



## Attendance

## Display Marks

## Additional Student View Page Options

Once the display options on the **Student Marks** page have been specified, additional functionality can be used to view the required information.

1. If the date has been changed, ensure that you click the **Refresh** button to update the data.
2. Click any code in the **Session code totals** panel to highlight the selected code throughout the **Attendance marks** panel.

**NOTE:** The **Session code totals** panel displays the codes for the specified date range *only*. For example, if the pupil/student has not taken any agreed family holiday during the specified date range, code **H** is not included in the list of codes for selection.

This functionality can be useful for determining trends, e.g. ill on Mondays, always absent at the same time as another pupil/student, missing marks, etc.

**Week View** example - the sessions where the selected Family holiday (agreed) code (**H**) has been recorded are displayed with a dark blue background, and the letter representing the selected code is displayed in white.

Cells with a cyan background, in this example Late (after registers closed) code (**U**), do not change colour, so that the visual indication that minutes late have been recorded is not lost. However, the colour of the letter representing the selected code changes to white.

**Month View** example - the cells representing the days where the selected Late (after registers closed) code (**U**) has been recorded are displayed with a dark blue background and the letter representing the selected code is displayed in white.

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Sep 2014	##	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^
Oct 2014			^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^
Nov 2014																				
Dec 2014	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^
Jan 2015																				
Feb 2015																				
Mar 2015																				

3. To run a report, click the **Print** button to display the **Run a Screen Based Report** dialog. Ensure that the settings are as required then click the **OK** button.

The data is displayed in your web browser, in a similar format to that displayed on the **Student Marks** page.

Any comments entered via the register for the selected pupil/student (during the specified date range) are displayed at the end of the report.

## Displaying Another Pupil/Student's Session Marks

The **Next** and **Previous** buttons can be used to display marks for a different pupil/student, without returning to the **Find Student** browser.

To confirm which pupil/student data will be displayed, position the cursor over the **Next** or **Previous** button, as applicable.

The current browser list is dependent on the filter criteria used to find the original pupil/student.

To select a pupil/student who does not appear in the current browser list, click the **Browse** button to return to the **Find Student** browser, where different filter options can be selected.

**NOTE:** The currently specified **End Date** and view remain the same but can be changed, if required.

## Viewing Attendance via the Home Page

By default, one **Attendance Summary** panel is displayed on the SIMS **Home Page** but multiple instances of the panel can be displayed and configured, if required. For example, one panel to display data for the whole school today and another to display selected year group(s) for the year to date can be displayed. For statistical purposes, one or more groups can be displayed in each **Attendance Summary** panel.

**IMPORTANT NOTE:** Future marks entered via the *Take Register* routine are included in the **Attendance Summary** panel.

It is possible to **Toggle** between the **Attendance Summary** and the **Today's Unauthorised Absences** view. Click the **Options** button (located at the top right-hand side of the panel) then select **Toggle** from the pop-up menu.

Right-click anywhere in the **Today's Unauthorised Absences** view then select the required option to display the content in the selected order. Revert to the original display by selecting **Hide Groups** from the pop-up menu.

Teachers can view additional information by double-clicking the name of the required pupil/student to display the **Pupil** (or **Student**) **Teacher View**.

## Expanding the Attendance Summary Display

1. Click the **Maximise** button in the top right-hand corner of the **Attendance Summary** (or **Today's Unauthorised Absences**) panel.
2. In the **Attendance Summary** view, it is possible to hover over a coloured segment of the bar chart to display the **Present + AEA**, **Authorised Absence**, **Unauthorised Absence** and **Missing Marks** data (shown as numbers and percentages) for the selected criteria.
3. Click the **Minimise** button to return to the SIMS **Home Page**.

## Printing the Attendance Summary Data

- **Attendance Summary** - click the **Options** button then select **Print** from the pop-up menu to display a preview of the **Attendance Summary**, from where it can be printed, if required.
- **Today's Unauthorised Absences** - click the **Options** button then select **Print** from the pop-up menu to display the results in your web browser, from where it can be printed. The data is printed in surname then forename order, regardless of the order displayed on-screen.

## Configuring the Attendance Summary Panel

1. Click the **Options** button then select **Configure** from the drop-down list to display the **Attendance Summary Configuration** dialog.
2. Select the required **Cycle** option from the drop-down list (applicable to data in the current academic year only). Data from previous years cannot be viewed in the **Attendance Summary** view.
3. Specify the **Title** or click the **Generate Title** button to append the title with the name of the selected group(s).
4. Specify the **Group Type**, **Description** (i.e. the group(s) you want to include in the attendance summary) etc., if required.
5. Specify a colour scheme for the bar chart by clicking the **Edit** button and selecting the required options.
6. Specify the panel **Refresh rate (Hours:Minutes)**. This option is available only if the widget refresh rate configuration has been enabled by the System Manager.

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Version 7.164 - 1.0

Release Date: 28/10/2015