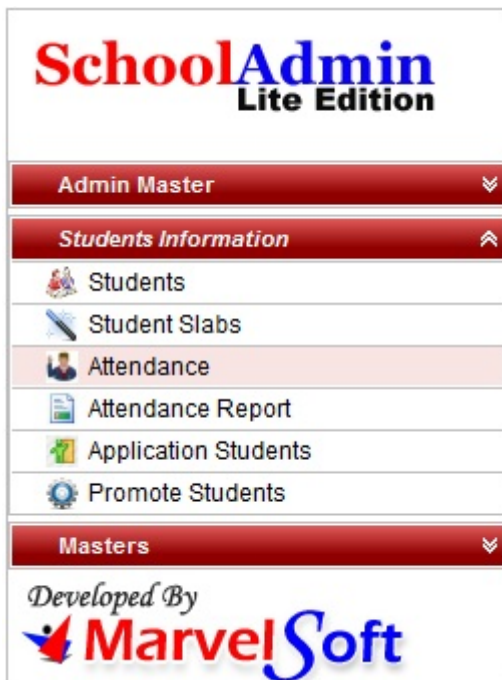


Recording Students Monthly Attendance

Step 1: Goto Students Information, Click on Class menu



Student Monthly Attendance

In this menu User can enter the monthly attendance of all students with respect to their Class and Section and Number of days class conducted in respective month.

This will help in Printing **Attendance report** of individual student and Class Attendance report.

Individual attendance report will be useful to provide student at the end of the academic year or at the end of test and term result.

Class attendance report is useful for maintaining the attendance report of all the class in every Academic year.

i You may also give attendance on daily basis in **Daily Attendance module** which you can get on Upgrading your SchoolAdmin Lite.

Step 2: Once you click on Attendance menu in the masters, attendance master will be opened as shown below.

1. Select Class
2. Select Section
3. Select the Month for which you are entering the attendance
4. Enter the total number of working days of the respective month.
5. Click on Filter. You will be able to view the below window.

Enter Attendance

Class* --Select--
Section* --Select--
Month* --Select--
Total Days
Filter Reset

Attendance Master					
Sl.No.	Roll No ↕	Student ↕	Total Days	Present Days	Percentage
	<input type="text"/>				
Update		Delete			

6. Enter number of days the respective student has attended in the month you have selected above.
Example : I Std , Section A , Month July , Total working days 27.

7. Click on update button.

Enter Attendance

Class* I Std
Section* A
Month* Jul
Total Days 27
Filter Reset

Attendance Master					
Sl.No.	Roll No ↕	Student ↕	Total Days	Present Days	Percentage
1	1	Kruthi Shetty	<input type="text" value="27"/>	<input type="text"/>	0
2	103	Priya Patil	<input type="text" value="27"/>	<input type="text"/>	0
3	102	Sujay	<input type="text" value="27"/>	<input type="text"/>	0
Update		Delete			

⊖ Warning

User cannot enter Present days more than the Total working days. You will get a message saying ***Please enter Present Days less than No of Classes Conducted.***

8. Finally click on update, Attendance Master will be as shown below.

Enter Attendance

Class* I Std
Section* A
Month* Jul
Total Days 27
Filter
Reset

Attendance Master						
Sl.No.	Roll No	Student	Total Days	Present Days	Percentage	
1	1	Kruthi Shetty	27	26	96.3	
2	103	Priya Patil	27	23	85.19	
3	102	Sujay	27	27	100	

Update
Delete

How to delete and update Class Attendance

Figure 1

Enter Attendance

Class* I Std
Section* A
Month* Jul
Total Days 27
Filter
Reset

Attendance Master						
Sl.No.	Roll No	Student	Total Days	Present Days	Percentage	
1	1	Kruthi Shetty	27	26	96.3	
2	103	Priya Patil	27	23	85.19	
3	102	Sujay	27	27	100	

Update
Delete

To Select All The Students

User can delete entire Class attendance records in case of wrong entry for wrong month and can do re-entry of the attendance for the correct month.

1. Select class, section, month and enter the total number of days.
2. Click on filter.
3. You will get the records as shown in above figure 1.
4. Select the Check box in the header to delete all the records.
5. Click on **delete** button.
6. You can do re-entry by selecting the correct month, the attendance master will look like in above figure 2.
7. Enter the attendance as said above.
8. Finally Click on Update.

Figure 2

Enter Attendance

Class* I Std
Section* A
Month* Jul
Total Days 27
Filter
Reset

Attendance Master					
Sl.No.	Roll No	Student	Total Days	Present Days	Percentage
1	1	Kruthi Shetty	27		0
2	103	Priya Patil	27		0
3	102	Sujay	27		0

Update
Delete

How to delete and update individual Student Attendance

Figure 1

Enter Attendance

Class* I Std
Section* A
Month* Jul
Total Days 27
Filter
Reset

Attendance Master						
Sl.No.	Roll No	Student	Total Days	Present Days	Percentage	
1	1	Kruthi Shetty	27	26	96.3	<input checked="" type="checkbox"/>
2	103	Priya Patil	27	23	85.19	<input type="checkbox"/>
3	102	Sujay	27	27	100	<input type="checkbox"/>

Update
Delete

User can delete individual student attendance record in case of wrong entry and do re-entry of the attendance for the particular student.

1. Select class, section, month and enter the total number of days.
2. Click on filter.
3. You will get the records as shown in above figure 1.
4. Select the Check box with respect to the individual student.
5. Click on **delete** button.
6. You can do re-entry by selecting the correct month, the attendance master will look like in above figure 2.
7. Enter the attendance as said above.
8. Finally Click on Update.

Figure 2

Enter Attendance

Class* I Std ▼ Section* A ▼ Month* Jul ▼ Total Days 27

Attendance Master

Sl.No.	Roll No ↕ <input type="text"/>	Student ↕	Total Days	Present Days	Percentage	<input type="checkbox"/>
1	103	Priya Patil	<input type="text" value="27"/>	<input type="text" value="23"/>	85.19	<input type="checkbox"/>
2	102	Sujay	<input type="text" value="27"/>	<input type="text" value="27"/>	100	<input type="checkbox"/>
3	1	Kruthi Shetty	<input type="text" value="27"/>	<input type="text"/>	0	

 [Printing Attendance Report](#)