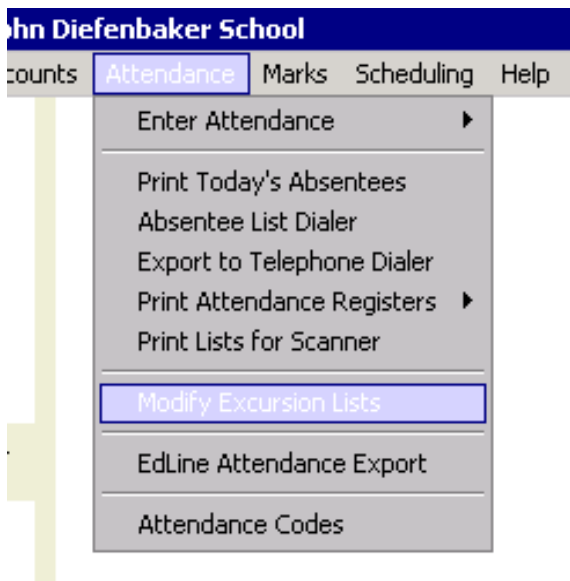


# Secretary – Making Excursion List

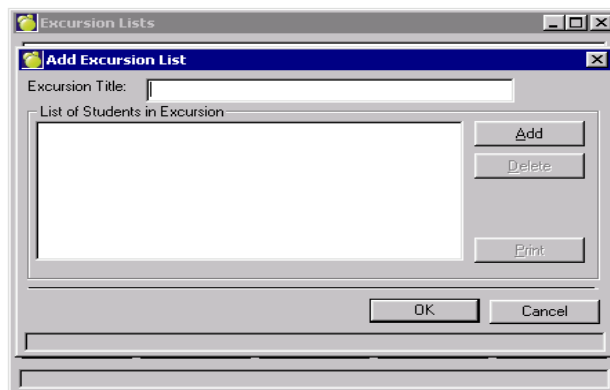
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If you have a split grade class, it is easiest to make two lists, say a grade 3 list and a grade 4 list. This will enable you to put all those kids in all their classes easily instead of selecting individual names over and over.

- Attendance > Modify Excursion List



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



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