

# ATTENDANCE DASHBOARD GUIDE

4.2 - 8/17/2024

*Spreadsheets Reimagined*



SpreadWiseCo<sup>TM</sup>

BUILT WITH  
MICROSOFT  
EXCEL

# ABOUT THIS GUIDE

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!

## TOOL USER INPUTS

INPUT BOX

DROP DOWN MENU

## \*\*PASSWORD

- The file password is included in the first tab of your workbook.
- Use with discretion. Formulas and setups can be extremely complex, even for the most savvy spreadsheet users.

THERE IS AN ABOUT TAB IN EVERY WORKBOOK THAT INCLUDES IMPORTANT INFORMATION ABOUT YOUR DASHBOARD, AND USEFUL LINKS.

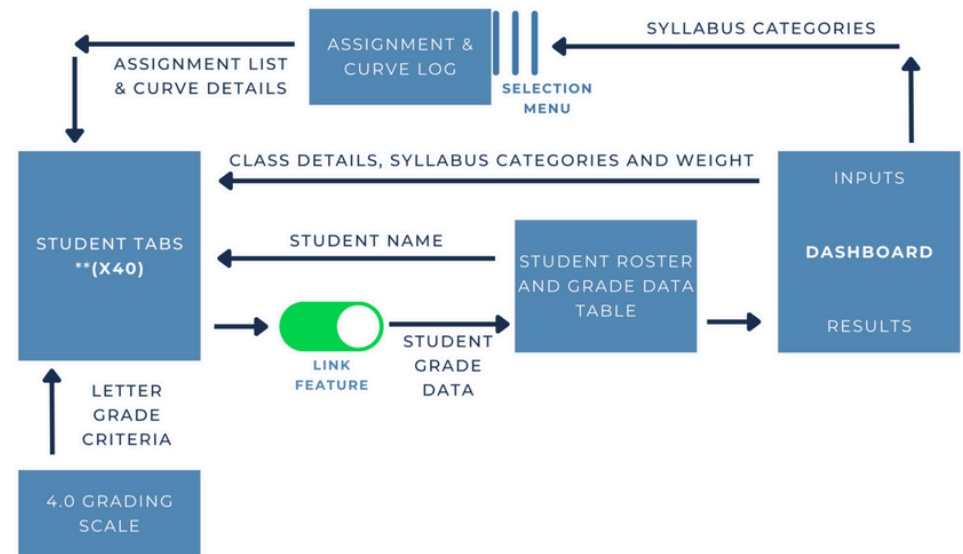
WE PROVIDE A HIGH LEVEL FLOW CHART FOR EVERY TOOL FOR A QUICK REFERENCE OF HOW IT ALL WORKS!

## STUDENT GRADEBOOK AND ASSIGNMENT DASHBOARD

REVISION: 4.5

- 1 **Password** Tabs are **locked** to prevent accidental errors to formulas:  
Password Key: "swc"
- 2 **Tool Inputs** **Your Inputs** are the White Boxes With A Border!
- 3 **Tool Inputs** Peach boxes are **drop down menus**
- 4 **PDF Guide** **\*\*Use the downloaded guides to help you through the tool. You can Also visit our website anytime to view & download the**
- 5 **Site Link** <https://spreadwiseco.com/>
- 6 **Google Sheets** This Dashboard is Not optimized for use with Google Sheets.
- 7 **Support** **\*\*For support, message us on Etsy directly from your order, or send an email to Sales@SpreadWiseCo.com. Pictures are**
- 8 **Review** **LOVE IT? CLICK & LEAVE US A REVIEW!**

### TOOL FLOW CHART



**\*\*DASHBOARD IS PRESET WITH (5) STUDENT TABS. BY SIMPLY MAKING A COPY OF THE TAB, YOU CAN QUICKLY LINK UP TO (40)**

## BUILT WITH



Microsoft  
Excel 365

## COMPATABILITY



All Microsoft  
Excel Versions

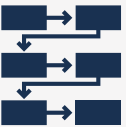


Not Compatible  
with Google  
Sheets

## PRODUCT GUIDES



Detailed PDF  
Guide



Detailed Tool  
Flow Chart

## VIDEO TUTORIALS



Not Yet Available

## CURRENCY



Not Applicable  
To This Product

## TABS

- About & Tool Flow Chart
- Attendance Inputs
- Attendance Dashboard
- Monthly Tracking Tabs **(x12)**

**LEARN MORE**



***VISIT OUR WEBSITE FOR MORE  
PRODUCT FEATURES AND DETAILS!!***

***[HTTPS://SPREADWISECO.COM](https://spreadwise.co.com)***

THIS JOURNEY BEGINS BY COMPLETING THE DASHBOARD INPUTS

## ATTENDANCE INPUTS

Students	ATTENDANCE FOR:
Mary S	Students
John W	
Name3	
Name4	
Name5	
Name6	
Name7	
Name8	
Name9	
Name10	
Name11	
Name12	
Name13	
Name14	
Name15	
Name16	
Name17	
Name18	
Name19	
Name20	
Name21	
Name22	
Name23	
Name24	
Name25	
Name26	
Name27	
Name28	
Name29	
Name30	
Name31	
Name32	
Name33	
Name34	
Name35	
Name36	
Name37	
Name38	
Name39	
Name40	

TRACKER NAME	What type of group are you tracking attendance for?
Freshman English	This will show up in each monthly header

# / 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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# 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	
Mary3	
John W	
Name3	
Name4	
Name5	
Name6	
Name7	
Name8	
Name9	
Name10	
Name11	
Name12	
Name13	
Name14	
Name15	
Name16	
Name17	
Name18	
Name19	
Name20	
Name21	
Name22	
Name23	
Name24	
Name25	
Name26	
Name27	
Name28	
Name29	
Name30	
Name31	
Name32	
Name33	
Name34	
Name35	
Name36	
Name37	
Name38	
Name39	
Name40	

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

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

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

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

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# 3 - STUDENT ROSTER



SET YOUR NAMES  
• THIS WILL SUPPORT UP TO 40

## 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	
Name21	
Name22	
Name23	
Name24	
Name25	
Name26	
Name27	
Name28	
Name29	
Name30	
Name31	
Name32	
Name33	
Name34	
Name35	
Name36	
Name37	
Name38	
Name39	
Name40	

ATTENDANCE FOR:	What type of group tracking attendance
Students	

TRACKER NAME	This will show up in monthly head
Freshman English	

# / LETTER IDENTIFIER	Tracking multiple g Use this as a way i 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
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*August*

Students	Attendance	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	
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

# IMPORTANT

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