



## Quick Guide for Period Attendance – Mass Sign In/Out Entry

Menu Path: *Attendance Window* > *Period Attendance* > *Mass Sign In/Out Entry*

### PERIOD ATT. – Mass Sign In/Out

The screenshot shows the 'Period Att - Mass Sign In/Out' window in the Student Information System. The window title is 'TACOMA SCHOOL DISTRICT NO. 10 Student Information System'. The menu bar includes 'Action', 'Edit', 'Record', 'Query', 'Navigate', 'Lock', 'Help', and 'Window'. The window title bar shows 'Period Att - Mass Sign In/Out' and the school name '230 Stadium High School'. The date is 'Tuesday Dec 09, 2008'. The 'Defaults' section has dropdowns for 'In/Out', 'Time', 'Reason', and 'A/L', and a grid of checkboxes for periods 1-12. Below this is a table with columns for Name, Pupil No., In/Out, Time, Reason, A/L, and a grid of checkboxes for periods 1-12. An 'ADD' button is visible at the bottom right.

1. Set **Sign In/Out Defaults** for the group of students. Choose **In/Out**, **Reason**, **Type (A/L)**, and record the **Time**. Check on the default periods for which you want to record the reason (or check 'all' for all periods) These defaults are used for all students you assign reasons or for which you add attendance records.
2. There are two ways to add a student to this window. We recommend the first way (A.):
  - A. Type the **Pupil No.** and hit the tab key or mouse out of the field. The pupil is added to the list in the *Mass Sign In/Out* window.
  - B. To add a student to the list, click on either the  button or the ? next to the Pupil No. field. This will call up the Select Pupil window. Use the standard query procedures to select student and the student will be added to the list in the Mass Sign In/Out window.
3. You can modify the defaults for each individual student. The defaults you set appear beside each student.
4. To save the information, click on SAVE button. 

Need Help?

Try the **Help** feature located on each eSIS screen **OR** call the eSIS Help Line at **571.eSIS (3747)**