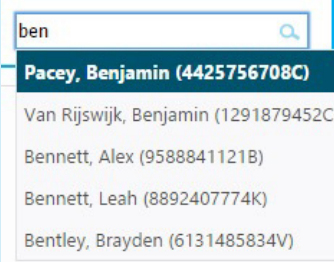


View a Student Attendance

1. Find a student

- In the **Search** box at the top right corner of the screen, type in the name of the Student and select the correct student from the drop down list.
TIP 1: You can use the arrow keys on your keyboard to select the student from the drop down list as well.
TIP 2: In the Search box, you can search for a student by First Name, Last Name or by Student ID

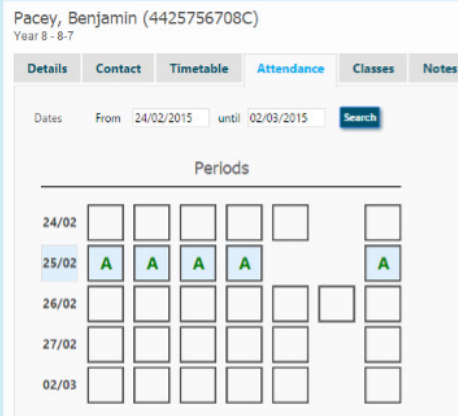


ben

- Pacey, Benjamin (4425756708C)**
- Van Rijswijk, Benjamin (1291879452C)
- Bennett, Alex (9588841121B)
- Bennett, Leah (8892407774K)
- Bentley, Brayden (6131485834V)

2. View student details

- Once you have selected the student in the step above, you will be taken to that student's Details screen
- Click on the **Attendance** tab in the Student Details panel to view the Student's Attendance



Pacey, Benjamin (4425756708C)
Year 8 - 8-7

Details Contact Timetable **Attendance** Classes Notes

Dates From 24/02/2015 until 02/03/2015 Search

Periods

Date	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
24/02						
25/02	A	A	A	A		A
26/02						
27/02						
02/03						

3. Mark a student absent for the selected date range

- Click on the **Update Selected Attendance** tab on the left hand side panel
- Select the appropriate **Attendance Code** from the drop down list (e.g. E - Educational Activity)
- Enter a **Reason** for the Absence (e.g. VET course)
- If you were notified of the absence by the parent, tick the appropriate **Parent Contact** method (e.g. Phone)
- If this is a School Event Absence, tick the **Documented** box if there is permission slip involved
- Once done, click on **Update Attendance**
- You should see the student attendances on the right hand side panel update to show the latest code

The screenshot shows a web interface for updating attendance. At the top, there are two tabs: 'Search For Attendance' and 'Update Selected Attendance'. Below the tabs is a form titled 'Enter New Attendance Information'. The form contains the following fields and options:

- Attendance Code:** A dropdown menu.
- Reason:** A large text input area.
- Parent Contact:** A section with four checkboxes: 'Phone?', 'SMS?', 'Email?', and 'Present?'.
- Contact Time:** A text input field.
- Documented?:** A checkbox.
- Documented Date:** A text input field.
- Update Attendance:** A blue button at the bottom right.