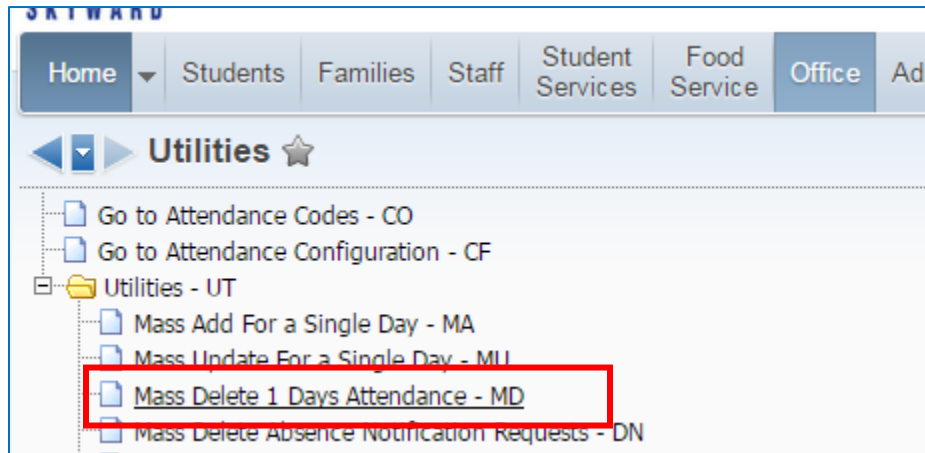


Mass Delete Attendance for 1 Day

This utility can be used to mass delete attendance for all students or a range of students. An example that this could be used for is a snow day.

Office/Attendance/Setup/Utilities/Mass Delete 1 Days Attendance (**WS/OF/AT/PS/UT/MD**)



Click on Add



Name your Template. Select your ranges (Active). Input the date of attendance you wish to mass delete.

A screenshot of the 'Mass Delete 1 Days Attendance' web form. The form has three main sections: 'Template Settings', 'Student Selection', and 'Criteria Options'. In 'Template Settings', the 'Template Description' is 'Snow Day Attendance 1/17/17' (highlighted with a red rectangle). In 'Student Selection', the 'By Range' radio button is selected, and the 'Ranges' link is highlighted with a red rectangle. In 'Criteria Options', the 'Specific Date' is '01/17/2017' (highlighted with a red rectangle) and the day is 'Tuesday'. A red arrow points from the 'Ranges' link to a separate 'Student Range Parameters' dialog box. This dialog box has a 'Ranges' section with 'Low' and 'High' columns. The 'Status' is set to 'Active' (highlighted with a red rectangle). Other fields in the dialog include 'Student Key', 'Calendar', 'Grade/Grad Yr', 'Homeroom', 'Advisor Key', 'Race', 'Type', and 'School'.

Click Save and Run

