

How to manage student daily attendance?






HDSchool Tutorials

To manage student daily attendance, you need to follow below steps:

1. Run HDSchool.
2. Go to 4th Page of HDSchool, click on **Attendance**.
3. From **Manage Student Daily Attendance Sheet** window, click on **Add Student Attendance Sheet** button.

Date	School Name	Batch Name	Course Name	Semester Name	Section Name	Empl Name
03/06/2016 04:45 PM	Hyper Drive School	HD School (2016 - 2017)	CBSE	Class - I	C-Section	
03/06/2016 04:45 PM	Hyper Drive School	HD School (2016 - 2017)	CBSE	Class - I	B-Section	
16/06/2016 10:57 AM	Hyper Drive School	HD School (2016 - 2017)	CBSE	Class - II	A-Section	

4. **Student Daily Attendance Detail** window will open; fill the required details as *School, Batch, Course, Semester/Year, Section, Attendance Taken By and Date*.
5. Click on **View Details** to see the students associated with the filled details.
6. Check the checkbox associated with every student detail that is present. If the student is present then check the checkbox otherwise leave checkbox as it is.
7. If all students are present in class then click **Select All**  button.
8. If no one is present in class then click **Unselect All**  button.
9. If you want to swap the previous selection then click on **Invert**  button.



10. Click on **Save**.

StudentName	RollNumber	RegNo	IsPresent
Animesh Gupta	HD -RNO00004	HD -REG00004	<input checked="" type="checkbox"/>
Ashif Khan	HD -RNO00005	HD -REG00005	<input type="checkbox"/>
Sohan Kumar Patel	HD -RNO00003	HD -REG00003	<input checked="" type="checkbox"/>

11. This way you can take student daily attendance.