



Attendance

Creating Multiple Student Records

Aspen allows you to create attendance records for multiple students at the same time for one day or for multiple consecutive days, in the same way that attendance is entered for individual students. This process would be used when schools are closed and students are working offsite.

Select *Show Popup* and click the *Multi-Add* button.



Fill in the details as shown below and select the appropriate option in each section.

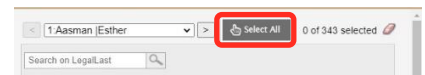
Students	Duplicate Records
<input type="radio"/> Section - All Students in a selected course section	<input checked="" type="radio"/> Skip - Use Skip option as it will not overwrite existing records such as vacation, etc
<input type="radio"/> Homeroom - All Students in a selected homeroom	<input type="radio"/> Replace
<input type="radio"/> Query - All Students in a saved query	
<input type="radio"/> Snapshot - All Students in a saved snapshot	
<input type="radio"/> Selection - Select specific students or for school closure select all students from the school	

Selected students: 0

Date	12/04/2022	Multiple Dates >>	- If entering data for more than one date, use the <i>Multi Dates</i> hyperlink
Portion	0.0000		
Absent?	<input type="checkbox"/>		
Late?	<input type="checkbox"/>		
Dismissed?	<input type="checkbox"/>		
Time In			
Time Out			
Excused?	<input type="checkbox"/>		
Other codes	OffSite		
Reason	Remote Learning		- Options are: Remote Learning, Covid-Related
Comment	School is closed due to..... - Key in the reason for the school closure		

Save Cancel

Use *Select All* to select all students.



Note: For emergency closures of the school when students are not learning offsite, eg. furnace or water issues, do not adjust student attendance records. Adjustment for Emergency Closure should be updated as follows: School TT > Calendar ST > Select appropriate date and update the schedule day type to: *Emergency Closure* and uncheck the *Is School In Session* box. Save