Ensemble Attendance

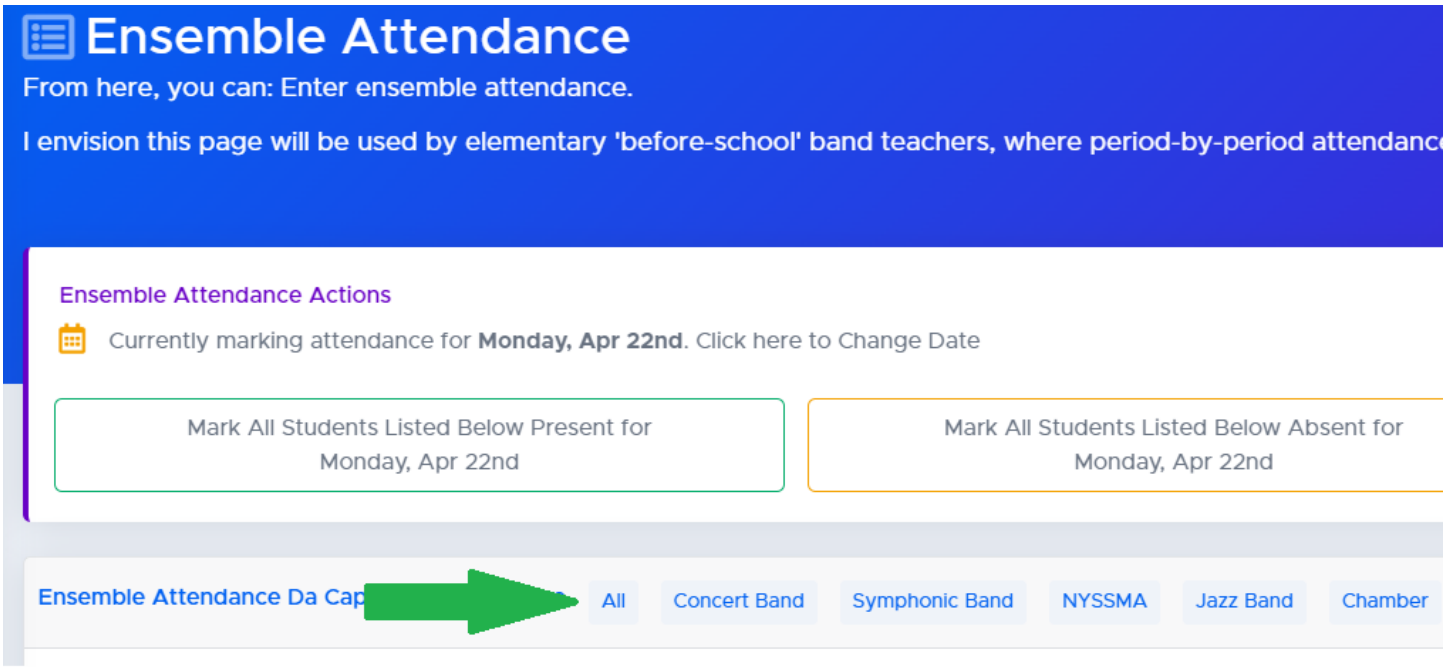
Enrollment · https://docs.dacapoinventory.com/doc/ensemble-attendance/

Da Capo Inventory has the ability to record your Ensemble Attendance. I envision this page will be used by elementary 'before-school' band teachers, where period-by-period attendance is probably not taken by 'PowerSchool' or 'Infinite Campus', etc.

Attendance can be taken once per day per student using this feature. For example, if you have a Concert Band in the Before-School hours, and a Jazz Ensemble in the After-School hours, that would work well with this system.

The attendance procedure follows:

1. On the day of your rehearsal, click one of the group headings for your ensemble attendance.
2. I recommend using the purple Excel Button to create a sign-in sheet for your students on paper. You may delete any columns that are not necessary as you make your own sign-in sheet. This sign-in sheet will appear in the same order that it appears on your Ensemble Attendance page.



3. Click the green 'Mark All Students Present' button. **NOTE: The system will mark all students PRESENT listed in the list below. If you have already marked students absent, this will overwrite that attendance.**
4. The page will then reload with the word "Present" showing in green. You can then go through and click "Absent" of "AFS" (absent from school) for the students any time during the day. You can type a *note* where the word Absent or AFS shows up in the date column.
5. By clicking the name of the student here or the green student icon in the Actions column, you will be brought to the student detail Ensemble Attendance tab where you can see and edit all attendance for that student.
6. You may click the purple 'Attendance Export' button to save your attendance to Excel.

Advanced

If you would like to take attendance for a different day, click 'Click Here to Change Date' to choose a different date to create or modify attendance.

