

Setting up the Attendance Dashboard Spreadsheet

Microsoft Excel

1. Download the template file from attendance.ohio.gov under “Resources”
2. Save the file to a secure location
3. Open the file and go to the “Calendar” Sheet
4. Enter the Monday of the first week of school in cell A2
5. Enter the Monday of the second week of school in cell A3
6. Select cells A2 and A3

	A	B	C
1	Week Of	Possible Hours	Total Hours
2	8/4/2025		0
3	8/11/2025		0
4			0

7. Click on the box at the bottom right corner of the selection (see image above) and drag down column A. Next to your pointer, the date will appear. Drag down until the date shows the Monday for the last week of school.
8. In cell B2, enter the number of possible hours for a typical week of school.
9. This value can be copied to the remaining column B cells by selecting B2 and then double clicking the box at the bottom right corner of the cell.
10. You can now adjust each week for scheduled days off (holidays, in-service, etc.)
11. Click on the sheet “your@emailaddress.comzzzWeeklyA”
12. Enter the Monday of the first week of school in cell K2
13. Enter the Monday of the second week of school in cell K3
14. Select cells K2 and K3
15. Click on the box at the bottom right corner of the selection and drag down column K. Next to your pointer, the date will appear. Drag down until the date shows the Monday for the last week of school.
16. Replace the values in cells A2, B2, C2, D2 and E2 with the first student on your roster
17. Select A2 – E2
18. Copy the selection (ctrl + c, click copy on the ribbon)

	A	B	C	D	E
1	DistrictIRN	DistrictName	BuildingIRN	BuildingName	StudentID
2	888999	Test District	888877	Test Elementary	AA0000000
3					

19. Highlight cells A3 – A47 (this is approximate and will vary depending on the number of weeks your school is in session). The dates and formulas are set for 45 weeks of school. You can add or remove weeks as needed to fit your school's schedule.
20. Paste (ctrl + v, click paste on the ribbon)
IMPORTANT: Make sure the district and building IRN and SSID fields are the same in the last row as they are in the first row.
21. Click on cell J2 and enter the grade level for the student
22. Click on the box at the bottom right corner of J2 and drag down column J until you get to the last week of the school year
23. This has set your template for the first student.
24. Select rows 2-46 (or the row where you end your school year) by clicking and dragging on the row numbers on the far-right side of the spreadsheet.
25. Copy the rows (ctrl+c or click copy on the tool ribbon)
26. Click in A47
27. Paste the rows (ctrl+v or click paste on the tool ribbon)
28. Update the student SSID and grade level for rows 47 – 91 (this is approximate based on how many weeks you have on the first student)
 - a. Enter the next student's SSID in cell E47
 - b. Select the cell (do not have the cursor in the cell)
 - c. Copy
 - d. Select the cells E48-E91
 - e. Paste

Follow steps A-E to update the student's grade level in column J

29. Continue to follow steps 19-23 for the remaining students.
30. Once all students have been added to the spreadsheet, save the file.

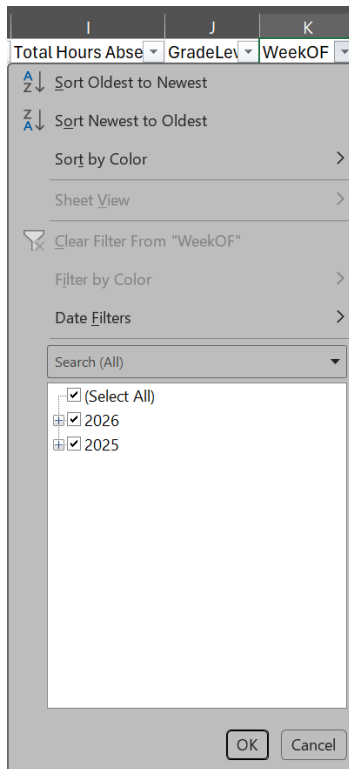
Weekly updates to the Attendance Dashboard Spreadsheet

NOTE: These steps should be followed each week.

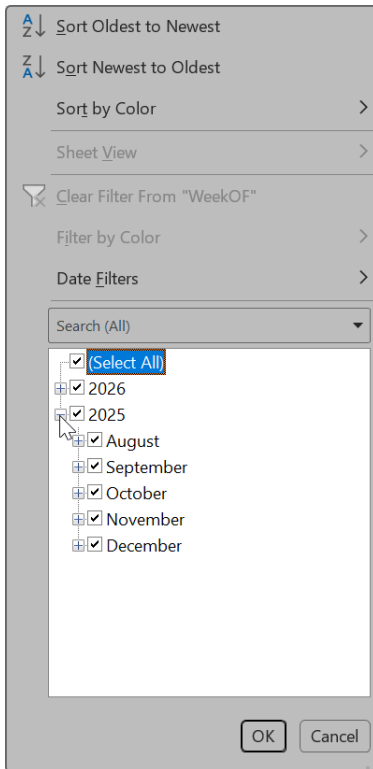
1. Open the file
2. With cell K1 selected, On the Data ribbon, click on Filter



3. This will put filter arrows on the right side of each cell in row 1 for the columns that have text
4. Click on the arrow for the WeekOf column

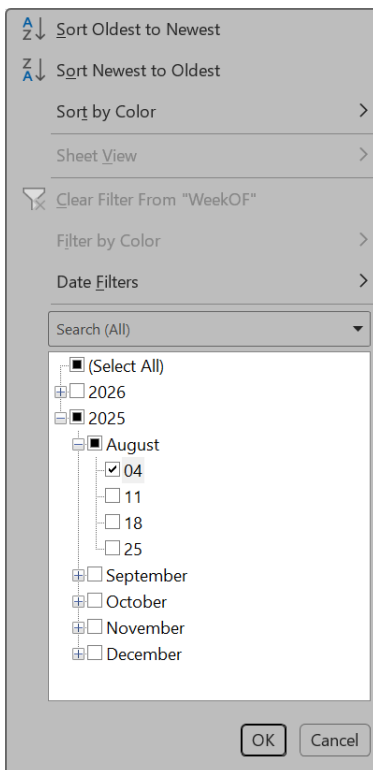


5. You will see the dates grouped by year, month and day



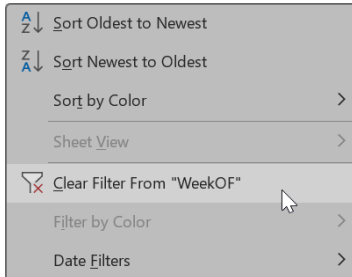
6. Deselect all by clicking Select All and open '2025' by clicking on the plus sign

7. Click on the plus sign for August and click on the date for the first week

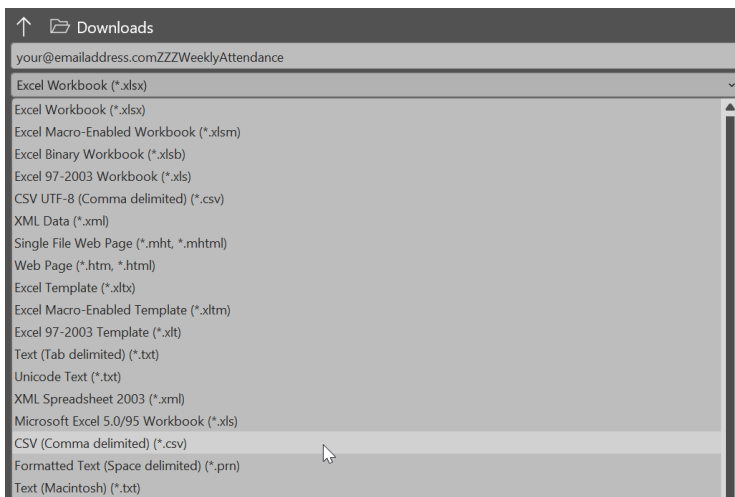


8. This will show you all students for the first week

9. Enter the hours present for the students during the first week in column G
You can use the enter key to move down the list, as the weeks that are not visible will be skipped.
10. Once you have entered the hours for all students, click on the filter arrow on column K (WeekOf) and click on “Clear Filter”



11. Save your file to capture the week’s data
12. Click on File
13. Click on Save
14. Once the Excel file has been saved, you must now save it again as a CSV for submission
15. Click on File
16. Click on Save As
17. Click the drop down that currently says “Excel Workbook”
18. Select CSV (as shown in the image below)



19. Name the file with your “email@addressZZZWeeklyAttendance”
NOTE: This will only save the current tab.
20. In your web browser, go to ohio-attendance.managementcouncil.org and upload the CSV file.