Marking Attendance

In the Mark Attendance window, you can select a roster and mark attendance for individuals who are enrolled in it. If someone is present for a roster but not enrolled, it is also possible to mark attendance on this window as non-enrolled.

Depending on the master group you select, all areas may not display. You must also save markings before you can post to additional rosters within the same master group.

Tip

You can right-click within the Marking Grid to customize the fields that display, mark detail, print the Proof List, and view an individual's record.

1. Under Manage Records, click on the **Involvement** tab.
2. Select **Enter/Post Attendance** from the drop-down list, then click **Go** .
3. In the **Master Group** drop-down list, select the **Master Group** that has the activity or class that you want to post attendance for.
4. Select the class that you are marking attendance for. Notice that the roster area on the detail tab changes to reflect the selected class.
5. In the **Event** drop-down list, select the event you want to post attendance for.
6. In the **Posting Date** drop-down list, select the **Posting Date** you want to mark attendance for. The default date is the current system date.
7. Select the individual and press **Enter** to mark individuals either present or absent. An individual can only have one primary class per master group.
8. Enter all other appropriate information in the Enter/Post Attendance window.
9. When you have finished marking attendance, click **Post**.
10. Continue to enter and post class attendance for the remaining classes, then click **Close**.

1. Under Manage Records, click on the **Involvement** tab.
2. Select **Enter/Post Attendance** from the drop-down list and click **Go** .
3. In the **Master Group** drop-down list, select the worship service master group you want to mark attendance for.
4. In the **Event** drop-down list, select the service that you are marking attendance for. Notice that the roster area on the detail tab may change to reflect the selected class.
5. In the **Posting Date** drop-down list, select the **Posting Date** you want to mark attendance for. The default date is the current system date.
6. Select the individual and press **Enter** to mark individuals either present or absent.
7. Enter all other appropriate information on the Enter/Post Attendance window. For details see the topic **Mark Attendance**.
8. When you finish marking attendance for the entire class, click **Post**.
9. Continue to enter and post class attendance for all remaining classes. When finished, click **Close**.

1. Under Manage Records, click on the **Involvement** tab.
2. In the drop-down list, select **Enter/Post Attendance** and click **Go** .
3. In the **Master Group** drop-down list, select the activity master group you want to mark attendance for.
4. In the **Event** drop-down list, select the activity that you are marking attendance for. Notice that the roster area on the detail tab may change to reflect the selected class.
5. In the **Posting Date** drop-down list, select the **Posting Date** you want to mark attendance for. The default date is the current system date.

6. Select the individual and press **Enter** to mark individuals either present or absent.
7. Enter all other appropriate information on the **Enter/Post Attendance** window.
8. When you finish marking attendance for the entire class, click **Post**.
9. Continue to enter and post class attendance for all remaining classes, then click **Close**.

Additional Field Descriptions

Master Group
Click the drop-down list to select the master group you want to mark attendance for.

Locate
If you entered a quick code when you created the roster, enter it here. The roster highlights in the data tree area.

All Levels
Select to mark attendance for all levels of the master group.

Show Deactivated
Select to show deactivated sub-levels or rosters in the selected master group. If you select this option, deactivated master groups also display in the Master Groups drop-down list.

Event
If you set up several events within a master group, this field displays the selected event or roster. To select the event, click the drop-down list.

Posting Date
Displays the date attendance is posted. The default date is the previous Sunday. To enter a date from the calendar, click the down arrow.

Present
Use this when the majority of your students are absent. To mark an individual present, under **Mark**, select **Present**. In the grid, double-click the individual.

Absent
Use this when the majority of your students are present. To mark an individual absent, under **Mark**, select **Absent**. In the grid, double-click the individual. After you change an individual's marking, you cannot change the way you are posting until you post that current class, then change dates.

Disable Barcode
Select to turn off the ability to mark attendance using a bar code scanner. The Scan Barcode field does not display when you select **Disable Barcode**.

Use Marking Colors
Select to turn on marking colors. Individuals marked absent display in red; individuals marked present display in blue.

Total Present
Displays the total number of individuals present for the selected roster. This number includes summary fields labeled Add to Head Count.

Total Absent
Displays the total number of individuals absent for the selected roster.