

How do I make a period display in At a Glance?

In Registrar go to Maintenance > Administration Maintenance > Periods:
The 'Can Schedule' box must be checked. (you will need to add a unique buider block number)

Registrar Administration - [Title Bar]

Schools | Terms | Marking Per. | Grade Entry | Enrollment | Acad. Grades | Comments
Misc. Grade | Calendar | Periods | GPAs | Scheduler | Checklist | Preferences

Grade: (All) Weekday: Friday

| Block No | Period Name | Start Time | End Time | Can Schedule? | Schedule Build? | Builder Block | Description | Display Name In S/P Community |
|----------|-------------|------------|----------|-------------------------------------|-------------------------------------|---------------|--------------|-------------------------------|
| 1 | A | 7:50 AM | 9:10 AM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1 | A | A |
| 2 | B | 9:20 AM | 10:35 AM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2 | B | B |
| 3 | Lunch | 10:35 AM | 11:20 AM | <input type="checkbox"/> | <input type="checkbox"/> | | Lunch | Lunch |
| 4 | C | 11:25 AM | 12:40 PM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 3 | C | C |
| 5 | D-StudHall | 12:45 PM | 1:15 PM | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 | D Study Hall | D Study Hall |
| 6 | D | 1:15 PM | 2:30 PM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 4 | D | D |

New Copy Delete

OK Cancel Print

NUM

The Period will now display in Deans Office in At A Glance:

Attendance at a Glance

Displaying Attendance for 04-03-2020 Group Student Change Options Save Settings

Refresh every 0 minutes Refresh Sort by Name Only show students with an absence

| Name | ID | Grade | Daily Absence | A | B | C | D-Stud | D |
|----------------|------|-------|---------------|---|---|---|--------|---|
| [Student Name] | [ID] | 8 | Present | | | | | |
| [Student Name] | [ID] | 11 | Present | | | | | |
| [Student Name] | [ID] | 11 | Present | | | | | |
| [Student Name] | [ID] | 6 | Present | | | | | |
| [Student Name] | [ID] | 8 | Present | | | | | |
| [Student Name] | [ID] | 11 | Present | | | | | |
| [Student Name] | [ID] | 12 | Present | | | | | |
| [Student Name] | [ID] | 11 | Present | | | | | |
| [Student Name] | [ID] | 9 | Present | | | | | |
| [Student Name] | [ID] | 11 | Present | | | | | |
| [Student Name] | [ID] | 6 | Present | | | | | |
| [Student Name] | [ID] | 9 | Present | | | | | |
| [Student Name] | [ID] | 12 | Present | | | | | |
| [Student Name] | [ID] | 6 | Present | | | | | |
| [Student Name] | [ID] | 6 | Present | | | | | |
| [Student Name] | [ID] | 10 | Present | | | | | |
| [Student Name] | [ID] | 7 | Present | | | | | |
| [Student Name] | [ID] | 11 | Present | | | | | |
| [Student Name] | [ID] | 9 | Present | | | | | |
| [Student Name] | [ID] | 7 | Present | | | | | |
| [Student Name] | [ID] | 0 | Present | | | | | |

Selected Student Edit Attendance Daily absence codes Present Print Close