

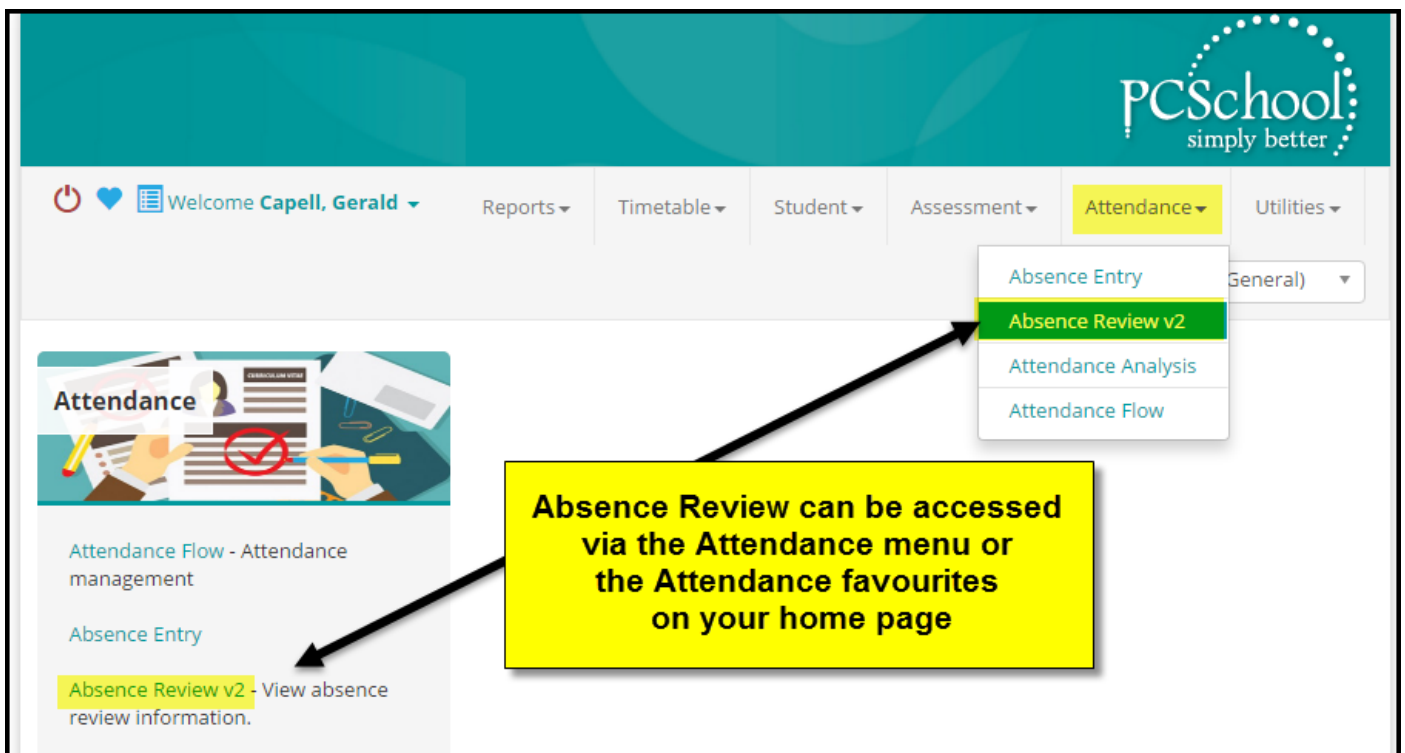


Absence Review Control

Reviewing and Modifying Student Attendance Data

The Absence Review control is used by teachers to review student attendance data. It requires that the teacher have security permission to view this control.

If a staff member has the required permission then the control can be accessed via the Attendance menu or may appear in the 'Attendance' favourite on the home page screen.



Search and Filter options

1.	Will default to the logged on teacher – can select a different teacher
2.	Will default to the current timetable period – can select a different period
3.	Select the students to review based on subject – list will display selected teachers subjects, form class and dean group if allocated one
4.	Restrict search to a specific status – eg. ?/unexplained only
5.	Restrict search to multiple statuses – eg. ?ST
6.	Select the WEEK to view the absences for
7.	Option to include 'Non-Current/Departed' students in the review Option to include all students in the class, not just those with a status other than P or unmarked
8.	Click Display Absences to generate the absence review grid below

Overview of generated screen:

1.	Students in the selected class will be displayed
2.	School days in the selected Date Range / week will be displayed showing periods for the day and absence status of each period
3.	Days can be 'hidden' using the ∅ symbol <ul style="list-style-type: none"> Use the 'Display Absences' button to regenerate the hidden days if required
4.	Hover over the coloured bars to view student alerts <ul style="list-style-type: none"> This feature can be turned off via the Spider Configuration file
5.	Click on the student name to view additional student information <ul style="list-style-type: none"> Selecting 'Attendance Analysis' will generate the screen below.
6.	Hover over a period to view the subject / teacher detail for that period

View of Attendance Summary for Student

Navigation Menu:

- Caregiver(s)
- Address(es)
- Emergency Contacts
- Absences
- Medical
- Behaviour Notes
- Email
- Ethnicities
- User Defined
- Special Needs
- Subjects
- Timetable
- Documents
- Reports
- Attendance Analysis
- Assessments Analysis

Student Attendance Summary - Larney Allan (26/12/2016 - 19/05/2017)

Search and Filter

Student: ALLAN L

From Date: 01/01/201

To Date: 18/05/201

Print Search

Attendance Analysis Attendance Summary Attendance By Subject

Attendance Analysis

Legend: Present (Green), Justified (Orange), Unjustified (Red), Other (Pink), Unmarked (Grey), Not Enrolled (White), Holiday (Yellow)

Start Date	Monday	Tuesday	Wednesday	Thursday	Friday	End Date
26/12/2016						30/12/2016
02/01/2017						06/01/2017
09/01/2017						13/01/2017
16/01/2017						20/01/2017
23/01/2017						27/01/2017
30/01/2017						03/02/2017
06/02/2017						10/02/2017
13/02/2017						17/02/2017
20/02/2017						24/02/2017
27/02/2017						03/03/2017
06/03/2017						10/03/2017
13/03/2017						17/03/2017

Absence review features:

Unexplained Absences

The screenshot displays the 'Absences by Period for Allan, Larry' window. On the left, a list of employees is shown, with a red dot next to 'Allan, Larry' (callout 1). The main area shows a table of absences for 25/01/2017 with six periods. Periods 1 and 2 are highlighted in red with a question mark and a selection checkbox (callout 2). The 'Change statuses' panel on the right includes a dropdown for 'With selected (From):' set to '? - Unexplained' (callout 3), a dropdown for 'To:' set to 'P - Present' (callout 4), a text input for 'Reason:' (callout 5), and an 'Update' button (callout 6). At the bottom, there is a 'Reload from start of this year' button and an 'Exit' button (callout 7).

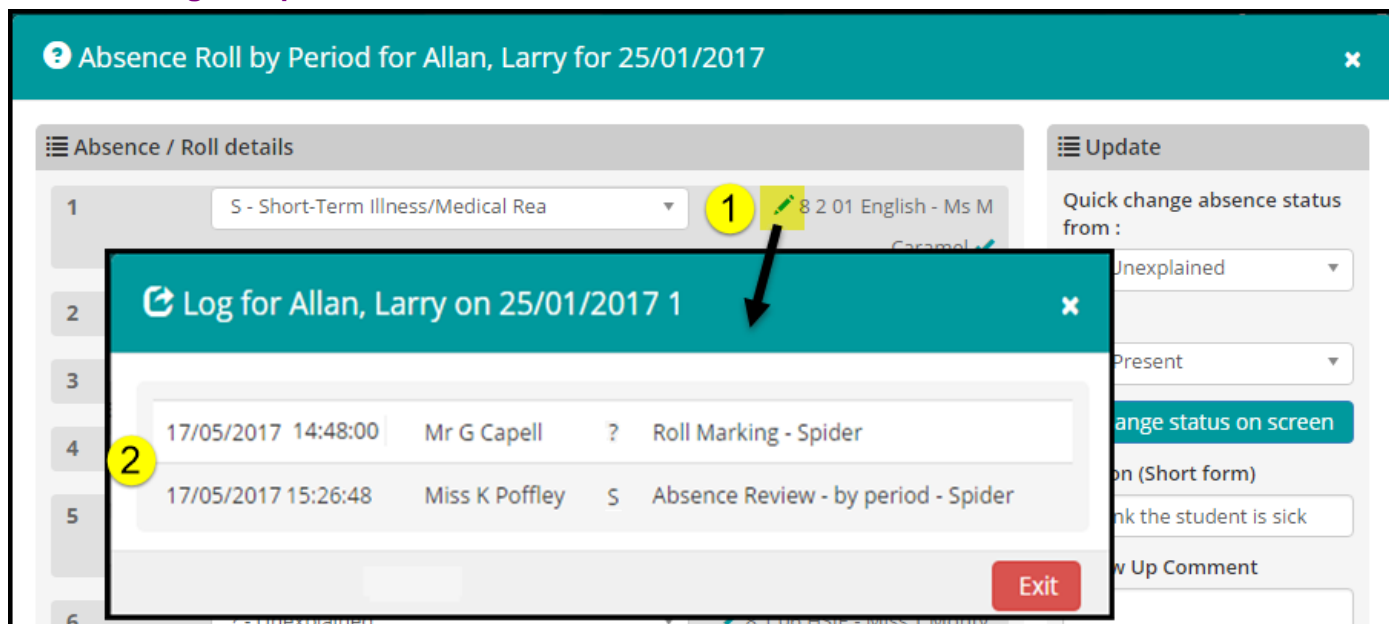
1.	Red dot indicates unexplained absences in the last 30 days Click on red dot to open the Absence By Period view to see these absences
2.	To make changes either select all periods or tag individual periods to modify
3.	Select what you are changing the status FROM
4.	Select what you wish to change the status TO
5.	Enter a reason for the absence, or a follow up comment for the change
6.	Click on Update to make the changes
7.	Exit to close the view

Review absences for a day:

The screenshot displays a software interface for managing student absences. At the top, there is a calendar grid for the dates 25/01/2017 and 27/01/2017. Below the calendar, a list of students is shown, with 'Allan, Larry' selected. A modal window titled 'Absence Roll by Period for Allan, Larry for 25/01/2017' is open, showing a table of absence periods. The table has columns for period number (1-6), status (S for Sick, P for Present, ? for Unexplained), and details (Year, Class, Subject, Teacher). A dropdown menu is open for period 1, showing 'S - Short-Term Illness/Medical Rea'. To the right of the table is an 'Update' panel with a 'Quick change absence status from:' dropdown (set to '? - Unexplained'), a 'to:' dropdown (set to 'P - Present'), a 'Change status on screen' button, a 'Reason (Short form)' text area (containing 'I think the student is sick'), and a 'Follow Up Comment' text area. At the bottom of the modal, there are buttons for 'Update to database' and 'Exit'. Numbered callouts 1-6 highlight specific features: 1. Clicking a cell in the calendar; 2. The 'Absence / Roll details' table; 3. The 'Update' panel; 4. The 'Update to database' button; 5. The 'Exit' button; 6. The 'Absence Change History' dropdown menu.

1.	Click on any cell to view the Absence Roll periods for that student for that day
2.	Beside each period will be the year, class, subject and teacher and a tick or cross symbol: <ul style="list-style-type: none"> Green Tick – shows the roll has been marked by class teacher Red Cross - shows the roll has not been marked by class teacher
3.	Absence status can be changed for individual periods on the left side of the screen. Option to change absence status in bulk as per step 3, 4 & 5 in 'Unexplained Absences' above
4.	Once changes have been made select 'Update to database' to save changes
5.	Exit to close screen.
6.	Click on pencil icon to view Absence Change History for this period – see screen shot below

Review changes to period absences:



1.	Click on the pencil icon to open the log for the period.
2.	<p>The log will list each time the period has been modified via a Spider control.</p> <p>Details included in the log are:</p> <ul style="list-style-type: none"> • Date and time stamp of change – showing original entry, then subsequent changes • Name of user who made the change • Absence status the period was changed to • Method of change – how the change was made.

In the example above:

- At 2.48pm Mr Capell, the classroom teacher, marked the student with a status of ? (unexplained) for this period via the Roll Marking control.
- At 3.26pm the same day Miss Poffley, the attendance officer, changed the status to S (short-term medical illness) via the Absence Review control.