



Pathway: Attendance Module → Period Attendance → Team/Club Entry

Team Group field allows you to query for the team you would like to record attendance for.

Check Period of Absences area allows you to indicate **All** periods or select the appropriate period/s

Check only those students who will **NOT** be absent. Example shows O'Keefe, Sahel will not be attending this trip

The **Reason** field allows you to indicate the appropriate code for this activity.

	Pupil No.	Usual Last Name	Preferred First Name	Phone No.
<input type="checkbox"/>	413935	Fuller	Cory	(250)555-5989
<input type="checkbox"/>	413943	Hadley	Cole	(250)555-8505
<input type="checkbox"/>	414134	Kobayashi	Avis	(250)555-8056
<input type="checkbox"/>	413941	Lawrence	Gord	(250)555-7132
<input type="checkbox"/>	413946	McDonaugh	Barry	(250)555-4974
<input type="checkbox"/>	413957	O'Dell	Giovanni	(250)555-1861
<input checked="" type="checkbox"/>	413960	O'Keefe	Sahel	(250)555-6546
<input type="checkbox"/>	413971	Reid	Harry	(250)555-3107
<input type="checkbox"/>	413959	Royle	Sid	(250)555-3445
<input type="checkbox"/>	414003	Storey	Campbell	(250)555-8468
<input type="checkbox"/>	414220	Tanis	Bryant	(250)555-9015
<input type="checkbox"/>	413994	Umbach	Georgie	(250)555-5036

Steps

- 1) In **Team** field query for the appropriate team.
- 2) From the **Assumed Reason** field select the code for this activity.
- 3) Select the period/s the student will be absent for.
- 4) Check those students **Not** attending this trip.
- 5) Click the **Save** button.

NOTES: