Attendance
Editing Attendance Marks

Editing Attendance Marks Routine

The Edit Marks routine can be used to enter and edit any statutory session mark. Marks for future dates, e.g. where the date of a hospital appointment is known, and marks for weeks prior to the selected date, e.g. where a reason for absence is now known, can also be added and edited. Some schools may choose to use the Edit Marks routine as an alternative to the Take Register routine.

Selecting the Required Pupil/Students

1. Select **Focus | Attendance | Edit Marks** to display the **Edit Marks** browser.

2. Enter the required **Week Beginning** date or click the **Calendar** button and select the required date.

Calendar button

3. Ensure that the required **Group Type** is displayed. Select from the drop-down list then click the **Search** button to refresh the display.

4. If you want to include accepted applicants in the editing grid, select the **Include accepted applicants** check box. Registration marks can be entered for pupil/students who are attending school but have not yet been admitted into the system.

5. If more than one group is selected, e.g. **Elm**, **Pine** and **Ash**, you might want to select the **Treat as one group** check box. Selecting this check box displays the pupil/students from all groups in a single list.

   If the **Treat as one group** check box is <u>not</u> selected, the groups are processed sequentially. For example, pupil/students in the **Elm** registration group are displayed, then after editing and saving the marks, the **Pine** group is displayed then the **Ash** group.

6. Double-click the required group or highlight the group then click the **Open** button to display the **Edit Session Marks** page.

   To select more than one registration group, hold down the **Ctrl** key then click the required groups to highlight them.

   The **Select All** button and **Deselect All** button are available, if required.

Refresh Button

The **Refresh** button can be used to update the display with data entered by multiple users or biometric devices, swipe cards or other external systems.

Codes Button

Click to display a list of codes and their descriptions.

Preserve/Overwrite Toggle Button

The **Overwrite** button must be selected in order to edit marks.

Vertical/Horizontal Toggle Button

Click to change the direction of your mark entry.

Links Button

Click the **Links** button to access other functional areas in SIMS that are directly related to the current page.

Additional Identification Columns

Right-click the **Name** or **Reg** column heading then select the required additional column from the pop-up menu.

A number of additional columns are available depending on the defaults selected via Attendance Setup. These include Date of Birth, Gender, Year, Admission Number, Gifted and Talented, SEN, Behaviour today, Achievement today, Quick Note and Boarder.

The orange highlight indicates the name of the pupil/student and the period for which the mark will be entered. The intersection of these lines indicate the cell in which the mark will be entered.

Minutes Late

Cells with a cyan coloured background indicate that minutes late have been recorded.

To enter minutes late, right-click in the cell and select **Enter Minutes Late** from the pop-up menu or click the **Minutes Late** button.

First Day Calling

To assist schools using the 'First Day Calling' process, an option to **Show only students with Unexplained Absences today** is available.

Select the check box to refresh the display.

Clicking either an **AM** or **PM** column heading selects all cells in that column.

Right-click in any cell to display the options for that cell.

Selecting **Display Codes** displays a dialog that lists all available codes.

Comments

A red triangle displayed in the top right-hand corner of a cell indicates that a comment has been recorded. To enter a comment, right-click in the cell and select **Enter Comments** from the pop-up menu or click the **Comments** button.

Editing Marks for the Selected Pupil/Students

1. To print the information displayed on the **Edit Session Marks** page, click the **Print** button. This option can be run at any time during the Edit Marks routine.

2. Decide if saved marks should be preserved or overwritten then set the **Preserve/Overwrite** toggle button accordingly.
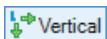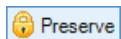
   Preserve/Overwrite toggle button

3. Edit the marks as required.

   If an invalid mark is entered, the **Codes** dialog displays a list of valid codes. Double-click the correct code to populate the highlighted cell then click the **Close** button to close the **Codes** dialog.

Alternatively, the **Codes** dialog can remain open for reference.

The **Codes** dialog can be accessed at any time by right-clicking in a cell and selecting **Display Codes** from the pop-up menu or by clicking the **Codes** button.

To select a block of cells, click and drag the cursor. This feature does not scroll, so only the cells visible on-screen can be selected.

To select all cells in the grid, click the **Select All** button then enter the required code. All cells are populated with the same code. Individual cells can then be edited, if required.

4. Click the **Save** button.

5. Click the **Previous Week** button or **Next Week** button to view and edit marks for previous and future weeks respectively.

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Entering a Code Over a Date Range

This routine is usually used to record marks for future dates but the date range functionality is flexible, enabling either future or past dates to be entered.

1. Select **Focus | Attendance | Enter a Code over a Date Range** to display the **Enter a Code over a Date Range** browser.

2. Enter a date range in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.

3. Select the required code from the **Mark Code** drop-down list.

4. Ensure that the required **Group Type** is displayed. If you reselect the **Group Type** from the drop-down list, you must click the **Search** button to refresh the display.

5. Highlight the group(s) to which the code should be applied.

6. Decide if existing saved marks should be preserved or overwritten then set the **Preserve/Overwrite** toggle button accordingly.

7. Click the **Apply** button to apply the selected code to the highlighted pupil/students or group(s) over the date range specified.

Entering a Weekly Pattern of Marks

This routine is used to record regular events, e.g. when pupil/students are going to be absent or educated off-site regularly.

1. Select **Focus | Attendance | Enter a Weekly Pattern** to display the **Enter a Weekly Pattern** page.

2. Enter a date range in the **From w/b** and **to w/b** fields or click the **Calendar** buttons and select the required dates.

   NOTE: If a change of timetable model or a change in the pattern of sessions occurs during the date range specified, the weekly pattern will not be applied. This is also relevant if a date range is selected that spans two academic years. In these circumstances, deal with each part of the date range separately.

3. A **Group Type** of **Year Group** is displayed by default. If required, select a different **Group Type** from the drop-down list and click the **Search** button to refresh the display.

4. Highlight the required group(s).

5. Decide if existing saved marks should be preserved or overwritten then set the **Preserve/Overwrite** toggle button accordingly.

6. Enter the appropriate marks in the grid at the bottom of the **Enter a Weekly Pattern** page.

   NOTE: If your school has a timetable cycle of more than one week, session marks are saved to every week in the date range, regardless of whether it is week one or week two. Therefore, it is necessary to enter a pattern of weekly marks in week one only, because the marks are copied to all weeks in the timetable cycle automatically.

7. Click the **Apply** button.

Dealing with Unexplained Absences

1. Select **Focus | Attendance | Deal with Unexplained Absences** to display the **Deal with Unexplained Absences** browser.

2. Enter a date range in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.

3. A **Group Type** of **Year Group** is displayed by default. If required, select a different **Group Type** from the drop-down list and click the **Search** button to refresh the display.

4. Select the **Treat as one group** check box, if applicable.

5. Highlight the required group(s) then click the **Open** button to display the **Unexplained Absences** page.

   All unexplained absences for a pupil/student are displayed in succession. Continuous absence is displayed on one line, e.g. **From** 10/11/2015 **To** 14/11/2015.

6. If a printed copy of the unexplained absences list is required, click the **Print** button. This option can be run at any time during the routine.

7. Enter a code for each resolved unexplained absence.

8. Click the **Save** button.

Entering a Single Code for a Period of Continuous Absence

When a mark is entered for a period of continuous absence, the reason for absence is applied to every session in the specified date range.

For example, if John Smith did not attend school from 06/11/2013 AM to 07/11/2013 PM because he was ill, code **I** should be entered in the **Mark** column adjacent to those dates.

Entering Multiple Codes for a Period of Continuous Absence

If a period of continuous absence consists of more than one reason for absence (e.g. Tuesday to Thursday was due to illness and Friday was unapproved family holiday), the individual marks for this period can be entered in the **Edit Marks** dialog, which can be accessed from the **Unexplained Absences** page using the following method:

1. Double-click the appropriate pupil/student's name to display the **Edit Marks** dialog.

2. Ensure that the **Overwrite** button is displayed.

3. Enter the required marks. For more information about editing options, please refer to the **Editing Attendance Marks Routine** section overleaf.

4. Click the **Save** button.

5. Click the **Close** button to return to the **Unexplained Absences** page.

   Only pupil/students who still have unexplained absences within the specified date range are displayed.

Dealing with Missing Marks

1. Select **Focus | Attendance | Deal with Missing Marks** to display the **Deal with Missing Marks** browser.

2. Select the required criteria, ensuring that you click the **Search** button to refresh the display, if the **Group Type** is changed.

3. Highlight the required group(s).

4. Click the **Open** button to display the **Missing Marks** page.

5. Enter the required marks and click the **Save** button to save the changes and refresh the display. Only pupil/students who still have missing marks are displayed.

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