**Class Attendance Hours Import**

 Class attendance hours may be imported into LACES from a .csv file via the 'Import Class Hours Attended' selection located on the More toolbar dropdown list at the Class area.

 **Step 1: Prepare the import file.**

1. Go to the class area.
2. Select the class you wish to add attendance hours to by clicking the checkbox on the grid row.
3. Click the Selection toolbar, then click Subset.
4. Click the Reports toolbar.
5. Select the report 'Class: Student Registration Export for Hours Entry in Excel.'
6. Enter the month and year, with the month first and 1 for the day, and then the year. For example, if you are adding attendance hours for the month of December 2016, enter 12/1/2016.
7. Select the type of hours you with to enter from the drop down list 'Select the Type of Hours.'
8. Click Print Excel. (NOT pdf)
9. Open the file.
10. The spreadsheet will populate the names of the students who are eligible to get hours during the selected month.
11. Enter the number of hours each student attended on a particular date during the month. For example, the column with the column heading '8' refers to the 8th of the selected month.
12. When you are finished entering the attendance data, save the file in the .csv format. (Select 'CSV (Comma delimited) (\*.csv)' on the Save as type drop down list.)

Sample file:

Attendance hours will be imported for each student on 12/5 and 12/12.



**Step 2: Import the attendance hours.**

1. Go to the Class area.
2. Make sure the correct class has been selected and subset.
3. Click the More toolbar, then click 'Import Class Hours Attended.'
4. Click 'Select Files...'.
5. Locate the .csv file that was saved in step 1, #12 and click Open.

Optional: Click 'Email me when import is complete' to send an email message to the user's email address associated with their account. This is typically not necessary unless large data files are being imported.

1. Click Import.

**Step 3: Monitor the progress of the import at the All System Tasks area.**

1. Hold your mouse over More on the area menu and click All System Tasks.
2. Your import will display the status of either Queued, In Progress, or Completed.
3. When the import is finished, the status will be 'Completed.'
4. If all records were processed and imported, the 'Success' column will display 'Yes.'
5. The number of records processed will display in the 'Records Processed' column.
6. Open the import record once the import has completed.
7. The Task Data tab will display the name of the imported file.
8. The Task Messages tab will display a message for any error that occurred during the import.

**NOTE:** If you are at the All System Tasks area, right click the screen and click Reload or Refresh (depending on your browser) to see the import status update.

**Step 4: Open the class record and verify the imported attendance hours.**

1. Open the class record.
2. Go to the Attendance tab.
3. Verify that the hours imported as expected.

**IMPORTANT NOTES:**

The report will display the students who were enrolled in the class at any time during the time frame requested for the report. For example, if the report is run for the month of November, students who did not enroll in the class until December will not display. Students who were enrolled in the first part of November and then marked Left or Completed in the latter part of November would be included on the report if it was run for November.

Attendance hours will not import twice on the same date.