



Gateway Attendance Module

User Guide

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Table of Contents

Introduction	3
Purpose.....	3
Managed by.....	3
Access by.....	3
Access to module.....	3
For teachers with a roll group	4
Take school attendance	5
<i>Summary</i>	5
<i>Legend</i>	5
List view	5
Thumbnails.....	6
Checking previous attendance	7
Reports	8
Quick attendance reports	9
All	9
Not in school.....	9

Introduction

Purpose

- Allows roll group attendance to be recorded in the Gateway.
- Attendance may be recorded manually using the Gateway or automatically using Octopus.
- NB while you can check class attendance the Gateway does not provide a means of recording this information.

Managed by

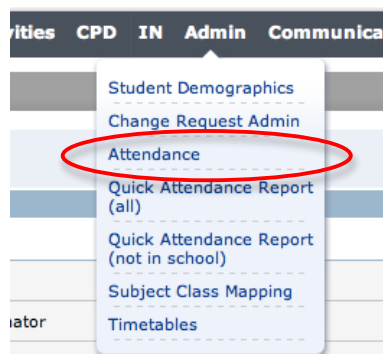
- SGA
- Attendance manager

Access by

- Teachers
- Non teaching staff may have read-only access

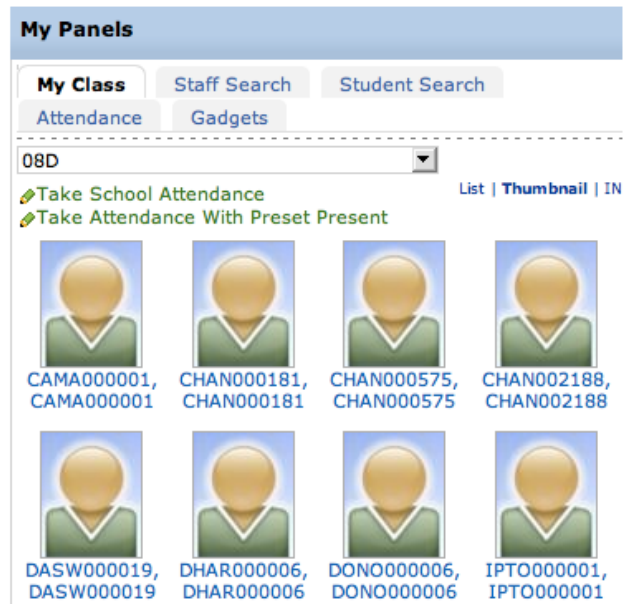
Access to module

- Access to this module is available on request.
- Choose attendance from the admin menu.



For teachers with a roll group

- When you login to the Gateway you will see photos of your roll group/tutor group on the right hand side of the home page. (If this is not the case click on the my class tab to show it)



- Above the photos you will see two links.
 - Take school attendance
 - Take attendance with preset present

Take school attendance

- Click on **take school attendance**.
- This takes you to a page where you can record *today's* attendance.

Summary

- At the top right of the page is a summary of today's attendance.

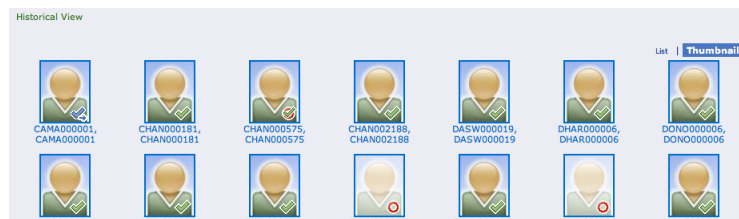
Total	31	Present	22	Absent	9
		Late	0		
		Early Leave	0		

Legend

- At the top left is a legend showing various status options available.

Status :							
	- Absent Suspected		- Late		- Present (Off-Site)		- Preset Early Leave
	- Absent		- Late & Early leave		- Preset Absent		
	- Present (On-Site)		- Early leave		- Preset Present Off-Site		

- The default setting is *absent suspected* but if your school is using Octopus for registration this should show the status of each student already but you can overwrite these settings if required.



List view

- Above the photos on the right hand side you will see you can choose list rather than thumbnails. This will give you more detail and allow more options to be selected.

<input type="checkbox"/>	Student ^	In	Out	Status	Type	Arrival	Reason	Remark
<input type="checkbox"/>	CAMA000001, CAMA000001	08:02	--	Present	Offsite	On time	--	(Max. 30 Characters)
<input type="checkbox"/>	CHAN00181, CHAN00181	08:02	--	Present	Onsite	Late	--	
<input type="checkbox"/>	CHAN00575, CHAN00575	08:02	--	Absent	Confirmed	--	M - Medical/Sickness	Request work to be sent home
<input type="checkbox"/>	CHAN002188, CHAN002188	08:02	--	Present	Onsite	On time	--	

- You can apply the same status to a batch of students.

- Enter settings in the batch setup box.

Batch Setup

Status	Type	Reason	Remark
Present	Onsite	--	

- Select students using check boxes on the left of the page, or click on the select all check box at the top of the column.

<input checked="" type="checkbox"/>	Student ^	In
<input checked="" type="checkbox"/>	CAMA000001, CAMA000001	08:02
<input checked="" type="checkbox"/>	CHAN000181, CHAN000181	08:02
<input checked="" type="checkbox"/>	CHAN000575, CHAN000575	08:02

- Click on submit to finish.

Thumbnails

- The current default view is *thumbnails* although generally I think you will find *list* view better.
- Click on a student's photo and the status icon will change, click again and it will change again. You can cycle through until you find the one you want. In this view only a limited set of options are available.
- Once you have made all the changes you require scroll to the bottom of the page and click on **submit**.
- You will be taken to a page in list view that will show any students who have been marked absent. This will allow you to provide any additional information about the absence should this be necessary.

Historical View List | Thumbnail

<input type="checkbox"/>	Student ^	In	Out	Status	Type	Arrival	Reason	Remark
<input type="checkbox"/>	LEUN000252, LEUN000252	--	--	Absent	Confirmed	--	U - Unexplained	(Max. 30 Characters)
<input type="checkbox"/>	LEW-000006, LEW-000006	--	--	Absent	Confirmed	--	U - Unexplained	

Submit Reset Cancel

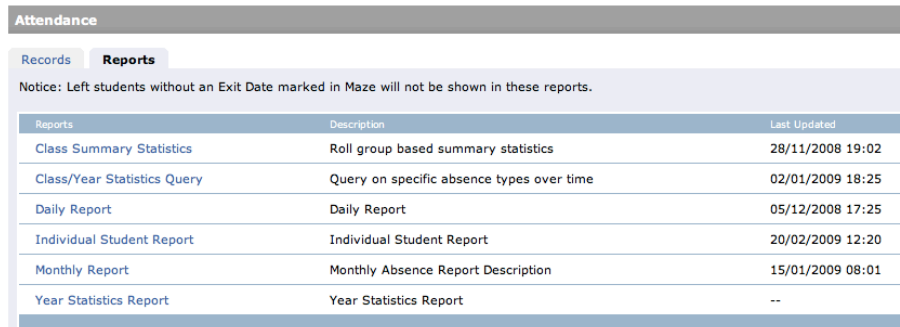
- You can make changes and **submit** or click on **cancel** to finish.
- If you click on **submit** you will be shown the class in *list* view.

Print Take School Attendance Take Attendance With Preset Present Historical View List | Thumbnail

Student ^	In	Out	Status	Type	Arrival	Reason	Remark	Last Updated
CAMA000001, CAMA000001	08:02	--		Present	Offsite	On time	--	2011-08-02 06:17 by BAILLEY, Derek
CHAN000181, CHAN000181	08:02	--		Present	Onsite	On time	--	2011-06-02 08:02 by BAILLEY, Derek
CHAN000575, CHAN000575	08:02	--		Present	Onsite	Late	--	2011-06-02 08:02 by BAILLEY, Derek
CHAN002188, CHAN002188	08:02	--		Present	Onsite	On time	--	2011-06-02 08:02 by BAILLEY, Derek
DASW000019, DASW000019	08:02	--		Present	Onsite	On time	--	2011-06-02 08:02 by BAILLEY, Derek
DHAR000006, DHAR000006	08:02	--		Present	Onsite	On time	--	2011-06-02 08:02 by BAILLEY, Derek
DONO000006, DONO000006	08:02	--		Present	Onsite	On time	--	2011-06-02 08:02 by BAILLEY, Derek
IPTO000001, IPTO000001	08:02	--		Present	Onsite	On time	--	2011-06-02 08:02 by BAILLEY, Derek

Reports

- We have just seen one example of a report, the historical view. Click on the reports tab to see more reports.



The screenshot shows the 'Attendance' module interface. At the top, there is a header 'Attendance' with a sub-header 'Reports' selected. Below this, a notice states: 'Notice: Left students without an Exit Date marked in Maze will not be shown in these reports.' A table lists various reports with their descriptions and last updated times.

Reports	Description	Last Updated
Class Summary Statistics	Roll group based summary statistics	28/11/2008 19:02
Class/Year Statistics Query	Query on specific absence types over time	02/01/2009 18:25
Daily Report	Daily Report	05/12/2008 17:25
Individual Student Report	Individual Student Report	20/02/2009 12:20
Monthly Report	Monthly Absence Report Description	15/01/2009 08:01
Year Statistics Report	Year Statistics Report	--

- These allow you to have an overview or summary of class and individual student attendance.
- The names of these reports should be self-explanatory.

Quick attendance reports

All

Not in school