ATTENDANCE DASHBOARD GUIDE

4.2 - 3/3/2024







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



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: What type of group are you Mary S tracking attendance for? John W Students Name3 Name4 Name5 Name6 Name7 Name8 TRACKER NAME This will show up in each Name9 Name10 monthly header Freshman English Name11 Name12 Name13 Name14 Name15 Tracking multiple groups? #/LETTER IDENTIFIER Name16 Use this as a way identify Name17 1 each. Name18 Name19 Name20

ATTENDANCE CODES (USE SINGLE LETTER)										
PRESENT	Р									
ABSENT EXCUSED	Α									
ABSENT NOT EXCUSED	N									

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2 - ATTENDANCE TRACKER SETUP



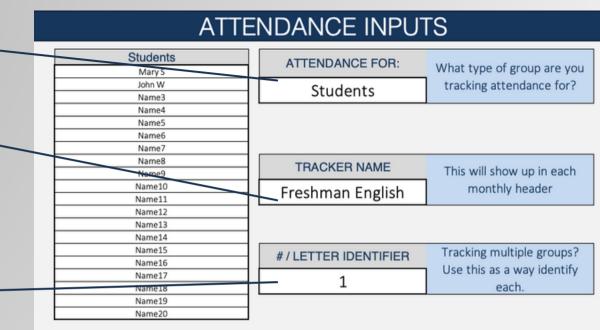
SET WHAT TYPE OF GROUP YOUR TRACKING ATTENDANCE FOR

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 CODES	(USE SINGLE LETTER)								
	PRESENT	ENT P								
	ABSENT EXCUSED	Α								
	ABSENT NOT EXCUSED	N								
_										

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3 - NAMES



SET YOUR NAMES

• THIS WILL SUPPORT UP TO 20

ATTENDANCE INPUTS

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

Students

TRACKER NAME
Freshman English

#/LETTER IDENTIFIER
Tracking multiple
Use this as a way
each.

ATTENDANCE CODES (USE SINGLE LI										
PRESENT	Р									
ABSENT EXCUSED	Α									
ABSENT NOT EXCUSED	N									

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 NOT Optimized For Use With Google Sheets



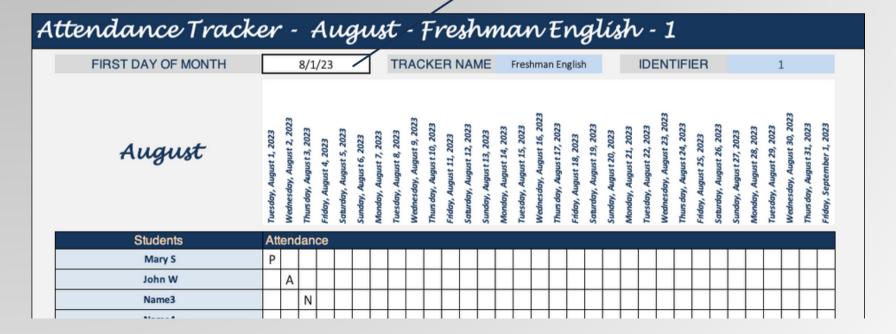
4 - ATTENDANCE TABS



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!





5 - ATTENDANCE TABS



inday, September 1, 2023

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!

August	
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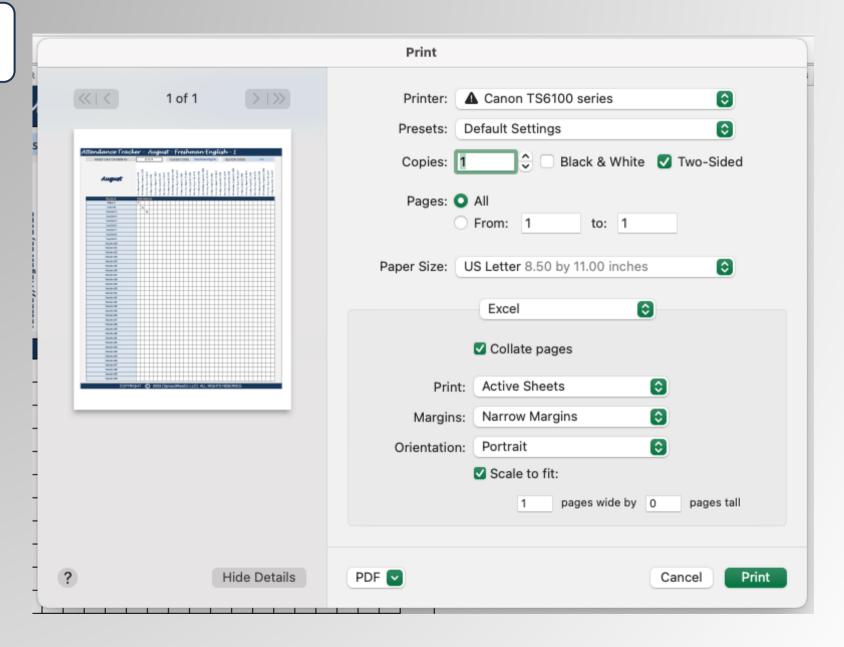
Nednesday, August 30, 2023 Wednesday, August 16, 202: Nednesday, August 23, 202: Wednesday, August 2, 2023 Wednesday, August 9, 202 hurs day, Augus t 24, 2023 rhurs day, Augus t 17, 2023 Saturday, August 19, 2023 aturday, August 26, 2023 Thurs day, August 10, 202 Saturday, August 12, 2023 Monday, August 14, 2023 uesday, August 15, 2023 uesday, August 22, 2023 Monday, August 28, 2023 Monday, August 21, 2023 uesday, August 29, 2023 Tuesday, August 1, 2023 Tuesday, August 8, 2023 Sunday, August 13, 2023 Sunday, August 20, 2023 Sunday, August 27, 2023 Monday, August 7, 2023 Saturday, August 5, 202 Sunday, August 6, 2023 Friday, August 11, 2023 nday, August 18, 2023-Friday, August 25, 2023

Student	Απ	ena	ları	ce														
Mary S	Р																	
John W		Α	1															
Student3			Ν															
Student4																		

6 - ATTENDANCE TABS - PRINTABLE!



FORMATTED FOR A LETTER SIZED SHEET!



IMPORTANT

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