iSAMS Registration tips

1. Click on 'Take a Registration'

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| Manager | | | | \mathbf{i} | | | | | | |
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| < W | /ednesday 16th | September 202 | 0 > | | | \mathbf{i} | | | | |
| ••• | P4 | | L1 | | | L2 ••• | P | 5 ••• | P6 | |
| Phys | sics Ph1 | Free P | eriod | Fr | ee Period | | Physics 10A/Ph1E Physics 1 | F | Physics 9A/Ph1D Physics 1 | Free F |
| 8z/i Physi | CST | | | 10.05 | | 12.50 | 14:4 | 5 14:50 | 15:45 | 16:00 |
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2. Select the period and class (it will default to the current period) and click 'Go'

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| r school division filter is enabled for all dashboards. | Cose Window | Disable Division Filter | View Exam |
| re are Parent Portal users that have not been linked to a Studer | School Register This section of the Registration Module allows you to take a school registration within (5445. Weiwing outside of registration time. | | Cuick View |
| re are redundant Parent Portal users - go to the Security tab of | School Registration: | | 🙆 Internal Ex |
| | Select Registration Date: Wednesday, 16 September '20 🗸 Go The date will be pre-selected to the nearest available date within the next 30 days. | | 😨 Pupil Mara |
| Timetable | Select Registration Time: Period 6 GO The V = will be pre-selected to the nearest available time. | | Registratio |
| P1 P2 | Select Set: \$4/PhID V Go | 6 P7 | Print a Fire |
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| Physics 1 | Please select an object from the list above. | 1100 1 0000 | View Regis |
| 45 09:10 09:15 10:10 10:30 | This will filter the list of pupils shown in your registration list. | 5 16:00 17:00 | Reward & |
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3. When the register appears, put it onto full screen —

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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:

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