



Texas Skyward User Group Conference

Processing Multiple No-Shows

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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)       Favorite:

Views: Filters:

	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

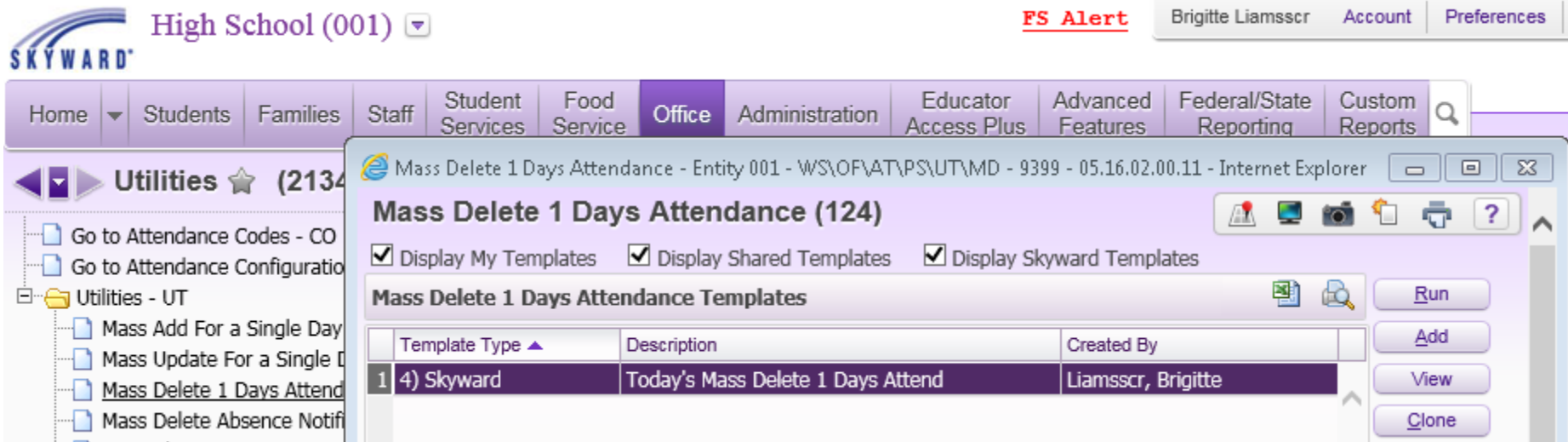
Data Type: Entry-Withdrawal | File to Import: 043NS.csv (08/25/2015 - 9:06:13 am) | Contains Header Line: Yes
Short Description: Withdrawal | File Type: Comma Delimited | Print Details of Imported Records: Yes
Long Description: Withdrawal | Text Qualifier: None

▼ 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 school name 'High School (001)' in the center, and user information 'Brigitte Liamsscr' on the right, including links for 'Account' and 'Preferences'. Below the navigation bar is a menu with categories: Home, Students, Families, Staff, Student Services, Food Service, Office (highlighted), Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. A search icon is located to the right of the menu.

The main content area displays the 'Mass Delete 1 Days Attendance' utility. The title bar of the browser window reads 'Mass Delete 1 Days Attendance - Entity 001 - WS\OF\AT\PS\UT\MD - 9399 - 05.16.02.00.11 - Internet Explorer'. The utility title is 'Mass Delete 1 Days Attendance (124)'. There are three checkboxes: 'Display My Templates' (checked), 'Display Shared Templates' (checked), and 'Display Skyward Templates' (checked). Below this is a section titled 'Mass Delete 1 Days Attendance Templates' with a table and several buttons.

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

Buttons on the right side of the table include '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!

