

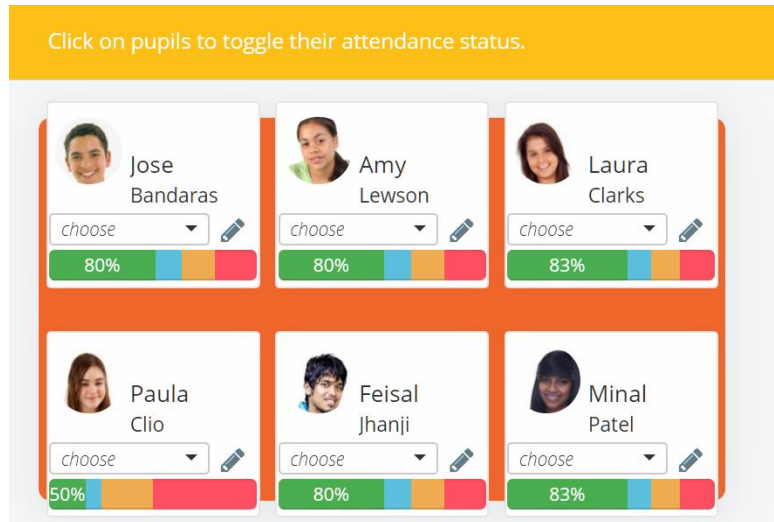


Quick start guide for recording attendance

What is Class Charts Attendance?

Class Charts Attendance is a powerful module that allows you to quickly record [session](#) and [lesson](#) attendance directly within Class Charts.

This quick start guide will show you how to [record](#) attendance in your classes, how to mark pupils as [late](#), how to mark pupils as [absent](#) and how to add [attendance notes](#).



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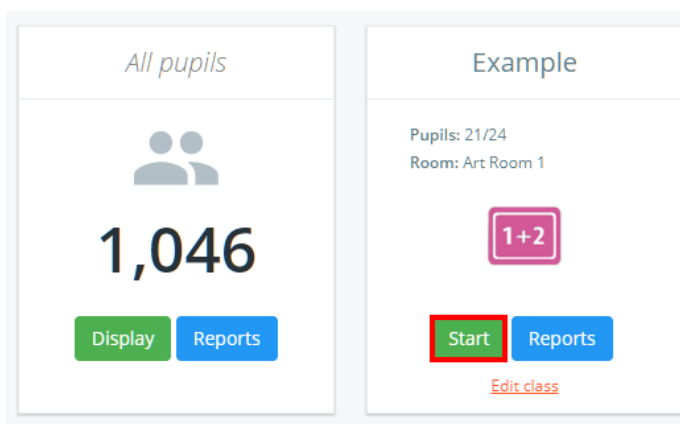
Getting started with attendance

To begin taking attendance for a lesson, click on the [Classes](#) tab along the top of the page.

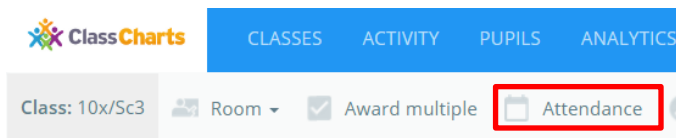


You will be presented with a list of classes that have been assigned to you.

Click on the [Start](#) button for the class you'd like to record attendance for.

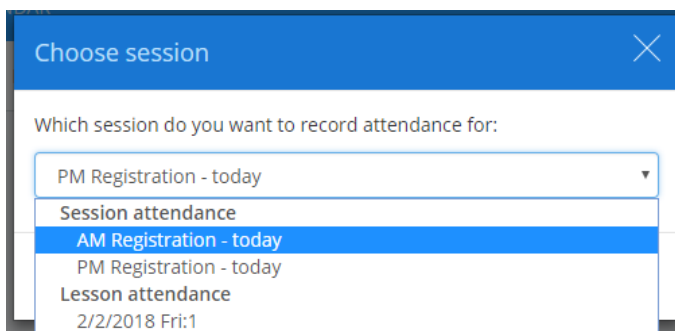


Once the lesson has been started, click on the [Attendance](#) button along the top of the class.



The [Choose session](#) popup will appear, prompting you to record [Session attendance](#) (AM, PM) or [Lesson Attendance](#) (Tue:1, Fri:5, etc).

Please note: Only [session](#) attendance can be written back to [SIMS](#). [Lesson](#) attendance is only recorded in [Class Charts](#).



Marking attendance in class



















You will now be able to begin marking attendance for each pupil.

To do this, select the attendance option of your choice from the drop down menu on a pupil card. Attendance falls under three main categories: [Present](#), [Absent](#) and [Late](#).

To mark attendance for all pupils within the class simultaneously, select the attendance option of your choice from the dropdown menu in the top right corner and click the [set all](#) button.





Click on pupils to toggle their attendance status. Once you are done click "View register" to submit.

Present ▼ set all Cancel View register

 Laura Capper Present ▼ 100%	 Jonathan Card Present ▼ 99%	 Ahman Avatar Present ▼ 100%	 Cameron Able Present ▼ 99%	 George Adams Present ▼ 100%	 Cheryl Ankonkule Present ▼ 99%
 Archie Ansell Present ▼ 100%	 Jasper Armitage Present ▼ 100%	 Jordan Acton Present ▼ 100%	 Payal Adedeji Present ▼ 98%	 Emmanuel Adebayi Present ▼ 99%	 Emma Buckley Present ▼ 100%
 Jason Aaron Present ▼ 100%	 Stan Ackton Present ▼ 100%	 Chris Aaron Present ▼ 99%	 Liz Aaron Present ▼ 99%	 Farah Allim Present ▼ 100%	 Xander Berk Present ▼ 100%

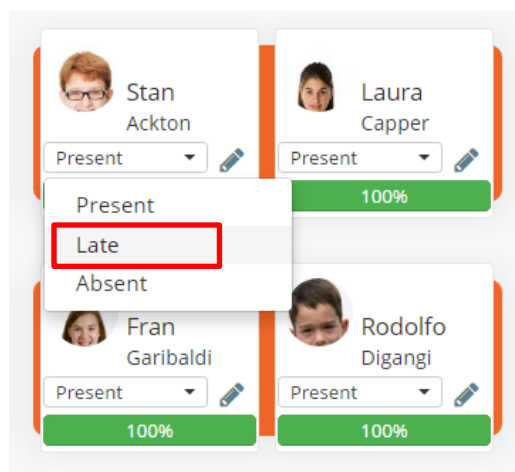
An [attendance bar](#) is visible on each pupil card, which represents a pupil's attendance percentage across [all of their lessons](#). The colours within the attendance bar indicate the ratio of present marks to absent marks, and are represented as follows:

Green: present
Yellow: late
Blue: authorised absence
Red: unauthorised absence

 Stan Ackton Late (10 min) ▼ 66%	 Laura Capper Present ▼ 66%
 Fran Garibaldi Present ▼ 100%	 Rodolfo Digangi Present ▼ 100%

Marking a pupil as late

To mark a pupil as late when taking attendance, select the [Late](#) option from a pupil card's drop down menu.

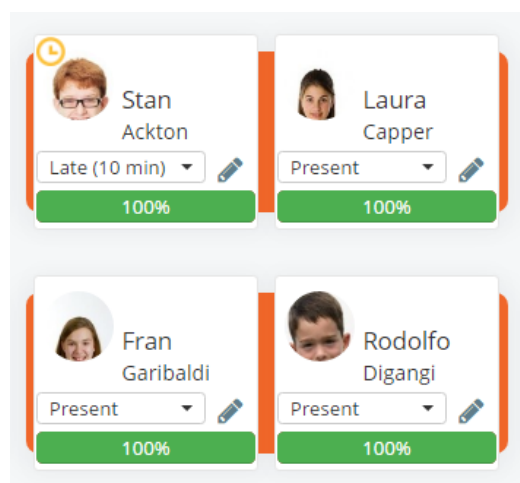


You will then be given the option to specify how many minutes the pupil was late by and whether or not the register was closed at the time.

Enter a value into the popup and click on the [OK](#) button.

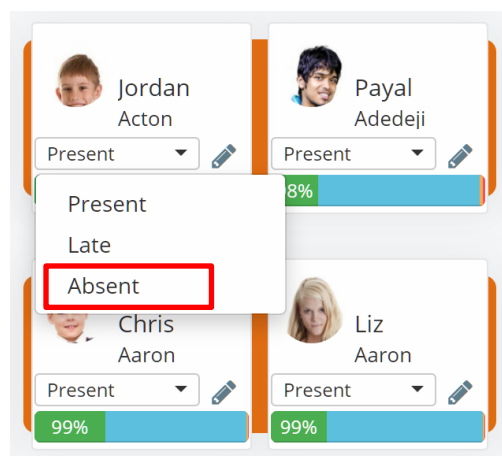
A screenshot of a popup dialog titled 'Minutes pupil was late:'. It contains a text input field with the value '10'. Below the input field is a checkbox labeled 'Register closed' which is checked. At the bottom right are 'OK' and 'Cancel' buttons.

The chosen pupil card will now display a small [clock](#) icon (to indicate that the pupil was late), along with a record of how many minutes the pupil was late by.



Marking a pupil as absent

To mark a pupil as absent when taking attendance, select the **Absent** option from a pupil card's drop down menu.

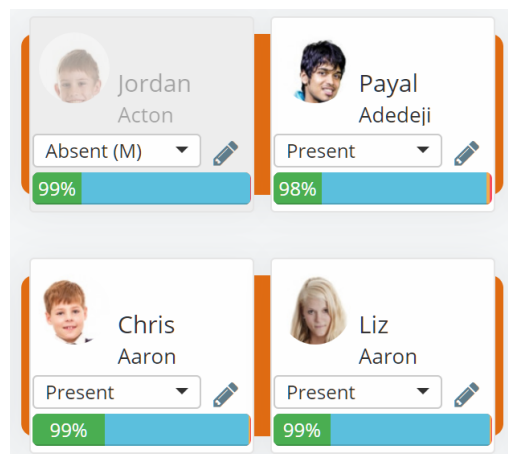


You will then be given the option to select an attendance code.

Select the appropriate code from the drop down menu and click on the **OK** button.

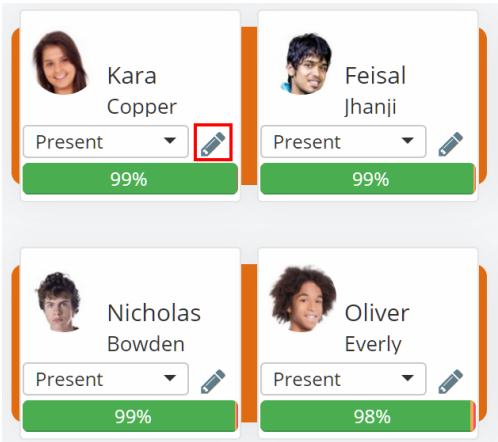
A screenshot of the 'Attendance code' dialog box. It has a blue header with the title 'Attendance code' and a close button. Below the header, it says 'Choose the attendance code:' followed by a dropdown menu showing 'M'. At the bottom right, there are 'OK' and 'Cancel' buttons.

The chosen pupil card will now appear to be **greyed out** (to indicate that the pupil is not present), with the attendance code you specified appearing in the drop down menu.



Adding an attendance note

To add an attendance note for a specific pupil, click on the [pencil](#) icon on their pupil card.



You will then be given the option of writing an attendance note.

Enter your note into the text field provided and click on the [OK](#) button.

Attendance note

Leave a note about the attendance record:

Kara will be leaving the lesson at 12:30

OK

Cancel

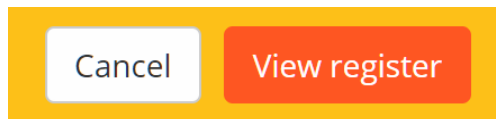
Once added, you can view attendance notes at any time from the [end of class report](#).

Attendance records with notes are indicated by a [yellow triangle](#). Mouse over these entries to display the attendance note.

	29 MAY		30 MAY	
	AM	PM	AM	PM
Nicholas Bowden 67%	N	\	#	\
Michaela Charmin 67%	N	\	#	\
Laura Clarks 67%	N	\	#	\
Paula Clio 67%	N	\	#	\
Kara Copper 67%	N	\	#	\




Submitting the register

Once you have finished marking attendance for the lesson, click on the [View register](#) button.



You will be presented with the [register](#) for the current session or lesson, where every pupil is listed with their [attendance code](#), [minutes late](#) (if applicable) and any optional [attendance notes](#).

A screenshot of a web application window titled 'Submit attendance' with a blue header and a close button (X) in the top right. Below the header is a button labeled 'Set attendance for all pupils...'. The main area contains a table with four columns: 'Pupil', 'Code', 'Minutes late', and 'Notes'. There are three rows of pupil data.

Pupil	Code	Minutes late	Notes
 Chris Aaron (8A)	/ ▾		<input type="text"/>
 Jason Aaron (8B)	L ▾	<input type="text" value="5"/>	<input type="text" value="Late to the lesson."/>
 Liz Aaron (8C)	N ▾		<input type="text"/>

After you've reviewed the attendance data, click on the [Submit](#) button to save the register.

If [session](#) attendance was being recorded, attendance records will be sent to SIMS [within 5 minutes](#) of clicking the [Submit](#) button.

A screenshot of a confirmation message box with a yellow background. The text inside reads: 'By clicking "Submit" you acknowledge that this information is correct and will writeback to SIMS within the next 5 minutes.' Below the message box, at the bottom right of the window, are three buttons: 'Submit' (blue), 'Cancel' (white), and 'Set all...' (white).

By clicking "Submit" you acknowledge that this information is correct and will writeback to SIMS within the next 5 minutes.

[Submit](#) [Cancel](#) [Set all...](#)

Further support

Please do not hesitate to get in touch if you require additional support or training
support@classcharts.com



www.classcharts.com

Class Charts offers an easy solution to seating plans and behaviour management, reducing the workload for teachers.



www.provisionmap.co.uk

Provision Map has been carefully designed to assist SEN/ALN Co-ordinators with managing provisions & interventions in their schools.



www.safeguardmyschool.co.uk

Safeguard my School provides an easy and effective way to manage safeguarding of your students.



www.literacyassessment.co.uk

This system quickly assesses the literacy standards of groups of pupils & tracks progress over time.



www.schoolrobins.com

School Robins is a powerful communications tool designed for school leaders. It removes the paper trail of round robins.