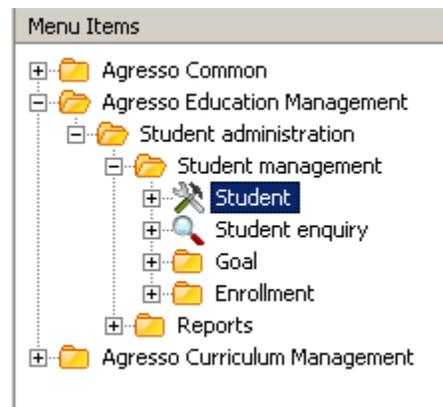# Entering Attendance *– from Student\Enrollment*

From Agresso *Menu Items* panel:

1. Open *Student* screen through displayed path.

2. In the *Student* screen enter student number, press tab key.

You can use other search criteria such as search name instead of student number to bring up a student's information.

Student information will be populated.

3. Click on *8 - Enroll* tab.

All services that the student have taken and is taking are listed in *Enroll* tab.

4. Find the service that you want to enter attendance for, and double click on it.

Enrollment screen will open.

5. Click on *Activities* tool option.

6. From the drop down list, select *Activity tracking by student* option.

Activity tracking by student screen will open.

7. From the *Activity* drop down list select *ATTENDANCE* option, press tab key.

All records of previous absences of this student will display.

	Activity date	Code	Units	Comment
?				
1	01/12/2010	Late for Class	1.000	
2	01/07/2010	Excused from Class	3.000	Attending medical exams.

8. Click on *Insert row* option in the main Agresso toolbar to enter another absence record.

9. Follow these steps to enter a new absence record for this student in the first empty row – row *3*:
   a. Double click in *Activity date* cell; a calendar will open; select the date of absence.
   b. From the *Code* drop down list choose the relevant absence code.

Activity	ATTENDANCE			CLASS	Total units	3

	Activity date	Code	Units	Comment
?				
1	01/12/2010	Late for Class	1.000	
2	01/07/2010	Excused from Class	3.000	Attending medical exams.
3	01/25/2010			
4		Absent from Class		
5		Excused from Class		
6		Fast Tracking Student		
7		Late for Class		

   c. Enter the number of units that the student has missed. These should be less than the *Total units* per class that is displayed above the table.
   d. Type a comment for this absence if applicable.

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

Activity tracking by student screen will close; you will be taken back to *Enrollment* screen.