# Post Mass Absences for COVID

This can be used to post attendance for multiple students at one time or to post a date range to single/multiple students.

On the menu on left, Click on **Attendance**. Under **Entry**, select **Post Attendance**.

1. **1st PD Code** defaults to code 05 Doctor's note needed.  Click **OK.**



2. Click on the **Mass** button at the bottom of the screen to get a setup box for posting mass absences



3. An additional setup box will appear.

4. Click in the Select Students field to select the appropriate students to post to.



Select either one student or a group of students.
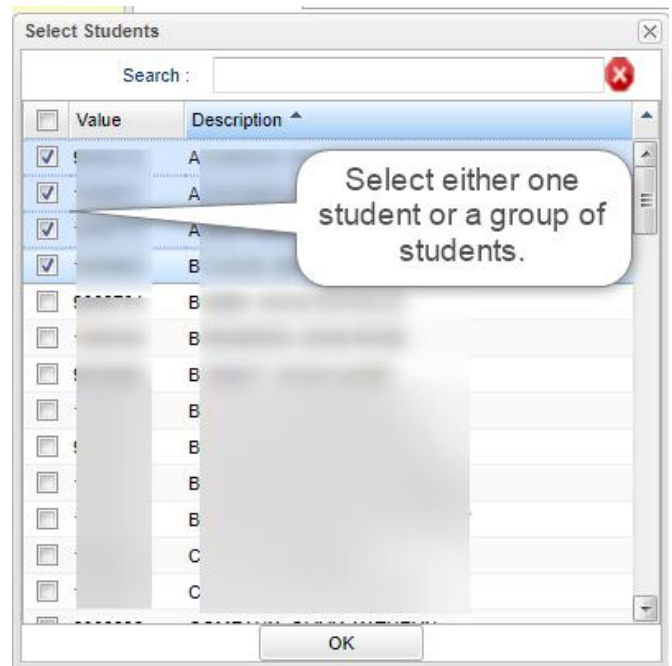
5. Click **Next** when all setup options are correct.



ID #'s will appear for students selected
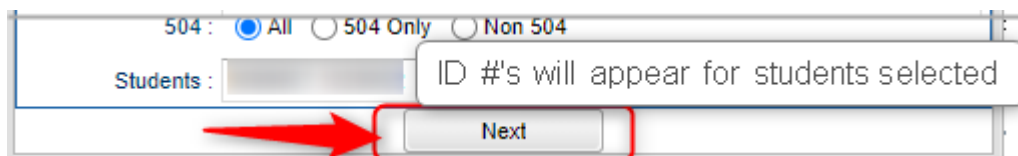
6. An additional popup will appear in which you need to enter the **date range** and **code**.

Select a date range for the days the student(s) will be absent.

Use the appropriate code:
02 D Dr. Note Verified for Covid Positive
66 N Medical Quarantine for Direct Contact Student



Leave blank if absence is for a full day.

Can edit this field if needed.
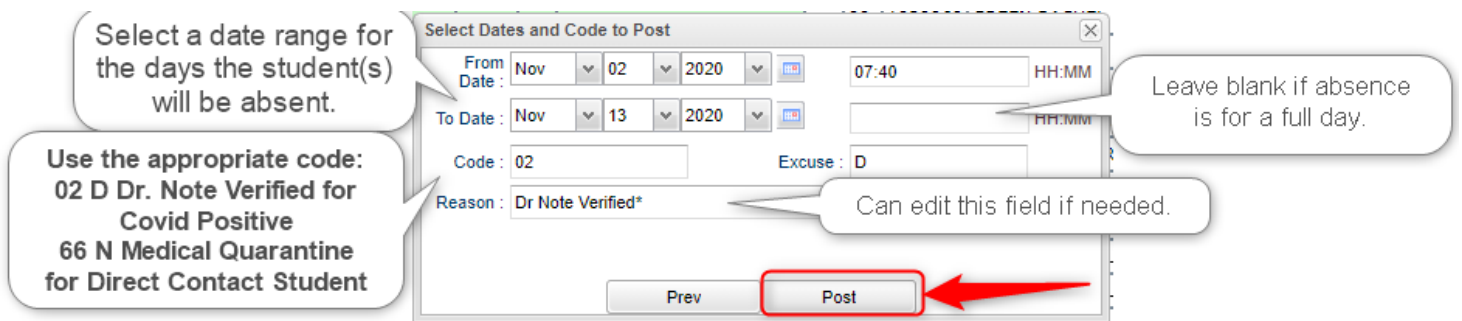
- **From Date** and **To Date** should be set so that the desired attendance date range to post absences to is selected. (**Note**: Weekends and holiday's will not be posted to if the date range selected extends over such days.)

- Click in the **Code** field to select the absence code. The excuse and reason that will be updated based on the code selected. This information will be posted to all students selected.

  - For Covid Positive Students: Use code **05-D Dr. Note Verified** with the Health Code- U071 2019-NCOV Acute Resp….

  - For Direct Contact Student: Use code **66- N Medical Quarantine** with Health Code- U071 2019-NCOV Acute Resp….

7.  Click **Post** when all setup options are correct.

8.  After clicking **Post**, a final confirmation box will appear. Click **Yes** if the total number of students to be posted to and the date range is correct. Click **No** to exit the program and not post the absences.