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Nova Scotia Student Information System

Nova Scotia Public Education System

Updating Attendance - Office Staff

User Guide

Revision Date:
May 21, 2024

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(Note: Student names appearing in this document are fictitious names)

The office has the ability to change attendance for a student or a group of students. Office staff can change attendance in the past and create attendance records for the future.

1 UPDATING ATTENDANCE FOR ONE STUDENT FOR MULTIPLE DAYS

- Do a search for and select the student in PowerSchool.
- Under the **Attendance** section from the student menu, select **Attendance Overview**.
- In the Attendance screen click on **Change Meeting Attendance**.
- There are a number of fields to fill in on the Change Meeting Attendance Screen.
 - **Change attendance for:** Fill in the date range to reflect the days for which you want to change attendance.
 - **Meetings to Scan:** Select **All**, to change the pre-existing codes for all the days in the date range.
 - **Codes to scan for:** in this section you pick the code you want to change; to change all codes select **All** or to change specific codes, scan for, **These codes**. In this example we are looking for any **A – Absent** codes.
 - **Attendance code to set** – select the new code you need. In this example, we want to replace **A – Absent** code with the code of **AWN - Absent with Notification**.
 - Select to **Overwrite** the code sent in previously.
 - Add a **Comment** if you desire.
 - **Submit** to save your changes.

Option	Value																																																																																	
Change attendance for	Acerra, Rhona																																																																																	
From this date	2/10/2020																																																																																	
To this date	2/11/2020																																																																																	
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1. Select date range.
2. Select All to change the code for all days in that date range.
3. Scan for the code you need to change.
4. Select the new code.
5. Overwrite the incorrect code.
6. Make a comment.

2 DELETING ATTENDANCE FOR NO SHOWS

- Find and select the no show.
- Under the **Attendance** section from the student menu, select **Attendance Overview**.
- In the Attendance screen click on **Change Meeting Attendance**.
- Enter the first day of school for the current school year, and either leave the “To this date” as the default date or enter the last day of school.
- Click, **Select All** to check all meetings, (classes).
- Click, **These Codes** and select all the attendance codes, except *Present*.
- Leave **Present**, as the code to set.
- Select **Overwrite**.
- Click **Submit** at the bottom of the screen.

Option	Value																																																																																	
Change attendance for	Acerra, Rhona																																																																																	
From this date	9/3/2019																																																																																	
To this date	02/14/2020																																																																																	
Meetings to scan	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1; padding: 10px; border: 1px solid black; background-color: yellow; margin-right: 10px;"> <p>1. From and To Dates are the first day of school up to the present day, or to the end of school.</p> <p>2. Select all meetings.</p> <p>3. Select all codes EXCEPT Present.</p> <p>4. The new code as Present.</p> <p>5. Select to Overwrite the pre-existing codes.</p> <p>6. Submit.</p> </div> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> </tr> </thead> <tbody> <tr><td>1</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>2</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>3</td><td><input checked="" type="checkbox"/></td><td><input checked="" 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3 SETTING /UPDATING ATTENDANCE FOR A GROUP OF STUDENTS

The hockey team has a tournament and will be away for three days, the office staff can set the attendance for the entire team on one screen.

- Do a search for and find the members of the hockey team (from the start page search for ns_hockey#).
- If you need to omit any students from the list, for example a student who is at home due to illness and cannot play at this time, use the **Select by Hand** function.
- From the **Select Action** Function pop-up menu, choose **Mass Update Attendance**.

- Enter the date range for the team's absence.
- Click, **Select All** to check all meetings (classes).
- Click, **These Codes** and select **Present**.
- Code(s) to scan for: select **ACT - School-Based Activity**.
- Select **Overwrite**.
- Click **Submit**.

If need to change this because the trip was cancelled:

- Select the same group of students.
- Select the same dates
- Select all to check all periods and days.
- Scan for **ACT - School-Based Activity**.
- Set the new code to **Present**.
- **Overwrite** the previous code.
- **Submit** your changes.

The screenshot shows the 'Meeting' form in the inSCHOOL system. The form is titled 'Meeting' and has a table with 'Option' and 'Value' columns. The 'Option' column has 'Change attendance for', 'From this Date', 'To this Date', 'Meetings to scan', 'Code(s) to scan for', 'Attendance Code to Set', 'If Other Than a Default Present (default presents will be overwritten regardless)', and 'Comment'. The 'Value' column has 'The selected 3 students', '2/12/2020', '02/14/2020', a grid of checkboxes for meetings, a list of codes with 'Present' selected, 'ACT (School Activity)', 'Overwrite', and 'Hockey team away from Wed. Feb. 12 to Fri. Feb. 14.'

Blue arrows indicate the steps: 'Select all periods' points to the 'Meetings to scan' section, and 'Change Present to ACT - School-Based Activity' points to the 'Code(s) to scan for' section.