

ATTENDANCE DASHBOARD GUIDE

4.2 - 3/3/2024

Spreadsheets Reimagined



SpreadWiseCoTM

BUILT WITH
MICROSOFT
EXCEL

GUIDE OVERVIEW

These tools are designed to be easy to use, with minimal inputs from you, and many outputs from us.

Follow each tool guide closely. There are normally only a few true steps within the guide, but the rest is information to help you along the way.

GUIDE LEGEND


GUIDE POINTERS

NEED TO KNOW

NICE TO KNOW

FOR THOSE READY TO JUMP IN QUICKLY



YOU CAN SKIP AND COME BACK 



DON'T SKIP!

USER INPUTS

INPUT BOX

DROP DOWN MENU

REVISION INFORMATION

Latest Attendance Dashboard
Revision: 4.2

PASSWORD

- Tabs are locked to prevent accidental formula errors. Password: "swc"
- Use with discretion. Formulas and setups can be extremely complex.

1 - GETTING STARTED



THIS JOURNEY BEGINS BY COMPLETING THE DASHBOARD INPUTS

ATTENDANCE INPUTS

Students	ATTENDANCE FOR:
Mary S	What type of group are you tracking attendance for?
John W	
Name3	
Name4	
Name5	
Name6	
Name7	
Name8	
Name9	
Name10	
Name11	
Name12	
Name13	
Name14	
Name15	
Name16	
Name17	
Name18	
Name19	
Name20	

TRACKER NAME	This will show up in each monthly header
Freshman English	

# / LETTER IDENTIFIER	Tracking multiple groups? Use this as a way identify each.
1	

ATTENDANCE CODES (USE SINGLE LETTER)	
PRESENT	P
ABSENT EXCUSED	A
ABSENT NOT EXCUSED	N

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- Built With **Microsoft Excel**
- NOT Optimized For Use With **Google Sheets**

2 - ATTENDANCE TRACKER SETUP



SET WHAT TYPE OF GROUP YOUR TRACKING ATTENDANCE FOR

NAME YOUR ATTENDANCE TRACKER!

SET YOUR IDENTIFIER

- THIS IS MADE UP BY YOU
- THIS ALLOWS YOU TO DIFFERENTIATE BETWEEN MULTIPLE GROUPS

- CHOOSE UP TO 5 ATTENDANCE CODES YOU PLAN TO USE.
 - MAKE SURE THE CODE IS A SINGLE LETTER!

ATTENDANCE INPUTS

Students	
Mary S	
John W	
Name3	
Name4	
Name5	
Name6	
Name7	
Name8	
Name9	
Name10	
Name11	
Name12	
Name13	
Name14	
Name15	
Name16	
Name17	
Name18	
Name19	
Name20	

ATTENDANCE FOR:	What type of group are you tracking attendance for?
Students	

TRACKER NAME	This will show up in each monthly header
Freshman English	

# / LETTER IDENTIFIER	Tracking multiple groups? Use this as a way identify each.
1	

ATTENDANCE CODES (USE SINGLE LETTER)	
PRESENT	P
ABSENT EXCUSED	A
ABSENT NOT EXCUSED	N

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SET YOUR NAMES

- THIS WILL SUPPORT UP TO 20

ATTENDANCE INPUTS

Students	
Mary S	
John W	
Name3	
Name4	
Name5	
Name6	
Name7	
Name8	
Name9	
Name10	
Name11	
Name12	
Name13	
Name14	
Name15	
Name16	
Name17	
Name18	
Name19	
Name20	

ATTENDANCE FOR: What type of group tracking attendance

Students

TRACKER NAME: This will show up on monthly header

Freshman English

/ LETTER IDENTIFIER: Tracking multiple students. Use this as a way to identify each.

1

ATTENDANCE CODES (USE SINGLE LETTER)	
PRESENT	P
ABSENT EXCUSED	A
ABSENT NOT EXCUSED	N

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4 - ATTENDANCE TABS



THE HEADER AUTO POPULATES WITH THE MONTH AND TRACKER DETAILS
 ** THIS IS GREAT IF YOU PRINT THE SHEETS AND DON'T WANT TO LOSE TRACK OF WHAT YOU'RE LOOKING AT ACROSS MULTIPLE GROUPS

- FOR EACH TAB, YOU WILL NEED TO SET THE FIRST DAY OF THE MONTH
 - WHY? WE SET IT THIS WAY SO THE FILE WORKS ACROSS DIFFERENT YEARS!

Attendance Tracker - August - Freshman English - 1

FIRST DAY OF MONTH	8/1/23	TRACKER NAME	Freshman English	IDENTIFIER	1
<i>August</i>	Tuesday, August 1, 2023				
	Wednesday, August 2, 2023				
	Thursday, August 3, 2023				
	Friday, August 4, 2023				
	Saturday, August 5, 2023				
	Sunday, August 6, 2023				
	Monday, August 7, 2023				
	Tuesday, August 8, 2023				
	Wednesday, August 9, 2023				
	Thursday, August 10, 2023				
	Friday, August 11, 2023				
	Saturday, August 12, 2023				
	Sunday, August 13, 2023				
	Monday, August 14, 2023				
	Tuesday, August 15, 2023				
	Wednesday, August 16, 2023				
	Thursday, August 17, 2023				
	Friday, August 18, 2023				
	Saturday, August 19, 2023				
	Sunday, August 20, 2023				
	Monday, August 21, 2023				
	Tuesday, August 22, 2023				
	Wednesday, August 23, 2023				
	Thursday, August 24, 2023				
	Friday, August 25, 2023				
	Saturday, August 26, 2023				
	Sunday, August 27, 2023				
	Monday, August 28, 2023				
	Tuesday, August 29, 2023				
	Wednesday, August 30, 2023				
	Thursday, August 31, 2023				
	Friday, September 1, 2023				
Students	Attendance				
Mary S	P				
John W	A				
Name3		N			



5 - ATTENDANCE TABS



ADD IN THE LETTER CODE BY DAY AND NAME AS YOU GO THROUGH THE MONTH. THE DASHBOARD WILL COMPILE THIS INTO YOUR DASHBOARD TABLE.

**THE LETTER CODES USED HERE NEED TO MATCH WHAT YOU PROVIDED IN THE DASHBOARD INPUTS TAB!

<i>August</i>		Tuesday, August 1, 2023	Wednesday, August 2, 2023	Thursday, August 3, 2023	Friday, August 4, 2023	Saturday, August 5, 2023	Sunday, August 6, 2023	Monday, August 7, 2023	Tuesday, August 8, 2023	Wednesday, August 9, 2023	Thursday, August 10, 2023	Friday, August 11, 2023	Saturday, August 12, 2023	Sunday, August 13, 2023	Monday, August 14, 2023	Tuesday, August 15, 2023	Wednesday, August 16, 2023	Thursday, August 17, 2023	Friday, August 18, 2023	Saturday, August 19, 2023	Sunday, August 20, 2023	Monday, August 21, 2023	Tuesday, August 22, 2023	Wednesday, August 23, 2023	Thursday, August 24, 2023	Friday, August 25, 2023	Saturday, August 26, 2023	Sunday, August 27, 2023	Monday, August 28, 2023	Tuesday, August 29, 2023	Wednesday, August 30, 2023	Thursday, August 31, 2023	Friday, September 1, 2023		
Student	Attendance																																		
Mary S	P																																		
John W	A																																		
Student3	N																																		
Student4																																			



6 - ATTENDANCE TABS - PRINTABLE!

DSK

FORMATTED FOR A LETTER SIZED SHEET!

Print

Printer:

Presets:

Copies: Black & White Two-Sided

Pages: All
 From: to:

Paper Size:

Collate pages

Print:

Margins:

Orientation:

Scale to fit:
 pages wide by pages tall

• Built With
Microsoft Excel

• NOT Optimized For Use With
Google Sheets



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