Entering Attendance – *from Service Offering*

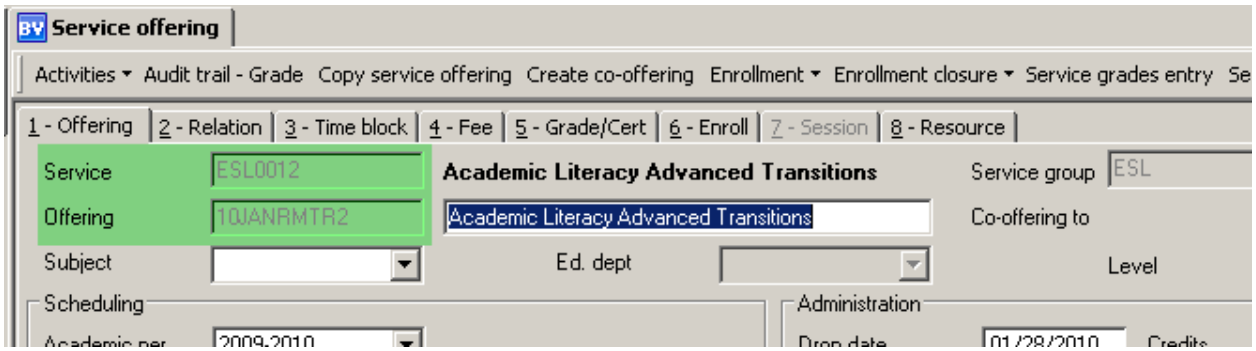
From Agresso *Menu Items* panel:

1. Open *Service offering* screen through displayed path.

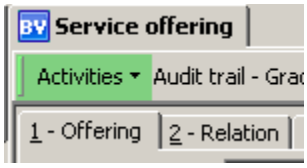
In the *Service offering* screen,

2. Enter service code, press tab key.
3. Enter offering code, press tab key.

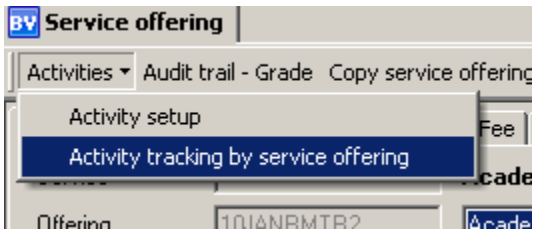
The service information will display.



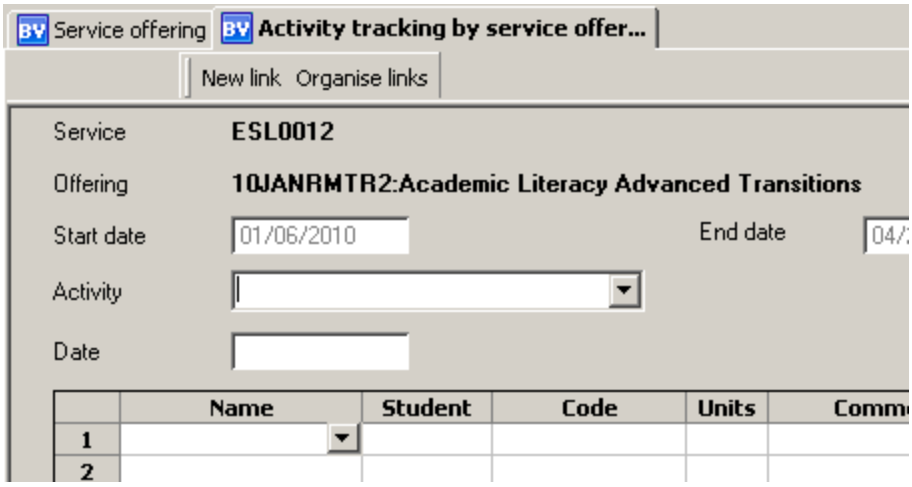
4. Click on the *Activities* tool option.



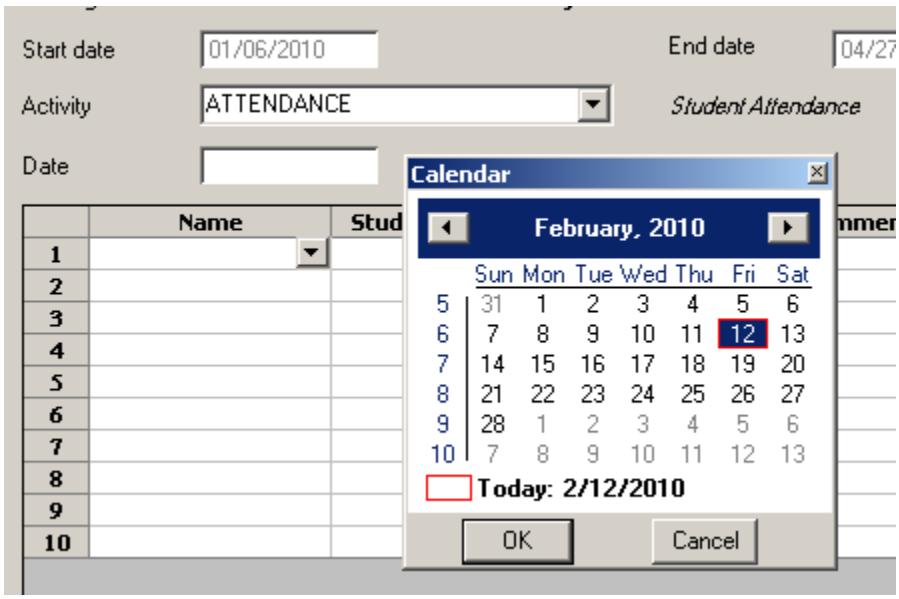
5. From the drop down list, select *Activity tracking by service offering*.



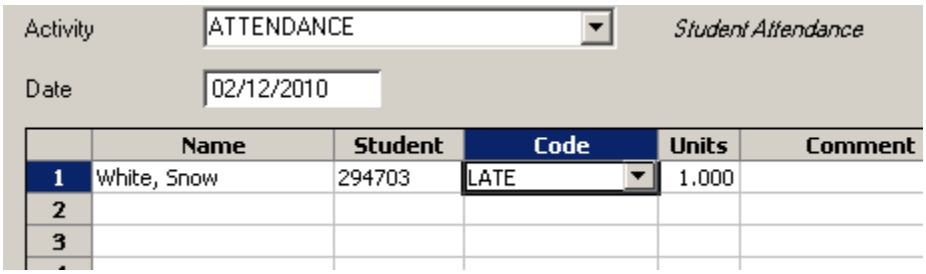
Activity tracking by service offering screen will open.



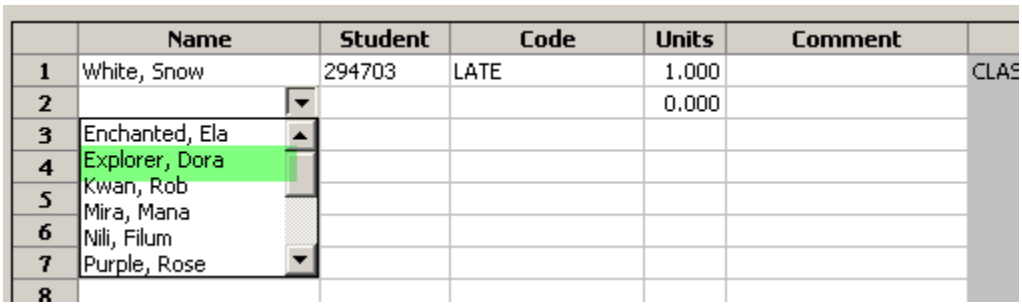
6. From the *Activity* drop down list select *ATTENDANCE* option, press tab key.
7. Double click on *Date* field and from the displayed calendar select the date for which you wish to enter attendance; press tab key.



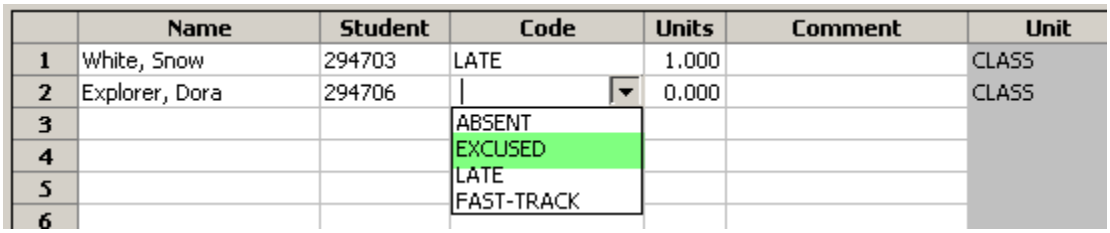
Any absence related to the chosen date that has already been entered to the system will be displayed.



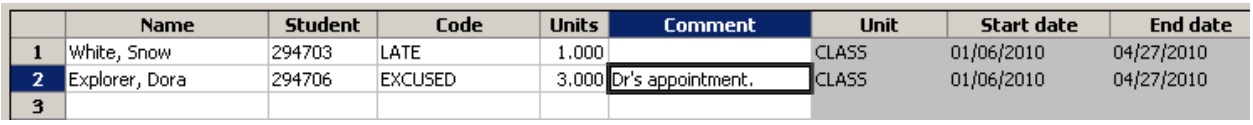
8. Follow these steps to enter other absence records related to this date in the next available empty row of the table.
   a. Click in the *Name* cell and from the drop down list, choose the absent student; press tab key.



   b. From the *Code* drop down list choose the relevant absence code; press tab key.



   c. In the *Units* cell, enter the number of units that the student has missed. These can't be greater than the total units per class.
   d. If applicable, type a comment for this absence in the *Comment* cell.



9. Click on save button to save the entered absence(s).

The date field and the absence table will clear. You can enter absences for the same service but a different date by repeating steps 7, 8, and 9.