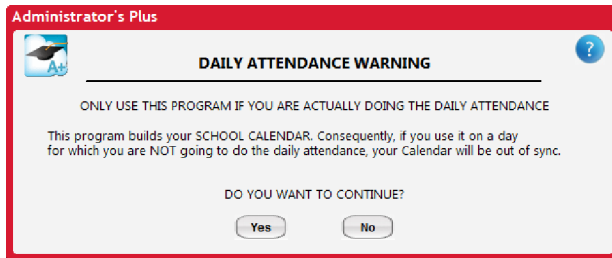


7. Click **Code 1** or **Code 2** from the **Place in ... of Daily Attendance** drop-down list, depending on which code you want to import attendance data for.
8. Optional: Select the **Hide Inactive Staff** check box to only display active staff members.
9. Select the check box next to the course(s) you want to receive attendance from.
10. Click **Receive Attendance**.

Import Daily Attendance from GradeQuick or AP Web

1. In **Attendance**, click **Enter Daily**.

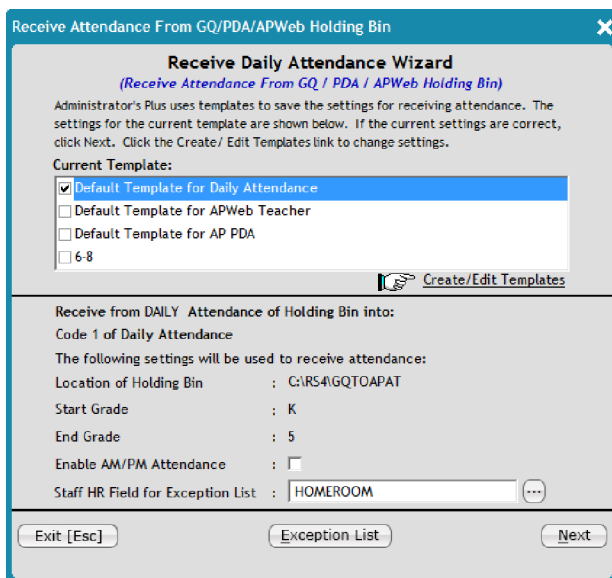
A warning appears if this is the first time today that you're accessing **Enter Daily**. Click **Yes** to continue.



2. Optional: In the **Adding A Day To The Calendar** dialog box, click a calendar to set the member day to zero, click **Change Member Value**, enter **0** in the **Membership** column, and click **Done**.

Note: Changing the member value to zero ensures that this day doesn't count as a member day in the calendar.

3. Click **Next**.
4. Click **9. Receive from GQ/PDA/APWeb Holding Bin**, and click **Next**.
5. In the **Receive Daily Attendance Wizard** dialog box, do either of the following:
 - Select the check box next to **Default Template for Daily Attendance** to receive attendance from GQ, and click **Next**.
 - Select the check box next to **Default Template for APWeb Teacher** to receive attendance from AP Web, and click **Next**.



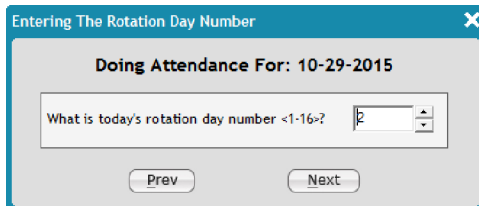
6. Click **Receive Attendance**.

1.3 Enter Period Attendance


Manually Enter Period Attendance

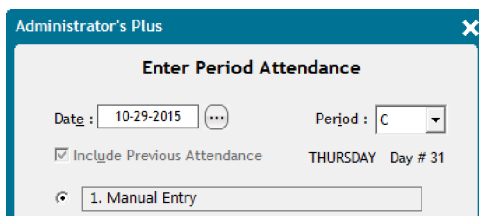
Manually enter period attendance for a class section using the Enter Period feature. For your convenience, AdminPlus is designed to mark all students as present, unless you indicate otherwise.

1. In **Attendance**, click **Enter Period**.
2. Enter the rotation day number in the **Entering The Rotation Day Number** dialog box, and click **Next**.




Rotation Day: 1

3. Click  next to the **Date** box to choose the date you want to enter period attendance for.
4. Click the period to enter attendance from the **Period** drop-down list.
5. Click **Manual Entry**, and click **Next**.




6. Click **Lookup [F6]**, click the student's name on the **Advanced Lookup** dialog box, and click **Select**.
7. Do either of the following:
 - Enter the desired attendance code using your keyboard.
 - Click **Lookup[F6]**, click the attendance code, and click **Select**.
8. Click **Accept [F10]**.

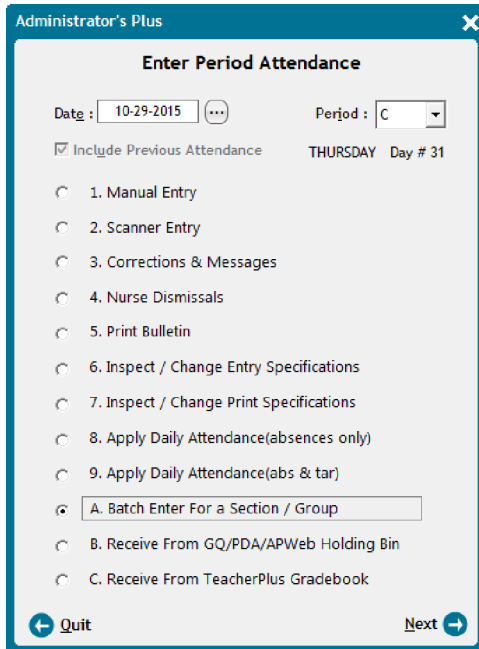
Tip: If you want to enter many students with the same Attendance Code, click  next to the **Default Code** at the upper-right corner, click a code to set as your default code, and click **Select**.

1A rotation day is the term used to describe schedule days. Many schools have different schedules for each day, and these days are assigned a number in AdminPlus known as the rotation day number.

Batch Enter Period Attendance


Take attendance for an entire class section by batch entering the period attendance. Using the Batch Enter For a Section/Group feature, you can take attendance for a class section or group without having to manually enter the code for each individual student. This feature is helpful when an entire class is on a field trip or a group of students is absent due to a sporting event.

1. In **Attendance**, click **Enter Period**.
2. Click  next to the **Date** box to choose the date you want to enter period attendance for.
3. Click the period to enter attendance from the **Period** drop-down list.
4. Click **Batch Enter For a Section/Group**, and click **Next**.





Administrator's Plus

Enter Period Attendance

Date : 10-29-2015  Period : C

☒ Include Previous Attendance THURSDAY Day # 31

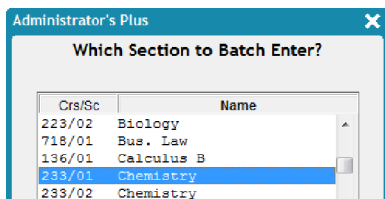
- ☐ 1. Manual Entry
- ☐ 2. Scanner Entry
- ☐ 3. Corrections & Messages
- ☐ 4. Nurse Dismissals
- ☐ 5. Print Bulletin
- ☐ 6. Inspect / Change Entry Specifications
- ☐ 7. Inspect / Change Print Specifications
- ☐ 8. Apply Daily Attendance(absences only)
- ☐ 9. Apply Daily Attendance(abs & tar)
- ☒ A. Batch Enter For a Section / Group
- ☐ B. Receive From GQ/PDA/APWeb Holding Bin
- ☐ C. Receive From TeacherPlus Gradebook

 Quit Next 

5. Click **Section**, and click **Next**.

Tip: Click **Group** to batch enter period attendance for one of your AdminPlus groups.

6. Click the desired code from the list, and click **Select**.
7. Click a section from the list, and click **Select**.



Administrator's Plus

Which Section to Batch Enter?

CrslSc	Name
223/02	Biology
718/01	Bus. Law
136/01	Calculus B
233/01	Chemistry
233/02	Chemistry

8. Click **Yes** to confirm the warning and begin the batch entry.

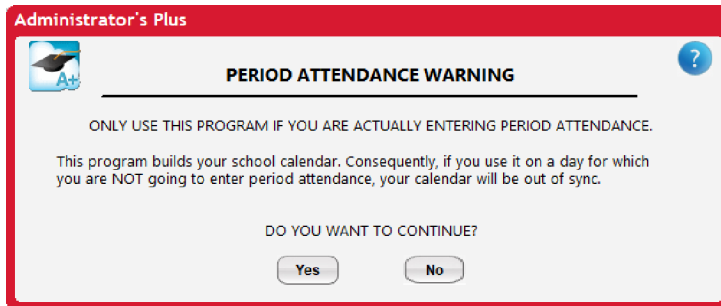
1.4 Import Period Attendance

After teachers have submitted period attendance from TeacherPlus Gradebook or GradeQuick (GQ), you can import the data into AdminPlus to save time and avoid having to manually input student attendance data.

Import Period Attendance from TeacherPlus Gradebook

1. Click **Attendance > Enter Period**.

The **Period Attendance Warning** message appears if this is the first time today that you're running the **Enter Period** program. Click **Yes** to continue.



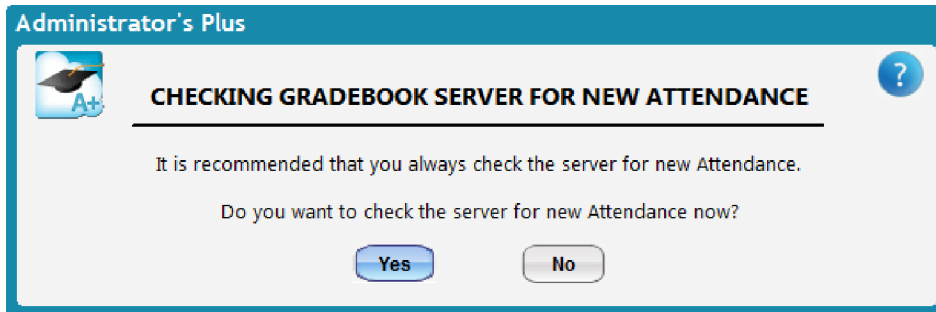
2. In the **Adding a Day To The Calendar** dialog box, do the following:
 - Click the calendar you want to write period attendance to.
 - If today doesn't count as a full day, click **Change Member Value**, enter a new value in the **Membership** column, press the **Enter** key, and then click **Done**. For example, enter **0.5** in the **Membership** column if today will count as a half member day in the calendar.
 - Click **Next**.
3. Enter the rotation day number, and then click **Next**.

Example

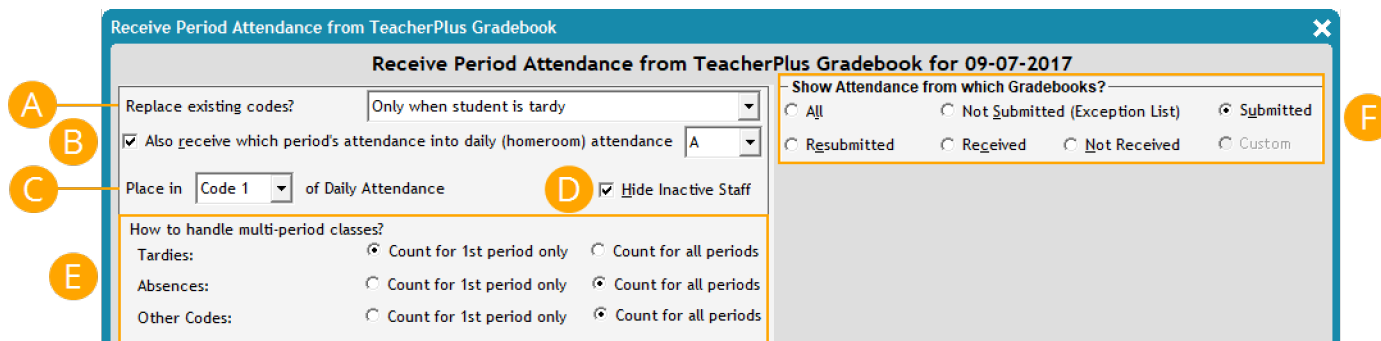
A rotation day is the term used to describe a discrete schedule day. Many schools have a different schedule for each day, and each day is assigned a number in AdminPlus known as the rotation day number. Let's say your school follows an A/B block schedule. Students have block A classes on Monday and block B classes on Tuesday. Because each of these days follows a different schedule, Monday will be rotation day 1, Tuesday will be rotation day 2, and Wednesday will be rotation day 1 again.

4. In the **Enter Period Attendance** dialog box, do the following:

- Select the period you want to import attendance from using the drop-down list.
 - Click option 9C **Receive from TeacherPlus Gradebook**.
 - Click **Next**.
5. Click **Yes** to confirm the **Checking Gradebook Server for New Attendance** message and sync with TeacherPlus Gradebook.
- The **Syncing with the Gradebook Cloud Server** dialog box appears. Click **Done** when the sync is complete.



6. In the **Receive Period Attendance from TeacherPlus Gradebook** dialog box, do the following:



Receive Period Attendance from TeacherPlus Gradebook Specifications

- A Replace existing codes:** Use the drop-down list to select either **Yes** or **Only when a student is tardy** if you want attendance from TeacherPlus Gradebook to overwrite attendance already entered in AdminPlus, depending on your school's attendance policies. Otherwise, select **No**.
- B Also receive which period's attendance into daily (homeroom) attendance:** Select this check box if you want to count a period's attendance as the daily attendance. Then select the period from the drop-down list to the right of the check box.
- C** If you selected the **Also receive which period's attendance into daily (homeroom) attendance** check box, select **Code 1** or **Code 2** for **Place in ... of Daily Attendance** using the drop-down list.
- D Hide Inactive Staff:** Select this check box to display only active staff members.

Receive Period Attendance from TeacherPlus Gradebook Specifications

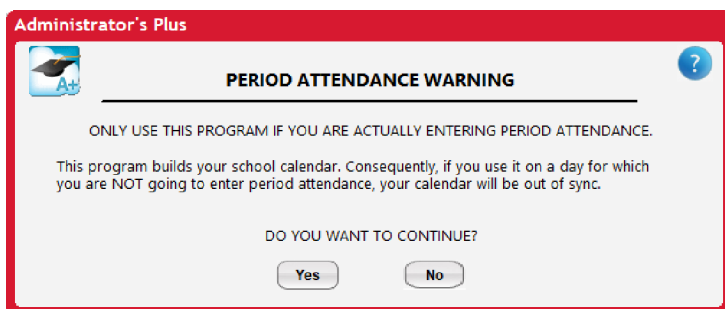
- E** **How to handle multi-period classes:** Choose whether you want tardies, absences and other codes to be counted for 1st period only or for all periods, depending on your school's attendance policies.
- F** **Show Attendance from which Gradebooks:** Filter the periods you want to receive attendance from.

7. Click **Recieve Attendance** in the lower-right corner to complete the period attendance import. Repeat this process to receive period attendance multiple times throughout the day.

Import Period Attendance from GradeQuick

1. Click **Attendance > Enter Period**.

The **Period Attendance Warning** message appears if this is the first time today that you're running the **Enter Period** program. Click **Yes** to continue.



2. In the **Adding a Day To The Calendar** dialog box, do the following:
 - Click the calendar you want to write period attendance to.
 - If today doesn't count as a full day, click **Change Member Value**, enter a new value in the **Membership** column, press the **Enter** key, and then click **Done**. For example, enter **0.5** in the **Membership** column if today will count as a half member day in the calendar.
 - Click **Next**.
3. Enter the rotation day number, and then click **Next**.

Example

A rotation day is the term used to describe a discrete schedule day. Many schools have a different schedule for each day, and each day is assigned a number in AdminPlus known as the rotation day number. Let's say your school follows an A/B block schedule. Students have block A classes on Monday and block B classes on Tuesday. Because each of these days follows a different schedule, Monday will be rotation day 1, Tuesday will be rotation day 2, and Wednesday will be rotation day 1 again.

4. In the **Enter Period Attendance** dialog box, do the following:
 - Select the period you want to import attendance from using the drop-down list.
 - Click option 9B **Receive From GQ/PDA/APWeb Holding Bin**.
 - Click **Next**.
5. In the **Receive Period Attendance Wizard** dialog box, do one of the following:
 - Select the **Default Template for Period Attendance** check box to receive attendance from Grade Quick, and then click **Next**.
 - Click **Create/Edit Templates**, and then either click **Add** to create a new template.

or

Click an existing template, click **Edit**, and then make the necessary changes to the template you've chosen.


Receive Attendance From GQ/PDA/APWeb Holding Bin

Receive Period Attendance Wizard
(Receive Attendance From GQ / PDA / APWeb Holding Bin)

Administrator's Plus uses templates to save the settings for receiving attendance. The settings for the current template are shown below. If the current settings are correct, click Next. Click the Create/ Edit Templates link to change settings.

Current Template:

- ☒ Default Template for Period Attendance
- ☐ Default APWeb Template for Period Attendance

 [Create/Edit Templates](#)

Receive from Current Period (A) Attendance of Holding Bin into:
Period Attendance and Daily Attendance.

The following settings will be used to receive attendance:

Location of Holding Bin : C:\RS4\GQTOAPAT

Start Grade : PK

End Grade : 2

Enable AM/PM Attendance : ☐

Staff HR Field for Exception List : HOMEROOM

Exit [Esc] Exception List Next


6. Click **Receive Attendance**.
7. Repeat this process to receive period attendance multiple times throughout the day.

1.5 Generate a Tardy Slip

When students are late for school, they're usually required to obtain a tardy slip. If your school uses ID Cards, you can quickly print a tardy slip for a late student by scanning the student's ID card in the AdminPlus system.

1. In **Attendance**, click **Enter Daily**.
2. In the **Adding A Day To The Calendar** dialog box, click the desired calendar to add a calendar day for your attendance, and click **Next**.

Note: The **Adding A Day To The Calendar** dialog box only appears if this is your first time accessing the Enter Daily feature today.

3. Click **Inspect/Change Print Specifications**, and click **Next**.
4. Click the **Page 2** tab.
5. Click **Yes** for **Print Tardy Slips**.
6. Click **Done**.
7. Click  next to the date, click the date you want to swipe attendance for, and then click **Select**.
8. Click **Manual Entry**, and click **Next**.
9. At the upper-right corner, click **On** for **Swiper Mode**.



10. To enter attendance, swipe each student's ID card.
After you swipe a card, the software automatically moves to the next line.
11. Click **Accept [F10]** when you finish swiping all student cards.

CHAPTER 2

Generate Attendance Reports

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2.1 Create a Daily Attendance Report

During the school day, it's important to know which students are present and absent. In case of an emergency, you can quickly generate and print a daily attendance report containing which students aren't present.

1. In **Attendance**, click **Daily RW**.
2. Click **1 ADVISOR'S REPORT- List of students absent today & phone #'s**, and click **Select**.
3. In the **Specifications: Attendance Report Writer** dialog box, click next to the **Print Letters/Reports For** box, click **REGISTER CODE ON FINAL INTERVAL DATE**, and click **Select**.
4. Click next to the **Interval Ending Date** box, click the day to end your report on, and click **OK**.

Tip: If you want to generate a daily attendance report for one day, the interval beginning date and the interval ending date should be the same.

5. Click next to the **Register Code For Searches** box, click the code you want to search for, and click **Select**.

Specifications: Attendance Report Writer

1. Current Task?	Advisor's Report
2. Print Letters / Reports For?	Reg code on final interval date
3. Active Letter / Report?	Advisor's Report (Rep #001)
4. Duplicate Letter Check?	<input checked="" type="radio"/> On <input type="radio"/> Off
5. Interval Beginning Date?	10-22-2015
6. Interval Ending Date?	10-22-2015
7. Year-To-Date Ending Date?	10-22-2015
8. Start Grade For All Grades?	Grade PK
9. End Grade For All Grades?	Grade 12
A. Register Code For Searches?	ABSENT
B. Attendance Code For Searches?	ABSENCE
C. Register / Attendance Code Limit?	0
D. Include Blank Search / Sort Categories?	<input checked="" type="radio"/> Include <input type="radio"/> Do NOT Include
E. Active / Inactive Students?	Active Students Only
F. Print Preview?	<input checked="" type="radio"/> Yes <input type="radio"/> No
G. Reg Searches: Include E, U Or B?	Unexcused Only
H. Attendance Codes Alpha / Numeric?	Print numerically in table
I. Use Which Calendar?	MASTER SCHOOL CALENDAR
J. Use DB History For Search By Field?	<input type="radio"/> Yes <input checked="" type="radio"/> No
K. Print Field Name Or Description?	<input checked="" type="radio"/> Name <input type="radio"/> Description

6. Click **Done**.
7. Click **All grades combined**, and click **Next**.
8. Click **All students alphabetically**, and click **Next**.

2.2 Create a Perfect Attendance Report

When the school year is coming to a close, it can be rewarding for students to know if they've had perfect daily attendance. Generate a perfect daily attendance report through the Daily Report Writer feature to see which students have attended every day of school this year.

1. In **Attendance**, click **Daily RW**.
2. Click **121 Perfect Attendance List**, and click **Select**.
3. Click next to the **Print Letters/Reports For** box, click **STUDENTS WITH LOWER THAN REG CODE LIMIT**, and click **Select**.
4. Click next to the **Interval Beginning Date** box, click the date to begin the search, and click **OK**.
5. Click next to the **Interval Ending Date** box, click the date to end the search, and click **OK**.
6. In the **Start Grade For All Grades** drop-down list, click the beginning grade to be included in the search range.
7. In the **End Grade For All Grades** drop-down list, click the ending grade to be included in the search range.
8. Click next to the **Register Code For Searches** box, click **ABSENT**, and click **Select**.
9. Enter **0.1** in the **Register/Attendance Code Limit** text box.
10. In the **Active/Inactive Students** drop-down list, click which type of students to display on the report.

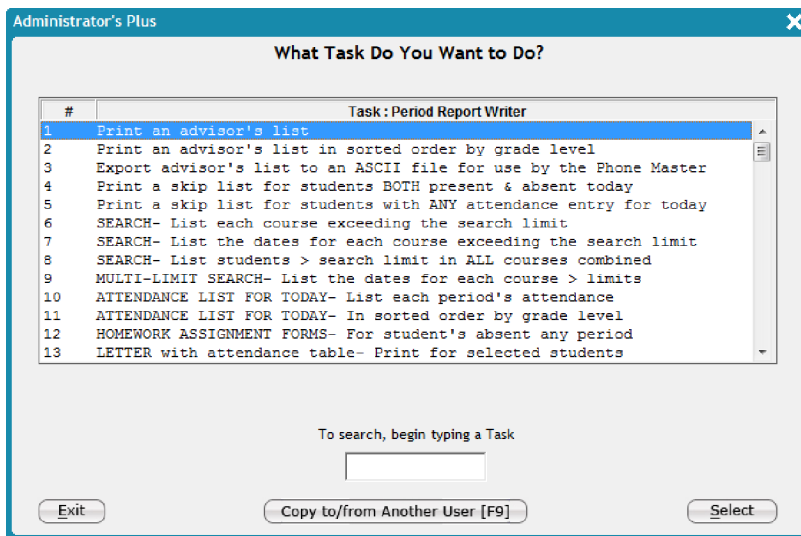
1. Current Task?	Perfect Attendance List	...
2. Print Letters / Reports For?	Students with < REG code limit	...
3. Active Letter / Report?	Reg Sch: Totals Only (Rep #009)	...
4. Duplicate Letter Check?	<input type="radio"/> On <input checked="" type="radio"/> Off	
5. Interval Beginning Date?	08-19-2013	...
6. Interval Ending Date?	10-27-2015	...
7. Year-To-Date Ending Date?	10-27-2015	...
8. Start Grade For All Grades?	Grade PK	
9. End Grade For All Grades?	Grade 12	
A. Register Code For Searches?	ABSENT	...
B. Attendance Code For Searches?	ABSENCE	...
C. Register / Attendance Code Limit?	0.1	
D. Include Blank Search / Sort Categories?	<input checked="" type="radio"/> Include <input type="radio"/> Do NOT Include	
E. Active / Inactive Students?	Active & Inactive Students	

11. Click **Done**.
12. Click **All grades combined**, and click **Next**.
13. Click **All students alphabetically**, and click **Next**.

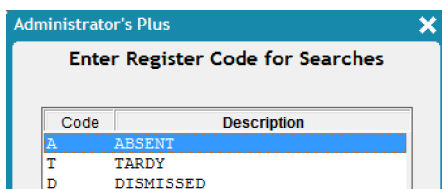
2.3 Create a Period Attendance Report

As an administrator, it's important to know which students have been present in certain classes during the school day to determine if students are where they're required to be. A period attendance report shows which students were absent, tardy, dismissed, or any other status, depending on the register code you search for.

1. In **Attendance**, click **Period RW**.
2. Click **1 Print an advisor's list**, and click **Select**.



3. Click next to the **Register Code For Searches** box, click the code you want to search for, and click **Select**.



4. Click **Done**.
5. Click one of the grade options (for example, **All grades combined**), and click **Next**.
6. Click **All students alphabetically**, and click **Next**.

2.4 Print a List of All Staff Absences

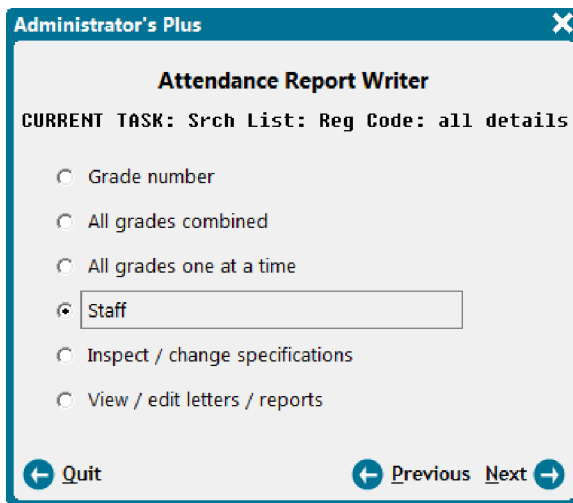
Along with tracking student attendance records, it's important to track staff members' daily attendance. The Daily RW feature provides a quick method of generating a report containing staff absences for any desired day in your AdminPlus calendar.

1. In **Attendance**, click **Daily RW**.
2. In the **Attendance Report Writer**, click **SEARCH LIST- Register Code Search with Details**, and click **Select**.
3. In the **Specifications: Attendance Report Writer** dialog box, set the following specifications:

Attendance Report Writer Specification	Specification Setting
Print Letter/Reports For	Students with > REG code limit
Interval Beginning Date	Enter the date of the first day of school.
Interval Ending Date	Enter the most recent date of attendance.
Register Code For Searches	ABSENT
Register/Attendance Code Limit	0
Reg Searches: Include E, U, Or B	Excused, Unexcused & Blank

4. Click **Done**.

5. Click **Staff**, and click **Next**.



The screenshot shows a window titled "Administrator's Plus" with a close button (X) in the top right corner. The main title is "Attendance Report Writer". Below it, the text "CURRENT TASK: Srch List: Reg Code: all details" is displayed. There are six radio button options: "Grade number", "All grades combined", "All grades one at a time", "Staff" (which is selected and has a text box next to it containing the word "Staff"), "Inspect / change specifications", and "View / edit letters / reports". At the bottom, there are three buttons: "Quit" with a left arrow, "Previous" with a left arrow, and "Next" with a right arrow.

6. Click **All staff alphabetically**, and click **Next**.

CHAPTER 3

Customize Attendance Module

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3.1 Create an Attendance Code

Although AdminPlus comes programmed with a few attendance codes, you can add any attendance code that you want. An attendance code, which shows the attendance status of a student, must be linked to a register code, which tells what the student's certain state is. For example, a register code is **Absent**, and the attendance code is **Absent Sick**, meaning that the student is absent because he or she is sick.

1. In **Attendance**, click **Codes**.
2. Click the **Attendance Codes** tab.
3. Click an *****UNUSED***** code to use for your new attendance code.

Note: Attendance codes 1–99 are for student codes. Attendance codes 100–199 are for staff member codes. Attendance code 200 is for a non-member code. Attendance codes 201–250 are for entry and withdrawal codes.

4. Click **Add [F2]**.
5. Enter the new code in the **Code** text box.
6. Enter a description of the code in the **Description** text box.

Code:	<input type="text" value="CV"/>
Description:	<input type="text" value="College Visit"/>

7. Choose whether or not you want to enter a Time Linked Code. If you click **Yes**, do the following:
 1. Click the **Time Linked Code** text box, and click **Lookup [F6]**.
 2. Click the attendance code, and click **Select**.
 3. Click **Before** to have the system enter the Time Linked Code before the specified time, or click **After** to have the system enter the Time Linked Code after the specified time.
 4. In the **Time Link Time (hh:mm)** text box, enter a time before or after which the Time Linked Code is to be entered.

Enter Time:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Time Linked Code:	<input type="text" value="D"/>
Time Link:	<input checked="" type="radio"/> Before <input type="radio"/> After
Time Link Time (hh:mm):	<input type="text" value="11:00"/>

Tip: For Absence Codes, it's not necessary to enter a time with the code because the student didn't attend school at all.

8. In the **Register Link** area, enter the register code in the line **1. Code** text box.
9. Enter the value in the line **1. AMT** (amount) text box.

Tip: A common value is 1.00.

10. In the line **1. E/U** text box, enter **E** if this is an excused code, or enter **U** if this is an unexcused code.

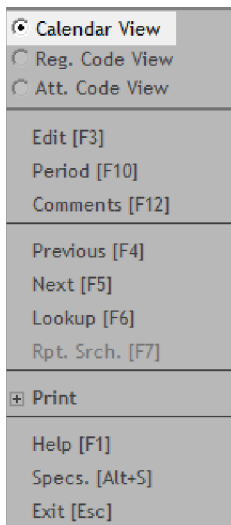
Register Link			
	Code	AMT	E/U
1.	D	1.00	E
2.			

11. Click **Accept [F10]**.
The new code appears in the list.

3.2 Change the Entry Date for a Student

When a new student joins the school, it's important to keep an accurate record of the student's entry date. If that date is inaccurate, you can quickly change the entry date in the Attendance module.

1. In **Attendance**, click **Correct**.
2. In the **Correcting Attendance** dialog box, click **Lookup [F6]** in the left panel.
3. In the **Advanced Lookup** dialog box, click a student, and click **Select** at the bottom.
4. Click **Calendar View** in the left panel.



5. Double-click the entry code for the incorrect date, delete it, and click **Accept [F10]**.
6. Double-click the **Code 1** cell for the date prior to the student's actual first day of attendance, type "N" in the cell, and click **Accept [F10]**.

Code 1	Time 1	Code 2
N		E2

7. Double-click the **Code 2** cell for the date prior to the student's actual first day, and click **Code Lookup [F6]**.
8. In the **Select An Attendance Code** dialog box, click the desired code, and click **Select**.
9. Click **Accept [F10]**.

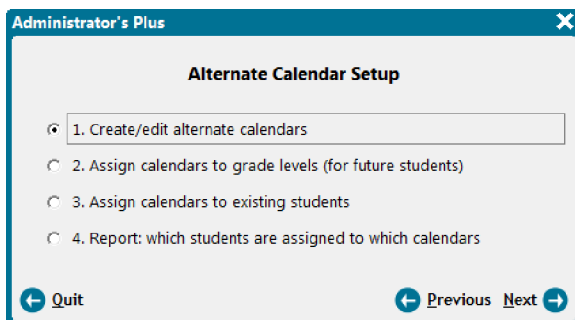
3.3 Create a Student Calendar

By default, the master calendar in AdminPlus is used for both students and staff. If you have more attendance days for staff than students, you'll need to create an alternate calendar for students and use the default calendar for staff. Create a student calendar as an alternate calendar with any other dates that students are present, and add students to your alternate calendar to organize attendance days.

Warning: If you don't take staff attendance and you use your master calendar as a student calendar, you don't need to create this student calendar.

Create an Alternate Calendar

1. In **Attendance**, click **Calendar**.
2. Click **Alternate Calendar Setup** at the upper-left corner.
3. Click **1. Create/edit alternate calendars**, and click **Next**.



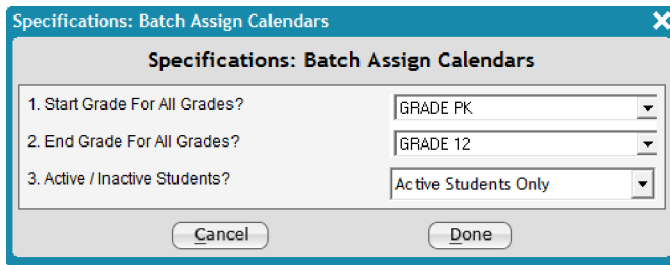
4. Click **New**, enter the name of your new calendar, and click **Save**.

Tip: To view the newly created student calendar, click the **View Which Alternate Calendar** drop-down list at the upper-right corner of the **Calendar Program** dialog box, and click the new calendar.

Add Students to an Alternate Calendar

1. In **Attendance**, click **Calendar**.
2. Click **Alternate Calendar Setup** at the upper-left corner.
3. Click **2. Assign calendars to grade levels (for future students)**, and click **Next**.
4. In the **Assign Calendars to Grade Levels** dialog box, click a grade level, and click **Done**.
5. Repeat steps 3–4 for all desired grade levels.
6. Click **3. Assign calendars to existing students**, and click **Next**.
7. Click **All grades**, and click **Next**.

- Click **Done** in the **Specifications: Batch Assign Calendars** dialog box.



The image shows a dialog box titled "Specifications: Batch Assign Calendars" with a close button (X) in the top right corner. The dialog box contains three rows of settings, each with a label and a dropdown menu:

Label	Value
1. Start Grade For All Grades?	GRADE PK
2. End Grade For All Grades?	GRADE 12
3. Active / Inactive Students?	Active Students Only

At the bottom of the dialog box, there are two buttons: "Cancel" and "Done".

- Click the alternate calendar from the **Select a Calendar** dialog box, and click **Select**.
- Click **All students**, and click **Next**.

3.4 Edit a Calendar

Throughout the school year, you may have to add or remove attendance days from your calendar. The AdminPlus calendar is very flexible and allows the addition or removal of any attendance day.

Remove an Extra Calendar Day

1. Complete a backup.
2. In **Attendance**, click **Calendar**.
3. Click a day to delete, and click **Delete [F8]**.

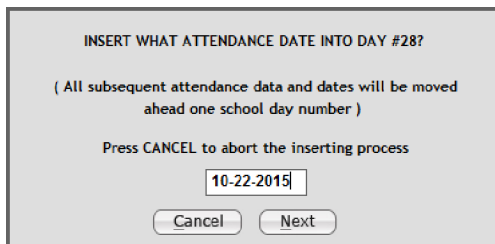
Add an Extra Calendar Day

1. In **Attendance**, click **Calendar**.
2. Click the calendar day before which you want to insert a day.

Example

If you want to add October 22, click October 23.

3. Click **Insert [F7]**.
4. Enter the date you want to insert in the text box, and click **Next**.



INSERT WHAT ATTENDANCE DATE INTO DAY #28?

(All subsequent attendance data and dates will be moved ahead one school day number)

Press CANCEL to abort the inserting process

10-22-2015

Cancel Next

Tip: To enter a date in this text box, place your cursor within the date that you want to change, and enter the correct number using your keyboard.

Page left blank intentionally.



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