

ATTENDANCE SHEET TEMPLATE:	
File Name:	ATT_EXCEL_001-Attendance_Sheet_Template
File Type:	 Microsoft Excel Template (.xlt)
Application:	Created using Microsoft Excel 2003

Purpose of Template:

This attendance sheet template allows the attendance of up to 30 students to be recorded per lesson.

Hard copy attendance sheets can be printed for each lesson.

The names of students attending a lesson can be entered and saved in the template file so that they do not have to be retyped.

Instructions for Use:

1 Open the Attendance Sheet Template

If this is the first Excel template that you have downloaded from class-templates.com I recommend that you read the following help and advice.

<http://www.class-templates.com/excel-templates.html>

2 Configure the template for a specific Lesson and Group

Before you start using the attendance sheet, you may wish to configure the template for a specific lesson and group. By investing a little time now you will ensure that you do not have to repeatedly enter the same information each time the attendance sheet template is opened.

To configure the template you must amend the Attendance Sheet Template file that has the **.xlt** file extension.

2.a Open the Attendance Sheet Template (**.xlt** file extension) by right clicking on the Microsoft Excel Template icon and select *Open* from the menu that appears.

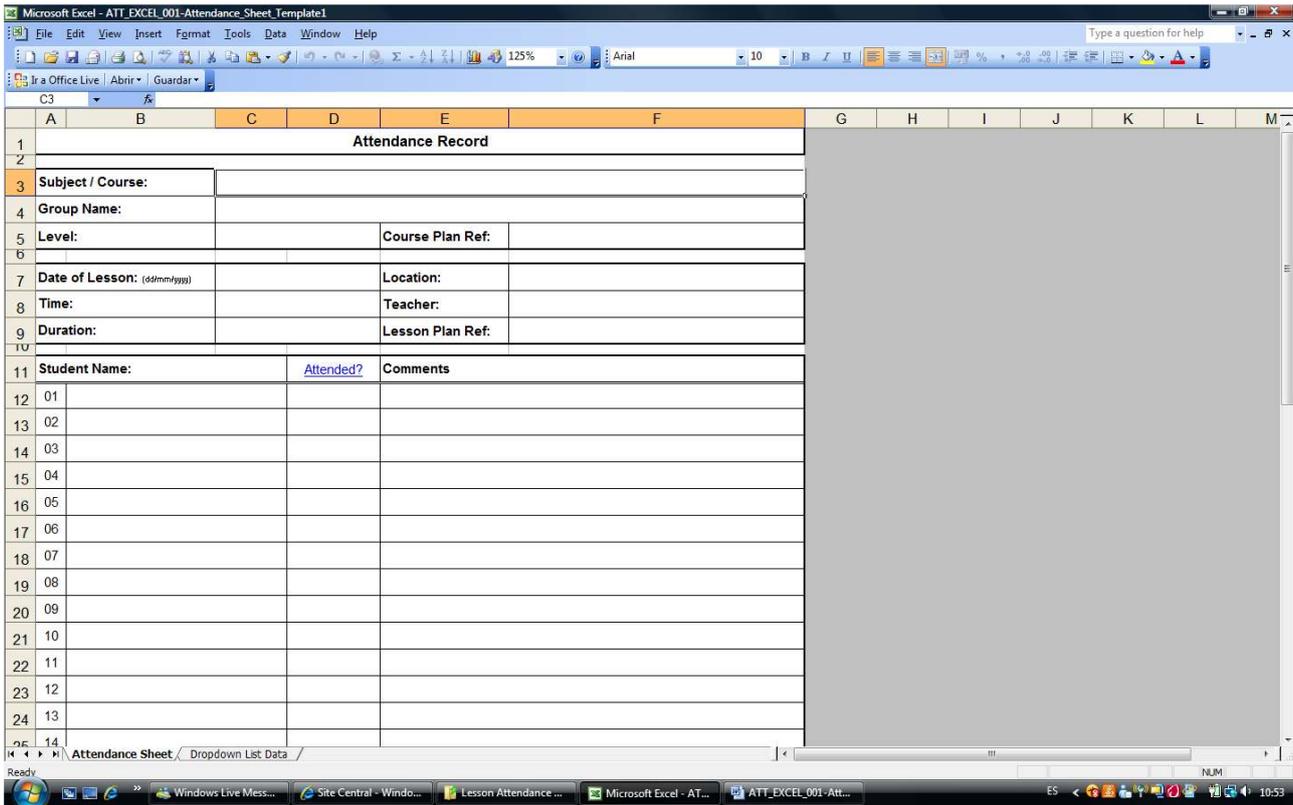
2.b Check that the name of the open file is *ATT_EXCEL_001-Attendance_Sheet_Template*.

The **Attendance Sheet** worksheet is displayed when the template is opened.

2.c Enter the following course and lesson specific details;

- Subject / Course Name
- Group Name
- Level
- Course Plan Reference*
- Date (default date format dd/mm/yyyy must be used)
- Time
- Duration
- Location
- Teacher
- Lesson Plan Ref

Fig.1 – Attendance Sheet worksheet:



* If your lesson is part of a planned course I recommend that you read more about **Course Planning**. Follow the link below for useful advice that will allow you to plan your course effectively.

<http://www.class-templates.com/curriculum-planning.html>

You may find it more appropriate to use my **Course Attendance Template** if you want to track attendance over a series of lessons.

<http://www.class-templates.com/course-attendance-excel-template.html>

2.d Enter the names of the students that should be attending the lesson.

A maximum of 30 student names can be entered.

2.e Save all the data that you have entered into the attendance sheet template.

Changes made and saved to the Attendance Sheet Template file (.xlt) will be permanent and applied to all future spreadsheets that are opened using the .xlt file.

3 Recording Attendance

3.a Open the Attendance Sheet Template for use by double clicking on the Microsoft Excel Template icon.

The spreadsheet that opens is automatically named *ATT_EXCEL_001-Attendance_Sheet_Template1*.

3.b Save the spreadsheet with a more relevant name and in a safe location.

For tips and advice on saving and naming files follow the link below.

<http://www.class-templates.com/save-your-templates.html>

3.c Record if a student is present or absent directly into the spreadsheet.

Under the **Attended?** column header, select the relevant option from the drop-down list for each student.

The default options available are PR and AB.

If a student is present select PR.

If a student is absent select AB.

Do not leave attendance blank for a student.

There is space to make comments about each student. For example, you may want to note why a student is absent or if a student arrives late or leaves early.

There is also space to note any Incidents, Comments or Observations about the lesson in general. For example you may want to note if the lesson was interrupted by a fire drill or if certain equipment or materials were not available that would normally be used.

If you do not have access to the Attendance Sheet spreadsheet at a lesson, an Attendance Sheet can be printed before the lesson and completed by hand. If you wish to, the Attendance Sheet spreadsheet can be updated after the lesson to ensure that an electronic record for student attendance is saved.

NOTE: If you would like to amend these options see 5. Drop-down List Data

3.d Save the spreadsheet after you have recorded student attendance and entered any comments.

4 Multiple Lesson Attendance Sheets

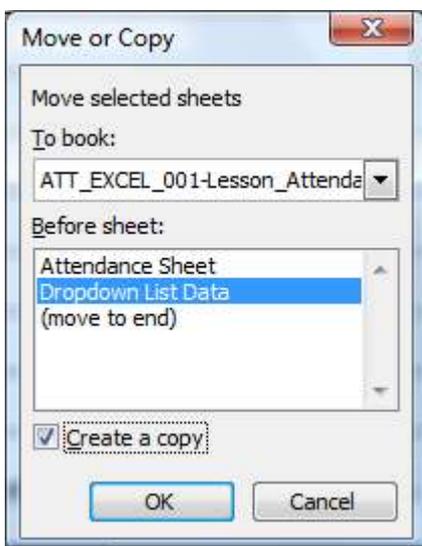
Rather than save one Attendance Sheet spreadsheet workbook per lesson it may be more efficient for you to create multiple Attendance Sheets for a particular group of students within the same spreadsheet workbook.

Simply copy the existing Attendance Sheet to create a new worksheet within the same workbook.

How?

Right click on the **Attendance Sheet** tab and select *Move or Copy...* from the menu that appears.

The Move or Copy screen shown below is displayed.



In the *To book:* drop-down list ensure the name of the spreadsheet that you wish to add a new Attendance Sheet to is selected.

Note: In this example I have not renamed the Attendance Sheet Template file name.

In the *Before sheet:* list box select the sheet within the open workbook you want your new Attendance Sheet to appear before.

In this example I have selected the Dropdown List Data worksheet.

Tick the *Create a copy* tick box.

Click OK.

A new worksheet is created with the tab name **Attendance Sheet (2)**.

Rename the new worksheet tab with a more relevant name e.g. a lesson number or lesson date.

Repeat copying the Attendance Sheet for as many lessons as you require.

NOTE: Ensure that the new Attendance Sheet is clear of any student attendance from previous lessons e.g. make sure that the Attended? column is blank.

If you want to track attendance over a series of lessons I have created a **Course Attendance Template** that incorporates this Attendance Sheet. Download it for free by following the link below.

<http://www.class-templates.com/course-attendance-excel-template.html>

5 Dropdown List Data

The Dropdown List Data worksheet contains the options available in the drop-down list that is displayed when a cell is selected in the Attended? column.

If you would like to rename the existing options simply overwrite the text in cells B1 and C1.

IMPORTANT NOTE: Do not delete or rename the tab name of this worksheet.

If you wish to create other drop-down lists on the Attendance Sheet e.g. for Location, Level and Teacher, use this worksheet to enter the options available for each.