

3sysACADEMIC

Calendar / Attendance Overview Guide



Document Reference: 3020/1

Published by WCBS August 2016

Developed against 3sysACADEMIC version 5.0.0

Helpline: +44 (0)1458 833 055

Telephone: +44 (0)1458 833 344

Fax: + 44 (0)1458 835297

Email: support@wcbs.co.uk

Website: www.wcbs.co.uk

Address:

West Country Business Systems (Holdings) Limited
Landmark House, Wirrall Park Road, Glastonbury, Somerset, BA6 9FR, UK

West Country Business Systems Ltd Registered No 1770829 West Country Business Systems (Holdings) Ltd Registered No 3387976

Abattia Group Ltd Registered No 3989092 VAT Registration GB 713 7923 30

© Copyright 2016 West Country Business Systems (Holdings) Limited ® 3sys and pass are registered trademarks and WCBS, WCBS schoolPORTAL, schoolADMIN, webALUMNUS are TM of West Country Business Systems (Holdings) Limited and associated companies

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of West Country Business Systems (Holdings) Limited.

CONTENTS

CHAPTER 1 Introduction	
Attendance Module	5
Calendars Module	5
Rooms Module	5
CHAPTER 2 Attendance	
About the Attendance Module	8
Adding Attendance Data	10
Adding Attendance Data	10
Adding a Planned Absence	12
Adding Attendance Data via the Calendar	16
Adding Attendance Data via the Calendar	16
CHAPTER 3 Calendar	
About the Calendars Module	20
Accessing Calendars	21
Accessing a Calendar	21
Adding Attendance Data via the Calendar	23
Adding Attendance Data via the Calendar	23
CHAPTER 4 Rooms	
About the Rooms Module	28

This page has been left blank intentionally.

Introduction

Welcome to the 3sysACADEMIC Calendar / Attendance Overview Guide.

The 3sysACADEMIC **Calendar / Attendance** module enables you to undertake a range of tasks, using the following functions: **Attendance**, **Calendars** and **Rooms**. A summary of each is given below.

Attendance Module

The **Attendance** module has been designed to make recording pupils' attendance quick and easy. 3sysACADEMIC allows users to log attendance at a session and period level, depending upon the school's timetable requirements. A 'session' usually refers to either the morning or afternoon, while a 'period' means a specific lesson. The number, length and times of sessions and periods are configured by your System Administrator in passFINANCE/schoolADMIN and 3sysACADEMIC draws on the structure they create. The particular marks or symbols used by your school to log attendance are also set in passFINANCE/schoolADMIN.

Calendars Module

The **Calendars** module enables you to:

- » Review your own calendar. (You can view your calendar by day or by week.)
- » View the calendars of other staff and pupils.
For example, as a member of staff, you can quickly find a pupil's location, or where they are supposed to be, and where they were last.
- » Undertake actions against calendar items, including:
 - » Take attendance.
 - » Enter marks.
 - » Access mark inquiry information.
 - » Access subject set data.
 - » Create tasks.

Rooms Module

The **Rooms** module enables you to search for and view details about the rooms set up on your system. You can view the following room details:

- » Name.
- » Location.
- » Phone extension.
- » Capacity.
- » Code.
- » Timetable code.

CHAPTER 1

In addition you can view information regarding the exam capacity for each room, such as the number of rows and columns possible for an exam configuration.

For details on each module, please refer to the relevant chapter.



Note: schoolADMIN refers to non-finance functionality within passFINANCE.

CHAPTER 2

Attendance

This chapter discusses the following:

About the Attendance Module	8
Adding Attendance Data	10
Adding Attendance Data	10
Adding a Planned Absence	12
Adding Attendance Data via the Calendar	16
Adding Attendance Data via the Calendar	16

About the Attendance Module

The **Attendance** module has been designed to make recording pupils' attendance quick and easy. 3sysACADEMIC allows users to log attendance at a session and period level, depending upon the school's timetable requirements. A 'session' usually refers to either the morning or afternoon, while a 'period' means a specific lesson. The number, length and times of sessions and periods are configured by your System Administrator in passFINANCE/schoolADMIN and 3sysACADEMIC draws on the structure they create. The particular marks or symbols used by your school to log attendance are also set in passFINANCE/schoolADMIN.

Using the **Attendance** module, users can:


- » Find and view attendance data for previous sessions and periods.
- » Log attendances on an individual or group basis.
- » Add comments to records.
- » Log planned absences, e.g. medical appointments or approved holidays.

You are able to search for the relevant session or period against which you wish to record attendance, if the correct register is not already displayed, using the **Filter** section on the **Attendance** screen. For example:










The screenshot shows the 'Attendance' screen with a 'Filter' section expanded. The filter options are:

- Timetable: Winter Timetable
- Date: 16/07/2015
- Session: Period 3
- List of: Subject Set
- Group: English Form 2A (EN02A)
- Radio buttons: My groups (unselected), All groups (selected)
- Apply Filter button



Note: If you cannot see this section in the software, it may be minimised. Click  next to the relevant heading to expand it.

The relevant attendance register appears in bottom half of the **Attendance** screen. For example:

Attendance							
Filter							
<div style="display: flex; justify-content: space-between;"> Save Planned Absence </div>							
Biology Year 11 Block B Set 1 (BI11B1)		16 Jul					
<input type="checkbox"/> All	AM	Period 1	Period 2	Period 3	Period 4	Period 5	Lunch
<input type="checkbox"/>  ADAMS, Lauren S		<input type="checkbox"/>					
<input type="checkbox"/>  ASHMAN, Timothy George		<input type="checkbox"/>					
<input type="checkbox"/>  BASTON-SMYTHE, Henrietta C		<input type="checkbox"/>					
<input type="checkbox"/>  BOUILLON, Louis J		<input type="checkbox"/>					
<input type="checkbox"/>  BRIGGS, Thomas W		<input type="checkbox"/>					
<input type="checkbox"/>  BURGESS, Amanda J		<input type="checkbox"/>					
<input type="checkbox"/>  BURGESS, Andrew P		<input type="checkbox"/>					
<input type="checkbox"/>  CAVENDISH, Mary		<input type="checkbox"/>					
<input type="checkbox"/>  CHARLES, Mary		<input type="checkbox"/>					
Complete		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HOW TO MANAGE ATTENDANCE RECORDS

For help on how to undertake attendance related tasks, see:

- » "Adding Attendance Data" on the next page.
- » "Adding Attendance Data via the Calendar" on page 23.

Do ONE of the following to access the **Attendance** module:

- » Go to **Calendar / Attendance > Attendance**.
- » From within **Calendars**, click on a calendar period or session and click **Take attendance**.
- » Use your **Calendar** widget on your **Home** page, if configured.

Adding Attendance Data

You can add attendance data at a session and period level, depending upon your school's timetable requirements. To enable the quick and easy recording of attendance, you are able to open the **Attendance** screen from the Mega Menu, via [Calendar / Attendance > Attendance](#), from your **Home** page, if the appropriate **Attendance** widget has been configured, or from a calendar period or session.

You can add:

- » Attendance data - see "Adding Attendance Data" below.
- » Add a planned absence - see "Adding a Planned Absence" on page 12.



Note: The particular marks or symbols used by your school to log attendance are set in passFINANCE/schoolADMIN.

Adding Attendance Data

HOW TO ADD ATTENDANCE DATA

1. Find the group whose attendance you are taking.

More details...

- a. Go to [Calendar / Attendance > Attendance](#).


The **Attendance** screen appears.


Example:

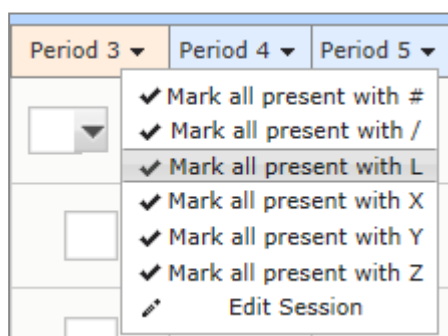
The screenshot shows the 'Attendance' screen with the following details:

- Filter Section:**
 - Timetable: Winter Timetable
 - Date: 16/02/2015
 - Session: Period 3
 - List of: Subject Set
 - Group: Biology Year 9 Block A set 1 (BI09A1)
 - Radio buttons: My groups (unselected), All groups (selected)
 - Apply Filter button
- Table Section:**
 - Buttons: Save, Planned Absence
 - Group: Biology Year 9 Block A set 1 (BI09A1)
 - Date: 16 Feb
 - Columns: AM, Period 1, Period 2, Period 3, Period 4, Period 5
 - Rows of students:
 - ASHFIELD, Gemma Frances
 - ASLETT, Fletcher
 - BRANGWEN, Ursula
 - BROOKS, Maria
 - BRYANTON, William G
 - GUTHRIE, Kate

- b. Enter your search criteria in the fields at the top of the screen. You can search by:



Field	Action
Timetable	Use this drop list to select the relevant timetable.
Date	Either click in this field and type a date OR click  and click on the date in the calendar that appears.
Session	Select a session or period using this drop list.
List of	Use this drop list to select the group type you would like to find, e.g. form, boarding house or subject set.
Group	Select the specific group you are looking for using this drop list, e.g. 10A, English, etc. The options in this list reflect the group type you have selected.
My groups / All groups	Select to search 'My groups' or 'All groups'.
Display Previous Week / Display Current Week / Display Next Week	When 'AM' or 'PM' are selected, tick these check boxes to view data from previous, current or future weeks.

- c. Click **Apply Filter**.
2. Do ONE of the following to log a pupil's attendance or absence:
- » Swipe across each pupil's name/photograph. Swipe to the left to mark them as 'N' - No reason yet provided for absence. Swipe to the right to mark them as present.
 - » In the relevant session or period column for each pupil, use the drop list to select the relevant attendance mark.
 - » To give ALL the pupils in the group the same attendance mark, click  next to the relevant session or period column heading and select the appropriate 'Mark all present' option. For example:



3. (Optional) Add an attendance note(s) to the record.

More details...

- a. Hover next to the relevant attendance mark field until  appears.
 - b. Click .
- The **Attendance Notes** dialog appears.

The screenshot shows a dialog box titled "Attendance Notes: BOULTON, Adam". It features a "Description:" label and a text input field. Below this is a "Notes:" label and a larger text area. At the bottom left, there is a checkbox labeled "Report Item". At the bottom right, there are "OK" and "Cancel" buttons.

- c. Type a description and notes into the relevant fields.
 - d. If this is a report item, tick the check box.
 - e. Click **OK**.
4. Tick the **Complete** check box at the bottom of the session/period's column.
5. (Optional) To add data for another session on the screen:
 - a. Click next to the relevant session or period heading.
 - b. Select **Edit Session**.
 - c. Repeat steps 2 to 4, as required.
6. Click **Save**.

Adding a Planned Absence

HOW TO ADD A PLANNED ABSENCE

1. Find the session/period the pupil(s) will miss.

More details...

- a. Go to **Calendar / Attendance > Attendance**.

The **Attendance** screen appears.

Example:

Attendance







▼ Filter

Timetable: Winter Timetable Date: 16/02/2015 Session: Period 3


List of: Subject Set Group: Biology Year 9 Block A set 1 (BI09A1) My groups All groups

Apply Filter

Save Planned Absence

Biology Year 9 Block A set 1 (BI09A1)		16 Feb					
<input type="checkbox"/> All		AM	Period 1	Period 2	Period 3	Period 4	Period 5
<input type="checkbox"/>	 ASHFIELD, Gemma Frances	/			<input type="checkbox"/>		
<input type="checkbox"/>	 ASLETT, Fletcher	/			<input type="checkbox"/>		
<input type="checkbox"/>	 BRANGWEN, Ursula	/			<input type="checkbox"/>		
<input type="checkbox"/>	 BROOKS, Maria	/			<input type="checkbox"/>		
<input type="checkbox"/>	 BRYANTON, William G	/			<input type="checkbox"/>		
<input type="checkbox"/>	 GUTHRIE, Kate	/			<input type="checkbox"/>		

b. Enter your search criteria in the fields at the top of the screen. You can search by:

Field	Action
Timetable	Use this drop list to select the relevant timetable.
Date	Either click in this field and type a date OR click  and click on the date in the calendar that appears.
Session	Select a session or period using this drop list.
List of	Use this drop list to select the group type you would like to find, e.g. form, boarding house or subject set.
Group	Select the specific group you are looking for using this drop list, e.g. 10A, English, etc. The options in this list reflect the group type you have selected.
My groups / All groups	Select to search 'My groups' or 'All groups'.
Display Previous Week / Display Current Week / Display Next Week	When 'AM' or 'PM' are selected, tick these check boxes to view data from previous, current or future weeks.

c. Click **Apply Filter**.


2. Do ONE of the following:

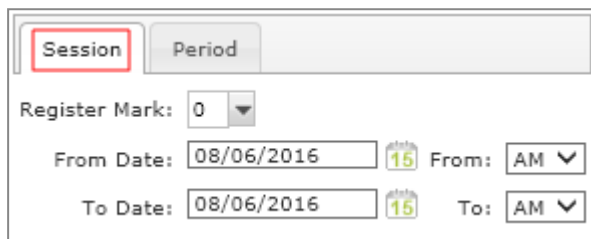
- » Tick the check box next to the name(s) of the pupil(s) who will be absent.
- » Tick the **All** check box to select every pupil in the group.



3. Click **Planned Absence**.

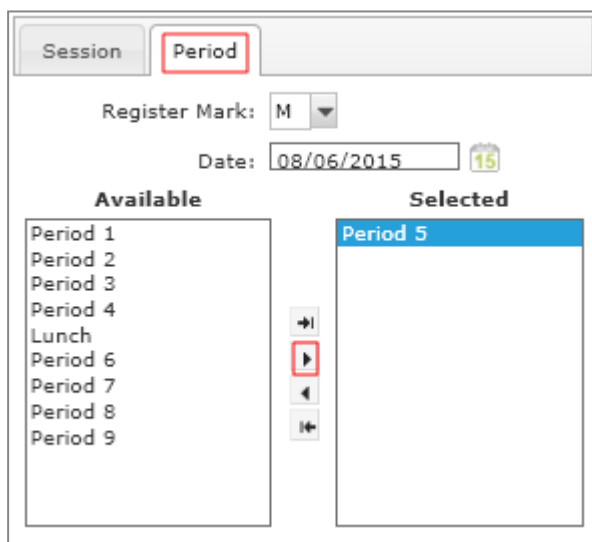
The **Planned Absence** dialog appears with the appropriate tab displayed on the left-hand side. (If you came from a session-based register, the **Session** tab appears in the foreground. If you came from a period-based register, then the **Period** tab appears.)

4. Do ONE of the following:

- » If the pupil(s) are absent for one or more sessions, on the **Session** tab:
 - » Use the **Register Mark** drop list to select the attendance mark that should be logged against the pupil(s).
 - » Log the date range by either typing in the **From Date** and **To Date** fields OR by clicking  and selecting the date in the calendar dialog that appears.



- » If the pupil(s) are is absent for one or more periods, on the **Period** tab:
 - » Use the **Register Mark** drop list to select the attendance mark that should be logged against the pupil(s).
 - » Type the period's date in the **Date** field OR click  and select the date in the calendar that appears.
 - » Highlight the relevant period in the **Available** column and click  to move it to the **Selected** column.



5. (Optional) On the **Detail** tab, add further information.

Detail

Description:

Notes:

Overwrite Existing Register Marks

Create absences for sessions when the school is closed

Staff Member:

Selected Pupils:

More details...

- » Type a description and notes.
- » Tick the required check boxes.
- » Use the **Staff Member** drop list to select a member of staff.

6. Click **OK**.
7. Click **Save**.

Adding Attendance Data via the Calendar

Once you have displayed the relevant calendar, you are able to record pupils' attendance against it.



Note: By default, the **Calendar** screen displays 'All' timetables. You are able to use the **Display registration/break periods from timetable** drop list to narrow the timetables displayed. (Within passFINANCE/schoolADMIN you are able to set up multiple timetables.)

Adding Attendance Data via the Calendar

HOW TO ADD ATTENDANCE DATA VIA THE CALENDAR

1. Find the period you are taking attendance for.

More details...

- a. Go to **Calendar / Attendance > Calendars**.

The **View a new calendar** screen appears. (The logged in user's calendar appears automatically.)

- b. Enter your search criteria in one or more of the fields at the top of the screen. You can search by:

Field	Action
Name	Click Search to access a Search dialog. Use the two drop lists to select what you would like to search by, e.g. 'Staff' and 'Subject'. Depending upon your selection in the second drop list, you can either type all or part of the person's name into the final field OR make a selection from the drop list that appears. To exclude non-academic staff from your results, tick the Academic staff only? check box. Click Search . Click on the name you want in the list that appears.
Date	Click in the Date field, click <input type="text" value="x"/> to remove the existing date and type a new one OR click <input type="text" value="fb"/> and select the date you want from the calendar.
Display registration / break periods from timetable	Use this drop list to select a relevant option.

- c. Click **View Calendar**. The relevant calendar appears below the **Filter** section.
2. Single-click on the period you want to take attendance for and click **Take Attendance**. The **Attendance** screen appears displaying the relevant pupil details.

Example:

The screenshot shows the 'Attendance' interface for 'Biology Year 11 Block B Set 1 (BI11B1)' on '16 Jul'. It features a list of pupils and a grid for marking attendance. A red box highlights the 'Period 1' column header, which has a dropdown arrow and a pencil icon next to it. The pupils listed are ADAMS, Lauren S; ASHMAN, Timothy George; BASTON-SMYTHE, Henrietta C; BOUILLON, Louis J; BRIGGS, Thomas W; BURGESS, Amanda J; BURGESS, Andrew P; CAVENDISH, Mary; and CHARLES, Mary. There is also a 'Complete' row at the bottom of the grid.

3. Do ONE of the following to log a pupil's attendance or absence:
 - » Swipe across each pupil's name/photograph. Swipe to the left to mark them as 'N' - No reason yet provided for absence. Swipe to the right to mark them as present.
 - » In the relevant session or period column for each pupil, use the drop list to select the relevant attendance mark.
 - » To give ALL the pupils in the group the same attendance mark, click next to the relevant session or period column heading and select the appropriate 'Mark all present' option. For example:

This close-up shows the dropdown menu for marking attendance. The menu is open for 'Period 3' and lists several options: 'Mark all present with #', 'Mark all present with /', 'Mark all present with L', 'Mark all present with X', 'Mark all present with Y', 'Mark all present with Z', and 'Edit Session'. Each option has a checkmark next to it. The 'Mark all present with L' option is currently selected.

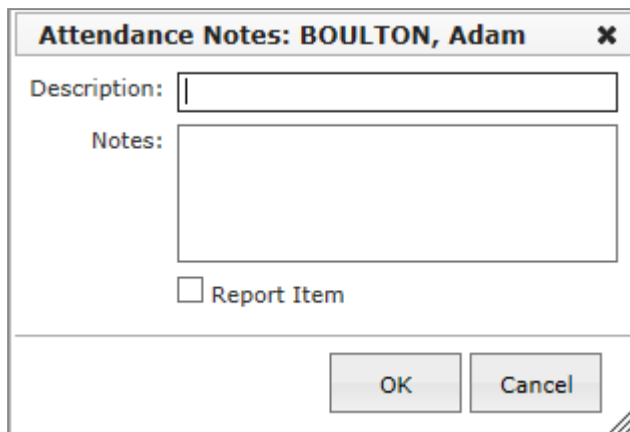
4. (Optional) Add an attendance note(s) to the record.

More details...

- a. Hover next to the relevant attendance mark field until appears.


- b. Click .

The **Attendance Notes** dialog appears.



The dialog box is titled "Attendance Notes: BOULTON, Adam" and contains the following elements:

- A "Description:" label followed by a single-line text input field.
- A "Notes:" label followed by a larger multi-line text input area.
- A checkbox labeled "Report Item".
- At the bottom right, there are two buttons: "OK" and "Cancel".

- c. Type a description and notes into the relevant fields.
- d. If this is a report item, tick the check box.
- e. Click **OK**.
5. Tick the **Complete** check box at the bottom of the session/period's column.
6. (Optional) To add data for another session on the screen:
- Click  next to the relevant session or period heading.
 - Select **Edit Session**.
 - Repeat steps 2 to 4, as required.
7. Click **Save**.

CHAPTER 3

Calendar

This chapter discusses the following:

About the Calendars Module	20
Accessing Calendars	21
Accessing a Calendar	21
Adding Attendance Data via the Calendar	23
Adding Attendance Data via the Calendar	23

About the Calendars Module

The **Calendars** module enables you to:

- » Review your own calendar. (You can view your calendar by day or by week.)
- » View the calendars of other staff and pupils.
For example, as a member of staff, you can quickly find a pupil's location, or where they are supposed to be, and where they were last.
- » Undertake actions against calendar items, including:
 - » Take attendance.
 - » Enter marks.
 - » Access mark inquiry information.
 - » Access subject set data.
 - » Create tasks.

Example: For example, the screenshot below shows the options available for the 'English Language Set 11A' calendar item.

	Mon 01/08	Tue 02/08	Wed 03/08	Thu 04/08	Fri 05/08	Sat 06/08	Sun 07/08
09:00	Registration	Registration	Registration	Registration	English Language Set West wing room 19 Peri	Registration	
10:00		English La West wing r English La West wing r	Period 2			English Language Set West wing room 2 Peri	
11:00		Period 3	Period 3		Period 3	English Language Set West wing room 19 Peri	
12:00		English Language Set West wing room 19 Peri		English Language Set West wing room 19 Peri			
13:00	Period 6	English Language Set 11A 11:00 - 11:45 West wing room 19 Period 4		English Language Set West wing room 19 Peri	Registration		
14:00	Registration	Take attendance Enter marks Mark inquiry Go to subject set Create task	Period 7	Registration	Period 7		
15:00	English Language Set West wing room 19 Peri						
16:00							



Note: If the **Home** page has been configured to include the **Calendar** widget, then you are also able to view your daily calendar on the **Home** page.



Note: If you wish to print a hard copy of your calendar, you need to use passFINANCE/schoolADMIN.



Note: By default, the **Calendar** screen displays 'All' timetables. You are able to use the **Display registration/break periods from timetable** drop list to narrow the timetables displayed. (Within passFINANCE/schoolADMIN you are able to set up multiple timetables.)

HOW TO MANAGE CALENDARS

For help on how to access calendars and use them to mark pupils' attendance, see:

- » "Accessing Calendars" on the facing page.
- » "Adding Attendance Data via the Calendar" on page 23.

Accessing Calendars

You are able to review your own calendar, and to view the calendars of other staff and pupils, through the **Calendars** module. You are able to view your calendar by day or by week.



Note: By default, the **Calendar** screen displays 'All' timetables. You are able to use the **Display registration/break periods from timetable** drop list to narrow the timetables displayed. (Within passFINANCE/schoolADMIN you are able to set up multiple timetables.)

Accessing a Calendar

HOW TO ACCESS A CALENDAR



Note: If the **Home** page has been configured to include the **Calendar** widget, then you are also able to view your daily calendar on the **Home** page.

1. Find the calendar you want to view.
 - a. Go to **Calendar / Attendance > Calendars**.
The **View a new calendar** screen appears. (The logged in user's calendar appears automatically.)
 - b. Enter your search criteria in one or more of the fields at the top of the screen. You can search by:

Field	Action
Name	Click Search to access a Search dialog. Use the two drop lists to select what you would like to search by, e.g. 'Staff' and 'Subject'. Depending upon your selection in the second drop list, you can either type all or part of the person's name into the final field OR make a selection from the drop list that appears. To exclude non-academic staff from your results, tick the Academic staff only? check box. Click Search . Click on the name you want in the list that appears.
Date	Click in the Date field, click <input type="text" value="x"/> to remove the existing date and type a new one OR click <input type="text" value="19"/> and select the date you want from the calendar.
Display registration / break periods from timetable	Use this drop list to select a relevant option.

- c. Click **View Calendar**. The relevant calendar appears below the **Filter** section. The selected person's calendar appears.

Example: For example, the screenshot below shows the options available for the 'English Language Set 11A' calendar item.

	Mon 01/08	Tue 02/08	Wed 03/08	Thu 04/08	Fri 05/08	Sat 06/08	Sun 07/08
09:00	Registration	Registration	Registration	Registration	English Language Set West wing room 19 Peri	Registration	
10:00		English La West wing r English La West wing r	Period 2			English Language Set West wing room 2 Peri	
11:00		Period 3	Period 3		Period 3	English Language Set West wing room 19 Peri	
12:00		English Language Set West wing room 19 Peri		English Language Set West wing room 19 Peri			
13:00	Period 6	English Language Set 11A 11:00 - 11:45 West wing room 19 Period 4		English Language Set West wing room 19 Peri	Registration		
14:00	Registration	Take attendance Enter marks Mark inquiry Go to subject set Create task	Period 7	Period 6	Registration	Period 7	
15:00	English Language Set West wing room 19 Peri						
16:00							

Adding Attendance Data via the Calendar

Once you have displayed the relevant calendar, you are able to record pupils' attendance against it.



Note: By default, the **Calendar** screen displays 'All' timetables. You are able to use the **Display registration/break periods from timetable** drop list to narrow the timetables displayed. (Within passFINANCE/schoolADMIN you are able to set up multiple timetables.)

Adding Attendance Data via the Calendar

HOW TO ADD ATTENDANCE DATA VIA THE CALENDAR

1. Find the period you are taking attendance for.

More details...

- a. Go to **Calendar / Attendance > Calendars**.

The **View a new calendar** screen appears. (The logged in user's calendar appears automatically.)

- b. Enter your search criteria in one or more of the fields at the top of the screen. You can search by:

Field	Action
Name	Click Search to access a Search dialog. Use the two drop lists to select what you would like to search by, e.g. 'Staff' and 'Subject'. Depending upon your selection in the second drop list, you can either type all or part of the person's name into the final field OR make a selection from the drop list that appears. To exclude non-academic staff from your results, tick the Academic staff only? check box. Click Search . Click on the name you want in the list that appears.
Date	Click in the Date field, click <input type="text" value="x"/> to remove the existing date and type a new one OR click <input type="text" value="fb"/> and select the date you want from the calendar.
Display registration / break periods from timetable	Use this drop list to select a relevant option.

- c. Click **View Calendar**. The relevant calendar appears below the **Filter** section.
2. Single-click on the period you want to take attendance for and click **Take Attendance**. The **Attendance** screen appears displaying the relevant pupil details.

Example:

Attendance

Filter

Save Planned Absence

Biology Year 11 Block B Set 1 (BI11B1) 16 Jul

All	AM	Period 1	Period 2	Period 3	Period 4	Period 5	Lunch
<input type="checkbox"/> ADAMS, Lauren S		<input type="list"/>					
<input type="checkbox"/> ASHMAN, Timothy George		<input type="checkbox"/>					
<input type="checkbox"/> BASTON-SMYTHE, Henrietta C		<input type="checkbox"/>					
<input type="checkbox"/> BOUILLON, Louis J		<input type="checkbox"/>					
<input type="checkbox"/> BRIGGS, Thomas W		<input type="checkbox"/>					
<input type="checkbox"/> BURGESS, Amanda J		<input type="checkbox"/>					
<input type="checkbox"/> BURGESS, Andrew P		<input type="checkbox"/>					
<input type="checkbox"/> CAVENDISH, Mary		<input type="checkbox"/>					
<input type="checkbox"/> CHARLES, Mary		<input type="checkbox"/>					
Complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Do ONE of the following to log a pupil's attendance or absence:
- » Swipe across each pupil's name/photograph. Swipe to the left to mark them as 'N' - No reason yet provided for absence. Swipe to the right to mark them as present.
 - » In the relevant session or period column for each pupil, use the drop list to select the relevant attendance mark.
 - » To give ALL the pupils in the group the same attendance mark, click next to the relevant session or period column heading and select the appropriate 'Mark all present' option. For example:

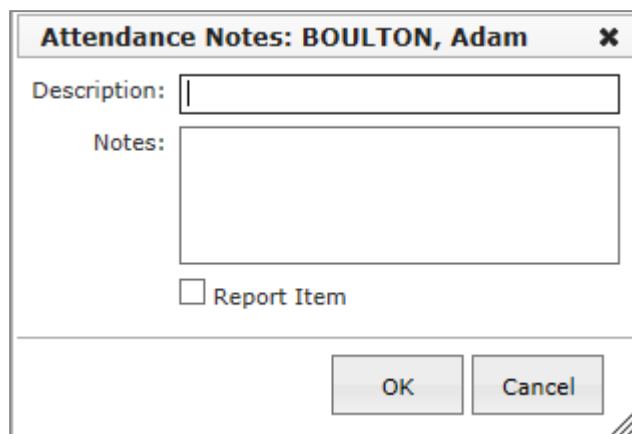
4. (Optional) Add an attendance note(s) to the record.


More details...

- a. Hover next to the relevant attendance mark field until appears.

- b. Click .

The **Attendance Notes** dialog appears.



- c. Type a description and notes into the relevant fields.
- d. If this is a report item, tick the check box.
- e. Click **OK**.
5. Tick the **Complete** check box at the bottom of the session/period's column.
6. (Optional) To add data for another session on the screen:
- Click  next to the relevant session or period heading.
 - Select **Edit Session**.
 - Repeat steps 2 to 4, as required.
7. Click **Save**.

This page has been left blank intentionally.

Rooms

This chapter discusses the following:

About the Rooms Module28

CHAPTER 4

About the Rooms Module

The **Rooms** module enables you to search for and view details about the rooms set up on your system. You can view the following room details:

- » Name.
- » Location.
- » Phone extension.
- » Capacity.
- » Code.
- » Timetable code.

In addition you can view information regarding the exam capacity for each room, such as the number of rows and columns possible for an exam configuration.

Example: The screenshot below provides an example:

The screenshot displays the 'Room' details for 'Room 2'. The main interface includes a search bar and a 'Details' section with the following information:

- Name: Room 2
- Location: Main Building
- Phone extension:
- Capacity: 25
- Code: 02
- Timetable code: 02

An 'Exam Seating' section shows an 'Exam capacity' of 15 with a 'View' button. A search bar is also present in this section.

An 'Exam Capacity' dialog box is open, showing the following configuration:

- Rows: #
- Columns: 5
- Unavailable seats table:

	1	2	3	
	4	5	6	
7	8	9	10	11
	12	13	14	15

At the bottom of the dialog box, there are checkboxes for 'Number by row' (checked) and 'Use Snaking' (unchecked), along with a 'Capacity' field set to 15. An 'OK' button is located at the bottom right of the dialog.



Note:

If you wish to edit the details of existing rooms or create new rooms, you need to use passFINANCE/schoolADMIN.

This page has been left blank intentionally.

Helpline: +44 (0)1458 833 055

Telephone: +44 (0)1458 833 344

Fax: + 44 (0)1458 835297

Email: support@wcbs.co.uk

Website: www.wcbs.co.uk

Address:

West Country Business Systems (Holdings) Limited

Landmark House, Wirrall Park Road, Glastonbury, Somerset, BA6 9FR, UK

