

Update Attendance Codes in a Previous School Year

1. Change Default Year

Click on the **School Year/Term** on the Dashboard



Click on the
School

Select the **School Year and Term** to **Update** and Click **Apply**

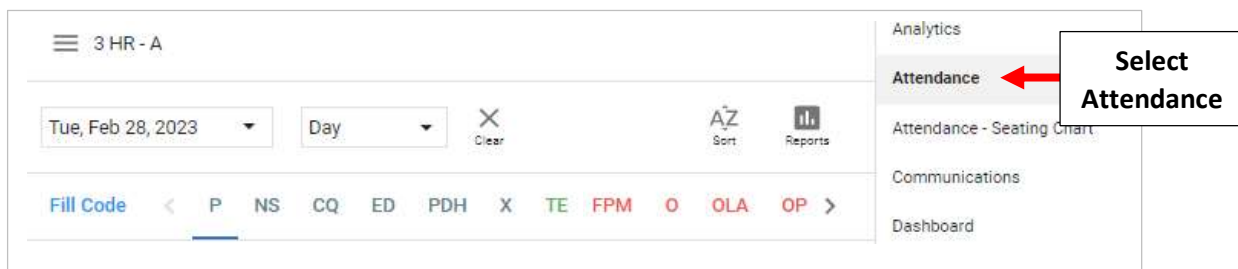
A screenshot of a form titled 'School Options'. It contains three dropdown menus: 'School' (set to 'Premier Academy'), 'Year' (set to '2021-2022'), and 'Term' (set to 'Tri1'). At the bottom are two buttons: 'Cancel' and 'Apply'. A red arrow points from a text box to the 'Year' dropdown, another red arrow points from the same text box to the 'Term' dropdown, and a third red arrow points from a separate text box to the 'Apply' button.

Select the School
Year and Term to
Update

Click
Apply

2. Update Attendance

From the **Classroom Menu** select **Attendance**



Select
Attendance

Select the **Date Dropdown** and Scroll to **Select Attendance Date** to Change

Tue, Feb 28, 2023

Tue, Feb 28, 2023

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Nov 2022 >

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Select the Date Dropdown

Scroll to Select Attendance Date

Select the **Current Attendance Code** you want to **Use** than Click on **Attendance Code** to **Replace**

Tue, Nov 22, 2022

Day

Clear

Fill Code

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Student Name	Code 1
1) Alvarez, Ellie <i>No Homeroom Attendance</i>	P
2) Bolden, Luna <i>No Homeroom Attendance</i>	P
3) Cornelius, Eloise <i>No Homeroom Attendance</i>	P
4) Frank, Lily <i>No Homeroom Attendance</i>	P
5) Holland, Mila <i>No Homeroom Attendance</i>	P

Select the Current Attendance Code

Click on Attendance Code to Replace

