Spacetalk Schools RollMarker

Period Marker Attendance Manager v1

(Phase 2)

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Introduction

Period Marker is a cloud platform student roll marking system. This Teacher Guide may include a description of functions which are not relevant to your school. Your school system administrator will set functions and permissions and provide you with assistance on the school rules associated with the use of Period Marker.

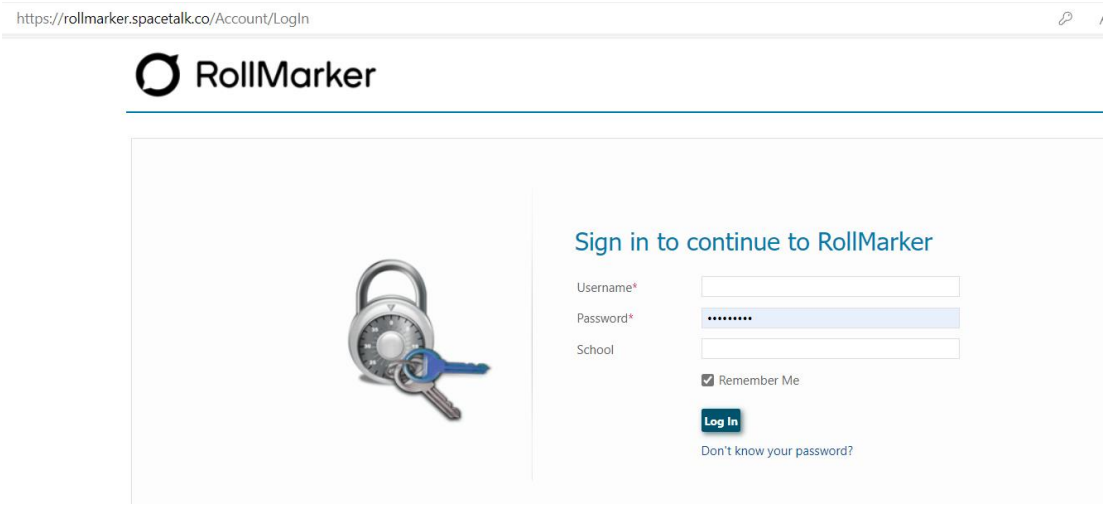
IT Requirements

Period Marker is designed to work on the most common web browsers (Firefox, Chrome, Safari, Internet Explorer 8+……) with access to the internet. As browser size affects the visual display area, a browser screen no less than that provided on an ipad (or Android equivalent) is recommended. A web view customised for smart phones will be available in March 2012.

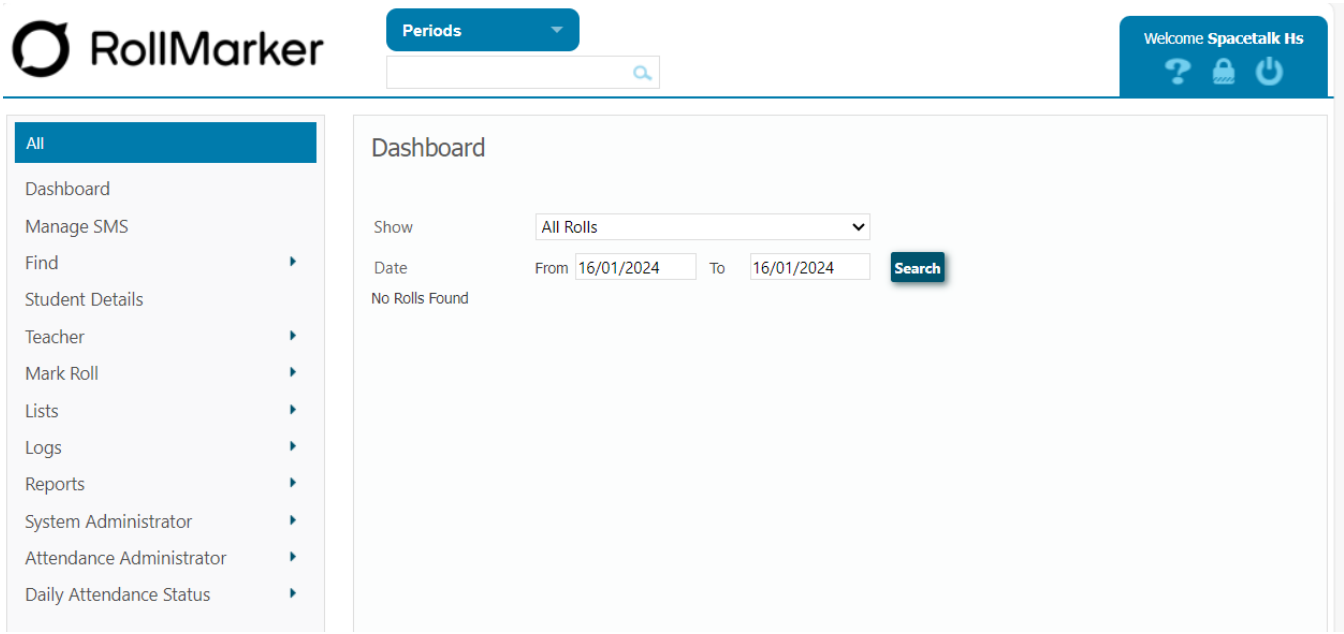
Period Marker Login In

Login details are provided by the School System Administrator. Login is via the Home page for Period Marker:

Username: Defaults to Admin Manager Timetable Code (capitals) Password: Defaults to Admin Manager Timetable Code (capitals) School Name: As provided by School Administrator



Period Marker – Description of Menu Items



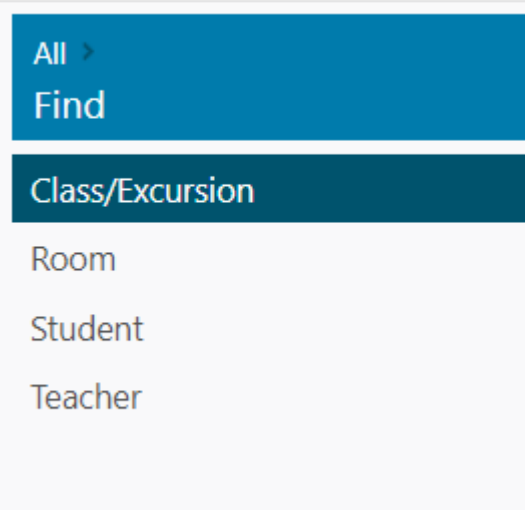
1. Dashboard

The Dashboard is only relevant to Teachers or Leaders with Classes
Shows outstanding class rolls to mark for the login User – defaulted to 7 days with a configurable display period.
Clicking on the 'mark roll' button next to each class will take the user directly to the single day screen view of the mark roll screen for that class.
Once the roll has been marked it will be removed from the dashboard (screen refresh).

Sub Menu Structure
(navigation tip) – To return to the main menu select the Menu item ALL or a relevant sub menu heading in the blue menu heading.

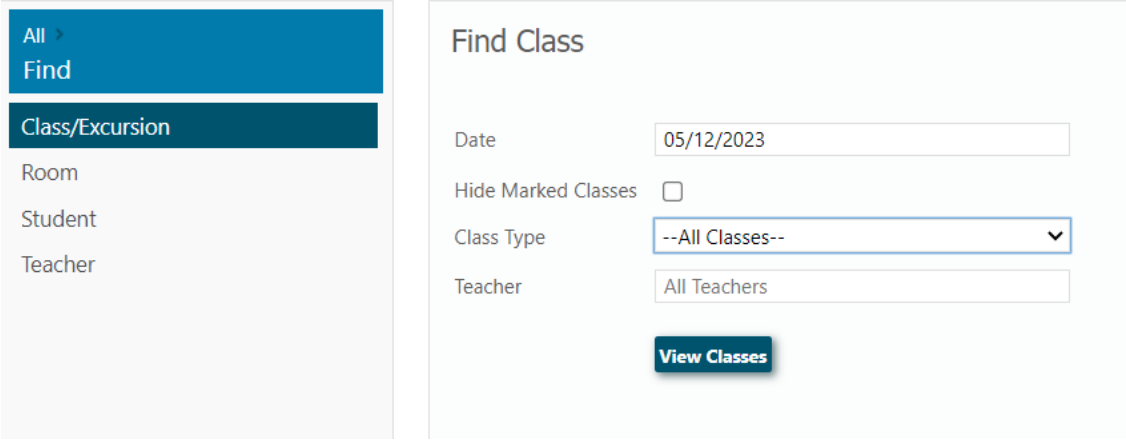
2. Find

(search function)



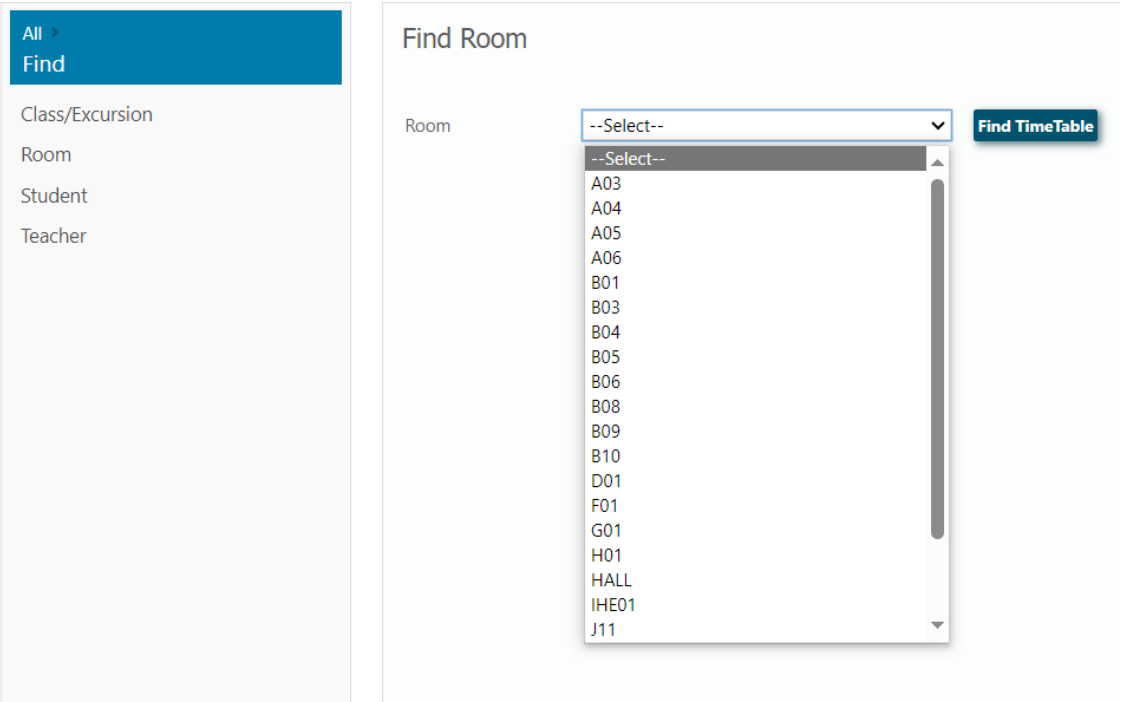
01. Class / Excursion

Find a class by date / by Class Type / by login or all teachers – lists all classes for that teacher / date.



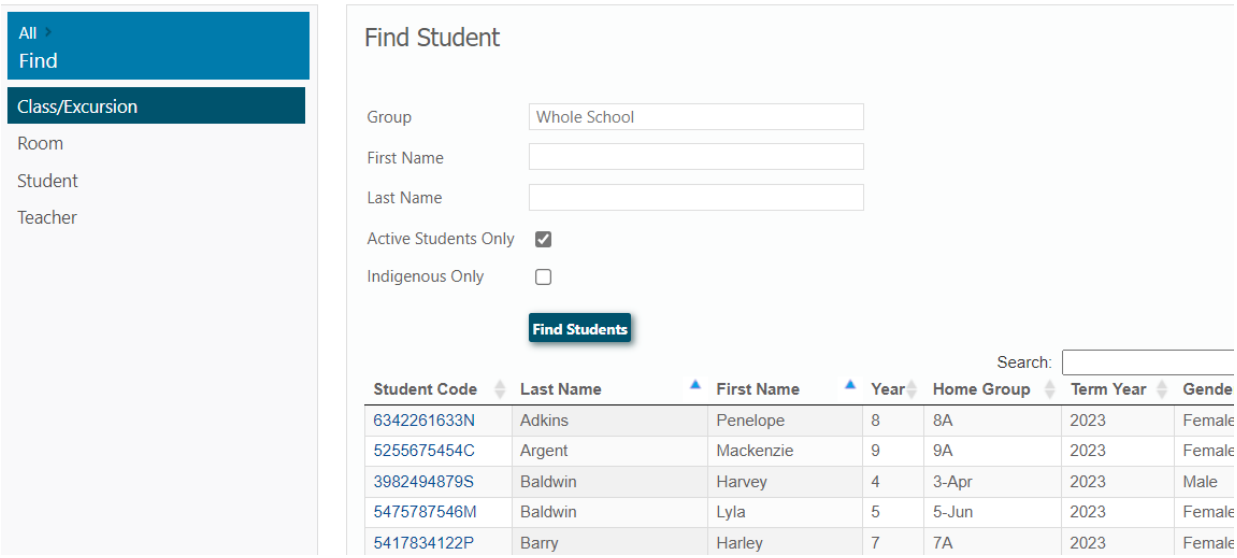
02. Room

Find a room by date or room number – displays room availability details include TT period / teacher, class code, class name, period name and period time



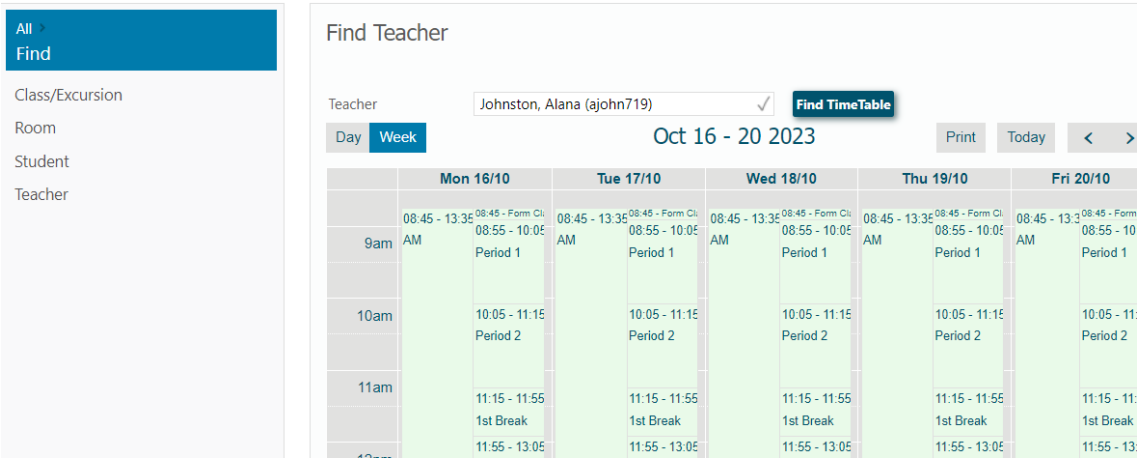
03. Student

Find a student by ID, family name, first name, DOB, Year Level, Library ID). Search allows partial entry of details or exact details. Display includes student code, last name, first name, preferred name, year, date of birth, library number. Multiple custom search criteria apply to ONE student per search.



04. Teacher

Find a teacher by date / teacher. Display shows teacher timetable for a single chosen day, including uncommitted time and committed time Display includes; TT period name, period time, class code, class name, room name. Uncommitted time is blocked in the colour green.



3. Student Details

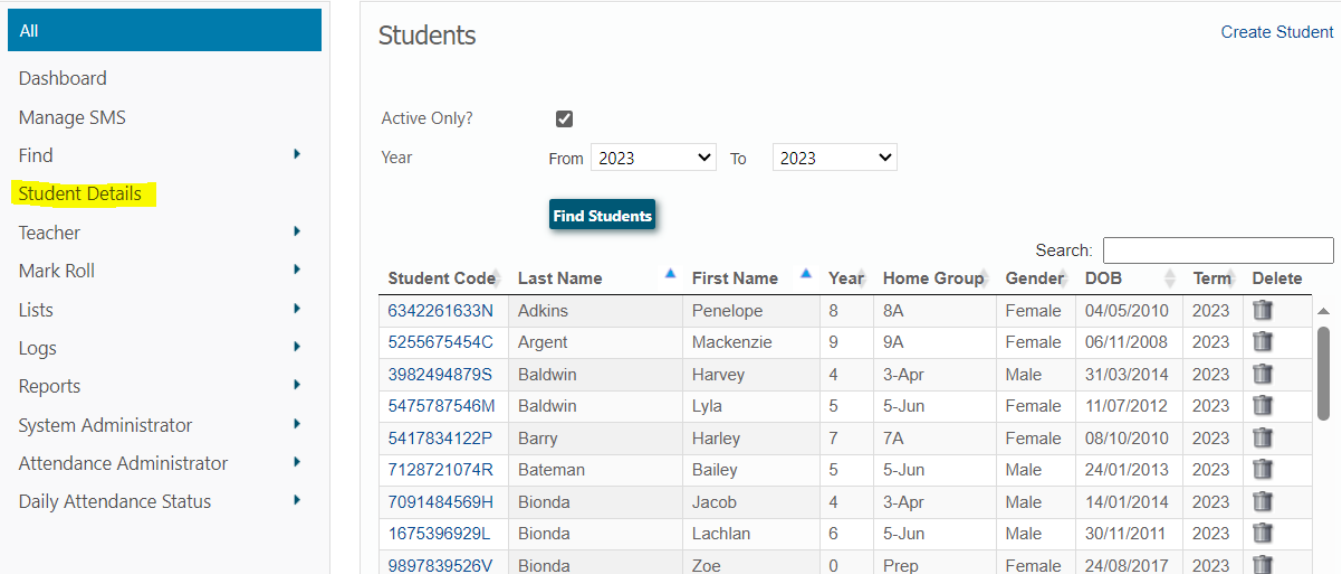
- Student details are defaulted to active students for the current year. Users wishing to see all students for the current year, should unselect Active Students box (top LHS of screen).

- If searching for students in a previous year, change the year selection at the top of the screen.

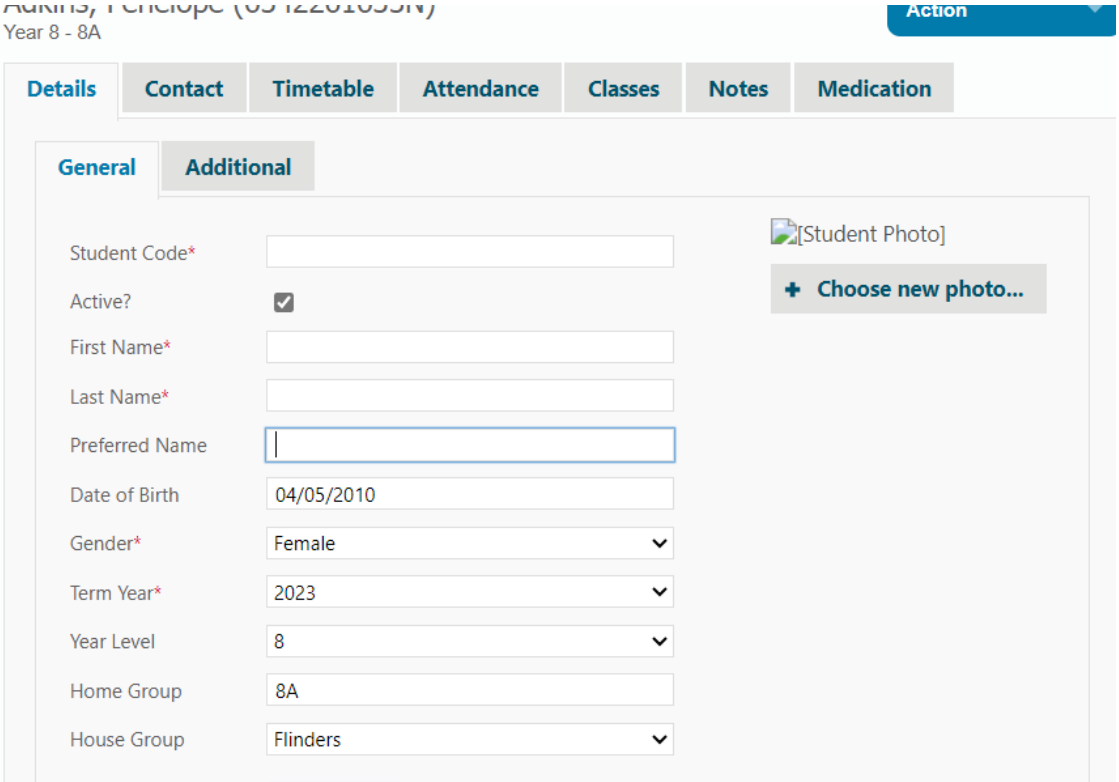
- It is possible to view students in multiple years using the 'year from and to' selections at the top of the screen and proceed to the student details subscreens. However, to view details of previous year timetables, absences, etc. Period Marker needs to change from the current timetable year to the previous timetable. This can only be done by the System Administrator.

- Students are listed by ID / First Name / Last Name / Preferred Name / DOB. The list may be re-ordered by clicking any of the headings.

- Create Students – this function is not available to teachers.



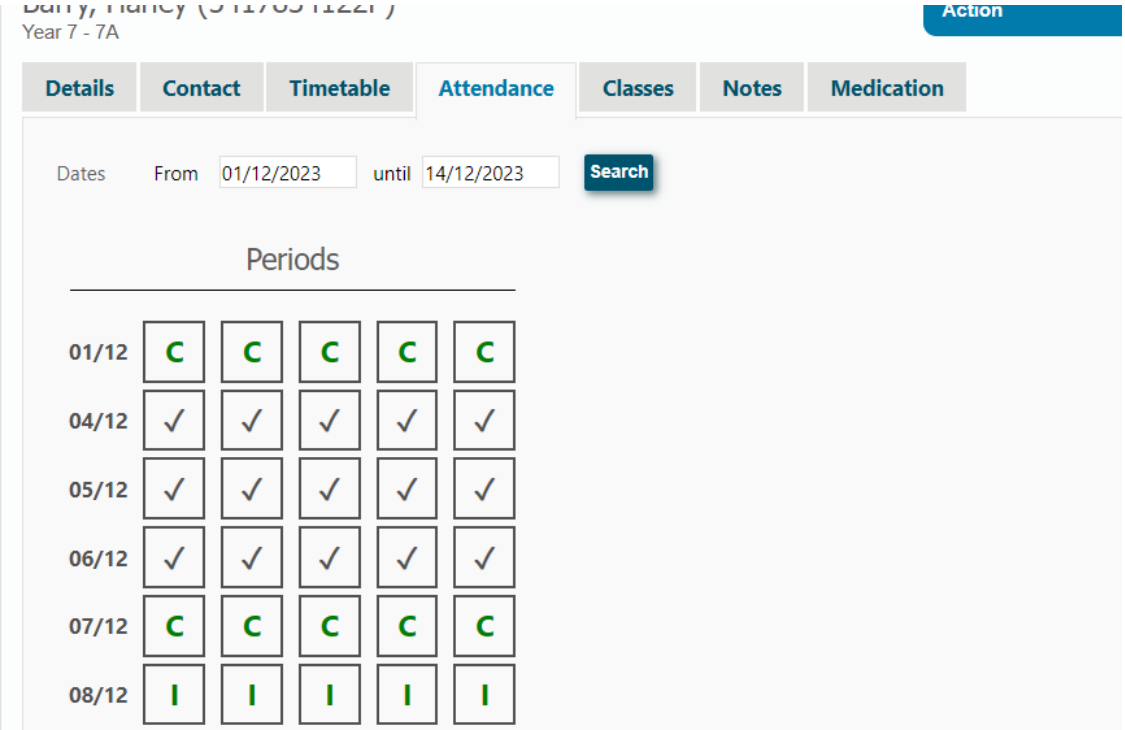
01. Student Details General Screen



- Editing student details in the student details screen -this function is not available to teachers
- Home Group details is only populated if home groups have been set up by the System Administrator.
- Teachers will only see tabs for Notes and Medical if access permissions have been set by the school system administrator.
- The student timetable (Time) will show the selected student's timetable for the selected day. Non contact periods will be seen blocked in the colour green.

02. Student Details Absence Record

Absence Record (Abs) – If you wish to view a student's absence record, select date and time fields. Period Marker will show all absences recorded by the mark roll screens or if a student has been issued with a pass.



03. Student Details — Class

Class - In the Class screen clicking on the Sessions symbol will show lesson times for that class on each day of the timetable and also the teacher of that class. To go back to another tab in that student's record either click "hide" or on the tab. Clicking 'back' will take the user back to the main student details screen.

First Screen

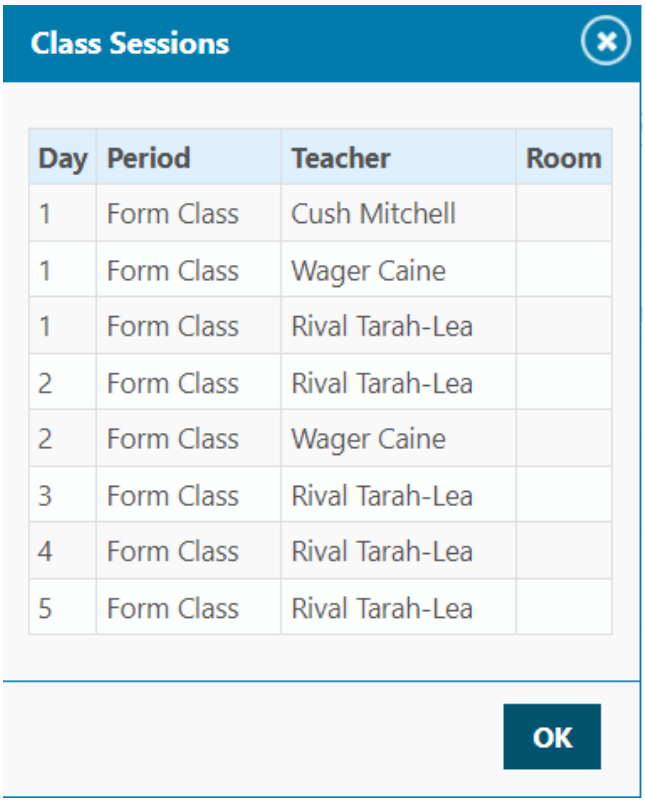
Barry, Haley (341783412 2F)
Year 7 - 7A

Action

Details | Contact | Timetable | Attendance | Classes | Notes | Medication

Class Code	Class Name	Start Date	End Date	Delete	Sessions
7A	Roll Class				
7AW	Wellbeing Program		27/03/2023		
7AW	Wellbeing Program	17/04/2023	11/09/2023		
7AW	Wellbeing Program	03/10/2023			
ART072A	Visual Arts				
CSP071A	Core Sport				
CSP072A	Core Sport				
DAT072A	Design and Technologies				
DIG071A	Digital Technologies				
ENG071A	English				
ENG072A	English				
HAS071A	Humanities and Social Sciences				
HAS072A	Humanities and Social Sciences				
HPE071A	Health and Physical Education				

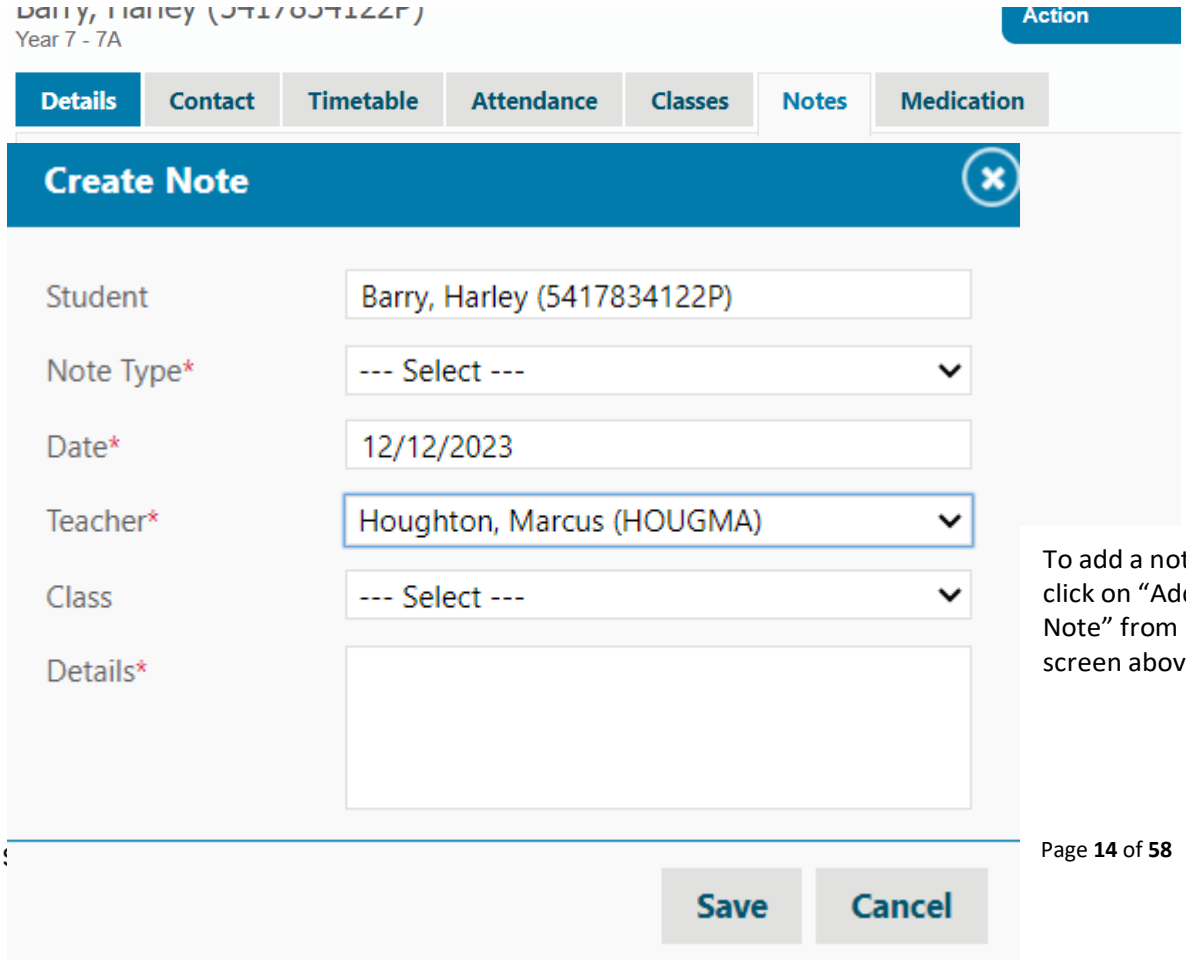
Screen shown if selecting Sessions for 10-7



Day	Period	Teacher	Room
1	Form Class	Cush Mitchell	
1	Form Class	Wager Caine	
1	Form Class	Rival Tarah-Lea	
2	Form Class	Rival Tarah-Lea	
2	Form Class	Wager Caine	
3	Form Class	Rival Tarah-Lea	
4	Form Class	Rival Tarah-Lea	
5	Form Class	Rival Tarah-Lea	

04. Student Details — Notes

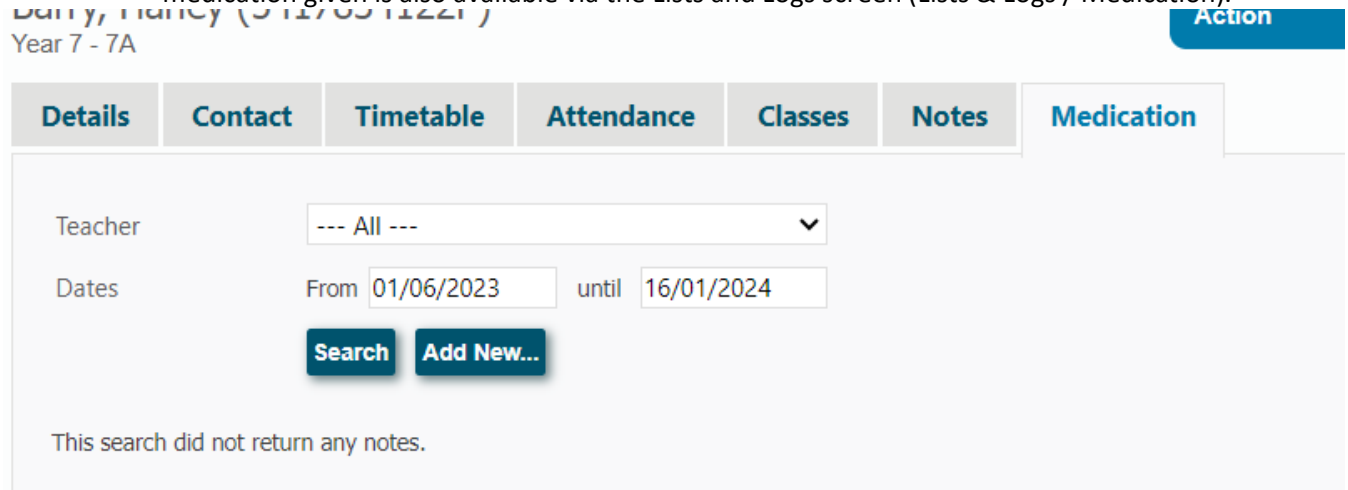
The Notes section allows any approved teacher to add general, behaviour, class or attendance notes. These notes may be viewed through this student details screen or by running a log (Lists & Logs/Student Notes). It is important that notes accompanying an absence record are recorded in the mark roll screen(s) NOT this notes section. Notes relating to future absences may be recorded in this notes section and then replicated when or if the student is absent in the mark roll screen(s). Absence notes entered via the mark roll screen may be viewed in the attendance log (Lists & Logs / Attendance Logs)

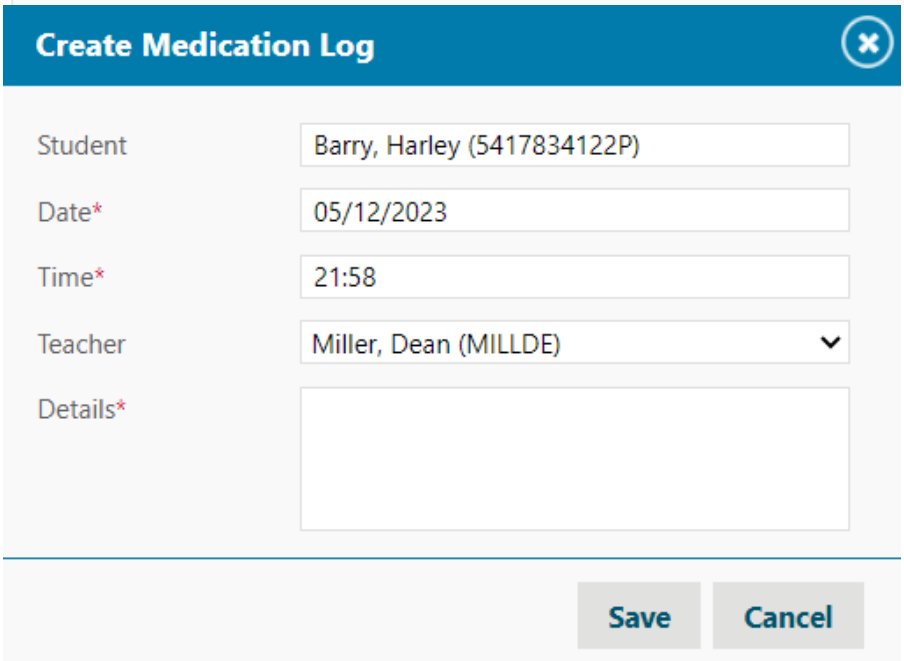


To add a note click on "Add Note" from screen above

05. Student Details — Medical notes

Medical notes may be populated either directly via this student details medical notes screen OR by the Attendance Administrator via the Medication Given' screen. All notes added via the Medication Given screen will appear in the student details (Medical) section. A log of all medication given is also available via the Lists and Logs screen (Lists & Logs / Medication).

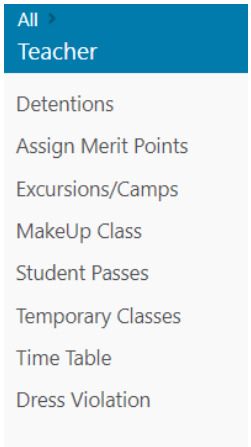




Navigation hint:
To navigate within the same student details screen click on the tab headings. The 'Back' button will take the user back to the list of students in the student details screen.

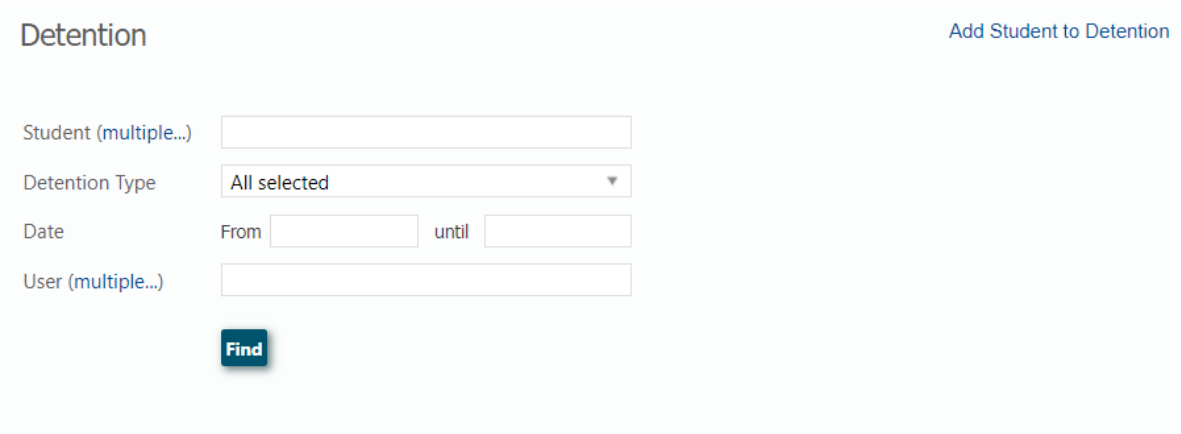
4. Teacher

- Details seen in the Teacher menu are determined by the User Permissions provided.
- Options may be set differently for Leaders and Teachers
- The default menu for teachers includes the ability to add a student to detention, assign merit points, assign a student to time out (if this option has been activated by the System Administrator), view any teacher's timetable for a single day and allocate a uniform violation.
- Note: uniform violations may also be added via the mark roll screen.

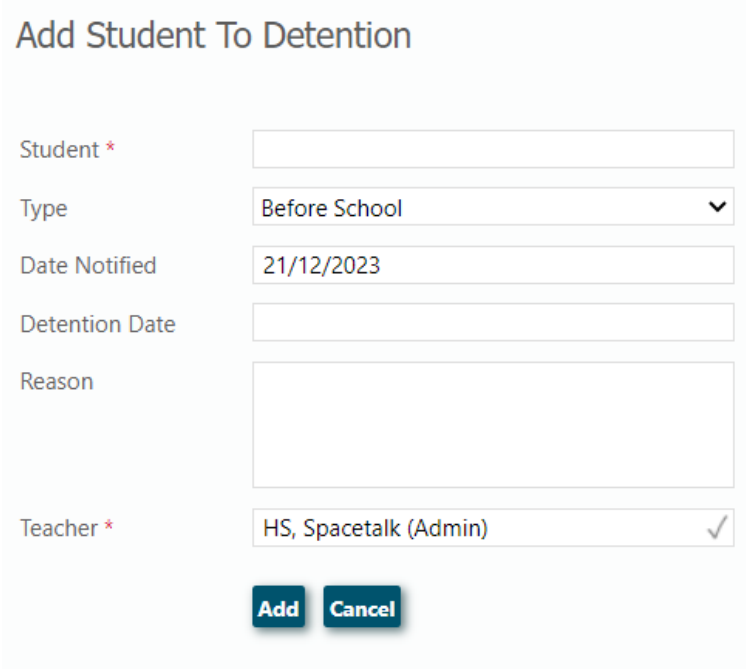


01. Detention

Searching for student on Detention (enter details and click 'Find')

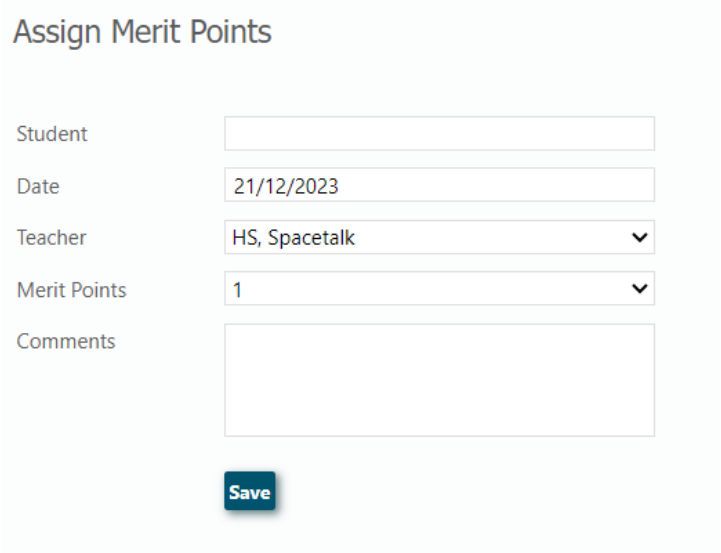


Adding a Student to Detention (click on 'Create Detention" and complete details in screen below)



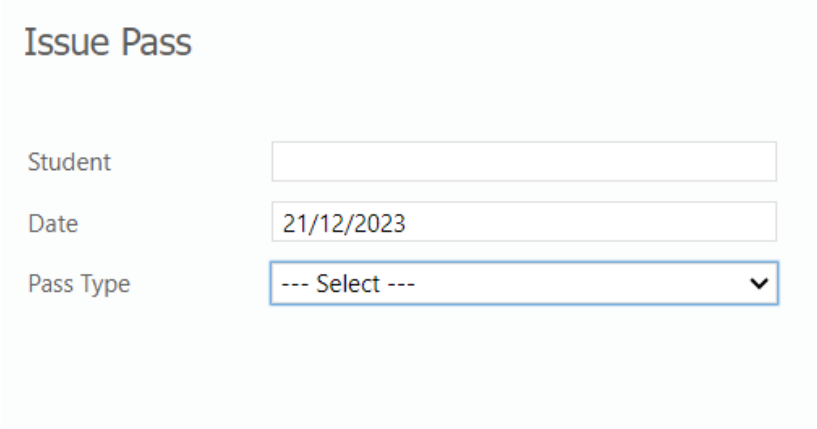
02. Assign Merit Points

Summary of Merit points earned can be viewed in Logs “Merit Points”

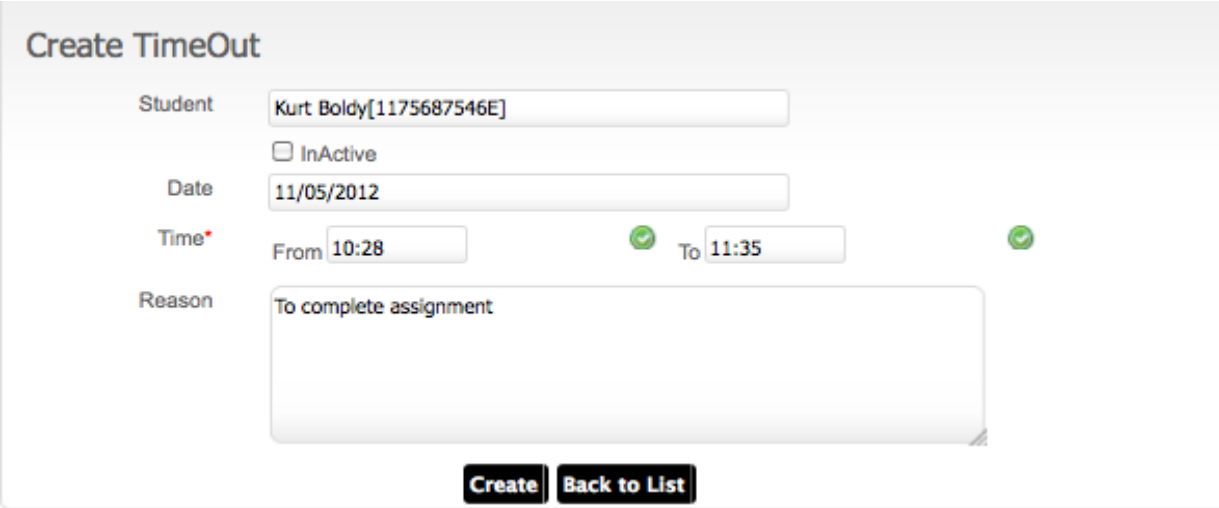


03. Time Out

If using Period Marker to electronically mark roll for Timeout use procedures below (to search for students sent to timeout, enter details as per form below)



To send a student to Timeout click "create New TimeOut" and then complete details as per form below.



NOTES:

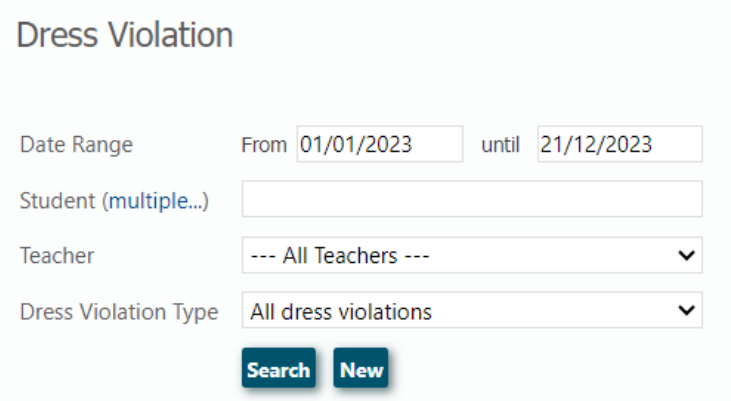
1. For teachers to use this Timeout method the School's System Administrator must have previously set up a Timeout Timetable

2. Students allocated to timeout using this method will appear on an electronic roll mark for the relevant periods in the day

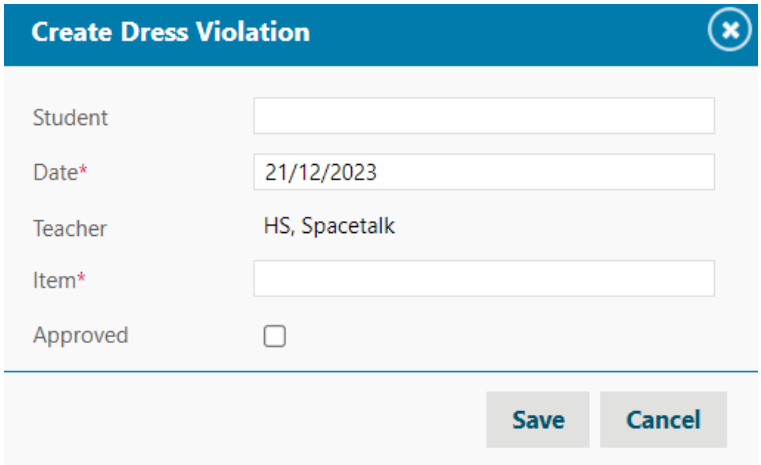
3. The teacher who is assigned to mark the roll for Timeout will see the relevant mark roll screen on their Dashboard and also in the 'Mark Roll Screen'

04. Uniform Violation

If searching for details about students who have breeched dress requirements, complete details in search as per form below (note: select ALL unless Teacher or student is known)



Teachers may "Create a New Uniform Violation" from this screen (OR from a "Mark Roll" screen)



NOTES

1. Summary of uniform violations may also be viewed in Logs – Uniform Violations

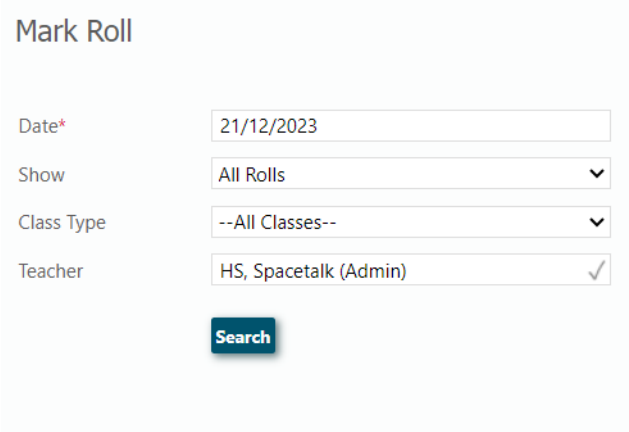
2. If a student is issued a uniform violation a coloured symbol (red) will appear in every mark roll screen for that student on the day the violation has occurred.

5. Mark Roll

- The mark roll screen seen by users depends upon role and user permission.
- Attendance Administrators are given full access to all 3 mark roll screens (Amend Mark Roll, Mark Student Absent for a day and Mark Roll). However, in most cases Teachers will only have access to the Mark Roll screen for their own classes.
- The System Administrator may also provide an option for Teachers to mark the roll for a relief lesson.
- Where teachers have been allocated a class to mark the roll (e.g. relief lesson), the relevant class(es) will appear in the Dashboard and Mark Roll Screen for the relevant date.
- Substitute teachers can only mark rolls for the lessons individually assigned to them on the relevant day, unless given rights to mark roll for all classes.

Features of Mark Roll Screens

Class Type: Users have the option of marking the roll by the following class types:



- Class = the individual teaching class (e.g. maths 101, science 903 etc). All classes are identified in the mark roll screen by class code rather than class name

- Excursion (camp) = excursions may be created either by the Attendance Administrator or Leaders or Teachers (depending upon permissions). Each excursion has its own roll to be marked by the supervising teacher. An excursion attendance code will be seen for students assigned an excursion in place of the default present (tick) in the mark roll screen of the scheduled teaching class. Once the excursion roll is marked, if the student is absent, the absence code will subsequently appear in the attendance record for their normal scheduled class (ie over write the excursion code if the student is absent). If the student is present for the excursion, the excursion code will remain in the mark roll screen for their normal scheduled classes. The excursion code = student being present for attendance purposes but absent from their normal location. Excursions and Camps scheduled on non timetable days (e.g. week ends) will not be counted in student attendance records.
- House Group – where schools set up Houses, it is possible to mark the roll by House. However, this roll mark is <u>not linked to student attendance records</u> and is useful as an administrative tool only. A record of attendance at a House meeting may be obtained by running a Report – Class Attendance Report/House. Report details may be exported via csv or pdf formats.

- Make Up Classes – schools may create additional or make up classes, which will not count towards student attendance records if scheduled at times other than timetabled days. Once created they operate the same as excursions If Make Up classes are scheduled in place of a student's normal class, an attendance code for MU classes

will show in the mark roll screens for those students normal classes (see rules above for excursions). Make Up classes may be scheduled for any day of the week (including holidays and week ends).

- Time Out – schools may opt to set up a timeout room, to which teachers may send students (via Teacher menu, 'assign timeout'). The timeout roll will not operate unless the System administrator has set up a teacher timetable for timeout. Where students are sent to timeout, their name will appear on the timeout roll. The normal scheduled lessons missed due to timeout will show a TO code in that class roll unless the student is absent from timeout, in which case the relevant absence code will overwrite the TO code. TO attendance is linked to an attendance code via System Administrator/Configurable Attendance. It is possible to use Time Out via student passes. However, this method of managing TO does not allow for electronic roll marking in Period Marker.

- Detention – Period Marker default detention times are; before school, lunchtime, after school and Saturday. A detention roll is created for each of the times when students are allocated a detention by teachers (via Teacher / Add Detention Student). Any teacher may mark any detention roll.

- Year Group operates like House. The Year Group roll is generated from data in student details and provides an administrative opportunity to mark the roll by year level. This roll does not record absences in the student absence table. A record of attendance may be obtained by running a Report – Class Attendance Report. Report details may be exported via csv file.

- Home Group – used where schools provide an administrative period sometimes called "Form" or "Pastoral Care" or 'Home Room' or 'Roll Class'.

- Temporary Assignment (TA) allows schools to reallocate students to carry out activities in place of their normal class, without un-enrolling them from that class (e.g. music or administrative duties). TA operates in the same way as allocating excursions, or camps. An alternative to setting up Temporary Assignment would be to issue Student Passes to authorize the removal a student from their normal lesson.

- Student Group – allows schools to mark the roll for non timetabled groups of students (e.g. School Representative Council, Homework Centres, Study Groups etc). Student groups must first be set up by the System Administrator. This roll does not record absences in the student absence table. A record of attendance may be obtained by running a Report – Class Attendance Report. Report details may be exported via csv or pdf file.

01. Mark Roll Permissions

The School System Operator will have set Mark Roll Permissions to any of the following options:

- mark roll only for teachers own classes (ie any class type which has been allocated to that teacher)

OR

- mark roll for any teacher. May be used to provide access to mark roll screens for teachers taking relief lessons.

Alternatively,

- School System Administrators may choose to allocate permission to mark roll for specific classes on specific days and periods (System Admin/Database Maintenance/Reallocate Teacher to Class)

The School System Operator will also have set limitations on whether rolls can only be marked up to the current day (or in advance).

Teachers allocated to mark another teacher's roll will see the relevant class in both their Dashboard and Mark Roll Screens. Mark roll for another teacher is only possible in single day view.

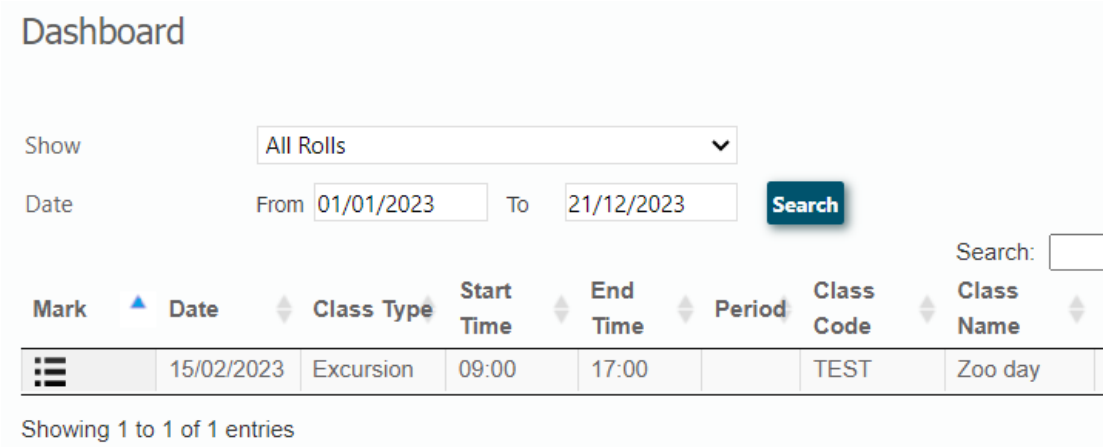
Attendance Administrators by default have permission to mark the roll for all classes.

Selecting Mark Roll from the Mark Roll Main Menu (when only given permission to mark own roll)

The Absence codes available to Teachers is determined by the System Administrator. This means that teachers normally given limited attendance codes (e.g. present or unexplained absent or late to lesson) will NOT be able to over write other codes entered by the Attendance Administrator unless the student.
Ie Teacher may in most circumstances only over write a code if the student is present.

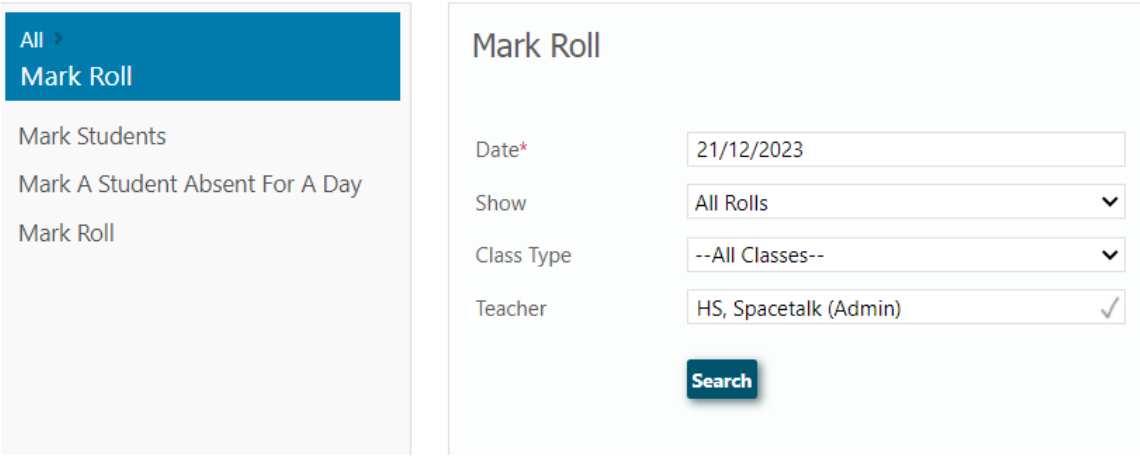
02. Mark Roll from Dashboard

The Dashboard will only show mark roll classes for Teachers (not applicable to Attendance Administrators)

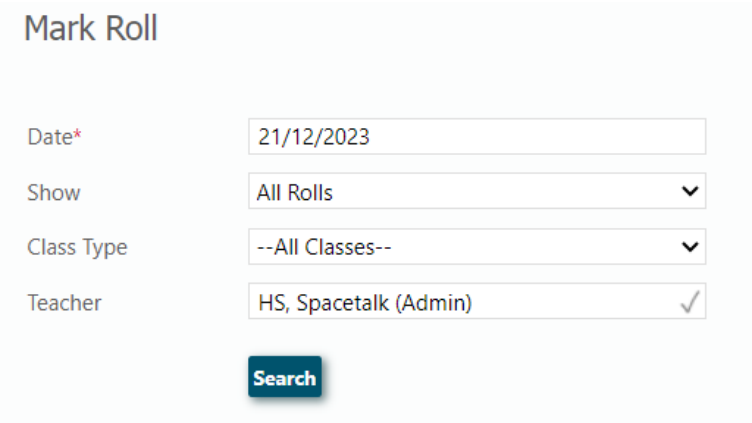


03. Mark Roll – Teacher Main Menu

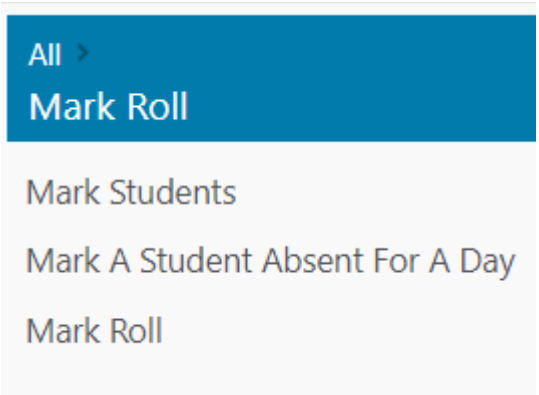
(when Teacher only has permission to mark own classes)



Selecting Mark Roll from the Mark Roll Main Menu when Teacher has permission to mark roll for all classes

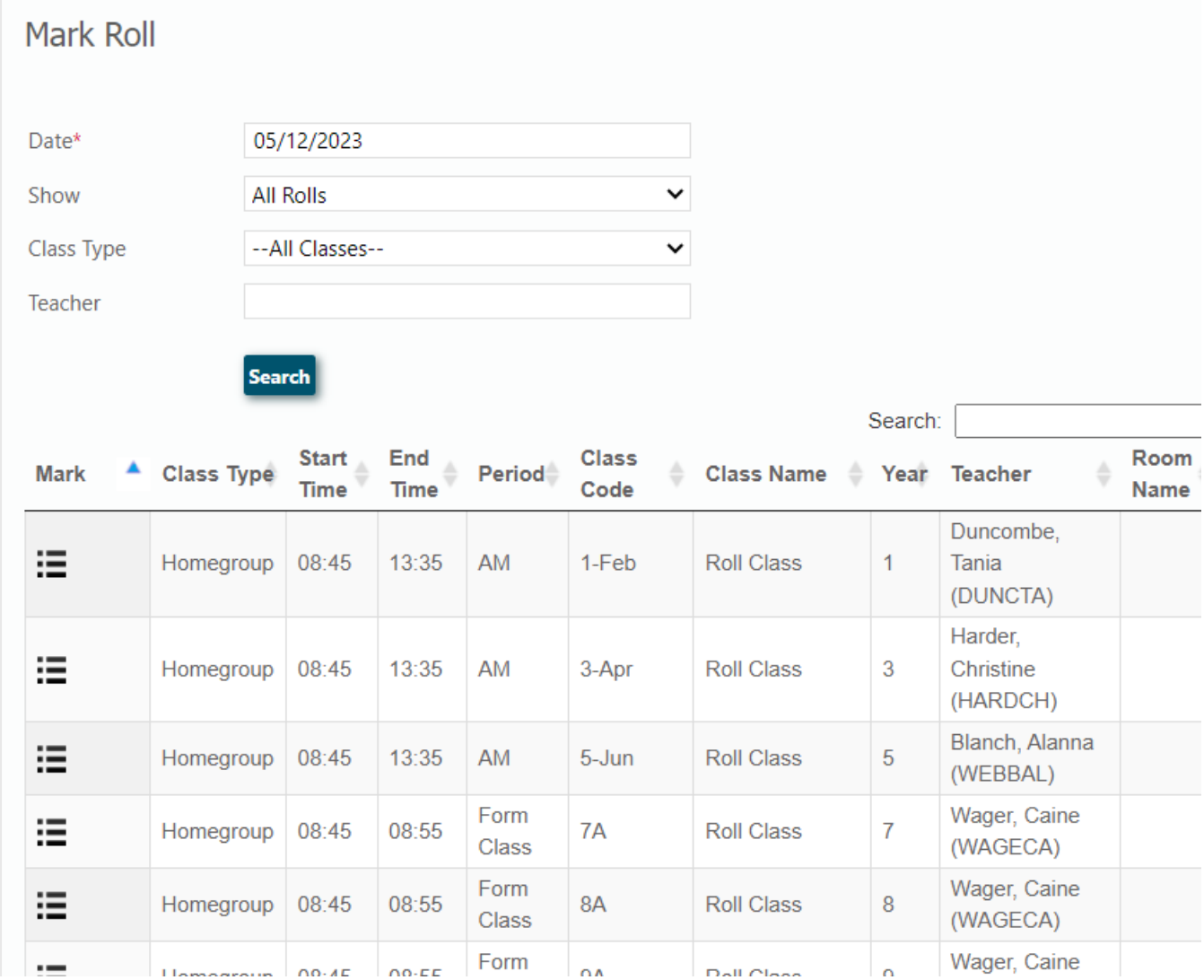


04. Mark Roll (Attendance Administrator



Attendance Administrator will see same sub menu for Mark Roll as Teachers who have been given permission to mark roll for all Teachers Classes

View Classes – will reveal all classes scheduled on the date selected at the top of the mark roll screen and the type of class selected.



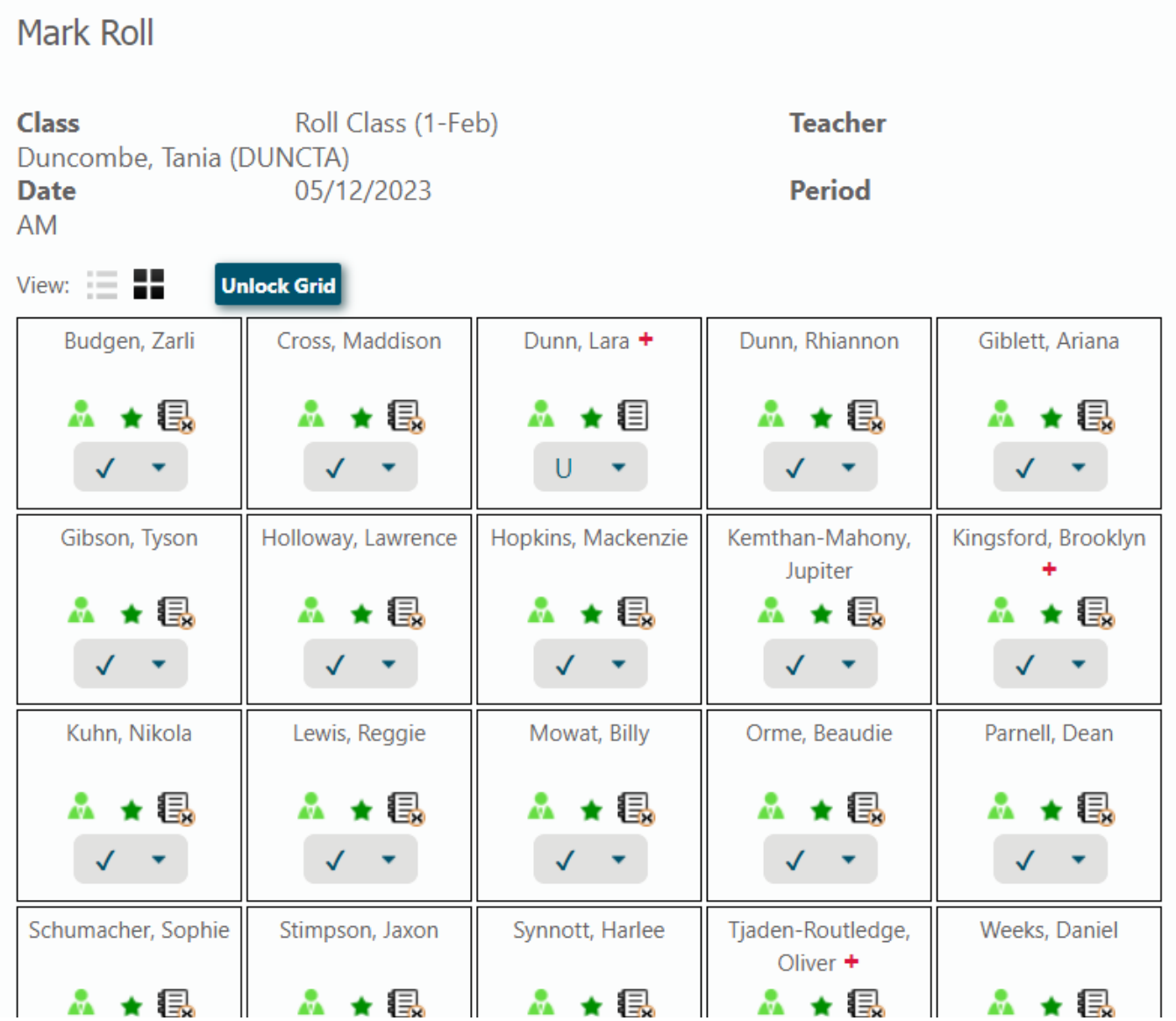
View Students

A class in the list must be selected to view students. Users will then have the option of selecting to mark roll in a Single Day view or Multiple Day view. In both views the top left of the screen shows a list of the school's attendance codes and the top right a photo and hyperlink to Student Details section of Period Marker. Clicking any name in the mark roll section of the screen will change the student details to the chosen student in the list. It will also reveal the student's photo. Clicking on the hyperlink itself will open a tab in the browser to the student details for the chosen student.

05. Mark Roll — Single Day View

Students are organized in a table of columns and rows, to simulate a class seating plan. The columns and rows can be changed as required by altering the numbers next to column and row and setting the new table. Students may be shifted by dragging and dropping each square in the table. To replace a student with a space, drag an empty box to that location. Once set, the seating plan will remain the same until the teacher makes changes. To create a list view, create only 1 column.

The Single Day View is the default for teachers selecting mark roll from the 'dashboard'



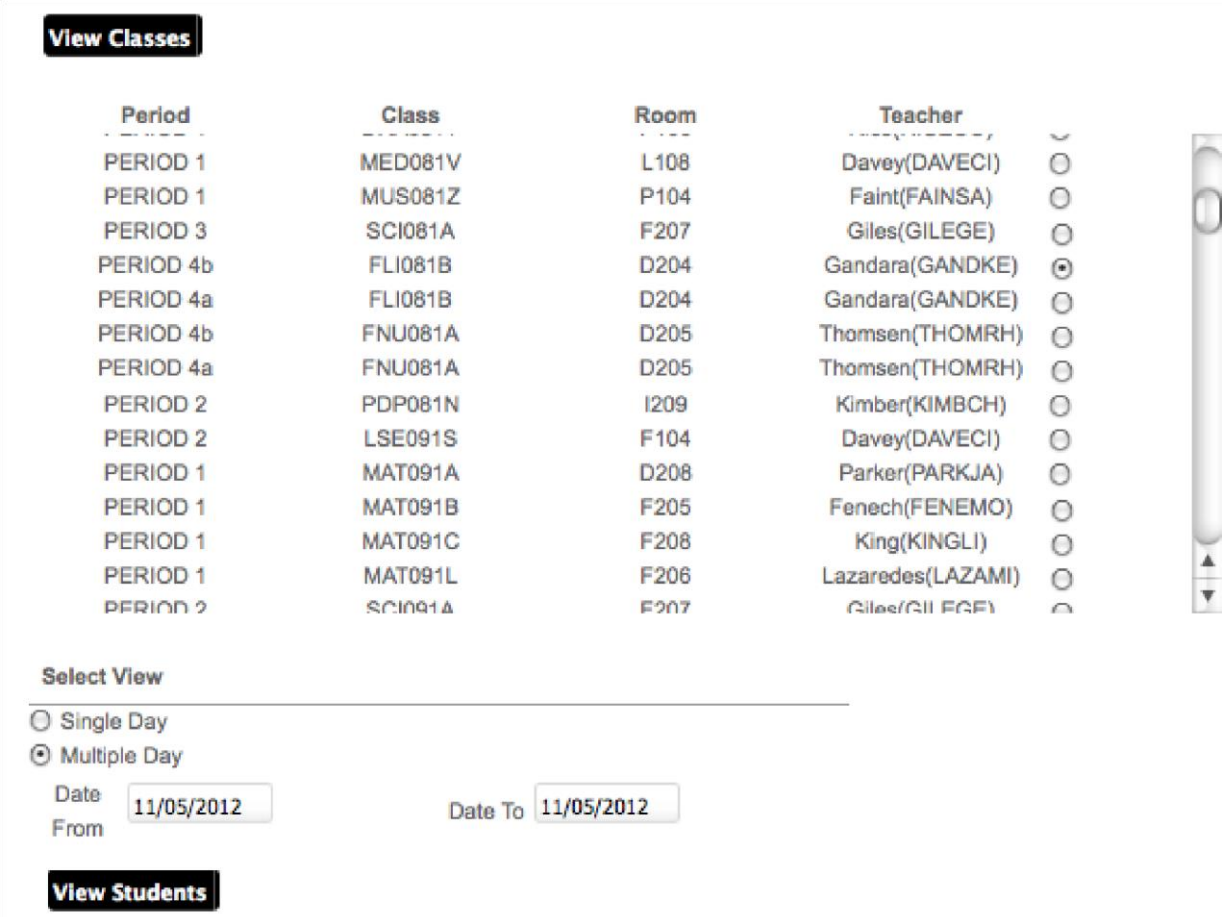
To Mark the Roll;

- Use mouse to click on the 'tick' and then scroll and select the appropriate absence code.
- If the student has an absence note, click on the note pad symbol and enter the note (this information will be stored against the student absence record). If there is no note a "X" will show in the bottom right corner of the notepad symbol.
- If the student is wearing incorrect school uniform, the teacher has the option of selecting the green triangular symbol and entering in the box which appears, information about the uniform infringement. The symbol changes from green to red. This uniform infringement will be shown in all subsequent mark roll screens for that student on that day. The details will also be recorded in the uniform log.
- Click the save button at the bottom of the screen
- A message indicating successful saving of the attendance record will appear at the top of the mark roll screen.

06. Mark Roll — Multiple Day View

When selecting Multiple View also select a date range (bottom of screen) prior to viewing students.

All mark roll classes scheduled for the date range will be displayed. It is recommended that where the lesson is a double, the multiple day view screen is used.



Multiple Student View

To Mark the Roll;

Follow the same steps as outlined above. In addition, prior to saving;

- Check the box next to the date at the top of the list to mark or amend a roll for that particular lesson.
- Enter the total number of students in attendance and absent in the boxes at the bottom of the list.

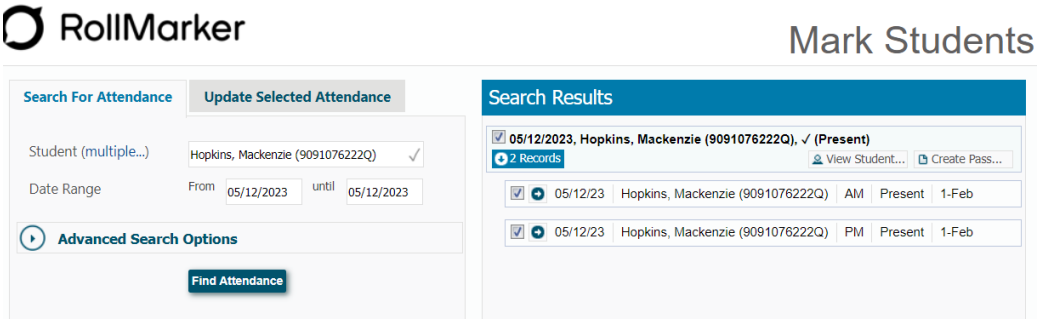
Note: the data will not be saved unless these two steps are carried out correctly.

07. Amend MarkRoll

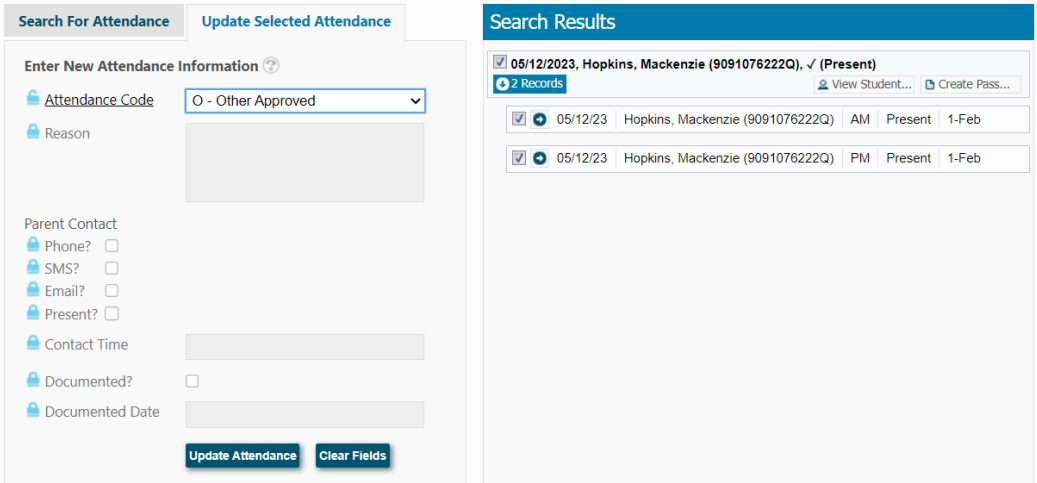
Amend MarkRoll is used to change the attendance code in a student's absence record. Typically this will be where a student has previously been marked unexplained and now has an absence explanation.

It is recommended that Attendance Administrators DO NOT use this function to record late arrival and early departure. RATHER use the STUDENT PASS system This will be easier than searching for a student's attendance record.

Amend MarkRoll Screen



Enter the student name or ID, the Date range and the times to correct



This will bring up a screen like that above which shows the existing record.

In the Edit screen change the Attendance Code (from drop down list), and any other details (e.g. Parent Reason) and Update Attendance

This action will change the attendance code (OVER WRITE) in the following places:

- Student Attendance Record
- Attendance Log
- Any Class Roll for that student affected by the change (including excursions, timeout, normal lesson rolls and home group rolls).

IMPORTANT NOTE

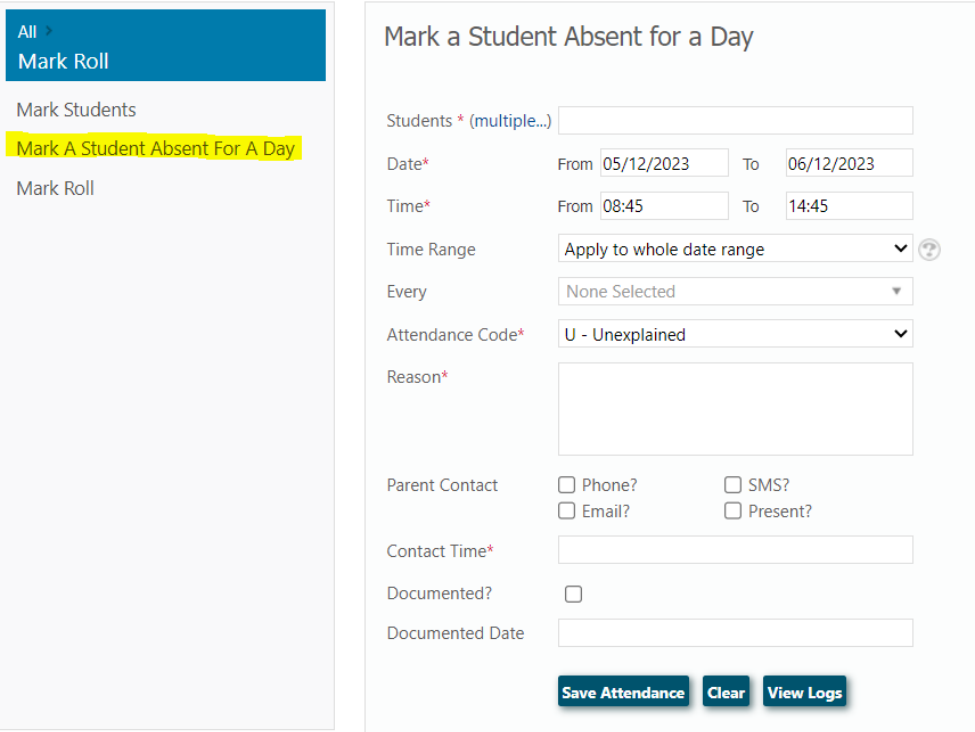
The times in the edit screen will determine which classes to record the change attendance. Where times overlap lessons, the new absence code will be written into those multiple classes.

08. Mark A Student Absent For A Day

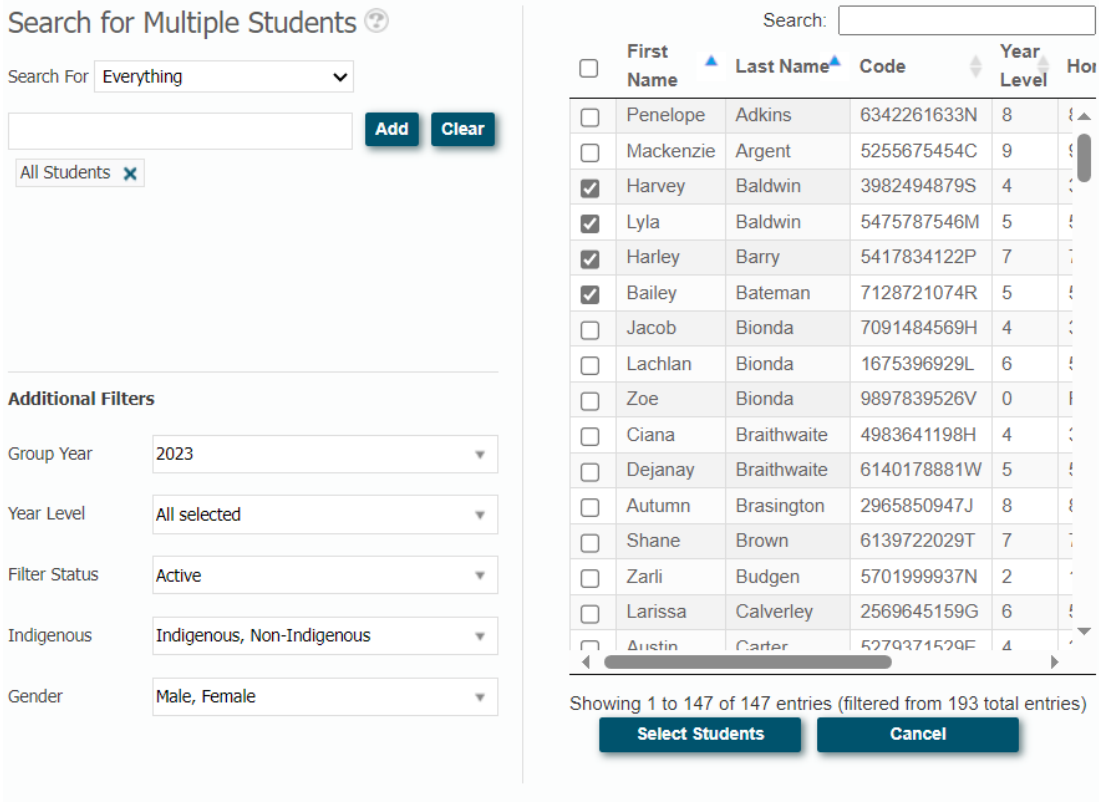
This function allows the Attendance Administrator to record student absences when parents inform the school that the student will be attending that day or for a prolonged period. I also allows for BULK attendance recording where say a whole year level may be attending an assembly or special event and it is decided not to record this event as an excursion.

NOTE – this function will OVER WRITE any other existing absence records for the dates and times selected in all student absence records and every relevant Class Roll.

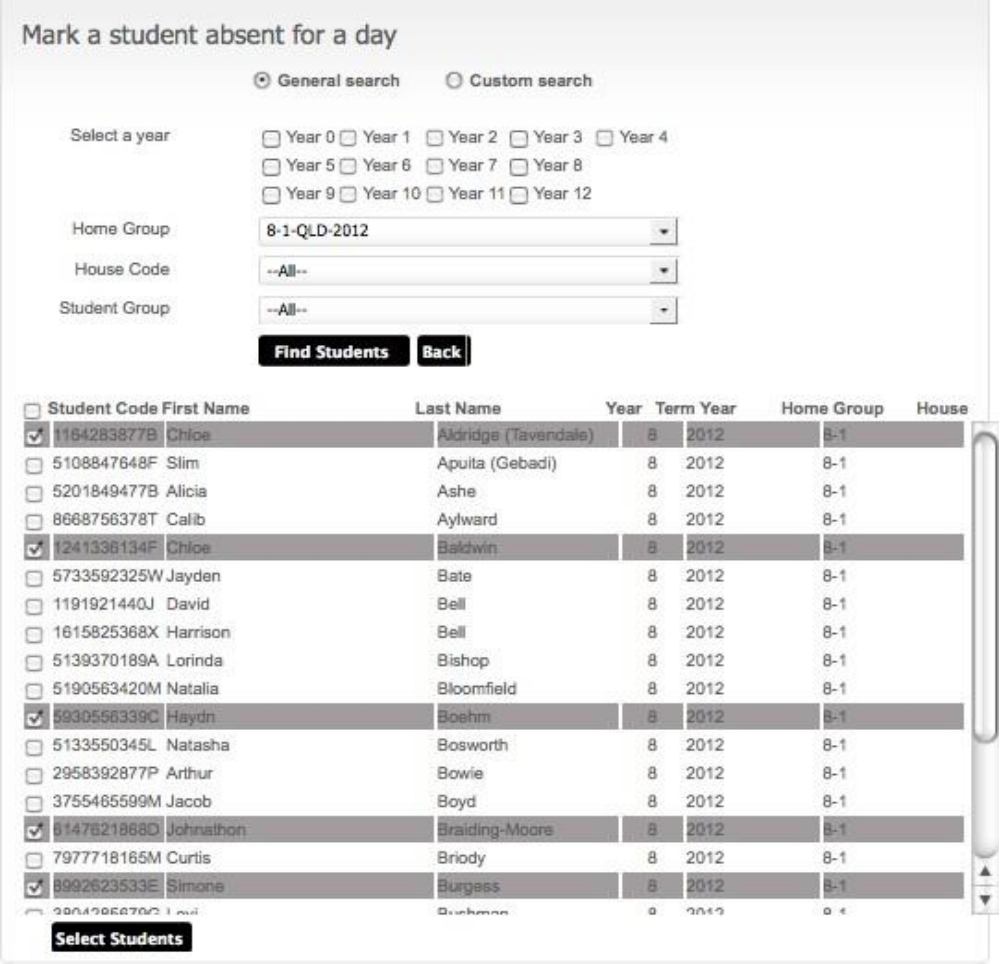
Mark a student absent for a day screen



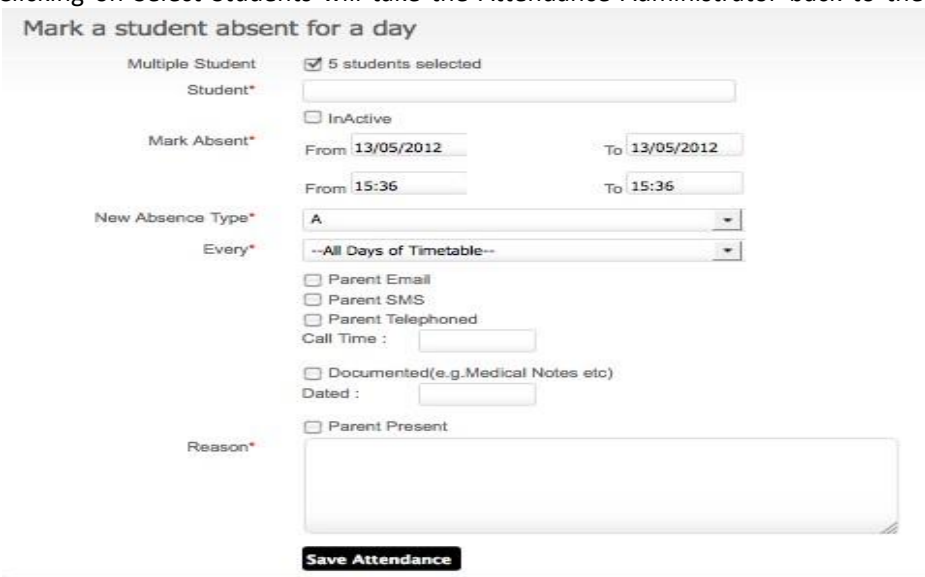
Selection of Multiple Student will bring up another screen which allows selection of students from the options shown in the screen below.



Selection of either year level or one of the drop down options will allow the Attendance Administrator to select ALL or adhoc students by checking the box on the LHS of the Student Code.

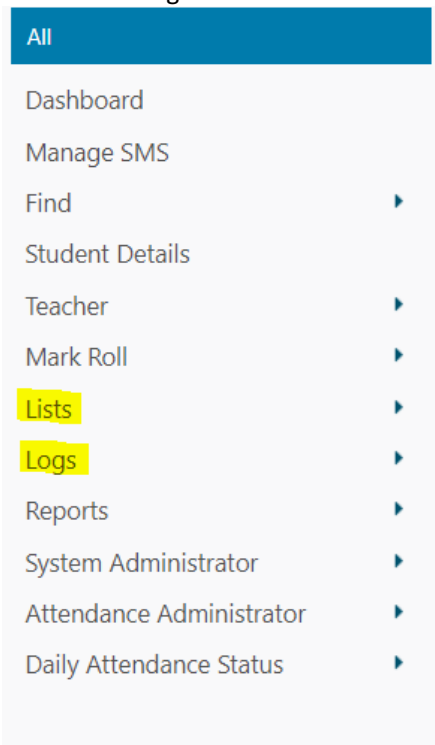


Clicking on Select Students will take the Attendance Administrator back to the first screen



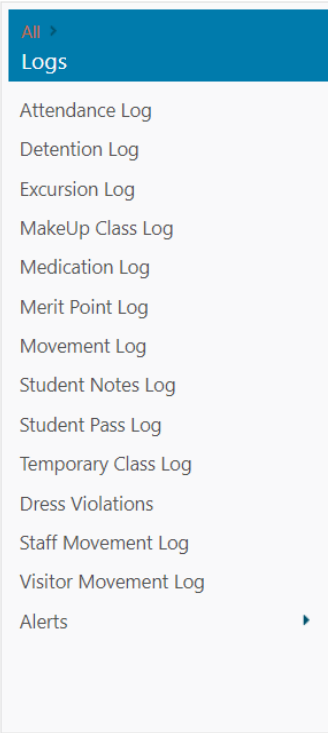
Enter the date(s), times absent, absent code, frequency (if the absence is scheduled on a particular day over a period of time), any contact type details and documentation, an absence reason and then save the attendance.

Lists and Logs



01. Logs

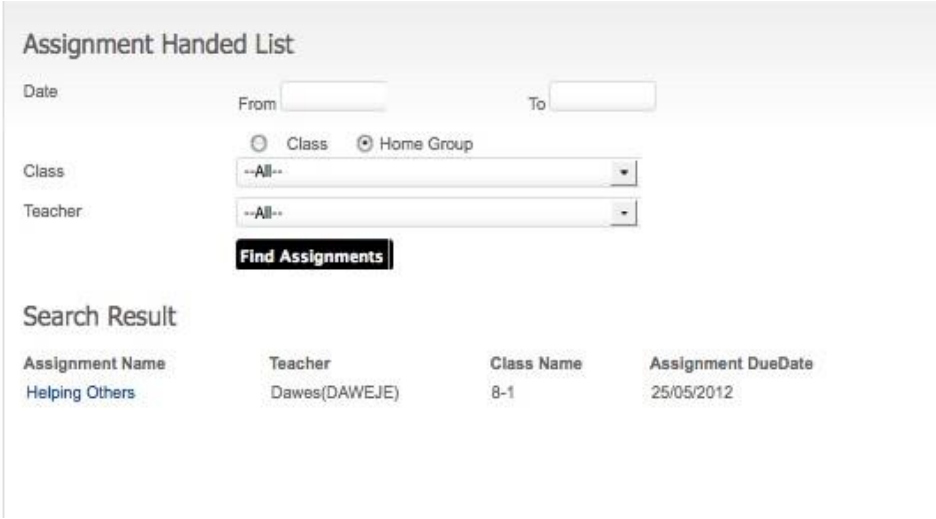
Logs are transactional records of key tasks or functions in the Period Marker application. The purpose of logs is to provide a quick view of data recorded in the application. All logs may be printed OR in most cases data may be exported to a csv or pdf file. There are a range of search filters for logs including; Date, Class, Teacher, Student, Time). If no filter is selected all transactional records for the year will be displayed.



Types of Logs

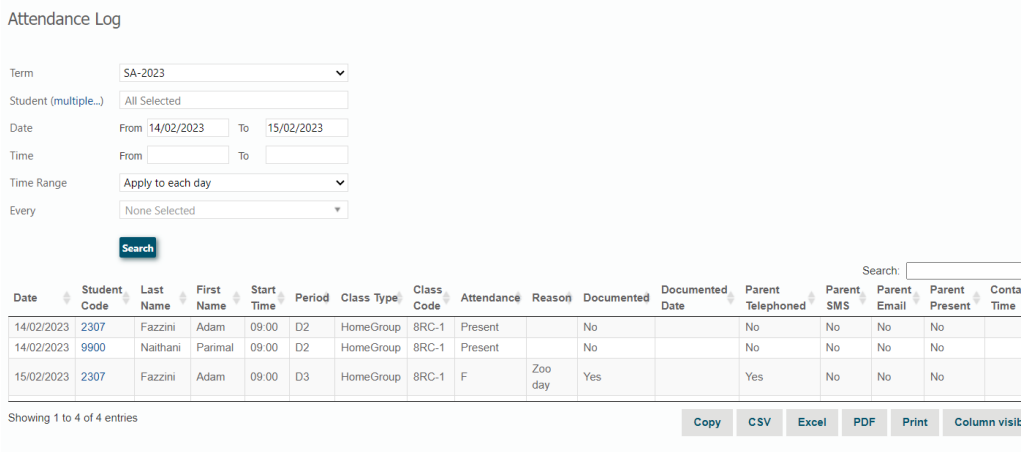
- Assignments Handed In – shows only assignments lists, which have been created by the Attendance Officer for collection. Teachers need to register with the Attendance Officer that they want the Office to collect assignments. Student names are added by the Office staff as they hand in their assignments, once the register has been established. Teachers can view which students have handed in assignments by clicking on the relevant assignment name.

To Search for Assignments



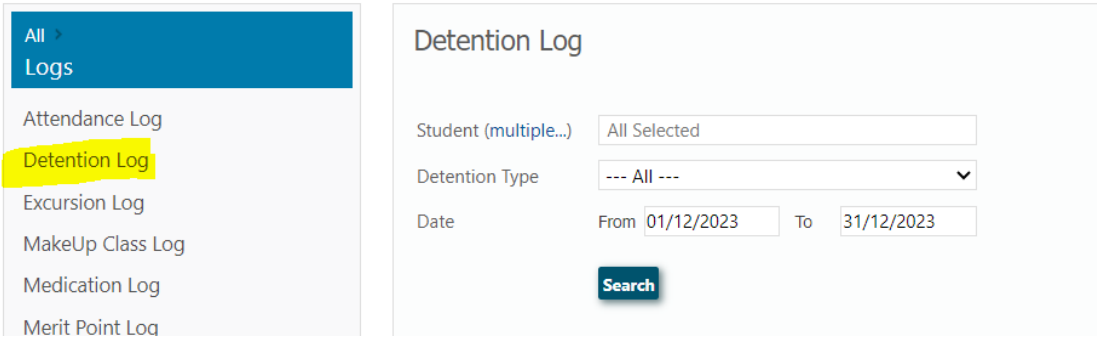
To Check on which students have handed in Assignment, click on 'blue hyperlink – Assignment Name'

- Attendance Log – shows all attendance records for the selected student group, date range and time range selected. This log allows multiple students to be selected.

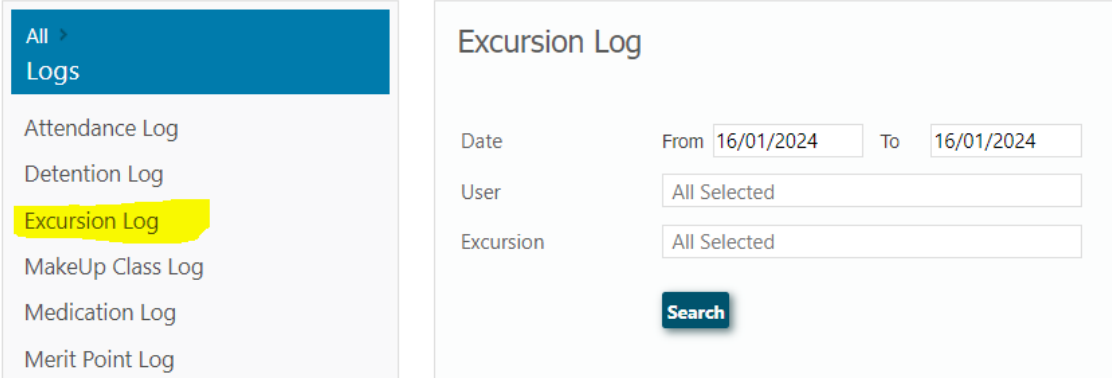


Alternatively, data for individual students can be selected via student details screen.

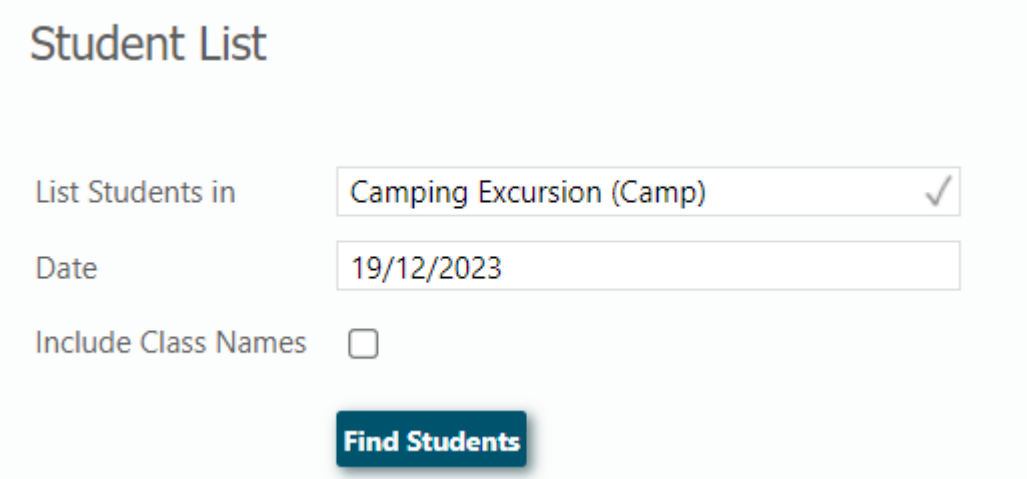
- Detention List – provides a view of all students who have been allocated detention for a particular date range (or by selection of students or detention period). It is not necessary to select all criteria to produce a list.



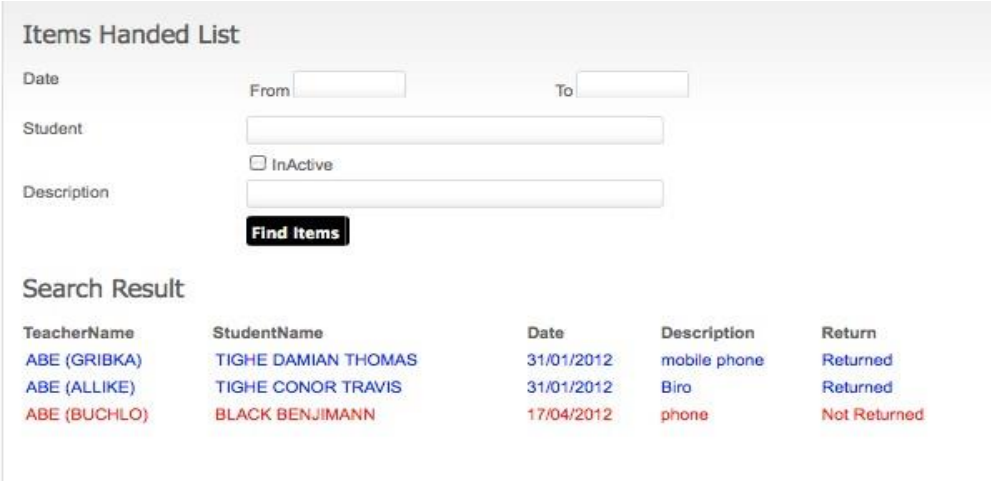
- Excursion – shows all excursions which have been scheduled in a particular date range. Users may also refine searches by teacher or excursion code.



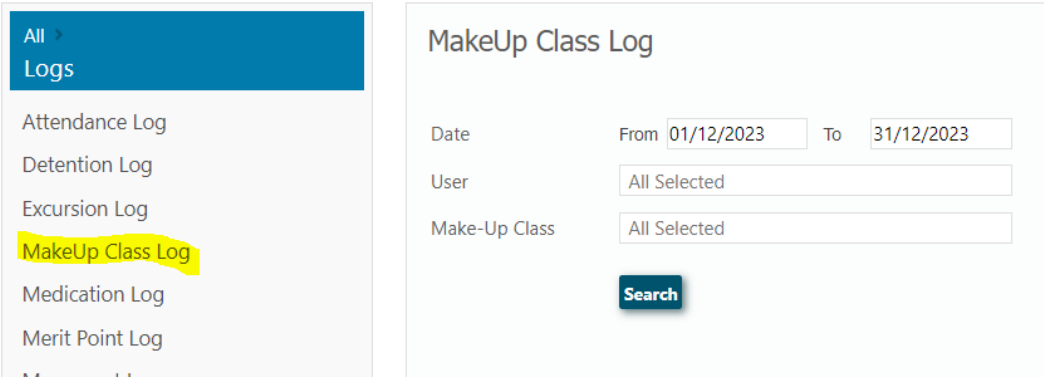
To obtain a list of students scheduled to attend the excursion click on the symbol 'students' for the respective excursion.



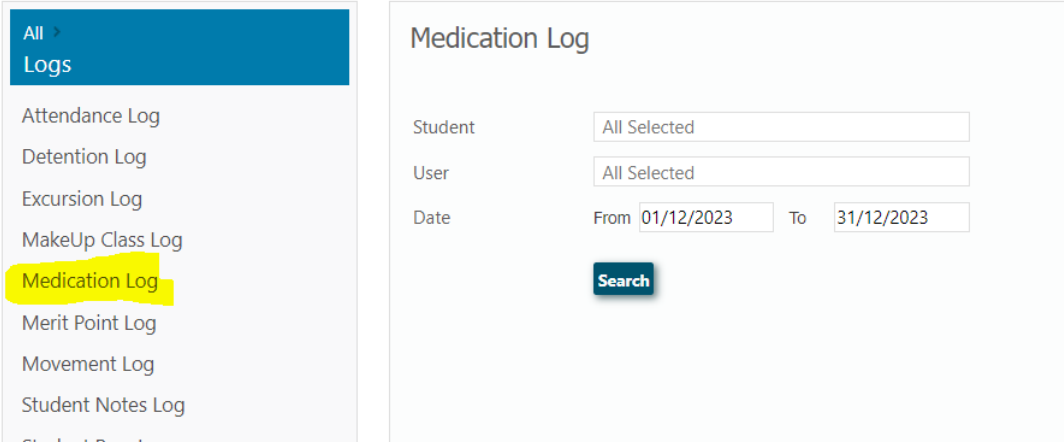
- Items Handed In – provides a view of all items handed into the Attendance Office. There are 2 categories of items, those confiscated and those found. Items not returned are printed in red type, those that have been returned are printed in blue.



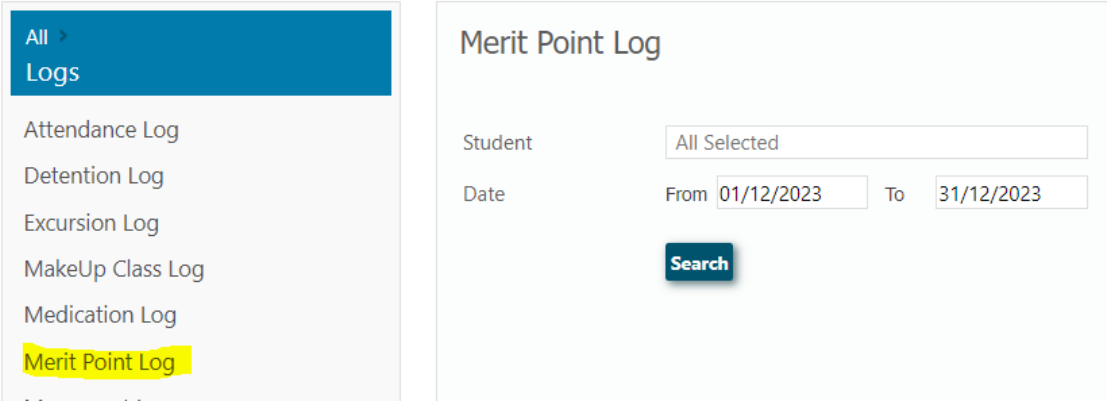
- Make Up Class List – shows a view of all make up classes which have been formed by the Attendance or System Administrator



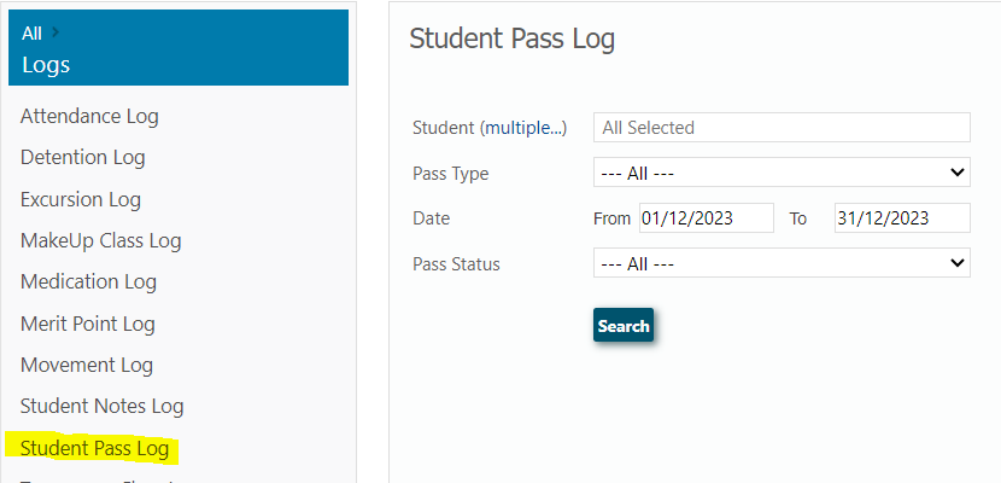
- Medication – provides a view of all medication administered to students either via the Medical Notes (student details screen) or by the Attendance Office (via the medication given screen).



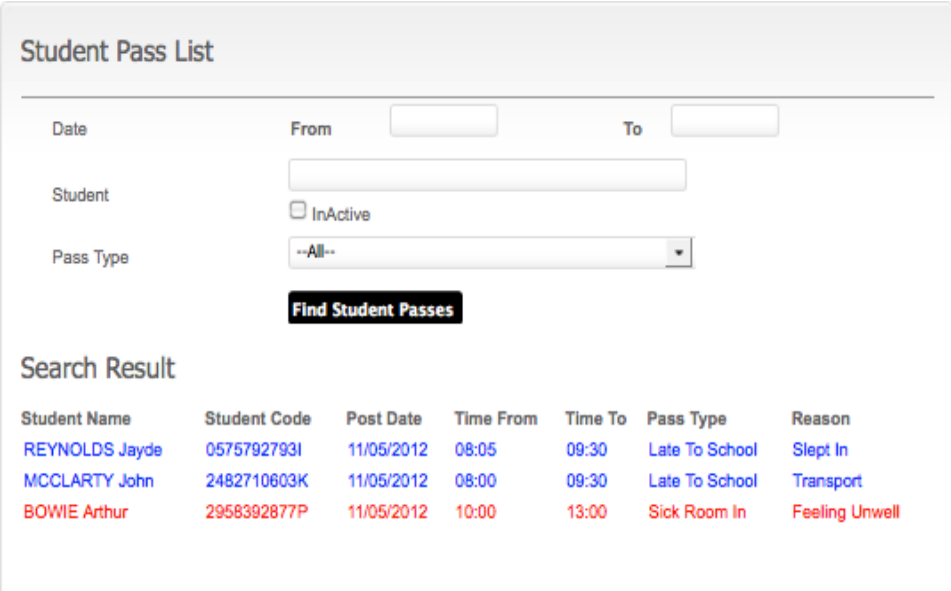
- Merit Points – provides a view of all students who have been awarded merit points by teachers. Export to CSV to manipulate data.


All
Logs
Attendance Log
Detention Log
Excursion Log
MakeUp Class Log
Medication Log
Merit Point Log
Merit Point Log
Student
All Selected
Date
From
01/12/2023
To
31/12/2023
Search

- Student Notes – provides a view of all students where a note has been entered in their student details.



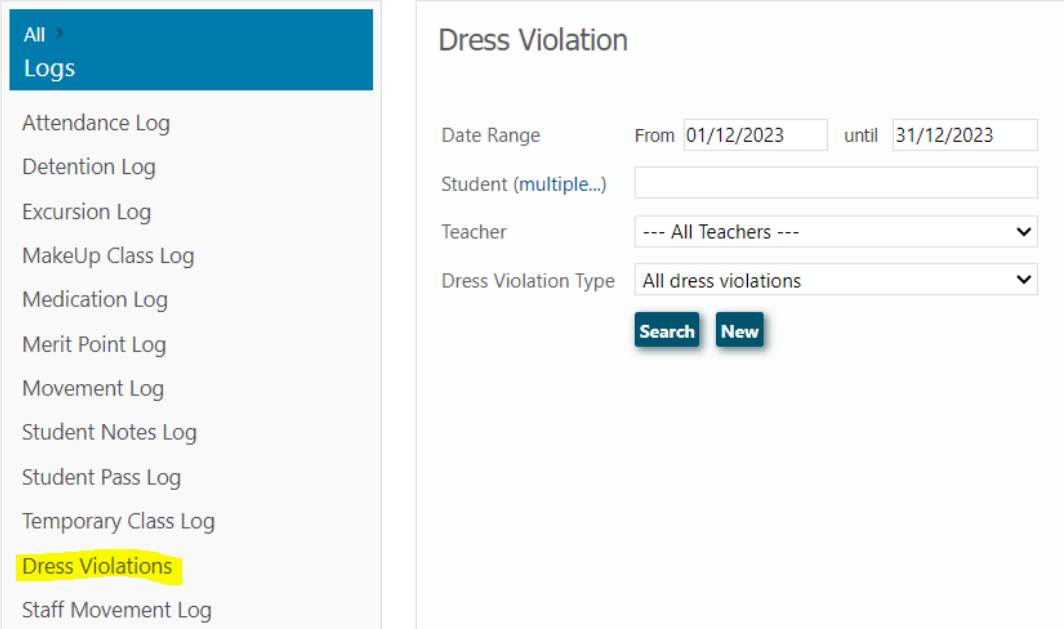
- Student Passes – provides a view of all student passes issued by the Attendance Office (or other users who have permission to issue passes). View may be refined by selecting date range or student or Pass Type. Student movement out of class or out of the school is signified in red type, movement back into class or into the school in blue type.



- Temporary Class Assignment – shows all classes set up temporarily.

- TimeOut – provides a view of all students who have been sent to timeout for a particular date range. The search may be refined by selecting student or teacher.

- Uniform Violation – provides a view of all students who have been issued with a uniform violation for a particular date range. The search may be refined by selecting teacher or student.

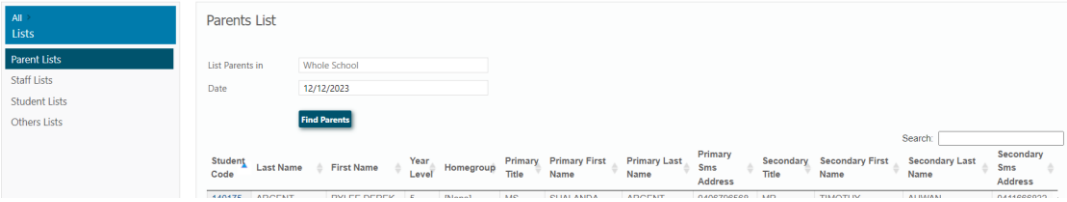


02. Lists

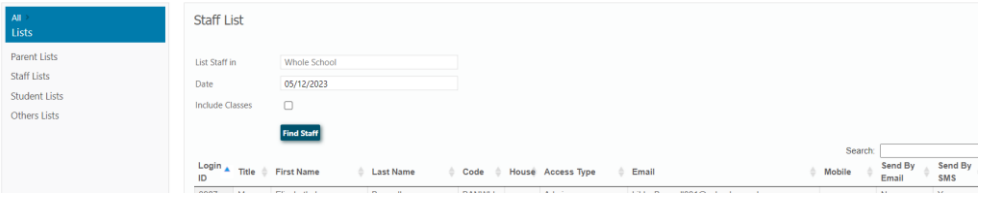
There are 3 types of lists – Parents, Staff and Students. The purpose of lists is to provide a printable view of parent, staff and student details. Selection of criteria on the left hand side of the screen allows users to define what type of list is required. The criteria on the right hand side of each screen determines the level of detail shown in the printout.

Types of Lists

- Parent Lists – mainly used to check contact details or provide administrative information for specific events (e.g. staff may print a list of parents in preparation for a House fund raising event)



- Staff List – mainly used to check contact details or provide a list showing staff class allocations.



- Student List – it is recommended that staff print a student list for each class as a back up for situations when they may not be able to mark the roll. The Student details options also allow production of special lists where this information is recorded in Period Marker (e.g. international students, medical conditions, education allowance students etc).

To select list complete details as per screen below

Sample of Printed list

RollMarker :: Student List

Student Code	Last Name	First Name	Year Level	House	Homegroup
210139	CLARKE	TIATA MARGARET	0		[None]
210128	TUMBER	JASHANJOT SINGH	1		[None]
210133	HALECH	ALEXANDER ANTHONY	4		[None]

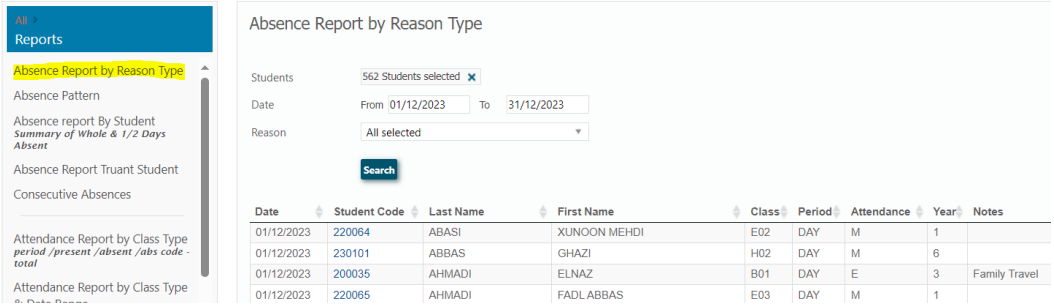
6. Reports

The Period Marker reports are designed to provide the Attendance Office and System Administrator with data required for accountability purposes.

Types of Reports

01. Absence Report

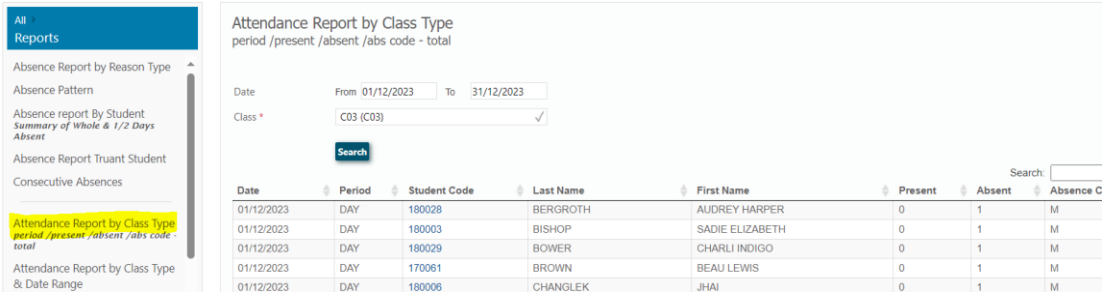
An audit record of student absences for individual or multiple student groups. The purpose of this report is to provide a list of students who are absent for any periods (lessons) on any particular day or across a date range. To run the report,
select the date range, select the students (either single or multiple), select the reason box and then untick those reason types which are not needed (if necessary). The default is to show all reason types. The report will show the date, student code, period (lesson), attendance code, Year level and any absence notes relating to the absence. Data may be sorted on screen by clicking the relevant heading and printed OR exported to a CSV and manipulated in the exported spreadsheet.



02. Class Attendance Report

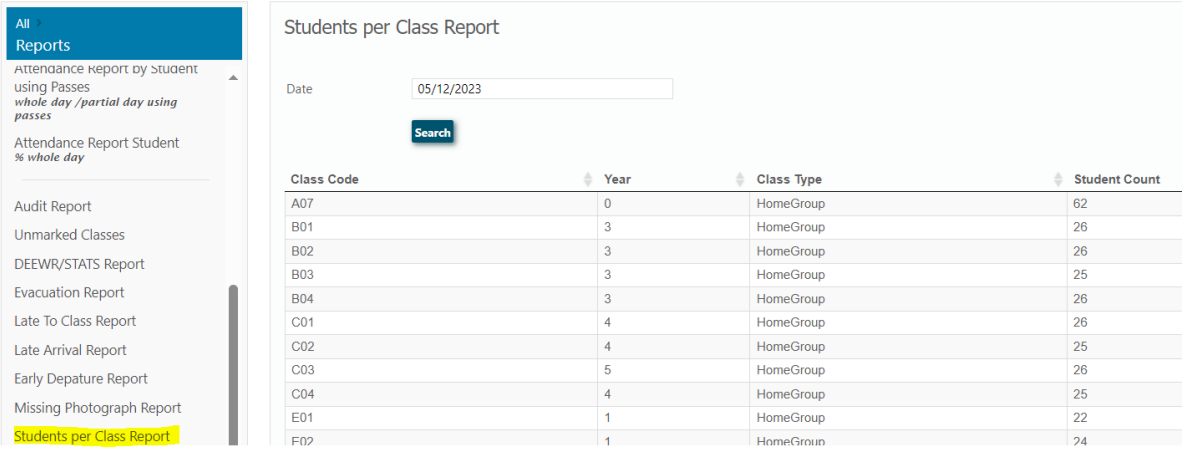
An audit record of attendance and absence by class type

The purpose of this report is to provide for the selected class type and date range, a record of students who were present and those absent. Details in the report show Date/Period/ Student /Present/Absent/Absence Code. A total is provided of students present and absences for each date.



03. Class Count Report

A summary of the total number of students in each class



Class Code	Year	Class Type	Student Count
A07	0	HomeGroup	62
B01	3	HomeGroup	26
B02	3	HomeGroup	26
B03	3	HomeGroup	25
B04	3	HomeGroup	26
C01	4	HomeGroup	26
C02	4	HomeGroup	25
C03	5	HomeGroup	26
C04	4	HomeGroup	25
E01	1	HomeGroup	22
E02	1	HomeGroup	24

04. Class Attendance Not Taken Report

A list of all classes where the teacher has not marked the roll for that class. Select by date or campus or teacher or year level or period. Report details the class code, class name, period teacher and room.

05. Daily Attendance Report

Displays for a single or multiple students those periods in the selected day when the student was absent or absent with an unexplained or unjustified absence entry. The purpose of this report is to help identify incorrect or inconsistent data entry OR compare absence patterns for selected students on any one day. The report details in grid format, the class name, teacher and absence code in each periods of the day that the student was absent. Periods when the student was present are blank.

Student	ROLL MARKING	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4a	PERIOD 4b
Bowie Arthur		A Art BROWRE	A English DAWSCA	A Science GILEGE		
Apuita (Gebadi) Slim				A English FENEMO	A Focused Group Numeracy THOMRH	A Focused Group Numeracy THOMRH
Bosworth Natasha				A Science LAZAMI	A Japanese KIMBCH	A Japanese KIMBCH
Bishop Lorinda				A Science GILEGE	A Japanese KIMBCH	A Japanese KIMBCH
Boehm Hayda				A Mathematics THEOKE	A AUSLAN COOKAL	A AUSLAN COOKAL
Bloomfield Natalia				A Science GILEGE	A AUSLAN COOKAL	A AUSLAN COOKAL

06. Evacuation Report

Displays a list of students showing whether they are present or absent at the time of the evacuation.

The purpose of this report is to provide a means of checking student location in the event of evacuation to a safe area in the event of fire etc. It is possible to display the data by Year level, House or Home Group. In any of these displays, data can be resorted by clicking on the relevant headings in the data display (student name, student code, year, house, home group, present, absent).

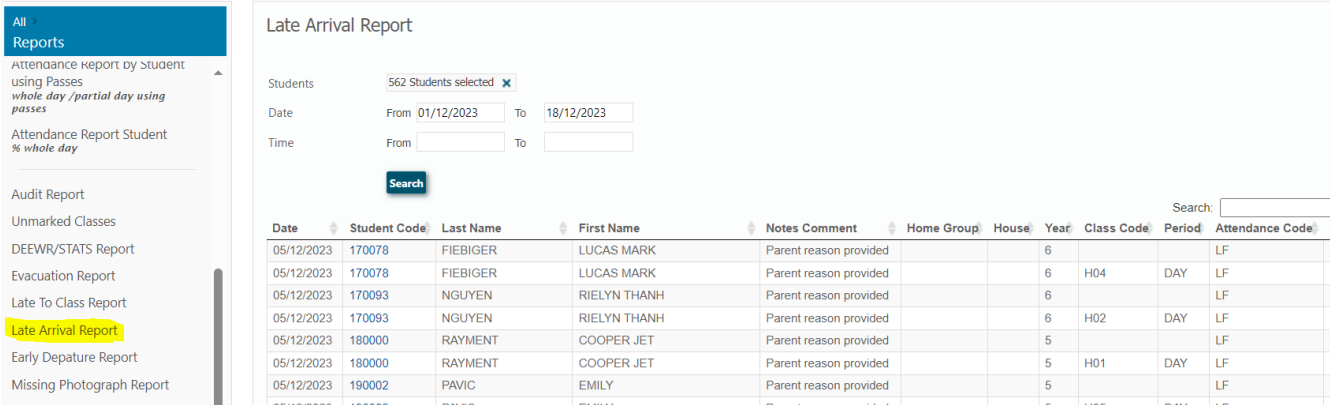
Note:

This report is based on class rolls. If the roll has not been marked, the student is by default present. The report time should be selected to coincide with the time of the last lesson (ie not in a recess or lunch break).

Because Period Marker is a cloud based application, many schools will take a laptop or ipad to the evacuation area to run the report. Alternatively the report could be printed prior to the evacuation if there is time and printed sheets handed to the Evacuation Coordinator.

07. Late Report

Displays for an individual or multiple students those who were late for school or late for class (if this absence code is being used) for specified date or date range. It is possible to further refine the report details by Year Level, House or Home Group. The purpose of the report is to identify student patterns of lateness.

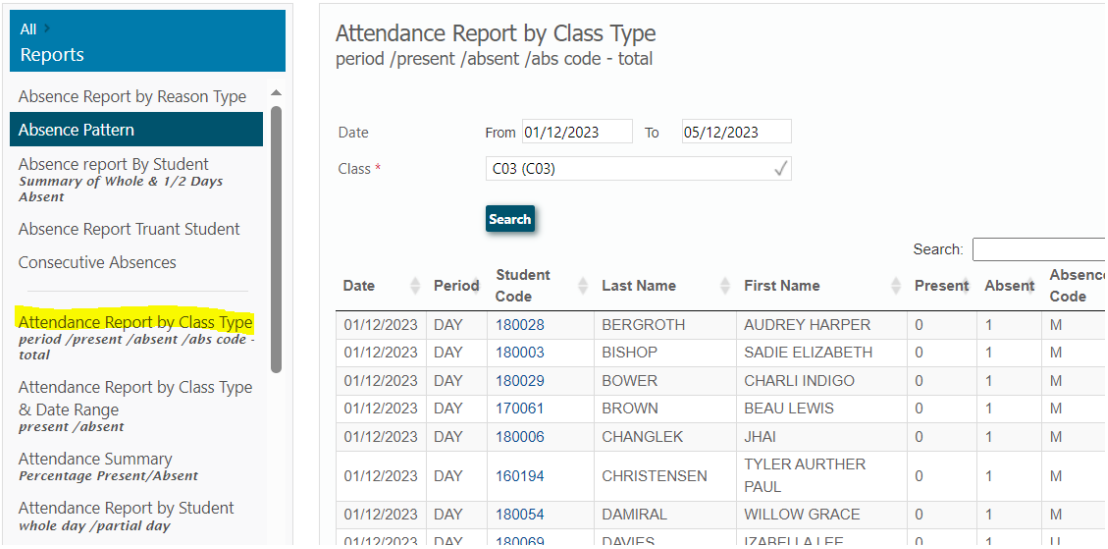


08. Missing Photograph Report

Displays all students for whom there is no photograph in the system. The purpose of this report is to quickly identify students who may have arrived in the school after photographs were taken or uploaded.

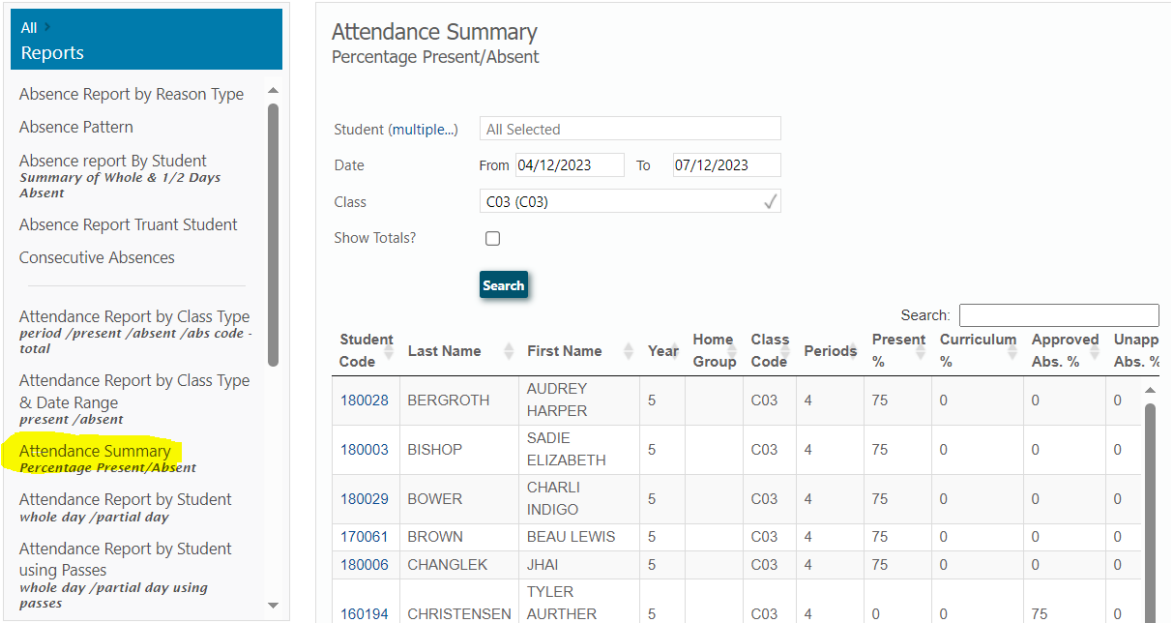
09. Student Absent From Class Report

Displays all students on the selected date, year level or teacher who were absent from the selected period. This report is most likely to be used by a Leader wanting to identify possible suspects who were not in class at the time of an incident.



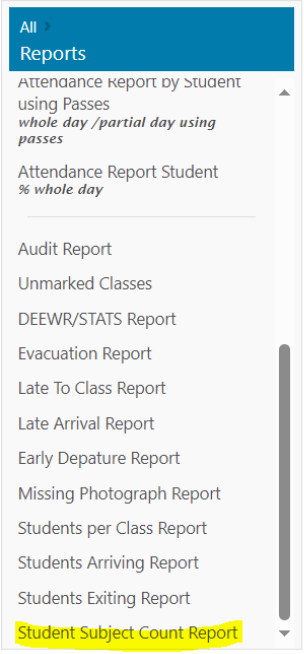
10. Student Attendance Report

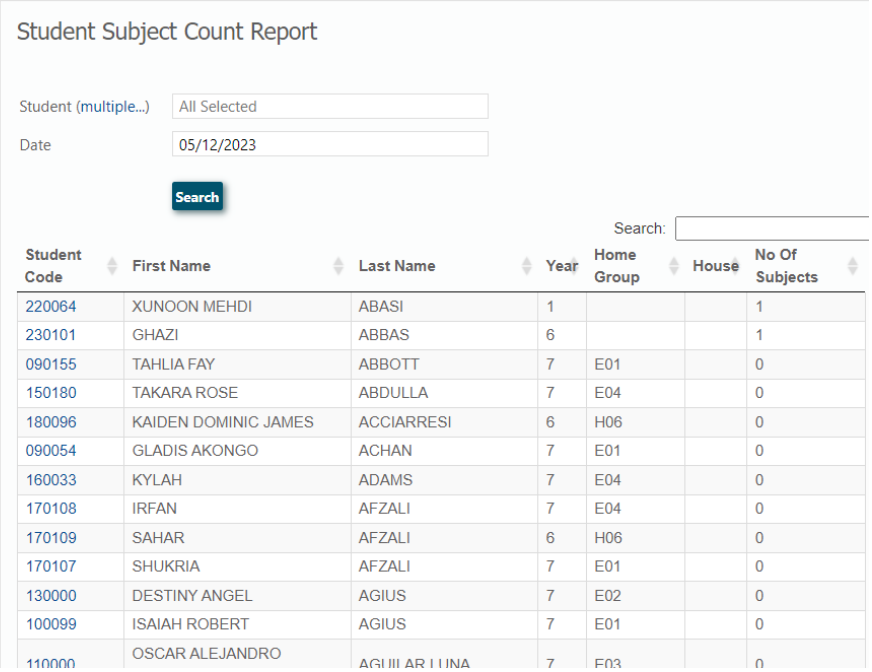
An audit report showing for individual or multiple students the total number of periods of attendance, approved and non approved absence for the selected date range. The report shows total periods scheduled for each student in each class. This report may be exported and used to populate student reports, where a summary of attendance for lessons is required. It is possible to refine the report display for specific categories of students (e.g. Boarders, ESL, International students, Education Allowance Students and Indigenous Students), where these are identified in student details in Period Marker. Data may be sorted by Class Code to identify attendance patterns by class type.



11. Student Subject Count Report

Displays total number of classes for each student. Useful to identify whether class information has been correctly imported. Also allows easy identification of students who do not have a full load.





Student Code	First Name	Last Name	Year	Home Group	House	No Of Subjects
220064	XUNOON MEHDI	ABASI	1			1
230101	GHAZI	ABBAS	6			1
090155	TAHLIA FAY	ABBOTT	7	E01		0
150180	TAKARA ROSE	ABDULLA	7	E04		0
180096	KAIDEN DOMINIC JAMES	ACCIARRESI	6	H06		0
090054	GLADIS AKONGO	ACHAN	7	E01		0
160033	KYLAH	ADAMS	7	E04		0
170108	IRFAN	AFZALI	7	E04		0
170109	SAHAR	AFZALI	6	H06		0
170107	SHUKRIA	AFZALI	7	E01		0
130000	DESTINY ANGEL	AGIUS	7	E02		0
100099	ISAIAH ROBERT	AGIUS	7	E01		0
110000	OSCAR ALEJANDRO	AGUILAR LUNA	7	E03		0

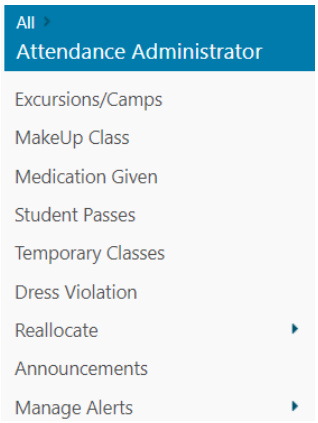
12. Whole day/Partial Day Absence Report

Displays for individual or multiple students the total days absent for a particular date range. The report distinguishes between whole day approved, whole day not approved, partial day approved and partial day not approved absences. Part of day is calculated on the proportion of scheduled lessons on each day for each student (as per their class load). This report may be exported and data manipulated to include total days absent on student reports.

NOTE : Classes must have roll marked for this report to provide any data.

7. Attendance Administrator

Default Functions for the Attendance Administrator

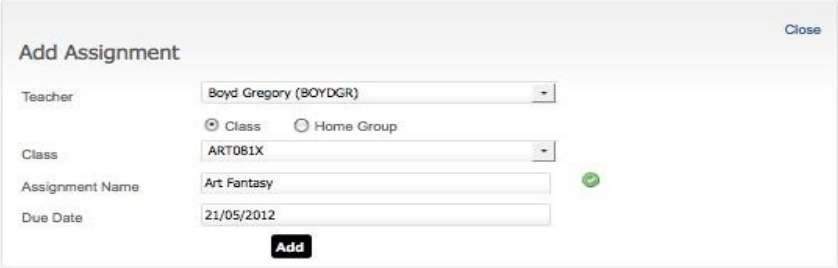


01. Assignments In Hand

This function will assist those schools who choose to centralize the collection of assignments (e.g. Senior or Adult students) or in situations where the teacher may be absent on a camp or other event for a period of time.

Search Assignment Screen – allows Attendance Administrator to Search for existing assignments (could also use Logs – assignments)

To Add an Assignment to the list, click on 'Add' (top RHS) and complete the details and 'add'



When students come to hand in work, open screen in Search Assignments, select dates (and any other search criteria),

and then click on the Assignment Name to add students. Click 'Submit' to save

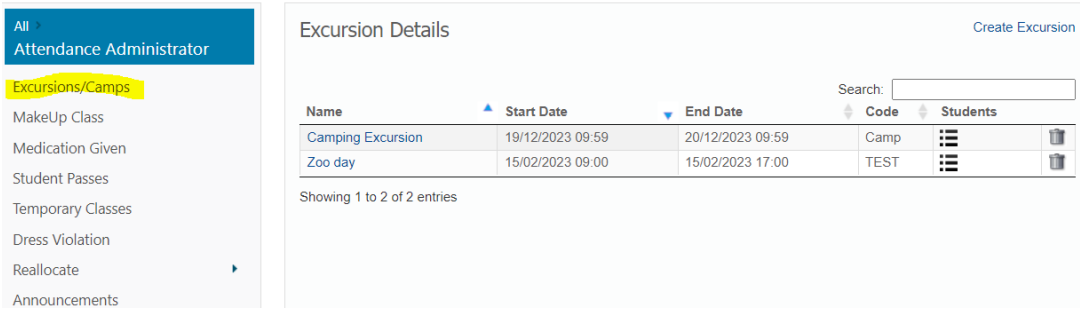
Details of the assignments and students submitted can be viewed either through these same screens or via the logs.

02. Creating Camps and Excursions

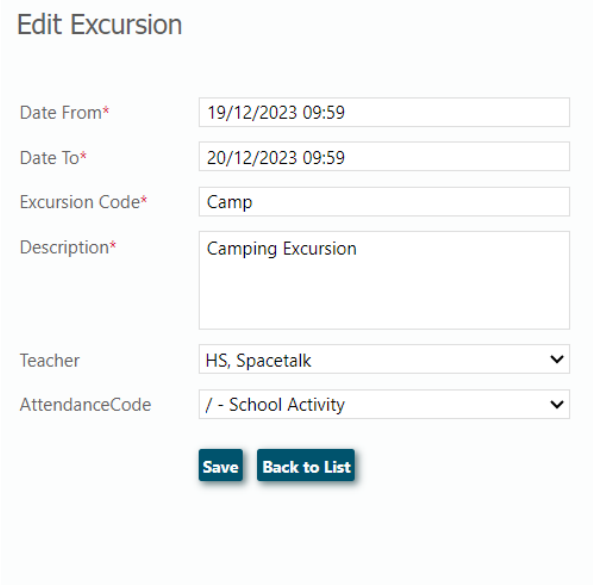
Attendance Officers (or any staff given permission) may create camps and excursions. The procedure involves creating a register of camps/excursions and then adding students.

When students are added to a camp or excursion the attendance code used for the camp or excursion is automatically inserted in all student attendance records and mark roll screens.

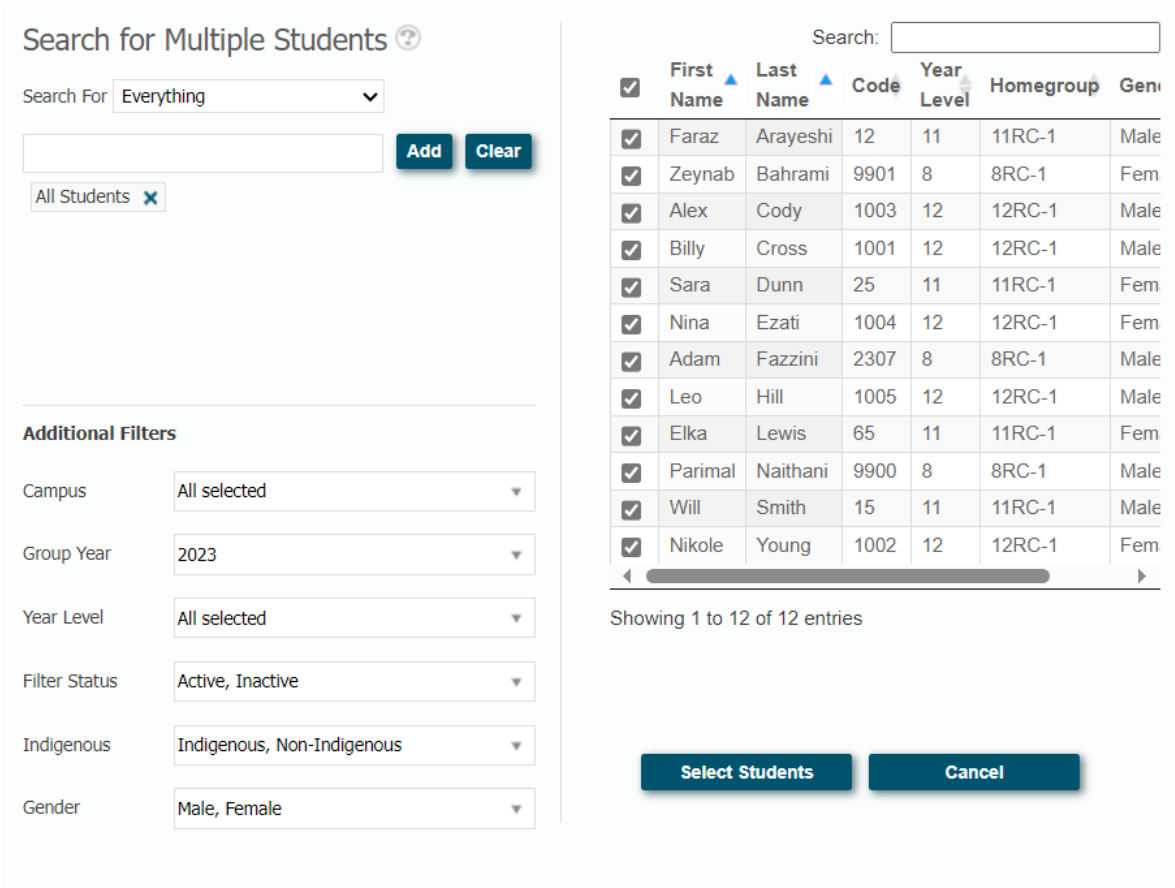
Excursion Details Screen – shows all excursions created From this screen click ' Create Excursion' to add to the list.



OR – if you wish to modify an existing excursion , click on the excursion name (in blue text). Complete or change the details as required and save or update.

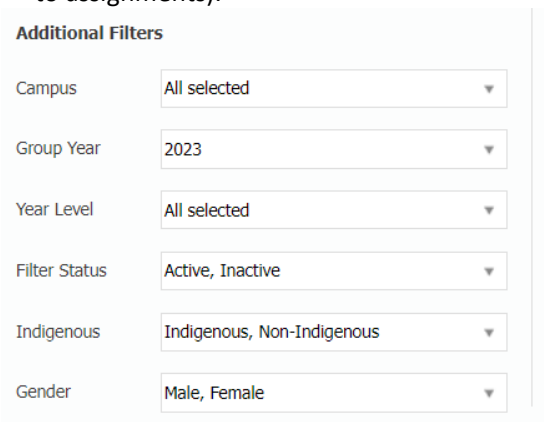


To ADD students to an excursion or modify the list of students, click on the 'students' code in the Excursion Details Screen



Deselect by checking the box next to the relevant student

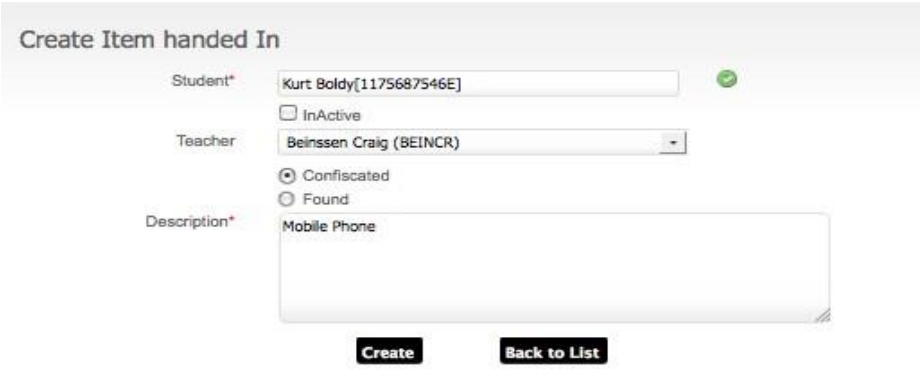
OR Add students by selecting from the options below. (The same procedure as Adding students to assignments).



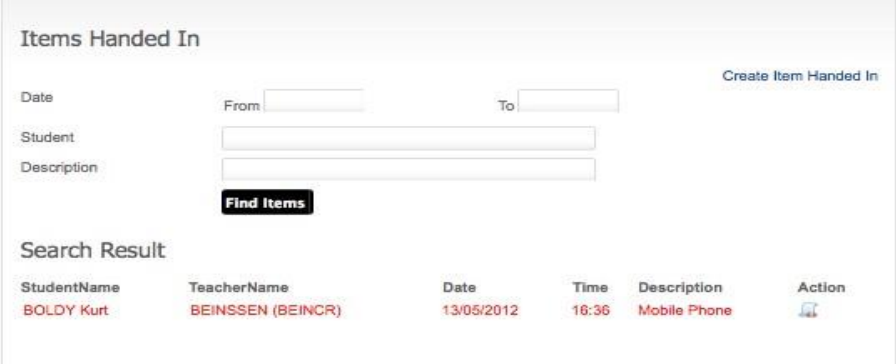
Teachers and Leaders may view the excursions created and the students attending them from the Logs – Excursions.

03. Items Handed In

Where schools wish to centralize the collection and storage of items confiscated or found. To create Items Handed In click on 'create Item Handed In'



To Find Items Handed in, click on Find



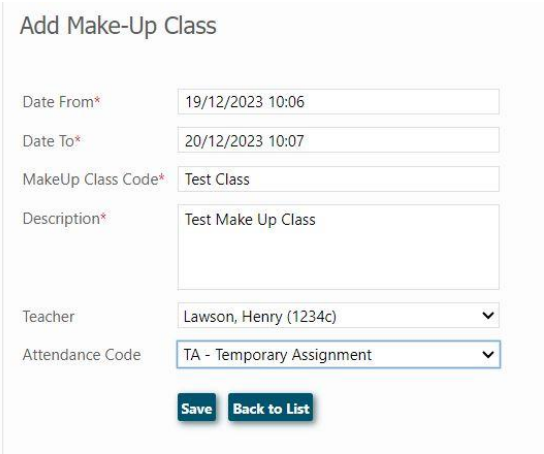
To return the item – click on the 'Action' symbol.
This will allow update of the screen and change the record from red font to blue.
Details of items handed in and returned will also be seen on the Logs – Items Handed In screen.

04. Make Up Classes

It is possible for the Attendance Administrator at the request of Teaching Staff to create 'Make Up Classes'. If these are scheduled within the timetabled day in place of another class or at a time when the students do not have scheduled lessons, the attendance will count towards the students' attendance and absence records. If the make up class occurs outside of the school's timetable (e.g. at night or on the week end) a mark roll screen will be created, there will be a record of the attendance in the Report "Class Attendance", however, no record will appear in the student's absence table.

To set up Make Up Classes go to the Make Up Class Screen and 'Create New Make Up Class'

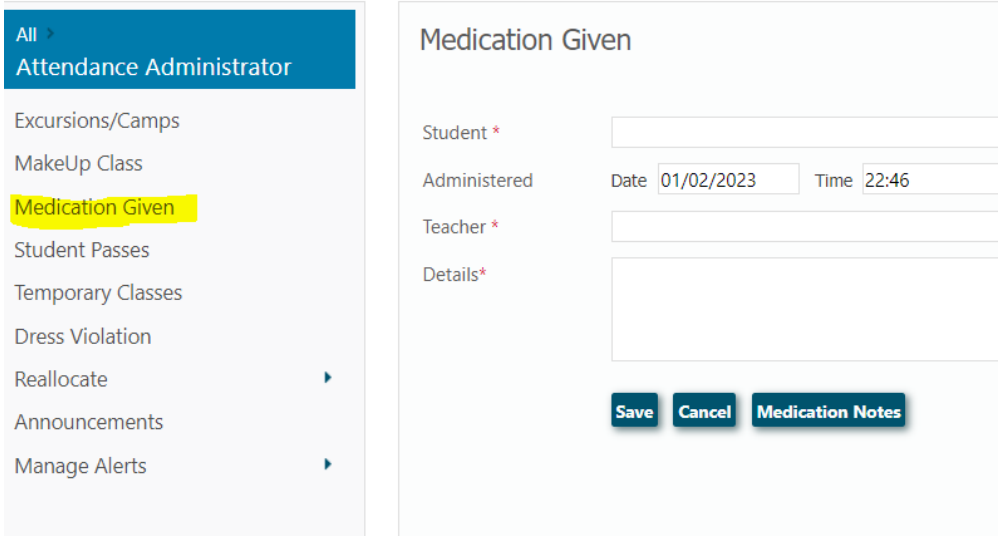
Complete the details on the screen and save



Add Students from the Manage MakeUp Classes Screen (same procedure as for functions above

05. Medication Given

Where schools choose to share information with Teaching Staff they may use this function. Consider confidentiality issues. Consider also whether the information can be or is required to be exported back to a Student Management System.
Details entered in the Medication Screen are automatically copied into the Student Details (Medical notes field) and into the Logs – Medication Given.



Selecting Medical Notes will allow search on entries in the student details (medical notes) for the selected student.

06. Student Passes

Student Movement in and out of the School
Student Passes should be used to record late arrival and early departure or any movement in or out of the school. The standard State Government attendance codes and rules relating to times which constitute late arrival and early departure should apply. This is especially important if the whole and partial day data needs to be exported back to a Student Management System.

Student movement within the school
e.g. to and from a sick room, going to an appointment, or when detained or prevented by a Teaching Staff member to attend the roll mark for a particular lesson.

If using student passes to record movement within the school, the System Administrator will apply attendance codes which equate to 'school activity'. This means that the student will be seen to be absent from the scheduled teaching class. However they will not be counted as absent from school.

It is possible to use Student Passes to record movement to and from Instrumental Music Or for regular administrative support activities (e.g. setting up a room for an assembly or 'Front Office Duties'. However, also consider the other option of temporarily reassigning students to any of these activities where it is possible for the supervising teacher to mark a roll. Passes should only be used when movement is via the Attendance Office (or via a Leader or other person given permission to issue passes).

Permissions
In most schools only Attendance Office staff will be given permission to issue passes with codes allowing students to move in or out of the school.

Teaching staff may be given permission to issue passes using codes relevant to movement within the school

The System Administrator will set up pass permissions.

Printed Receipts

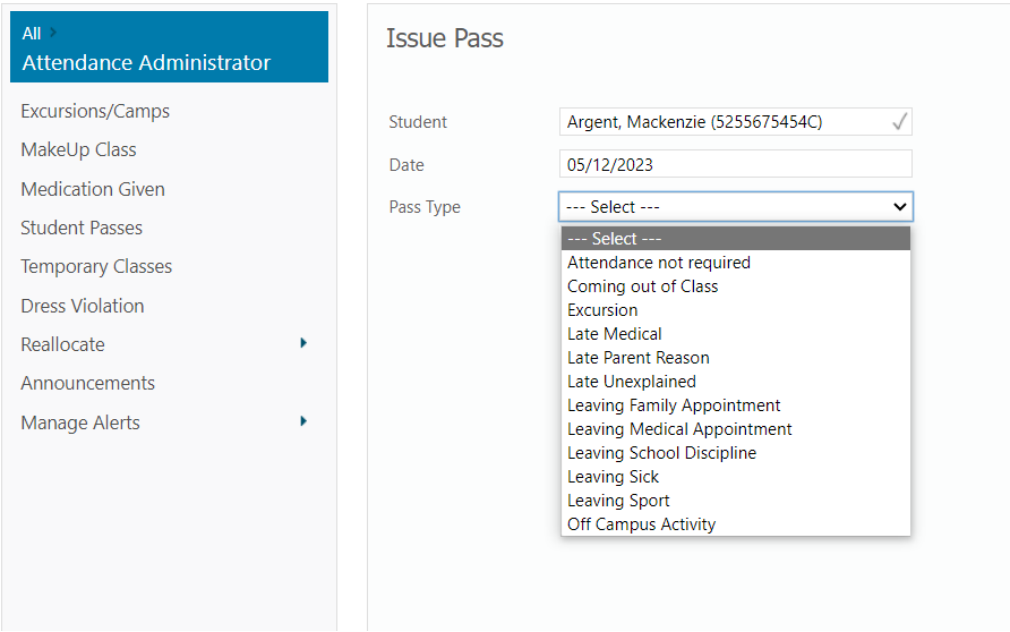
It is possible in Period Marker to issue students with printed receipts. Otherwise use existing cards or diaries.

RollMarker:: Manage Student Passes

Pass: Pass Out
Pass Type: Sick Room In
Date: 11/05/2012
Student Name: Driver Caitlyn
Student ID: 1705681706T
Time Out: 10:00
Due Back Today: True
Time Due Back: 13:00
_____ Teacher Signature
_____ Parent Signature

Pass Types

Pass Types and reasons will be set up by the School System Administrator. Creating a Student Pass – complete details in Manage Student Pass Screen



NOTE: the times selected should reflect the actual and anticipated movement of the student.

ONE Way Passes

If the pass is ONE way and OUT of the school – ie the student is leaving early, the end time is the end of the day.

If the pass is ONE way and the student is coming IN to the school, ie the student is arriving late, the From time is that time all students are required (e.g. start of Rollclass), and the To time = the actual time of arrival

TWO Way Passes

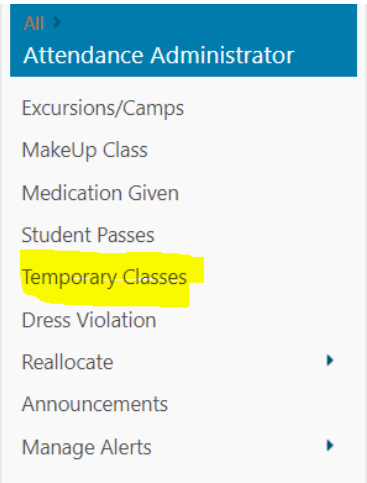
If the student is going out of a lesson (say to the sick room) and is expected to return to class, the From Time = the time the student left the classroom to go to the sick room and the To time = time expected to be in the sick room.If in doubt about times, put the To time = the end of day.

This means that when the student returns to class, the From time = the time they are going back to the class and the To time is the end of the day.

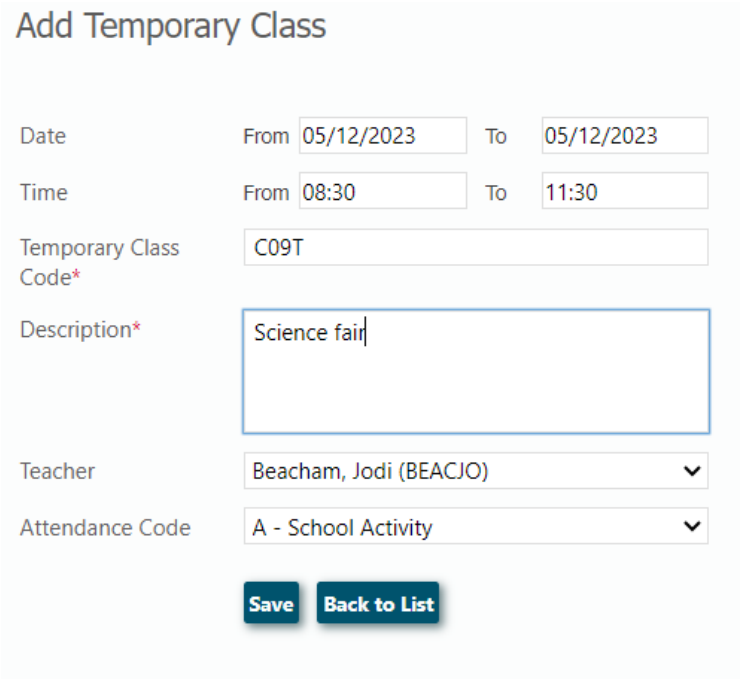
Passes will OVER WRITE student attendance records and mark roll records. A record of all passes can be viewed in the Logs – Student Passes

07. Temporary Reassignment

This function is best used when students are to be removed temporarily from their normal scheduled class on a regular basis and when an appointed supervising teacher is responsible for marking the roll for those students
e.g.s
Instrumental Music Front
Office Duties
Regular School Activity Responsibilities held in class time Complete
details in the Create Temporary Class screen



Add students to the temporary class in the Manage Temporary Classes Screen



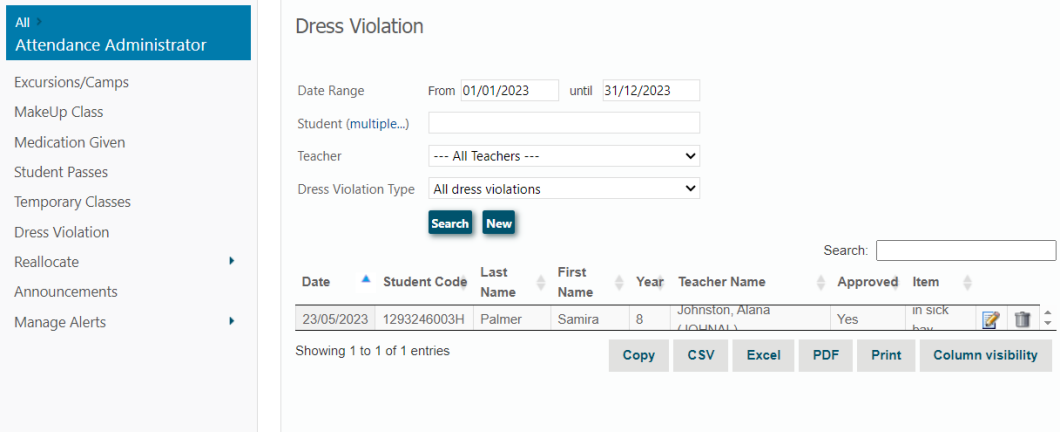
Modify the temporary class by clicking on the class name (e.g. in example above = Front Office Duty).

A Mark Roll Screen will be created for Temporary Class and the relevant Students' attendance records and normal scheduled teaching class will be OVER WRITTEN with the attendance code given to the Temporary Class.

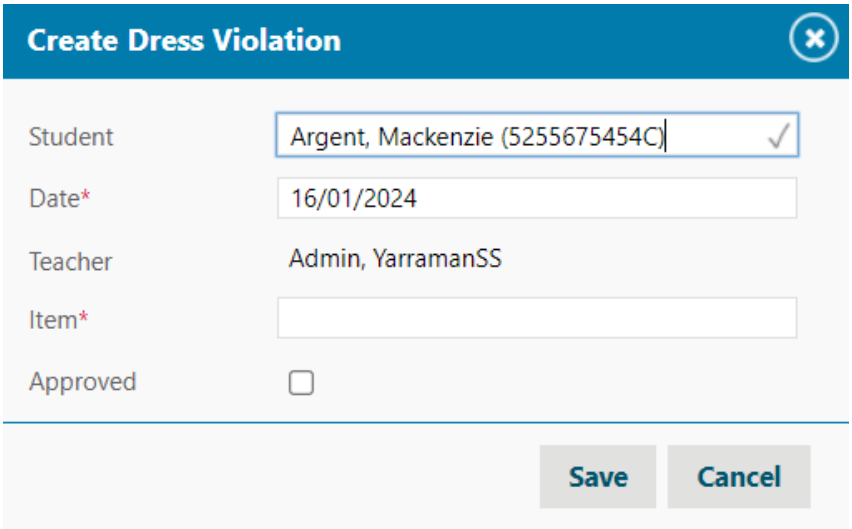
08. Uniform Violation

This is the same function provided to Teachers

If searching for details about students who have breeched dress requirements, complete details in search as per form below (note: select ALL unless Teacher or student is known)



Teachers may “Create a New Uniform Violation” from this screen (OR from a “Mark Roll” screen)



NOTES
Summary of uniform violations may also be viewed in Logs – Uniform Violations

If a student is issued a uniform violation a coloured symbol (red) will appear in every mark roll screen for that student on the day the violation has occurred.