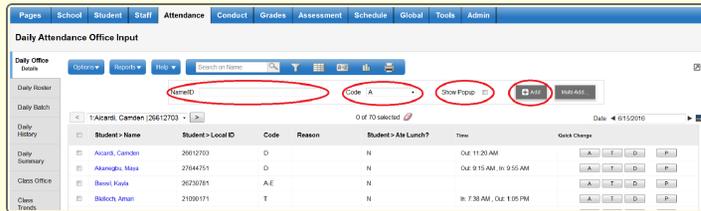## Update Daily Attendance

1. Log on to the School view. 2019
2. Select **Attendance > Daily Office**. The Daily Attendance Office Input page appears.

3. In the **Name/ID** field, do one of the following to select the record you want to update:
   - Use your scanner to scan the barcode of the student from an input sheet.
   - Type the student's name. If you enter a partial name, make your selection from a pick list.
   - Type the student's LASID or SASID.
4. At the **Code** field, click to select the code you want to update most students to, such as **T** for **Tardy**.
5. If you want to enter more detailed information for each code, select the **Show Popup** checkbox. Otherwise, deselect this checkbox.
6. Click **Add**. If you selected the **Show Popup** checkbox, the Add Attendance pop-up appears.

7. To enter this same attendance code for more than one day, click **Multiple Dates**.
8. Enter the appropriate attendance data, and click **Save**. The student's attendance record appears in the list.

> **Note:** If your school takes second daily attendance, before clicking **Add**, click the drop-down to select whether you want the attendance code to apply to the student's AM daily attendance record, PM daily attendance record, or both.

Enter Attendance in the Office by Homeroom or Class

1. Log on to the School view.
2. Select **Attendance > Daily Roster**.

   > **Note:** If you take attendance by hand, select **Reports > Attendance Classroom Input** or **Attendance Homeroom Input**.

3. Click the homeroom name or number.
4. In the **Code** column, click the correct code for any students who are not present.
5. Click **Save**.
6. Use the record navigation bar to move through homerooms.

Print the Attendance Bulletin

Run the Attendance Bulletin to see a list of attendance records entered on a specific date.

1. Log on to the School view.
2. Click the **Attendance** tab.
3. Click the **Daily Office**, **Daily Roster**, or **Daily History** side-tab.
4. Select **Reports > Attendance Bulletin**. The Attendance Bulletin pop-up appears.
5. Enter the report parameters, and click **Run**.

Quickly Change a Student's Record

To quickly change an individual student's record, click the appropriate code in the **Quick Change** column, or click the student's name to edit the record. If you click more than one code in the **Quick Change** column, or click the same code twice, verify that the correct values appear in the **Code** column. Depending on how your Aspen administrator creates attendance codes, the system either adds or replaces codes you click.

For example, if you click **A** (absent), and then click **T** (tardy) in the Code column to mark a student tardy and absent, the system either displays AT or only T in the Code column.

Follett Aspen™
Version 6.0

Attendance
Quick Reference Card

Enter Attendance for Several Students at Once from the Office

2. Log on to the School view.
3. Select **Attendance > Daily Office**. The Daily Office input page appears (*see right.*)
4. Click Multi-Add. The Multi-Add Attendance pop-up appears.
5. Click **Section**, **Homeroom**, **Query**, **Snapshot**, or **Selection**.
6. In the resulting pick list, select the homeroom, section, students, query, or snapshot containing the students you want to enter the same attendance code for.
7. To determine what you want the system to do if students you include already have an attendance record for the date, click **Skip** or **Replace**.
8. To enter this attendance record for the selected students for multiple dates, click **Multiple Dates**. The Multi-Add Attendance pop-up now displays a **Start date** and http://devwiki.fsc.follett.com field.

| Start date | 6/15/2016 | 📅 | << Single Date |
| End date | | 📅 | |

9. Enter the date range. The system creates the attendance record for each date in the date range.

> **Note:** To enter attendance for one date, click **Single Date**.

10. Enter any information required for the records.

> **Note:** If your school takes second daily attendance, enter information in the AM section of the pop-up, PM section, or both, depending on which daily attendance records you want the codes to apply to.

11. Click **Save**. The attendance records for the students you selected appear on the Daily Attendance Office Input page.