

CIVICA

Integris Lesson Attendance Training Notes



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1 Introduction

These training notes give users a reference during and following Lesson Attendance training. They cover all the main sections of the software and help guide the user through the main functions of the system. References to the pages in the corresponding software manuals give participants ready access to areas covered during the day's sessions.

The Lesson Attendance module offers schools an effective and timesaving facility for:

- Data entry via the keyboard or mouse
- Entering Late arrivals via the Lates window, with attendance updated automatically. This function also prints Late Slips for students to give to teachers
- Entering absences via Speed Entry, with attendance updated automatically with "present" marks for the remaining students and
- Future absences can be entered for absences known in advance.

The module avoids the need for time-consuming manual statistical calculations. A range of standard reports and analyses is included with the system.

Lesson Attendance also saves time in the preparation of letters and attendance reports.

1.1 Lesson Attendance Training Program

Time	Content
8.45 am	Coffee
9.00	Introduction to Administration Manager Logging On / User Access File Menu Student Details School Details Groups Administration Manager Reports
10.30	Morning Tea
10.50	Lesson Attendance Parameters Day View Week View Student View Registration Lates Speed Entry
12.20 pm	Lunch
1.00	Absences Future Absences Absence and Lates Follow Up Changing Students' Roll Status Reports Lesson Attendance Reports
2.30	Afternoon Tea
2.50	Creating a New Attendance Year (Optional) User Access Review Questions/Practice Session

1.2 Training Outcomes

At the end of the training sessions participants should be able to:

- Navigate their way through the side bar options in the Lesson Attendance module
- Create Daily Records
- Set up Default settings in Lesson Attendance Parameters
- Record absences using:
 - Lates
 - Day View
 - Week View
 - Student View
 - Registration
 - Speed Entry
 - Future Absences
- Set up and print follow-up letters
- Use the Absence and Lates Follow Up function
- Create a New Attendance Year

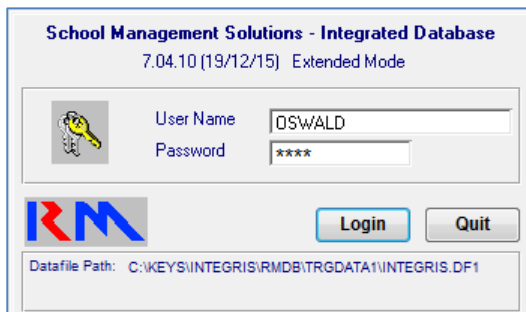
1.3 Logging On

Activity: Logging On

- Double click on the **Integris Training** icon on the desktop



- Type **OSWALD** as the User Name for use in today's training
- Press **<Tab>** to move the cursor to the Password box
- Enter the password: **keys**

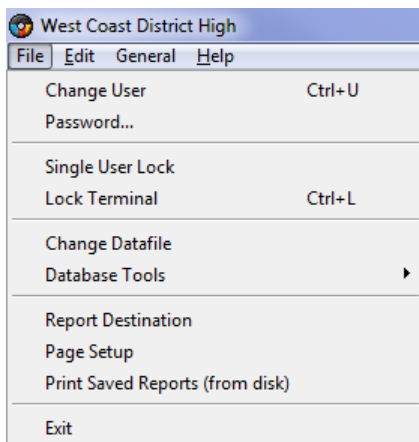
A screenshot of the 'School Management Solutions - Integrated Database' login window. The window has a title bar with the text 'School Management Solutions - Integrated Database' and a subtitle '7.04.10 (19/12/15) Extended Mode'. Inside the window, there is a login form with two fields: 'User Name' containing 'OSWALD' and 'Password' containing '****'. To the left of the fields is a small icon of a key. Below the fields is a logo with the letters 'RM' in blue and red. At the bottom of the window, there is a 'Datafile Path' label followed by the path 'C:\KEYS\INTEGRIS\RMDB\TRGDATA1\INTEGRIS.DF1'. There are two buttons, 'Login' and 'Quit', to the right of the 'Datafile Path' label.

- Click on **Login** or press **<Enter>**

Note: In schools, each user has their own user name and password, which enables access to particular sections of the software as determined by the school administration. It is strongly recommended that you change your password once the software is installed in your school

1.4 The File Menu

The file menu may be accessed by clicking on File in the top left of your screen.



- **Change User** should be used to ensure that each person accessing Integris does so under their own user name and with their personal levels of access.
- **Password** enables the user to change his or her password. For security purposes, it is recommended that this is done regularly.
- **Lock Terminal** may be used if the user needs to leave his or her computer temporarily, does not want to log off and does not want to allow access to anyone else. Unlocking the terminal requires the user to enter his or her password again.
- **Report Destination** allows the user to choose where to send any report created in Integris. The options are displayed below.

Activity: The File Menu

Top Toolbar > File

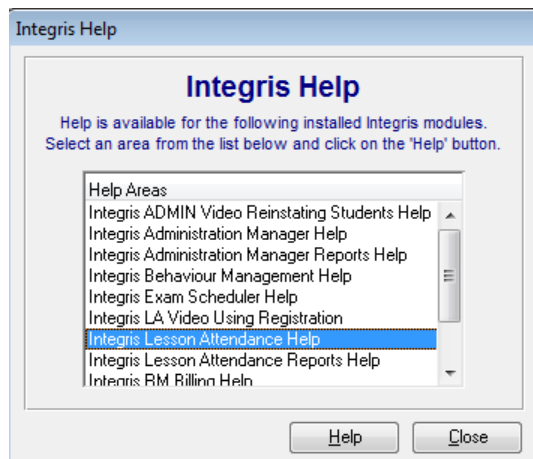
- View each of the following items in the File menu
 - Password
 - Change User
 - Lock Terminal
 - Report Destination

1.5 Accessing Help

Activity

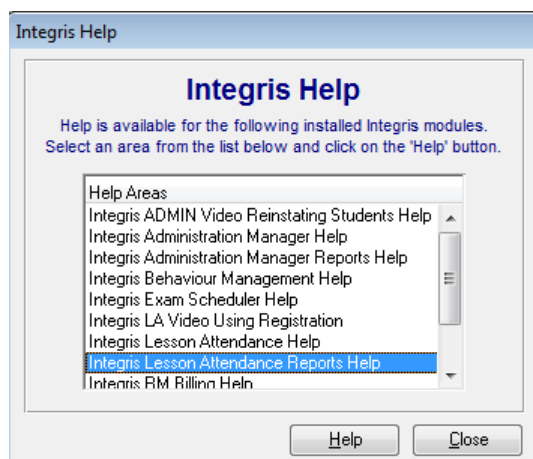
Top Toolbar > Help > Help Contents and Index

- Click **Help** in the top toolbar
- Select **Help Contents and Index**



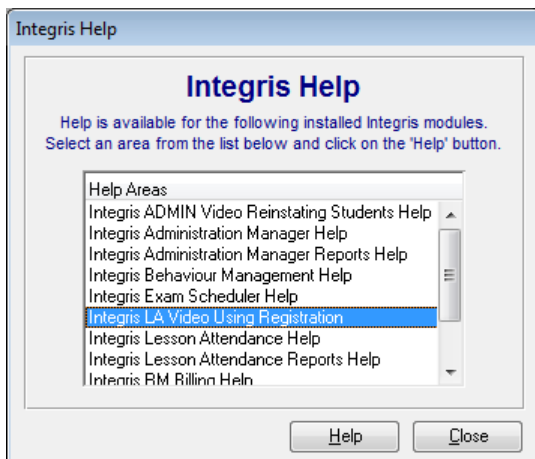
- Highlight **Integris Lesson Attendance Help**
- Click **Help**
- View the **Lesson Attendance** manual
- Close the manual

- In the same way, view **Lesson Attendance Reports Help**



- Close the manual

- In the same way, view ***Lesson Attendance Using Registration***



- Close the manual and help

2 Administration Manager

2.1 Using the Side Bars

Once you have logged onto the system a blank window with a control panel (side bar) appears down the right-hand side of the screen. The General side bar is displayed.



The Administration module comprises of two sidebars. The one displayed on the left of this page is the **General** side bar. This provides access to the core functions. From here you can enter school details, view and enter student and staff details and create groups of students and staff.

It is also where schools set up their own parameters for the system and use the Control function to add new modules at a later date, and set up new users and passwords.

By clicking on the **Admin** tab on the bottom of the side bar a second bar is revealed over the General side bar. This is the **Admin** side bar which provides an emergency report function, enables users to speed edit information in students' records, carry out year end procedures and produce reports.

Other sidebars will be available dependent on your school and level of access.



2.2 Student Details

General > Student Details

Student Details display comprehensive information about each student attending the school. From the General side bar choose Student Details. The following window will appear:

Student (Current)

Jackie Albert (766) **Year 4 Form Room 4**

Date of Birth 6 OCT 2006
Age 9 Yrs 4 Mths
Gender Female
Teacher(s) Ms J Garden
Room
USI
UPN E123456706004
Student No. 00000000
Central ID 99123456700000151

Address
9 Marmion Drive,
PINEY WOODS,
WA,
6999
E Mail Address albert@inet.net.au




Phone 1 9396 7008
Phone 2
Fax
Student Mob.
Family Representative ☐
Car Registration

Contacts


Name	Phone	Address	Relation	Res	Par	Mail	Emrg	Notes	Fee
Mr Paul Albert	9396 7008	9 Marmion Drive, PINEY WOODS, WA, 6	Father	Yes	Yes	No	1	Yes	N
Ms Rita Albert	9396 7008	9 Marmion Drive, PINEY WOODS, WA, 6	Mother	Yes	Yes	Yes	2	Yes	Y
Mrs Penhole	9345 6767	4 Wisdom Lane, PINEY WOODS, WA, 6	Friend	No	No	No	3	Yes	N
JENNIFER Zolter-Albert	9396 7008	9 Marmion Drive, PINEY WOODS, WA, 6	Sibling	n/a	n/a	n/a	0	No	

Res - Student Resident Par - Parental Responsibility Mail - Family Mail Marker Emrg - Emergency

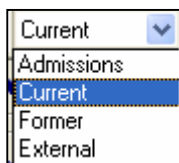
Search

This is the summary window and displays the basic student data and a photograph of the student (where available).

Photos are accessed by clicking on Display Student Photograph  at the bottom right-hand corner of the window.

Student Details Toolbar



This drop-down menu enables the user to decide which of the rolls they wish to view: the Admissions Roll, Current Roll, Former Roll or the External Roll.



The **Next Student** and **Previous Student** arrows on either side of the binoculars allow you to scroll through the database either forward or backward in alphabetical order.



The **Find Student** tool enables users to find individual students or groups of students based on selected criteria.

To view specific areas of a student's record use the buttons on the tool bar at the top of the Student window:



Add a new student



Edit student data



Move a student to the Former Roll



Print student details



Send a letter



Send an e-mail



Summary details



Additional details



Movement History



Attendance History



Groups



Student Activity



User-defined Information



Medical Details



Teaching Sets



Miscellaneous details

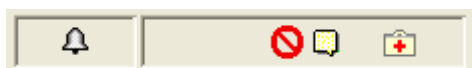


Student timetable



Cohorts









Student Status Bar





The Student Status Bar is designed to be visible from all panes of the window, giving users a view of key student indicators at a glance.

The Status Bar is split into two sections, with the left-hand section reserved for more sensitive data. In both sections, information on the current student is displayed using icons. Hover the pointer over an icon and it will display a description of its meaning.

Normal Bar

	Student has a flagged medical condition
	Language Background other than English
	Access restriction
	Part-time student
	Accepted (Admissions Roll)
	VET Student
	Student Notes
	Name Change

Sensitive Status Bar

	Educational Support Program
	Excluded (Former Roll)



Activity: Student Details

- View each of the screens in Student Details

2.2.1 Finding Students

General > Student Details



There are five methods of searching for students in Student Details

- Using the Previous Student/Next Student arrows
- A Simple Student Search
- Using the standard Integris **Find Student** function 
- Using the Advanced Student Search 
- Making Siblings the Browse set

Method 1: Using the Previous Student/Next Student Arrows



The Previous Student/Next Student arrows are located at the top left of the Student window. They can be used to scroll through the current browse set of students.

Click on the Next Student arrow  to move to the next student in the browse set. Click on the Previous Student arrow  to move to the previous student in the browse set.

Method 2: Simple Student Search



The Summary screen in Student Details provides a Simple Student Search facility to enable the user to quickly locate and load a specific student's record. It is located at the bottom left corner of the Student window.

The search operates on the currently defined browse set in the Student Details window. If no browse set is defined, the currently selected roll will be searched.

Method 3: Find Student Function



Another method of finding a student's record is by using the standard Find function located at the top of the Student window. This function is used in other sections of Administration Manager and in other Integris modules.

Use the Find Student tool to select students by a variety of different search criteria. Click on the Find Student icon and the following window appears.


Find a particular student by entering either a surname or roll number in the **Name/Number** field. It is not necessary to enter the whole surname. Enter the first few characters and press **<Enter>**. A list of students' names matching the characters entered will be displayed. Double click on the appropriate name.

You can find individual students or groups of students by many other criteria such as year group, form, teaching set, group, previous school, indigenous status, dates (including birthdays and students' ages), addresses and user-defined information (UDI).

The system can save any search criteria you enter - this is called a Query. A query can then be used at a later date to save you setting up the search again.

Method 4: Advanced Student Search

When searching for students the Advanced Student Search tool can be used to add another student or group of students to an existing search results list.

For example, a normal student search could be performed using the  tool. Once the desired list of students is displayed the Advanced Student Search tool could be used to add more students to the existing list.

Method 5: Make Siblings the Browse Set

Once a student's record is loaded, and any necessary changes have been made, it is easy to create a browse set of the student's siblings so that the siblings' records can be edited. In the Contacts pane, right click and select, "Make Siblings the Browse Set". See the following screen shot for student Penelope Allen.

Contacts									
Name	Phone	Address	Relation	Res	Par	Mail	Emrg	Notes	Fee
Miss Kelly Allen	9678 2233	39 Drury Place, PINEY WOODS, WA, 6950	Mother	Yes	Yes	Yes	1	Yes	Y
Mrs Janet Wheeler	9456 7234	17 Stone Way, PINEY WOODS, WA, 6950	Aunt	No	No	No	2	Yes	N
Mr & Mrs Allen	9456 8888	8 Village Rd, PINEY WOODS, WA, 6990	Grandparent	No	No	No	3	Yes	N
TAMARA Allen	9397 7110	39 Drury Place, PINEY WOODS, WA, 6950	Sibling	n/a	n/a	n/a	0	No	

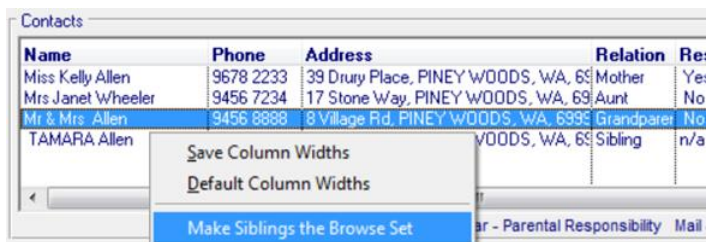
Activity: Simple Search and Make Siblings the Browse Set

General > Student Details

- Locate Penelope Allen's record by entering all or part of her name, then **<Tab>** or **<Enter>**

Search

- Right click in the **Contacts** pane





Name	Phone	Address	Relation	Re:
Miss Kelly Allen	9678 2233	39 Drury Place, PINEY WOODS, WA, 69	Mother	Yes
Mrs Janet Wheeler	9456 7234	17 Stone Way, PINEY WOODS, WA, 69	Aunt	No
Mr & Mrs. Allen	9456 8888	8 Village Rd, PINEY WOODS, WA, 6998	Grandparent	No
TAMARA Allen		WOODS, WA, 69	Sibling	n/a

- Select **Make Siblings the Browse Set**

 Indicates that a Browse Set (a subset of student records) has been created.

- Click Next Student 

Tamara-Allen's records will be displayed.


- Click Previous Student  to return to Jackie's records
- Click  and **Yes** to clear the browse set

Activity: Locating Groups of Students

Find the students in Form Room 7

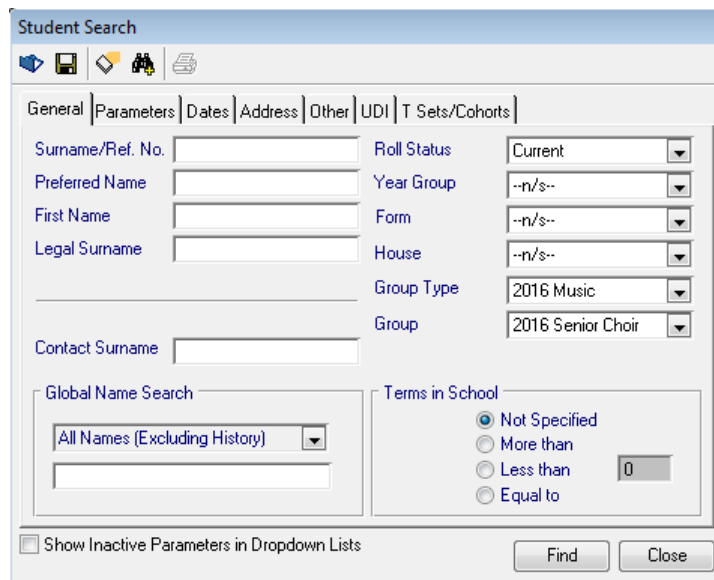
- Select **Room 7** from the Form drop down list

Roll Status	Current	▼
Year Group	--n/s--	▼
Form	Room 7	▼

- Click **Find** or <**Enter**>
- Click **Back** and clear your settings 

Find the students in Senior Choir

- Select **Group Type:** **2016 Music**
- Select the Group: **2016 Senior Choir**



Student Search

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts

Surname/Ref. No. Roll Status

Preferred Name Year Group

First Name Form

Legal Surname House

Group Type

Group

Contact Surname

Global Name Search

Terms in School

☒ Not Specified

☐ More than

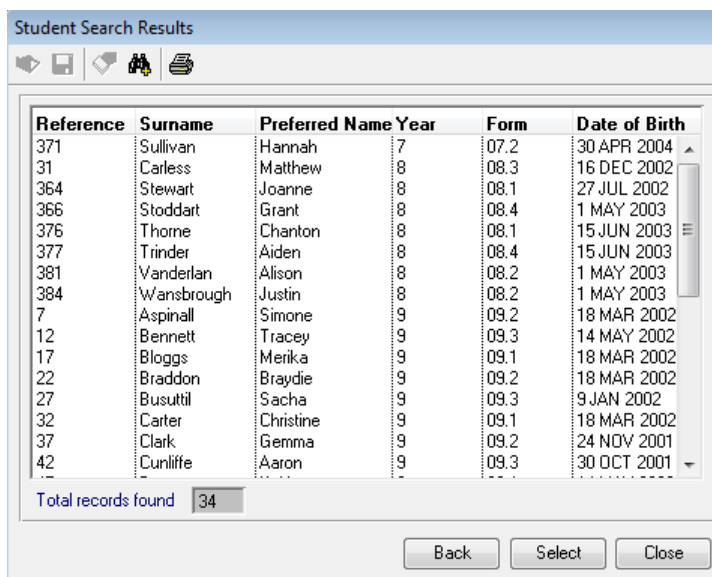
☐ Less than

☐ Equal to

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Click **Find**
- Click on the **Year** heading to sort the students by Year





Student Search Results

Reference	Surname	Preferred Name	Year	Form	Date of Birth
371	Sullivan	Hannah	7	07.2	30 APR 2004
31	Carless	Matthew	8	08.3	16 DEC 2002
364	Stewart	Joanne	8	08.1	27 JUL 2002
366	Stoddart	Grant	8	08.4	1 MAY 2003
376	Thorne	Chanton	8	08.1	15 JUN 2003
377	Trinder	Aiden	8	08.4	15 JUN 2003
381	Vanderlan	Alison	8	08.2	1 MAY 2003
384	Wansbrough	Justin	8	08.2	1 MAY 2003
7	Aspinall	Simone	9	09.2	18 MAR 2002
12	Bennett	Tracey	9	09.3	14 MAY 2002
17	Bloggs	Merika	9	09.1	18 MAR 2002
22	Braddon	Braydie	9	09.2	18 MAR 2002
27	Busuttil	Sacha	9	09.3	9 JAN 2002
32	Carter	Christine	9	09.1	18 MAR 2002
37	Clark	Gemma	9	09.2	24 NOV 2001
42	Cunliffe	Aaron	9	09.3	30 OCT 2001


Total records found

Back Select Close


- Click **Print Find Results** 
- Close the Print Screen
- Click **Back** and clear the settings 

Find Students who were born in January

- Select **January** from the month drop down list

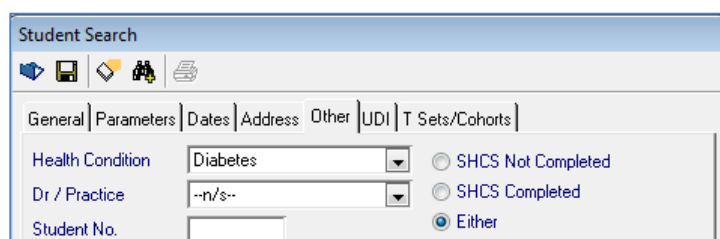


The screenshot shows the 'Student Search' window with the 'General' tab selected. The 'Date of birth range' is set to 'January' in the month dropdown. The 'Birthday (Day, Month, Year)' section shows 'January' in the month dropdown.


- Click **Find** or **<Enter>**
- Click **Back** and clear your settings 

Find students with a Health Condition

- Find the students who have **Diabetes**



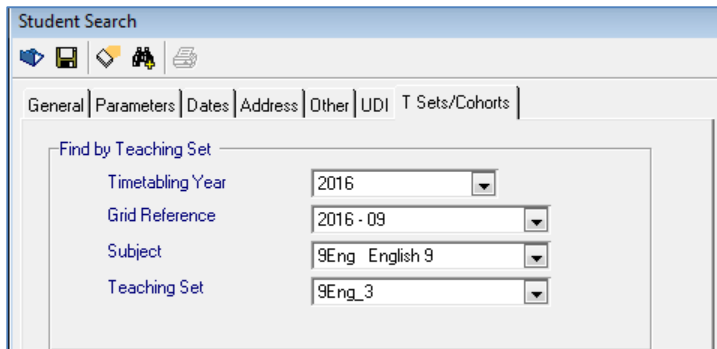
The screenshot shows the 'Student Search' window with the 'General' tab selected. The 'Health Condition' dropdown is set to 'Diabetes'. The 'SHCS Not Completed', 'SHCS Completed', and 'Either' radio buttons are visible.

- Click **Find** or **<Enter>**
- Click **Back** and clear your settings 

Activity: Saving a Student Query


Find students by Teaching Set and save the Query

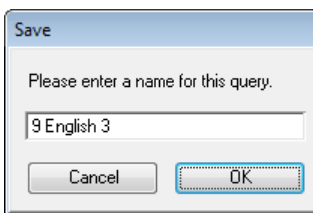
- Click on the **Teaching Sets/Cohort** tab
- Find the students in **9ENG_3**




The screenshot shows the 'Student Search' dialog box with the 'Find by Teaching Set' tab selected. The fields are as follows:

Field	Value
Timetabling Year	2016
Grid Reference	2016 - 09
Subject	9Eng English 9
Teaching Set	9Eng_3


- To save the query click on the floppy disc icon 
- Enter an appropriate name for the search



The screenshot shows the 'Save' dialog box with the text 'Please enter a name for this query.' and a text input field containing '9 English 3'. There are 'Cancel' and 'OK' buttons at the bottom.

- Click **Back** and clear your settings 


To load a saved query

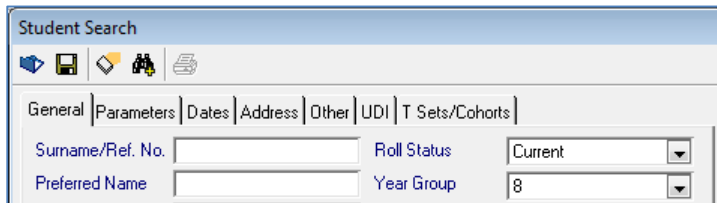
- Click View the Query List 
- Highlight **9 English 3**
- Click **Load**
- Click **Find** to locate the students matching the query

Note: Saving a query saves the question not the answer. Every time the query is loaded, an up-to-date list of the students matching the search criteria is displayed.

Activity: Advanced Student Search

Find the Year 8 and 9 Boys

- Click Find 
- On the **General** tab, select **Year Group: 8**



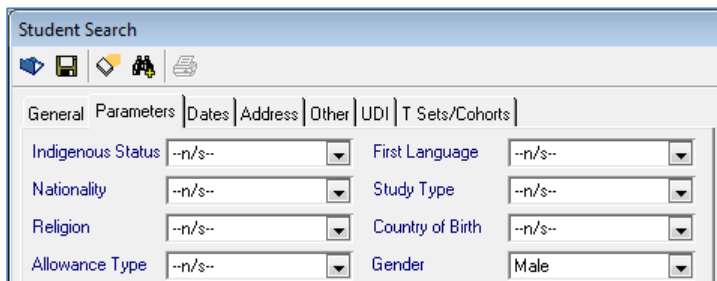
Student Search

General Parameters Dates Address Other UDI T Sets/Cohorts

Surname/Ref. No. Roll Status

Preferred Name Year Group

- In the **Parameters** tab, select **Gender: Male**



Student Search

General Parameters Dates Address Other UDI T Sets/Cohorts

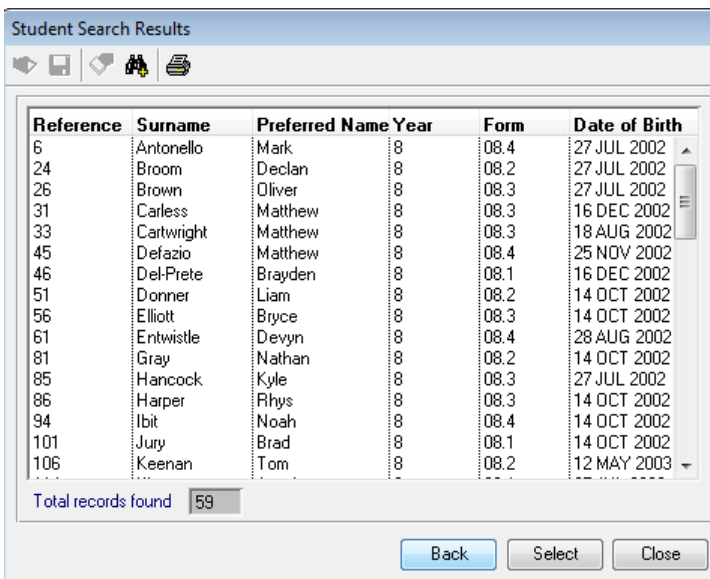
Indigenous Status First Language

Nationality Study Type

Religion Country of Birth

Allowance Type Gender

- Click **Find** or **<Enter>**




Student Search Results

Reference	Surname	Preferred Name	Year	Form	Date of Birth
6	Antonello	Mark	8	08.4	27 JUL 2002
24	Broom	Declan	8	08.2	27 JUL 2002
26	Brown	Oliver	8	08.3	27 JUL 2002
31	Carless	Matthew	8	08.3	16 DEC 2002
33	Cartwright	Matthew	8	08.3	18 AUG 2002
45	Defazio	Matthew	8	08.4	25 NOV 2002
46	Del-Prete	Brayden	8	08.1	16 DEC 2002
51	Donner	Liam	8	08.2	14 OCT 2002
56	Elliott	Bryce	8	08.3	14 OCT 2002
61	Entwistle	Devyn	8	08.4	28 AUG 2002
81	Gray	Nathan	8	08.2	14 OCT 2002
85	Hancock	Kyle	8	08.3	27 JUL 2002
86	Harper	Rhys	8	08.3	14 OCT 2002
94	Ibit	Noah	8	08.4	14 OCT 2002
101	Jury	Brad	8	08.1	14 OCT 2002
106	Keenan	Tom	8	08.2	12 MAY 2003

Total records found 59

Back Select Close






- Click Advanced Find  to search for the additional students to add to the query

Advanced Student Find

Use the 'Add' and 'Remove' buttons to populate the list with the students you would like to use.






Ref.	Surname	Preferred Name	Year	Form	Date of Birth
6	Antonello	Mark	8	08.4	27 JUL 2002
24	Broom	Declan	8	08.2	27 JUL 2002
26	Brown	Oliver	8	08.3	27 JUL 2002
31	Carless	Matthew	8	08.3	16 DEC 2002
33	Cartwright	Matthew	8	08.3	18 AUG 2002
45	Defazio	Matthew	8	08.4	25 NOV 2002
46	Del-Prete	Brayden	8	08.1	16 DEC 2002
51	Donner	Liam	8	08.2	14 OCT 2002
56	Elliott	Bryce	8	08.3	14 OCT 2002
61	Entwistle	Devyn	8	08.4	28 AUG 2002
81	Gray	Nathan	8	08.2	14 OCT 2002
85	Hancock	Kyle	8	08.3	27 JUL 2002
86	Harper	Rhys	8	08.3	14 OCT 2002
94	Ibit	Noah	8	08.4	14 OCT 2002
101	Jury	Brad	8	08.1	14 OCT 2002
106	Keenan	Tom	8	08.2	12 MAY 2003

Total students selected 59




- Click Add Students  to find for the Year 9 boys



Student Search Results

Reference	Surname	Preferred Name	Year	Form	Date of Birth
2	Alkitik	Adam	9	09.1	9 JAN 2002
22	Braddon	Braydie	9	09.2	18 MAR 2002
42	Cunliffe	Aaron	9	09.3	30 OCT 2001
52	Douglas	Mathew	9	09.2	14 MAY 2002
62	Eren	Aidan	9	09.1	14 MAY 2002
67	Fawkes	Ryan	9	09.2	14 MAY 2002
82	Green	William	9	09.2	14 MAY 2002
87	Hiddern	Travis	9	09.3	24 NOV 2001
97	Isacc	Brendan	9	09.2	14 MAY 2002
102	Kalter	Brad	9	09.3	24 NOV 2001
107	Keil	Ethan	9	09.1	8 JUL 2001
117	Kinnane	Brant	9	09.3	24 NOV 2001
142	Le-Ti	Travis	9	09.1	7 AUG 2001
147	Lilt	Callum	9	09.2	7 AUG 2001
152	London	Ronnie	9	09.3	7 AUG 2001
157	Luck	Stevie	9	09.1	18 MAR 2002

Total records found 40

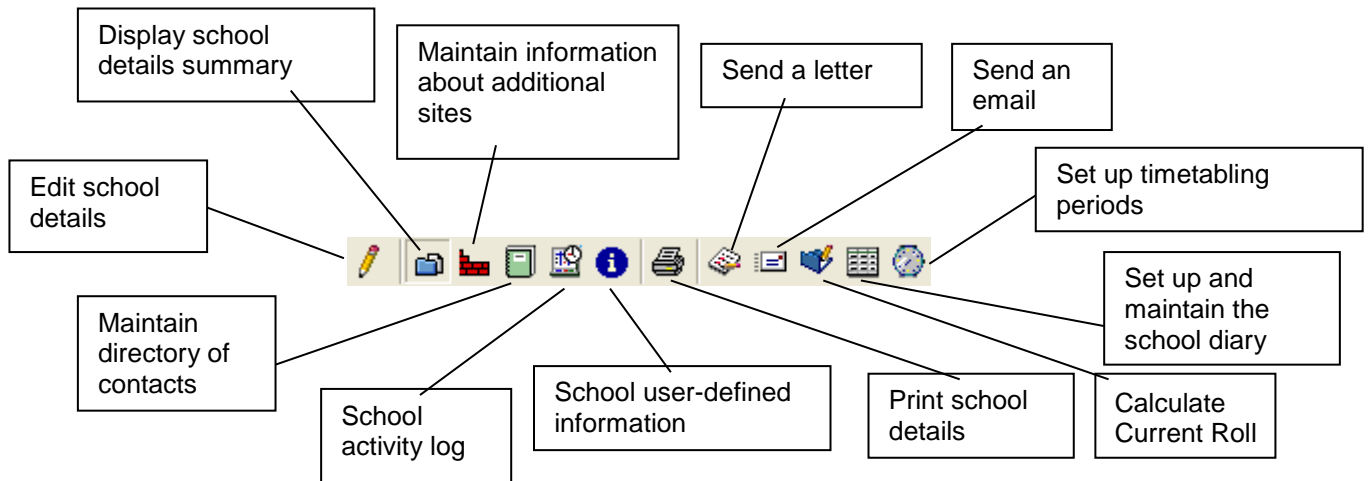
- Click **Find, Select and Yes**
- Click on the **Form** column header to sort into Forms
- Click Print  and send the report to the screen
- Close the report
- Click **Select** and **Yes** to create a combined list of the Year 8 and 9 boys
- Click **Select** and **Yes** to create a browse set of Year 8 and 9 boys
- Clear the browse set by clicking on 

Note: There is currently no ability to save advanced searches.

2.3 School Details

General > School Details







The **School Details** window is very similar to that in **Student Details** and some of the icons are the same. The main tools within **School Details** are:



Edit School Details  enables the user to maintain details in all areas of the school's details.




Activity: Viewing School Details

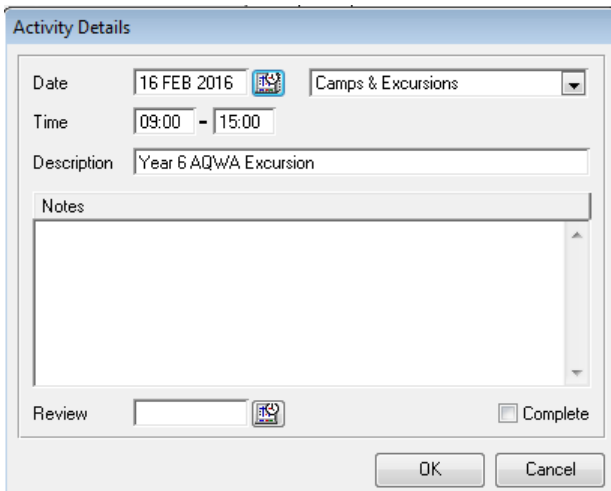
View each of the following windows in **School Details**.

- Sites 
- Directory 
- School Activity 
- Calculate the Current Roll 
- School Diary 
- Timetabling Periods 

Activity: Add an Activity to the School Diary

General > School Details

- Click Display School Diary 
- Click Year View 
- Click Add 
- Enter the date for the coming Tuesday in the Date Field, and the following details




Term Dates for students for 2016:

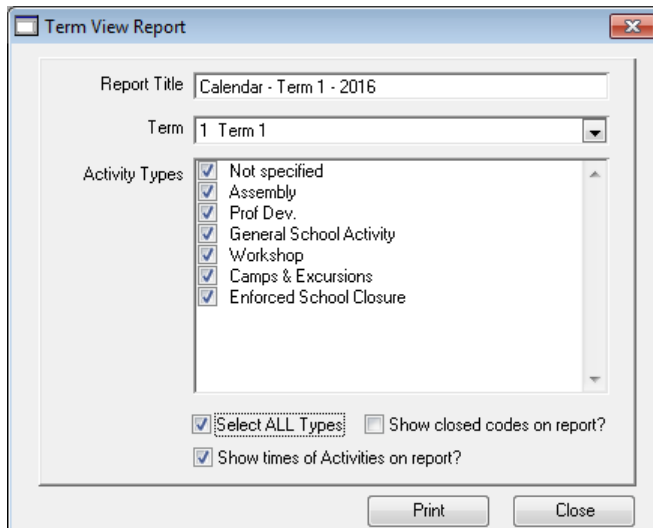
Term 1 – Monday 1 February to Friday 8 April
Term 2 – Monday 25 April to Friday 1 July
Term 3 – Monday 18 July to Friday 23 September
Term 4 – Monday 10 October to Thursday 15 December

- Click **OK** to save

Note: School Terms are always entered as starting on a Monday. If the school is not open on the Monday, it may be entered as a Closed day in the School Diary.

View the school planner

- Click Print 
- Select the current term and **Select ALL Types**



Term View Report

Report Title: Calendar - Term 1 - 2016

Term: 1 Term 1

Activity Types:

- ☒ Not specified
- ☒ Assembly
- ☒ Prof Dev.
- ☒ General School Activity
- ☒ Workshop
- ☒ Camps & Excursions
- ☒ Enforced School Closure

☒ Select ALL Types ☐ Show closed codes on report?

☒ Show times of Activities on report?

Print Close

- Click **Print** and **OK**
- Find the **Year 6 AQWA Excursion** entry

3	15 09:00 Primary Swimming Lessons	16 09:00 Year 8 Orientation Camp 09:00 Year 6 AQWA Excursion 09:00 Primary Swimming Lessons
---	--	--

- Close the report, the diary and School Details

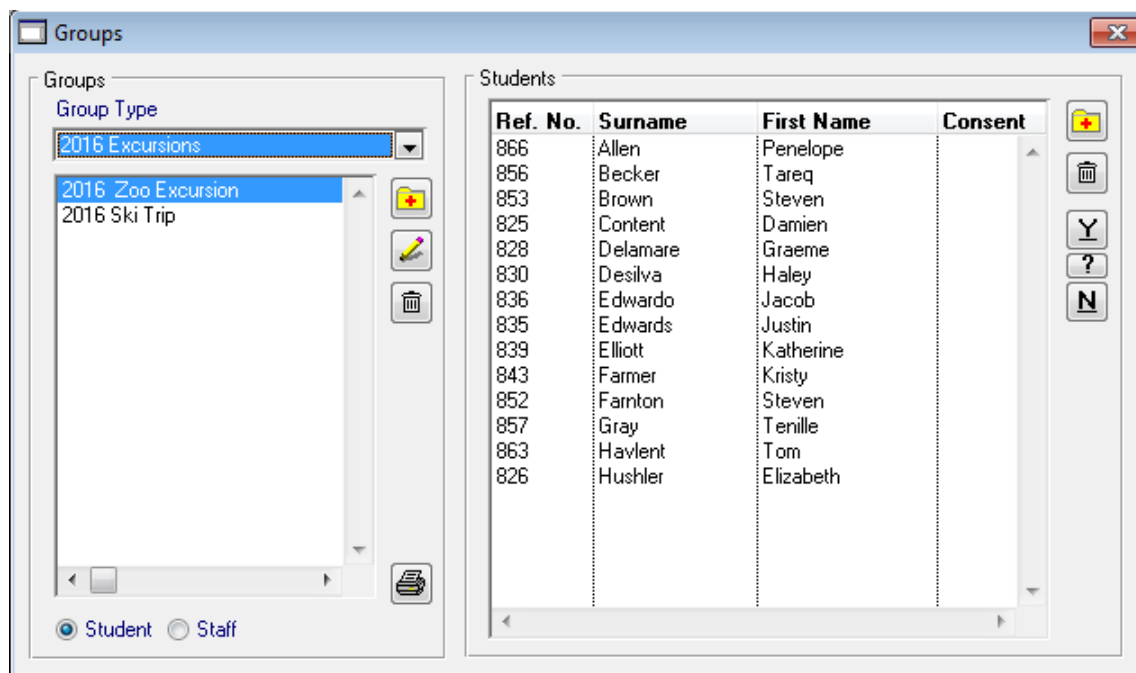
2.4 Setting up Groups

Schools often need to perform functions on a subset of the school population. Commonly this will be by form or class (teaching set). Groups are a powerful feature that enables a selection of students to be defined and used throughout the system, including the Timetabling module.


A group may be defined for a Learning Team, students at risk or any other grouping that a school may require to promote learning.

Groups can be categorised in any manner user's wish. The categories (Group Types) are set up within **General > Parameters > Group Types**.


Once Group Types have been set up; choose Groups from the General side bar to create groups. The Groups window opens:



The group types that have been set up within Parameters appear on the drop-down menu. When a type is selected, the groups within that category appear in the pane below. You can choose to look for groups of staff or groups of students.

To set up a new group, first decide if it will be a group of students or staff by selecting the appropriate radio button. Then click on the **Add Group** icon  within the **Groups** part of the window.

Select a group type and enter a description. Click **OK** to save the group.

To add students to a group, highlight the name of the group, and then click on the **Add Members**  button.

The standard **Student Search** window opens. Select the group Members.

Note: Students and staff can also be added to a group individually by editing their record within the Student Details or Staff Details sections of the system.

Activity: Student Groups

General > Groups



- Click on the Groups icon on the sidebar
- From the **Group Types** menu, select **2016 Excursions**
- Click **Add Group**
- Enter a **Group Description** and check **Parental Consent required**

Add / Edit Group

Group Type: 2016 Excursions

Group Description: Year 6 AQWA

Parental Consent required: ☒

OK Cancel

- Click **OK**
- Highlight the **Year 6 AQWA Excursion** and click **Add Members** on the right
- Find the **Year 6** students and add all of them to the group
- Highlight most of the students in the list and click Parental Consent given

Groups

Group Type: 2016 Excursions

2016 Zoo Excursion

2016 Ski Trip

Year 6 AQWA

Students

Ref. No.	Surname	First Name	Consent
790	Baker	Reuben	Y
792	Barbour	Ross	Y
855	Born	Tanya	Y
762	Chum	Nora	Y
837	Ellard	Kate	Y
770	Jones	Keith	Y
769	Loxton	Katherine	Y
781	Luck	Martin	Y
780	Mills	Mark	Y
854	Murphy	Tamara	Y
783	Richards	Mason	Y
768	Tep	Josh	Y


Student Staff


- Delete from the list those students without parental consent
- **Close** Groups


Activity: Allocating Part Time Status to Student

General > Student Details

Luke Andrews is a Kindergarten student who is attending school for 2 ½ days of every week.

- Load Luke Andrew's records
- Click Edit 
- Go to the **Additional** tab
- Enter an **FTE** of **0.5** and press <Tab>

FTE Part Time Status ☐ am ☐ pm ☐ n/a ☒ Custom 

- Click **Assign Part Time Pattern** 
- Click on Friday morning and every afternoon to deselect them

Part Time Pattern

Luke Andrews

Attendance pattern for the week

Day	AM	PM
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>

- Click **OK**

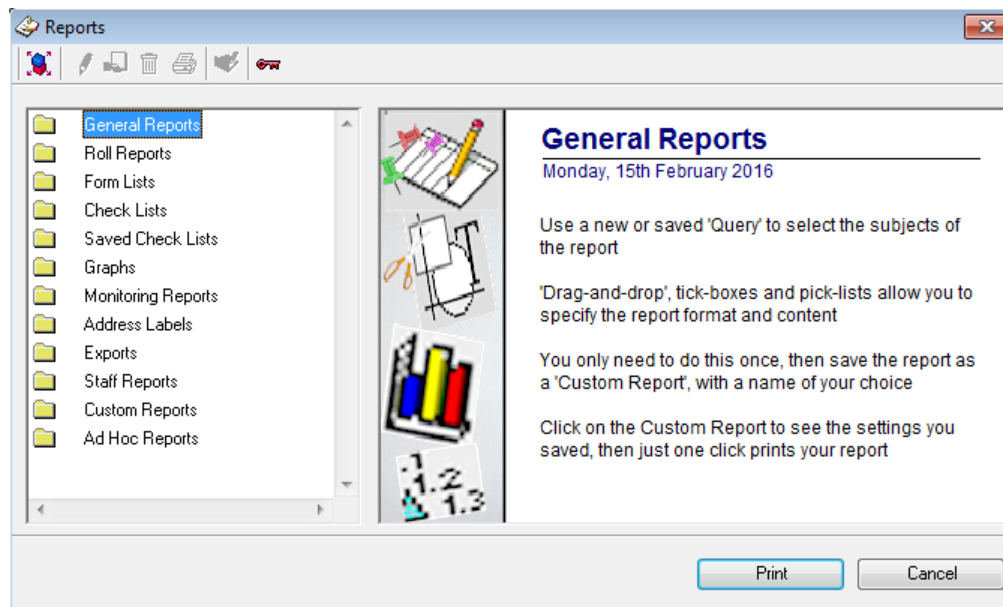
Once Part Time status has been allocated to students, the daily records will reflect when the students should be at school according to their attendance pattern.

- Click **OK** and **OK**

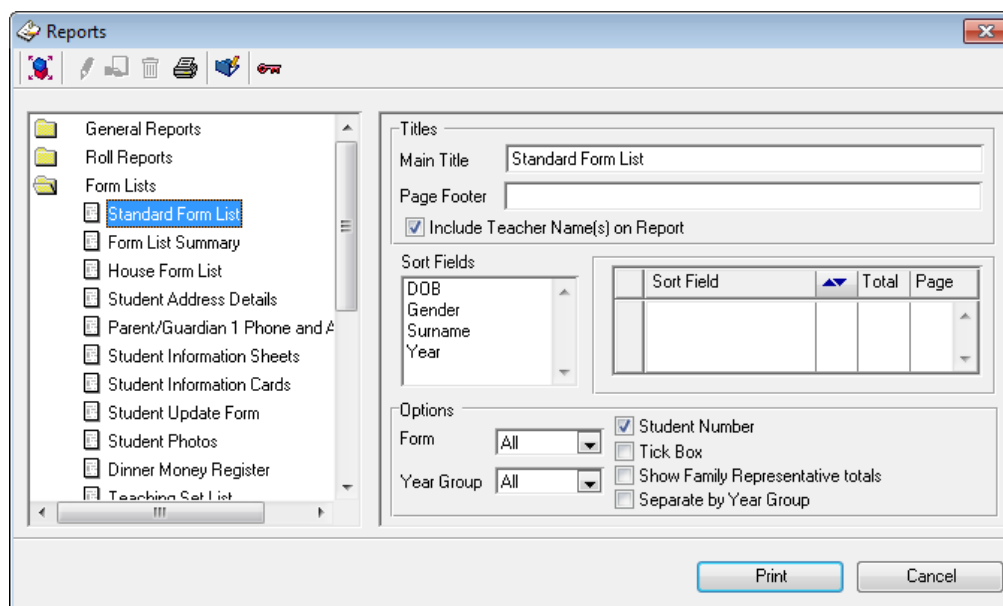
2.5 Reports for Manual Attendance Recording

Reports may be accessed on a wide variety of information required by the school and other authorities.

Standard reports can be found by selecting **Reports** from the Admin sidebar. Some of the Reports in Admin are useful for teachers who are responsible for recording Attendance data.

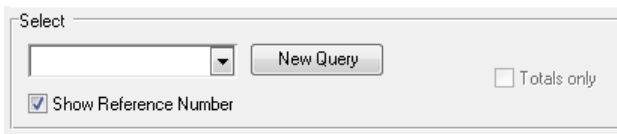


Each folder on the left-hand side contains reports. To run a report, click on the relevant report to highlight it. Any Sort Fields and Options will be displayed on the right of the window.



For any **Form List** report choose your report options (Year, Form etc.) and, to sort the report by a particular field, drag the field name from the **Sort Fields** box on the left into the **Sort Field** box on the right. When all the details are correct, click **Print** and choose a destination for the file.

The **General and Roll Reports** do not have the same options as the Form List; instead you are asked to select students using the New Query button:



The screenshot shows a 'Select' dialog box with a title bar. Inside, there is a dropdown menu on the left, a 'New Query' button in the center, a checked checkbox labeled 'Show Reference Number' on the bottom left, and an unchecked checkbox labeled 'Totals only' on the bottom right.

This enables users to select students based on a previously saved query (these appear on the drop-down menu), or to select a new query. Selecting New Query brings up the standard Student Search window.

Once the query has been defined, click on the Print button and choose a destination for the file.

Note: If you often run a standard report using the same criteria, you can save the settings for future use by clicking on the Save as a Custom Report button. This stores the report settings in the Custom Reports folder.

2.5.1 Weekly Checklist-Admin Reports

Activity: Print a Weekly Check List

Admin > Reports > Check Lists > Weekly Check List

- Produce a Weekly Check List for **Form: Room 6**
- Include **am/pm**, **Number of weeks 2** , **Week Commencing next Monday's date**

The screenshot shows a software window titled 'Reports'. On the left is a tree view with categories: General Reports, Roll Reports, Form Lists, Check Lists, Saved Check Lists, Graphs, Monitoring Reports, Address Labels, and Exports. Under 'Check Lists', 'Weekly Check Lists' is selected. The main area contains configuration fields: 'Main Title' is 'Weekly Check Lists'; 'Page Footer' is empty; 'Notes' is checked; 'Select' is 'Selected Subset 12 entries' with a 'New Query' button; 'Sorts and Options' includes checkboxes for 'DOB column' and 'Gender column' (both unchecked), 'Separate by Year Group' (unchecked), and 'Sort Fields' set to 'Surname'; 'Format Check List columns' includes 'Include am/pm?' (checked), 'Number of Weeks (up to 4)' set to '2', and 'Week Commencing' set to '22 FEB 2016'. At the bottom are 'Print' and 'Cancel' buttons.

- **Print** the report to the screen

2.5.2 Home Room and Form List

Activity: Print Home Room and Form List

Lesson Attendance > Reports > Attendance Forms > Home Room and Form List

- **Primary:** select Rooms **1 to 6** and Select ***Split Day Columns***
- **Secondary:** select **7.1 to 7.2**
- Enter the current term and week

The screenshot shows the 'Lesson Attendance Reports' dialog box. On the left is a tree view of report categories. The 'Attendance Forms' category is expanded, showing several reports, with 'Home Room and Form List' selected. On the right, the 'Titles' section has 'Main Title' set to 'Home Room and Form List'. The 'Sort Fields' section shows a list of fields (First Name, Gender, Surname, Year) and a 'Sort Field' dropdown. The 'Selection' section has a list of rooms (Room 1 to Room 6) selected. Below this, there are radio buttons for 'Form' (selected), 'Teaching Set', and 'Group'. There are also input fields for 'Term No.' (1) and 'Week No.' (2), a 'Week starting' date field, and a checked checkbox for 'Split Day Columns'. At the bottom right are 'Print' and 'Cancel' buttons.

Sort Field
First Name
Gender
Surname
Year

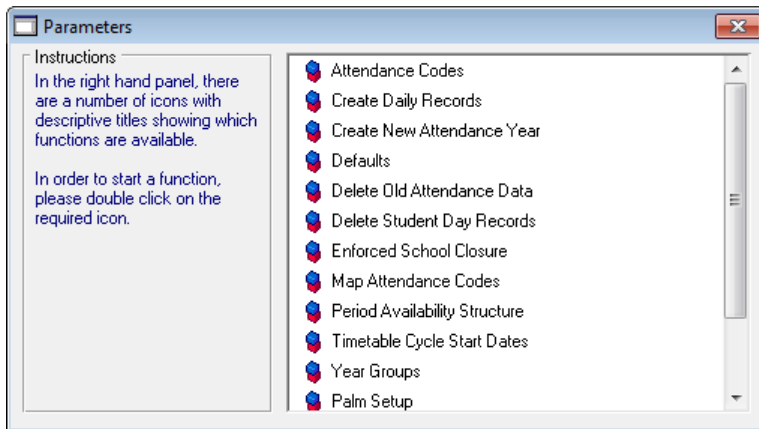
Selection
12.2
12.3
K/P
Not specified
Room 1
Room 2
Room 3
Room 4
Room 5
Room 6

- **Print** the report to the screen

3 Lesson Attendance

3.1 Parameters

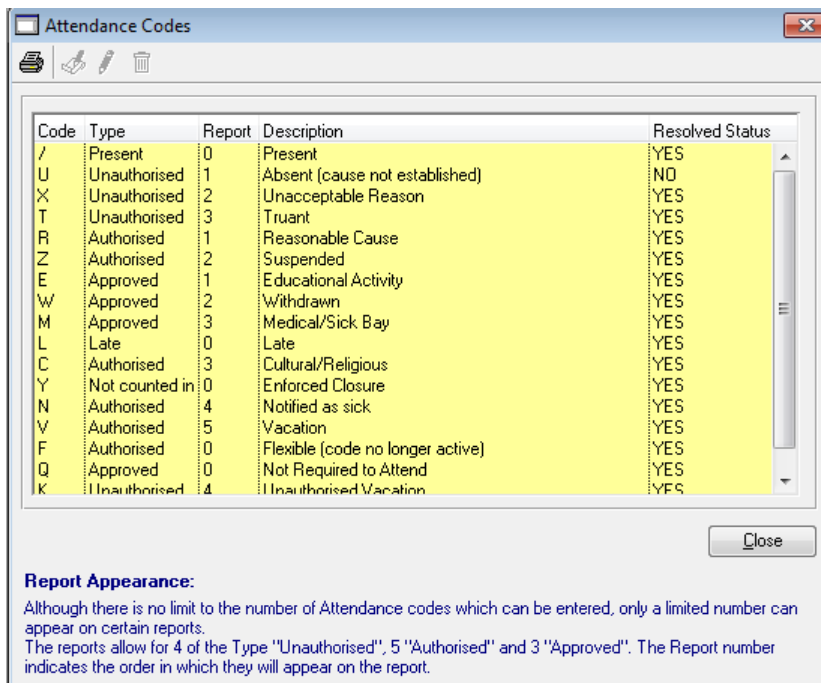
Lesson Attendance > Parameters



3.1.1 Attendance Codes

Lesson Attendance > Parameters > Attendance Codes

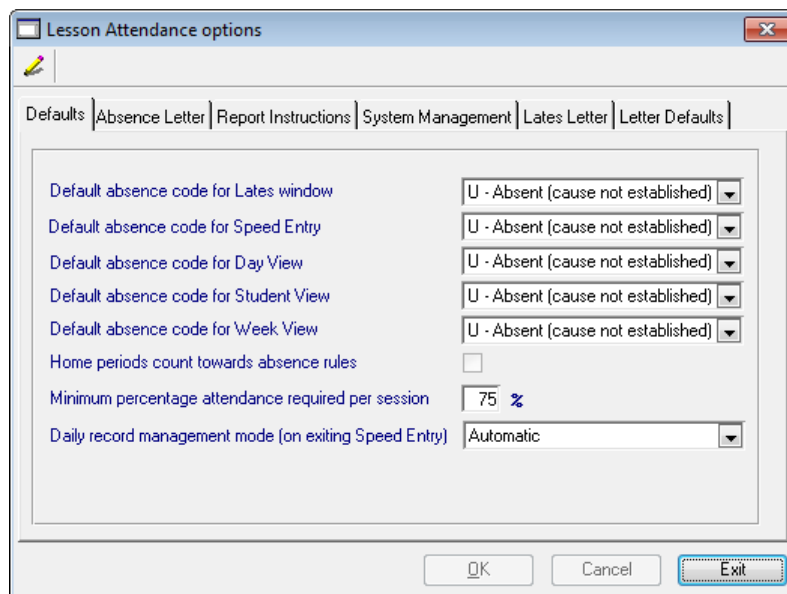
These codes must not be edited or deleted in WA Department of Education schools. Changes will adversely affect reports and modules such as Behaviour, Census, Lesson Attendance and Transitional Reports.



Note: Z and W codes are managed by the Behaviour module. They cannot be selected in Lesson Attendance when entering absences as it is a Department of Education and Training requirement that all schools use the Behaviour module to record suspensions and withdrawals. The Y code is accessed through Lesson Attendance > Parameters > Enforced School Closure.

3.1.2 Lesson Attendance Defaults

Lesson Attendance > Parameters > Defaults



The screenshot shows the 'Lesson Attendance options' dialog box with the 'Defaults' tab selected. The dialog has a tabbed interface with tabs for 'Defaults', 'Absence Letter', 'Report Instructions', 'System Management', 'Lates Letter', and 'Letter Defaults'. The 'Defaults' tab contains the following settings:

- Default absence code for Lates window: U - Absent (cause not established)
- Default absence code for Speed Entry: U - Absent (cause not established)
- Default absence code for Day View: U - Absent (cause not established)
- Default absence code for Student View: U - Absent (cause not established)
- Default absence code for Week View: U - Absent (cause not established)
- Home periods count towards absence rules: ☐
- Minimum percentage attendance required per session: 75 %
- Daily record management mode (on exiting Speed Entry): Automatic

At the bottom of the dialog are buttons for 'OK', 'Cancel', and 'Exit'.

Default absence codes may be changed by schools if appropriate. Home period counting may be edited. This will impact on the session attendance code.

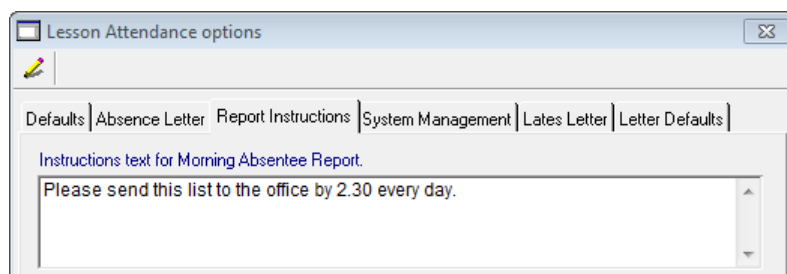
Minimum percentage attendance required per session must be set at 75%. This is a Department of Education standard and is only to be changed in consultation with a STIMS Admin Team – Senior Project Support Officer.

Daily record management mode (on exiting Speed Entry):

- **Automatic Daily record management** - this setting provides a function when Speed Entry is exited and there are just a day's records to create, the creation of the records will occur automatically. This is the recommended option.
- **Manual Daily record management** - when the user exits Speed Entry the Daily Records window will be displayed so the user can create the necessary daily records.
- **Off mode** - the daily records can only be created from Parameters > Create Daily Records.

Report Instructions

The text entered here appears at the bottom of the Morning Absentee Report. This may be edited.



The screenshot shows the 'Lesson Attendance options' dialog box with the 'Report Instructions' tab selected. The dialog has a tabbed interface with tabs for 'Defaults', 'Absence Letter', 'Report Instructions', 'System Management', 'Lates Letter', and 'Letter Defaults'. The 'Report Instructions' tab contains the following text:

Instructions text for Morning Absentee Report.

Please send this list to the office by 2.30 every day.

Lesson Attendance > Parameters > Defaults > System Management

System Management can be switched on or off. This will control whether the taking of registers is logged via the Registration option.

Note: This only applies when the Timetabling module is loaded.

AM/PM code clicks: There are three options that control direct changes to AM/PM codes in Day View and Student View windows:

- **No Confirmation Required** – users will be able to change AM/PM codes freely
- **Confirmation Required** – users will be asked to confirm changes to AM/PM codes
- **No Changes Allowed** – users (other than Administrator users) will not be able to change AM/PM codes

A Default Attendance Code must be selected from the drop down list of approved codes. The default should be set to / **Present** although it is possible to alter this.

Note: Department of Education (WA) schools should use / Present as the default code.

Day View Right Clicks: By default use of the right mouse click in the Day View window will update the selected period and all remaining periods in the day which are after the selected period. The administrator can elect to restrict the use of this right click function. The options are:

- **Enable Right Clicks in Day View:** - The right mouse click will update remaining periods in the day (default mode)
- **Disable Right Clicks in Registration Mode:** The right mouse click will work in the Day View window except when the Day View window has been opened via the Registration icon
- **Disable Right Clicks in All Day View modes:** The right mouse click will not operate in the Day View window however it is opened

Evacuation Report Settings: The Evacuation Report is available in two styles - **By Year**, which will print the whole report on a page, sorted by year and then surname, and **By Form**, which will print a Year Group on each page separated into form groups.

Track Attendance Changes: Enables detailed logging of changes made to the AM and PM codes for student attendance records.

Day View – Place students located via Student Find to the top of the list: When un-ticked the Day View window will always sort students alphabetically. When ticked, students located by the Find tool, will be sorted in the order they were found.

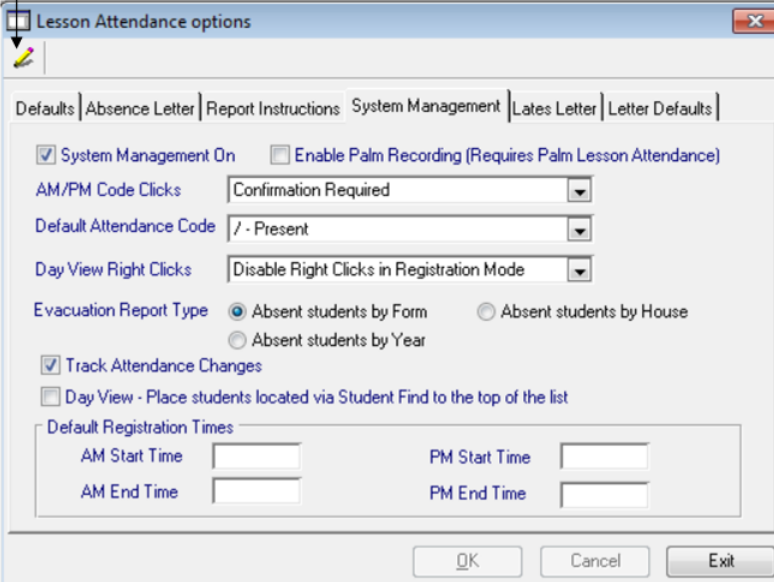
Default Registration Times: Department of Education (WA) schools will not use this option.

Activity: System Management Settings

Lesson Attendance > Parameters > Defaults > System Management

View the System Management Settings

Edit Icon



The screenshot shows the 'Lesson Attendance options' dialog box with the 'System Management' tab selected. The dialog has a title bar with a close button. Below the title bar is a tabbed interface with tabs for 'Defaults', 'Absence Letter', 'Report Instructions', 'System Management' (selected), 'Lates Letter', and 'Letter Defaults'. The 'System Management' tab contains the following settings:

- ☒ System Management On ☐ Enable Palm Recording (Requires Palm Lesson Attendance)
- AM/PM Code Clicks: Confirmation Required (dropdown)
- Default Attendance Code: / - Present (dropdown)
- Day View Right Clicks: Disable Right Clicks in Registration Mode (dropdown)
- Evacuation Report Type: ☒ Absent students by Form ☐ Absent students by House ☐ Absent students by Year
- ☒ Track Attendance Changes
- ☐ Day View - Place students located via Student Find to the top of the list
- Default Registration Times:
 - AM Start Time: [text box] PM Start Time: [text box]
 - AM End Time: [text box] PM End Time: [text box]

At the bottom of the dialog are buttons for 'OK', 'Cancel', and 'Exit'.

Exit Lesson Attendance Options

3.1.3 Enforced School Closure

Lesson Attendance > Parameters > Enforced School Closure

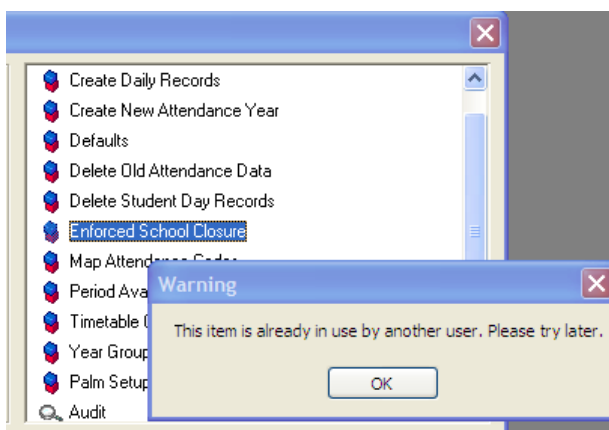
This special 'Y' code can be assigned to students when the school, or part of the school, has had to close. Students assigned this code are not counted in Attendance. In effect the code is similar to a school closed code (as found in the School Diary). The student is not present, but neither are they counted as absent.

Note: The 'Y' code can only be assigned to students in the utility: Lesson Attendance > Parameters > Enforced School Closure.

To ensure that it cannot be used in any other way, the following will apply:

- You cannot edit or delete in Parameters > Attendance Codes
- You cannot map the code in Parameters > Map Attendance Codes
- The code is not accessible in Parameters > Defaults
- The Code does not appear in Day View, Week View or Student View
- The Code does not appear in the Speed Entry or Lates

Enforced School Closure can only be accessed by a single user at any one time. If this function is being used and another user attempts to access the function, the following message will appear.





School Closure

This utility will mark every selected student with the "Y" (Enforced Closure) Attendance code. Once in place, this code cannot be edited. Exceptions apply when using the Student Find

Select the Date and Session, and click on "Apply School Closure"

You can undo the change by clicking on "Cancel School Closure". This will mark every selected student with the default Attendance code.

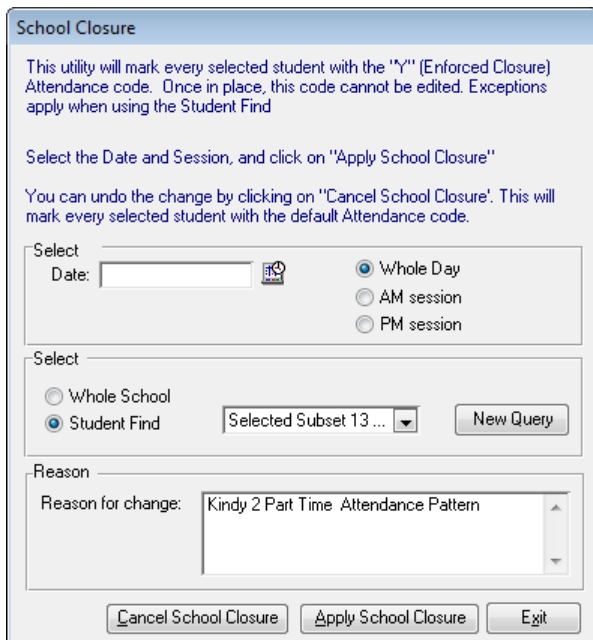
Select
Date:  ☒ Whole Day
☐ AM session
☐ PM session

Select
☒ Whole School
☐ Student Find 

Reason
Reason for change:

3.1.4 Enforced School Closure for Selected Groups

Schools may use the Enforced School Closure Function to manage the attendance of students with an irregular part-time attendance pattern, e.g. If you are recording attendance for Kindergarten students attending three days one week and two days the next.




School Closure

This utility will mark every selected student with the "Y" (Enforced Closure) Attendance code. Once in place, this code cannot be edited. Exceptions apply when using the Student Find

Select the Date and Session, and click on "Apply School Closure"

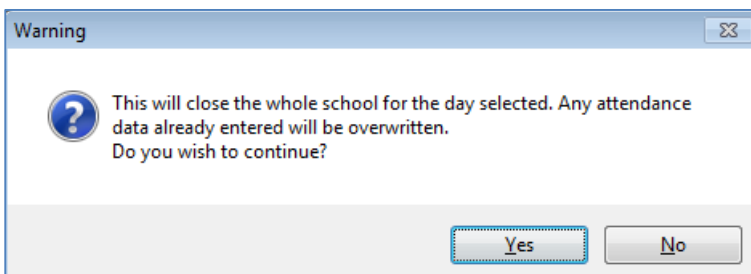
You can undo the change by clicking on "Cancel School Closure". This will mark every selected student with the default Attendance code.

Select
Date:  ☒ Whole Day
☐ AM session
☐ PM session


Select
☐ Whole School
☒ Student Find

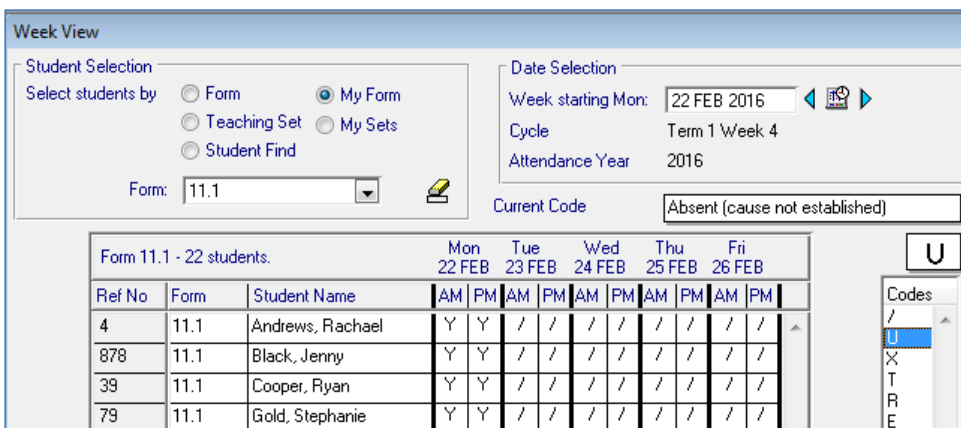
Reason
Reason for change:

Note: If there is any existing attendance data on the date selected, it will be overwritten, unless that data is an Authorised or Approved Absence Code.






Warning

 This will close the whole school for the day selected. Any attendance data already entered will be overwritten. Do you wish to continue?



Week View

Student Selection
Select students by ☐ Form ☒ My Form
☐ Teaching Set ☐ My Sets
☐ Student Find
Form: 

Date Selection
Week starting Mon:  
Cycle Term 1 Week 4
Attendance Year 2016
Current Code

Form 11.1 - 22 students.

Ref No	Form	Student Name	Mon 22 FEB		Tue 23 FEB		Wed 24 FEB		Thu 25 FEB		Fri 26 FEB	
			AM	PM	AM	PM	AM	PM	AM	PM		
4	11.1	Andrews, Rachael	Y	Y	/	/	/	/	/	/	/	/
878	11.1	Black, Jenny	Y	Y	/	/	/	/	/	/	/	/
39	11.1	Cooper, Ryan	Y	Y	/	/	/	/	/	/	/	/
79	11.1	Gold, Stephanie	Y	Y	/	/	/	/	/	/	/	/

Codes
/
U
X
T
R
E

School Closure in the Week View Screen

Activity: Enforced School Closure

Lesson Attendance > Parameters > Enforced School Closure

The Teachers union have launched industrial action. The whole school will be closed next Monday morning.

- Enter the information as per the screenshot

School Closure

This utility will mark every selected student with the "Y" (Enforced Closure) Attendance code. Once in place, this code cannot be edited. Exceptions apply when using the Student Find

Select the Date and Session, and click on "Apply School Closure"

You can undo the change by clicking on "Cancel School Closure". This will mark every selected student with the default Attendance code.

Select

Date:

☐ Whole Day
☒ AM session
☐ PM session

Select

☒ Whole School
☐ Student Find

New Query

Reason

Reason for change: Industrial action by State School Teachers Union WA

- Click **Apply School Closure**

Warning

This will close the whole school for the morning selected. Any attendance data already entered will be overwritten. Do you wish to continue?

- Click **Yes**

Closing the School for Year Group: 8

- Click **OK**
- Exit** School Closure

3.2 Day View

Lesson Attendance > Day View

Day View

Student Selection

Select students by

☒ Form
 ☐ My Form
 ☐ Teaching Set
 ☐ My Sets
 ☐ Student Find

Form:

Date Selection

Date

1 FEB 2016

MONDAY

Cycle

Term 1 Week 1 - 1 FEB 2016

Attendance Year

2016

Current Code

Absent (cause not established)

Form Room 2 - 18 students selected.

Ref No	Form	Student Name	AM	PM																
800	Room 2	Allen, Tamara	/	/																
846	Room 2	Amber, Kyle	/	/																
822	Room 2	Conchi, Cherie Ann	/	/																
755	Room 2	Davies-Slate, Candice	/	/																
796	Room 2	De Jong, Sebastian	/	/																
808	Room 2	Dean, Troy	/	/																
844	Room 2	Fava, Krystal	/	/																
859	Room 2	Green, Thy	/	/																
802	Room 2	McAlindon, Tanya	/	/																
816	Room 2	Pauley, Candice	/	/																
847	Room 2	Rafferty, Paul	/	/																
824	Room 2	Rogers, Conan	/	/																
876	Room 2	Schmidt, Hannah	/	/																
794	Room 2	Sharp, Sarah	/	/																
849	Room 2	Simpson, Bernadette	/	/																
851	Room 2	Smith, Steven	/	/																
848	Room 2	Thorne, Tina	/	/																
811	Room 2	Winter, Annette	/	/																

Codes

/

U

X

T

R

E

M

L

C

N

V

Q

K

Refresh


Exit

Day View is used for:

- Viewing data day by day
- Initial data entry
- Updating data

Options for finding and loading student records include by Form, Teaching Set, Name, or by the Find tool. If the Timetabling is loaded, users may choose My Form and My Sets.

Note: For My Form and My Sets to function correctly the Staff link must be activated in the User settings in General > Control > Users > Edit User and for My Sets the school must have the Timetable module loaded.

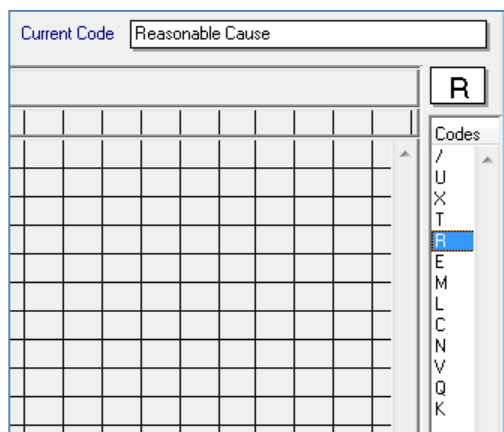
Date selection: Defaults to the current date on opening the window. Users can enter the date by typing it in or by using the Select Date function. 


The **Cycle, Cycle Start Date and Attendance Year** that are displayed in the window have been set up in Lesson Attendance Parameters.

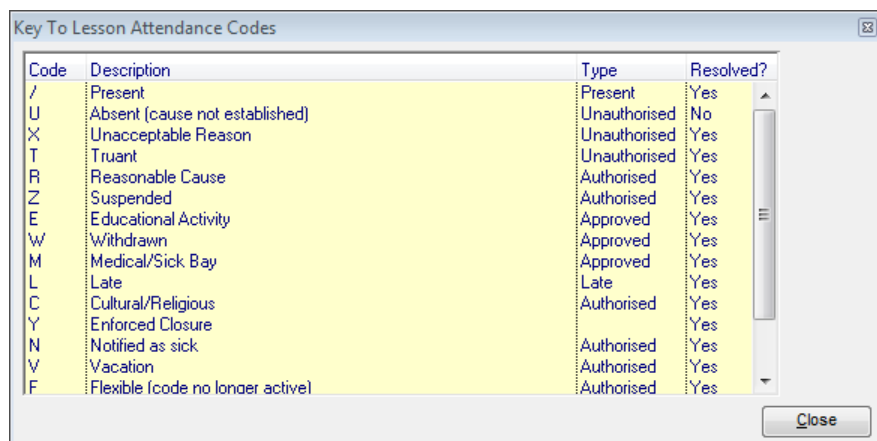
Displaying Attendance Code Key

Lesson Attendance > Day View

- Click on the selected code to view description, enlarged above the list of codes



- Use the Display Key function  to view list of all codes and descriptions



Code	Description	Type	Resolved?
/	Present	Present	Yes
U	Absent (cause not established)	Unauthorised	No
X	Unacceptable Reason	Unauthorised	Yes
T	Truant	Unauthorised	Yes
R	Reasonable Cause	Authorised	Yes
Z	Suspended	Authorised	Yes
E	Educational Activity	Approved	Yes
W	Withdrawn	Approved	Yes
M	Medical/Sick Bay	Approved	Yes
L	Late	Late	Yes
C	Cultural/Religious	Authorised	Yes
Y	Enforced Closure		Yes
N	Notified as sick	Authorised	Yes
V	Vacation	Authorised	Yes
F	Flexible (code no longer active)	Authorised	Yes

Note: Z and W codes are managed by the Behaviour Manager module. They cannot be selected in Lesson Attendance when entering absences as it is a Department of Education and Training requirement that all schools use the Behaviour module to record instances of suspensions and withdrawals.

3.2.1 Displaying Attendance Data by Form

Activity: Display Data by Form

Lesson Attendance > Day View

- Select the **Form** option (may already be defaulted)
- Enter the date **4th February 2016**
- Select **Room 4** from drop down list

Day View

Student Selection

Select students by

☒ Form ☐ My Form

☐ Teaching Set ☐ My Sets

☐ Student Find

Form: Room 4

Date Selection

Date: 4 FEB 2016 THURSDAY

Cycle: Term 1 Week 1 - 1 FEB 2016


Attendance Year: 2016

Current Code: Absent (cause not established)

Form Room 4 - 14 students selected.

Ref No	Form	Student Name	AM	PM	Notes
766	Room 4	Albert, Jackie	U	U	
760	Room 4	Bailie, Doyen	/	/	
832	Room 4	Dunstan, Jennifer	/	/	
833	Room 4	Edwards, Julie	/	/	
842	Room 4	Farmer, Kristof	U	U	
858	Room 4	Gray, Thireth	/	/	
861	Room 4	Jones, Tim	U	U	
773	Room 4	Marshall, Kristy	/	/	
756	Room 4	Moor, Chris	/	/	
784	Room 4	North, Mathew	/	/	
804	Room 4	Price, Tiffani	X	X	
793	Room 4	Sorrell, Sarah	/	/	
771	Room 4	Varricchio, Kim	/	/	
761	Room 4	Williett, Elizabeth	/	/	

Codes: U, X, T, R, E, M, L, C, N, V, Q, K

- View the attendance records and read the notes by clicking on the ticks in the Notes column 

- View attendance records and read the notes for **Form 8.1** for **4th February 2016**

Day View

Student Selection
 Select students by: ☒ Form ☐ My Form
☐ Teaching Set ☐ My Sets
☐ Student Find

Form: 08.1

Date Selection
 Date: 4 FEB 2016 THURSDAY
 Cycle: Term 1 Week 1 - 1 FEB 2016
 Attendance Year: 2016

Current Code: Absent (cause not established)

Form 08.1 - 28 students selected.

Ref No	Form	Student Name	AM	PM		H	1	2	B	3	4	L	5				
9	08.1	Bandy, Tamara	U	U		/	/	/	-	/	-	/	-				
14	08.1	Bishop, Alecia	N	N	<input checked="" type="checkbox"/>	N	N	N	-	N	-	N	-				
16	08.1	Blake, Keira	/	/		/	/	/	-	/	-	/	-				
20	08.1	Bott, Lara	/	/		/	/	/	-	/	-	/	-				
46	08.1	Del-Prete, Brayden	/	/		/	/	/	-	/	-	/	-				
64	08.1	Evans, Dayna	/	/		/	/	/	-	/	-	/	-				
76	08.1	Gaunt, Natalie	/	/		/	/	/	-	/	-	/	-				
101	08.1	Jury, Brad	/	/		/	/	/	-	/	-	/	-				
114	08.1	King, Jared	U	U		U	U	U	-	U	-	U	-				
126	08.1	Kurby, Dale	/	/		/	/	/	-	/	-	/	-				

Codes: U, /, X, T, R, E, M, L, C, N, V, Q, K

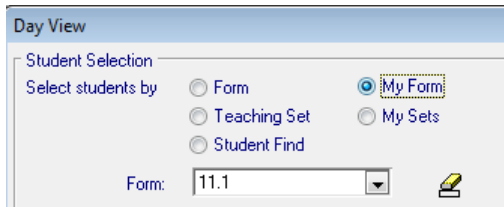
3.2.2 Day View-My Form

Activity:

Lesson Attendance > Day View

- Select **My Form**

Ms Oswald's form will be automatically loaded



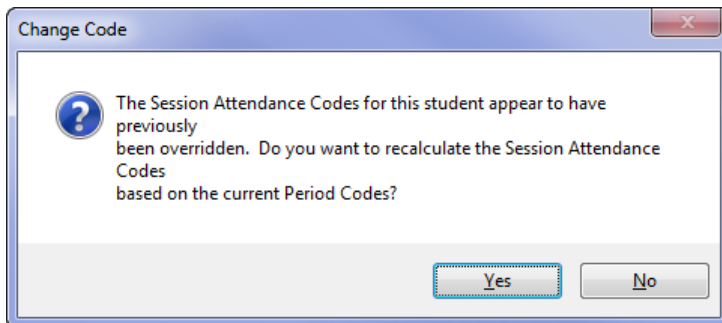
- Go to **Today's date**
- Ensure that absence code **U** is selected
- **Right click** in the **H** (Homeroom) column for **Ryan Cooper**

All columns will automatically be updated.

- Left click in the **AM** cell for **Josh Johnston**, read the message and click **Yes**
- Repeat for the **PM** cell, read the message and click **Yes**

Note: The period structure is not automatically updated

- Right click in the **H** cell for **Josh Johnston**, read the message carefully then click on **Yes**



- Click **OK** to save the changes

3.2.3 Day View- Entering Attendance Data

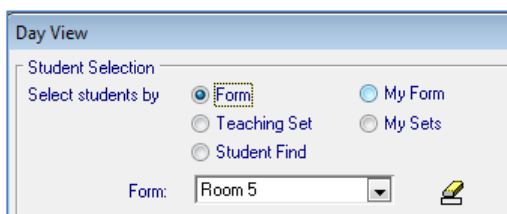
Activity: Enter Attendance Data

Lesson Attendance > Day View

Enter and save data for **TODAY** for the following Primary students who are absent from **Form Room 5**

- Steven Brown
- Steven Farnton
- Tenille Gray

- Select the **Form** radio button
- Select **Form Room 5**



Day View

Student Selection

Select students by

☒ Form ☐ My Form


☐ Teaching Set ☐ My Sets


☐ Student Find

Form: Room 5

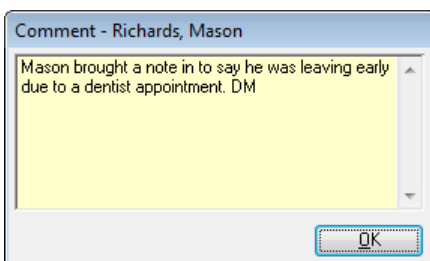
- Enter **U** in the AM and PM sessions by **right clicking** in the AM cell
- Click **OK** to save the data

Mason Richards (Room 6) has brought a note to say he has a dental appointment this afternoon.

- Select **Form Room 6**
- Select absence code **R**
- Left click in the **PM** cell
- Click in the notes column 

13	Room 6	Richards, Mason	/	R	
----	--------	-----------------	---	---	---

- Enter a note



Comment - Richards, Mason

Mason brought a note in to say he was leaving early due to a dentist appointment. DM

OK

- Click **OK** and **OK** to save

3.2.4 Day View- Updating Students' Existing Records

Activity: Update Student Absences

Lesson Attendance > Day View

The following **Form 9.1** students were participating in the Keep Australia Beautiful program. They were absent from **Homeroom**, and periods **1** and **2** on **8th February 2016**:

- Christine Carter
 - Aiden Eren
 - Travis Le-Ti
- Enter an absence code of **E** (Educational Activity) for the relevant periods. Overwrite the existing **U** (unexplained absence) code

Ref No	Form	Student Name	AM	PM	H	1	2	B	3	4	L	5
2	09.1	Alkitik, Adam	/	/	/	/	/	/	/	/	/	/
17	09.1	Bloggs, Merika	/	/	/	/	/	/	/	/	/	/
32	09.1	Carter, Christine	E	/	E	E	E	-	/	/	-	/
47	09.1	Dent, Kaitlyn	/	/	/	/	/	/	/	/	/	/
62	09.1	Eren, Aidan	E	/	E	E	E	-	/	/	-	/
77	09.1	George, Ellena	/	/	/	/	/	/	/	/	/	/
92	09.1	Hubble, Regan	/	/	/	/	/	/	/	/	/	/
107	09.1	Keil, Ethan	/	/	/	/	/	/	/	/	/	/
122	09.1	Koehler, Janelle	/	/	/	/	/	/	/	/	/	/
142	09.1	Le-Ti, Travis	E	/	E	E	E	-	/	/	-	/

- Click on **Notes** for one student
- Enter the note
- Use **Ctrl + C** to copy the note and **Ctrl + V** to paste into the other two students notes

Comment - Carter, Christine

Keep Australia Beautiful Program. DM

OK

- Click **OK** and **OK** to save

Note: Multiple absences can also be entered in Speed Entry.

3.2.5 Day View-Selecting Students by Teaching Set

Activity: Record Absences by Teaching Set

Lesson Attendance > Day View

- Select **Today's** date
- Click the **Teaching Set** radio button
- Choose **10Art_1** from the drop down menu

Day View

Student Selection

Select students by

☐ Form ☐ My Form

☒ Teaching Set ☐ My Sets

☐ Student Find

Date Selection

Date MONDAY

Cycle Term 1 Week 3 - 15 FEB 2016

Attendance Year 2016

Teaching Set: 10Art_1 - 10Art_1

Current Code Truant

Teaching Set 10Art_1 - 10Art_1 - 22 students selected.

Ref No	Form	Student Name	AM	PM		H	1	2	B	3	4	L	5				
3	10.1	Anderson, Ben	/	/		/	/	/	-	/	/	-	/				
18	10.1	Bloor, Rebecca	/	/		/	/	/	-	/	/	-	/				
43	10.1	Dalton, Cara	/	/		/	/	/	-	/	/	-	/				
58	10.1	Em, Lance	/	/		/	/	/	-	/	/	-	/				
73	10.1	Fullgrave, Kirsten	/	/		/	/	/	-	/	/	-	/				
88	10.1	Hill, Hanna	/	/		/	T	/	-	/	/	-	/				
108	10.1	Kelley, Rohyn	/	/		/	/	/	-	/	/	-	/				
128	10.1	Lackie, Bryce	/	/		/	/	/	-	/	/	-	/				
143	10.1	Lewis, Emily	/	/		/	T	/	-	/	/	-	/				

Codes

/

U

X

T

R

E

M

L

C

N

V

Q

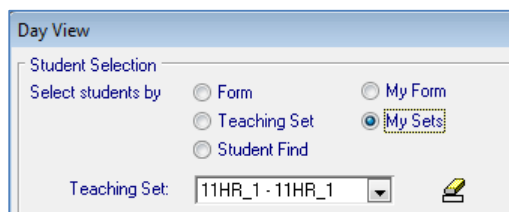
- Record the fact that **Hanna Hill** and **Emily Lewis** were truanting period 2
- Click **OK** to save

3.2.6 Day View-My Sets

Activity: Record Absences Through My Sets

Lesson Attendance > Day View

- Click the **My Sets** radio button
- Click on the down arrow adjacent to the Teaching Set field to view Sharyn Oswald's Teaching Sets. Select **11HR1**



Day View

Student Selection

Select students by:

☐ Form ☐ My Form

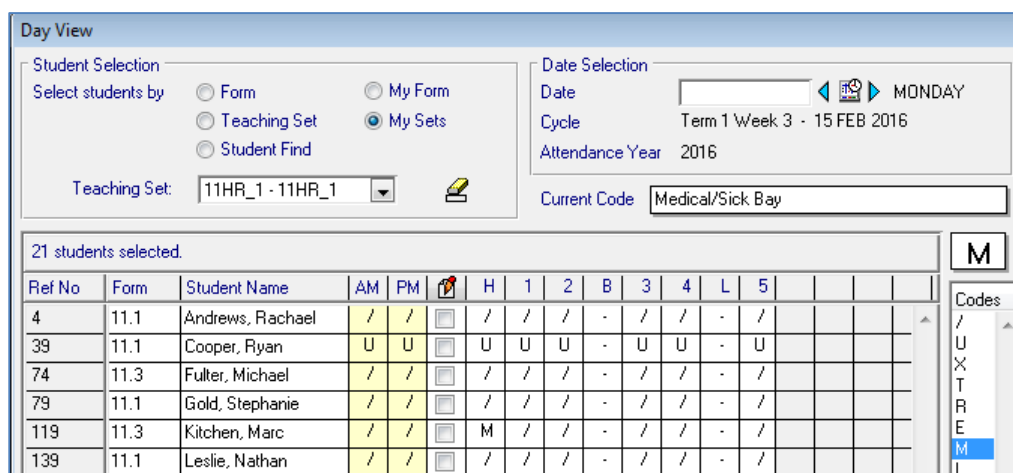
☐ Teaching Set ☒ My Sets

☐ Student Find

Teaching Set: 11HR_1 - 11HR_1

- Leave the date as **Today's** date

Note: Only those teaching sets for the logged on user are displayed.



Day View

Student Selection

Select students by:

☐ Form ☐ My Form

☐ Teaching Set ☒ My Sets

☐ Student Find

Teaching Set: 11HR_1 - 11HR_1

Date Selection

Date: MONDAY

Cycle: Term 1 Week 3 - 15 FEB 2016

Attendance Year: 2016

Current Code: Medical/Sick Bay

21 students selected.

Ref No	Form	Student Name	AM	PM	H	1	2	B	3	4	L	5				
4	11.1	Andrews, Rachael	/	/		/	/	/	-	/	/	-	/			
39	11.1	Cooper, Ryan	U	U		U	U	U	-	U	U	-	U			
74	11.3	Fulter, Michael	/	/		/	/	/	-	/	/	-	/			
79	11.1	Gold, Stephanie	/	/		/	/	/	-	/	/	-	/			
119	11.3	Kitchen, Marc	/	/		M	/	/	-	/	/	-	/			
139	11.1	Leslie, Nathan	/	/		/	/	/	-	/	/	-	/			

Codes

/

U

X

T

R

E

M

L

- Marc Kitchen** in **11 HR_1** class was sent to the Medical bay during period **H**
- Click **OK** to save

Note: This window gives access to the full period structure. The Registration Window will restrict the user to the period appropriate to the day and teaching set.

Activity: Record Individual Absences

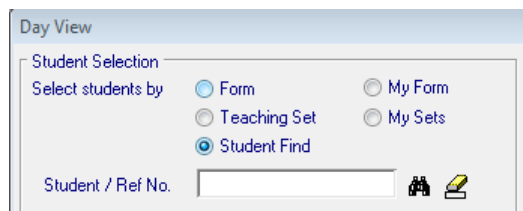
Lesson Attendance > Day View

The following students are absent all day today. Load their records individually and record their absences.

Secondary :

- Ben Anderson
- Rachael Andrews
- Tracey Bennett

- Select **Student Find**



Day View

Student Selection

Select students by

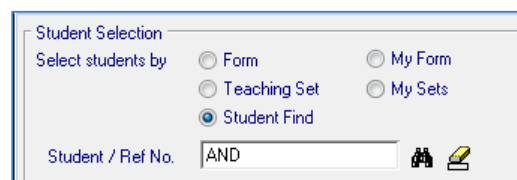
☒ Form ☐ My Form

☐ Teaching Set ☐ My Sets

☒ Student Find

Student / Ref No.

- Enter **AND** in the **Surname/Ref. No.** field and **<Tab>**



Student Selection

Select students by

☐ Form ☐ My Form




☐ Teaching Set ☐ My Sets

☒ Student Find

Student / Ref No.

- Holding down **<Ctrl>** select **Ben Anderson** and **Rachael Andrews**
- Click **Select** and **Yes**
- **Right click** in the Homeroom (**H**) cell to record an all-day absence for both students

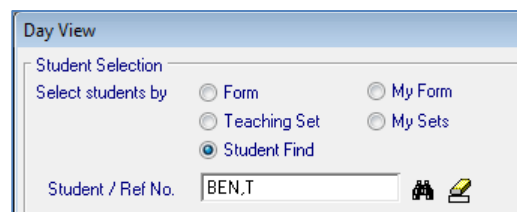
2 students selected.

Ref No	Form	Student Name	AM	PM		H	1	2	B	3	4	L	5				
3	10.1	Anderson, Ben	U	U		U	U	U	-	U	U	-	U				
4	11.1	Andrews, Rachael	U	U		U	U	U	-	U	U	-	U				

Codes

U

- Click **OK** to save
- Enter **BEN,T** directly into **Student/Ref. No.** and **<Tab>**



Day View

Student Selection


Select students by

☐ Form ☐ My Form

☐ Teaching Set ☐ My Sets

☒ Student Find

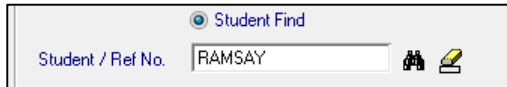
Student / Ref No.

- **Right click** in the Homeroom (**H**) cell to record an all-day absence
- Click **OK** to save
- Click Clear Student Selection  and **Yes**

You have received a phone call to say that Cory and Damien Ramsay are absent today, as they are both sick. Record the data.

Lesson Attendance > Day View

- Enter their surname in the **Student Surname** field and press **<Enter>**






- Select both names from the list

Search Results

Reference	Surname	First Name	Year	Form	Date of Birth
294	Ramsay	Cory	11	11.1	1 MAR 2000 W
295	Ramsay	Damien	12	12.2	20 MAR 1999 V

- Click **Select** and **Yes**
- Select the **N** code and record their all day absence

2 students selected.

Ref No	Form	Student Name	AM	PM		H	1	2	B	3	4	L	5
294	11.1	Ramsay, Cory	N	N		N	N	N	-	N	N	-	N
295	12.2	Ramsay, Damien	N	N		N	N	N	-	N	N	-	N


- Enter a note for each of them

Comment - Ramsay, Cory

Parent phoned to say student is sick today. SH

OK

Note: You can copy the text in a note (Ctrl + C) and paste it (Ctrl + V) into another note.

- Click **OK** to save
- Click Clear Student Selection 

Sacha Busuttil, Ashleigh Campbell and Gemma Clarke have been withdrawn from choir class this afternoon for Cultural/Religious reasons.

Lesson Attendance > Day View

- Click Find Students 
- Find **Group Type 2016 Music** and **2016 Senior Choir**

Student Search

General Parameters Dates Address Other UDI T Sets/Cohorts

Surname/Ref. No. Roll Status

Preferred Name Year Group

First Name Form

Legal Surname House

Group Type

Group

- Click **Find**

Student Search Results

Reference	Surname	Preferred Name	Year	Form	Date of Birth
7	Aspinall	Simone	9	09.2	18 MAR 2002
12	Bennett	Tracey	9	09.3	14 MAY 2002
17	Bloggs	Merika	9	09.1	18 MAR 2002
22	Braddon	Braydie	9	09.2	18 MAR 2002
27	Busuttil	Sacha	9	09.3	9 JAN 2002
29	Campbell	Ashleigh	11	11.2	5 APR 2000
31	Carless	Matthew	8	08.3	16 DEC 2002
32	Carter	Christine	9	09.1	18 MAR 2002
37	Clark	Gemma	9	09.2	24 NOV 2001

- Highlight the three students in the list, click **Select** and **Yes**
- Select the attendance code **C**
- Left click in the period **5** cell only for all students

Day View

Student Selection
 Select students by ☐ Form ☐ My Form ☐ Teaching Set ☐ My Sets ☒ Student Find

Student / Ref No.

Date Selection
 Date
 Cycle Term 1 Week 3 - 15 FEB 2016
 Attendance Year 2016
 Current Code Cultural/Religious

3 students selected.

Ref No	Form	Student Name	AM	PM	H	1	2	B	3	4	L	5
27	09.3	Busuttil, Sacha	/	C		/	/	/	-	/	/	- C
29	11.2	Campbell, Ashleigh	/	C		/	/	/	-	/	/	- C
37	09.2	Clark, Gemma	/	C		/	/	/	-	/	/	- C

- Click **OK**

3.3 Week View

Lesson Attendance > Week View

Week View

Student Selection

Select students by

☒ Form
 ☐ My Form
☐ Teaching Set
 ☐ My Sets
☐ Student Find

Form: Room 4

Date Selection

Week starting Mon: 15 FEB 2016

Cycle: Term 1 Week 3

Attendance Year: 2016

Current Code: Absent (cause not established)

Form Room 4 - 14 students.			Mon 15 FEB		Tue 16 FEB		Wed 17 FEB		Thu 18 FEB		Fri 19 FEB	
Ref No	Form	Student Name	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
766	Room 4	Albert, Jackie	U	U	U	U	U	U	U	U	U	U
760	Room 4	Bailie, Doyen	/	/	/	/	/	/	/	/	/	/
832	Room 4	Dunstan, Jennifer	/	/	/	/	/	/	/	/	/	/
833	Room 4	Edwards, Julie	/	/	/	/	/	/	/	/	/	/
842	Room 4	Farmer, Kristof	/	/	/	/	/	/	/	/	/	/
858	Room 4	Gray, Thi reth	/	/	/	/	/	/	/	/	/	/
861	Room 4	Jones, Tim	/	/	/	/	/	/	/	/	/	/
773	Room 4	Marshall, Kristy	/	/	/	/	/	/	/	/	/	/
756	Room 4	Moor, Chris	/	/	/	/	/	/	/	/	/	/
784	Room 4	North, Mathew	/	/	/	/	/	/	/	/	/	/
804	Room 4	Price, Tiffani	/	/	/	/	/	/	/	/	/	/
793	Room 4	Sorrell, Sarah	/	/	/	/	/	/	/	/	/	/
771	Room 4	Varricchio, Kim	/	/	/	/	/	/	/	/	/	/
761	Room 4	Williett, Elizabeth	/	/	/	/	/	/	/	/	/	/

Codes

/

U

X

T

R

E

M

L

C

N

V

Q

K

Refresh

Exit

Week View is used for:


- Viewing a week's data
- Initial data entry
- Updating data

Student records may be loaded by Form, Teaching Set, Name, or by Find Student tool. If the Timetabling is loaded, users may choose My Form and My Sets. These are the same as Day View options.

Note: For My Form and My Sets to function correctly, the Staff link must be activated in the User settings and the User must be on Timetable.

Date Selection

The date will default to the current week in the Timetable cycle. The Blue navigation arrows only become active once student records have been loaded. Users can enter the date by typing (e.g.

Week commencing 170216 or using the Select Date button  .

The cycle, cycle start date and attendance year that are displayed in the window are drawn from the Lesson Attendance year, set up in Parameters.

Period Structures

Where students have a structure that includes periods, any changes made to am/pm attendance codes in this window will be reflected in the period attendance codes stored for the student. For example, if a student has a code 'R' entered for a morning session, their morning periods for that day will display the same code (R) in Day View.

On some occasions the data that is being entered conflicts with data that has already been entered for the student. In such instances, the user will be directed to use the Day View window to ensure accuracy of the data to be recorded.

Enter comments in Week View by right clicking on either the AM/PM session for the appropriate day.

3.3.1 Week View- Entering Attendance Data

Activity: Enter Attendance Data

Lesson Attendance > Week View

Enter data for **last week** for **Room 4** students.

- Enter last Monday's date for the start of the week
- Select the appropriate attendance code and left click in each of the cells you wish to mark
- Right click to enter a note for **Matthew North's** absence on Friday

West Coast District High School

Home Room and Form List

Form: Room 4

Teacher(s) Ms Jennifer Garden

Term : Week :

Week Commencing:



Ref No.	Surname	First Name	Yr	Gender	MON	TUE	WED	THU	FRI	Comments
766	Albert	Jackie	04	F						
760	Baillie	Doyen	04	M	U	U				
832	Dunstan	Jennifer	04	F						
833	Edwards	Julie	04	F						
842	Farmer	Kristof	04	M				U	U	U
858	Gray	Thi reth	04	M						
861	Jones	Tim	04	M	U	U	U	U	U	
773	Marshall	Kristy	04	F		U	U			
756	Moor	Chris	04	M						
784	North	Mathew	04	M			U	U	R	R
804	Price	Tiffani	04	F						
793	Sorrell	Sarah	04	F						
771	Varricchio	Kim	04	F						
761	Williett	Elizabeth	04	F						
Student Total : 14										

- Click **OK** to save

Lesson Attendance > Week View

- Enter and save data for **last week** for the following **Form 8.1** students

West Coast District High School

Home Room and Form List

Form: 8.1

Teacher(s) Mr Carl Best

Term : Week :

Week Commencing:

Ref No.	Surname	First Name	Yr	Gender	MON	TUE	WED	THU	FRI	Comments
9	Bandy	Tamara	8	F			U	U		
14	Bishop	Alecia	8	F						
16	Blake	Keira	8	F						
20	Bott	Lara	8	F	U	U				
46	Del-Prete	Brayden	8	M						
64	Evans	Dayna	8	F			R		U	
76	Gaunt	Natalie	8	F				U		
101	Jury	Brad	8	M					R	
114	King	Jared	8	M		U				
126	Kurby	Dale	8	M						
137	Leoncio	Jaymee	8	F	U					
151	Lively	Nicole	8	F						
156	Lucev	Michael	8	M						
181	McArthur	Aimee	8	F						
206	Monneron	Thomas	8	M		R	R	R		
208	Moore	Gregory	8	M						
231	Noakes	Scott	8	M				R		
248	Ossey	Jane	8	F						
266	Peel	Pamela	8	F	U					
281	Pol	Louis	8	M						
298	Rath	Hugh	8	M						

- Click **OK** to save

Record the following attendance details.

Simon Halligan's father phoned. He was sick from **10th to 12th February 2016**

- Update his records - use the **N** absence code and enter a note (Right Click) to record the telephone call

Note: You can copy the text in a note (Ctrl + C) and paste it (Ctrl + V) into another note.

Tiffani Price truanted yesterday (or last Friday).

- Record this, using the **T** code

Ashlee Holt has brought a medical certificate for this morning.

- Record this, using the **R** code

3.4 Student View

Lesson Attendance > Absences > Student View

Student View

Student Selection
Show:

☒ Absences that require follow-up
☐ All days with Absences and Lates
☐ All days with Lates
☐ All days

Student / Ref No.

Date Range
from 1 FEB 2016 to 15 FEB 2016

Current Code Absent (cause not established)

U

Tiffani Price **4/Room 4**

Day	AM	PM																		
Mon, 1st FEB 2016	X	X	<input checked="" type="checkbox"/>																	
Tue, 2nd FEB 2016	X	X	<input checked="" type="checkbox"/>																	
Wed, 3rd FEB 2016	X	X	<input checked="" type="checkbox"/>																	
Thu, 4th FEB 2016	X	X	<input checked="" type="checkbox"/>																	
Fri, 5th FEB 2016	X	X	<input checked="" type="checkbox"/>																	
Fri, 12th FEB 2016	T	T	<input type="checkbox"/>																	

Codes
/
U
X
T
R
E
M
L
C
N
V

The Student View window displays attendance records for a given student covering a given date range. The window also displays a list of dates on which absence follow-up letters have been sent.

Student View is accessed by:

- Clicking on the Absences icon in the Lesson Attendance sidebar and
- Selecting Student View from the menu

Users have four options for displaying attendance data for a student:

Student Selection
Show:

☒ Absences that require follow-up
☐ All days with Absences and Lates
☐ All days with Lates
☐ All days

Student / Ref No.

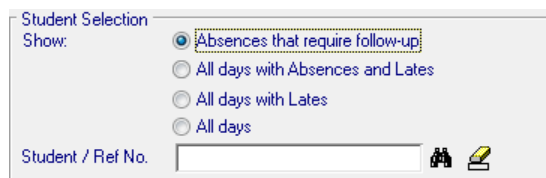
Codes are entered in the same way as in Day View.

3.4.1 Student View- Viewing Records

Activity: Student View

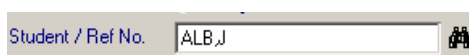
Lesson Attendance > Absences > Student View

- Click the **Absences that require follow-up** radio button





- Enter the date range **3rd February** to TODAY

- Load Jackie Albert's records

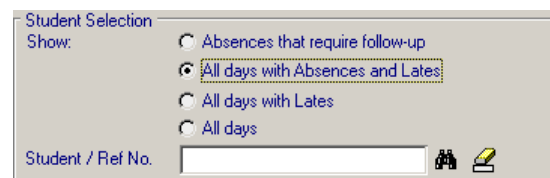


Note: The dates that absence follow-up letters have been sent are displayed in the bottom right corner of the screen window

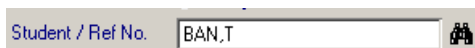
- Use the Print button  to print the data to the screen
- Use the  clear Jackie's record from the screen

You have had an enquiry about **Tamara Bandy's** attendance.

- Choose **All days with Absences and Lates**



- Load Tamara Bandy's records



- Use the Print button  to print the data to the screen

3.4.2 Student View- Updating Attendance Records

Activity: Update Absences Through Student View

Lesson Attendance > Absences > Student View

The following letters have been returned from students' parents. Update the Primary OR the Secondary student's records.

Primary Student:

West Coast District High

1120 Hay Road
PERTH Western Australia 6005

Telephone 9412 3456
Fax 9423 6980

Mr and Mrs Albert
9 Marmion Drive
PINEY WOODS WA 6999

Dear Mr and Mrs Albert

Re: Absence from school - Jackie Albert Form: Room 4 Year: 4

Our records indicate that this student was absent on the days indicated below.

Please provide the reason(s) for this/these absence(s) by contacting the school office or completing the tear-off section and returning it to the school as soon as possible.

Please disregard this letter if you have already notified the school.

Jennifer Garden
Form Teacher

Day Date am pm Reason for absence (please specify)

Wed	3 FEB 2016	U	U	Family Holiday
Thu	4 FEB 2016	U	U	
Fri	5 FEB 2016	U	U	
Mon	8 FEB 2016	U	U	
Tue	9 FEB 2016	U	U	DR's Appointment
Wed	10 FEB 2016	U	U	
Thu	11 FEB 2016	U	U	SICK
Fri	12 FEB 2016	U	U	
Mon	15 FEB 2016	U	U	

Jackie Albert: 9 day(s) with absences

Form: Room 4 Year: 4

P. Albert
Parent/Carer Signature

29/2/16
Date

Attendance Codes: / - Present, U - Absent (cause not established), X - Unacceptable Reason, T - Truant, R - Reasonable Cause, Z - Suspended, E - Educational Activity, W - Withdrawn, M - Medical/Sick Bay, L - Late, C - Cultural/Religious, Y - Enforced Closure, N - Notified as sick, V - Vacation, F - Flexible (code no longer active), Q - Not Required to Attend, K - Unauthorised Vacation

Secondary Student

West Coast District High
1120 Hay Road
PERTH Western Australia 6005

Telephone 9412 3456
Fax 9423 6980

Dr Bandy
12 Nowranie Place
PERTH WA 6000

Dear Dr Bandy

Re: Absence from school - Tamara Bandy Form: 08.1 Year: 8

Our records indicate that this student was absent on the days indicated below.

Please provide the reason(s) for this/these absence(s) by contacting the school office or completing the tear-off section and returning it to the school as soon as possible.

Please disregard this letter if you have already notified the school.

Carl Best
Form Teacher

Day	Date	am	pm	Period Detail	Reason for absence (please specify)
				H 1 2 B 3 4 L 5	
Thu	4 FEB 2016	U	U	/ / / - / - / -	Cultural Reasons
Fri	5 FEB 2016	U	U	U U U - U U - U	
Wed	10 FEB 2016	U	U	U U U - U U - U	Funeral
Thu	11 FEB 2016	U	U	U U U - U - U -	
Fri	12 FEB 2016	U	U	U U U - U U - U	SICK

Tamara Bandy: 5 day(s) with absences

Form: 08.1 Year: 8


Parent/Carer Signature

26/2/16
Date

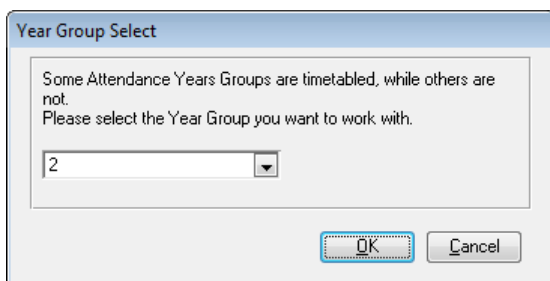
Attendance Codes: / - Present, U - Absent (cause not established), X - Unacceptable Reason, T - Truant, R - Reasonable Cause, Z - Suspended, E - Educational Activity, W - Withdrawn, M - Medical/Sick Bay, L - Late, C - Cultural/Religious, Y - Enforced Closure, N - Notified as sick, V - Vacation, F - Flexible (code no longer active), Q - Not Required to Attend, K - Unauthorised Vacation

3.5 Registration

Lesson Attendance > Registration

The Registration option allows users to register that attendance data has been recorded. For this function to work effectively, teachers will need to be set up as users and must be linked to staff in General > Control > Users > Staff Link. The Registration window will automatically display the user's staff code as set up in Staff Details. The date will default to the current date and the teaching set that the logged on user is scheduled to teach (based on the current time) will be displayed in the Group field.

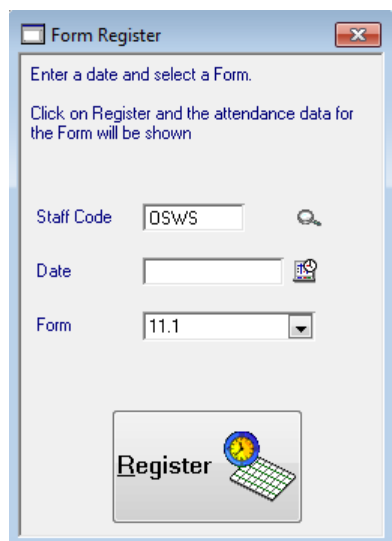
For schools that have a mixed setup using both timetabled and non timetabled attendance groups, when **Registration** is selected the following window is displayed:



A dialog box titled "Year Group Select". It contains a text area with the message: "Some Attendance Years Groups are timetabled, while others are not. Please select the Year Group you want to work with." Below the text area is a dropdown menu with the number "2" selected. At the bottom right are "OK" and "Cancel" buttons.

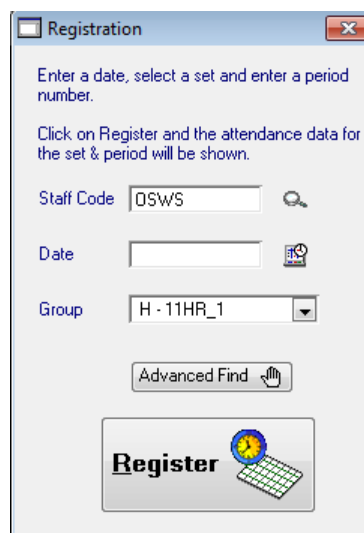
- Select the appropriate **Year Group** and click **OK**

If the school does not have a timetable at all, then **Registration** is selected and the window on the left is immediately displayed. If all Your Groups are timetabled, then **Registration** is selected and the window on the right is immediately displayed.



A window titled "Form Register". It contains the text: "Enter a date and select a Form. Click on Register and the attendance data for the Form will be shown". Below this are three input fields: "Staff Code" with "OSWS" entered, "Date" with a calendar icon, and "Form" with "11.1" selected in a dropdown. At the bottom is a "Register" button with a clock and keyboard icon.

Non-timetabled Year Groups



A window titled "Registration". It contains the text: "Enter a date, select a set and enter a period number. Click on Register and the attendance data for the set & period will be shown". Below this are three input fields: "Staff Code" with "OSWS" entered, "Date" with a calendar icon, and "Group" with "H - 11HR_1" selected in a dropdown. Below the "Group" field is an "Advanced Find" button with a magnifying glass icon. At the bottom is a "Register" button with a clock and keyboard icon.

Timetabled Year Groups

Note: If the Year Group selected is not timetabled, then the Form menu displays all of the school's Form Groups. If the Year Group selected is timetabled, then Group menu displays the logged-in teacher's classes for that day.

- Select the class to register from the **Form** or **Group** menu
- Click **Register**

The Day View window will open. For non-timetabled schools, all columns displayed may be edited. For timetabled schools, only the column for the chosen period may be edited.

- Click in the relevant cells to record absences and then click **OK**

Note: Even if no changes are made, the user must click OK to create an entry in the Audit log.

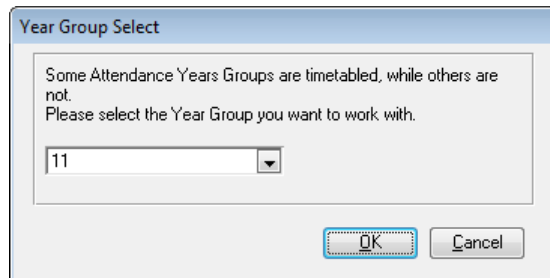
- Click **OK** again to confirm that register has been taken
- Click **Exit** to return to the Registration window.

3.5.1 Registration-Timetabled Groups

Activity: Registration for Timetabled Groups

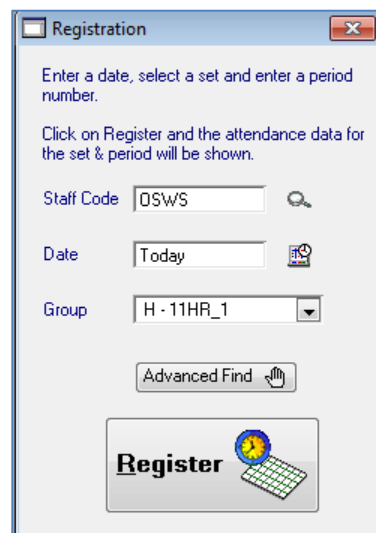
Complete Registrations details for **Sharyn Oswald** for **TODAY** for the following teaching sets and absent students.

Lesson Attendance > Registration



A dialog box titled "Year Group Select" with a light blue border. Inside, there is a text area with the message: "Some Attendance Years Groups are timetabled, while others are not. Please select the Year Group you want to work with." Below the text is a dropdown menu currently showing "11". At the bottom right are two buttons: "OK" and "Cancel".

- Select Year **11** and click **OK**



A dialog box titled "Registration" with a light blue border and a close button (X) in the top right corner. It contains the following fields and controls:

- Instructions: "Enter a date, select a set and enter a period number. Click on Register and the attendance data for the set & period will be shown."
- Staff Code: A text box containing "OSW'S" with a magnifying glass icon to its right.
- Date: A text box containing "Today" with a calendar icon to its right.
- Group: A dropdown menu showing "H - 11HR_1".
- Advanced Find: A button with a hand cursor icon.
- Register: A large button with a clock icon and a calendar icon.

- Select the first teaching set in the list
- Click **Register**

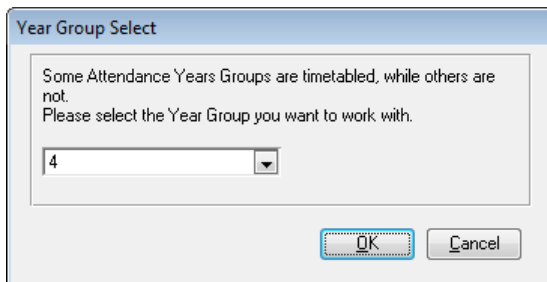
This will open Day View with the appropriate period highlighted.

- Left click in the cell for the students **Rachael Andrews** and **Nathan Leslie** to mark them as absent
- Click **OK** twice
- Click **OK** to the message that the register has been confirmed
- Click **Exit**

3.5.2 Registration-Non-timetabled Groups

Activity: Registration for Non-Timetabled Groups

Lesson Attendance > Registration



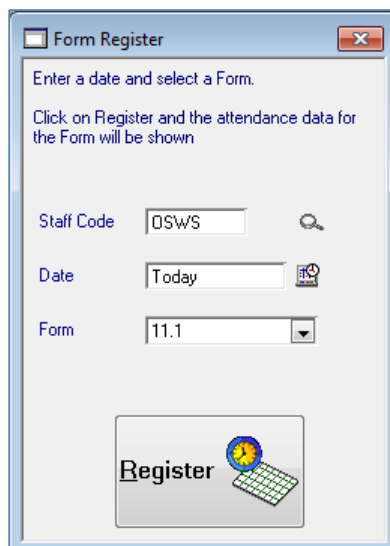
Year Group Select

Some Attendance Years Groups are timetabled, while others are not.
Please select the Year Group you want to work with.

4

OK Cancel

- Select Year **4** and click **OK**



Form Register

Enter a date and select a Form.
Click on Register and the attendance data for the Form will be shown

Staff Code OSWS

Date Today

Form 11.1

Register

- Select **Room 4** and click **Register**

This will open Day View.

- Left click in the **AM** cell for the students **Julie Edwards** and **Matthew North** to mark them as absent
- Click **OK** twice
- Click **OK** to the message that the register has been confirmed
- Click **Exit**

3.5.3 System Management Reports (Registration)

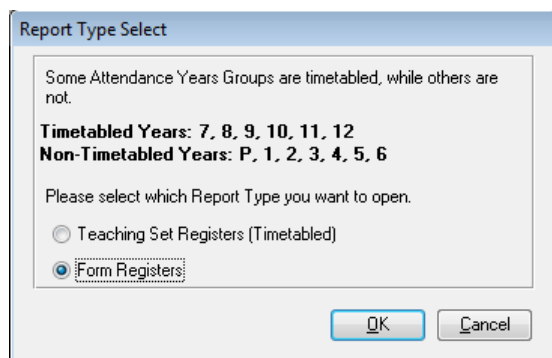
Lesson Attendance > Parameters > System Management Reports

Management Reports provides a quick and easy method of checking which classes have had their attendance recorded through the registration function. The report can be generated for either a single period or a daily summary. An option also exists to either hide or show completed registers.

3.5.4 System Management Reports-Primary

Activity: System Management Reports

Lesson Attendance > Parameters > System Management Reports



Report Type Select

Some Attendance Years Groups are timetabled, while others are not.

Timetabled Years: 7, 8, 9, 10, 11, 12
Non-Timetabled Years: P, 1, 2, 3, 4, 5, 6

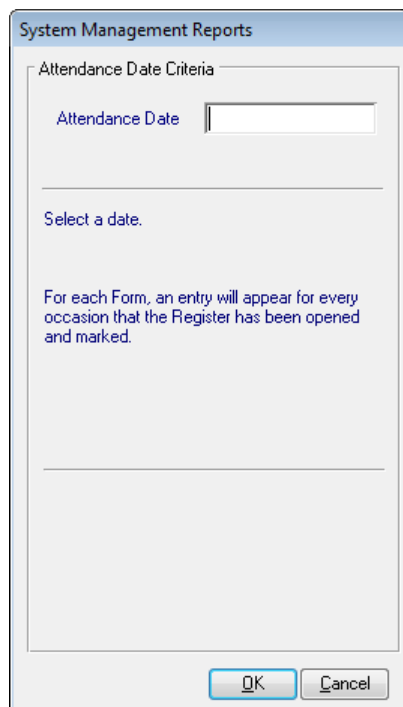
Please select which Report Type you want to open.

☐ Teaching Set Registers (Timetabled)

☒ Form Registers

OK Cancel

- Select **Form Registers** and click **OK**



System Management Reports

Attendance Date Criteria

Attendance Date

Select a date.

For each Form, an entry will appear for every occasion that the Register has been opened and marked.

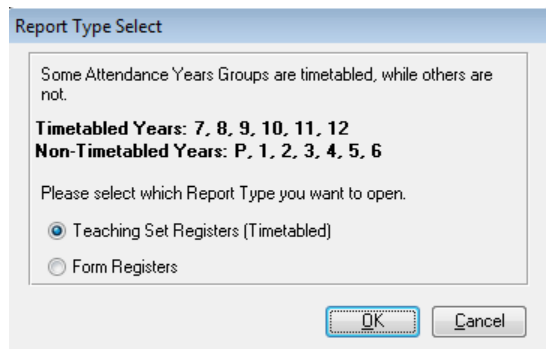
OK Cancel

- Leave **Today's** date and click **OK**
- Click **Close** and **Cancel**

3.5.5 System Management Reports-Secondary

Activity

Lesson Attendance > Parameters > System Management Reports



Report Type Select

Some Attendance Years Groups are timetabled, while others are not.

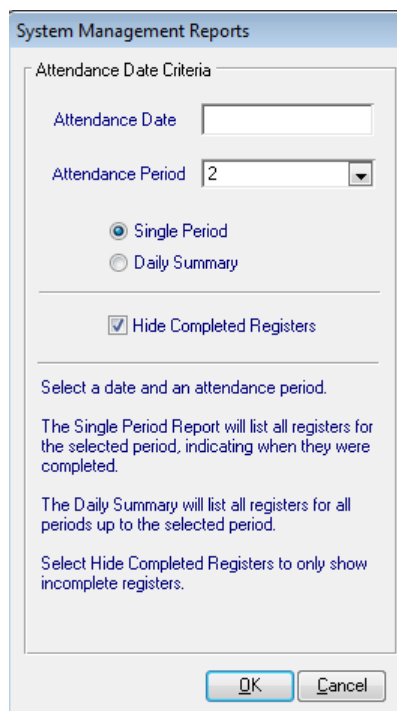
Timetabled Years: 7, 8, 9, 10, 11, 12
Non-Timetabled Years: P, 1, 2, 3, 4, 5, 6

Please select which Report Type you want to open.

☒ Teaching Set Registers (Timetabled)
☐ Form Registers

OK Cancel

- Select **Teaching Set Registers** and click **OK**



System Management Reports

Attendance Date Criteria

Attendance Date

Attendance Period

☒ Single Period
☐ Daily Summary

☒ Hide Completed Registers

Select a date and an attendance period.

The Single Period Report will list all registers for the selected period, indicating when they were completed.

The Daily Summary will list all registers for all periods up to the selected period.

Select Hide Completed Registers to only show incomplete registers.

OK Cancel

- Leave **Today's** date and the current period
- Select **Daily Summary**
- Uncheck **Hide Completed Registers**
- Click **OK**
- Click **Close** and **Cancel**

3.6 Recording Lates

Top Tool Bar > Lates

The Lates function allows:

- Fast data entry for late students
- Use of keyboard for data entry (with the option to use the mouse). Student data loads automatically when the student's name is entered

Note: When typing part of the student name into the search window and hitting enter or Tab on the keyboard, the select window will display student names in the format of <Surname><Preferred Name>. This also occurs in the Speed Entry window.

There are options to:

- Change date and time
- Change the Period/Session
- Mark the period as late. (See the text at the bottom of the window.)
- Include comment
- Print a late slip

West Coast District High School

Late Slip

Name Angus, Sally **Year/Form** 12/12.1

Date 15 FEB 2016

Time of arrival 08:02

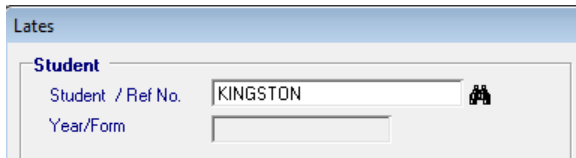
Comment Late-08:02 Missed the bus

Activity: Entering Lates

Top Tool Bar > Lates

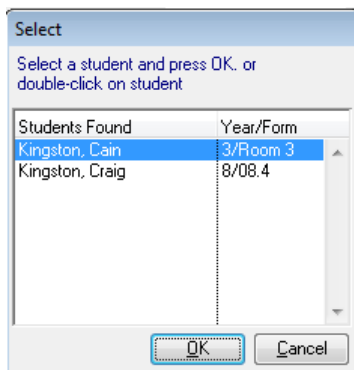
Primary Students

- Enter **Kingston** in the Student/Ref No field



(Alternatively, the binoculars may also be used)

- <Tab>
- Select Cain



Students Found	Year/Form
Kingston, Cain	3/Room 3
Kingston, Craig	8/08.4


- Click **OK**

Note: Today's date, current time, attendance code U and comment (time of arrival) are also displayed.

- Press <Tab> between fields
- Leave the **Period** as AM
- Press <Tab> to **Mark this period as late**
- Use the space bar to check (tick) the checkbox
- Press <Tab> to the **Comments** field and add the reason **Missed bus**
- Press <Enter> or click **OK**


Lates

Student

Student / Ref No. 

Year/Form

Lateness Details

Date 

Time

Period ☐ Mark this period as late

Attendance Code for previous period(s)

Comment

☒ Print Late Slip

The student will be marked as absent (based on the **Attendance Code** entered) for all periods preceding the one entered in the **Period** field, and present for the rest of the day.

If the **Mark as Late** box is checked, the student will be marked as late for the **Period** shown. If it is unchecked, the student will be marked as present for the **Period** shown.

Note: If we wished to print a Late Slip we would Tab to the Print Late Slip field and use the Space Bar to check (tick) the checkbox.

The updated record is displayed on the screen


Lates

Student

Student / Ref No.

Year/Form

Lateness Details

Date 

Time

Period ☐ Mark this period as late

Attendance Code for previous period(s)

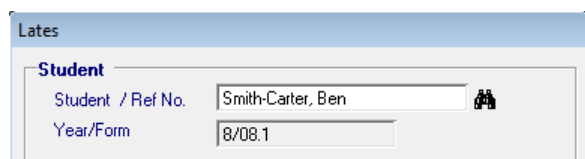
Comment

☒ Print Late Slip

Kingston, Cain:- 15 FEB 2016 08:08 - Period AM - updated

Secondary Students

- Enter **Ben Smith-Carter** in the Student/Ref No field

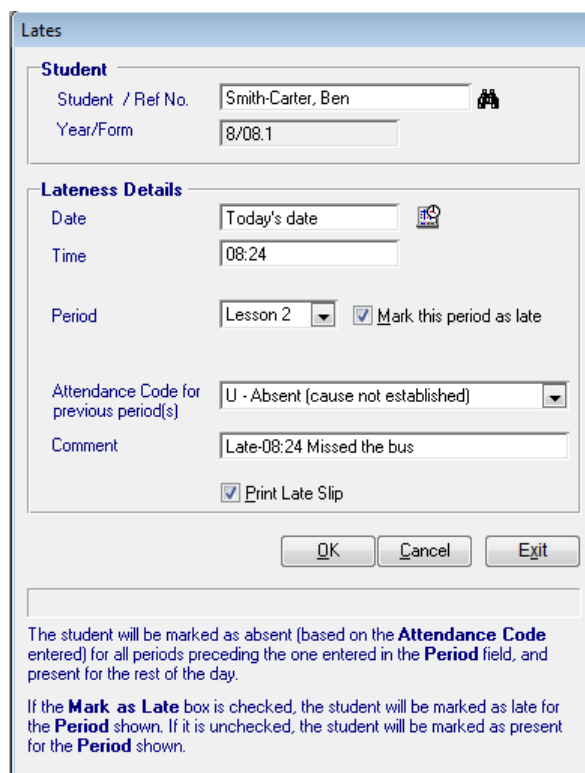


The screenshot shows the 'Lates' dialog box with the 'Student' section active. The 'Student / Ref No.' field contains 'Smith-Carter, Ben' and the 'Year/Form' field contains '8/08.1'. A small icon of two people is visible next to the student name field.

(Alternatively, the binoculars may also be used)

Note: Today's date, current time, attendance code U and comment (time of arrival) are also displayed.

- Press **<Tab>** between fields
- Change the **Period** to **Lesson 2**
- Tick the checkbox **Mark this period as late**
- Press **<Tab>** to the **Comments** field and add the reason **Missed bus**



The screenshot shows the 'Lates' dialog box with the 'Lateness Details' section active. The 'Date' field contains 'Today's date' and the 'Time' field contains '08:24'. The 'Period' dropdown is set to 'Lesson 2' and the 'Mark this period as late' checkbox is checked. The 'Attendance Code for previous period(s)' dropdown is set to 'U - Absent (cause not established)'. The 'Comment' field contains 'Late-08:24 Missed the bus'. The 'Print Late Slip' checkbox is also checked. At the bottom, there are 'OK', 'Cancel', and 'Exit' buttons. A note at the bottom explains the marking logic based on the attendance code and the 'Mark as Late' checkbox.

- Press **<Enter>** or click **OK**

Note: If we wished to print a Late Slip we would Tab to the Print Late Slip field and use the Space Bar to check (tick) the checkbox.

The updated record displayed on the screen

The screenshot shows a web-based form titled 'Lates'. It is divided into two main sections: 'Student' and 'Lateness Details'.
In the 'Student' section, 'Student / Ref No.' is 'Smith-Carter, Ben' and 'Year/Form' is '8/08.1'.
In the 'Lateness Details' section, 'Date' is '15 FEB 2016', 'Time' is '08:24', and 'Period' is 'Home Ro...'. There is a checked checkbox for 'Mark this period as late'. The 'Attendance Code for previous period(s)' is 'U - Absent (cause not established)'. The 'Comment' field contains 'Late-08:24 Missed the bus'. There is also a checked checkbox for 'Print Late Slip'.
At the bottom of the form are 'OK', 'Cancel', and 'Exit' buttons. Below the form, a status bar displays the text: 'Smith-Carter, Ben:- 15 FEB 2016 08:24 - Period Home Room - updated', which is highlighted with a red rectangle.

Practice entering the following data for late students

Primary Students

Troy Dean

Time: current time

Mark as late

Kristy Farmer

Time: 9.35 AM

Mark as late

Comment: Missed bus

Secondary Students

Emily Gold

Time: current time

Period: 2

Mark as late

Comment: Slept in

Stephanie Gold

Time: current time

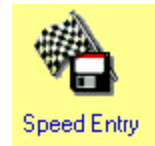
Period: 3

Mark as late

Comment: "Slept in"

- Go to **Day View** to view the data you have just entered

3.7 Speed Entry



Lesson Attendance > Speed Entry

Speed Entry function allows:

- Fast data entry for absent students in the morning (particularly home room/first period check) and for updating (variations and notes)
- Use of keyboard for data entry (mouse is optional)
- Student data loads automatically when students' names are entered

There are options to:

- Enter student data for one or for multiple students
- Select the session/period
- Change the date
- Enter a code for a range of dates
- Keep data on committal

Activity: Absences Through Speed Entry

Lesson Attendance > Speed Entry

Enter data individually for students who are away all day today:

- Type **DAV,C** in the **Student/Ref. No.** field and press **<Tab>**
- Leave **All Day** (the default) and the current date

- Click **OK**
- Read the note in the bottom left of the window
- Repeat this for
 - Katherine Elliott
 - Bradley Uifelean

3.7.1 Speed Entry-Keep Data on Committal

Activity

Lesson Attendance > Speed Entry

Enter data for the following students who are absent in the afternoon only.

- Tick **Keep Data on Committal** to save the settings for use with the second student
- Type **AMB,K** in the **Student/Ref. No.** field and press **<Tab>**
- Select **PM** option
- Choose the Attendance Code **M** – comment **Sick**

Lesson Attendance - Speed Entry

Student / Ref No.
Amber, Kyle

Form
2/Room 2

Select

☒ Enter data for more than one student

☐ All Day
☐ AM
☒ PM
☐ Periods
☐ Range of Dates

Date
Today's date

Details

Attendance Code M - Medical/Sick Bay

Comment Sick

☒ Keep data on Committal

OK Cancel Exit

- Repeat this for **Nora Chum**
- Uncheck **Keep Data on Committal**

Note: If you attempt to overwrite data that has a 'resolved' status ('/', 'T', 'R', 'Z', 'E', 'W', 'M', 'L' and 'C'), with an 'unresolved' status code ('U' and 'X'), you will be taken to Day View to view/edit the day view record. This will also occur if you are updating a secondary student's morning or afternoon session and the session's periods are not all the same. Z and W codes are managed by the Behaviour Manager module. They cannot be selected in Lesson Attendance when entering absences as it is a Department of Education and Training requirement that all schools use the Behaviour module to record instances of suspensions and withdrawals.

3.7.2 Speed Entry – Range of Dates

Activity

Lesson Attendance > Speed Entry

- Load **Kristof Farmer**
- Select the **Range of Dates** option
- Enter the start and end dates (Monday to Friday of last week), code and comment

The screenshot shows the 'Lesson Attendance - Speed Entry' dialog box. It has a left pane with 'Student / Ref No.' containing 'Farmer, Kristof' and a 'Form' section with '4/Room 4'. The right pane has a 'Select' section with a checkbox 'Enter data for more than one student' and radio buttons for 'All Day', 'AM', 'PM', 'Periods', and 'Range of Dates' (which is selected). There are 'Start Date' and 'End date' input fields. The 'Details' section has an 'Attendance Code' dropdown set to 'N - Notified as sick', a 'Comment' text box with 'Sick-Parent Phoned', and a checked checkbox 'Keep data on Committal'. At the bottom are 'OK', 'Cancel', and 'Exit' buttons.


- Click **OK**

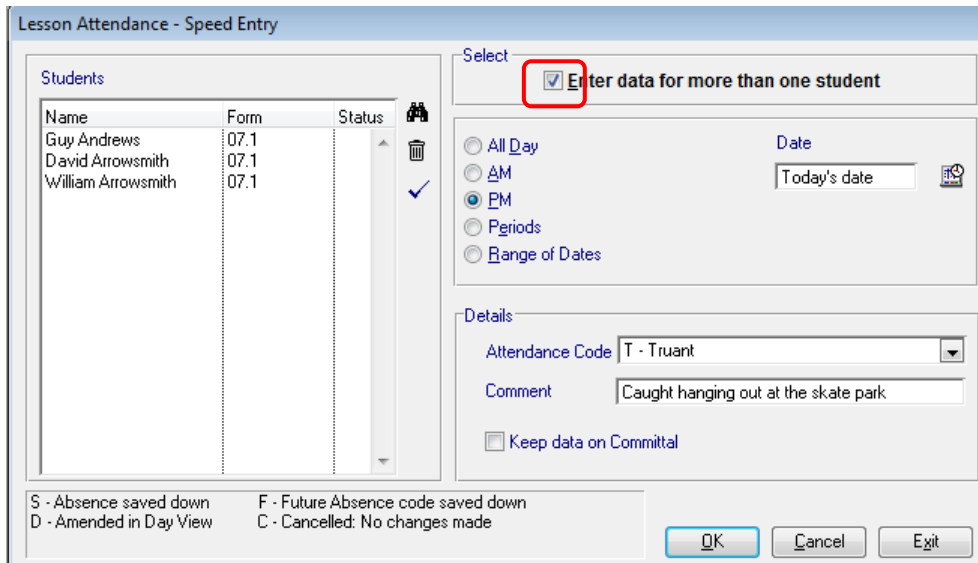
Note: When typing part of the student name into the search window and hitting enter or Tab on the keyboard, the select window will display student names in the format of <Surname><Preferred Name>. This also occurs in the Lates window.

3.7.3 Speed Entry-More than one Student

Activity

Lesson Attendance > Speed Entry

- Check **Enter data for more than one student**
- Use Find  to locate the **Year 7 boys**, highlight three names in the list and click **Select**
- Select the **PM** option
- Leave today's date
- Enter the Attendance Code **T** and comment



Name	Form	Status
Guy Andrews	07.1	
David Arrowsmith	07.1	
William Arrowsmith	07.1	

Select

☒ Enter data for more than one student

☐ All Day ☐ AM ☒ PM ☐ Periods ☐ Range of Dates

Date: Today's date

Details

Attendance Code: T - Truant

Comment: Caught hanging out at the skate park

☐ Keep data on Committal

S - Absence saved down F - Future Absence code saved down
D - Amended in Day View C - Cancelled: No changes made

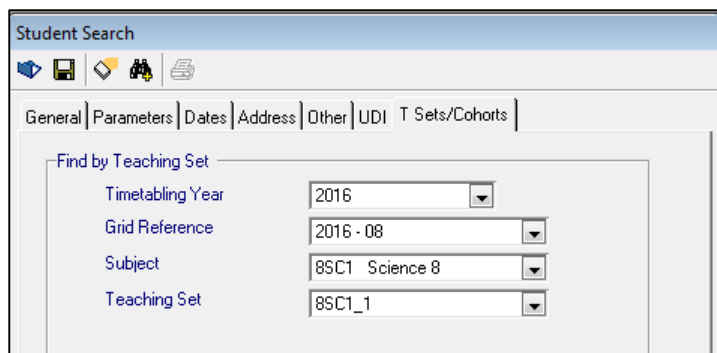
OK Cancel Exit

At the bottom left of screen, some codes are provided on the status of the entry:



- **S** – Absences saved down with no exceptions
- **E** – There were one or more exceptions so students already have Attendance codes added to those dates
- **C** – No changes to student, possibly dates were within a school holidays
- Click **OK**

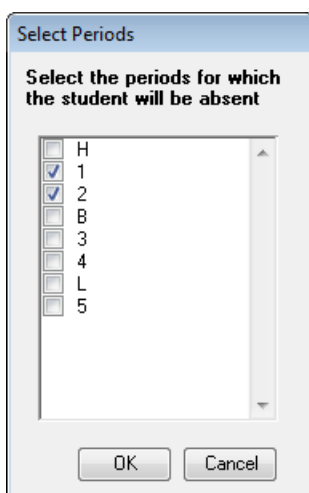
The Year 8 students are going to SciTech this morning.

- Find  teaching set **8SCI_1**



The 'Student Search' dialog box has tabs for General, Parameters, Dates, Address, Other, UDI, and T Sets/Cohorts. The 'Find by Teaching Set' section contains four dropdown menus: Timetabling Year (2016), Grid Reference (2016 - 08), Subject (8SC1 Science 8), and Teaching Set (8SC1_1).

- Select All** the students in the browse set
- Click **Periods** 
- Then click Add 
- Select Periods **1** and **2** and click **OK**



The 'Select Periods' dialog box has the title 'Select the periods for which the student will be absent'. It contains a list of periods: H, 1, 2, 8, 3, 4, L, and 5. Periods 1 and 2 are checked. At the bottom are 'OK' and 'Cancel' buttons.

- Enter an appropriate **Code** and **Comment**

Lesson Attendance - Speed Entry

Name	Form	Status
Tamara Bandy	08.1	
Amy Brabazon	08.2	
Matthew Cartwright	08.3	
Devyn Entwistle	08.4	
Aimee Futterby	08.2	
Ashlee Holt	08.4	
Jared King	08.1	
Dale Kurby	08.1	
Shaun Leszyn	08.4	
Nicole Lively	08.1	
Shaylee Magan	08.2	
Leila McName	08.2	
Jason Mickan	08.4	

Select

☒ Enter data for more than one student

☐ All Day
☐ AM
☐ PM
☒ Periods 1,2
☐ Range of Dates

Date Today's date

Details

Attendance Code E - Educational Activity

Comment Scitech Excursion

- Click **OK**

Note the Status displays the letter **S** indicating that the Absence has been saved down

Lesson Attendance - Speed Entry

Name	Form	Status
Leila McName	08.2	S
Jason Mickan	08.4	S
Dale Murphy	08.4	S
Scott Noakes	08.1	S
Joel Ouk	08.3	S
Bronson Parkey	08.4	S
Pamela Peel	08.1	S
Grant Ramsden	08.3	S
Candice Ritchie	08.4	S
Davina Rompton	08.1	S
Andrew Sango	08.3	S
Mark Scott	08.3	S
Ben Smith-Carter	08.1	S
Glen Sok	08.3	S
Aiden Trinder	08.4	S
Tom Watson	08.3	S

Select

☒ Enter data for more than one student

☐ All Day
☐ AM
☐ PM
☒ Periods 1,2
☐ Range of Dates

Date 15 FEB 2016

Details

Attendance Code E - Educational Activity

Comment Scitech Excursion

☐ Keep data on Committal

S - Absence saved down
 D - Amended in Day View
 F - Future Absence code saved down
 C - Cancelled: No changes made

OK Cancel Exit

Information

Attendance records updated.

OK

- Click **OK**

The Swimming Squad students are attending a Training Camp today and tomorrow.

- Use Speed Entry to enter these details
- Find the **2016 Swimming Squad**

- Click **Find**, Sort the student by **Form**, then click on **Select** and **Yes**
- Enter the details from the screenshot below

- Click **OK**


Note: If there are any conflicts of existing data, an Exceptions Log window will open. Those student's data would need to be checked through Day View or Week View

- View the **Exceptions Log** if you are prompted
- **Exit** out of Speed Entry

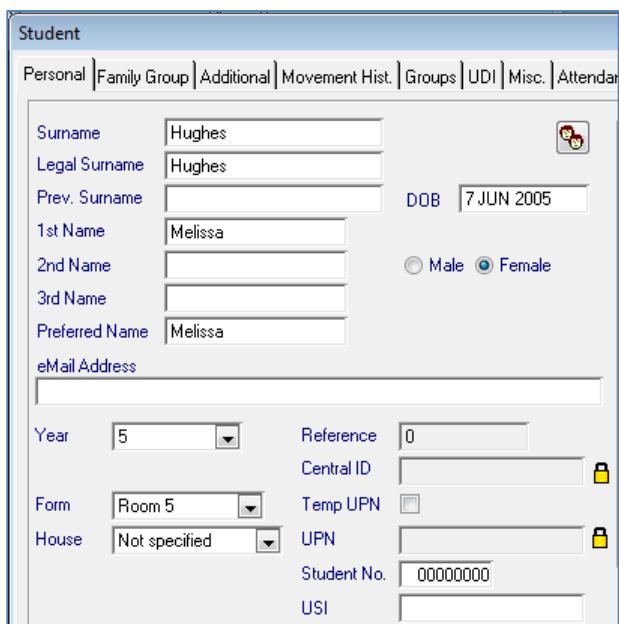
3.7.4 Speed Entry-Creating Daily Records

Activity: Adding a Student to the Current Roll

General > Student Details

- Click Add Student 
- Enter basic details for a new student

Name: Melissa Hughes
DOB: 7 June 2006
Year: 5
Form: Room 5



- Click on the **Additional** tab
- Enter an **Entry Date** of Monday of this week
- Tick the **Australian Citizen** checkbox



- Click **OK** to save the changes
- Say **Yes** to continue to the Vaccination Schedule message
- Click **No** to Timetabling
- Close the Student Details

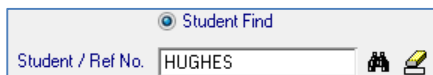
3.7.5 Speed Entry-Creating Daily Records

Note: When enrolling a new secondary student and the Timetabling module is in use, ensure that he or she is placed in an appropriate cohort.

Activity

Lesson Attendance > Week View

- Select **Student Find**
- Load **Melissa Hughes' records**



Check attendance data in week view for Melissa Hughes. A series of dashes will be in the records and no attendance data can be entered as no attendance record exists

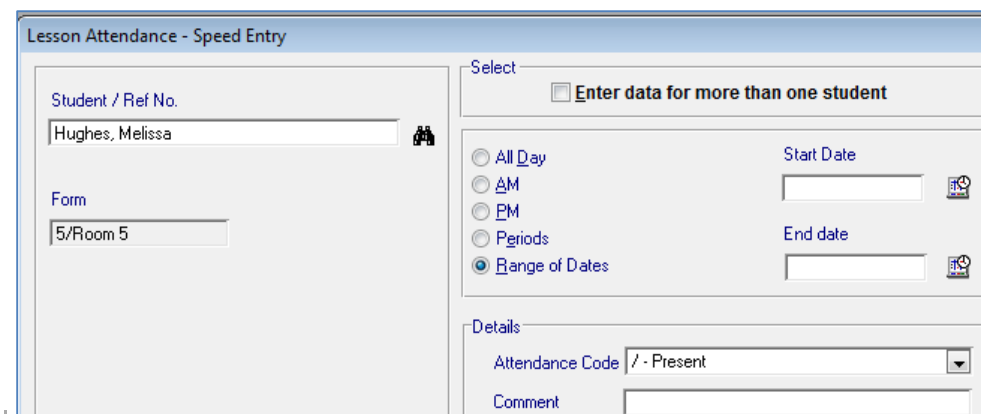
No daily records have been created for Melissa.

874	Room 5	Hughes, Melissa	-	-	-	-	-	-	-	-	-	-
-----	--------	-----------------	---	---	---	---	---	---	---	---	---	---

- Exit out of Week View

Lesson Attendance > Speed Entry

- Enter **HUGHES** in the **Student/Ref** field and **<Tab>**.
- Choose the **Range of Dates** option
- Enter the **Start Date** as last Monday and the **End Date** as **TODAY**
- Change the **Attendance code** to **/ - Present**



- Click **OK**.

The attendance record has now been created for the new student and data will be able to be recorded against this student

- View Melissa's records in Week View

Week View

Student Selection
Select students by ☐ Form ☐ My Form
☐ Teaching Set ☐ My Sets
☒ Student Find

Student / Ref No.

Date Selection
Week starting Mon: 15 FEB 2016
Cycle Term 1 Week 3
Attendance Year 2016

Current Code Not Required to Attend

1 student.

Ref No	Form	Student Name	Mon 15 FEB		Tue 16 FEB		Wed 17 FEB		Thu 18 FEB		Fri 19 FEB	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
895	Room 5	Hughes, Melissa	/	/	/	/	/	/	/	/	/	/

Codes
/ U

- Exit out of Week View

Activity: Review

Complete each of the following tasks and making a note of the pathway taken.

1. Kyle Pearse and Simon Rumble are absent from Sharon Oswald's form class today. Enter their absences.
2. Kristof Farmer was absent very early in the Term 1. We have now been advised that he was sick on those days. Use Student View to update his records.
3. The students in form 9-3 are going on an excursion to Parliament House today. Use speed entry to record the absences.

3.8 Future Absences

Lesson Attendance > Absences > Future Absences

Ref No	Student Name	Year	Form	Start Date	End date	Code	Expired	Periods	Comment
766	Albert, Jackie	4	Room 4	1 DEC 2016 - AM	9 DEC 2016 - PM	V			Family ho
399	Zolter-Albert, Jennifer	8	08.4	1 DEC 2016 - AM	9 DEC 2016 - PM	V			Family ho
79	Gold, Stephanie	11	11.1	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
83	Guestier, Kea	10	10.3	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
84	Guthrie, Sean	11	11.2	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
88	Hill, Hanna	10	10.1	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
89	Hogan, Paul	11	11.3	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
98	Istan, Kevin	10	10.2	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
99	Johnston, Josh	11	11.1	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
103	Karman, Clay	10	10.3	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
108	Kelley, Rohyn	10	10.1	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
109	Kent, Clayton	11	11.2	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
364	Stewart, Joanne	8	08.1	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
366	Stoddart, Grant	8	08.4	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
371	Sullivan, Hannah	7	07.2	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
376	Thorne, Chanton	8	08.1	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
377	Trinder, Aiden	8	08.4	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
381	Vanderlan, Alison	8	08.2	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
384	Wansbrough, Justin	8	08.2	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
7	Aspinall, Simone	9	09.2	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a
12	Bennett, Tracy	9	09.2	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing a

Future Absences allows:

- Fast data entry for students who are expected to be absent in the future
- Student data loads automatically in Day View when the daily records are created for the recorded dates
- Aids in determining appropriate dates for school activities
- Reduces the risk of data error resulting from staff not being aware of students' whereabouts

Options include:

- Sort the list of future absences
- Filter the list of future absences
- Print future absences list
- Add records
- Delete records
- Edit records
- Show/hide expired records
- Purge expired records

3.8.1 Adding Future Absences

Activity: Entering Future Absences

Lesson Attendance > Absences > Future Absences

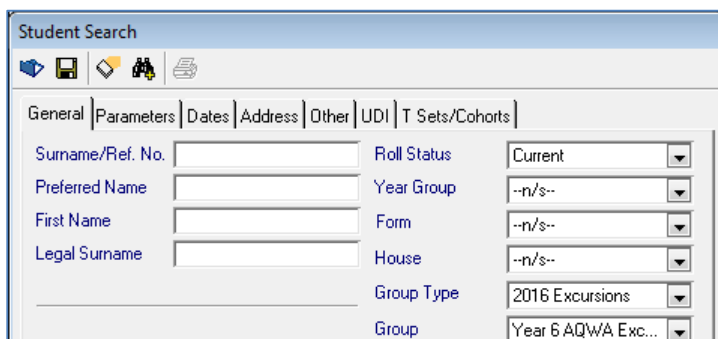
- View Future Absences recorded for the rest of this year

The Year 6's are going on an excursion to AQWA on the last day of this term.

Term Dates for students for 2016:

Term 1 – Monday 1 February to Friday 8 April
Term 2 – Monday 25 April to Friday 1 July
Term 3 – Monday 18 July to Friday 23 September
Term 4 – Monday 10 October to Thursday 15 December

- Click Add 
- Find  the **Year 6 AQWA Excursion** students



Student Search

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts

Surname/Ref. No. Roll Status

Preferred Name Year Group

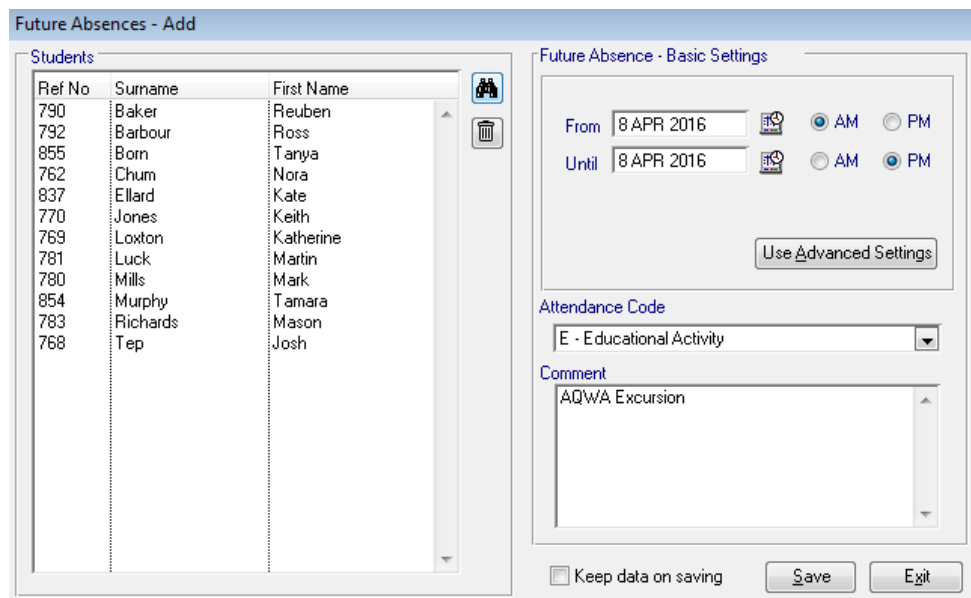
First Name Form

Legal Surname House

Group Type

Group

- Enter the dates, code and comment.



Future Absences - Add

Students

Ref No	Surname	First Name
790	Baker	Reuben
792	Barbour	Ross
855	Born	Tanya
762	Chum	Nora
837	Ellard	Kate
770	Jones	Keith
769	Loxton	Katherine
781	Luck	Martin
780	Mills	Mark
854	Murphy	Tamara
783	Richards	Mason
768	Tep	Josh

Future Absence - Basic Settings

From ☒ AM ☐ PM

Until ☐ AM ☒ PM

Use Advanced Settings

Attendance Code



Comment

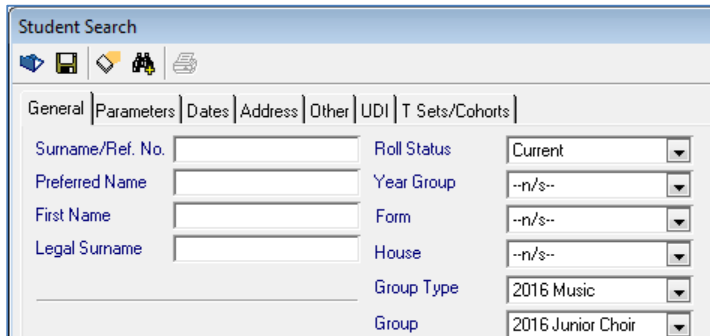
☐ Keep data on saving

- Click **Save** and **OK**
- Exit the Future Absences

Lesson Attendance > Absences > Future Absences

Students from Junior Choir will be absent on the morning of **5th December**. They will be singing at the local shopping centre

- Click Add 
- Find the Senior Choir 

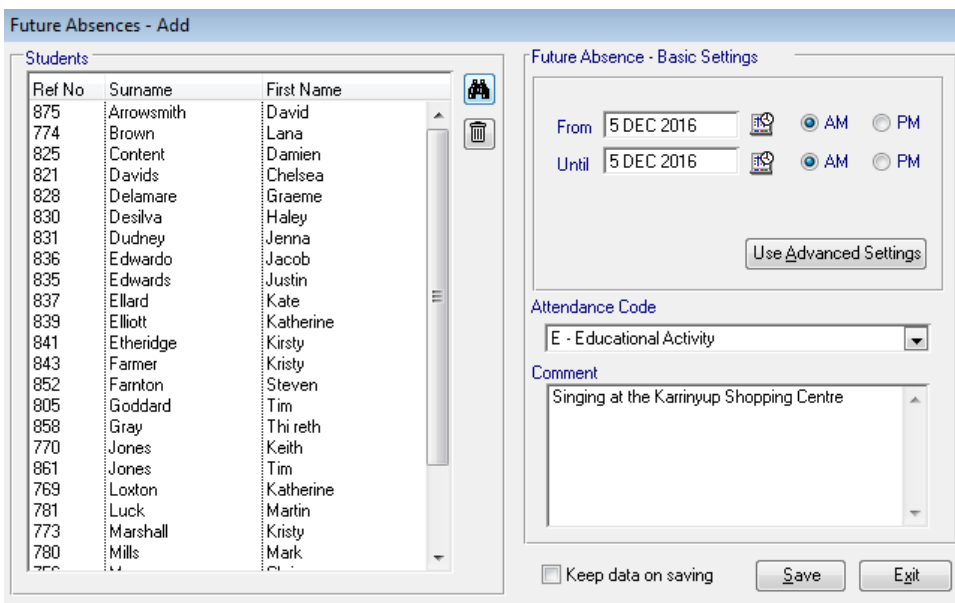


Student Search

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts

Surname/Ref. No.		Roll Status	Current
Preferred Name		Year Group	--n/s--
First Name		Form	--n/s--
Legal Surname		House	--n/s--
		Group Type	2016 Music
		Group	2016 Junior Choir

- Enter the following details



Future Absences - Add

Students

Ref No	Surname	First Name
875	Arrowsmith	David
774	Brown	Lana
825	Content	Damien
821	Davids	Chelsea
828	Delamare	Graeme
830	Desilva	Haley
831	Dudney	Jenna
836	Edwardo	Jacob
835	Edwards	Justin
837	Ellard	Kate
839	Elliott	Katherine
841	Etheridge	Kirsty
843	Farmer	Kristy
852	Farnton	Steven
805	Goddard	Tim
858	Gray	Thi reth
770	Jones	Keith
861	Jones	Tim
769	Loxton	Katherine
781	Luck	Martin
773	Marshall	Kristy
780	Mills	Mark

Future Absence - Basic Settings

From 5 DEC 2016 AM PM

Until 5 DEC 2016 AM PM

Use Advanced Settings

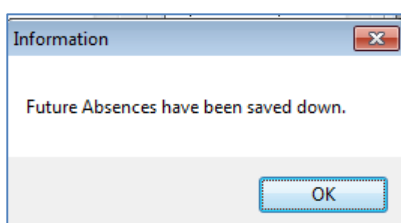
Attendance Code
E - Educational Activity

Comment
Singing at the Karrinyup Shopping Centre

☐ Keep data on saving

Save Exit

- Click **Save**



Information



Future Absences have been saved down.


OK

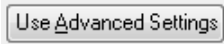
- Click **OK** and **Exit**







Lesson Attendance > Absences > Future Absences

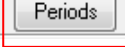

Some Year 8 students will be absent next Wednesday Periods 3 and 4 for an Anger Management course.

- Click Add 
- Find Students 
- Select **Tamara Bandy** and **Alecia Bishop** from **Form 8.1**

Student Search Results					
					
Reference	Surname	Preferred Name	Year	Form	Date of Birth
9	Bandy	Tamara	8	08.1	18 AUG 2002
14	Bishop	Alecia	8	08.1	16 DEC 2002
16	Blake	Keira	8	08.1	12 MAY 2003

- Click 
- Enter next Wednesday's date
- Tick **Wednesday**

Future Absences - Add																			
Students	Future Absence - Advanced Settings																		
<table><tr><th>Ref No</th><th>Surname</th><th>First Name</th></tr><tr><td>9</td><td>Bandy</td><td>Tamara</td></tr><tr><td>14</td><td>Bishop</td><td>Alecia</td></tr></table>	Ref No	Surname	First Name	9	Bandy	Tamara	14	Bishop	Alecia	<table><tr><td>From</td><td></td><td>Until</td><td></td></tr><tr><td><input type="checkbox"/> Mon</td><td><input type="checkbox"/> Tues</td><td><input checked="" type="checkbox"/> Wed</td><td><input type="checkbox"/> Thur</td><td><input type="checkbox"/> Fri</td></tr></table>	From		Until		<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input checked="" type="checkbox"/> Wed	<input type="checkbox"/> Thur	<input type="checkbox"/> Fri
Ref No	Surname	First Name																	
9	Bandy	Tamara																	
14	Bishop	Alecia																	
From		Until																	
<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input checked="" type="checkbox"/> Wed	<input type="checkbox"/> Thur	<input type="checkbox"/> Fri															

- Click **Periods** ☐ AM only ☐ PM only ☒ All day 
- Click 

Select Periods																	
Select the periods for which the student will be absent																	
<table><tr><td><input type="checkbox"/></td><td>H</td></tr><tr><td><input type="checkbox"/></td><td>1</td></tr><tr><td><input type="checkbox"/></td><td>2</td></tr><tr><td><input type="checkbox"/></td><td>B</td></tr><tr><td><input checked="" type="checkbox"/></td><td>3</td></tr><tr><td><input checked="" type="checkbox"/></td><td>4</td></tr><tr><td><input type="checkbox"/></td><td>L</td></tr><tr><td><input type="checkbox"/></td><td>5</td></tr></table>	<input type="checkbox"/>	H	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	B	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>	L	<input type="checkbox"/>	5	
<input type="checkbox"/>	H																
<input type="checkbox"/>	1																
<input type="checkbox"/>	2																
<input type="checkbox"/>	B																
<input checked="" type="checkbox"/>	3																
<input checked="" type="checkbox"/>	4																
<input type="checkbox"/>	L																
<input type="checkbox"/>	5																
<div>OK Cancel</div>																	

- Check **3** and **4**, and click **OK**

- Select the relevant attendance code and enter a comment

Attendance Code

E - Educational Activity

Comment

Anger Management Course

☐ Keep data on saving

Save Exit

- Click **Save**

Information

Future Absences have been saved down.

OK

- Click **OK** and **Exit**

View the newly added **Future Absences**

Future Absences

Student Name	Year	Form	Start Date	End date	Code	Expired	Periods	Comment
Bishop, Alecia	8	08.1	24 FEB 2016 - AM	24 FEB 2016 - PM	E		3,4	Anger Manager
Bandy, Tamara	8	08.1	24 FEB 2016 - AM	24 FEB 2016 - PM	E		3,4	Anger Manager
Tep, Josh	6	Room 6	8 APR 2016 - AM	8 APR 2016 - PM	E			AQ/WA Excursic
Richards, Mason	6	Room 6	8 APR 2016 - AM	8 APR 2016 - PM	E			AQ/WA Excursic
Murphy, Tamara	6	Room 6	8 APR 2016 - AM	8 APR 2016 - PM	E			AQ/WA Excursic
Mills, Mark	6	Room 6	8 APR 2016 - AM	8 APR 2016 - PM	E			AQ/WA Excursic
Luck, Martin	6	Room 6	8 APR 2016 - AM	8 APR 2016 - PM	E			AQ/WA Excursic
Loxton, Katherine	6	Room 6	8 APR 2016 - AM	8 APR 2016 - PM	E			AQ/WA Excursic
Jones, Keith	6	Room 6	8 APR 2016 - AM	8 APR 2016 - PM	E			AQ/WA Excursic
Ellard, Kate	6	Room 6	8 APR 2016 - AM	8 APR 2016 - PM	E			AQ/WA Excursic
Chum, Nora	6	Room 6	8 APR 2016 - AM	8 APR 2016 - PM	E			AQ/WA Excursic
Born, Tanya	6	Room 6	8 APR 2016 - AM	8 APR 2016 - PM	E			AQ/WA Excursic
Barbour, Ross	6	Room 6	8 APR 2016 - AM	8 APR 2016 - PM	E			AQ/WA Excursic
Baker, Reuben	6	Room 6	8 APR 2016 - AM	8 APR 2016 - PM	E			AQ/WA Excursic
Albert, Jackie	4	Room 4	1 DEC 2016 - AM	9 DEC 2016 - PM	V			Family holiday
Zolter-Albert, Jennifer	8	08.4	1 DEC 2016 - AM	9 DEC 2016 - PM	V			Family holiday
Arrowsmith, David	7	07.1	5 DEC 2016 - AM	5 DEC 2016 - AM	E			Singing at the K
Brown, Lana	7	07.1	5 DEC 2016 - AM	5 DEC 2016 - AM	E			Singing at the K
Content, Damien	5	Room 5	5 DEC 2016 - AM	5 DEC 2016 - AM	E			Singing at the K
Davids, Chelsea	7	07.1	5 DEC 2016 - AM	5 DEC 2016 - AM	E			Singing at the K
Delamater, Grace	5	Room 5	5 DEC 2016 - AM	5 DEC 2016 - AM	E			Singing at the K

Purge Expired Records

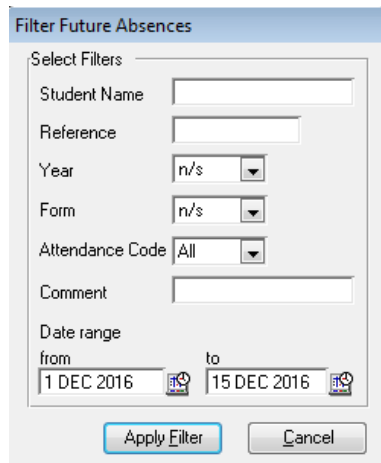
Close

3.8.2 Filtering Future Absences

Activity: Viewing Future Absences

Lesson Attendance > Absences > Future Absences

- Click **Filter** 
- Enter the date range **1st December 2016** to **15th December 2016**



Filter Future Absences

Select Filters

Student Name

Reference

Year

Form

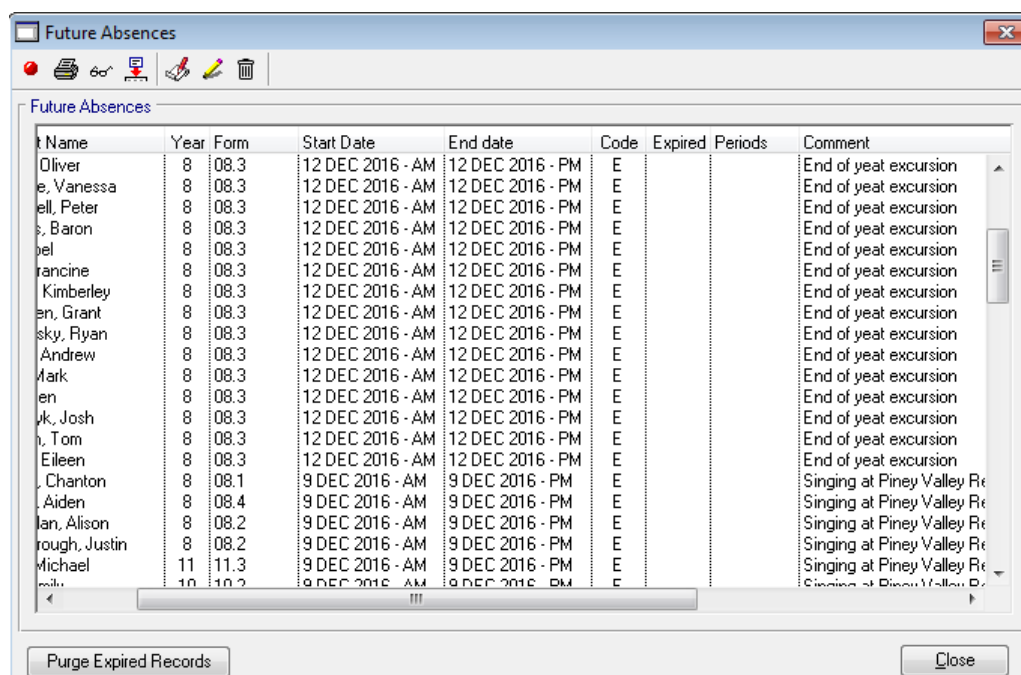
Attendance Code

Comment

Date range

from to

- Click



Future Absences

Student Name	Year	Form	Start Date	End date	Code	Expired	Periods	Comment
Oliver	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
e, Vanessa	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
ell, Peter	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
s, Baron	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
bel	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
rancine	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
Kimberley	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
en, Grant	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
sky, Ryan	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
Andrew	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
Mark	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
en	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
yk, Josh	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
h, Tom	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
Eileen	8	08.3	12 DEC 2016 - AM	12 DEC 2016 - PM	E			End of yeat excursion
Chanton	8	08.1	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing at Piney Valley Re
Aiden	8	08.4	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing at Piney Valley Re
lan, Alison	8	08.2	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing at Piney Valley Re
rough, Justin	8	08.2	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing at Piney Valley Re
Michael	11	11.3	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing at Piney Valley Re
milu	10	10.2	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing at Piney Valley Re

- View the **Future Absences** that fall within the date range

- Filter the list again by selecting **Form 8.1** from the drop down menu

Filter Future Absences

Select Filters

Student Name

Reference

Year

Form

Attendance Code


Comment

Date range
from to

- Click

The students in 08.1 who are members of the Senior Choir are displayed

Ref No	Student Name	Year	Form	Start Date	End date	Code	Expired	Periods	Comment
376	Thorne, Chanton	8	08.1	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing at Piney Valley Retirement Home
364	Stewart, Joanne	8	08.1	9 DEC 2016 - AM	9 DEC 2016 - PM	E			Singing at Piney Valley Retirement Home

- Print  the list of students to screen

West Coast District High School Future Absentee Report									
Ref No.	Student	Year	Form	Start Date	End Date	Code	Expired	Periods	Comment
376	Thorne, Chanton	8	08.1	9 DEC 2016 - AM	9 DEC 2016 - PM	E	No		Singing at Piney Valley Retirement Home
364	Stewart, Joanne	8	08.1	9 DEC 2016 - AM	9 DEC 2016 - PM	E	No		Singing at Piney Valley Retirement Home
2 Records Found									


- Close the report
- Clear  the filtered selection

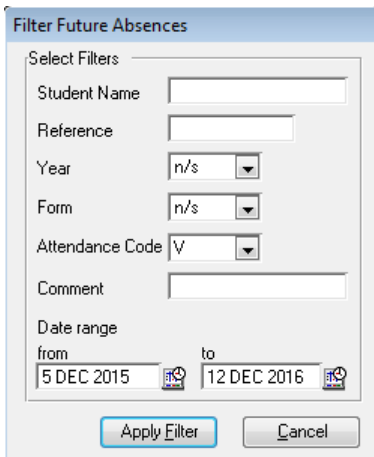
3.8.3 Editing Future Absences

Activity: Edit Future Absences

Lesson Attendance > Absences > Future Absences


The date of the Albert family's holiday has been changed. The school has also determined that this is not an approved absence so the future absence will need to be edited.

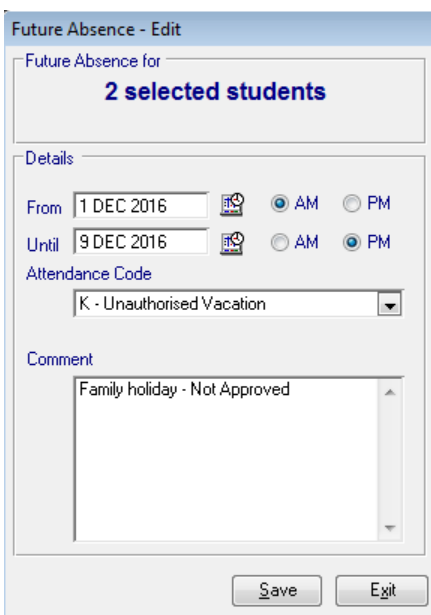
- Click **Filter**  and select **Attendance Code 'V'**
- Change the **From** date to **5 December**



The 'Filter Future Absences' dialog box is shown. It contains the following fields and controls:

- Select Filters** section:
- Student Name**: Text input field.
- Reference**: Text input field.
- Year**: Dropdown menu with 'n/s' selected.
- Form**: Dropdown menu with 'n/s' selected.
- Attendance Code**: Dropdown menu with 'V' selected.
- Comment**: Text input field.
- Date range** section:
- from**: Date picker showing '5 DEC 2015'.
- to**: Date picker showing '12 DEC 2016'.
- Buttons**: 'Apply Filter' and 'Cancel'.

- Click **Apply Filter** 
- Highlight **Jackie Albert** and **Jennifer Zolter-Albert**
- Click Edit 
- Change the Attendance Code to **K-Unauthorised Vacation** and edit the Comment



The 'Future Absence - Edit' dialog box is shown. It contains the following fields and controls:

- Future Absence for**: Section header.
- 2 selected students**: Text indicating the number of selected students.
- Details** section:
- From**: Date picker showing '1 DEC 2016'.
- Until**: Date picker showing '9 DEC 2016'.
- Attendance Code**: Dropdown menu with 'K - Unauthorised Vacation' selected.
- Comment**: Text area containing 'Family holiday - Not Approved'.
- Buttons**: 'Save' and 'Exit'.

- Click **Save**

The Junior Choir event at Karrinyup Shopping Centre has been re-scheduled to **December 12th**


- Click **Filter**  and select **Attendance Code 'E'**


Filter Future Absences


Select Filters


Student Name

Reference

Year 

Form 

Attendance Code 

- Click 
- Highlight all the students attending the event at the Karrinyup Shopping Centre

Future Absences

	End date	Code	Expired Periods	Comment
AM	9 DEC 2016 - PM	E		Singing at Piney Valley Retirement Home
AM	9 DEC 2016 - PM	E		Singing at Piney Valley Retirement Home
AM	9 DEC 2016 - PM	E		Singing at Piney Valley Retirement Home
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre
AM	5 DEC 2016 - AM	E		Singing at the Karrinyup Shopping Centre

Purge Expired Records Close

- Click **Edit** 

- Change the date to **12 December**

Future Absence - Edit

Future Absence for
27 selected students

Details

From 12 DEC 2016 AM PM
Until 12 DEC 2016 AM PM

Attendance Code
E - Educational Activity

Comment
Singing at the Karrinyup Shopping Centre

Save Exit

- Click Save

Note: Future Absences can only be edited for multiple students if the absences have the same Start Date, End Date, Start Period, End Period and Attendance Code

View the edited Future Absence

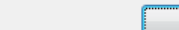
End date	Code	Expired	Periods	Comment
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - AM	E			Singing at the Karrinyup Shopping Centre
- AM 12 DEC 2016 - PM	E			End of year excursion
- AM 12 DEC 2016 - PM	E			End of year excursion

Purge Expired Records Close

- Click on Clear Filter

- Note: Ensure you select Year 8 and not Year -8. The negative before a Year designation is for schools that have an extended pre-enrolment programme**

- [illegible]

- 
- Warning
- Are you sure you want to delete these 27 records?
- Yes No

- CIVICA

3.9 Creating Daily Records

Attendance records are created daily. The best time to do this is probably late each day, while a staff member has several minutes to spend on duties that do not involve use of Integris. Other staff can continue using the software while daily records are created.

Note: It is recommended that you create the daily register only one day ahead. You may be tempted to create several days at once, but if a student enrolls or moves between form groups during that time, you will not be able to recreate the appropriate attendance sheets with the revised registration details as easily as if you create the records daily. You will also make it difficult to find students in their current form/teaching set if you create records more than one day in advance.

To create daily records for the school or for individual Year Groups:

- Open the **Parameters** window from the Lesson Attendance sidebar
- Double click on the **Create Daily Records** icon. This opens the Create Daily Records window that displays all the year groups in the school. On each Year Group line is the date for which current records have been created for that Year Group.

Note: Only year groups that are due to attend school on the date shown will be displayed in the window. For example, if you open the Create Daily Records window before the start of the attendance year, no year groups will be displayed. Change the date (e.g. to the first day of the attendance year) and the year groups will be displayed.

Year Group	Created Up To	Create Daily Records
P	7 APR 2016	<input checked="" type="checkbox"/>
1	7 APR 2016	<input checked="" type="checkbox"/>
2	7 APR 2016	<input checked="" type="checkbox"/>
3	7 APR 2016	<input checked="" type="checkbox"/>
4	7 APR 2016	<input checked="" type="checkbox"/>
5	7 APR 2016	<input checked="" type="checkbox"/>
6	7 APR 2016	<input checked="" type="checkbox"/>
7	7 APR 2016	<input checked="" type="checkbox"/>
8	7 APR 2016	<input checked="" type="checkbox"/>
9	7 APR 2016	<input checked="" type="checkbox"/>
10	7 APR 2016	<input checked="" type="checkbox"/>

- Enter the date for which you are creating records in the **Create New Records Up To** field
- In the unlikely event that you need to create records for only a selection of Year Groups, click the **Deselect All** button to uncheck the check boxes and then check those Year Groups that you do wish to create daily records for
- Click the **Create** button to create records for the date selected

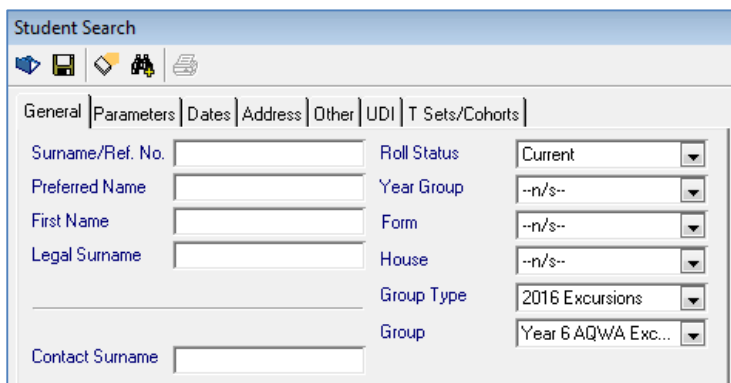
Note: Use the Speed Entry window to enter attendance data for students who have enrolled after daily records have been created. Once you have done this, the student's record for that day will be displayed in Day View and can then be edited in the usual way.

Activity:

Lesson Attendance > Week View

View the lesson attendance records for the AQWA group for the last week of the current term

- Select **Student Find**
- Find  the **AQWA** group



Student Search

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts

Surname/Ref. No. Roll Status

Preferred Name Year Group

First Name Form

Legal Surname House

Contact Surname Group Type

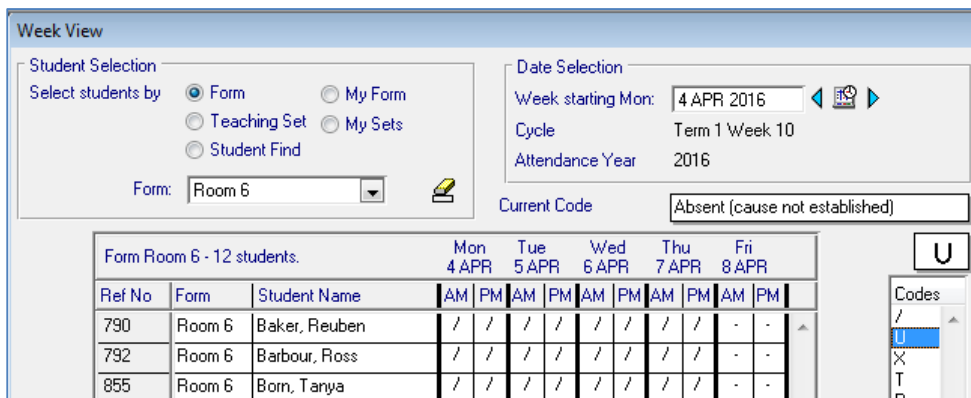
Group

- Scroll to the last week of the current term

Term Dates for students for 2016:

Term 1 – Monday 1 February to Friday 8 April
Term 2 – Monday 25 April to Friday 1 July
Term 3 – Monday 18 July to Friday 23 September
Term 4 – Monday 10 October to Thursday 15 December

The daily records have only been created up to the second last day of term, as indicated by the *dots* rather than the *forward slashes*. **Exit** the screen.



Week View

Student Selection

Select students by ☒ Form ☐ My Form
☐ Teaching Set ☐ My Sets
☐ Student Find

Form:

Date Selection

Week starting Mon:

Cycle

Attendance Year

Current Code

Form Room 6 - 12 students.

Ref No	Form	Student Name	Mon 4 APR	Tue 5 APR	Wed 6 APR	Thu 7 APR	Fri 8 APR
790	Room 6	Baker, Reuben	/	/	/	/	-
792	Room 6	Barbour, Ross	/	/	/	/	-
855	Room 6	Born, Tanya	/	/	/	/	-

Codes: /, U, X, T, B

- **Close** Week View

Lesson Attendance > Parameters > Create Daily Records

- Create daily records for one more school day (*the last day of the current term*) for all Year Groups
- Enter the last day of term in the date field

Create Daily Records

This window will create daily Lesson Attendance records for the selected year groups. Clicking on the **Create** button will insert records from the date that the year group last had records created until the date specified below.

Click on the date selector to temporarily change the 'Created Up To' date.

Create New Records Up To 8 APR 2016

Year Group	Created Up To	Create Daily Records
2	7 APR 2016	<input checked="" type="checkbox"/>
3	7 APR 2016	<input checked="" type="checkbox"/>
4	7 APR 2016	<input checked="" type="checkbox"/>
5	7 APR 2016	<input checked="" type="checkbox"/>
6	7 APR 2016	<input checked="" type="checkbox"/>
7	7 APR 2016	<input checked="" type="checkbox"/>
8	7 APR 2016	<input checked="" type="checkbox"/>
9	7 APR 2016	<input checked="" type="checkbox"/>
10	7 APR 2016	<input checked="" type="checkbox"/>
11	7 APR 2016	<input checked="" type="checkbox"/>
12	7 APR 2016	<input checked="" type="checkbox"/>

Deselect All Create Exit

- Click **Create**

Warning

Are you sure that you want to create attendance records for future dates?

Yes No


- Click **Yes**

Create New Records Up To 8 APR 2016

Year Group	Created Up To	Create Daily Records
2	8 APR 2016	<input type="checkbox"/>
3	8 APR 2016	<input type="checkbox"/>
4	8 APR 2016	<input type="checkbox"/>
5	8 APR 2016	<input type="checkbox"/>
6	8 APR 2016	<input type="checkbox"/>
7	8 APR 2016	<input type="checkbox"/>
8	8 APR 2016	<input type="checkbox"/>
9	8 APR 2016	<input type="checkbox"/>
10	8 APR 2016	<input type="checkbox"/>
11	8 APR 2016	<input type="checkbox"/>
12	8 APR 2016	<input type="checkbox"/>

- Click **Exit**

Lesson Attendance > Week View

- View the lesson attendance records for the last week of the current term
- Select **Student Find**
- Find  the **AQWA** group

Student Search

General Parameters Dates Address Other UDI T Sets/Cohorts

Surname/Ref. No. Roll Status

Preferred Name Year Group

First Name Form

Legal Surname House

Group Type



Group

The daily records have been created up to the last day of term and their absences entered.

Week View

Student Selection
Select students by ☐ Form ☐ My Form
☐ Teaching Set ☐ My Sets
☒ Student Find

Date Selection
Week starting Mon: 4 APR 2016
Cycle Term 1 Week 10
Attendance Year 2016


Student / Ref No.  

Current Code

12 students.

Ref No	Form	Student Name	Mon 4 APR		Tue 5 APR		Wed 6 APR		Thu 7 APR		Fri 8 APR	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
790	Room 6	Baker, Reuben	/	/	/	/	/	/	/	/	E	E
792	Room 6	Barbour, Ross	/	/	/	/	/	/	/	/	E	E
855	Room 6	Born, Tanya	/	/	/	/	/	/	/	/	E	E
762	Room 6	Chum, Nora	/	/	/	/	/	/	/	/	E	E
837	Room 6	Ellard, Kate	/	/	/	/	/	/	/	/	E	E
770	Room 6	Jones, Keith	/	/	/	/	/	/	/	/	E	E
769	Room 6	Loxton, Katherine	/	/	/	/	/	/	/	/	E	E
781	Room 6	Luck, Martin	/	/	/	/	/	/	/	/	E	E
780	Room 6	Mills, Mark	/	/	/	/	/	/	/	/	E	E
854	Room 6	Murphy, Tamara	/	/	/	/	/	/	/	/	E	E
783	Room 6	Richards, Mason	/	/	/	/	/	/	/	/	E	E
768	Room 6	Tep, Josh	/	/	/	/	/	/	/	/	E	E

Codes
/ ☒ U X T R E M L C N V Q K

- Click on 

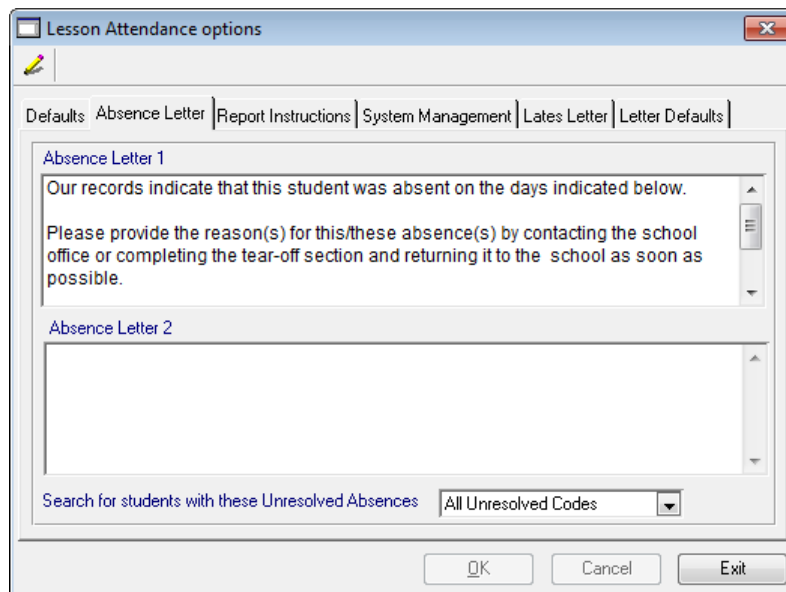
3.10 Absence and Lates Follow-up

Schools can set up two absence and lates follow-up letters to be used in following up daily absences as well as lates recorded in Lesson Attendance. All letters are editable at the time of printing.


3.10.1 Setting up Letter Defaults

Activity: Absence Letters

Lesson Attendance > Parameters > Defaults > Absence Letter

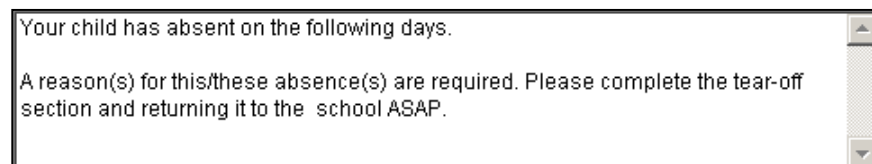


The screenshot shows a window titled "Lesson Attendance options" with a tabbed interface. The "Absence Letter" tab is selected. It contains two text areas: "Absence Letter 1" and "Absence Letter 2". "Absence Letter 1" contains the text: "Our records indicate that this student was absent on the days indicated below. Please provide the reason(s) for this/these absence(s) by contacting the school office or completing the tear-off section and returning it to the school as soon as possible." "Absence Letter 2" is currently empty. Below the text areas is a search bar with the text "Search for students with these Unresolved Absences" and a dropdown menu set to "All Unresolved Codes". At the bottom are "OK", "Cancel", and "Exit" buttons.

- As we will be editing the set-up of letters, click on the **Edit** button 
- View **Absence Letter 1**

This letter has been set up for schools to use and may be edited. A second letter may also be added.

- Type some text in **Absence Letter 2**

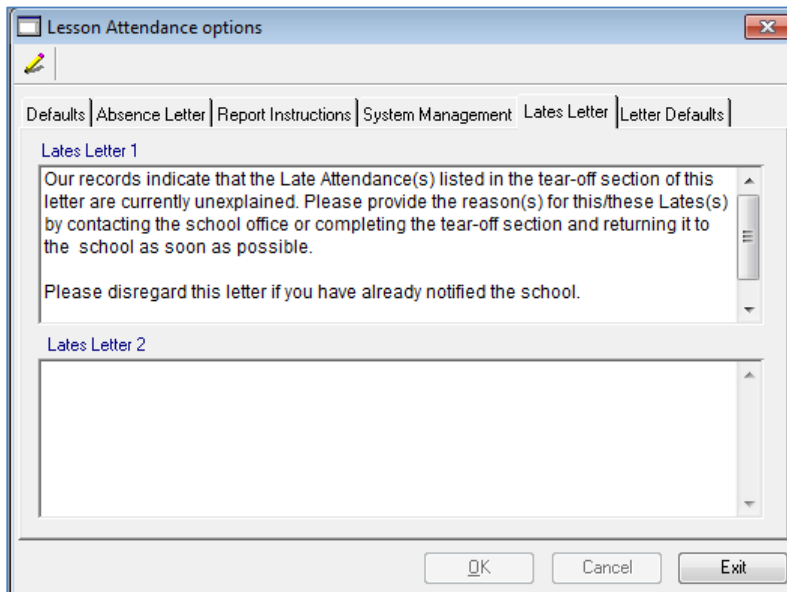


The screenshot shows a text area for "Absence Letter 2" containing the text: "Your child has absent on the following days. A reason(s) for this/these absence(s) are required. Please complete the tear-off section and returning it to the school ASAP."

- Leave the **Search for students with these Unresolved Absences** as **All Unresolved Codes**

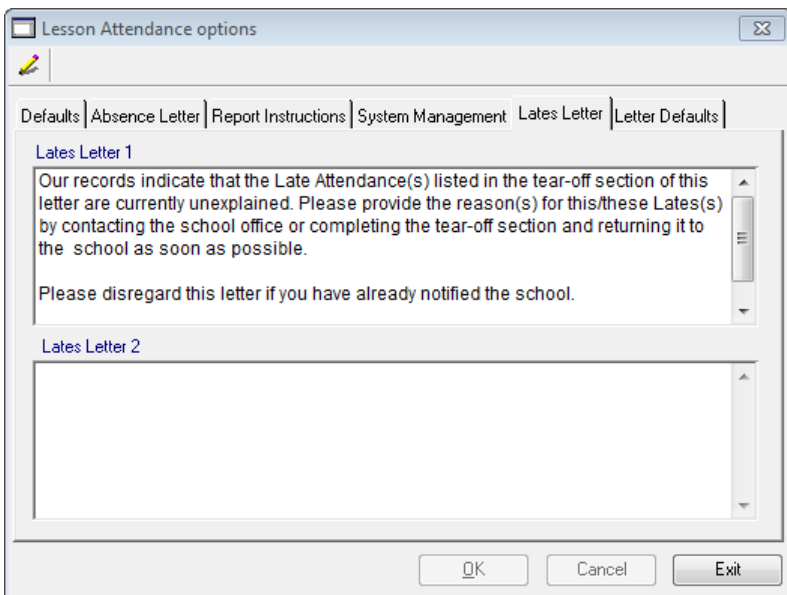
Lesson Attendance > Parameters > Defaults > Lates Letter

- Enter in some text for **Lates Letter 2**




The screenshot shows a window titled "Lesson Attendance options" with a tabbed interface. The tabs are: Defaults, Absence Letter, Report Instructions, System Management, Lates Letter (selected), and Letter Defaults. The "Lates Letter" tab contains two sections: "Lates Letter 1" and "Lates Letter 2". The "Lates Letter 1" section contains the text: "Our records indicate that the Late Attendance(s) listed in the tear-off section of this letter are currently unexplained. Please provide the reason(s) for this/these Lates(s) by contacting the school office or completing the tear-off section and returning it to the school as soon as possible." and "Please disregard this letter if you have already notified the school." The "Lates Letter 2" section is an empty text box. At the bottom are buttons for OK, Cancel, and Exit.

Lesson Attendance > Parameters > Defaults > Letter Defaults



The screenshot shows the same "Lesson Attendance options" window, but with the "Letter Defaults" tab selected. The "Lates Letter 1" section contains the same text as in the previous screenshot. The "Lates Letter 2" section is an empty text box. At the bottom are buttons for OK, Cancel, and Exit.

- View options for signatories - the default setting is **Form Teacher**
- Click **Edit** 
- Select **User defined**
- Enter your **Name** and **Position**
- Select the **Letter Recipient** as **Send letters to all marked as Family Mail Marker**
- Click on **OK** to save and **Exit**

3.10.2 Overview of Absence Follow Up

Absences > Absence Follow Up

Absence Follow Up permits users to:

- View daily absences and details of absences followed up
- Produce follow-up letters
- View the daily absences that have occurred since the last letter was sent
- View the absences for which letters have been sent
- View students' letter histories and details of absences

Options include:

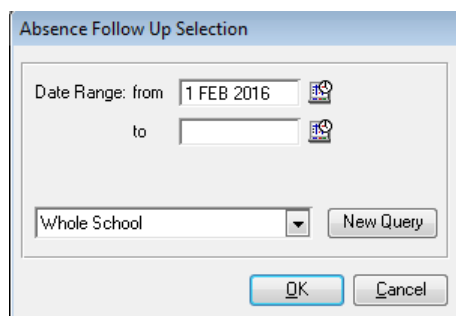
- Viewing absence follow-up by date range
- Filtering the list of absences
- Sorting the list of absences
- Viewing details of absence details for a selected student
- Select letter destination
- Select the letter to be sent
- Edit the body of the letter

3.10.3 Absence Follow Up

Activity: Absence Follow Up

Lesson Attendance > Absences > Absence Follow Up

- Enter the date range **1st February** to TODAY
- Leave the **Query** as **Whole School**



- Click **OK**
- Click on the column headers to view sort options

Lesson Attendance > Absences > Absence Follow Up

View details of Tiffani Price's absences.

- Highlight **Tamara Bandy**
- Click **Open Student View** (or double click on the student's name)

The Student View window opens. Data can be edited and saved in the Student View window, if required. It can also be printed.

- Click **Exit**
- Click **Print Student View**
- Print the report to the screen

Generating Absence Follow Up Letters

- Click the **Total** column header twice
- Highlight all of the students with two or more absences

Ref	Student Name	Year	Form	New	Followed Up	Total	Date of Last Letter
861	Jones, Tim	4	Room 4	9	0	9	
20	Bott, Lara	8	08.1	5	0	5	
842	Farmer, Kristof	4	Room 4	2	3	5	15 FEB 2016
799	Halligan, Simon	1	Room 1	0	3	3	15 FEB 2016
114	King, Jared	8	08.1	3	0	3	
784	North, Mathew	4	Room 4	3	0	3	
866	Allen, Penelope	5	Room 5	2	0	2	
852	Fairton, Steven	5	Room 5	2	0	2	
766	Albert, Jackie	4	Room 4	0	1	1	15 FEB 2016
800	Allen, Tamara	2	Room 2	1	0	1	
3	Anderson, Ben	10	10.1	1	0	1	
760	Baillie, Doyen	4	Room 4	1	0	1	
853	Brown, Steven	5	Room 5	1	0	1	
32	Carter, Christine	9	09.1	0	1	1	15 FEB 2016
825	Content, Damien	5	Room 5	1	0	1	
44	Davies, Caitlin	11	11.2	1	0	1	
835	Edwards, Justin	5	Room 5	1	0	1	
839	Elliott, Katherine	5	Room 5	1	0	1	
62	Eren, Aidan	9	09.1	0	1	1	15 FEB 2016
64	Evans, Dayna	8	08.1	1	0	1	

Select All Follow Up Letter Letter History Open Student View Print Student View Exit

All figures refer to Day Records for the Date Range selected
New: The number of Day Records containing unresolved absences that have occurred since the last letter was sent.
Followed Up: The number of Day Records containing unresolved absences for which letters have already been sent.
Total: The total of New and Followed Up Day Records within the Date Range.
Unauthorised Code used when searching for absences: All Unauthorised Codes

- Click **Follow Up Letter**

Letter

Do you want to print letters for the selected students?

Yes No

- Click **Yes**, click **OK** to Print to the screen

- Leave the **Family Mail Marker** option
- Leave the **Letter 1** option

- Click **OK**
- View the letters
- Close the letters
- Note that today's date is recorded in the **Date of Last Letter** column

Lesson Attendance > Absences > Absence Follow Up > Letter History

To view a summary of all absence letters sent to a student for the current year:

- Highlight **Jackie Albert's** record
- Click **Letter History** and print the report to the screen
- Close the report

To view a summary of all absence letters sent to Year 4 students

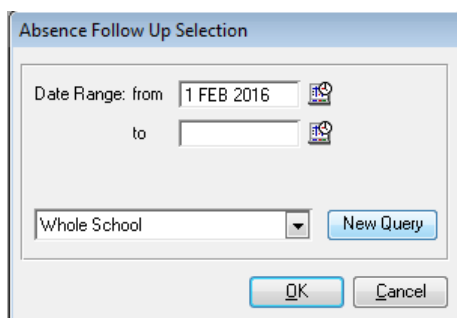
- Sort the list by **Year**
- Highlight records for all students in **Year 4**
- Click **Letter History** and print the summary to screen
- **Exit** Absence Follow Up

3.10.4 Lates Follow Up

Activity: Lates Follow Up

Lesson Attendance > Absences > Lates Follow Up

- View the Lates from **1st February** to TODAY



Absence Follow Up Selection

Date Range: from 1 FEB 2016 to

Whole School

New Query

OK Cancel

- Click **OK**
- Highlight the first student
- Click **Follow Up Letter** and **Yes**
- Send the letters to the screen
- View and close Letter 1
- Highlight the second student
- Click **Follow Up Letter** and **Yes**
- Select the **Parent/Guardian of...** option
- Select the **Letter 2** option
- Click **OK**
- View then close the letter
- **Exit** Lates Follow Up

3.10.5 Continuous Absences

Lesson Attendance > Absences > Continuous Absences

The Continuous Absence Report is accessed through the Absences menu. The report is activated by double clicking on the Continuous Absences option in this window. The report will display students who have had periods of absence and meet the absence requirements as entered in the Continuous Absence window.

Continuous Absence

This utility will identify all the students who have had periods of absence.
Students with daily absences will be included in the list.
If the 'all day' option is selected, only full day absences will be included.
You can view the actual attendance record by selecting the student and clicking on "Details".

Select:

From:

Up to:

Year Group:

Minimum number of days absent

Only report on all day absences ☐

List Students who were:

☒ on an Unauthorised absence

☐ on an Approved absence

☐ on an Authorised absence

OK

Cancel

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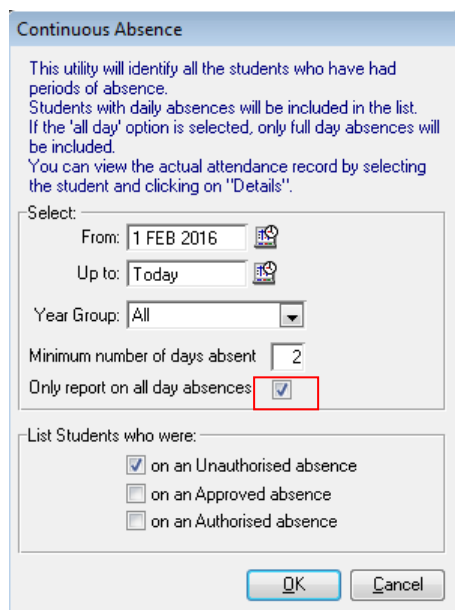
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3.10.6 Continuous Absences

Activity: Continuous Absences

Lesson Attendance > Absences > Continuous Absences

- Enter the date range **1 February** to **TODAY**
- Leave **Year Group** as **All**
- Check **Only report on all day absences**



Continuous Absence

This utility will identify all the students who have had periods of absence.
Students with daily absences will be included in the list.
If the 'all day' option is selected, only full day absences will be included.
You can view the actual attendance record by selecting the student and clicking on "Details".

Select:

From: 1 FEB 2016

Up to: Today

Year Group: All

Minimum number of days absent: 2

Only report on all day absences: ☒

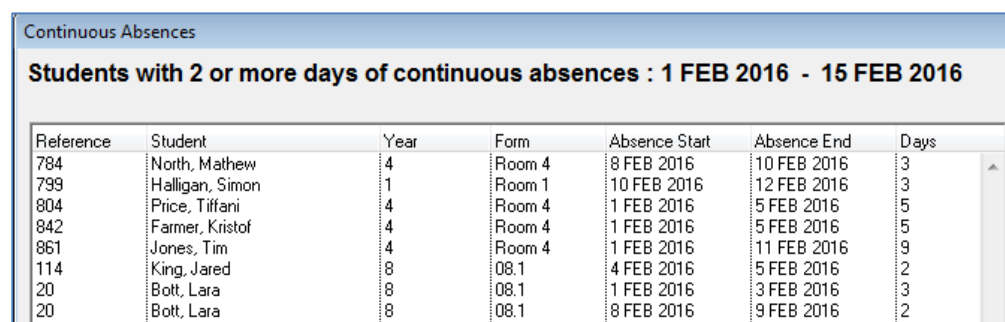
List Students who were:

☒ on an Unauthorised absence
☐ on an Approved absence
☐ on an Authorised absence

OK Cancel

- Click **OK**

Students with 2 or more days of continuous absences appear



Continuous Absences

Students with 2 or more days of continuous absences : 1 FEB 2016 - 15 FEB 2016

Reference	Student	Year	Form	Absence Start	Absence End	Days
784	North, Mathew	4	Room 4	8 FEB 2016	10 FEB 2016	3
799	Halligan, Simon	1	Room 1	10 FEB 2016	12 FEB 2016	3
804	Price, Tiffani	4	Room 4	1 FEB 2016	5 FEB 2016	5
842	Farmer, Kristof	4	Room 4	1 FEB 2016	5 FEB 2016	5
861	Jones, Tim	4	Room 4	1 FEB 2016	11 FEB 2016	9
114	King, Jared	8	08.1	4 FEB 2016	5 FEB 2016	2
20	Bott, Lara	8	08.1	1 FEB 2016	3 FEB 2016	3
20	Bott, Lara	8	08.1	8 FEB 2016	9 FEB 2016	2

- **Print** the report to the screen
- Close the report
- Highlight a record
- Click **Details**
- **Print** the report to the screen
- Close the report

LEAVE THE CONTINUOUS ABSENCES WINDOW OPEN

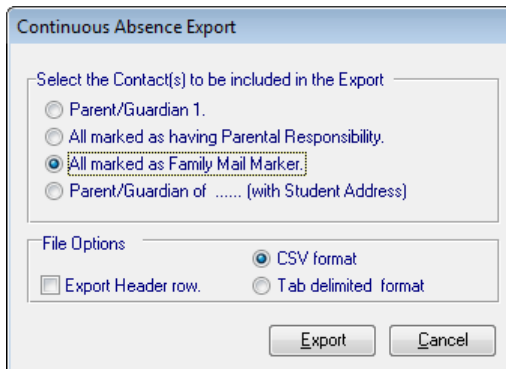
3.10.7 Continuous Absences-Mail Merge Export

Lesson Attendance > Absences > Continuous Absences

An export facility in Continuous Absences allows users to export attendance data so that it can be used in mail merge software. A CSV or tab file can be produced which can be merged to user-designed documents.

To create an export file:

- Highlight the record(s) you want included in the export
- Click **Export to File**



- Select the required options
- Click **Export**
- Navigate to the desired destination and click **Save**

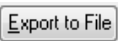
The data can now be merged to mail merge document.

3.10.8 Continuous Absences-Mail Merge Export

Activity: Export Continuous Absences for Mail Merge

Lesson Attendance > Absences > Continuous Absences

Continuous Absences						
Students with 2 or more days of continuous absences : 1 FEB 2016 - 15 FEB 2016						
Reference	Student	Year	Form	Absence Start	Absence End	Days
784	North, Mathew	4	Room 4	8 FEB 2016	10 FEB 2016	3
799	Halligan, Simon	1	Room 1	10 FEB 2016	12 FEB 2016	3
804	Price, Tiffani	4	Room 4	1 FEB 2016	5 FEB 2016	5
842	Farmer, Kristof	4	Room 4	1 FEB 2016	5 FEB 2016	5
861	Jones, Tim	4	Room 4	1 FEB 2016	11 FEB 2016	9
114	King, Jared	8	08.1	4 FEB 2016	5 FEB 2016	2
20	Bolt, Lara	8	08.1	1 FEB 2016	3 FEB 2016	3
20	Bolt, Lara	8	08.1	8 FEB 2016	9 FEB 2016	2

- Highlight all the students
- Click 
- Click on **Export Header Row** and click **Export**

Continuous Absence Export

Select the Contact(s) to be included in the Export

☐ Parent/Guardian 1.

☐ All marked as having Parental Responsibility.

☒ All marked as Family Mail Marker.

☐ Parent/Guardian of (with Student Address)

File Options

☒ CSV format

☐ Tab delimited format

☒ Export Header row.

- Navigate to the **Desktop** and click **Save**
- Click **OK**

A csv file has been produced for use in a subsequent mail merge.

- Minimise Integris and open the Absence Export csv file
- Close the file

4 Lesson Attendance Reports

Lesson Attendance > Reports > Attendance Forms > Morning Absentee Report

Note: This Report is for Secondary Schools only.

- Enter **TODAY's** date
- Check **Show PM codes**
- Select Years **7 to 12**

Lesson Attendance Reports

Attendance Forms

- Home Room and Form List
- Morning Absentee Report**
- Form/Year Absentee Report
- Individual Absentee Report
- Teaching Set Attendance Register
- Expected Absences

Attendance Records

Analysis Reports

Subject Attendance

Exports

Custom Reports

Titles

Main Title: Morning Absentee Report

Page Footer:

Display

Instructions: Please send this list to the office by 2.30 every day.

Date:

☐ Show PM codes

☐ Ignore Lates and Comments

☐ Hide Variations

Year Group Selection

3
4
5
6
7
8
9
10
11
12
P

Print Cancel

- **Print** the report to the screen

Note: The Instructions that have been set up as the default in Parameters > Defaults > Report Instructions may be edited here.

Lesson Attendance > Reports > Attendance Forms > Form/Year Absentee Report

- **Primary:** Select Room **4**
- **Secondary:** Select **07.1**
- Enter the date range **1st February** to **TODAY**
- Select **All Lesson Absences**

The screenshot shows the 'Lesson Attendance Reports' dialog box. On the left is a tree view with folders: 'Attendance Forms', 'Attendance Records', 'Analysis Reports', 'Subject Attendance', 'Exports', and 'Custom Reports'. Under 'Attendance Forms', there are sub-items: 'Home Room and Form List', 'Morning Absentee Report', 'Form/Year Absentee Report' (highlighted), 'Individual Absentee Report', 'Teaching Set Attendance Register', and 'Expected Absences'. The right pane contains several sections: 'Titles' with 'Main Title' set to 'Form Absentee Report' and an empty 'Page Footer' field; 'Sort Fields' with checkboxes for 'Sort by Form', 'Page Break on Form', and 'Include Former Students'; 'Selection' with a list of rooms (Room 2 to Room 7, with Room 4 selected), radio buttons for 'Form' (selected), 'Teaching Set', 'Year Group', and 'Group', and dropdown menus for 'Males & Females' and 'Aboriginal & Non Aboriginal'; 'Options' with 'From' and 'To' date fields, a checkbox for '1 or more half day absences', radio buttons for 'Search session codes only' (selected) and 'Search session and lesson codes'; and a 'Codes' list with 'All Lesson Absences' selected. At the bottom are 'Print' and 'Cancel' buttons.

- **Print** the report to the screen

Lesson Attendance > Reports > Attendance Forms > Individual Absentee Report

- **Primary:** Find **Jackie Albert**
- **Secondary:** Find **Tamara Bandy**
- Enter the date range **1st February** to **TODAY**
- Select **All Lesson Absences**

Lesson Attendance Reports

Attendance Forms

- Home Room and Form List
- Morning Absentee Report
- Form/Year Absentee Report
- Individual Absentee Report
- Teaching Set Attendance Register
- Expected Absences

Attendance Records

Analysis Reports

Subject Attendance

Exports

Custom Reports

Titles

Main Title: Individual Absentee Report

Page Footer:

Sort

Form	Sort Field
Name	
Surname	
Year	

Select

Student / Ref No.: Bandy, Tamara

☒ Show contact details

Options

From:

To:

☐ 1 or more half day absences

☒ New page for each student

Codes

- All Lesson Absences
- Unresolved Absences
- Unauthorised Absence
- Authorised Absences
- Approved Absences
- Illnesses

Print Cancel

- **Print** the report to the screen

Lesson Attendance > Reports > Attendance Forms > Teaching Set Attendance Register (Secondary only)

- Select **Period 1** and **10 Weeks** starting on **1st February**
- Use **Find** to locate **Ms Oswald**

The screenshot shows the 'Lesson Attendance Reports' window. On the left is a tree view with categories: Attendance Forms, Attendance Records, Analysis Reports, Subject Attendance, Exports, and Custom Reports. Under 'Attendance Forms', 'Teaching Set Attendance Register' is selected. The right pane contains the following fields:

- Titles:** Main Title: 'Teaching Set Attendance Register', Page Footer: (empty).
- Select Period:** Timetabling Year: '2016', Cycle: '2016-05', Period: '1'.
- Select Date and number of Weeks/Cycles:** '10' Weeks/Cycles (maximum 12) starting: '1 FEB 2016'.
- Select Teacher(s):** A list box containing 'OSWS' and 'Oswald, Sharyn'. To the right are 'Find' and 'Remove' buttons.

At the bottom of the window are 'Print' and 'Cancel' buttons.

- **Print** the report to the screen

Note: Schools that do not have a form period prior to period one can use the Teaching Set Attendance Register report. In such cases, the report would be printed for each teacher who has a period one teaching set. Schools would usually print the report for the number of weeks in each term.

Lesson Attendance > Reports > Attendance Records > Absent Students by Day or Period

- Enter **TODAY's** date
- Filter by **Form**
- **Primary**: select Rooms **4**
- **Secondary**: select **cycle 2016-05** and **7.1**

The screenshot shows the 'Lesson Attendance Reports' window. On the left is a tree view with categories: Attendance Forms, Attendance Records, Absence Report, Absent Students by Day or Period (highlighted), Students Arriving after Start of Day, Attendance Corrections, Form/Changes Register, Form Attendance Record, Lesson Attendance Summary, Week Register Report, Analysis Reports, Subject Attendance, Exports, and Custom Reports. The main area on the right contains configuration options:

- Titles:** Main Title: 'Absent Students by Day or Period', Page Footer: (empty).
- Period:** Date: (empty), Cycle: 'Primary' (dropdown), Period: (dropdown).
- Options:** ☒ Cumulative Absences, ☐ Show Contacts, ☐ Snapshot of Absences.
- Filter:** ☒ by Form, ☐ by Year, ☐ by Teaching Set. A list box shows: K/P, Not specified, Room 1, Room 2, Room 3, Room 4 (highlighted), Room 5, Room 6.

At the bottom are 'Print' and 'Cancel' buttons.

- **Print** the report to the screen

Lesson Attendance > Reports > Attendance Records > Attendance Corrections

- **Primary:** Find *Jackie Albert*
- **Secondary:** Find *Tamara Bandy*
- Enter the date range *1st February* to *TODAY*

The screenshot shows the 'Lesson Attendance Reports' window. On the left is a tree view with categories: Attendance Forms, Attendance Records, Analysis Reports, Subject Attendance, Exports, and Custom Reports. Under 'Attendance Records', several reports are listed, with 'Attendance Corrections' highlighted. The main area on the right contains configuration fields: 'Titles' with 'Main Title' set to 'Attendance Corrections' and an empty 'Page Footer' field; a 'Sort' section with a list of fields (Form, Name, Surname, Year) and an empty 'Sort Field' dropdown; a 'Select' section with 'Student / Ref No.' set to 'Albert, Jackie' and a person icon; and an 'Options' section with 'From' and 'To' date pickers. At the bottom right are 'Print' and 'Cancel' buttons.

- **Print** the report to the screen

Lesson Attendance > Reports > Attendance Records > Lesson Attendance Summary

- **Primary:** Find **Jackie Albert**
- **Secondary:** Find **Tamara Bandy**
- Enter the date range **1st February** to **TODAY**
- Select **All Lesson Absences**

Lesson Attendance Reports

Attendance Forms

Attendance Records

Absence Report

Absent Students by Day or Period

Students Arriving after Start of Day

Attendance Corrections

Form/Changes Register

Form Attendance Record

Lesson Attendance Summary

Week Register Report

Analysis Reports

Subject Attendance

Exports

Custom Reports

Titles

Main Title: Lesson Attendance Summary

Page Footer:

Sort

Form Name

Name

Surname

Year

Sort Field

Select

Student / Ref No.: Albert, Jackie

Options

From:

To:

1 or more half day absences

Codes

All Lesson Absences

Unresolved Absences

Unauthorised Absence

Authorised Absences

Approved Absences

Illness

Print

Cancel

- **Print** the report to the screen

Lesson Attendance > Reports > Analysis Reports > Attendance Analysis for Students

- **Primary:** select Room 4
- **Secondary:** select 7.1
- Enter the date range **1st February** to **TODAY**

Lesson Attendance Reports

Attendance Forms

Attendance Records

Analysis Reports

Attendance Breakdown Report

Attendance Analysis for Students

Attendance Summary (am/pm)

Attendance Return

Percentage Attendance

Group Attendance Analysis Summary

Students with a specific number of hours

Half-Day Absence Totals

Subject Attendance

Exports

Custom Reports

Titles

Main Title: Attendance Analysis for Students

Page Footer:

Sort

Form

First Name

Surname

Year

Sort Field:

Select

☒ by Form

☐ Student Find

Room 3

Room 4

Room 5

Room 6

Room 7

Options

Date Range: from to

Print Cancel

- **Print** the report to the screen

Note: Two analysis reports for each form are produced. One for percentage attendance per student and the other provides attendance details by Attendance Code for each student.

Lesson Attendance > Reports > Analysis Reports > Attendance Summary (am/pm)

- **Primary:** Find **Jackie Albert**
- **Secondary:** Find **Tamara Bandy**
- Enter the date range **1st February** to **TODAY**

Lesson Attendance Reports

Attendance Forms

Attendance Records

Analysis Reports

Attendance Breakdown Report

Attendance Analysis for Students

Attendance Summary (am/pm)

Attendance Return

Percentage Attendance

Group Attendance Analysis Summary

Students with a specific number of hours

Half-Day Absence Totals

Subject Attendance

Exports

Custom Reports

Titles

Main Title: Attendance Summary (am/pm)

Page Footer:

Sort

Form Name Gender Surname Year

Sort Field

Select

☒ Student Find Student / Ref No. Bandy, Tamara

☐ Year Group

Options

From To

☐ New page for each student

☐ Use student Preferred Name

☒ Use student Legal Surname

Print Cancel

- **Print** the report to the screen

Lesson Attendance > Reports > Subject Attendance > Absence History Report by Single Staff (Secondary only)

- Enter the date range **1st February** to **TODAY**
- Click **Find** button to populate the window with **Ms Oswald's** teaching sets

The screenshot shows the 'Lesson Attendance Reports' application window. On the left is a tree view with folders for 'Attendance Forms', 'Attendance Records', 'Analysis Reports', 'Subject Attendance', 'Exports', and 'Custom Reports'. Under 'Subject Attendance', several report options are listed, with 'Absence History Report by Single Staff' selected. The main configuration area on the right includes:

- Title:** Main Title is 'Absence History Report by Single Staff'.
- Sort Fields:** A table with two rows: Row 1 has 'Subject' as the Sort Field and a checkbox for Page; Row 2 has 'Teaching Set' as the Sort Field and a checkbox for Page.
- Date Range:** From '1 FEB 2016' to 'To' (empty).
- Print Option:** Radio buttons for 'Calendar Style Report' (selected) and 'List Style Report'.
- Staff Code:** A search box containing 'OSWS'.
- Set Code List:** A table with two columns: 'Set Code' and 'Description'. It contains three entries: '8PE_3' with description '8PE_3', 'GEOED_2' with description 'GEOED_2', and '11HR_1' with description '11HR_1'.
- Buttons:** 'Find' and 'Remove' buttons are next to the Set Code list. 'Print' and 'Cancel' buttons are at the bottom right.

- **Print** the report to the screen

4.1.1 Custom Reports

Lesson Attendance > Reports > Custom Reports

The standard Integris Custom Report functionality is available in the following Lesson Attendance Reports:

- Individual Absentee Report
- Lesson Attendance Summary
- Group Attendance Analysis Summary
- Attendance Summary (am/pm)
- Students with a specific number of half-day absences or more
- Half-Day Absence Totals

This enables users to set up and save report selections that will be used again.

Activity

Lesson Attendance > Reports > Analysis Reports > Students with a specific number of half day absences or more.


- Edit the **Title** to read ***Students with ten half-day absences or more***
- Sort by **Year**, then **Form**
- Enter the date range for the current semester
- Enter **10** in **Half day absences cut-off**

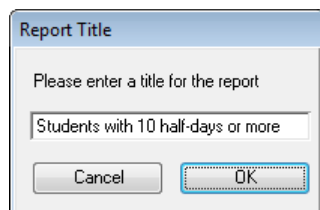
The screenshot shows the 'Lesson Attendance Reports' window. On the left is a tree view with folders: Attendance Forms, Attendance Records, Analysis Reports, Subject Attendance, Exports, and Custom Reports. Under 'Analysis Reports', the report 'Students with a specific number of half-day absences or more' is selected. The main area on the right contains the following fields and options:

- Titles:** A text box containing 'Students with a specific number of half-day absences or more'.
- Page Footer:** An empty text box.
- Sorts:** A table with columns 'Sort Field', 'Sort Order', and 'Page'.

Sort Field	Sort Order	Page
Surname		
1 Year	▲	
2 Form	▲	
- Filters:** Two dropdown menus: 'Aboriginal & Non Aboriginal' and 'Males & Females'.
- Options:** Two checked checkboxes: 'Include a Summary' and 'Include Former Students'. Each has a date picker icon to its right.
- Cut-off:** A section with two rows of dropdown menus. The first row has 'Half day absences cut-off' set to '10', 'More than or equal to', and 'Cut-off determined by:' set to 'Unauthorised codes only'. The second row has 'By half day count'.

At the bottom are three buttons: 'Export', 'Print', and 'Cancel'.

- Click Save as a Custom Report 
- Enter a name for the custom report



Report Title

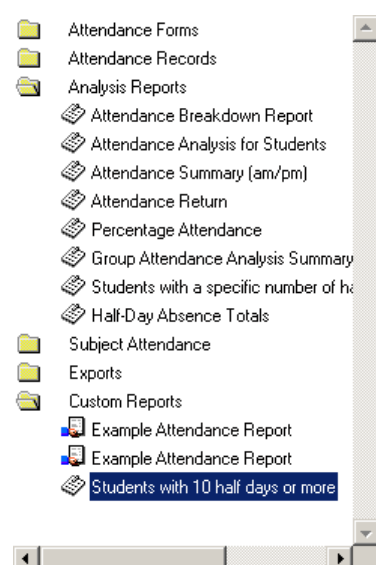
Please enter a title for the report


Students with 10 half-days or more

Cancel OK

- Click **OK**

The settings will now appear in the Custom Reports folder in the Lesson Attendance Reports window



- Click Allow Custom Report to be used by others 
- **Close** Reports

4.1.2 Evacuation Report

Activity: Print Evacuation Report

Top Toolbar > Print Evacuation Report



- Click Print Evacuation Report
- From **Report Type** choose **All Students by Form**
- Leave the date field with TODAY's date
- Select either the **Primary** or **2016-5** Cycle as shown below, depending on your school type

Note: The periods for primary denote the AM and PM sessions, that is, 1 is AM and 2 is PM

Evacuation Report

Report Type:
All students by Form
Change the Date and Period number if required
A = morning registration
P = afternoon registration

Date: Today
Cycles: Primary
Period: 2

Print

Primary

Evacuation Report

Report Type:
All students by Form
Change the Date and Period number if required
A = morning registration
P = afternoon registration

Date: Today
Cycles: 2016-05
Period: Lesson 4

Print

Secondary

- **Print** the report to the screen

Note: The default output for this report is directly to the printer.

4.2 Changing Students' Roll Status

When a student's details change in any of the following ways, their status will be updated in Lesson Attendance:

- changing students' FTE
- changing form groups
- changing roll status (individual student or group of students)

4.2.1 Change Part-time Status

General > Student Details > Additional Information

When a student's FTE status (in Administration Manager Module > Student Details) changes from full-time to part-time or from part-time to full time, their new status is passed to the Lesson Attendance module and reflected in their records when the next Daily Records are created.

Student Jackie Albert

Personal | Family Group | Additional | Movement Hist. | Groups | UDI | Misc. | Attendance Hist. | Medical | Activities

Nationality	Not specified	Australian Citizen / Permanent Resident	<input checked="" type="checkbox"/>	In Receipt of Allowance	<input type="checkbox"/>
Religion	Spiritualism	Date Arrival Australia		Allowance Type	
First Language	English	Visa Grant No.		Visa Sub Class No.	
Indigenous Status	Not Aboriginal ...	Visa SC No. Expiry Date		Int. Fee Paying	
Study Type		Birth Certificate Seen	<input checked="" type="checkbox"/>	Date Checked	
Main Lang OTE SAH	English	Country of Birth	Australia	Passport Sighted	<input type="checkbox"/>
Mainly speak English at home?	<input type="checkbox"/>	Passport Number			
LBOTE	<input type="checkbox"/>	Entry Date	5 OCT 2011	Prev. School	Golden Hill Steiner School (Dei
Out of State	<input type="checkbox"/>	Leave Date		Destination	
Out of Area	<input type="checkbox"/>	Records Sent		Attendance	Current (Single registr...
Access Restriction	<input checked="" type="checkbox"/>	Terms in this school	21	Boarder	<input type="checkbox"/>
Entered in SLP Program	<input type="checkbox"/>	Terms in other school(s)	0	Excluded	<input type="checkbox"/>
Educational Support Program	<input type="checkbox"/>	FTE	1.00	Part Time Status	<input type="radio"/> am <input type="radio"/> pm <input checked="" type="radio"/> n/a <input type="radio"/> Custom
EAL/D Stage	<input type="checkbox"/>	Documented Plan Review Date			
Documented Plan Completed	<input type="checkbox"/>	Documented Plan forwarded to DCP			
In Care of DCP	<input type="checkbox"/>				

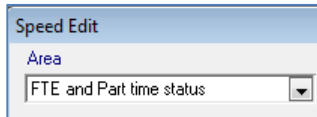
OK Cancel

4.2.2 Allocating Part Time Status to Bulk Students

Activity: Speed Edit Part Time Status

Admin > Speed Edit

- Select the **Area – FTE and Part time status**

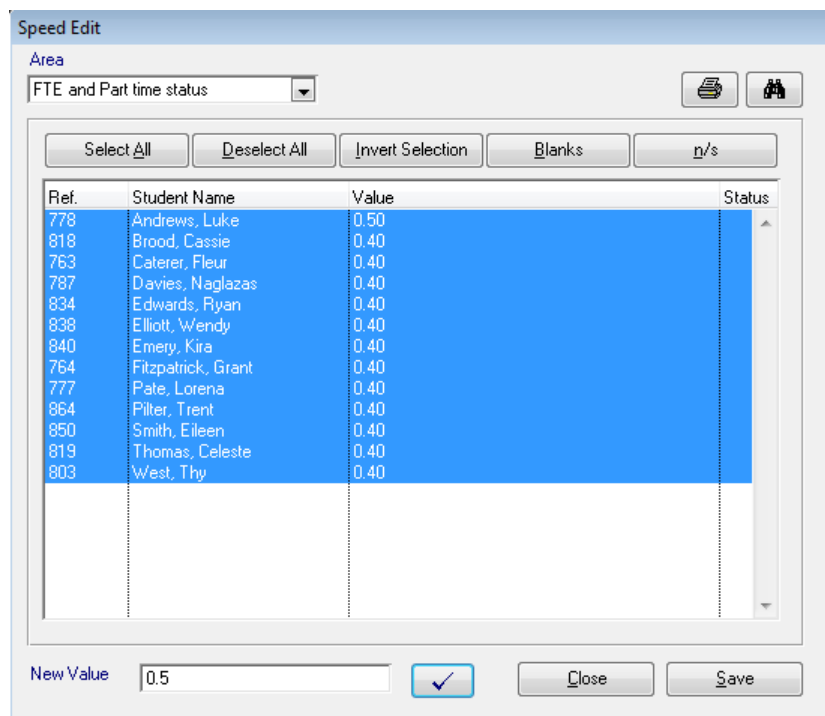


Speed Edit

Area

FTE and Part time status

- Select  **Year Group: K**
- Click **Select All** 
- Enter the New Value **0.5**



Speed Edit

Area

FTE and Part time status

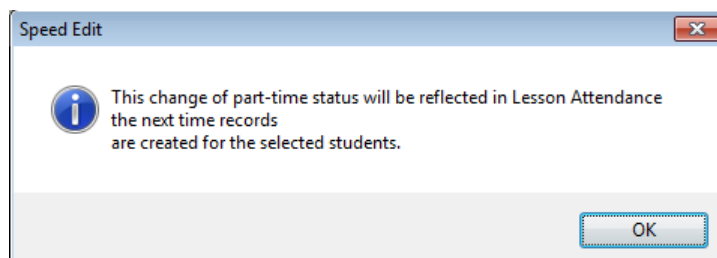
Select All Deselect All Invert Selection Blanks n/s

Ref.	Student Name	Value	Status
778	Andrews, Luke	0.50	
818	Brood, Cassie	0.40	
763	Caterer, Fleur	0.40	
787	Davies, Naglazas	0.40	
834	Edwards, Ryan	0.40	
838	Elliott, Wendy	0.40	
840	Emery, Kira	0.40	
764	Fitzpatrick, Grant	0.40	
777	Pate, Lorena	0.40	
864	Pitter, Trent	0.40	
850	Smith, Eileen	0.40	
819	Thomas, Celeste	0.40	
803	West, Thy	0.40	


New Value 0.5

Close Save

- Click to Apply Change 
- Click **Save**

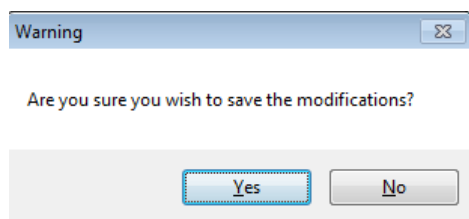


Speed Edit

 This change of part-time status will be reflected in Lesson Attendance the next time records are created for the selected students.

OK

- Click **OK**



- Click **Yes**
- Select the **Custom** radio button
- The students will be attending Monday and Tuesday (full days) and Wednesday (AM only)
- Click each of the periods where the student(s) will not be attending

The 'Part Time Selector' dialog box for 'Luke Andrews' contains the following information:

Student FTE has been changed. Please select a Part Time Attendance pattern.

Radio buttons: ☐ AM, ☐ PM, ☐ n/a, ☒ Custom

Attendance Pattern table:

Day	AM	PM
Monday	✓	✓
Tuesday	✓	✓
Wednesday	✓	
Thursday		
Friday		

At the bottom, there is a checked checkbox for 'Use Selected for All' and an 'OK' button.

- Check the box **Use Selected for All**
- Click **OK**
- Close the Speed Edit window

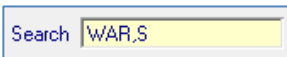

4.2.3 Change Form

When a student changes from one form group to another, the details are passed to the Lesson Attendance module.

Activity

General > Student Details

Change Simon Ward's form to Room 6. Make the change effective from two school days ago.

- Use **Search** to locate **Simon Ward's** records 
- Click Edit 
- Change Simon's form to **7.2**
- Click **OK**
- Enter the date two school days ago and click **OK**

Lesson Attendance > Day View

- View the change in Day View and scroll through before and after date of change


4.2.4 Change Roll Status-Individual Student

If a student's roll status is changed in Administration Manager > Student Details, the user will be asked if they wish to back-date the change and be prompted for a date.


Activity: Former Roll

General > Student Details

Move Tim Goddard to the former roll.

- Use **Search** to locate **Tim Goddard's** records
- Click Move Student to Former Roll 
- Click **Yes**
- Enter TODAY's date as the leave date, **Victoria** as his destination and reason as **Moved Address**
- Click **OK**
- Click **Yes**, as we do want to remove him from his groups
- Enter TODAY's date as the date on which his roll status is to change
- Click **OK**

Lesson Attendance > Week View

- Select **Student Find**
- Click on the binoculars 
- Find **Tim Goddard** on the **Former Roll**
- View the change in Week View

5 Review

Activity: Review

Write down the steps/path you would take to complete these tasks

1. Enter absence data for a student (several options).
2. Produce a Form List for recording absences.
3. View attendance codes and their descriptions (name two places).
4. Update lesson attendance records for students who have brought notes.
5. Enter known absences for dates in the future.
6. Produce follow-up letters to parents/guardians.
7. Create a New Attendance Year * (Instructions are included as Appendix 1)

6 Appendix 1: Creating a New Attendance Year

The Attendance Year relies on the school year being set up in School Details. This is completed in schools as part of the Year End function. Holidays and Close days must be entered.

6.1 Set up the School Calendar for the New Year



Note: It is necessary to make a copy of the data file as it stands before you set up a new academic year, in case you inadvertently delete the current year's data. The SIS Backup Wizard should be used to make a backup of your data at this time.

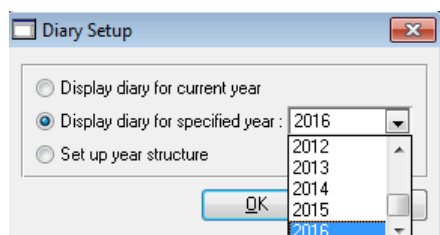
6.1.1 Creating a new school year

ACTIVITY

Set up a new school year for next year (2016).

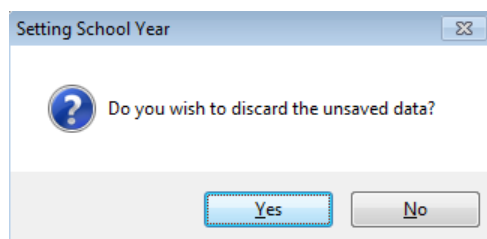
General > School Details

- Click Display School Diary 
- Click Set Up School Year 
- Click **Display Diary for Specified Year** to double check that the following year has not already been set up



- Click **Set up year structure**
- Click **OK**
- Enter the year in the **School Year** field and press <Tab>


School Year 2017

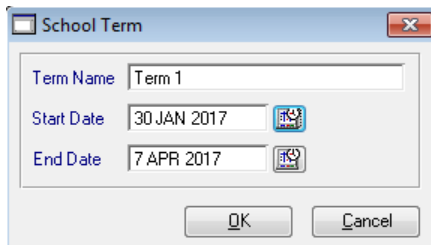


- Click **Yes** when asked if you want to discard last year's data

- Change Inset Code I Inset to Inset Code S School Development

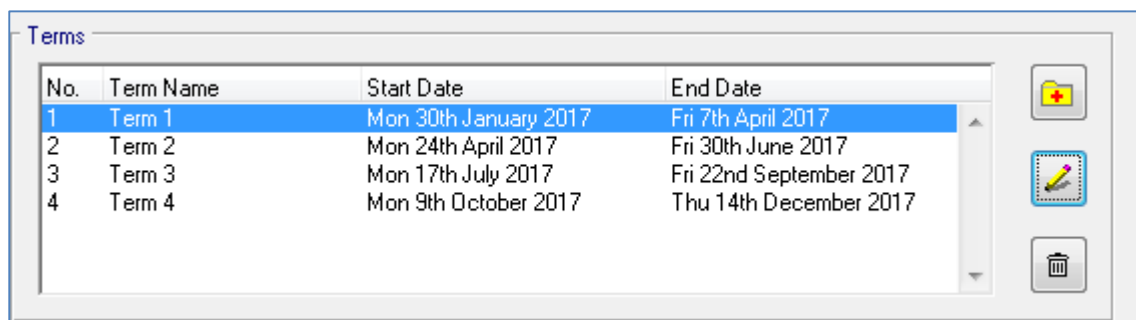
Set up terms within the new year:

- Click Add Term  to add details of terms, (these are entered one at a time), dates may be typed in or selected via the Activity Calendar button



A dialog box titled "School Term" with a close button (X) in the top right corner. It contains three input fields: "Term Name" with the text "Term 1", "Start Date" with the text "30 JAN 2017" and a calendar icon, and "End Date" with the text "7 APR 2017" and a calendar icon. At the bottom are "OK" and "Cancel" buttons.

- Add the other terms for 2017




A dialog box titled "Terms" containing a table with four columns: "No.", "Term Name", "Start Date", and "End Date". The table lists four terms. To the right of the table are three icons: a folder with a plus sign (Add), a pencil (Edit), and a trash can (Delete).

No.	Term Name	Start Date	End Date
1	Term 1	Mon 30th January 2017	Fri 7th April 2017
2	Term 2	Mon 24th April 2017	Fri 30th June 2017
3	Term 3	Mon 17th July 2017	Fri 22nd September 2017
4	Term 4	Mon 9th October 2017	Thu 14th December 2017

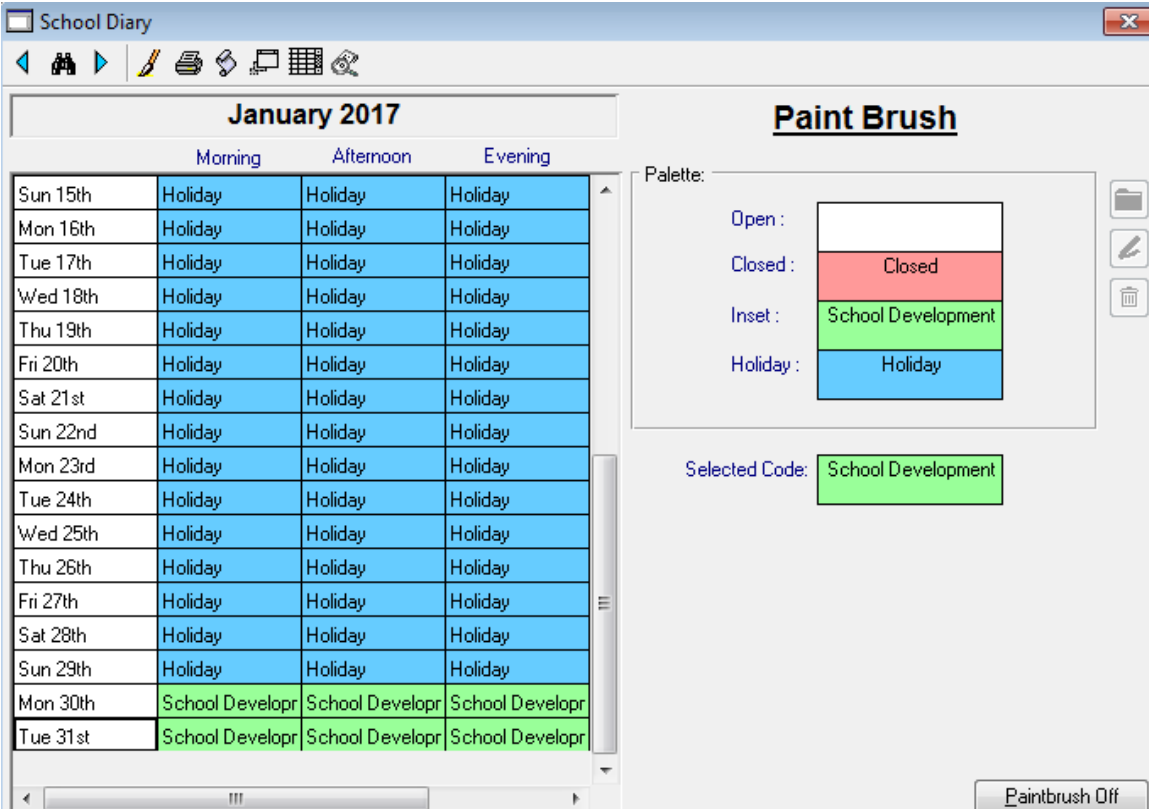
- Click **OK**

Note: These dates were correct at the time of printing. Please refer to [Note: School Terms are always entered as starting on a Monday. If the school is not open on the Monday, it may be entered as a Closed day in the School Diary.**](http://www.det.wa.edu.au/education/termdates/to confirm dates prior to input.</p></div><div data-bbox=)**

Identify the days within the school year that the school will be closed

- In the School Diary window click on Toggle Paintbrush 
- Click in the green **School Development** cell
- Scroll to the **30th January**
- Enter **Monday 30th January** and **Tuesday 31st January** as School Development days

Hint: Click on the actual date. This will highlight all 3 cells. To correct an error, click in the white cell, click on the error and reselect the correct colour code



The screenshot shows the 'School Diary' application window. The main calendar displays the month of January 2017, with columns for Morning, Afternoon, and Evening. The calendar shows that from Sunday 15th to Sunday 29th, all three periods are marked as 'Holiday' (blue). On Monday 30th and Tuesday 31st, all three periods are marked as 'School Development' (green). To the right of the calendar is the 'Paint Brush' palette, which contains four color-coded boxes: 'Open' (white), 'Closed' (red), 'Inset' (green), and 'Holiday' (blue). The 'Selected Code' is currently set to 'School Development' (green). A 'Paintbrush Off' button is located at the bottom right of the palette area.


	Morning	Afternoon	Evening
Sun 15th	Holiday	Holiday	Holiday
Mon 16th	Holiday	Holiday	Holiday
Tue 17th	Holiday	Holiday	Holiday
Wed 18th	Holiday	Holiday	Holiday
Thu 19th	Holiday	Holiday	Holiday
Fri 20th	Holiday	Holiday	Holiday
Sat 21st	Holiday	Holiday	Holiday
Sun 22nd	Holiday	Holiday	Holiday
Mon 23rd	Holiday	Holiday	Holiday
Tue 24th	Holiday	Holiday	Holiday
Wed 25th	Holiday	Holiday	Holiday
Thu 26th	Holiday	Holiday	Holiday
Fri 27th	Holiday	Holiday	Holiday
Sat 28th	Holiday	Holiday	Holiday
Sun 29th	Holiday	Holiday	Holiday
Mon 30th	School Developr	School Developr	School Developr
Tue 31st	School Developr	School Developr	School Developr

Paint Brush

Palette:

- Open :
- Closed : Closed
- Inset : School Development
- Holiday : Holiday

Selected Code: School Development

- Click in the blue **Holiday** cell
- Use the blue chevrons  to navigate to **March**
- Enter **Mon 6th** as a public holiday

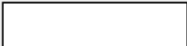
School Diary

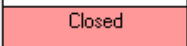
March 2017

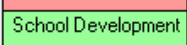
	Morning	Afternoon	Evening
Wed 1st			
Thu 2nd			
Fri 3rd			
Sat 4th	Closed	Closed	Closed
Sun 5th	Closed	Closed	Closed
Mon 6th	Holiday	Holiday	Holiday
Tue 7th			
Wed 8th			
Thu 9th			
Fri 10th			
Sat 11th	Closed	Closed	Closed
Sun 12th	Closed	Closed	Closed
Mon 13th			
Tue 14th			
Wed 15th			
Thu 16th			
Fri 17th			
Sat 18th	Closed	Closed	Closed


1st March 2017

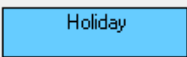
Palette:

Open : 

Closed : 

Inset : 

Holiday : 

Selected Code: 

Paintbrush Off

- Use the blue chevrons  to navigate to **April**
- Enter **Tues 25th** as a public holiday


School Diary

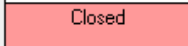
April 2017

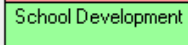
	Morning	Afternoon	Evening
Tue 11th	Holiday	Holiday	Holiday
Wed 12th	Holiday	Holiday	Holiday
Thu 13th	Holiday	Holiday	Holiday
Fri 14th	Holiday	Holiday	Holiday
Sat 15th	Holiday	Holiday	Holiday
Sun 16th	Holiday	Holiday	Holiday
Mon 17th	Holiday	Holiday	Holiday
Tue 18th	Holiday	Holiday	Holiday
Wed 19th	Holiday	Holiday	Holiday
Thu 20th	Holiday	Holiday	Holiday
Fri 21st	Holiday	Holiday	Holiday
Sat 22nd	Holiday	Holiday	Holiday
Sun 23rd	Holiday	Holiday	Holiday
Mon 24th			
Tue 25th	Holiday	Holiday	Holiday
Wed 26th			
Thu 27th			
Fri 28th			


1st April 2017

Palette:

Open : 

Closed : 

Inset : 

Holiday : 

Selected Code:

Paintbrush Off

- Navigate to **June**
- Enter **Monday 5th June** as a public holiday

School Diary

June 2017

Morning Afternoon Evening

Thu 1st			
Fri 2nd			
Sat 3rd	Closed	Closed	Closed
Sun 4th	Closed	Closed	Closed
Mon 5th	Holiday	Holiday	Holiday
Tue 6th			
Wed 7th			
Thu 8th			
Fri 9th			
Sat 10th	Closed	Closed	Closed
Sun 11th	Closed	Closed	Closed
Mon 12th			
Tue 13th			
Wed 14th			
Thu 15th			
Fri 16th			
Sat 17th	Closed	Closed	Closed
Sun 18th	Closed	Closed	Closed

1st June 2017

Palette:

Open :

Closed : Closed

Inset : School Development

Holiday : Holiday

Selected Code: Holiday

Paintbrush Off

- Navigate to July
- Change the Paintbrush Code to **School Development**
- Mark **17th July** as a School Development Day

The screenshot shows the 'School Diary' application window. The main calendar view displays the month of July 2017, with columns for Morning, Afternoon, and Evening. The dates from Tue 4th to Fri 21st are listed. Most days are marked as 'Holiday' in blue. On Monday 17th, the time slots are marked 'School Developr' in green. To the right of the calendar is the 'Paintbrush' tool interface. It includes a 'Palette' section with four color-coded boxes: 'Open' (white), 'Closed' (red), 'Inset' (green), and 'Holiday' (blue). The 'Selected Code' is currently set to 'School Development' (green). Below the palette is a 'Paintbrush Off' button. The application window has a standard toolbar at the top with icons for navigation and editing.

	Morning	Afternoon	Evening
Tue 4th	Holiday	Holiday	Holiday
Wed 5th	Holiday	Holiday	Holiday
Thu 6th	Holiday	Holiday	Holiday
Fri 7th	Holiday	Holiday	Holiday
Sat 8th	Holiday	Holiday	Holiday
Sun 9th	Holiday	Holiday	Holiday
Mon 10th	Holiday	Holiday	Holiday
Tue 11th	Holiday	Holiday	Holiday
Wed 12th	Holiday	Holiday	Holiday
Thu 13th	Holiday	Holiday	Holiday
Fri 14th	Holiday	Holiday	Holiday
Sat 15th	Holiday	Holiday	Holiday
Sun 16th	Holiday	Holiday	Holiday
Mon 17th	School Developr	School Developr	School Developr
Tue 18th			
Wed 19th			
Thu 20th			
Fri 21st			

1st July 2017

Palette:

- Open : [White Box]
- Closed : [Red Box] Closed
- Inset : [Green Box] School Development
- Holiday : [Blue Box] Holiday

Selected Code: [Green Box] School Development

Paintbrush Off

- Turn the paintbrush off
- Click

Note: At school, staff need to ensure that all the appropriate holidays and School Development Days would be entered for the entire year.

6.2 Setting up a New Attendance Year

Before Setting up your new attendance year, ensure that:

- Your data file has been backed up
- If you are using timetabling, the school's timetable specifies which periods are AM and which are PM in **Timetabling > Timetable Setup > Timetable Cycles > Master Period** Structure

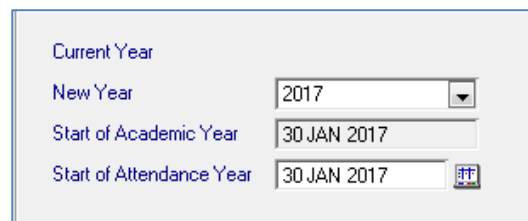
Activity

Lesson Attendance > Parameters > Create New Attendance Year

- View prerequisites to setting up the new Attendance Year



- Click **Proceed**
- Enter the following dates below and click **OK**



It is recommended that the Attendance Year is always started on a Monday.

FTE Warning Report

An FTE warning check runs if either

1. K students (and not P) are included in the current LA structure
2. P students (and not K) are included in the current LA structure
3. Both K and P students are included

The FTE of the all of the students on the current roll is checked against the expected value for their year group.

The expected FTE for a student in each year is as follows:

Lesson Year Group	Expected FTE
Year group K	FTE < 1.0
All other Year Groups	FTE = 1.0

If all students on the current roll have the expected FTE value based on their Year Group then the Create New Year process will proceed as per the current process.

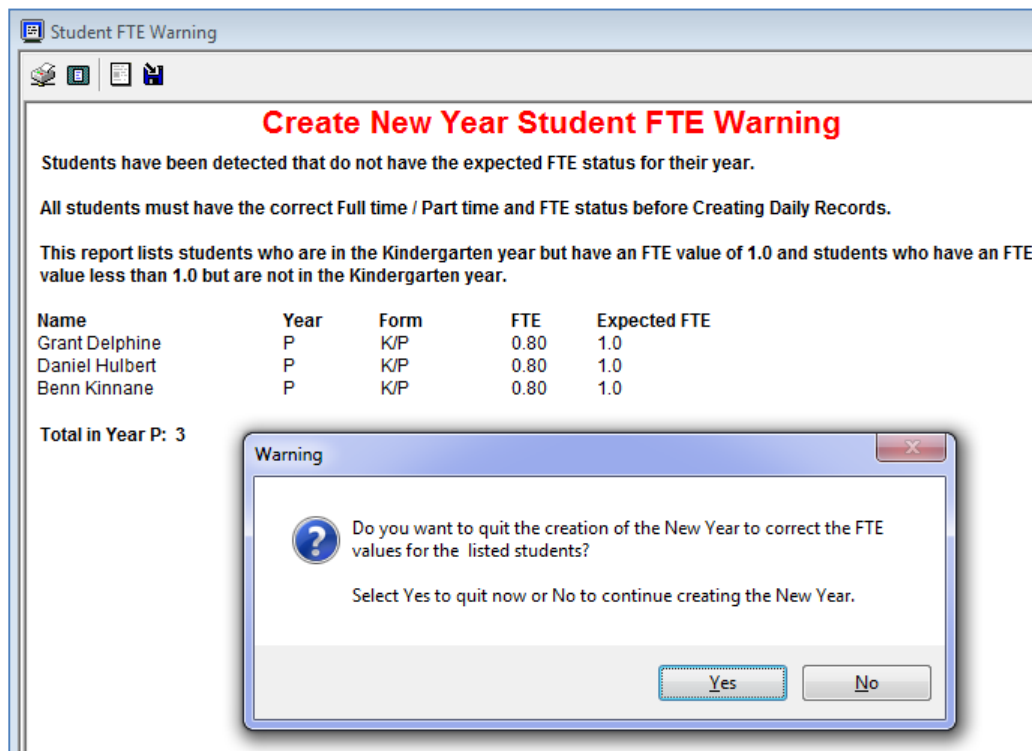
Where neither Year Group K or P are defined as Year Groups using Lesson Attendance then the check on Student FTE will not be run and the Create New Year process will proceed as per the current process. This includes Secondary Schools.

If at least one student is found on the current roll whose FTE value does not match the expected value in the table above, then a warning report is generated as shown below on the next page.

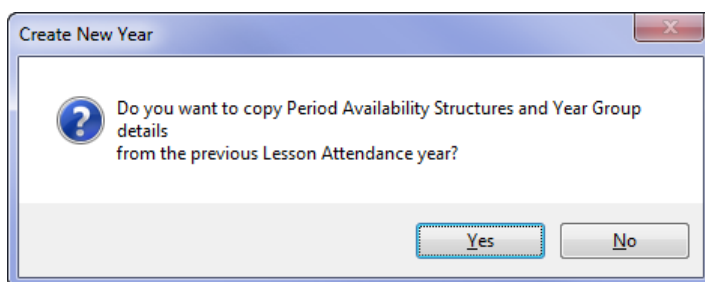
The warning report orders students by surname and displays the following:

- Student Name
- Year Group
- Form
- FTE
- Expected FTE

The report will appear as a screen report, without the user being presented with the Report Destination window. The user can print the report to printer via the printer icon at the top left of the screen report if required.

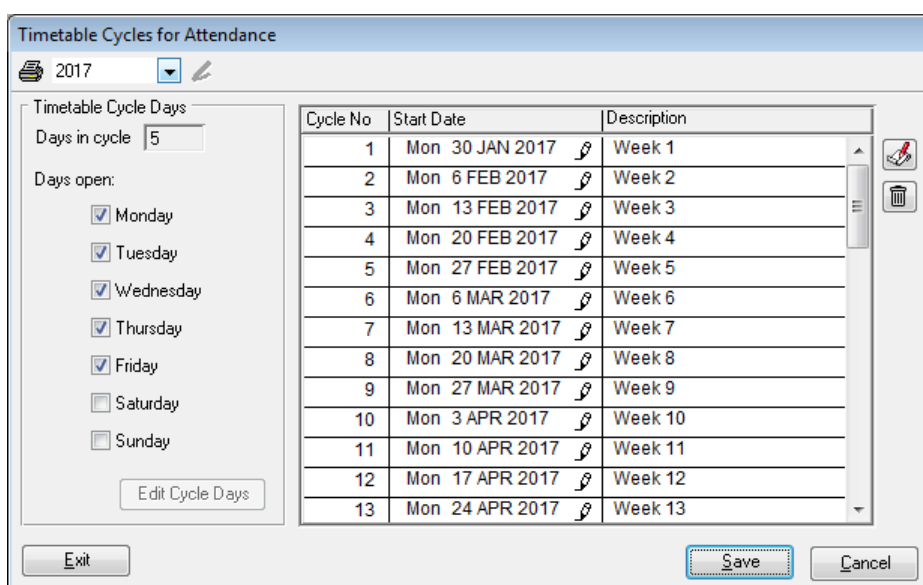


- If student's FTE needs to be corrected, click **Yes**
- If student FTE values are correct click **No**



- Click **Yes**

Note: Schools would copy the previous year's set-up if the Period Availability Structures and Year Groups remain the same from one year to the next which is normally the case.



- View **Cycle Start Dates** and **Descriptions**

Cycle descriptions can be edited to display in Day View the terminology used in your school.

- Place your cursor immediately before **Week 1**
- Type **Term 1** and a space
- Highlight **Term 1** and a space - **<Ctrl> +C** to copy
- Place your cursor immediately before **Week 2**
- **<Ctrl> + V** to paste
- Continue for all remaining weeks in Term 1
- Overtyping **Week 10 and Week 11 with Holidays**

Cycle No	Start Date	Description
1	Mon 30 JAN 2017	Term 1 Week 1
2	Mon 6 FEB 2017	Term 1 Week 2
3	Mon 13 FEB 2017	Term 1 Week 3
4	Mon 20 FEB 2017	Term 1 Week 4
5	Mon 27 FEB 2017	Term 1 Week 5
6	Mon 6 MAR 2017	Term 1 Week 6
7	Mon 13 MAR 2017	Term 1 Week 7
8	Mon 20 MAR 2017	Term 1 Week 8
9	Mon 27 MAR 2017	Term 1 Week 9
10	Mon 3 APR 2017	Term 1 Week 10
11	Mon 10 APR 2017	Holidays
12	Mon 17 APR 2017	Holidays
13	Mon 24 APR 2017	Term 2 Week 1

Note: In school, you would continue to edit the descriptions for the entire year.

- Click **Save** and **Yes**
- Click **Next** and **Yes**
- View the available period structures

Primary
Primary
TIMETABLING

Note: Alternative period structures could be added if required.

- Click **Next**

Timetable Cycles

Are you sure you have finished entering Timetable Cycles for this Year?

Yes No

- Click **Yes**

- Make sure **Year Groups K to 12** are selected to be included in Lesson Attendance

Select Year Groups

Please select which Year Groups are to be included in Lesson Attendance.

<input checked="" type="checkbox"/>	K
<input checked="" type="checkbox"/>	P
<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	2
<input checked="" type="checkbox"/>	3
<input checked="" type="checkbox"/>	4
<input checked="" type="checkbox"/>	5
<input checked="" type="checkbox"/>	6
<input checked="" type="checkbox"/>	7
<input checked="" type="checkbox"/>	8
<input checked="" type="checkbox"/>	9
<input checked="" type="checkbox"/>	10
<input checked="" type="checkbox"/>	11
<input checked="" type="checkbox"/>	12
<input type="checkbox"/>	15
<input type="checkbox"/>	16
<input type="checkbox"/>	17
<input type="checkbox"/>	18

Exit Next

- Click **Next**
- Select the appropriate **Period Structure** for each year group
 - Primary for Years K - 6
 - Timetabling for Years 7 -12

Year Groups Using Lesson Attendance

2017

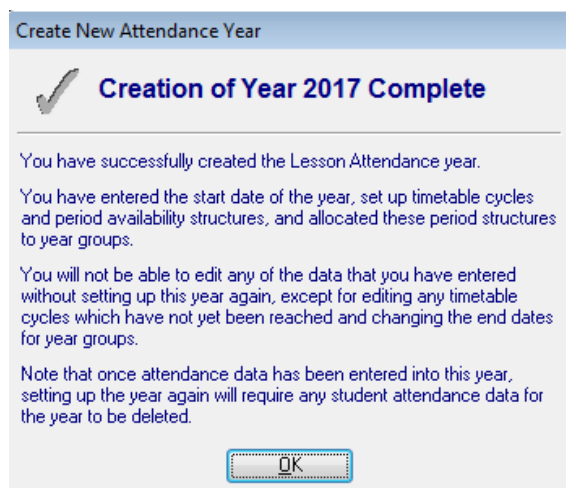
Year Group	Period Structure	Start Date	End Date
5	Primary	30 JAN 2017	14 DEC 2017
6	Primary	30 JAN 2017	14 DEC 2017
7	TIMETABLING	30 JAN 2017	14 DEC 2017
8	TIMETABLING	30 JAN 2017	14 DEC 2017
9	TIMETABLING	30 JAN 2017	14 DEC 2017
10	TIMETABLING	30 JAN 2017	14 DEC 2017
11	TIMETABLING	30 JAN 2017	14 DEC 2017
12	TIMETABLING	30 JAN 2017	14 DEC 2017

Exit Save Cancel

- Click **Save**
- Click **Finish, Yes** and **OK**

Note: End of Year Dates for Years 11 and 12 in Secondary Schools will need to be edited once these dates are confirmed.

These can be edited through Lesson Attendance > Parameters > Year Groups. Click on the Edit Pencil and then the calendars next to the End Date field.



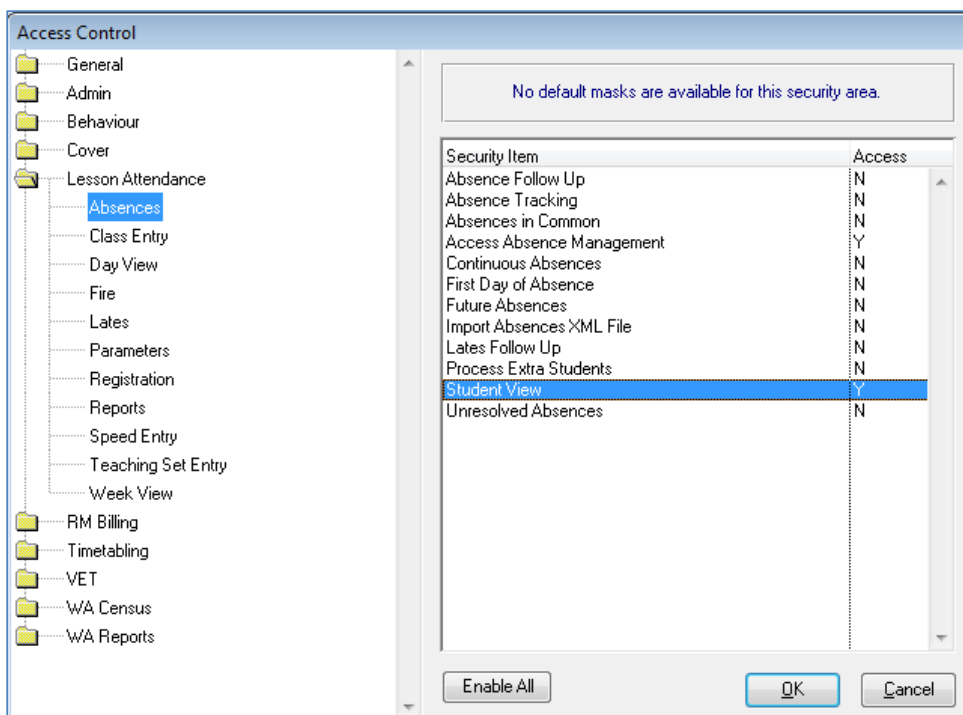
7 Appendix 2: Systems Administrator Tasks

7.1 User Access

Activity: Setting Access for Users

General > Control > Users


- Double click on **Elaine Abbott**
- Click on the yellow folder to the left of **Lesson Attendance** to view the contents
- Click **Absences**
- Double click on **Absence Follow Up** in the right pane to give her access to this section of the software
- Repeat to give her access to **Student View** as well

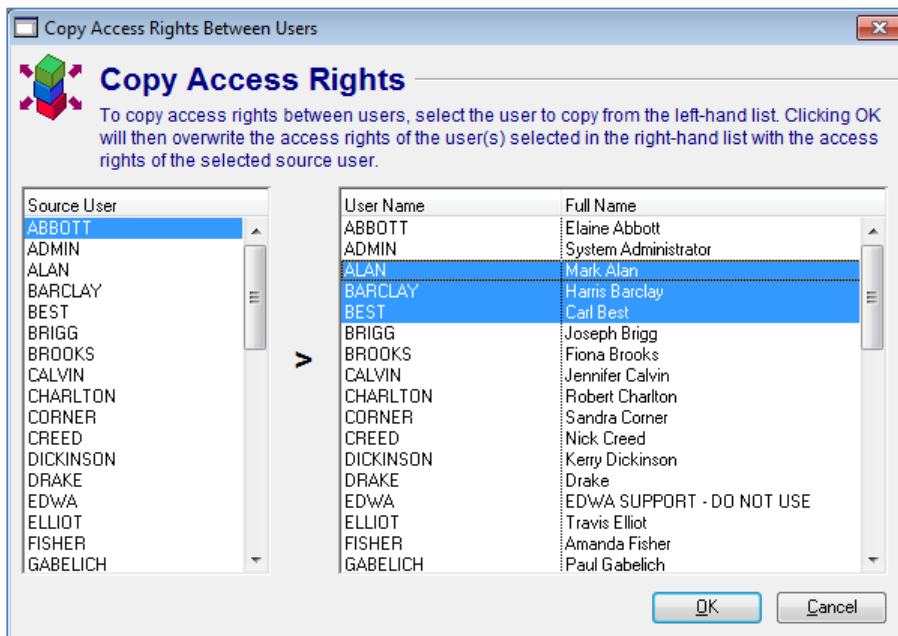


- Enable Elaine's access to other parts of Lesson Attendance that a teacher might need
- Click **OK** to save

Copying User Access Rights

General > Control > Users

- Click **Copy Access Rights between Users** 
- Highlight Abbott in the left-hand pane and Alan, Best and Briggs in the right-hand pane



- Click **OK** and **Yes**
- Click **OK** to close

Alan, Best and Briggs now have identical access rights to Abbott.

8 Appendix 3: Period Availability Structures

Parameters > Period Availability Structures

We can view the way primary and secondary structures are set up. A school that uses the Timetable module may have a **Timetabling** period structure selected for students on the timetable.

New structures can be created and then linked to Year Groups in Lesson **Attendance > Parameters**. The new structure will be picked up for the Year Group when Daily Records are next created.

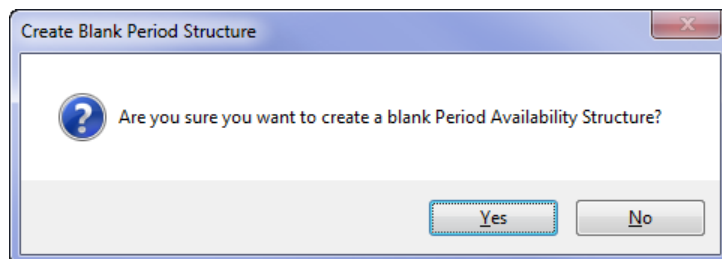
8.1.1 Creating a Period Availability Structure

Activity:

Lesson Attendance > Parameters > Period Availability Structures

Create a period availability structure for secondary students. They are going to have five teaching periods every day.

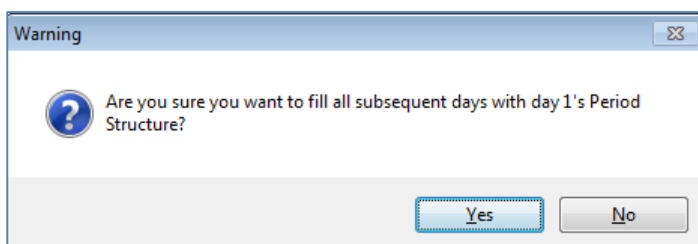
- Click Add 
- Click **Create Blank**



- Click **Yes**
- Click **Create Blank**
- Enter the **Period Structure Name Secondary** and the period types for Monday






Period Structure Name	Secondary									
Day No	Day									
1	Mon	H	T	T	B	T	t	B	t	

- Click Fill Structure Down 



- Click **Yes**

Period Structure for Lesson Attendance

2017     

Period Structure Name

Day No	Day														
1	Mon	H	T	T	B	T	t	B	t						
2	Tue	H	T	T	B	T	t	B	t						
3	Wed	H	T	T	B	T	t	B	t						
4	Thu	H	T	T	B	T	t	B	t						
5	Fri	H	T	T	B	T	t	B	t						

Key

H	Home/Registration period in the morning	T	Teaching period in the morning
h	Home/Registration period in the afternoon	t	Teaching period in the afternoon
U	Period when students are not required to be in class	B	Break period

Save Cancel



- Save and Close**

The Secondary Period availability structure is now ready to be linked to a Year Group

Note: A secondary structure would be set up in a school with secondary students, which are not using the timetable module, for example a small District High School.

8.1.2 Attaching Year Groups to Period Structures


Lesson Attendance > Parameters > Year Groups

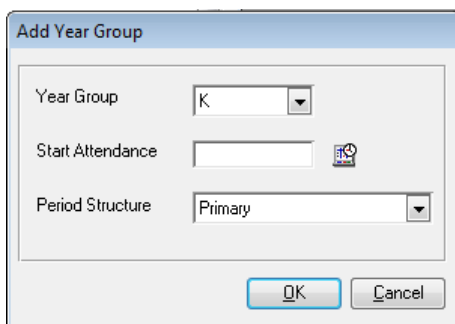
Year groups are attached to period structures. Period structures can be edited for existing year groups by selecting Edit Year Groups.  New Year groups may be added by clicking Add New Year Group. 

8.1.3 Adding New Year Groups to Lesson Attendance

Activity

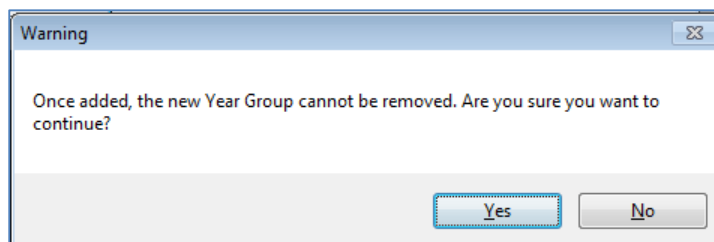
Lesson Attendance > Parameters > Year Groups

- Click Add New Year Group 
- Select **K** (Kindergarten) from the Year Group list
- Make the start as the beginning of the **current week**
- Choose the **Primary** structure from the Period Structure List



The 'Add Year Group' dialog box contains three fields: 'Year Group' with a dropdown menu showing 'K', 'Start Attendance' with a text box and a calendar icon, and 'Period Structure' with a dropdown menu showing 'Primary'. At the bottom are 'OK' and 'Cancel' buttons.

- Click on **OK**

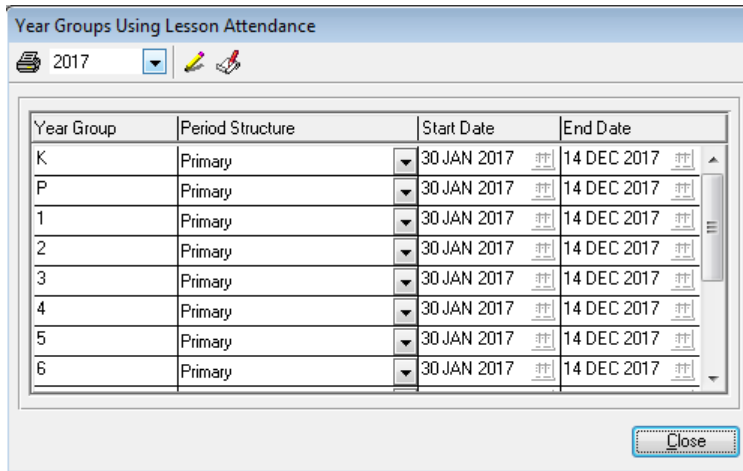


The 'Warning' dialog box displays the message: 'Once added, the new Year Group cannot be removed. Are you sure you want to continue?'. It has 'Yes' and 'No' buttons at the bottom.

- Click **Yes**

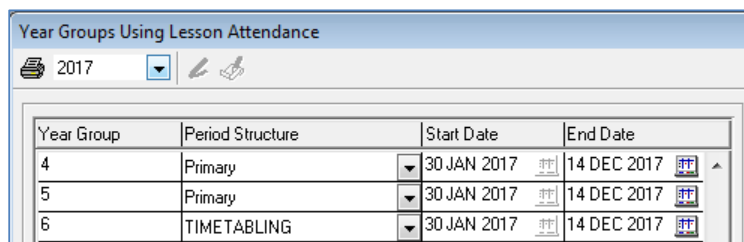
Lesson Attendance > Parameters > Year Groups

Year Groups can be edited by clicking **Edit Year Groups** 



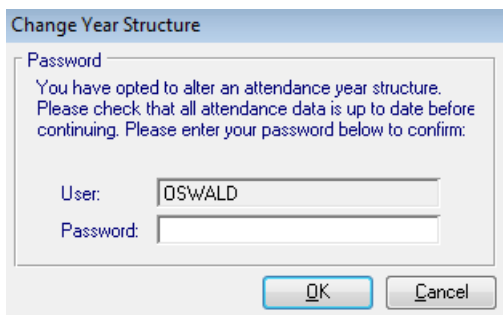
Year Group	Period Structure	Start Date	End Date
K	Primary	30 JAN 2017	14 DEC 2017
P	Primary	30 JAN 2017	14 DEC 2017
1	Primary	30 JAN 2017	14 DEC 2017
2	Primary	30 JAN 2017	14 DEC 2017
3	Primary	30 JAN 2017	14 DEC 2017
4	Primary	30 JAN 2017	14 DEC 2017
5	Primary	30 JAN 2017	14 DEC 2017
6	Primary	30 JAN 2017	14 DEC 2017

- **Close** the window



Year Group	Period Structure	Start Date	End Date
4	Primary	30 JAN 2017	14 DEC 2017
5	Primary	30 JAN 2017	14 DEC 2017
6	TIMETABLING	30 JAN 2017	14 DEC 2017

If a change is made eg: Adding Year 6 to timetabling, after clicking the Save button, the following message will display



Change Year Structure

Password

You have opted to alter an attendance year structure. Please check that all attendance data is up to date before continuing. Please enter your password below to confirm:

User:

Password:

The user would enter their the password and click **OK**

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9 Support

Should you require support please contact the **Customer Service Centre (CSC)** at the Department of Education

Contact details below:

9.1 Phone (CSC)

Metro: 9264 5555
Country: 1800 012 828

Please be prepared to supply your *ID number, contact details* and a *brief description* of the problem.

9.2 Fax (CSC)

9264 4701

Please include your *ID number, contact details* and a *brief description* of the problem.

9.3 Email (CSC)

customer.service.centre@education.wa.edu.au

Please include your *ID number, contact details* and a *brief description* of the problem.

10 Online Manuals and Training Notes

10.1 Civica Education

Online manuals and training notes are available to download in PDF format from the Civica Education website.

www.civicaeducation.com.au.

Select online manual login.
Username: school
Password: help

11 STIMS Project

The Department's Student Information Management Project (STIMS) website has numerous factsheets and support documents for all SIS Administration modules.

<http://www.det.wa.edu.au/intranet/stims>

Links to the Integris Manuals are also available from the STIMS website or by going to Help within Integris.