



# SchoolTool Attendance Module

## Quick Entry Screen

The **Attendance > Quick Entry** area provides users with a simplified workflow to quickly enter daily attendance records. This screen is extremely helpful when entering Tardy students each morning.

1. Navigate to **Attendance > Quick Entry**
2. Enter the student's last name in the **Student** field and select the appropriate student from the list.

The screenshot shows the 'QUICK ENTRY' header in a yellow bar. Below it are three radio buttons: 'Daily Attendance' (selected), 'Student Check-In', and 'Student Check-In View'. To the right is a checkbox for 'REMEMBER SELECTIONS BETWEEN STUDENTS:'. Below these are two dropdown menus for 'BUILDING:' and 'SCHOOL LEVEL:', both set to 'ALL'. A 'STUDENT:' field contains 'Smith', and a dropdown list below it shows a list of students with 'Smith, Anthony (34303)' selected and highlighted in orange. Other students listed include Smith, Ayan (34122), Smith, Christopher (35660), Smith, Dezeray (32591), Smith, Dorryen (32592), and Smith, Elizabeth (34264).

3. Select the appropriate radio button for **Absence, In** or **Out**
4. **Date/Time:** automatically defaults to the current date/time (only applies to In/Out records).
5. **Reason:** select appropriate reason from drop-down menu.
6. **Excused by:** select from drop-down menu (optional).
7. **Comments:** enter free text (optional).
8. In top right corner, check box to **Remember Selections between Students**. This will retain your selections between students during the session.
9. Click on **green save disk** to save record and search for next student.
10. After saving, a confirmation message will appear in green.
11. To enter attendance for another student, locate the next student and repeat this process

This screenshot shows the 'QUICK ENTRY' screen with the 'Daily Attendance' radio button selected. The 'REMEMBER SELECTIONS BETWEEN STUDENTS' checkbox is checked and highlighted with a red box. The 'BUILDING:' and 'SCHOOL LEVEL:' dropdowns are set to 'ALL', and the 'STUDENT:' field contains 'Smith'. Below this, a detailed view for 'Smith, Christopher (35660)' is shown, including his photo (marked 'No Photo'), current class 'Cycle day B, Period 5 (12:57PM to 1:37PM) Concert/Marching Band .5 in Room B112 Teacher: Lindsey Whitehead', and attendance options for 'Absence', 'In' (selected), and 'Out'. The 'DATE:' is '2/28/2022 01:32 PM'. The 'REASON:' dropdown is set to 'Unexcused Tardy', and the 'EXCUSED BY:' dropdown is set to 'None'. A 'COMMENTS:' text area is at the bottom. A green 'save' icon is visible on the right side of the student details panel.

This screenshot shows the 'QUICK ENTRY' screen with the 'Daily Attendance' radio button selected. The 'REMEMBER SELECTIONS BETWEEN STUDENTS' checkbox is checked. A green confirmation message is displayed in a box: 'Attendance has been submitted for Smith, Christopher (35660)'. The message is highlighted with a red box.