

Printing Attendance Sheets

STEP 8 – Printing Attendance Sheets

- a) Select **Attendance**, then click on **Attendance** and select the relevant diploma/course etc.
- b) Within the **Module Attendance** screen click on the yellow folder beside the module
- c) When you click on the yellow folder a pop up box may appear saying “Query caused no records to be retrieved” – just click OK. This appears as the search automatically works for today’s date and you may not have any tutorials/lectures on the particular date.
- d) You are brought into attendance and payments screen. You will see the following headings at the top of the screen
Year – 2009 (adjust by clicking up/down arrow)
Date Boxes – enter in the to and from date that you wish to search for.
Module – this shows you the module name
Attendance Groups – you can select one specific group if you wish by selecting a particular group.
Tutorial – You can view either “Tutorial” or “Lecture” information if you type in e.g. Lecture.
Tutor – select a specific tutor and it will show all his/her tutorials/lectures across the selected dates
- e) To create your **attendance sheet**, click on the **yellow folder** beside the relevant tutorial/lecture. You will see the list of students scheduled to attendance that session, then click on the **back** icon at the bottom of the screen. Repeat this step for all sessions occurring on a particular date if you want to do a bulk run off attendance sheets.
- f) Click the **print roll sheet** button to be brought into attendance reports available to print.
- g) **PPC TEAM**, select **attendance sign-in** report. Fill in the parameter boxes e.g. *Location* – Black, *Module*: PPC1-BL, *Tutorial Start Date*: 25.09.09, *Tutorial End Date*: 30.09.09, click print.
DIPLOMA TEAM, select **diploma attendance sign-in sheet** report and click print icon

Marking Attendance

STEP 9 – Marking Attendance

- a) Repeat instructions A-D in Step 8.
- b) To mark attendance, click on the **yellow folder** beside the relevant tutorial/lecture. You will see the list of students scheduled to attend that session.
- c) Each student is automatically deemed to be present until you change the status. To change the status, click on the **mark absent** radio button beside the student’s name. You can then drop down the **Absence Type** option and select e.g. Medical, Non-medical etc.
- d) Click on the **save** icon when you have marked all attendance for that specific group and click then click **back**.

ALL ATTENDANCE MUST BE TAKEN BEFORE PAYMENTS CAN BE MADE.

PPC TEAM: In order to pay a Lecturer you have to take attendance. So just repeat steps A-C above and click on save. We are going to default each student to have 100% attendance at lectures ☺.

Paying Lecturers/Tutors

STEP 10 – Paying Lectures/Tutors

- a) Select **Attendance**, then click on **Attendance** and select the relevant diploma/course etc.
- b) Within the **Module Attendance** screen click on the yellow folder beside the module. A pop up box may appear saying “Query caused no records to be retrieved” – just click OK. This appears as the search automatically works for today’s date & you may not have any instances on the particular date.
- c) You are brought into the attendance/payments screen. The following headings appear at the top of the screen.
Year – 2010 (adjust by clicking up/down arrow)
Date Boxes – enter a specific **to** & **from** date.
Module – this shows you the module name
Attendance Groups – you can select one specific group if you wish by selecting a particular group.
Tutorial – You can view either “Tutorial” or “Lecture” information if you type in e.g. Lecture.
Tutor – select a specific tutor and it will show all his/her tutorials/lectures across the selected dates
- d) **CLICK ON THE GREY BUTTON BESIDE Expense Type** at the top of the screen. A list of available fees will appear. Select relevant rate and click OK. The rate will appear in the **Rate** field.
- e) You then need to adjust the **Quantity** field. If you are paying for one lecture/tutorial make sure its at “1”, if you are paying for e.g. Exam Script Correction the rate type would be €13 and the Quantity may be 100.
PLEASE MAKE SURE YOU CHECK THE QUANTITY FIELD IS SET AS REQUIRED as we do not want to pay Joe Bloggs for 100 lectures ☺.
- f) Then click on the radio button beside the name of the tutor/lecturer. A message will appear say that this will close the tutorial & create an expense entry. Click **OK**.
- g) Repeat steps E-F for each payment, making sure have selected the correct payment & quantity rate.

IF YOU ACCIDENTLY MAKE AN ERROR JUST GIVE ME A BELL @ 4951

Annie ☺