

## iSAMS – Daily Absences

1. Go to the Registration module, and complete the codes for those 'Absent' and 'Not Yet Registered' in the normal way in 'Period View'.
2. Open 'Day View'. If you prefer to keep 'Period View' open as well, hold down 'Ctrl' and click on 'Registration' to open a second instance of the Registration module.

The screenshot shows the 'Registration' module in 'Period View'. The top navigation bar includes 'School Register', 'Period View', 'Day View', 'Week View', 'List', 'Search', 'Future Absence', 'Reports', 'Notes', and 'Configuration'. Below the navigation, there are sections for 'Send Parent Notifications', '08:40 - AM Registration', and a list of pupils under the 'Absent' section. The 'Registration' icon in the left-hand navigation menu is circled in red.

Pupil Name (Pre Name)	Form	Acad
Conrad Andersen	9NWD	
Tahliah Ashford-Smith	8ACG	
Jack Ballard	9SDL	
Seth Barfoot	9TER	A
George Barnes	9TER	A
Archie Best	9SDL	
Frank Biffa (Franko)	8LJG	
Bebe Biffa	9SDL	
Victoria Blackwood (Vicki)	12/133W	
Ruby Board	9SDL	

3. Once 'Day View' has been selected, click on the year group of the pupil(s) concerned. Next:

- Click in the period 2 box
- Enter the appropriate code
- Use tab to move to period 3 and enter the code again
- Repeat for the duration of the absence, completing all periods for a day's absence
- Repeat for other pupils in that year group
- Once changes have been made, click 'Save Day View'
- Repeat for absences in other year groups as required

The screenshot shows the 'Registration' module in 'Day View'. The top navigation bar includes 'School Register', 'Period View', 'Day View', 'Week View', 'List', 'Search', 'Future Absence', 'Reports', 'Notes', and 'Configuration'. Below the navigation, there are sections for 'Select a Year' (Year 7 (7), Year 8 (8), Year 9 (9), Year 10 (10)), 'Select a Form' (Lower 6th, 12/13APJ, 12/13ARC, 12/13FR), and 'Select a Board' (Ivy House, St Boniface, St Denys, Stratton). The 'Save Day View' button is highlighted. The main table shows the absence codes for Tahliah Ashford-Smith across different periods of the day.

Pupil Name (Pre Name)	Form	Academi..	Boardin..	Fr
Tahliah Ashford-Smith	8ACG	KEN	-	AM Registration Period 2 Period 3 Period 4 Lunch 1 Lunch 2 PM Registration Period 5 Period 6 Period 7