Import Rollmarker Absences into SIS

Access import absences into SIS

- Log in to SIS
- Go to Lesson Attendance
- Click on Absences
- Double click on Import Absences XML File



2. Import Rollmarker absences

• Find the latest **laabsences** file in the INBOX folder and double click on it.

The file name are always in the format: laabsences_schoolnumber_YYYYDDMM_HHMM

3. Review SIS import

- Once the import has completed, review the import and make sure there is no errors.
- If there are errors, you will find them in the location below:
 K:\Keys\schoolnumber\Keys\INTEGRIS\OUTBOX\LAAbse ncesIm portErrors.csv

Look i	m P INBOX	- A A 🛤 🚥 -		
Loonj				
	Name	Size	Туре	Date Modified 🔻
	laabsences_4161_20151003_1445	773 KB	XML Document	3/10/2015 2:46 PM
	🔮 Joondalup PS 2009	8 KB	XML Document	12/10/2009 1:58 PM
		6 M.D.	100	100000000000000000000000000000000000000

14 day records not saved Details of import errors have been saved to the log file: K:\Keys\4153\Keys\INT	regris\outbox	V AAbsences	Import Fri
Details of import errors have been saved to the log file: K:\Keys\4153\Keys\INT	regris\outbox	AAhsences	Import En
			mpor_en
Import Complete at: 15:57.03			-
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TIPS

If a Z or W record was created directly in SIS, RollMarker will not be able to overwrite these codes in the Import process. This may be the reason for the records not saving.



The Cheat Sheet