

Attendance

Introduction

Click **Settings > Attendance > Settings** to define your attendance preferences.

Faria International School - Attendance

Richard Chandler | Logout

Dashboard Profile IB Manager Classes Groups Users Settings MYP Help

General Diploma Middle Years Primary Years Non-IB Reports Guides Billing Attendance Integrations

Attendance Back to: Overview

Settings

Start Date: August 15, 2012 End Date: June 08, 2013

Use ☒ Week days or ☐ Rotation cycle 4 days

Categories: ☒ Absent ☒ Present ☒ Late ☒ Dress Code ☐ Late & Dress Code ☐ Dismissed ☒ Health ☐ Sports ☒ Fieldtrip ☐ Other

Days off: ☒ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☒ Saturday

Available for: ☐ Homeroom only ☐ Classes ☒ Both

☐ Show Attendance as a percentage (%) for each term. ?

Notification E-mail Preferences:

☐ Send Homeroom Absence to Parents at 09:00 AM Cut-off Time

☐ Send Homeroom Attendance Daily Digest to Admins

Note: use calendar below to set holidays.

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Lesson Periods

Class Type: IB Diploma Edit

Period	Time
Period 1	08:00 AM - 09:00 AM
Period 2	09:15 AM - 10:15 AM
Period 3	10:30 AM - 11:30 AM
Period 4	11:45 AM - 12:45 PM
Period 5	01:00 PM - 02:00 PM
Period 6	02:15 PM - 03:15 PM

1. Settings

Set your academic year, indicate if you use weekdays or rotation days, and set your attendance categories. We support attendance for homerooms, classes, or both.

2. Daily E-mail Notifications

At the indicated cutoff time, send automated e-mails to parents and admins.

3. Holidays

Set your holidays by clicking on dates in the calendar. Teachers will not be able to take attendance for holidays or days off. To reset the date as a regular school day, click the date again.

4. Lesson Periods

Set your periods here. The system supports up to 12 periods in one day.

Once enabled, teachers will see homeroom attendance under **Dashboard > Homeroom**. In their classes, an **Attendance** tab will be visible.

Overview Assignments Orals Attendance Messages Calendar Files Students

Attendance

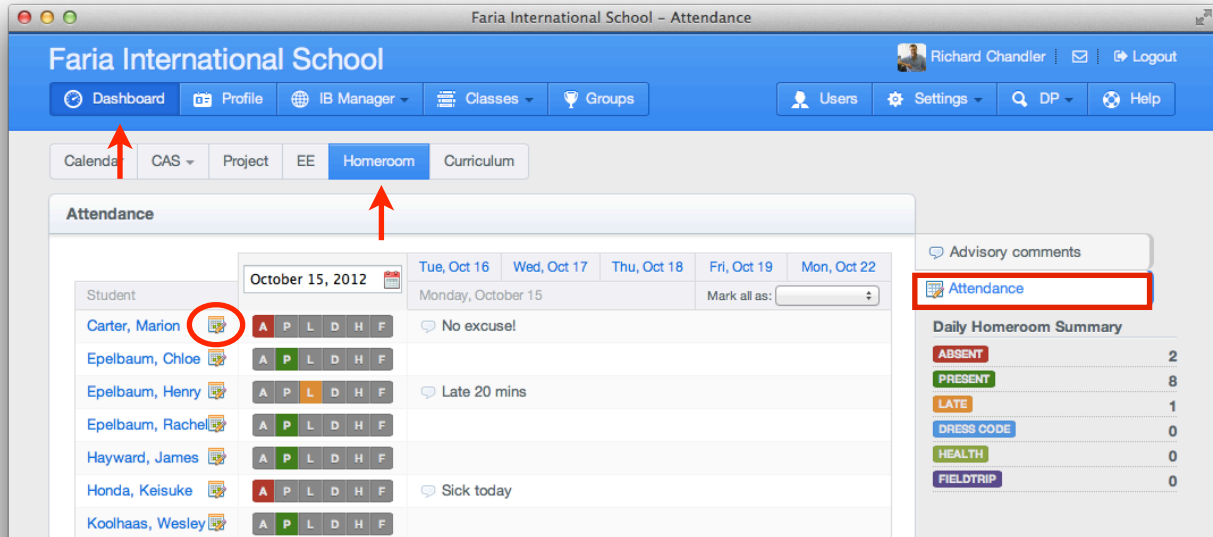
Student: Carter, Marion

Period 1: A P L D H F

Mark all as: [dropdown]

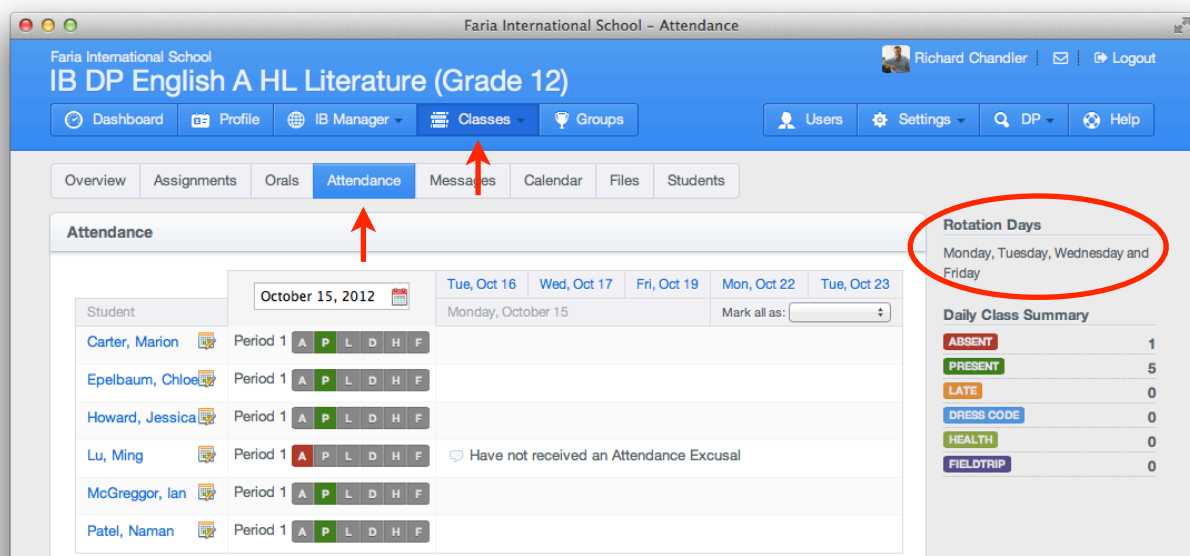
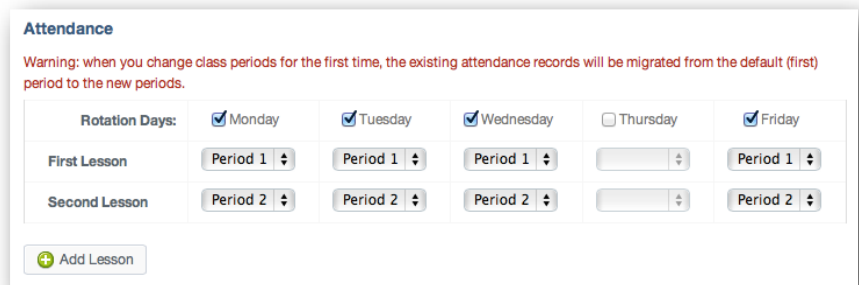
Homeroom Attendance

Navigate to **Dashboard > Homeroom** to take attendance. Track term attendance by hovering over the calendar icon.



Class Attendance

Set attendance days under **Overview > Edit Class Settings**. This will then be indicated in your **Attendance** tab. You will not be allowed to take attendance on days you do not teach e.g. in this case Thursday.



Attendance Manager

Under **Settings > Attendance > Manager**, you can track daily, weekly, and monthly attendance as an administrator.

Click into individual classes to see attendance for the day, or click use the **Filter** to view only specific categories. The PDF and Excel exports will maintain the different filters that you apply.

Send e-mail reminders to teachers who have not yet taken attendance for the day.



Faria International School Attendance Report

Date: October 15, 2012

Classes

1 **ABSENT**

IB DP English A HL Literature (Grade 12) - Richard Chandler, Risa Aoki

Student	Status	Home Telephone	Parent E-mails
Lu, Ming	ABSENT (P1)	415 325 4630	Jessica: jessica.lu@eduvo.com

Our PDF exports include Home Telephone and E-mail address to make it easier for you to follow up with parents, and to generate lists during fire drills or school emergencies.

Reporting

If you are using ManageBac for Reports, you can view and edit the attendance numbers for each student via the **Reporting** tab. Select your programme, year and term to begin.

Faria International School - Attendance

Richard Chandler | Logout

Dashboard | Profile | IB Manager | **Classes** | Groups | Users | Settings | DP | Help

General | Diploma | Middle Years | Primary Years | Non-IB | Reports | Guides | Billing | **Attendance** | Integrations

Attendance

Homeroom | Classes | **Reporting**

View: Homeroom | Filter by Programme: IB Diploma | Grade: Grade 12 | Academic Term: 2012-2013 (current) | **Edit**

Student	ABSENT	Adj	PRESENT	Adj	LATE	Adj	DRESS CODE	Adj	HEALTH	Adj	FIELDTRIP	Adj
Carter, Marion	1		40		0		0		0		0	
Epelbaum, Chloe	0		41		0		0		0		0	
Etuhu, David	0		41		0		0		0		0	
Hayward, James	0		41		0		0		0		0	
Howard, Jessica	0		41		0		0		0		0	
Liu, Betty	0		41		0		0		0		0	
Lu, Ming	0		41		0		0		0		0	
McGreggor, Ian	0		41		0		0		0		0	

Manager | Settings

Click **Edit** to change the final attendance counts for each attendance category. When generating reports, you will have the option of displaying student attendance counts on the cover sheet, summary of achievement, or on class reports.

Faria International School - Attendance

Richard Chandler | Logout

Dashboard | Profile | IB Manager | **Classes** | Groups | Users | Settings | DP | Help

General | Diploma | Middle Years | Primary Years | Non-IB | Reports | Guides | Billing | **Attendance** | Integrations

Attendance

Homeroom | Classes | **Reporting**

View: Homeroom | Filter by Programme: IB Diploma | Grade: Grade 12 | Academic Term: 2012-2013 (current) | **Edit**

Student	ABSENT	Adj	PRESENT	Adj	LATE	Adj	DRESS CODE	Adj	HEALTH	Adj	FIELDTRIP	Adj
Carter, Marion	1		40		0		5		0		0	
Epelbaum, Chloe	0		41		0		0		1		0	