



 Spacetalk Schools RollMarker

Period Marker Teacher Guide 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 Teacher Timetable Code (capitals) Password:
Defaults to Teacher Timetable Code (capitals) School Name: As
provided by School Administrator

https://rollmarker.spacetalk.co/Account/Login 





Sign in to continue to RollMarker

Username*

Password*

School

Remember Me

[Don't know your password?](#)

Period Marker – Description of Menu Items

Dashboard

Show: All Rolls

Date: From 01/01/2023 To 21/12/2023 Search

Mark	Date	Class Type	Start Time	End Time	Period	Class Code	Class Name
	15/02/2023	Excursion	09:00	17:00		TEST	Zoo day

Showing 1 to 1 of 1 entries

1. Dashboard

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)

All >

Find

Class/Excursion

Room

Student

Teacher

01. Class / Excursion

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

Find Class

Date:

Hide Marked Classes:

Class Type:

Teacher:

[View Classes](#)

Search:

Class Type	Period Name	Start Time	End Time	Year	Class Code	Class Name	Room	Teacher
Class	P1	08:50	09:30	12	12BS-A	Business Studies	TEST ROOM	
Excursion		09:00	17:00		TEST	Zoo day		HS
Homegroup	D3	09:00	17:00	8	8RC-1	Year 8 Tutor Group	TEST ROOM	
Homegroup	D3	09:00	17:00	11	11RC-1	Year 11 Tutor Group		
Class	P2	09:30	10:30	12	12ECO-A	Economics		
Homegroup	Assembly	11:00	11:30	12	12RC-1	Year 12 Tutor Group		
Class	P3	11:30	12:00	12	12FRG-A	French Extension		
Class	P4	13:00	14:00	12	12GEO-A	Geography		
Class	P5	14:00	15:00	12	2BI-A	Biology		

Showing 1 to 9 of 9 entries

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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

Find Room

Room: [Find TimeTable](#)

Day: Feb 20 - 24 2023 [Print](#) [Today](#) [<](#) [>](#)

	Mon 20/2	Tue 21/2	Wed 22/2	Thu 23/2	Fri 24/2
9am	08:50 - 09:30 P1 09:30 - 10:30 P2	08:50 - 09:30 P1 09:30 - 10:30 P2	08:50 - 09:30 P1 09:30 - 10:30 P2	08:50 - 09:30 P1 09:30 - 10:30 P2	08:50 - 09:30 P1 09:30 - 10:30 P2
10am	09:00 - 17:00 D1 09:00 - 17:00 8RC-1	09:00 - 17:00 D2 09:00 - 17:00 8RC-1	09:00 - 17:00 D3 09:00 - 17:00 8RC-1	09:00 - 17:00 D4 09:00 - 17:00 8RC-1	09:00 - 17:00 D5 09:00 - 17:00 8RC-1
10:30	Recess	Recess	Recess	Recess	Recess
11am	11:00 - Assembly 11:30 - P3	11:00 - Assembly 11:30 - P3	11:00 - Assembly 11:30 - P3	11:00 - Assembly 11:30 - P3	11:00 - Assembly 11:30 - P3
12pm	12:00 - 13:00 Lunch	12:00 - 13:00 Lunch	12:00 - 13:00 Lunch	12:00 - 13:00 Lunch	12:00 - 13:00 Lunch
1pm	13:00 - 14:00 P4	13:00 - 14:00 P4	13:00 - 14:00 P4	13:00 - 14:00 P4	13:00 - 14:00 P4
2pm	14:00 - 15:00 P5	14:00 - 15:00 P5	14:00 - 15:00 P5	14:00 - 15:00 P5	14:00 - 15:00 P5
3pm					

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.

Find Student

Group

First Name

Last Name

Active Students Only

Indigenous Only

Find Students

Search:

Student Code	Last Name	First Name	Year	Home Group	Term Year	Gender
12	Arayeshi	Faraz	11	11RC-1	2023	Male
9901	Bahrami	Zeynab	8	8RC-1	2023	Female
1003	Cody	Alex	12	12RC-1	2023	Male
1001	Cross	Billy	12	12RC-1	2023	Male
25	Dunn	Sara	11	11RC-1	2023	Female
1004	Ezati	Nina	12	12RC-1	2023	Female
2307	Fazzini	Adam	8	8RC-1	2023	Male
1005	Hill	Leo	12	12RC-1	2023	Male
65	Lewis	Elka	11	11RC-1	2023	Female
9900	Naithani	Parimal	8	8RC-1	2023	Male
15	Smith	Will	11	11RC-1	2023	Male
1002	Young	Nikole	12	12RC-1	2023	Female

Showing 1 to 12 of 12 entries

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[Column visibility](#)

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.

Find Teacher

Teacher [Find TimeTable](#)

Day Week Feb 13 - 17 2023

	Mon 13/2		Tue 14/2		Wed 15/2		Thu 16/2		Fri 17/2	
9am	08:50 - 09:30 P1	09:00 - 17:00 D1	08:50 - 09:30 P1	09:00 - 17:00 D2	08:50 - 09:30 P1	09:00 - 17:00 D3	08:50 - 09:30 P1	09:00 - 17:00 D4	08:50 - 09:30 P1	09:00 - 17:00 D5
	09:30 - 10:30 P2		09:30 - 10:30 P2		09:30 - 10:30 P2		09:30 - 10:30 P2		09:30 - 10:30 P2	
10am	10:30 - Recess		10:30 - Recess		10:30 - Recess		10:30 - Recess		10:30 - Recess	
11am	11:00 - Assembly		11:00 - Assembly		11:00 - Assembly		11:00 - Assembly		11:00 - Assembly	
	11:30 - P3		11:30 - P3		11:30 - P3		11:30 - P3		11:30 - P3	
12pm	12:00 - 13:00 Lunch		12:00 - 13:00 Lunch		12:00 - 13:00 Lunch		12:00 - 13:00 Lunch		12:00 - 13:00 Lunch	
1pm	13:00 - 14:00 P4		13:00 - 14:00 P4		13:00 - 14:00 P4		13:00 - 14:00 P4		13:00 - 14:00 P4	
2pm	14:00 - 15:00 P5		14:00 - 15:00 P5		14:00 - 15:00 P5		14:00 - 15:00 P5		14:00 - 15:00 P5	
3pm										

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.

Students [Create Student](#)

Active Only?

Year From: 2023 To: 2023

Campuses: All selected

[Find Students](#)

Search:

Student Code	Last Name	First Name	Campus Name	Year	Home Group	Gender	DOB	Term	Delete
12	Arayeshi	Faraz		11	11RC-1	Male	21/06/2009	2023	
9901	Bahrami	Zeynab		8	8RC-1	Female		2023	
1003	Cody	Alex		12	12RC-1	Male	18/06/2005	2023	
1001	Cross	Billy		12	12RC-1	Male	16/05/2005	2023	
25	Dunn	Sara		11	11RC-1	Female	05/08/2006	2023	
1004	Ezati	Nina		12	12RC-1	Female	29/04/2005	2023	
2307	Fazzini	Adam		8	8RC-1	Male		2023	
1005	Hill	Leo		12	12RC-1	Male	29/07/2005	2023	
65	Lewis	Elka		11	11RC-1	Female	29/07/2006	2023	
9900	Naithani	Parimal		8	8RC-1	Male	01/01/1990	2023	
15	Smith	Will		11	11RC-1	Male	05/03/2009	2023	
1002	Young	Nikole		12	12RC-1	Female	12/11/2005	2023	

Showing 1 to 12 of 12 entries

01. Student Details General Screen

Smith, Will (15)
Year 11 - 11RC-1

Action

Details Contact Timetable Attendance Classes Notes Medication

General Additional

Student Code* 15

Active?

Campus ---Select---

First Name* Will

Last Name* Smith

Preferred Name

Date of Birth 05/03/2009

Gender* Male

Term Year* 2023

Year Level 11

Home Group 11RC-1

House Group ---Select---

+ Choose new photo...

Save Changes

- 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.

Smith, Will (15)
Year 11 - 11RC-1

Details Contact Timetable Attendance Classes Notes Med

Dates From 01/01/2023 until 26/12/2023 Search

Periods

30/01	<input type="checkbox"/>
31/01	<input type="checkbox"/>
01/02	<input type="checkbox"/>
02/02	<input type="checkbox"/>
03/02	<input type="checkbox"/>
06/02	<input type="checkbox"/>
07/02	<input type="checkbox"/>
08/02	<input type="checkbox"/>

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

Smith, Will (15)
Year 11 - 11RC-1

Action

Details Contact Timetable Attendance Classes Notes Medication

<input type="checkbox"/>	Class Code	Class Name	Start Date	End Date	Delete	Sessic
<input type="checkbox"/>	11RC-1	Year 11 Tutor Group	30/01/2023			

For each selected class: --- Select ---

Screen shown if selecting Sessions for 10-7

Class Sessions
✕

Day	Period	Teacher	Room
1	D1		
2	D2		
3	D3		
4	D4		
5	D5		

OK

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*)

Smith, Will (15)
Year 11 - 11RC-1

Details
Contact
Timetable
Attendance
Classes
Notes
Medication

Note Type ---

Class ---

Teacher ---

Dates From until

Search
Add New...

This search did not return any notes.

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

Create Note
✕

Student

Note Type* ---

Date*

Teacher*

Class ---

Details*

Save
Cancel

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*).

Smith, Will (15)
Year 11 - 11RC-1

Details	Contact	Timetable	Attendance	Classes	Notes	Medication
---------	---------	-----------	------------	---------	-------	------------

Teacher

Dates From until

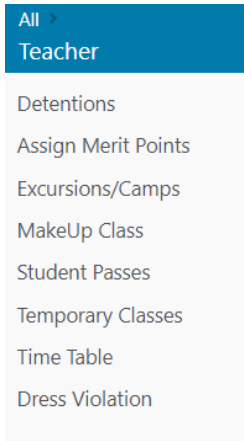
This search did not return any notes.

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')

A screenshot of a web form titled 'Detention'. In the top right corner, there is a blue link that says 'Add Student to Detention'. The form contains the following fields:

- 'Student (multiple...)' with an empty text input box.
- 'Detention Type' with a dropdown menu showing 'All selected' and a downward arrow.
- 'Date' with 'From' and 'until' labels and two empty date input boxes.
- 'User (multiple...)' with an empty text input box.

At the bottom of the form is a dark blue button with the word 'Find' in white text.

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

Add Student To Detention

Student *	<input type="text"/>
Type	Before School <input type="button" value="v"/>
Date Notified	21/12/2023
Detention Date	<input type="text"/>
Reason	<input type="text"/>
Teacher *	HS, Spacetalk (Admin) <input type="button" value="✓"/>

02. Assign Merit Points

Assign Merit Points

Student	<input type="text"/>
Date	21/12/2023
Teacher	HS, Spacetalk <input type="button" value="v"/>
Merit Points	1 <input type="button" value="v"/>
Comments	<input type="text"/>

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.

Issue Pass

Student	<input type="text"/>
Date	<input type="text" value="21/12/2023"/>
Pass Type	<input type="text" value="--- Select ---"/>

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 breached dress requirements, complete details in search as per form below (note: select ALL unless Teacher or student is known)

Dress Violation

Date Range From until

Student (multiple...)

Teacher ▼

Dress Violation Type ▼

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

Create Dress Violation

Student

Date*

Teacher

Item*

Approved

NOTES

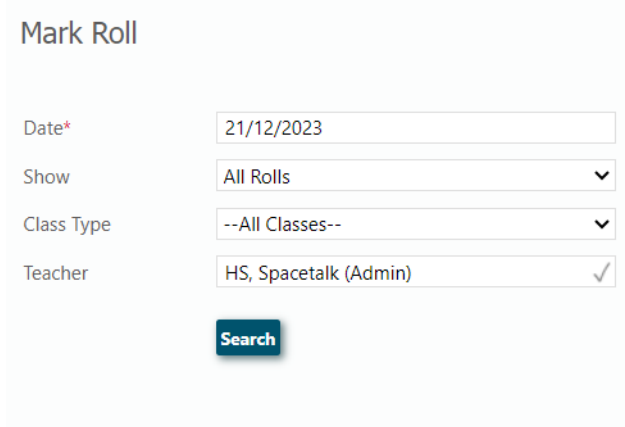
1. Summary of uniform violations may also be viewed in Logs – Uniform Violations
2. If a student is issued a uniform violation a coloured symbol (red) will appear in every mark roll screen for that student on the day the violation has occurred.

5. Mark Roll

- The mark roll screen seen by users depends upon role and user permission.
- Teachers and Leaders may be 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:



The screenshot shows the 'Mark Roll' interface with the following fields:

- Date***: 21/12/2023
- Show**: All Rolls (dropdown menu)
- Class Type**: --All Classes-- (dropdown menu)
- Teacher**: HS, Spacetalk (Admin) (dropdown menu with a checkmark)

A blue **Search** button is located below the filters.

- **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 not linked to student attendance records 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 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.

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

02. Mark Roll from Dashboard

Dashboard

Show

Date From To

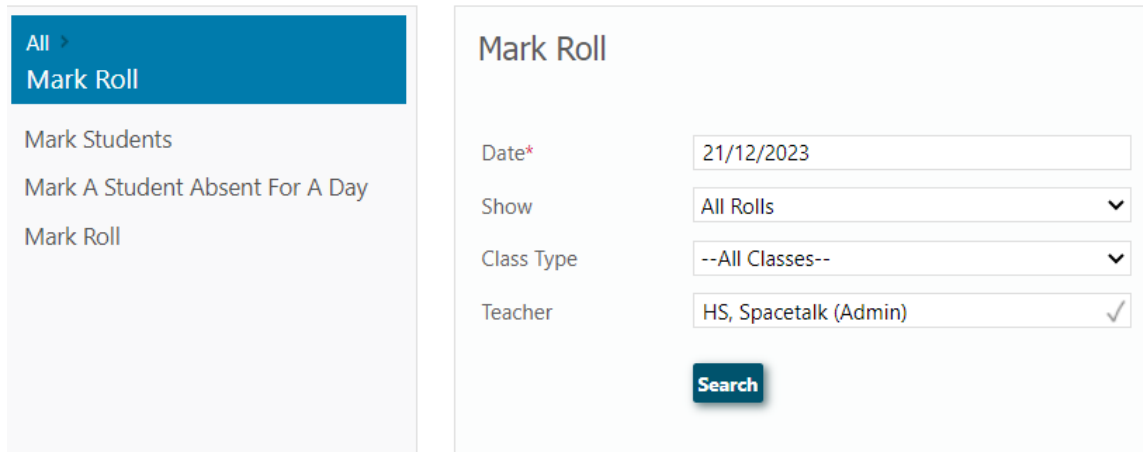
Search:

Mark	Date	Class Type	Start Time	End Time	Period	Class Code	Class Name
	15/02/2023	Excursion	09:00	17:00		TEST	Zoo day

Showing 1 to 1 of 1 entries

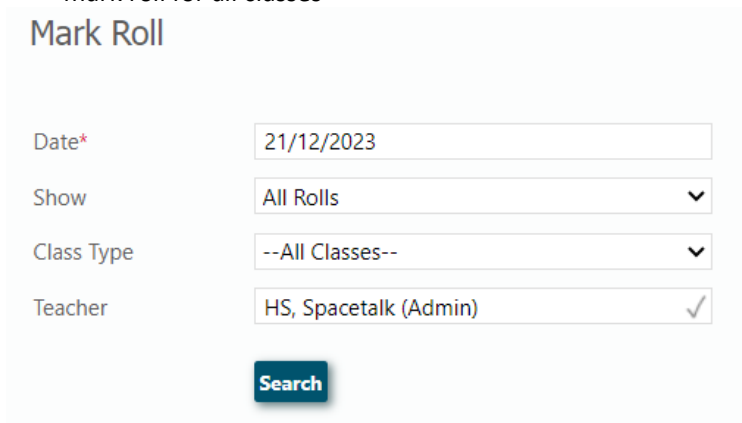
03. Mark Roll – From Main Menu

(when Teacher only has permission to mark own classes)



The screenshot shows a web interface for marking rolls. On the left is a sidebar menu with a blue header containing 'All >' and 'Mark Roll'. Below the header are three menu items: 'Mark Students', 'Mark A Student Absent For A Day', and 'Mark Roll'. The main content area is titled 'Mark Roll' and contains a form with the following fields: 'Date*' with the value '21/12/2023', 'Show' with a dropdown menu set to 'All Rolls', 'Class Type' with a dropdown menu set to '--All Classes--', and 'Teacher' with a dropdown menu set to 'HS, Spacetalk (Admin)'. A 'Search' button is located below the form fields.

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



This screenshot shows a close-up of the 'Mark Roll' form. The title 'Mark Roll' is at the top left. The form fields are: 'Date*' with the value '21/12/2023', 'Show' with a dropdown menu set to 'All Rolls', 'Class Type' with a dropdown menu set to '--All Classes--', and 'Teacher' with a dropdown menu set to 'HS, Spacetalk (Admin)'. A 'Search' button is located below the form fields.

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.

Mark Roll

Date*

Show

Class Type

Teacher

Search:

Mark	Class Type	Start Time	End Time	Period	Class Code	Class Name	Year	Campus	Teacher	Room Name
	Class	08:50	09:30	P1	12BS-A	Business Studies	12			TEST ROOM
	Homegroup	09:00	17:00	D3	11RC-1	Year 11 Tutor Group	11			
	Homegroup	09:00	17:00	D3	8RC-1	Year 8 Tutor Group	8			TEST ROOM
	Excursion	09:00	17:00		TEST	Zoo day			HS, Spacetalk	
	Class	09:30	10:30	P2	12ECO-A	Economics	12			
	Homegroup	11:00	11:30	Assembly	12RC-1	Year 12 Tutor Group	12			
	Class	11:30	12:00	P3	12FRG-A	French Extension	12			
	Class	13:00	14:00	P4	12GEO-A	Geography	12			
	Class	14:00	15:00	P5	2BI-A	Biology	12			

Showing 1 to 9 of 9 entries

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.

04. 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'

The screenshot displays the 'Mark Roll' interface. At the top, it shows the class 'Year 11 Tutor Group (11RC-1)' and the date '15/02/2023'. The teacher is identified as 'D3'. Below this, there is a grid view with four columns representing students: Arayeshi, Faraz; Dunn, Sara; Lewis, Elka; and Smith, Will. Each student's cell contains a green person icon, a red star, and a document icon, with a checkmark below. A blue 'Unlock Grid' button is visible above the grid. To the right, the 'Student Details' panel shows 'Arayeshi, Faraz (12)' and 'Faraz Arayeshi'. Below this is a dropdown menu with a list of attendance codes and their descriptions:

Code	Description
✓	Present
-	Unscheduled
/	School Activity
A	Unexplained or Unjustified
AE-	AE-Absence Explained
Absence Explained	
B	Official school business
E	Suspended
F	Flexible TT not required
H	Off campus educational institution
Int-FTSI	Int-FTSI
L	Principal Approved Leave
M	Student Exempt
O	Off Campus School Activity

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.

05. 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.

View Classes

Period	Class	Room	Teacher	
PERIOD 1	MED081V	L108	Davey(DAVECI)	○
PERIOD 1	MUS081Z	P104	Faint(FAINSA)	○
PERIOD 3	SCI081A	F207	Giles(GILEGE)	○
PERIOD 4b	FLI081B	D204	Gandara(GANDKE)	⊙
PERIOD 4a	FLI081B	D204	Gandara(GANDKE)	○
PERIOD 4b	FNU081A	D205	Thomsen(THOMRH)	○
PERIOD 4a	FNU081A	D205	Thomsen(THOMRH)	○
PERIOD 2	PDP081N	I209	Kimber(KIMBCH)	○
PERIOD 2	LSE091S	F104	Davey(DAVECI)	○
PERIOD 1	MAT091A	D208	Parker(PARKJA)	○
PERIOD 1	MAT091B	F205	Fenech(FENEMO)	○
PERIOD 1	MAT091C	F208	King(KINGLI)	○
PERIOD 1	MAT091L	F206	Lazaredes(LAZAMI)	○
PERIOD 2	SCI091A	F207	Giles(GILEGE)	○

Select View

Single Day

Multiple Day

Date From

Date To

View Students

Multiple Student View

Rollmark

Mark Roll For class (FL081B)

Attendance Codes	Description		
A	School Activity		
C	Camp		
E	Early Departure (PA)		Student Details
			Bowie Arthur

Name	<input type="checkbox"/> 11/05/2012 [PERIOD 4a] [D204 GANDKE]	<input type="checkbox"/> 11/05/2012 [PERIOD 4b] [D204 GANDKE]	
Bowie Arthur	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Briody Curtis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Campbell Leeroy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Douce Ebbenezoah	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
East Xanviah	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Gray Breahanna	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Hlevjak Kelly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Kem-Palmer Gavin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Lawrence Manuwa	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Martin Dalton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Minehan Josie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Symons-McGonagle Jake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Total Attendees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Total Absentees	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	

To Mark the Roll;

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

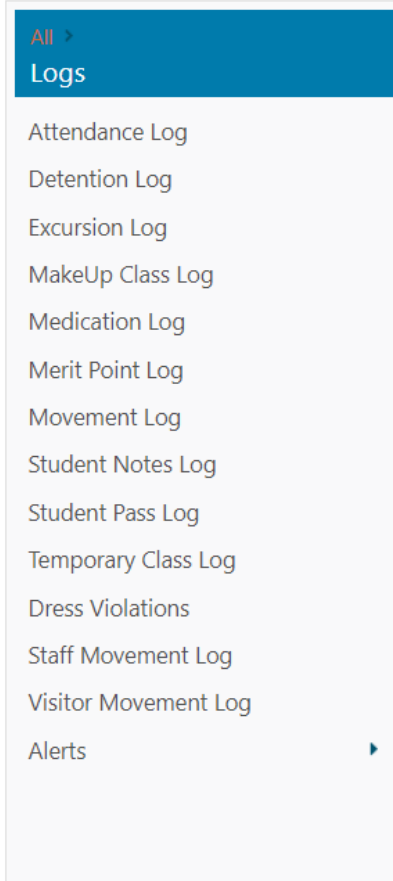
- Check the box next to the date at the top of the list to mark or amend a roll for that particular lesson.
- Enter the total number of students in attendance and absent in the boxes at the bottom of the list.

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

6. 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

Assignment Handed List

Date From To

Class Home Group

Class:

Teacher:

Find Assignments

Search Result

Assignment Name	Teacher	Class Name	Assignment DueDate
Helping Others	Dawes(DAWEJE)	8-1	25/05/2012

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

Assignment Detail

[Go Back](#)

Assignment	StudentName	DueDate	SubmissionDate	Notes	PickedBy
Helping Others	Bowie Arthur	25/05/2012	11/05/2012	Early Bird	heatleysadmin

Print **Export To CSV** **Export To PDF**

- **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.

Attendance Log

Term: SA-2023

Student (multiple...): All Selected

Date: From 14/02/2023 To 15/02/2023

Time: From To

Time Range: Apply to each day

Every: None Selected

Search

Date	Student Code	Last Name	First Name	Start Time	Period	Class Type	Class Code	Attendance	Reason	Documented	Documented Date	Parent Telephoned	Parent SMS	Parent Email	Parent Present	Contact Time
14/02/2023	2307	Fazzini	Adam	09:00	D2	HomeGroup	8RC-1	Present		No		No	No	No	No	
14/02/2023	9900	Naithani	Parimal	09:00	D2	HomeGroup	8RC-1	Present		No		No	No	No	No	
15/02/2023	2307	Fazzini	Adam	09:00	D3	HomeGroup	8RC-1	F	Zoo day	Yes		Yes	No	No	No	

Showing 1 to 4 of 4 entries

Copy **CSV** **Excel** **PDF** **Print** **Column visibility**

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.

All >

Logs

Attendance Log

Detention Log

Excursion Log

MakeUp Class Log

Medication Log

Merit Point Log

Detention Log

Student (multiple...): All Selected

Detention Type: --- All ---

Date: From 01/12/2023 To 31/12/2023

Search

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

All > Logs

Attendance Log

Detention Log

Excursion Log

MakeUp Class Log

Medication Log

Merit Point Log

Excursion Log

Date From 16/01/2024 To 16/01/2024

User All Selected

Excursion All Selected

Search

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

Student List

List Students in Camping Excursion (Camp) ✓

Date 19/12/2023

Include Class Names

Find Students

- **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.

Items Handed List

Date From To

Student

InActive

Description

Find Items

Search Result

TeacherName	StudentName	Date	Description	Return
ABE (GRIBKA)	TIGHE DAMIAN THOMAS	31/01/2012	mobile phone	Returned
ABE (ALLIKE)	TIGHE CONOR TRAVIS	31/01/2012	Biro	Returned
ABE (BUCHLO)	BLACK BENJIMANN	17/04/2012	phone	Not Returned

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

All >
Logs

- Attendance Log
- Detention Log
- Excursion Log
- MakeUp Class Log**
- Medication Log
- Merit Point Log

MakeUp Class Log

Date From To

User

Make-Up Class

Search

- **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).

All >
Logs

- Attendance Log
- Detention Log
- Excursion Log
- MakeUp Class Log
- Medication Log**
- Merit Point Log
- Movement Log
- Student Notes Log

Medication Log

Student

User

Date From To

Search

- **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

Date From To

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.

All >
Logs

- Attendance Log
- Detention Log
- Excursion Log
- MakeUp Class Log
- Medication Log
- Merit Point Log
- Movement Log
- Student Notes Log
- Student Pass Log
- Temporary Class Log
- Dress Violations**
- Staff Movement Log

Dress Violation

Date Range From until

Student (multiple...)

Teacher

Dress Violation Type

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)

Login ID	Title	First Name	Last Name	Code	House	Access Type	Email	Mobile	Send By Email	Send By SMS
----------	-------	------------	-----------	------	-------	-------------	-------	--------	---------------	-------------

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

The screenshot shows the 'Staff List' page in the RollMarker system. On the left is a sidebar with a blue header 'All Lists' and menu items: 'Parent Lists', 'Staff Lists', 'Student Lists', and 'Others Lists'. The main content area is titled 'Staff List' and contains search filters: 'List Staff in' (dropdown menu showing 'Whole School'), 'Date' (input field with '05/12/2023'), and 'Include Classes' (checkbox). A 'Find Staff' button is located below the filters. To the right of the filters is a search bar. Below the filters is a table header with the following columns: 'Login ID', 'Title', 'First Name', 'Last Name', 'Code', 'House', 'Access Type', 'Email', 'Mobile', 'Send By Email', and 'Send By SMS'. The table body is currently empty.

- 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]

7. 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.

The screenshot shows the 'Absence Report by Reason Type' interface. On the left is a sidebar with a 'Reports' menu where 'Absence Report by Reason Type' is highlighted. The main panel contains search filters: 'Students' (562 Students selected), 'Date' (From 01/12/2023 To 31/12/2023), and 'Reason' (All selected). A 'Search' button is located below the filters. Below the filters is a table with the following data:

Date	Student Code	Last Name	First Name	Class	Period	Attendance	Year	Notes
01/12/2023	220064	ABASI	XUNOON MEHDI	E02	DAY	M	1	
01/12/2023	230101	ABBAS	GHAZI	H02	DAY	M	6	
01/12/2023	200035	AHMADI	ELNAZ	B01	DAY	E	3	Family Travel
01/12/2023	220065	AHMADI	FADL ABBAS	E03	DAY	M	1	

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.

All Reports

- Absence Report by Reason Type
- Absence Pattern
- Absence report By Student
Summary of Whole & 1/2 Days Absent
- Absence Report Truant Student
- Consecutive Absences
- Attendance Report by Class Type
period /present /absent /abs code - total
- Absence Report by Class Type & Date Range

Attendance Report by Class Type

period /present /absent /abs code - total

Date: From To

Class: ✓

Date	Period	Student Code	Last Name	First Name	Present	Absent	Absence C
01/12/2023	DAY	180028	BERGROTH	AUDREY HARPER	0	1	M
01/12/2023	DAY	180003	BISHOP	SADIE ELIZABETH	0	1	M
01/12/2023	DAY	180029	BOWER	CHARLI INDIGO	0	1	M
01/12/2023	DAY	170061	BROWN	BEAU LEWIS	0	1	M
01/12/2023	DAY	180006	CHANGLEK	JHAI	0	1	M

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
F02	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 GILGEGE		
Aspinia (Gehadi) 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 Larinda				A Science GILGEGE	A Japanese KIMBCH	A Japanese KIMBCH
Boson Hayden				A Mathematics THEORKE	A AUSLAN COOKAL	A AUSLAN COOKAL
Bloomfield Natalia				A Science GILGEGE	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 student 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.

All >
Reports

Attendance report by Student using Passes
whole day /partial day using passes

Attendance Report Student % whole day

Audit Report

Unmarked Classes

DEEWR/STATS Report

Evacuation Report

Late To Class Report

Late Arrival Report

Early Departure Report

Missing Photograph Report

Late Arrival Report

Students: 562 Students selected ✕

Date: From 01/12/2023 To 18/12/2023

Time: From To

Search

Date	Student Code	Last Name	First Name	Notes Comment	Home Group	House	Year	Class Code	Period	Attendance Code
05/12/2023	170078	FIEBIGER	LUCAS MARK	Parent reason provided			6	H04	DAY	LF
05/12/2023	170078	FIEBIGER	LUCAS MARK	Parent reason provided			6			LF
05/12/2023	170093	NGUYEN	RIELYN THANH	Parent reason provided			6			LF
05/12/2023	170093	NGUYEN	RIELYN THANH	Parent reason provided			6	H02	DAY	LF
05/12/2023	180000	RAYMENT	COOPER JET	Parent reason provided			5			LF
05/12/2023	180000	RAYMENT	COOPER JET	Parent reason provided			5	H01	DAY	LF
05/12/2023	190002	PAVIC	EMILY	Parent reason provided			5			LF

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.

All Reports

Absence Report by Reason Type

Absence Pattern

Absence report By Student
Summary of Whole & 1/2 Days Absent

Absence Report Truant Student

Consecutive Absences

Attendance Report by Class Type
period /present /absent /abs code - total

Attendance Report by Class Type & Date Range
present /absent

Attendance Summary
Percentage Present/Absent

Attendance Report by Student
whole day /partial day

Attendance Report by Class Type

period /present /absent /abs code - total

Date From To

Class *

Search:

Date	Period	Student Code	Last Name	First Name	Present	Absent	Absence Code
01/12/2023	DAY	180028	BERGROTH	AUDREY HARPER	0	1	M
01/12/2023	DAY	180003	BISHOP	SADIE ELIZABETH	0	1	M
01/12/2023	DAY	180029	BOWER	CHARLI INDIGO	0	1	M
01/12/2023	DAY	170061	BROWN	BEAU LEWIS	0	1	M
01/12/2023	DAY	180006	CHANGLEK	JHAI	0	1	M
01/12/2023	DAY	160194	CHRISTENSEN	TYLER AURTHUR PAUL	0	1	M
01/12/2023	DAY	180054	DAMIRAL	WILLOW GRACE	0	1	M
01/12/2023	DAY	180069	DAVIES	IZABELLA IFF	0	1	M

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.

All Reports

Absence Report by Reason Type

Absence Pattern

Absence report By Student
Summary of Whole & 1/2 Days Absent

Absence Report Truant Student

Consecutive Absences

Attendance Report by Class Type
period /present /absent /abs code - total

Attendance Report by Class Type & Date Range
present /absent

Attendance Summary
Percentage Present/Absent

Attendance Report by Student
whole day /partial day

Attendance Report by Student using Passes
whole day /partial day using passes

Attendance Summary

Percentage Present/Absent

Student (multiple...)

Date From To

Class

Show Totals?

Search:

Student Code	Last Name	First Name	Year	Home Group	Class Code	Periods	Present %	Curriculum %	Approved Abs. %	Unapp Abs. %
180028	BERGROTH	AUDREY HARPER	5		C03	4	75	0	0	0
180003	BISHOP	SADIE ELIZABETH	5		C03	4	75	0	0	0
180029	BOWER	CHARLI INDIGO	5		C03	4	75	0	0	0
170061	BROWN	BEAU LEWIS	5		C03	4	75	0	0	0
180006	CHANGLEK	JHAI	5		C03	4	75	0	0	0
160194	CHRISTENSEN	TYLER AURTHUR	5		C03	4	0	0	75	0

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.

All >
Reports

Attendance Report by Student using Passes
whole day /partial day using passes

Attendance Report Student % *whole day*

Audit Report

Unmarked Classes

DEEWR/STATS Report

Evacuation Report

Late To Class Report

Late Arrival Report

Early Departure Report

Missing Photograph Report

Students per Class Report

Students Arriving Report

Students Exiting Report

Student Subject Count Report

Student Subject Count Report

Student (multiple...)

Date

Search

Search:

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	AGUIRRE LUNA	7	F03		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.