

Replacing Teacher Attendance with Office Attendance:

Go to your Attendance Screen in Gradequick (same screen you go to everyday to take attendance). Notice that there is some attendance that is in Black (Teacher Attendance) and some in Blue (Office Attendance). To Replace the Teacher Attendance with the



Office Attendance select the Green R button

Sun	Mon	Tue	Wed	Thu	Fri	Sat
May 4	May 5	May 6	May 7	May 8	May 9	May 10
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Office attendance in GradeQuick

1. Office Attendance is automatically imported when the attendance chart is accessed in the gradebook.
 - a. Attendance codes are imported for a single date or range of dates based on the information in the file.
 - b. In the attendance chart the cell where attendance is recorded will show the Teacher attendance in the upper left. Office attendance is displayed in the lower right.
 - i. If office attendance is the same as Teacher attendance, there is no office attendance displayed.
 - ii. If there is a Teacher attendance code and the office code indicated present, Pr is displayed for office attendance. When office attendance replaces Teacher attendance, the cell will remain blank (the GradeQuick default for Present).

2. There are 2 reports that show Office Attendance. These reports can only be accessed in the Attendance Chart.
 - a. Use the **Calendar** icons on the **Attendance Chart** toolbar.
 - b. In these reports, the office code is displayed with a slash after the Teacher code, (i.e., A/E). If you select **R** then you will only see the Office Attendance on these reports.
3. If office attendance is required for displaying on reports, use the **R** icon on the toolbar to replace the Teacher attendance code with the office code.
 - a. Only office attendance codes that exist in the gradebook will replace the Teacher code. Nothing will happen if the office code is not one of the Teacher codes.
 - b. All Teacher attendance codes will be replaced with office codes if the user clicks on the **R** icon.