



10.0 Taking Attendance

POS Attendance MUST be entered in **Staff** view or **Class Roster** which functions the same as Staff view. Office Staff will either switch to **Staff** view > **Attendance** and select a teacher to enter attendance, or **School** view > **Attendance** > **Class Roster**.

Changes to individual attendance after posting Class Attendance MUST be made in the **School** view > **Attendance** > **Class Office** see the Visual StrongStart Attendance document for an overview of these processes.

10.1 POS Class Attendance

Staff > (Select teacher if office user) > Attendance > Class > Input

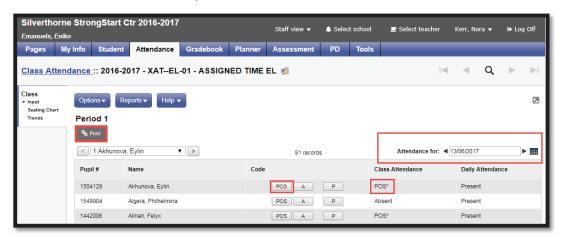
Or School > Attendance > Class Roster > Select class

Use the calendar icon at the top right to navigate to the correct date.

Click **POS** for each student in attendance on that date. The student line will display grey and the Class Attendance column will show POS*. The asterisk indicates the attendance has been entered for the student but has not yet been posted to the student record.

If you need to make a change *before* posting, e.g. if POS is inadvertently selected for the wrong student, click the **A** button to correct. After posting, changes must be made in the *School view* > *Attendance* > *Class Office*.

When the attendance is complete for the date selected, click the **Post** button.



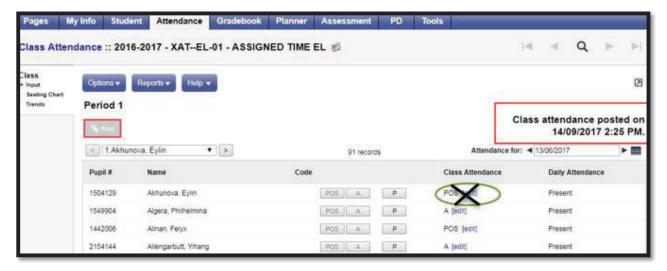
After attendance has been posted, the Post button is greyed out and is no longer accessible. A message is displayed over the attendance date giving the date and time the attendance was posted.

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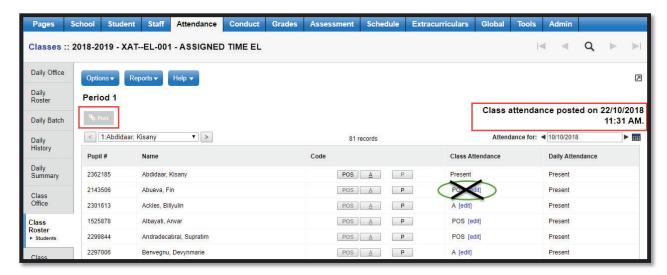




Staff > (Select teacher if office user) > Attendance > Class > Input



School > Attendance > Class Roster > Select class



Any changes required to the Class attendance for individual students MUST be made in *School view > Attendance > Class Office*. **DO NOT USE** the edit functionality that displays here, it is NOT intended for use with POS attendance. Re-posting POS attendance will overwrite attendance for all students and will require manual individual changes in School view to correct.

The **POST ONCE** Class Attendance Setting will prevent the overwriting of attendance data; see the *School Daily and Class Attendance Settings* section for details.

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