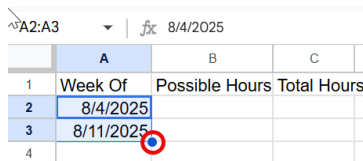


Setting up the Attendance Dashboard Spreadsheet

Google Sheets

1. Download the template file from attendance.ohio.gov under “Resources”
2. In Google Sheets, click on File
3. Click Import
4. Click Upload
5. Click Browse to find the file that you saved when you downloaded from the website
6. Save the file by entering a file name in the top left corner of the window
7. Click on Sheet 1 and rename the sheet to “Calendar”
8. Enter the Monday of the first week of school in cell A2
9. Enter the Monday of the second week of school in cell A3
10. Select cells A2 and A3



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

11. Click on the blue circle at the bottom right corner of the selection (see image above) and drag down column A, stopping when you get to the row that equals the number of weeks until the last week of school. If you stop and have extra, you can delete them. If you stop and don't have enough, continue dragging until you have reached the last Monday for the school year.
12. In cell B2, enter the number of possible hours for a typical week of school.
13. This value can be copied to the remaining column B cells by selecting B2 and then double clicking the blue circle at the bottom right corner of the cell.
14. You can now adjust each week for scheduled days off (holidays, in-service, etc.)
15. Click on the sheet “your@emailaddress.comzzzWeeklyA”
16. Enter the Monday of the first week of school in cell K2
17. Enter the Monday of the second week of school in cell K3
18. Select cells K2 and K3
19. Click on the box at the bottom right corner of the selection and drag down column K, stopping when you get to the row that equals the number of weeks until the last week of school.
20. Replace the values in cells A2, B2, C2, D2 and E2 with the first student on your roster

21. Select A2 – E2

A2:E2 | fx 999888

	A	B	C	D	E
1	DistrictIRN	DistrictName	BuildingIRN	BuildingName	StudentID
2	999888	Test District	999977	Test Elementary	GG0000000
3					

22. 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.

23. Click on the paste button

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.

24. Click on cell J2 and enter the grade level for the student

25. 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

26. This has set your template for the first student.

27. Select rows 2-46 (or the row where you end your school year) by clicking on row 2 and then scroll down and while holding the shift key, click on the last row for the student.

28. Copy the rows (ctrl+c or click copy on the tool ribbon)

29. Click in A47

30. Paste the rows (ctrl+v or click paste on the tool ribbon)

31. 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)

- Enter the next student’s SSID in cell E47
- Select the cell (do not have the cursor in the cell)
- Copy
- Select the cells E48-E91
- Paste

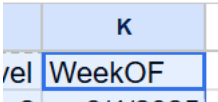
Follow steps A-E to update the student’s grade level in column J

32. Continue to follow steps 21-25 for the remaining students.

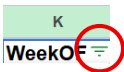
Weekly updates to the Attendance Dashboard Spreadsheet

NOTE: These steps should be followed each week.

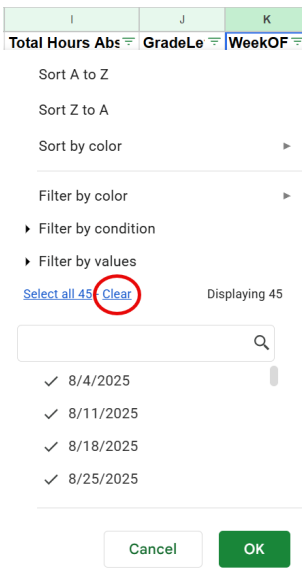
1. With cell K1 selected, On the Data ribbon, click on the Filter button



2. This will put filter symbol on the right side of each cell in row 1 for the columns that have text



3. Click on the filter lines for column K
4. Click “Clear” in the drop-down menu



5. Click on the date for the week you wish to enter hours

Total Hours Abs GradeLe WeekOf
 Sort A to Z
 Sort Z to A
 Sort by color
 Filter by color
 Filter by condition
 Filter by values
[Select all 45](#) [Clear](#) Displaying 45

 8/4/2025
 8/11/2025
 8/18/2025
 8/25/2025

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

7. 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.

	A	B	C	D	E	F	G	H	I	J	K
1	District	DistrictNa	Building	BuildingNam	StudentId	Total Hours Poss	Hours Present - Current W	Total Hours Pres	Total Hours Abs	GradeLe	WeekOf
2	999888	Test District	999977	Test Elementary	GG0000000	24	24	24	0	2	8/4/2025
47	999888	Test District	999977	Test Elementary	GG1111111	24	20	20	4	2	8/4/2025

8. Once you have entered the hours for all students, click on the filter arrow on column K (WeekOf) and click on “Select all 45” (the number will match the number of weeks you have entered for your school)

Total Hours Abs GradeLe WeekOf
 Sort A to Z
 Sort Z to A
 Sort by color
 Filter by color
 Filter by condition
 Filter by values
[Select all 45](#) [Clear](#) Displaying 45

 8/4/2025
 8/11/2025
 8/18/2025
 8/25/2025

9. Save the spreadsheet in Google by clicking on “Untitled Spreadsheet”

10. Now you are ready to save your file for the week’s submission

11. Click on File
12. Click on Download
13. This will download your file into your download folder on your computer
14. Click on the file (only one click) to select the file
15. Click on the Rename button (This is on a Windows computer. Mac will be different)



16. Name the file with your “email@addressZZZWeeklyAttendance”
17. In your browser, go to ohio-attendance.managementcouncil.org and upload the CSV file.