

How to track student attendance using Excel:

Create an Excel spreadsheet.

COPY the student names and PASTE them into the new sheet. Place the class dates at the top of the spreadsheet. Indicate student absences with an "X."

	A	B	C	D	E	F	G	H	I
1		8/30/2011	9/1/2011	9/6/2011	9/8/2011	9/13/2011	9/15/2011	9/20/2011	
2	Chris Call				x				
3	Jane Doe		x						
4	Johnny Engle								
5									
6									

Note: An orange arrow points to the 'x' in cell C3. A callout box says '"X" indicates absences'.

Here's the "trick" for inserting dates into Excel.

A series of dates can be created by using an equation. Click on the first cell of your date range (in this example, cell B1) and enter the start date for the semester.

Once a Week Class

If your class meets once per week on Mondays, then you are simply adding 7 days in cell B2. So, in cell C1, type the following.

=B1+7

	A	B	C	D
1		8/29/2011	=B1+7	
2	Name			
3				

Copy cell C1 and paste it in 13 more cells. Now you have a complete semester.

	A	B	C	D	E	F	G	H	I
1		8/29/2011	9/5/2011	9/12/2011	9/19/2011	#####	#####	#####	#####
2	Name								
3									

Note: An orange arrow points from cell C1 to the right. A red box highlights cell G1. A callout box says 'Make the cells wider by dragging the edge of the cell.'

