## Secretary - Making Excursion List

If you have a split grade class, it is easiest to make two lists, say a grade 3 list and a grade 4 list. This will enable you to put all those kids in all their classes easily instead of selecting individual names over and over.

- Attendance > Modify Excursion List

| hn Diefenbaker School |  |  |
| :---: | :---: | :---: |
| zounts | Attendance Marks Scheduling | Help |
|  | Enter Attendance |  |
|  | Print Today's Absentees Absentee List Dialer Export to Telephone Dialer Print Attendance Registers Print Lists for Scanner |  |
|  | Madiv Exaursion Lists |  |
|  | EdLine Attendance Export |  |
|  | Attendance Codes |  |

- Click Add to start new List
- Enter Title of List click Add

- Enter names and ok - to add more names click Add.

