

## 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.

Silverthorne StrongStart Ctr 2016-2017  
Emanuel, Eniko

Staff view | Select school | Select teacher | Kerr, Nora | Log Off

Pages | My Info | Student | **Attendance** | Gradebook | Planner | Assessment | PD | Tools

Class Attendance :: 2016-2017 - XAT--EL-01 - ASSIGNED TIME EL

Class: Input | Options | Reports | Help

Period 1

Post

Attendance for: 13/06/2017

Pupil #	Name	Code	Class Attendance	Daily Attendance
1504129	Akhunova, Eylon	POS A P	POS*	Present
1549904	Algera, Philhelmina	POS A P	Absent	Present
1442006	Alinan, Felyx	POS A P	POS*	Present

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.

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

Class Attendance :: 2016-2017 - XAT-EL-01 - ASSIGNED TIME EL

Class attendance posted on 14/09/2017 2:25 PM.

Pupil #	Name	Code	Class Attendance	Daily Attendance
1504129	Akhunova, Eylon	POS A P	<del>POS [edit]</del>	Present
1549904	Algera, Philhelmina	POS A P	A [edit]	Present
1442006	Alnan, Felix	POS A P	POS [edit]	Present
2154144	Ailengarbutt, Yihang	POS A P	A [edit]	Present

**School > Attendance > Class Roster > Select class**

Classes :: 2018-2019 - XAT-EL-001 - ASSIGNED TIME EL

Class attendance posted on 22/10/2018 11:31 AM.

Pupil #	Name	Code	Class Attendance	Daily Attendance
2362185	Abdidaar, Kisany	POS A P	Present	Present
2143506	Abueva, Fin	POS A P	<del>POS [edit]</del>	Present
2301613	Ackles, Billyulin	POS A P	A [edit]	Present
1525878	Albayati, Anvar	POS A P	POS [edit]	Present
2299844	Andradecabral, Supratim	POS A P	POS [edit]	Present
2297006	Benvegno, Devynmarie	POS A P	A [edit]	Present

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.