



Texas Skyward User Group Conference

Processing Multiple No-Shows

Michelle Jordan



Processing Multiple No-Shows



AGENDA

This session will provide an opportunity for Skyward users to . . .

- See how to import a group of student to create a No-show entry/withdrawal record

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Process for 1st day no-show students

1. Attendance is taken in the gradebook
2. Office, Attendance, Entry by date is filled students who are marked absent
3. Create a DM report after student absences are confirmed
4. Import data file of No-show students.
5. Mass delete attendance for first day
6. Validate with reports

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Teachers take attendance

[Alert Legend](#) |
 [Show Today's Attendance for All Periods](#) |
 [View Class Summary](#) |
 [Print Class Roster](#)

Alerts	Student Indicators	Last Name↑	First Middle	GR	Sch	Absent	Tardy	Present	Excused Absence	Cmt	A	U	T
	AwL	Angarolascr	Frankie C	09	001	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		1	1	
	AwL	Garciascr	Efrain	10	001	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
	A	Leescr	K	11	001	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
	S5D	Montgomeryscr	Maggie D	11	CHA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

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Office, Attendance, Entry by date is filled students who are marked absent



Entry by Date ☆ (540)

Views: General Filters: All Attendance Quick Filter

	Atnd Date* ▼	Last Name	First	Middle	Cmnt	P-N	FP	-00-	-01-	-02-	-03-
1	▶ 08/24/2015 Mon	Bassiscr	Val	H	N	N	A-		A-	A-	A-
2	▶ 08/24/2015 Mon	Beharscr	Tyron	Y	N	N			U-	U-	
3	▶ 08/24/2015 Mon	Bellinscr	Lera	E	N	N			X-		

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Create a DM report after student absences are confirmed

Print Queue for Sky Support											View
	Date ▼	Time	Report Description	Wait List #	Status	Time	Format	Current		Delete	
1	██████████ Mon	8:12 AM	Student Data Mining - 000 1st Day Absences for N		Completed	00:11:35	EXCEL		^	Rerun	

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Import data file of No-show students.

Day 1 No Show | Day 1 No Show Import | Student | Demographic | SLOAN, LEON L

Expand All | Collapse All | View Printable Details

▼ Import File(s) | Add Import File

▼ Withdrawal | Edit File | Delete File | Data Preview

▼ File Details

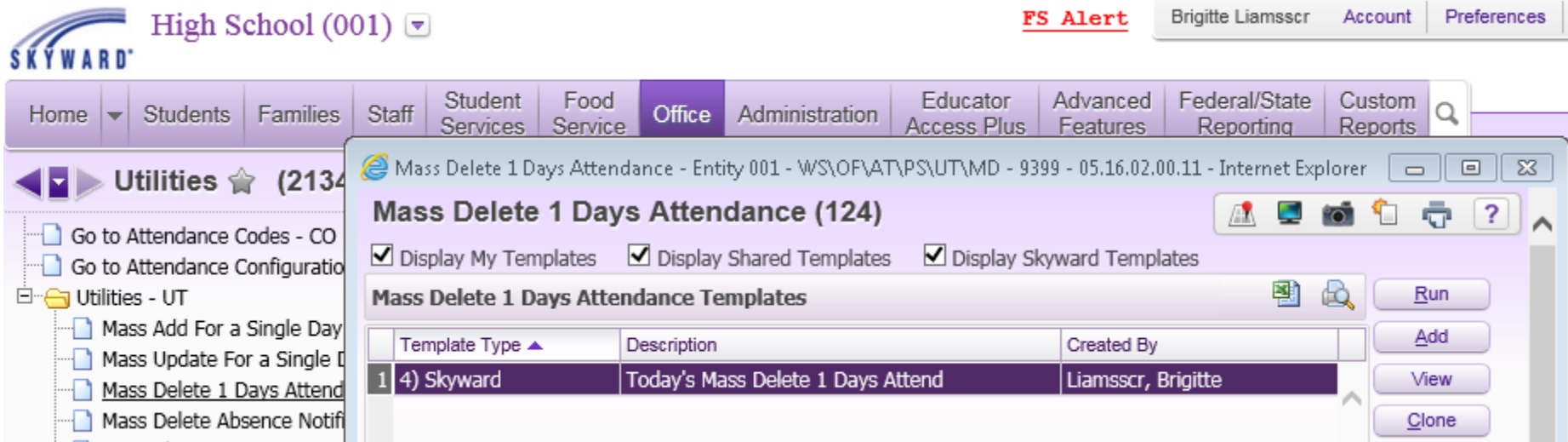
Data Type: Entry-Withdrawal | File to Import: 043NS.csv (08/25/2015 - 9:06:13 am) | Contains Header Line: Yes
 Short Description: Withdrawal | File Type: Comma Delimited | Print Details of Imported Records: Yes
 Long Description: Withdrawal | Text Qualifier: None

▼ Import Fields | Edit Selected Fields | View Complete File Layout

Column	Field	Area	Length	Format	Specified Value	Overwrite Existing	Data Cross-Reference	Data Import Include/Export
Edit Delete	Apply No Show (EAW only)	EntryWith		X(5)	Y			Any Value
Edit Delete	Withdrawal Code	EntryWith		X(3)	NS	<input checked="" type="checkbox"/>		Any Value
Edit Delete	Withdrawal Comment	EntryWith		X(50)	Day 1 No Show	<input checked="" type="checkbox"/>		Any Value
Edit Delete	Withdrawal School Year	EntryWith		X(4)	2016	<input checked="" type="checkbox"/>		Any Value
Edit Delete +	01 Other ID	Stu Links	12	X(12)				
Edit Delete +	02 Entry	EntryWith	4	X(4)				Any Value

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Mass delete attendance for first day



The screenshot shows the Skyward web application interface. At the top, there is a navigation bar with the Skyward logo on the left, the text "High School (001)" with a dropdown arrow, and a "FS Alert" notification in red. On the right side of the top bar, there are links for "Brigitte Liamsscr", "Account", and "Preferences". Below the top bar is a main navigation menu with tabs for "Home", "Students", "Families", "Staff", "Student Services", "Food Service", "Office", "Administration", "Educator Access Plus", "Advanced Features", "Federal/State Reporting", and "Custom Reports". The "Office" tab is currently selected. On the left side, there is a "Utilities" sidebar with a star icon and the number "(2134)". Under "Utilities", there are several links: "Go to Attendance Codes - CO", "Go to Attendance Configuration", "Utilities - UT", "Mass Add For a Single Day", "Mass Update For a Single Day", "Mass Delete 1 Days Attendance", and "Mass Delete Absence Notification". The main content area displays the "Mass Delete 1 Days Attendance (124)" utility. It includes a title bar with the browser address "Mass Delete 1 Days Attendance - Entity 001 - WS\OF\AT\PS\UT\MD - 9399 - 05.16.02.00.11 - Internet Explorer". Below the title bar, there are three checked checkboxes: "Display My Templates", "Display Shared Templates", and "Display Skyward Templates". The utility is titled "Mass Delete 1 Days Attendance Templates" and contains a table with the following data:

Template Type ▲	Description	Created By
1 4) Skyward	Today's Mass Delete 1 Days Attend	Liamsscr, Brigitte

On the right side of the table, there are four buttons: "Run", "Add", "View", and "Clone".

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Validate with student counts

- Review the counts under the WS\AF\EC\EC Entity Counts area
- Print an Enrollment Report WS\OF\AT\RE\AR\ER for the first day of school
- Print a Daily Register WS\SR\TX\RE\AT\DR which lists the students by grade level and ADA Eligibility code
- Print an ADA Report (WS\SR\TX\RE\AT\AD) – to verify the membership counts for the school and to verify 100% attendance.



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THANK YOU FOR ATTENDING!

