

nRoll- enter/edit/delete incorrect absences



Choose Marking the Roll per Week from the nRoll drop down menu or click on the Marking the Roll per Week button on the Daily attendance Roll screen.

The current day for the roll will be outlined in green.

To mark an absentee, click on the small edit button corresponding to the student who is absent/late etc.

Year	School Term	Week Starting	Home Group	Name	Year Level	Mon	Edit	Tues	Edit	Wed	Edit	Thu	Edit	Fri	Edit
2008	Term 1	03 Mar 2008	SC	Him, Joshua	5										
				Ho, Marcus	5										
				Lee, Casey	5										
				Seals, Diana	5										
				Sine, Nicholas	5										
				Tane, James	5										
				Watts, Claire	5										
				Fine, Harrison	6										
				Mel, Molly	6										
				Smith, Tess	6										

In the Absence Type field make a selection from the list.

In the Reason Code field make a selection from the list.

In the Communication Type field either tick None Given or select from the drop down list.

An entry in the comment box is optional.

Click Save All to register the absence.

Click **Delete** if you want to remove a previously recorded absence against the student.

Cancel will discard and not save any changes made to the absence for the student.

The screenshot shows the nForma application window with the following details:

- Header: nForma©
- Date: 06 Mar 2008
- Student Name: Him, Joshua
- Absence Type: Morning Abs (dropdown menu)
- Reason Code: Unknown At The Moment (dropdown menu)
- Communication Type: None Given OR (dropdown menu)
- Comment: (empty text box)
- Buttons: Save All (red), Delete, Cancel

Once an absence is saved it will be noted on the weekly roll page.

Updated Successfully

Year: 2008 School Term: Term 1 Week Starting: 03 Mar 2008 Home Group: SC

Name	Year Level	Mon	Edit	Tues	Edit	Wed	Edit	Thu	Edit	Fri	Edit
Him, Joshua	5							Morning Abs			
Ho, Marcus	5										
Lee, Casey	5										
Seals, Diana	5										
Sine, Nicholas	5										
Tane, James	5										
Watts, Claire	5										
Fine, Harrison	6										
Mei, Molly	6										
Smith, Tess	6										

If an absence is modified or a new entry made, the Save All button must be clicked again.

nForma©

06 Mar 2008
Him, Joshua

Absence Type
Morning Abs

Reason Code
Unknown At The Moment

Communication Type
 None Given OR

Comment

Save All Delete Cancel