



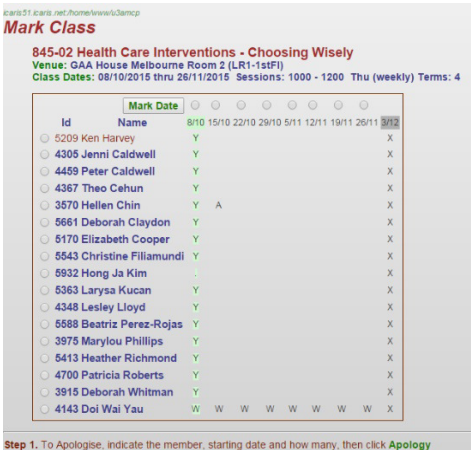
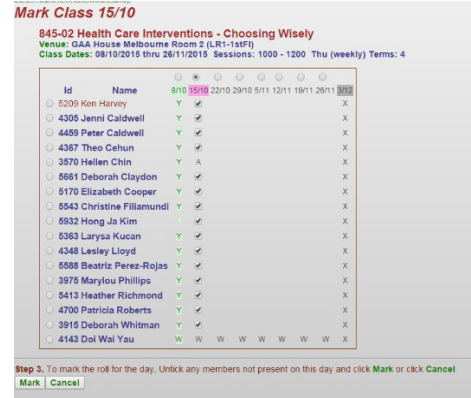
PRINT A CLASS ROLL FOR MARKING ATTENDANCE - Attendance Report APP

It is assumed that the Leader has logged on and Selected the Class and has arrived at the Class Profile Screen

STEP	
1	<p>From the Class Profile screen</p> <div style="text-align: right;">  </div> <p>click on <span style="border: 1px solid green; padding: 2px;">Attendance Report</span></p>
2	<p>An Attendance Report screen will appear</p> <div style="text-align: right;">  </div>
3	<p>Scroll down the screen and at the bottom you will see <span style="border: 1px solid gray; padding: 2px;">Print</span> <span style="border: 1px solid green; padding: 2px;">Next page</span> u007(6)</p>
4	<p>Click on <b>Print</b> to print this page of the class roll for the term. If there is a second page then click on Next page and print again for the remainder of the class roll. This is then used in the class for students to manually tick the roll for the relevant date, or to indicate future apologies.</p>
	<p>You would then use this information to enter the attendance details into the system, using the <b>Mark Day</b> app. See section 8.</p>

MARK THE ROLL FOR A CLASS - **Mark Day** APP

This function is to record the attendance at classes and can be performed by: The leader, The class assistant, or the office.

STEP	
1	<p>Click on <b>Mark Day</b>. And the Mark Class screen will appear</p> 
2	<p>Select the relevant class date at the top of the screen and click on <b>Mark Date</b> which is also at the <u>top</u> of the screen.</p>
3	
	<p>You will now note that everyone is ticked as being present on the screen that is displayed next.</p>
4	<p><u>Untick anyone who was not present</u> and click on <b>Mark</b> at the <u>bottom</u> of the screen. The roll is now marked with a Y for all present and a blank for absentees</p>
5	<p>Click <b>Done</b> when you have finished your entries.</p>
	<p>If you make a mistake you can simply select the class date at the top again and click on <b>Mark Date</b> again. It will then reset the marked values and let you tick relevant ones again.</p> <p>To include Apologies please refer to the larger Tutor Training reference document</p>

