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How to take attendance using Microsoft Excel : attendance proposal for Southwest Community Center, Syracuse Department of Parks, Recreation and Youth Programs

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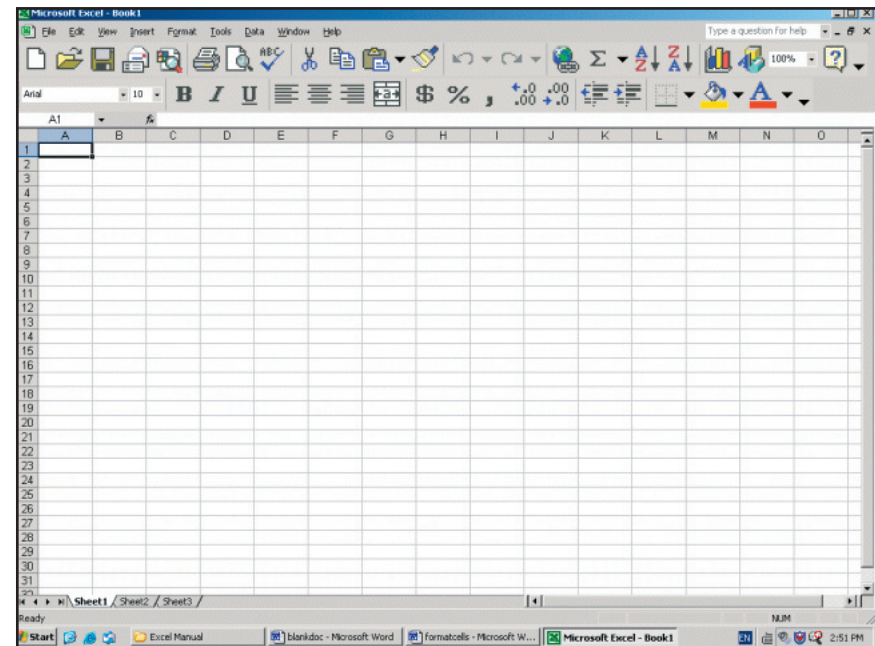
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How to Take Attendance Using Microsoft Excel



Attendance Proposal for Southwest Community Center
Syracuse Department of Parks, Recreation, and Youth Programs

Community Benchmarking, fall 2003

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Position of Attendance Supervisor

It is recommended that one employee of the Syracuse Parks and Recreation Youth Program at the Southwest Community Center be the designated staff person responsible for all attendance procedures.

Responsibilities

The Attendance Supervisor will be responsible for:

- Making sure each member is accounted for on the attendance sheet with a check-mark next to their name as soon as they come into Southwest each day.
 - Daily attendance will still be taken by writing check-marks next to the members' names. Any current registered member's names is already typed on the weekly attendance spreadsheet template. The new youth to the program will be accounted for in the weekly attendance by handwriting their names on the print out. As soon as these members submit registration forms, their names will typed into both the weekly and monthly Excel attendance sheet templates. Though this will difficult to enforce, it is recommended that after a youth makes three visits to the center without having registered, they should not be allowed to return until the form is completed.
 - Responsible for printing out the weekly attendance sheets (Mon. - Sat.) after updating the month and dates. The research team created a weekly and monthly attendance template. In order to properly use these templates, the day and month numerals and the total number of days the center is open each month must be updated. The dates for the upcoming week should be changed Friday or Saturday prior to the start of the new attendance week starting Monday. The total days open in the upcoming month should be calculated at the end of the current month.
- At the end of each day that Southwest is open (or at least at the end of each week), the attendance supervisor is responsible for transferring the data that was hand collected on the weekly attendance sheets to monthly attendance sheet on the computer.
 - At the weekly Tuesday staff meetings, the attendance supervisor will show both Mr. Abbott and Mr. Mitchell the current weekly attendance and monthly attendance sheets. An electronic copy on disk will be given to Mr. Abbott so that he can generate reports for the city. Once Internet access becomes available at Southwest, this transaction will occur over email.
 - Responsible for storing the completed registration forms and past weekly attendance sheets in labeled file folders/drawers.

Arrival and Departure Procedure for the Southwest Community Center Building

Arrival and Departure

On arrival at the center, every employee, youth or adult member or visitor should enter through main doors at the front of the building. This is the only unlocked door at the center. From there the individual would proceed to the staffed, front desk. They would verbally check in with the staff person monitoring the desk, sign in on the guest ledger and receive either a photo ID or a guest pass. It is the current plan to have a rotation of staff members from the programs in Southwest to administer the front desk sign-in procedure. It would be ideal if a new staff member is hired to perform these duties so there will not be a drain on current staff resources.

Visitor Policy

The front desk person would use the intercom system to notify the staff person to call the front desk. The staff person would then need to walk to the front desk to retrieve their guest. The staff person must see that the visitor wears a guest pass while in the building. If the visitor has come to see a child, it is still the responsibility of a staff member to escort the guest to and from the front desk. When the visitor leaves, the staff person will escort them back to the front desk to return the guest pass, sign out and exit the building.

Youth Member Policy

The photo ID badges should be color-coded corresponding to programs in the community center. If a student participates in multiple programs, those additional programs will be printed on the badge. Once signed in and wearing their badge, the youth can proceed to their respective programs. In the case of Parks, Recreation, and Youth Programs, when the youth arrive in their area of the building internal attendance is still recorded. When the youth are ready to leave for the day, they must sign out at the front desk and hand in their IDs.

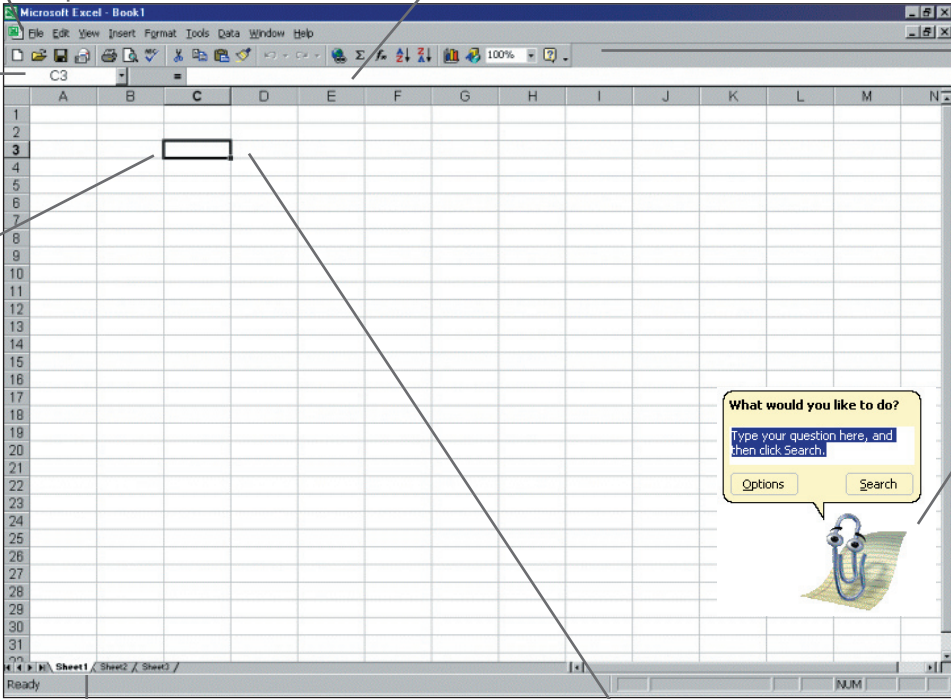
How to Take Daily Attendance

1. Every week, Monday through Saturday, will require a new print out of the weekly attendance sheet.
(The weekly template is a Microsoft Excel file and can be found on the computer hard drive once the software is installed).
2. SW Community Center member names are listed on the weekly attendance sheet in three age categories: 12 and under, 13-17, 18-adult. Within these age categories, the members are listed alphabetically by last name.
3. The attendance supervisor would hand write a check-mark in the appropriate column for the specific day of the week if that member attended SW Community Center and leave it blank if they don't come on a particular day. *CL* should be written in the specific day column if the center is closed that day. *(For example, if Lisa Green, age 4, attended SW on Mon. through Wed. and then again on Fri., but not on Thurs. (because SW was closed) or Sat., her row for the week of Oct. 20th - 25th 2003 would look like the image below).*
4. If a new member's name is not typed on the attendance sheet (meaning they have not registered with the program yet), write them in by hand. *(See the procedure on page 1 for adding youth to the spreadsheet once they register).*

Week of Mon.10/20/03 - Sat. 10/25/03									
MEMBER NAME			10/20	10/21	10/22	10/23	10/24	10/25	
	Last	First	Age	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	Dean	Jimmy	4				CL		
2	Green	Lisa	4	X	X	X	CL	X	
3	Roberts	Kendra	4				CL		
4	Smith	John	4				CL		

Viewing the Excel Window

When you open Microsoft Excel the screen will look like this:



The screenshot shows the Microsoft Excel interface with the following components labeled:

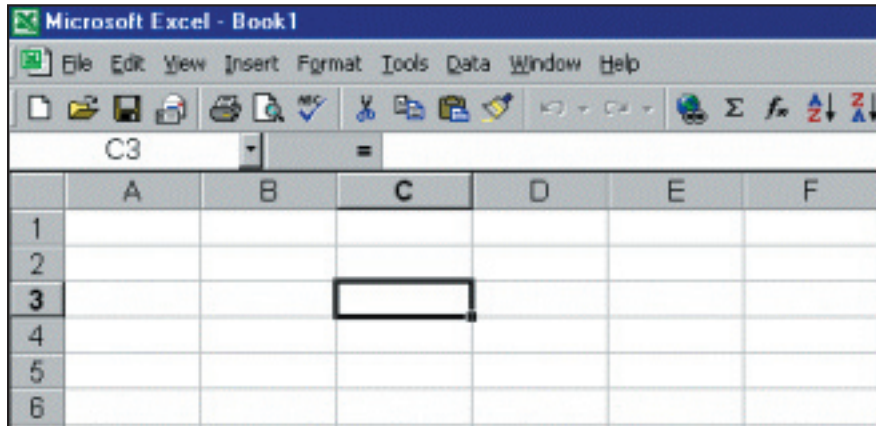
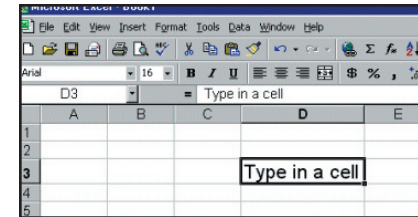
- Menu Bar**: Go to these menus (starting with *file*) to instruct Excel to perform certain commands. When you click on one of the words a menu drops down.
- Title Bar**: This bar contains the name of the Excel document you are working with.
- Formula Bar**: Any data you are entering (words or numbers) will appear here. You can also click on a specific cell and then make changes to the data inside it by typing in the formula bar.
- Name Box**: The address of the currently selected (*active*) cell appears here.
- Active Cell**: The cell that is currently selected for entering data in (it's column & row address appears in the *name box*).
- Toolbars**: Frequently used commands such as changing the font, saving etc. are available as toolbar buttons here.
- Office Assistant**: This paper clip image is called the office assistant. It automatically appears when you start working in Excel. It serves as an help index for using Excel. You can type in questions you may have about using the program in and it will bring up possible solutions.
- Worksheet Tabs**: Each sheet is like a page in the Excel document. Click on a particular sheet with the mouse to go to that sheet to enter in data.
- Cell Address**: Cells are the individual rectangles, formed by the intersection of a column & row. Each cell has a specific *address* determined by the column letter (first) and row number (second). For example, the cell C3 is the intersection of *column C & row 3*. It's highlighted by a black border in this picture and is also in this case the *active cell*.

Explanation of Cell Column and Row Structure

Cell - Each rectangle on the screen is an individual cell. Text/numbers can be entered into cells.

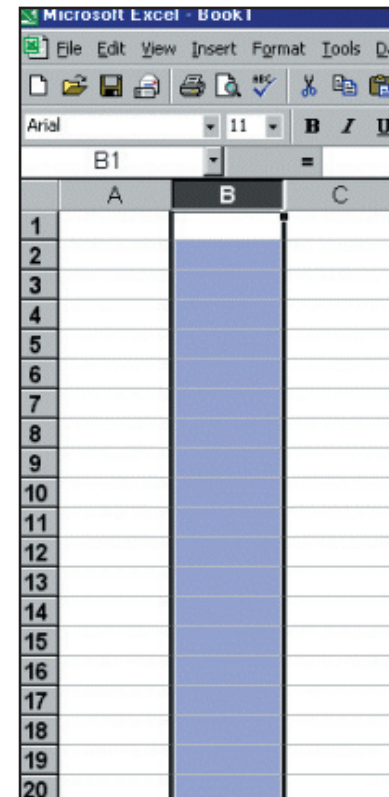
Cell Address - Each cell has a column (letter) and row (number) identifier.

The active (selected) cell in the image below is C3. It is the intersection of column C and row 3.

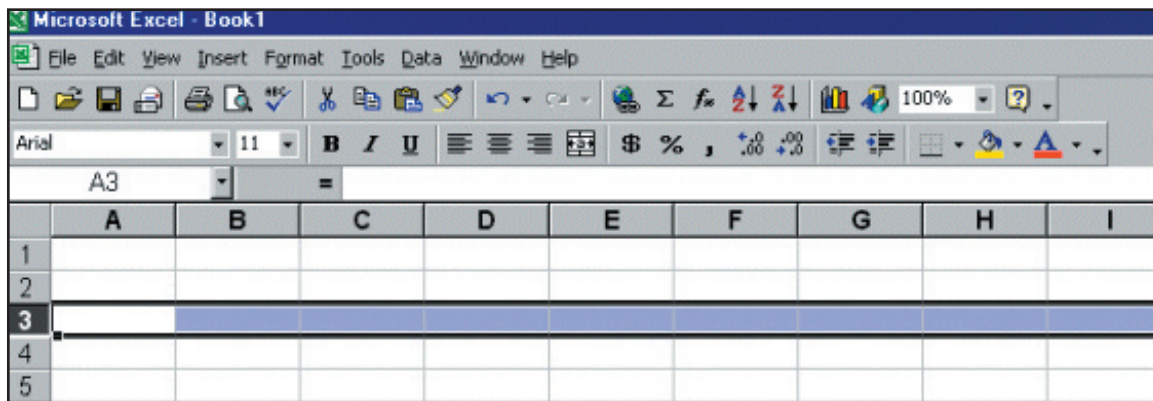


Column – Vertical line of cells; runs up and down on spreadsheet.

Row – Horizontal line of cells; runs from left to right on spreadsheet.



Column B



Row 3

Basic Excel Operation

To Open/Start Using Microsoft Excel

1. Click on the *start button* located in the bottom left corner of the screen
2. Move the mouse to highlight to *programs*
3. Click *Microsoft Excel*

Opening a File

(like a weekly attendance sheet)

1. Click *file* on the menu bar, scroll down and select *open*
2. Double Click on the *folder named attendance*
3. Double Click the *current week* you wish to work with.
4. Wait for the computer to open the file in Excel

Using the Mouse to Select/Drag

1. The *mouse icon* in Excel looks like a *white cross*
2. To select a series of cells, click on the first one of either the column or row you want to select
3. While still clicking on the mouse, drag in the direction of the rest of the cells, then release the mouse
4. The cells will turn blue as you drag over them, showing that they've been selected

Using the Office Assistant (paper clip image)

To make the Microsoft Office Assistant appear on screen

1. Click on *help* on the menu bar
2. Go down and click on *show the office assistant*

The Office Assistant can answer questions when you need help

1. Click on the *paper clip*
2. type your question in the box
(be as specific as possible with the problem you are having)
3. Click *search*

When done using the Office Assistant or to make it disappear

1. Click on *help* on the menu bar
2. Go down and click on *hide the office assistant*

Undoing an action

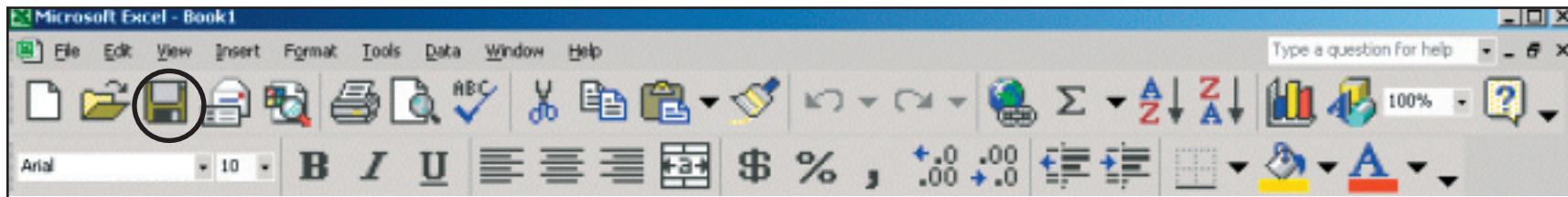
To undo something, you must do it immediately after you performed the undesirable action

1. Go to *edit* on the menu bar
2. Select *undo*
3. You may also undo the action prior to the first undo by going to *edit* and *undo* again

Saving Your Work

Saving a File (Method 1)

1. Click on the *icon that looks like a computer disk* on the formula bar
2. You will hear the computer make a “beep” noise alerting you that the file was saved successfully
3. Save often, even after making minor changes



Saving a File (Method 2)

1. Click *file* on the menu bar
2. Scroll down and select *save*
3. You will be asked to give the file a name (*for example Oct2003Attendance.xls*)
4. You will be asked to determine where on the computer hard drive you will store the file.
5. Click *ok*

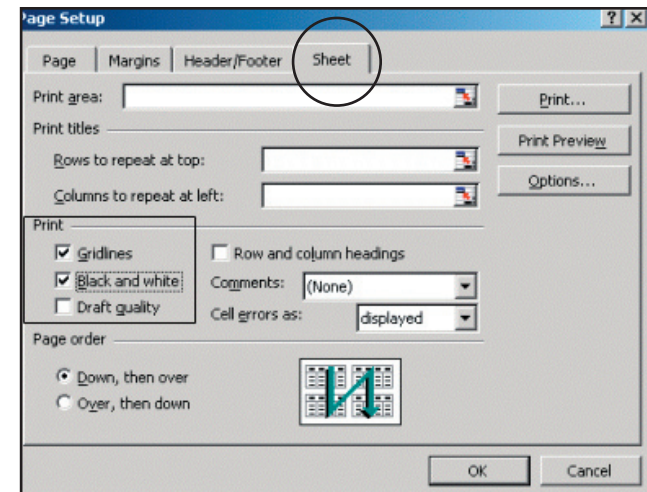
Printing

Before you print a document

Add gridlines and choose black & white so that the print out looks the same as the computer screen

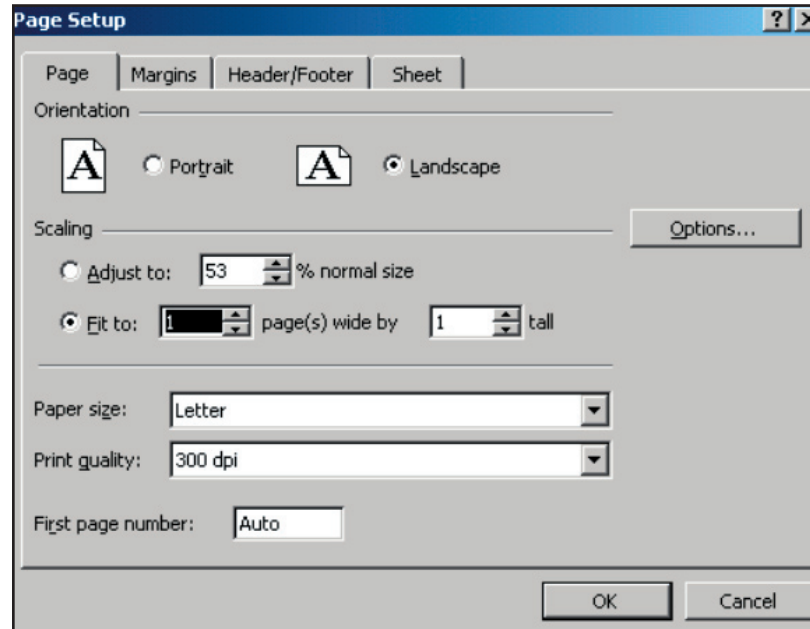
To add gridlines

1. Click on *file*
2. Click on *page setup*
3. Click on the last tab, *sheet*
4. Under the section labeled print, select the *gridlines* box
5. Under the section labeled print, select the *black & white* box
6. Click *ok*



Printing

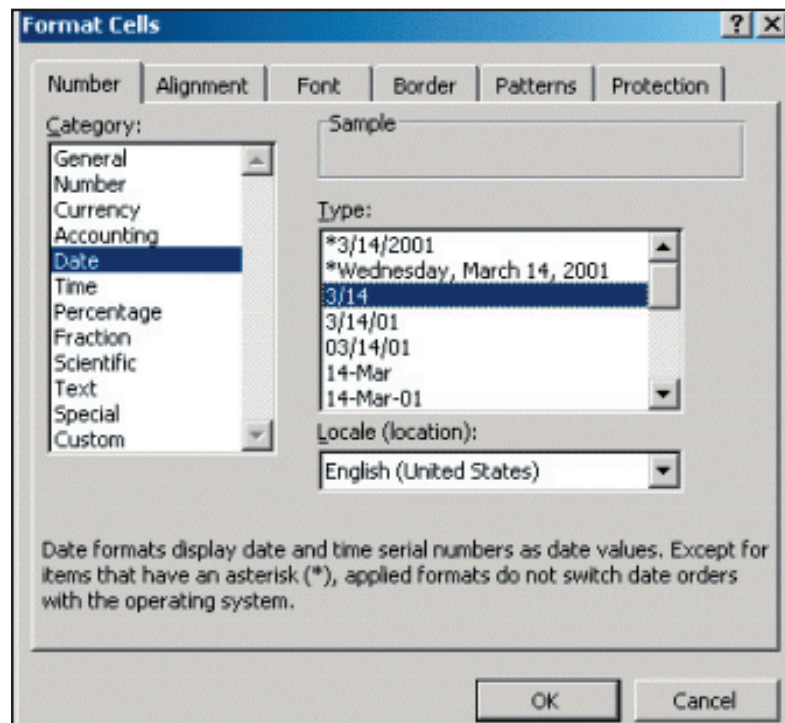
1. Click *file* on the menu bar
2. Scroll down and select *print preview*
2. Click *setup* at top of page.
3. Click *landscape*
4. Click *fit to 1 page by 1 page*
5. Click *ok*
6. Click *print*
7. Click *ok*



Preparing the Weekly Attendance Sheets on the Computer

Changing Dates

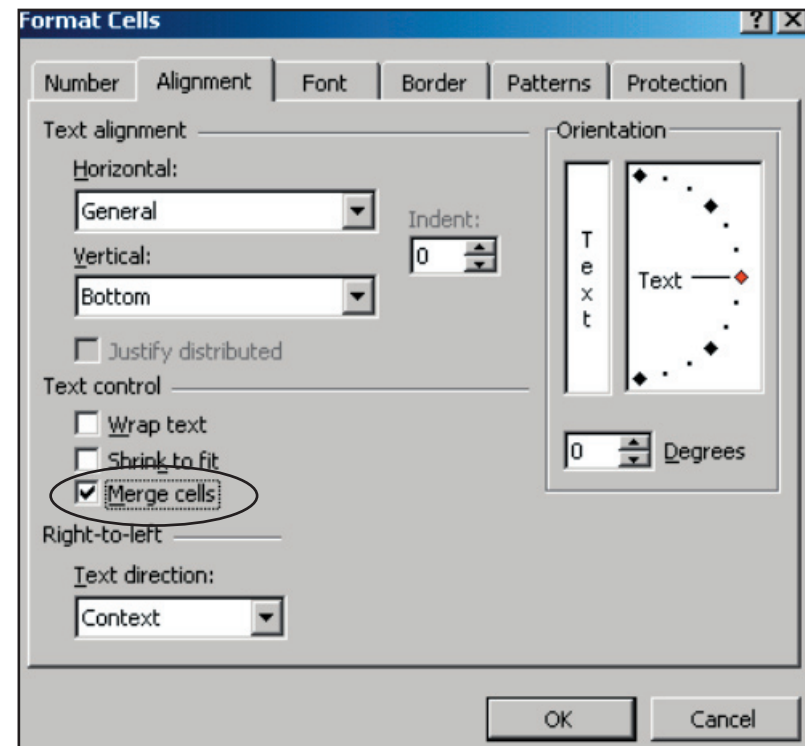
1. Click on Cell E4 and type in correct date for Monday
for example if it was Oct. 27th, type 10/27
however it will appear like 27-Oct
2. Click on *format* on the menu bar and select *cells*
3. Select the *number tab*
4. Under category click on *date*
5. Under type click on the fraction style (# of month/# of date)
6. Click *ok*
7. In the sample space it shows you that it will now look like 10/27
8. Repeat 1-6 in cells F4 through J4



Merging cells

If you have text in a cell that you want to go across several cells without changing all of the widths, here is what you do:

1. Select all of the cells that you want your text to be in
2. On the toolbar at the top of the screen, click on *format*
3. The first option in the pull down menu should be *Cells*
4. In the Format Cells window, click on the second tab, *alignment*
5. Click the *box next to Merge Cells*



How to Maintain the Weekly Attendance Sheets on the Computer

Adding new names

To add the names that had to be handwritten at the end of all the of the typed names

1. Scroll down to the last inserted name
2. Click on the cell below the *last name column (B)* and enter the new member's last name
3. Use the tab key or click with the mouse into the next cell to the right
4. Enter the member's first name in the *first name column (A)*
5. Continue this process to enter in the age

Sorting

The member's names have been ordered by age first and then last name.

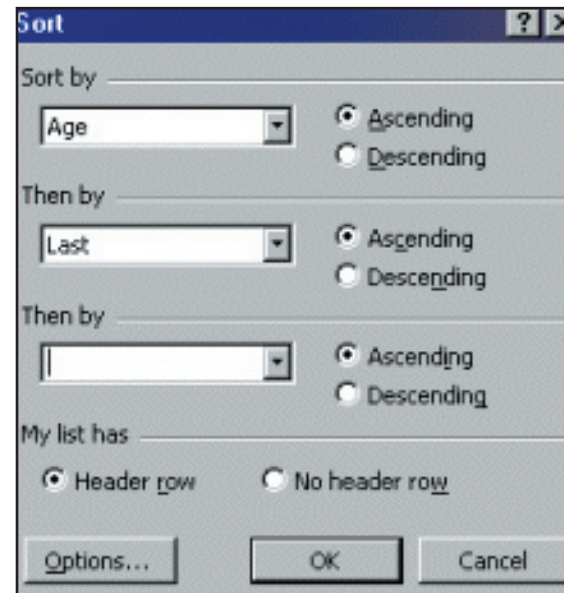
Once you have finished entering new member's names you will want to resort the order that they are listed,

1. Select all of the last name, first name and age cells including the cells with the category titles (name, age)
2. Click on *data* on the menu bar
3. Click on *Sort...*
4. In the *Sort by* box choose *age*, to the right of it, select *ascending*
5. In the *Then by* box choose *last*, to the right of it, select *ascending*

Deleting names

If a member no longer attends the program and you would like to remove his/her name from the attendance sheet

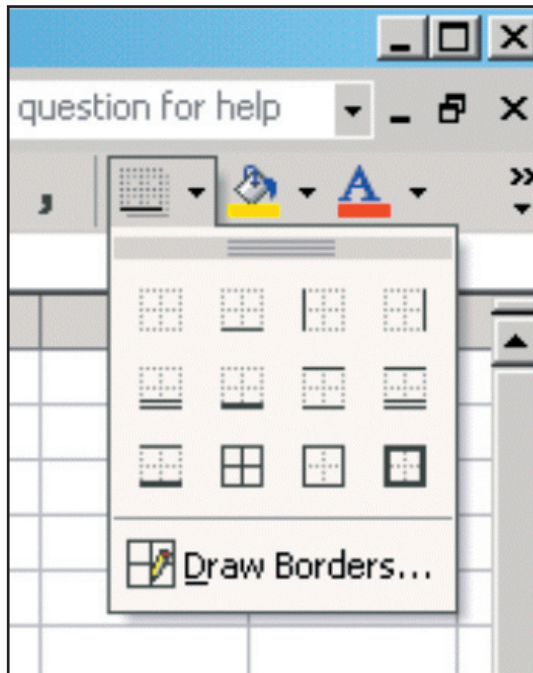
1. Click on the number of the row with the member's name
2. Click on *edit* on the menu bar
3. Click on *delete*



Useful Excel Commands

To add borders (method 1)

1. Select the cells that you want a border around by highlighting them
2. Click on the square box on the tool bar at the top right hand corner of the screen (third to last icon)
3. Select the bottom right square with black lines on all four sides of the square



To add borders (method 2)

1. Select the cells that you want a border around by highlighting them
2. Click on *format*
3. Click on *cells*
4. Click on the *border tab*
5. Click on the *outline* and *inside icons* to put on the cell borders

To add a row

You may want to add a row if you are adding a member's name to the spreadsheet. This is useful if you are only adding one name and do not want to resort.

1. Click on the row below the desired insertion place. For example, if you want to insert a row between rows 5 and 6, click on row 6
2. Click on Insert at the top of the page
3. Click on Row

To add a column

1. Click on the column after the desired insertion place
For example, if you want to insert a row between columns C and D, click on column D
2. Click on Insert at the top of the page
3. Click on Column

Clearing data in a cell

1. Click on that cell and press *delete* on the keyboard

Changing data in a cell

You can change data in a cell two ways:

1. Double click on the cell and place your cursor after the letter/number you want to change. Then, backspace to delete or highlight and enter the new letter/number
2. Click on the cell you want to change, then click in the box at the top of the page that says *FX (the Formula Bar)*
3. Enter the new data here

Excel Formulas Used in the Monthly Attendance Sheet

Finding the sum of a row

1. In a cell at the end of a row, start with an =
2. Following the = write SUM giving you =SUM
3. Then add a parenthesis sign after the SUM, giving you =SUM(
4. Keeping the cell selected, click on the cell with the first numbers that you want to add, and drag across the row through all of the cells that you want included. This will make the formula look like this: =SUM(A5:E5
5. Close the parenthesis, giving you =SUM(A5:E5)

Finding the sum of a column

1. In a cell at the end of a column, start with an =
2. Following the = write SUM giving you =SUM
3. Then add a parenthesis sign after the SUM, giving you =SUM(
4. Keeping the cell selected, click on the cell with the first numbers that you want to add, and drag down the column through all of the cells that you want included. This will make the formula look like this: =SUM(A5:A15
5. Close the parenthesis, giving you: =SUM(A5:A15)

Finding the percentage of days attended

1. Pick a cell at the end of the first row that has student data entered, put an = in that cell
2. As you would do to find the sum of a row, add SUM(and then click and drag through the row.
This will give you something that looks like this: =SUM(G5:G15)
3. Now, in a cell above the data, there should be a cell labeled “Number of Days Open.” Make sure that this number is up to date.
Also, take note of the cell identification (for example, B6).
4. Click back into the equation that you had, and after the =SUM(G5:G15) put a / to signify division.
Now add a (and first put a \$ followed by the letter in the cell identification for the cell that has the number of days open in it. Following the letter, put another \$ and then the number from that cell and then close the parenthesis. Your formula should now look something like this: =SUM(G5:G15)/(\$B\$6). The purpose of putting in the dollar signs is to keep that value locked throughout all of the cells.
5. To finish off the equation, after the last parenthesis, put *100. This will give you your final percentage.
6. To get this formula in all of the cells, put the cursor in the lower right hand corner of the cell that you just put a formula in until you get a