





Steps *continued*

3) The following window opens

The screenshot shows a window titled "Select Pupil" with a table of student information. The table has the following columns: Pupil Number, Gr., Last Name, First Name, M / F, Birth Date, School, and Phone. Below the table is a "Select" button. A red arrow points from the "Last Name" column header to an orange callout box. Another red arrow points from the "Select" button to another orange callout box.

You can query on any field listed

The Select button will close this screen and place the student in the list of students on the **Daily Att – Mass Entry**

- 4) Query for the student , using any of the listed fields
- 5) Click in the row of the student you are looking for
- 6) Click the **Select** button
- 7) See **Daily Attendance Mass Entry – Query/Update Method** for the remaining steps to record attendance

**NOTES:**