

How to Change Group Attendance (Meeting)

1. On the start page, select the group of students.

Note: Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click **Attendance Change**. The Change Meeting Attendance page appears.
3. Use the following table to enter information in the fields:

Field	Description
Change attendance for	The selected students appear.
From this date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
To this date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Meetings to scan	Select the checkboxes to indicate the periods to change. To mark attendance for the entire day, click Select All .
Codes to scan for	Either choose all by selecting All or select the These Codes option and then choose the attendance codes for which you want to scan.
Attendance code to set	Choose the attendance code to apply to the date range from the pop-up menu.
If other than a default present	Select the option to either overwrite or not overwrite any existing attendance codes.
Comment	Enter comments that are relevant to this attendance record.

4. Click **Submit**. The PowerSchool start page appears. To verify that you entered the correct codes, search for and select one of the students in the group. Then, view the student's Attendance page.

How to Change Group Attendance (Daily)

1. On the start page, select the group of students.

Note: Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection