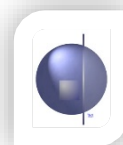


# nForma – Quick Guide to Version 4

(Doc: 1.2)



## Contents

<b>HOW TO LOGIN .....</b>	<b>1</b>
<b>MARKING THE ROLL.....</b>	<b>2</b>
Marking the Roll in the morning.....	3
Using the pre selectors.....	3
Individually marking each student.....	5
Marking the Roll in the afternoon .....	5
Attendance Notes .....	6
<b>LATE ARRIVAL /EARLY DISMISSAL .....</b>	<b>7</b>
<b>FUTURE ATTENDANCE .....</b>	<b>7</b>
Step 1 of 3: Select Dates .....	8
Step 2 of 3: Select Student(s).....	8
Step 3 of 3: Enter attendance details.....	9

# How to login

The web link to nForma version 4 is different to that of version 3. Please ensure that if you access your nForma via a bookmark or link on your school intranet that the link in the address bar is:

<https://school.nforma.com.au/content/index.html#/nsystem/login>

1. At the login screen, enter your domain name (e.g. **stmmelb**) and click verify



Enter School Domain:

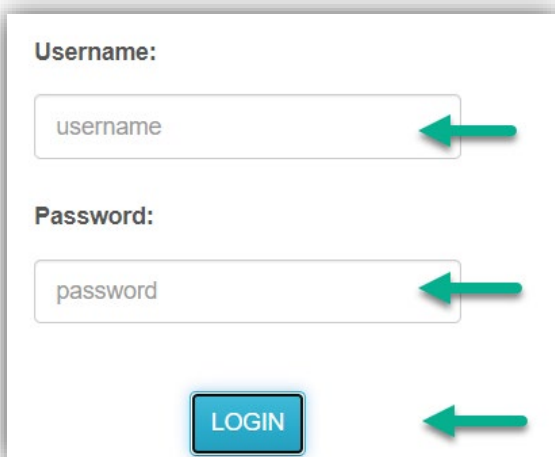
2. If entered successfully, your school name should appear



Enter School Domain:

 St.Melb Melbourne 

3. Enter your existing username and password, then click LOGIN



Username:

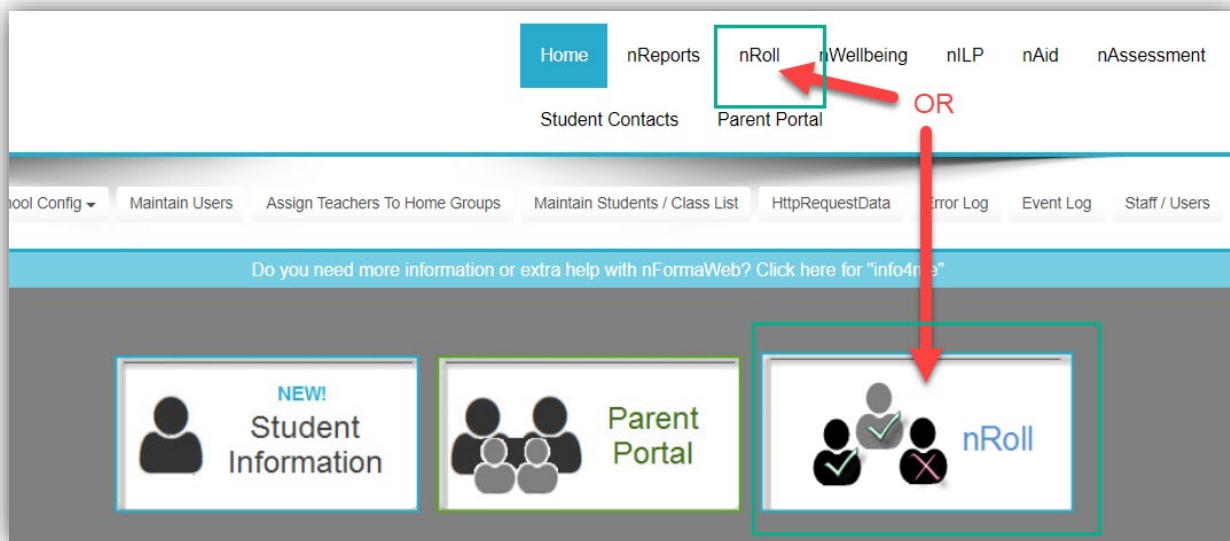
Password:

4. The next time you logon, simply select your domain name from the drop list. You won't have to verify. Enter your username and password if you DIDN'T tell Google to save it the first time.

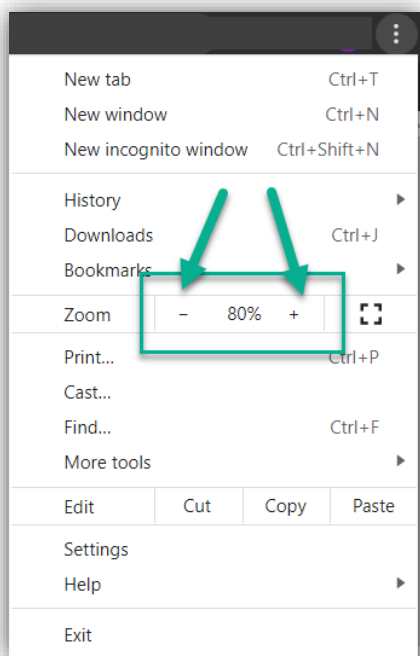
# Marking the Roll

1. From the main menu, click on nRoll from the modules menu.



As this is the beta version, DO NOT click on the graphical icon of nRoll on the main page. This will take you to the old version of the roll.

2. HINT: If your screen is zoomed in and the drop down menus are too BIG, use the Chrome menu and click on the minus sign in the ZOOM section



## Marking the Roll in the morning

1. The clock on the server will determine if it's AM or PM. The **Morning Roll** button will be automatically selected in the morning for you to mark the roll.

The screenshot shows a form with the following elements:

- Year: 2020
- Month: Dec
- Day: Thu 03
- Home Group: 1PC
- Text: "Which period would you like to mark the roll for?"
- Buttons: "Morning Roll" (highlighted with a green arrow), "Afternoon Roll", "Confirm Roll", and a help icon (?).

2. There are 2 ways to mark the students
  - a. Using the pre selectors
  - b. Individually marking each student

**NOTE:** In the new version of the roll every student **MUST** be marked as either PRESENT or ABSENT. nForma can automatically mark anyone who is not absent as PRESENT, once you confirm the roll. So best practice is to mark absences and then when you SAVE and CONFIRM the roll, everyone else will be marked as PRESENT automatically

## Using the pre selectors

1. Make your pre selections for the students who are absent and have the same reason and communication types. **Absence Note** in this section will apply to the students you select in the next step.

The screenshot shows a form with the following elements:

- Late Arr / Early Dis: --:--
- Attendance Type: Absent (highlighted with a green box)
- Reason Type: Unknown At The Moment (highlighted with a green box)
- Communication Type: None (highlighted with a green box)
- Absence Notes: [Text input field]
- Buttons: "Apply to selected" (highlighted with a green arrow) and "Updated:"

Below the form is a table with the following columns:

Student Name	Period	Late Arr / Early Dis	Attendance	Reason Type	Communication Type
[Student Name]					

- Select the students who are absent by ticking the box next to their name and click on Apply to selected.

Which period would you like to mark the roll for? Morning Roll Afternoon Roll Confirm Roll ? Morning Roll : Roll not yet confirmed Afternoon Roll : Roll not yet confirmed

Late Arr / Early Dis: --:--  
 Attendance Type: Absent  
 Reason Type: Unknown At The Moment  
 Communication Type: None  
 Absence Notes:   
 Updated:

Daily Roll Student List

<input type="checkbox"/>	Student Name	Year Level	Period	Late Arr / Early Dis	Attendance	Reason Type	Communication Type	Attendance Notes
<input type="checkbox"/>	Masc	1	Morning	--:--	Unmarked	Not Marked		<input type="button" value=""/>
<input type="checkbox"/>	Masc	1	Afternoon	--:--	Unmarked	Not Marked		<input type="button" value=""/>
<input checked="" type="checkbox"/>	Thon	1	Morning	--:--	Unmarked	Not Marked		<input type="button" value=""/>
<input type="checkbox"/>	Thon	1	Afternoon	--:--	Unmarked	Not Marked		<input type="button" value=""/>
<input checked="" type="checkbox"/>	Misc	1	Morning	--:--	Unmarked	Not Marked		<input type="button" value=""/>

- The selected students will now be marked as absent. The save options will appear.

Save

Save & Confirm Roll

Discard

**SAVE**- this is similar to saving the current data but leaving it in draft mode.

**SAVE and CONFIRM ROLL**- this will save all your data and also notify the office staff that the roll has been acknowledged and officially saved

**DISCARD**- do not save the current data

If you SAVE and CONFIRM ROLL, you will be prompted with the following dialogue.

You can either click on **Yes, update as Present** to mark the remaining students as present OR click on **No, leave as Unmarked**

Confirm Roll Status

Students marked with an absence: 2

( Thom , Misc )

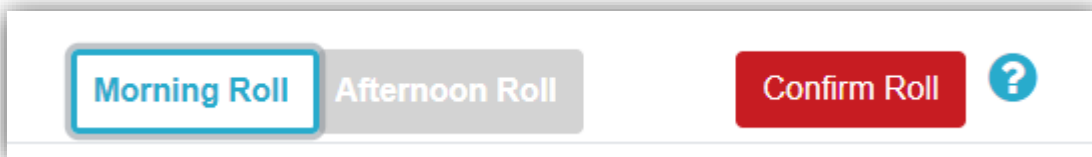
Would you like to Mark the remaining 16 students as present?

Yes, update as Present

No, leave as Unmarked

CONFIRM ROLL will also prompt with the following dialogue.

You can either click on **Yes, update as Present** to mark the remaining students as present OR click on **No, leave as Unmarked**



### Individually marking each student

1. Simply click on the Attendance selector and choose the appropriate absence, Reason Type and Communication Type.



2. Save your data

### Marking the Roll in the afternoon

The clock on the server will determine if it's AM or PM. The **Afternoon Roll** button will be automatically selected in the afternoon for you to mark the roll. You can switch between the Morning Roll and the Afternoon Roll by clicking on the required time frame.


## Attendance Notes

Click on the notes icon

Thomas    1    Morning        Absent    Unknown At The Moment    None    

Click on the edit icon and enter your notes for either the morning or afternoon roll

Attendance Notes & Log - Thursday, December 3, 2020- Maso

Morning Roll: 



Afternoon Roll:

Attendance History Log:

Date/Time	UserName	Action/change
03/12/2020, 06:15 PM	admin	Attendance Changed: 03/12/2020 Maso -AM Reason:Doctor, Comm.Type:Verbal

OK

Click the tick icon to save and OK to close

Morning Roll:  

Afternoon Roll:

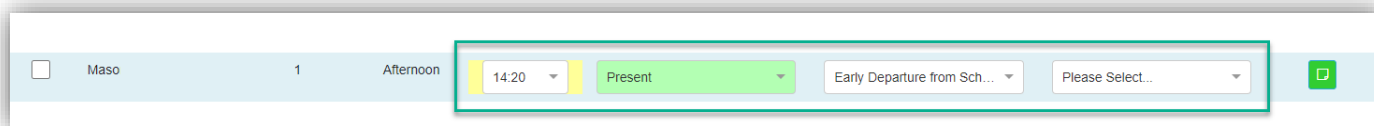
Attendance History Log:

Date/Time	UserName	Action/change
03/12/2020, 06:15 PM	admin	Attendance Changed: 03/12/2020 Maso -AM Reason:Doctor, Comm.Type:Verbal

OK

## Late Arrival /Early Dismissal

1. Enter the approximate time that the student was either late or left early. The program will automatically determine the attendance type. Simply update the REASON and COMMUNICATION type.

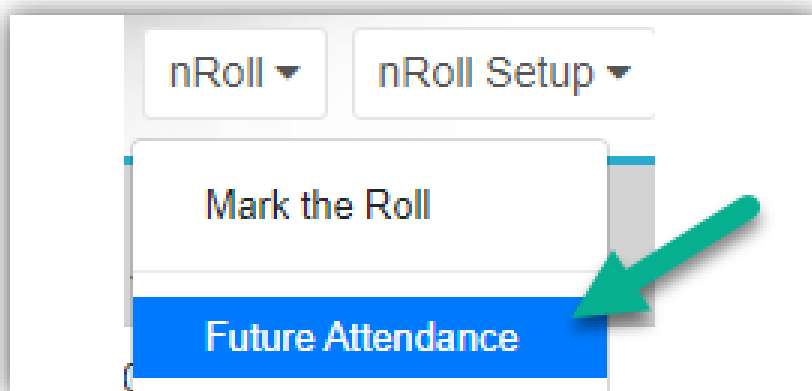


Maso 1 Afternoon 14:20 Present Early Departure from Sch... Please Select...

2. Save and confirm your data

## Future Attendance

1. Click on nRoll> Future Attendance



2. There are 3 steps involved
  - a. Step 1 of 3: Select Date(s)
  - b. Step 2 of 3: Select Student(s)
  - c. Step 3 of 3 Enter Attendance Details



### Step 1 of 3: Select Dates

- Click on the date(s) on the calendar that the student will be absent. Check the dates selected at the top right-hand corner. Click on the X to remove incorrect selections

Step 1 of 3: Select Date(s) Next >

Single Instance

< November		December 2020					January >	
Mon	Tue	Wed	Thu	Fri	Sat	Sun		
30	1*	2*	3*	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19 Term Break	20 Term Break		
21 Term Break	22 Term Break	23 Term Break	24 Term Break	25 Term Break	26 Term Break	27 Term Break		
28 Term Break	29 Term Break	30 Term Break	31 Term Break	1	2	3		

Selected date(s):  
 Tue, Dec 8, 2020 ✕  
 Wed, Dec 9, 2020 ✕

- Click NEXT

Step 1 of 3: Select Date(s) Next >

### Step 2 of 3: Select Student(s)

- Click on the name(s) of the student(s) that will be absent. Check your selection at the top right corner of the screen.
- Click NEXT or PREV to return to the previous screen

< Prev Step 2 of 3: Select Student(s) Next >



### Step 3 of 3: Enter attendance details

7. Enter the attendance details for the students(s)

	Late Arrival	Early Departure
<b>Expected to arrive late or leave early?</b>	--:-- ▾	--:-- ▾
<b>Attendance Type:</b>	Absent ▾	
<b>Period:</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM <input checked="" type="checkbox"/> Both	
<b>Reason:</b>	Appointment ▾	
<b>Communication:</b>	email ▾	
<b>Comment/Notes:</b>	<input type="text"/>	

8. Click SAVE

To view all future attendance records, click on the button “Show All Future Attendance Records”

Hide all future attendance records ▲									
Date	Late Arr	Early Dis	Attendance Type	Am/Pm	Reason	Comm Type	Students	Command	
08/12/20			Absence	AM & PM	Appointment	email	Des Jude		
09/12/20			Absence	AM & PM	Appointment	email	Des Jude	