

iSAMS Registration tips

1. Click on 'Take a Registration'

The screenshot shows the iSAMS interface for Wednesday 16th September 2020. The timetable displays several periods: P4 (Physics 8z/Ph1 Physics 1, 11:30-12:25), L1 (Free Period, 13:05-13:35), L2 (Free Period, 13:35-13:50), P5 (Physics 10A/Ph1E Physics 1, 14:45-14:50), and P6 (Physics 9A/Ph1D Physics 1, 15:45-16:00). At the bottom of the timetable, there are three buttons: 'Take a Registration', 'Create Timetable', and 'Manage'. A red arrow points from the text '1. Click on 'Take a Registration'' to the 'Take a Registration' button.

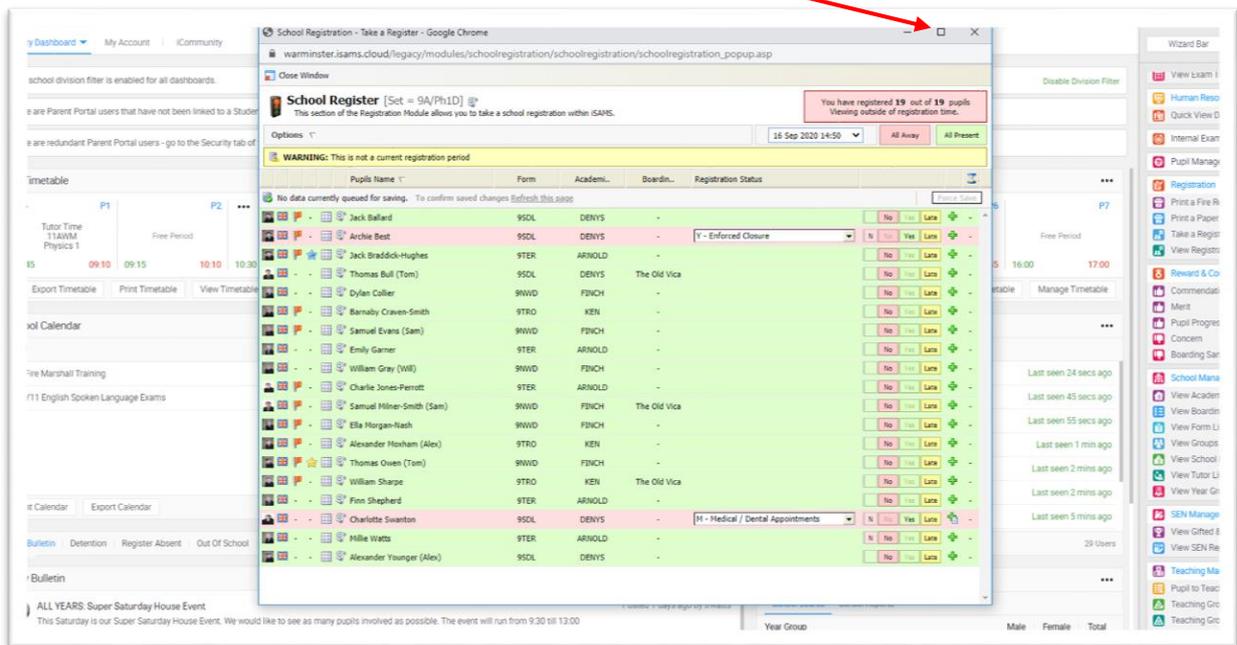
2. Select the period and class (it will default to the current period) and click 'Go'

The screenshot shows the 'School Register' modal window. It contains the following fields and buttons:

- Select Registration Date:** Wednesday, 16 September '20. A 'Go' button is next to it.
- Select Registration Time:** Period 6. A 'Go' button is next to it.
- Select Set:** 9A/Ph1D. A 'Go' button is next to it.

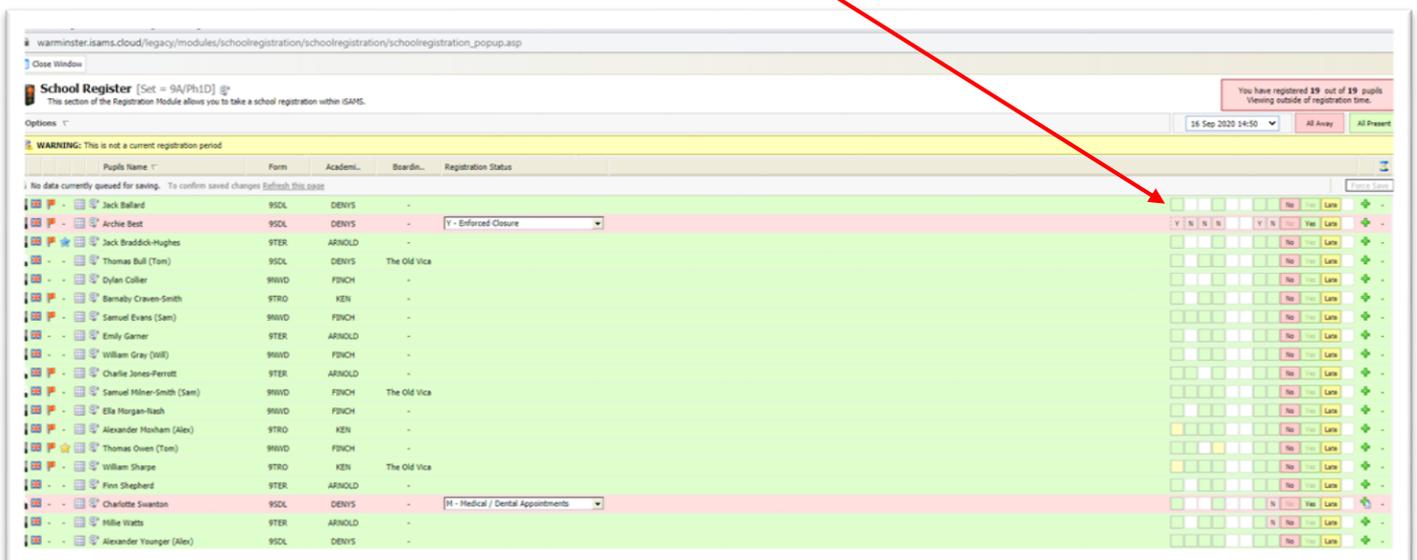
A red arrow points from the text '2. Select the period and class (it will default to the current period) and click 'Go'' to the 'Go' button next to the 'Select Registration Time' dropdown.

3. When the register appears, put it onto full screen



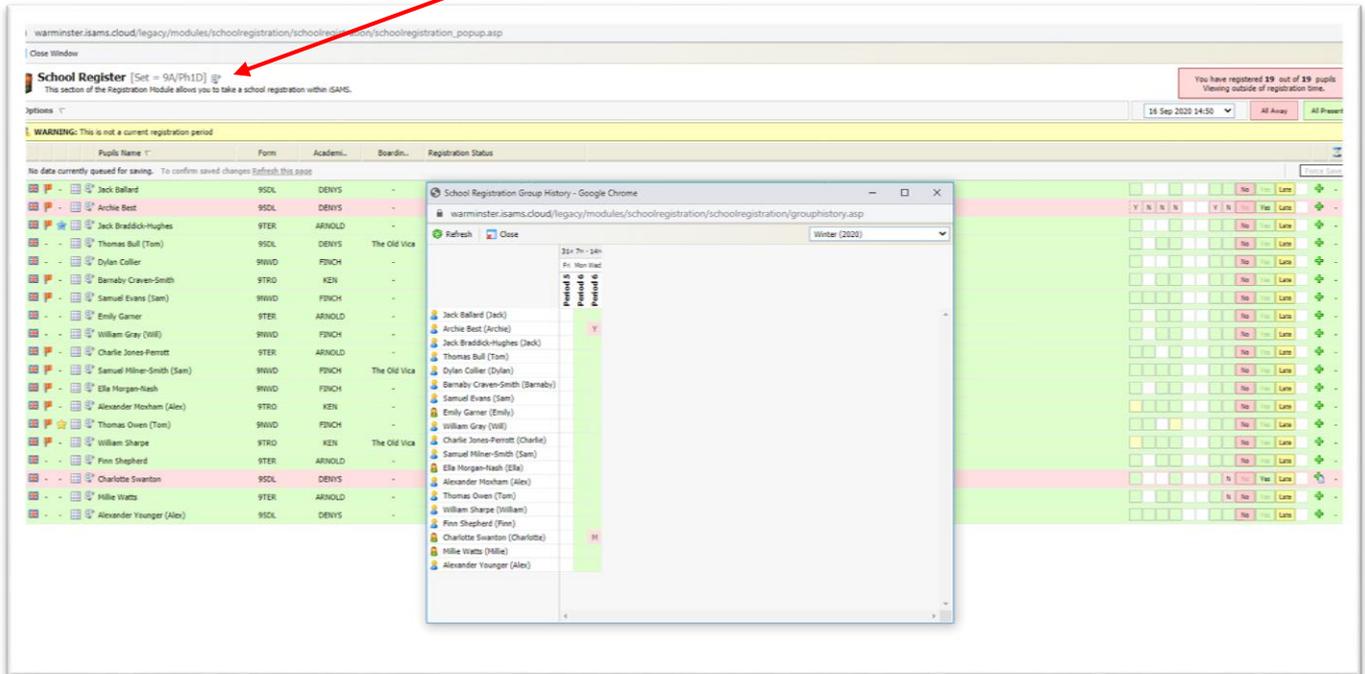
4. Then register your pupils in the normal way. With the registration on full screen, the advantage is that you can see the attendance record during the day, with a box for all of the periods that have occurred so far. You will also be able to see the reason why someone is absent, and replicate this in your register (for example, illness). Some absences known about in advance will have been entered for you (for example the medical appointment on the example below).

For interest, you can hover your cursor over the squares to see what lessons the earlier registrations were taken in:



5. You can also see the consolidated register for the class by clicking on the scroll symbol

School Register [Set = 9A/Ph1D]  which is found:



The screenshot displays the 'School Register' interface for Set = 9A/Ph1D. The main window shows a list of pupils with columns for Name, Form, Academi..., Boardin..., and Registration Status. A warning banner at the top indicates 'This is not a current registration period'. A secondary window titled 'School Registration Group History' is open, showing a grid of registration status for various pupils across different periods. A red arrow points from the text above to the scroll icon in the main window's title bar.

Pupils Name	Form	Academi...	Boardin...	Registration Status
Jack Ballard	9SDL	DENYS	-	-
Archie Best	9SDL	DENYS	-	-
Jack Braddock-Hughes	9TER	ARNOLD	-	-
Thomas Bull (Tom)	9SDL	DENYS	The Old Vica	-
Dylan Collier	9WID	FINCH	-	-
Barnaby Craven-Smith	9TRO	KEN	-	-
Samuel Evans (Sam)	9WID	FINCH	-	-
Emily Garner	9TER	ARNOLD	-	-
William Gray (Will)	9WID	FINCH	-	-
Charlie Jones-Perrott	9TER	ARNOLD	-	-
Samuel Milner-Smith (Sam)	9WID	FINCH	The Old Vica	-
Ella Horgan-Rash	9WID	FINCH	-	-
Alexander Howham (Alex)	9TRO	KEN	-	-
Thomas Owen (Tom)	9WID	FINCH	-	-
William Sharpe	9TRO	KEN	The Old Vica	-
Finn Shepherd	9TER	ARNOLD	-	-
Charlotte Swanton	9SDL	DENYS	-	-
Millie Watts	9TER	ARNOLD	-	-
Alexander Younger (Alex)	9SDL	DENYS	-	-