BCeSIS
British Columbia enterprise Student Information System

Attendance Secretary:
Daily Attendance Mass Entry Part 1 - Query/Update Method

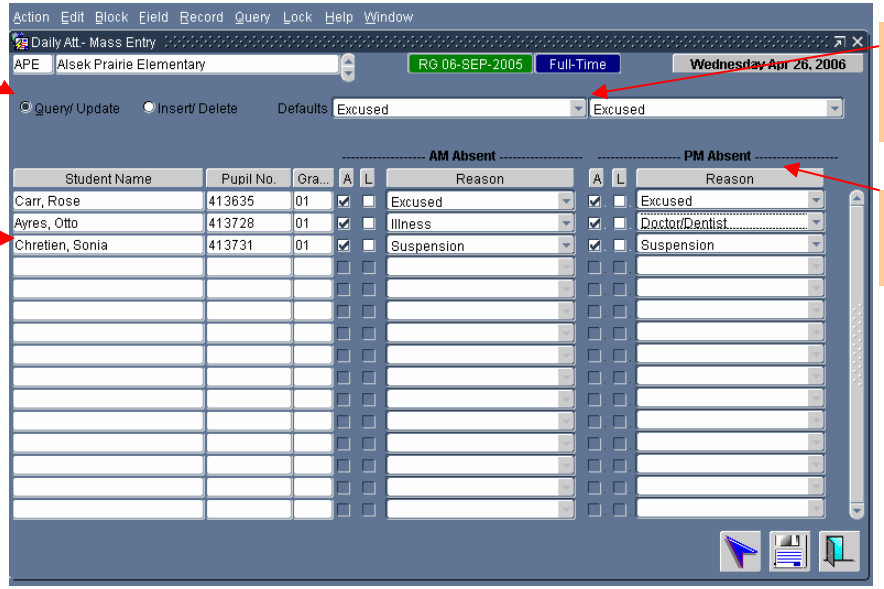
Pathway: **Attendance Module → Daily Attendance → Mass Entry**

Daily Attendance Mass Entry Screen

This is a good screen for Attendance Secretaries to update all students recorded as Absent by a teacher, e.g. student arrives after being marked Absent by the teacher.

Choose whether you would like to **Query/Update** existing entries.

Students marked Absent or Late appear in the list.



A **Default** code can be selected for all students in **AM** or **PM** or **Both**

The **Reason** field previously entered can be overridden.

To Update an **Absent** or **Late** entry

Steps

1) Select the students name
2) Check the correct box (**A** or **L**)
3) Change the **Reason** field if required – automatically populates **AM** & **PM**, with **AM** defaults even if you have a different default for the **PM**
4) Edit for **PM** if required.
5) Click **Save** when complete