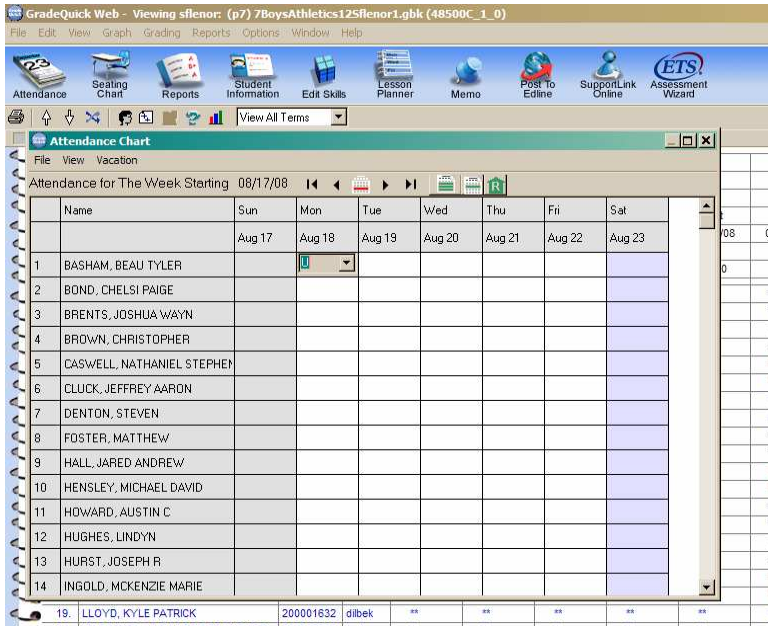


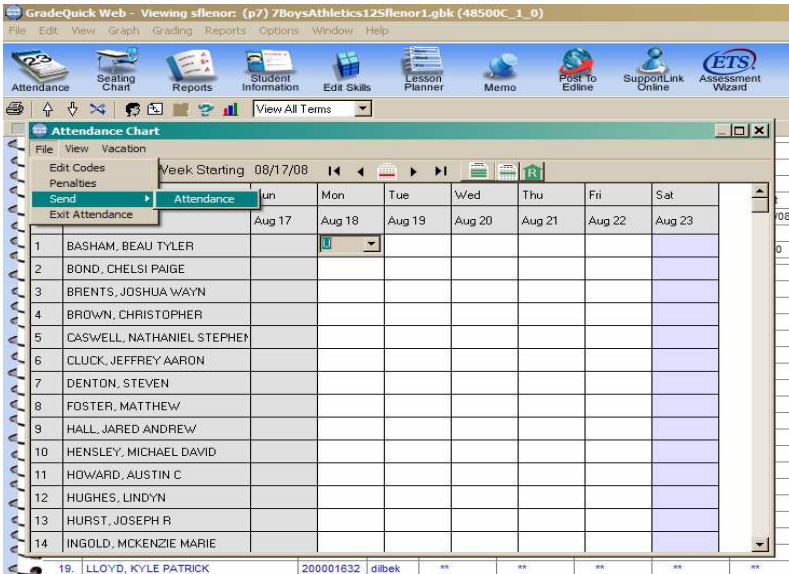
Sending Attendance 2009

The attendance codes that are available are T, SDC, CD, E, HB, SUS, U, SA, Pre—they are all available so that when the OFFICE ATTENDANCE is exported back to your books you will have correct information, but as a teacher you ONLY use T and U (PRE- if you marked someone absent and already sent the attendance—then you would need to mark them present and RESEND it)

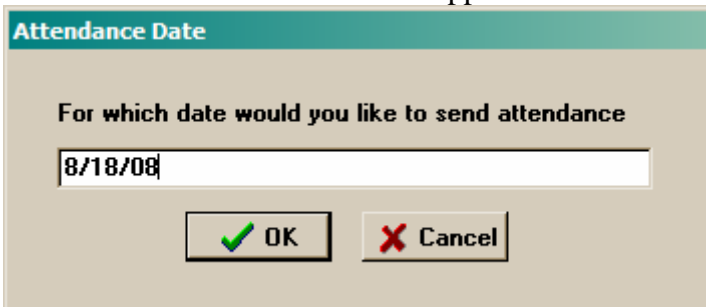
Select the Attendance Icon from the Toolbar at the top of the page. Once on the Attendance Chart- Mark students not in class with T or U – no need to do anything with those who are present.



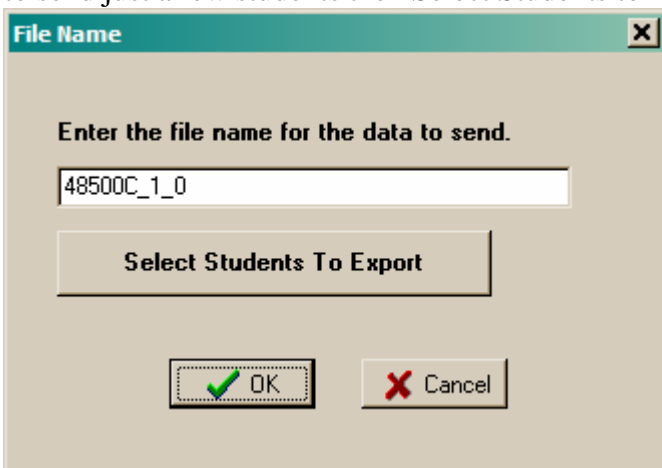
Then from the Attendance Chart select File>Send>Attendance



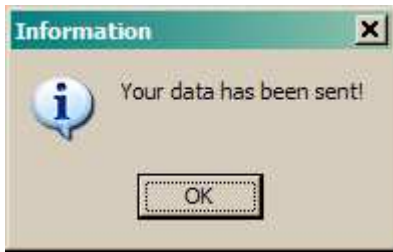
The Attendance Date box should appear- make sure it has the correct date and select OK



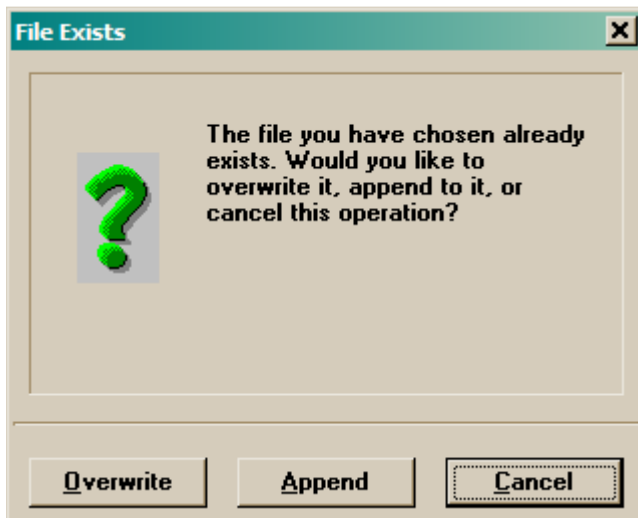
The File Name box will appear which will have the class course code (if you ever want to send just a few students then Select Students to Export)



Once you select OK you will get a message that says “Sending Data” then you will get and information box that says:



I***If you ever have to RESEND your data – follow all the above steps- after you select the ok on the File Name box you will be prompted with the following screen



Overwrite – is if you are changing a student you previously marked--- for example you marked a student U but they are really present

Append- is if you are adding information to the file—for example you forgot to mark someone absent-U but all of your other marks are correct—so you are only adding to the information you've already sent.