MySchool

ATTENDANCE
CLASS / COURSE TEACHER
010

Quick reference guide

In the main menu, quick menu or via MySchedule

Attendance > Take

As a class teacher you can:
- Can take attendance for classes
- Run student attendance reports

As a course teacher you can:
- Can take attendance for courses
- Access attendance from My Schedule

Taking attendance

1. Click ➕ from the quick menu and choose 'attendance'.

2. Default status is set to 'present'.

3. Change the status for students who are absent

4. Click Other for the full list of Attendance statuses.

5. If a student is locked (Greyed out), Teachers cannot override this.

6. Enter a comment, and Save Update

GOOD TO KNOW

1. Statuses are configurable, but can trigger communications when selected.

2. You cannot take attendance on days that are holidays, or outside of the scholastic week set in Timetables.

3. Attendance data is shown live on Student and Guardian portals. An overview of stats can be seen on the Student Profile.

4. Attendance is connected to class and course enrolment.

5. Timetables can be reduced to show only roll call lessons.

Links to Attendance knowledge base guides

- Introduction to Attendance
- Auditing Attendance
- Taking Student Attendance
- Attendance Report

If this guide is printed, you can find these articles by searching for the above titles at support.msm.io

MySchool training