How to Use Bulk Student Administration in OnCourse

Attendance · Quick Reference for Attendance Administrators

Grade Book → Attendance → Bulk Student Administration

1 Navigate to Bulk Student Administration

Click the Gb (Grade Book) icon in the left-hand navigation sidebar. From the menu, click Attendance, then select the Bulk Student Administration tab at the top of the page.

2 Set School, School Year, and Date

Use the School dropdown to choose the building (e.g., High School), confirm the School Year (e.g., 2025-2026), and enter the Date you want to take or manage attendance for (e.g., 06/02/2026).

3 Choose a Period

Click the Periods dropdown and select the period you're working with (e.g., Daily Attendance). A period selection is required before students can be loaded.

4 Filter by Grade Level

Click the Grade Level dropdown to see all available grades. Select All to include every grade level, or choose a specific grade to narrow your results.

5 Filter by Group

Click the Groups dropdown and choose the group you want to manage. If duplicate group names appear, review the list carefully and select the correct one for your use case.

6 Load the Roster

Click Get Students. The matching roster will load on the right, showing each student's name, class, period, grade level, cohort, gender, and current attendance status.

7 Select Students

Check the box next to individual student names, or check the header checkbox to select everyone in the loaded roster at once.

8 Auto-Fill Attendance

With students selected, click Auto-Fill. In the pop-up, choose an Attendance code (e.g., Present), optionally add an Excuse Code (e.g., Field Trip), and add a Comment for context. Click Fill, then confirm in the "Are you sure?" prompt to apply the changes to all selected students.

9 Delete Records if Needed

To remove records, check the boxes next to the students you want to delete, then click the Delete button. Use caution — this action is permanent.

Quick Tips

A Period must be selected before clicking Get Students, or you'll see a "Missing Criteria" message. Auto-Fill changes apply only to checked students, and **deletions cannot be undone**, so double-check your selections first.