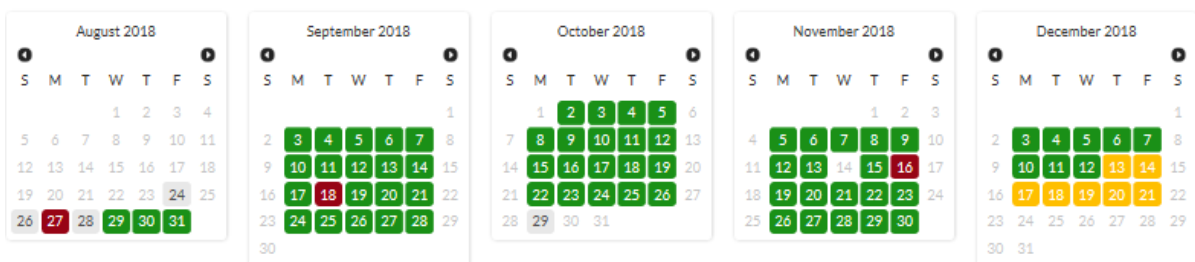


Under the students name and picture, you will see the following options. Click on Attendance.

- Personal
- Term Reports
- Attendance ←
- Student Options
- Behaviour
- Timetable
- Settings
- Account

This will open the academic calendar as shown.

The dates will be colour coded as follows:



Failure to attend study will be marked as a partial absence and highlighted in yellow. To confirm study was the class missed on any given date, click on the date. A list will appear on your screen as follows. As you can see, this student was present for all classes on this date but was marked absent from supervised study.

Time	Roll Call / Subject	Took Attendance	Mark
09:30:00	AM	SMC	Present
09:00:00	History	SMC	Present
09:40:00	Irish	SMC	Present
10:20:00	Home Economics	DKE	Present
11:15:00	French	AKE	Present
11:55:00	French	AKE	Present
12:35:00	Project Mathematics		
13:45:00	Materials Technology (Wood)	LGO	Present
14:25:00	Materials Technology (Wood)	LGO	Present
15:05:00	Geography	SK	Present
16:00:00	Study Period	EMQ	Abs

If a student left study early you will see SO, this means the student signed out.

If a student arrived late (from training etc) you will see LATE.

ABS will only appear when a student did not attend at any stage of the two hours.