Once logged into FACTS please select System > Configuration from the Left Side Menu



Select Attendance



Uncheck "Hide column 2 attendance". Select Save to Save your Changes

	Configuration Codes Day Attendance Attendance Configuration							
Uncheck Hide Column 2 Attendance	 Block faculty attendance on different day. Select Block faculty attendance on different day to ensure that attendance is only taken by faculty on today's date. Hide NS attendance code from Faculty and Substitutes. Select Hide NS attendance code from Faculty if you do not want Faculty to be able to utilize the system default code of NS (No School). The NS code signifies that a student was neither present nor absent. Selecting the code for a student removes the day from the total count of school days for the student. Allow Substitute to take attendance. Select Allow substitute teacher to take attendance if you want substitutes to be able to take attendance on days they are assigned to a class 							
	Hide column 2 attendance. Select Hide Column 2 Attendance to remove Column #2 from the attendance screens.							
	Hide homeroom attendance. Select Hide homeroom attendance to remove homeroom attendance information from all the attendance screens.							



Multiple Columns will now display when taking Attendance

≡ 1MATH - 1											
Thu, Oct 21, 2021	•	Day 👻	X Clear								
Fill Code P	NS	C19	FT	PD	SA	TE	TU	AE	AU	HAU	
Student Name		Code	e1 C	ommen	Code 2	Comm	ient 2				
1) Andrews, Diana		TE	E S			Went home sick at lunch					
2) Sustaire, Lirael		P			•						9
3) Werner, Harrison											
4) Wilcox, Jude			Multiple	e Colum	ns						_
5) Wyatt, Arabella			Will No	w Displa	ay						
6) Zamora, Violet		P									