# DENBIGH ADMINISTRATION

# Web Attendance

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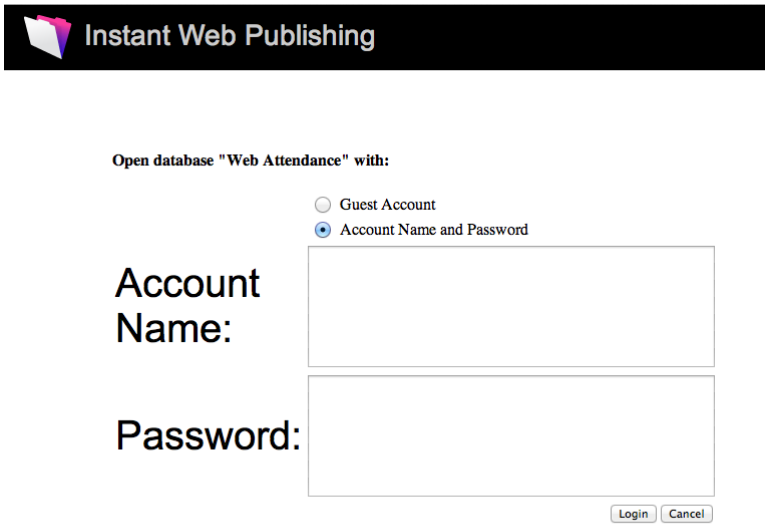
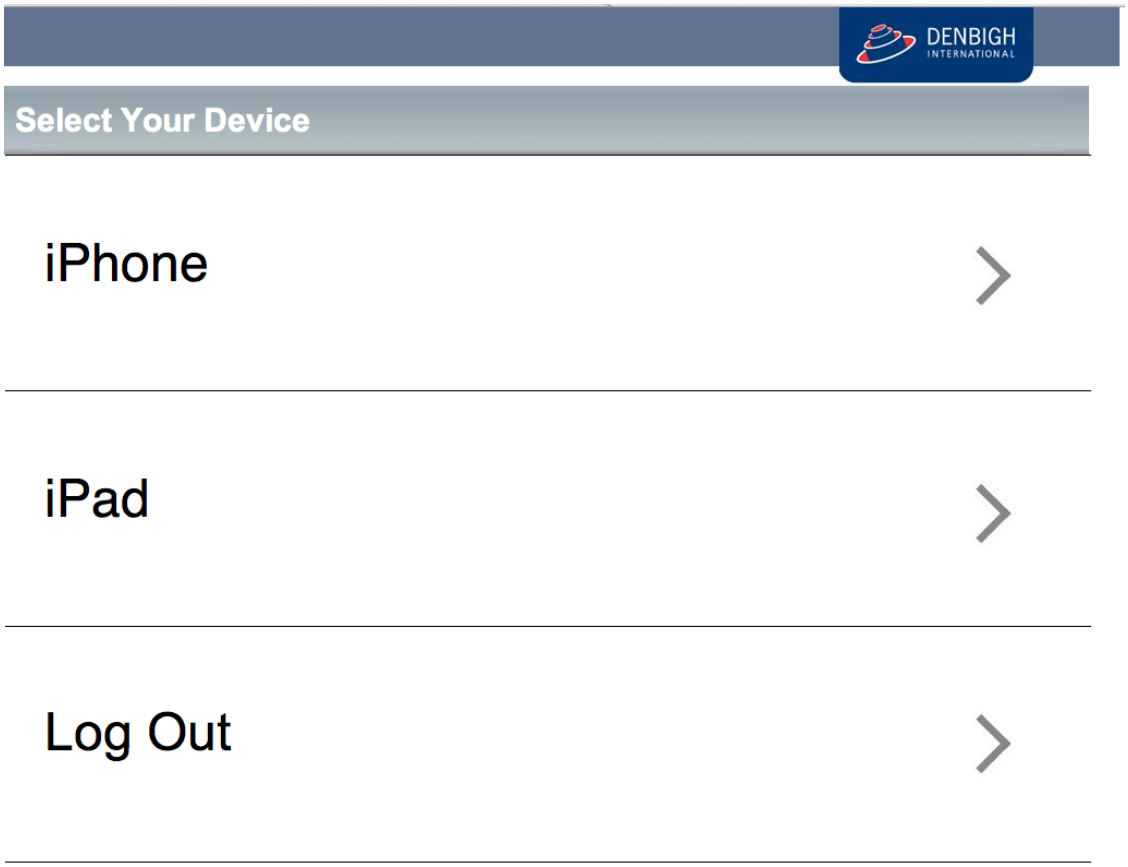
To access the Web attendance either go through your schools intranet site or use the web attendance link.

## Web Attendance Login



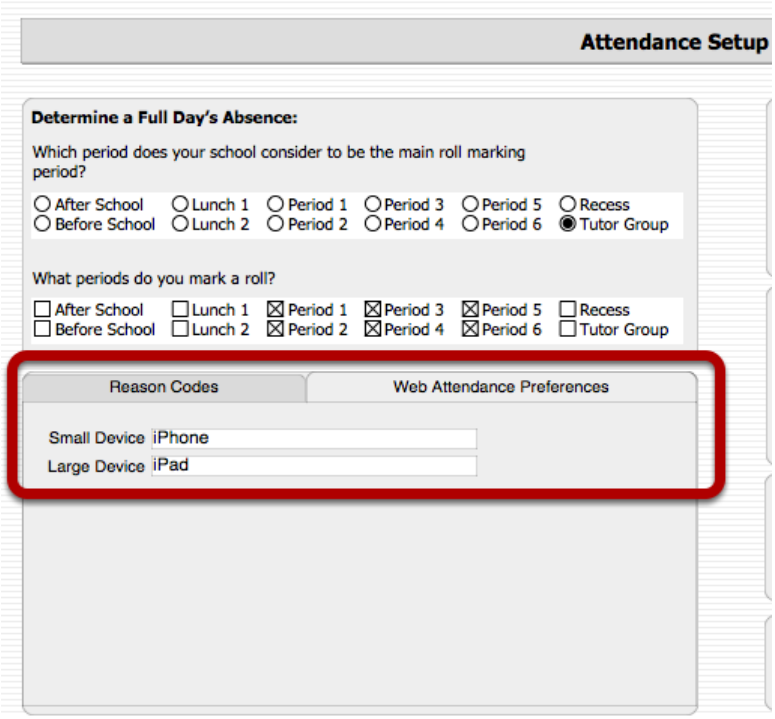

Enter your login details.

## Select Your Device



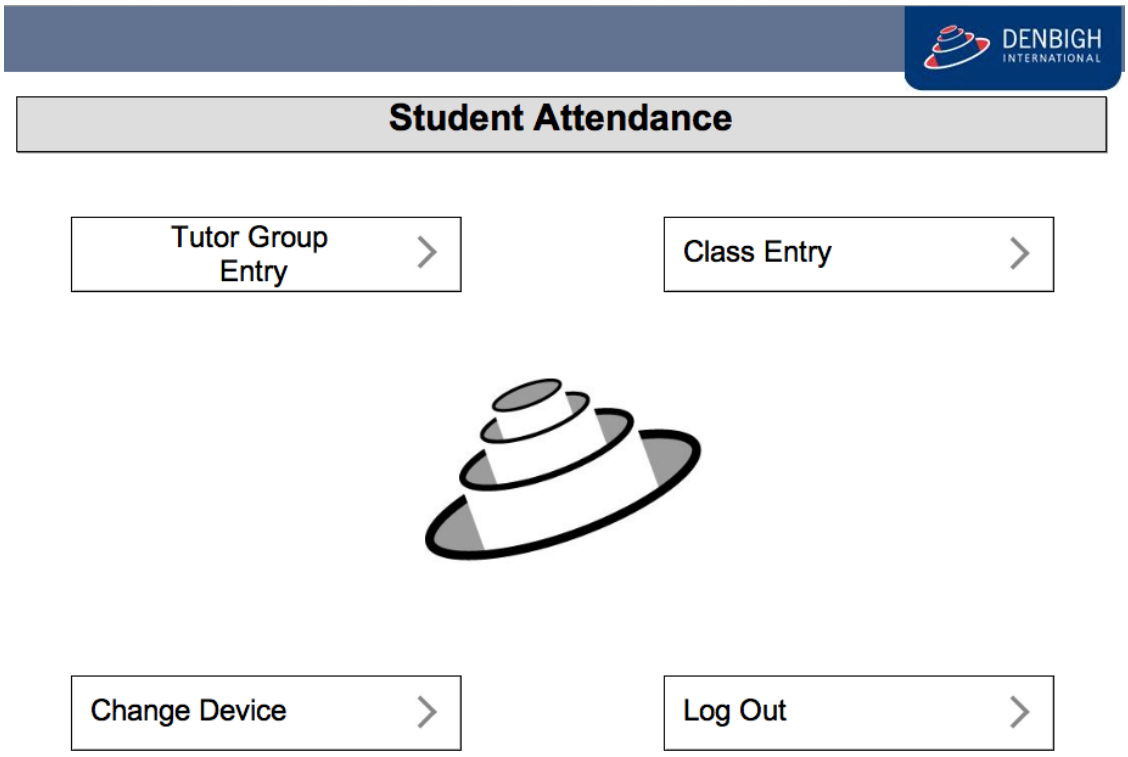

Click to choose if using a iPhone (or android device) or iPad (or a web browser on any device).  These labels can be customised.

## Web Attendance Preferences (Attendance Menu)



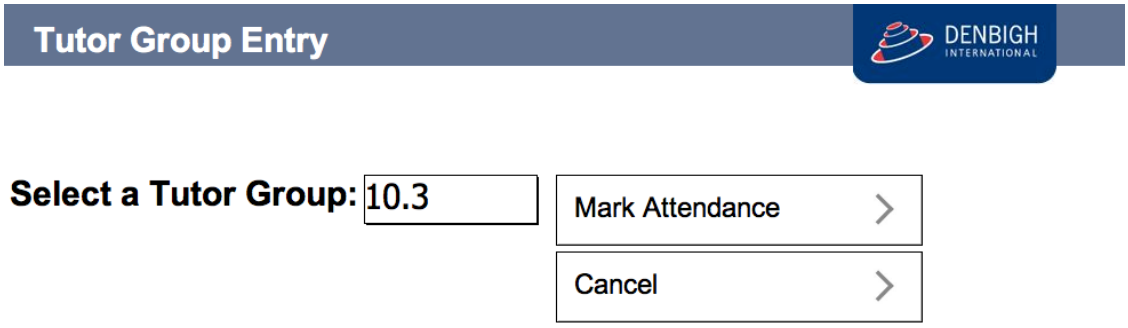

On the Attendance Setup screen enter the detail details for the devices.

## Web Browser Web Attendance



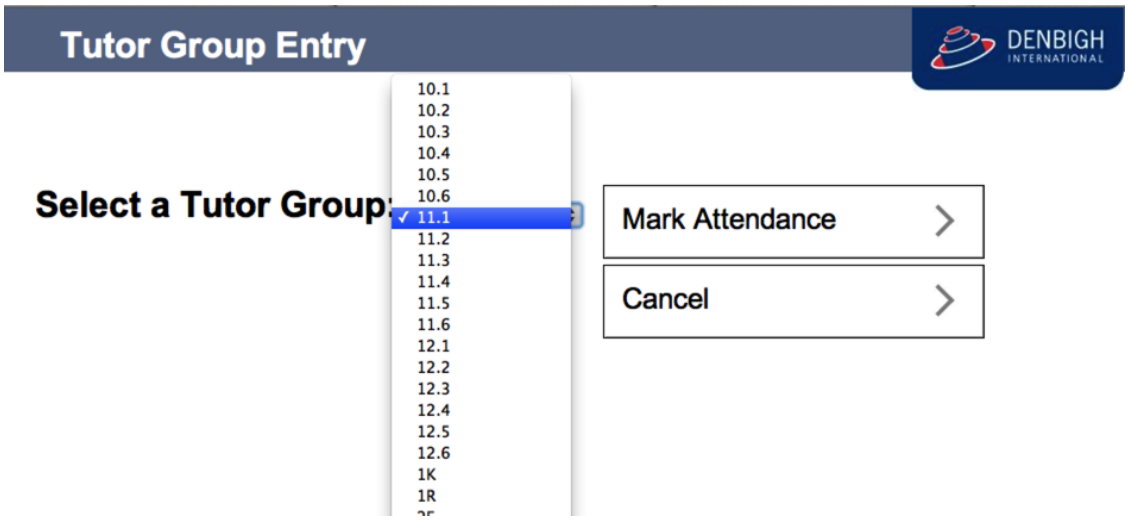

Choose either Tutor Group or Class Entry.

## Web Browser Tutor Group Entry



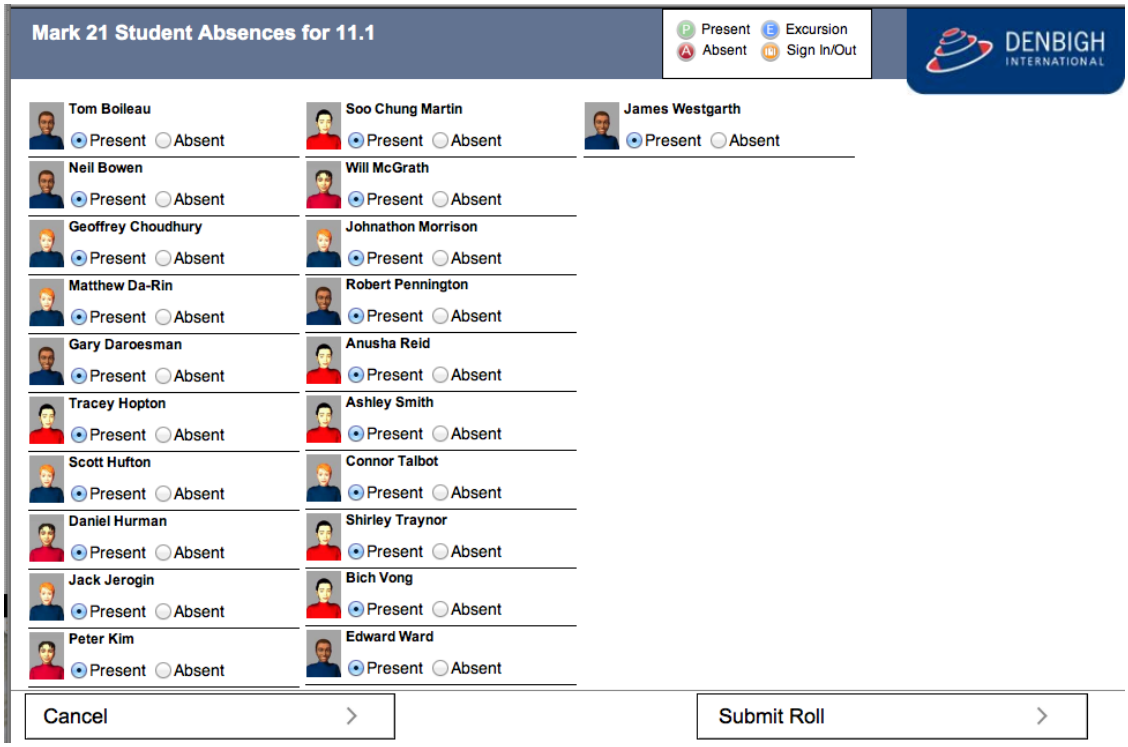

It will default to the teachers homeroom, click Mark attendance.

## Web Browser Tutor Group - Different Tutor Group



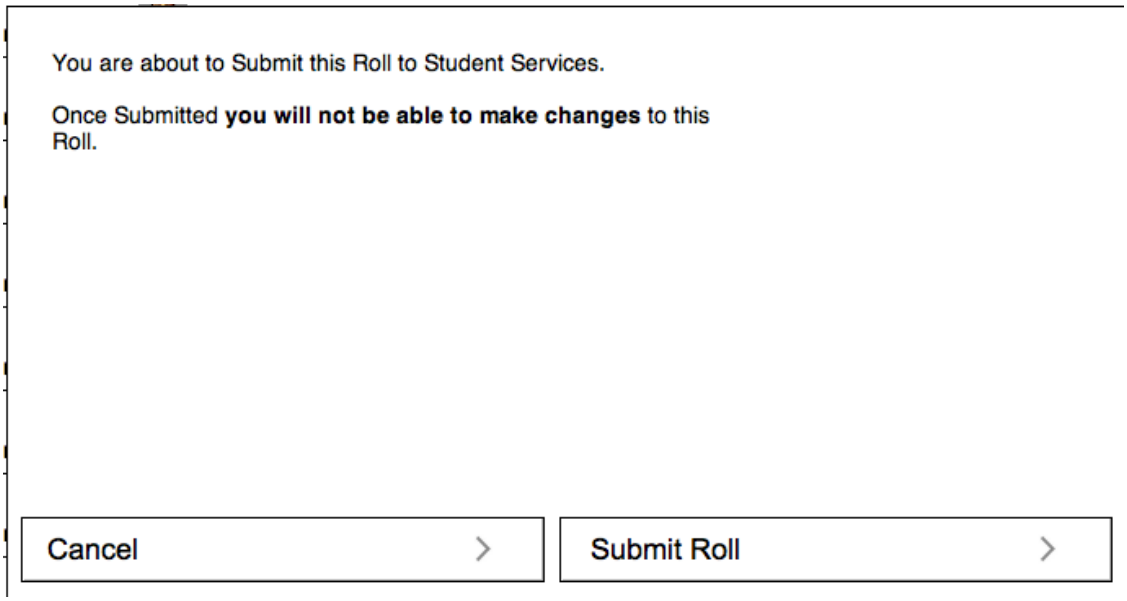

To choose a different Tutor group, choose from the pop up list.  click Mark Attendance.

## Web Browser Tutor Group - Mark Attendance



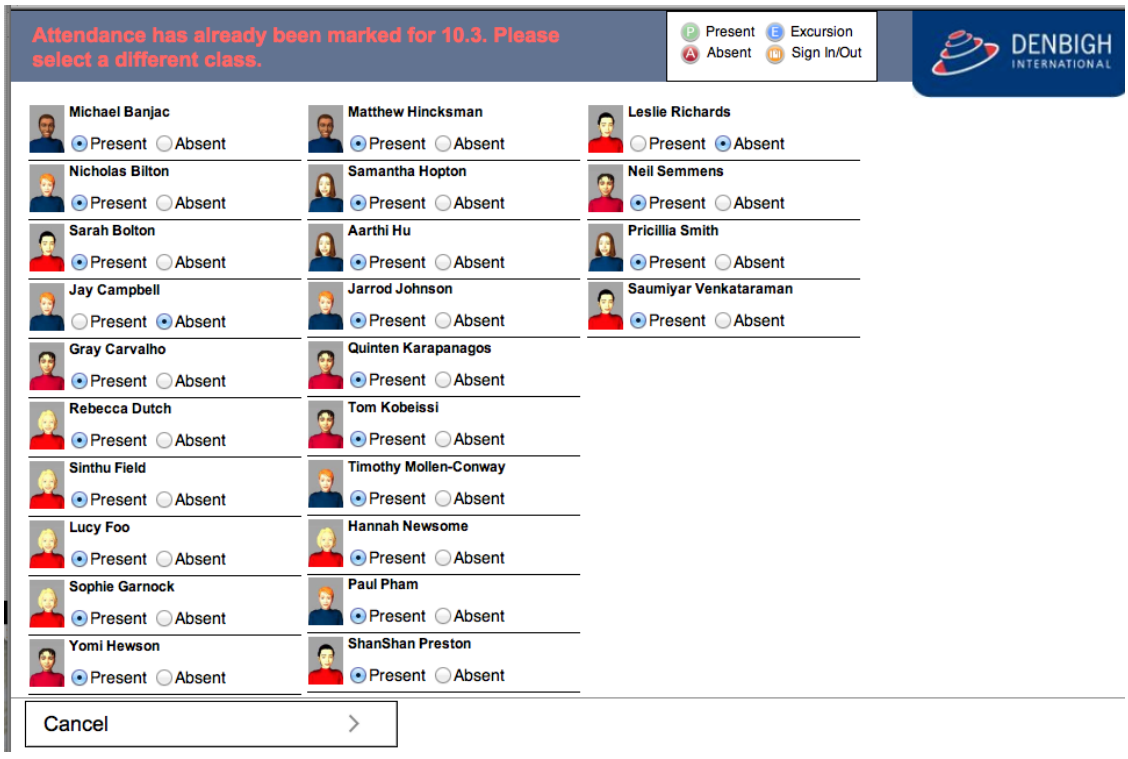

Click on the P to change a student to Absent.  If the student is on an excursion there will be a E.  Click Submit roll when complete.  Once the roll has been Marked you can not make a change, but you can view the class or Tutor group.

## Web Browser Tutor Group - Mark Attendance



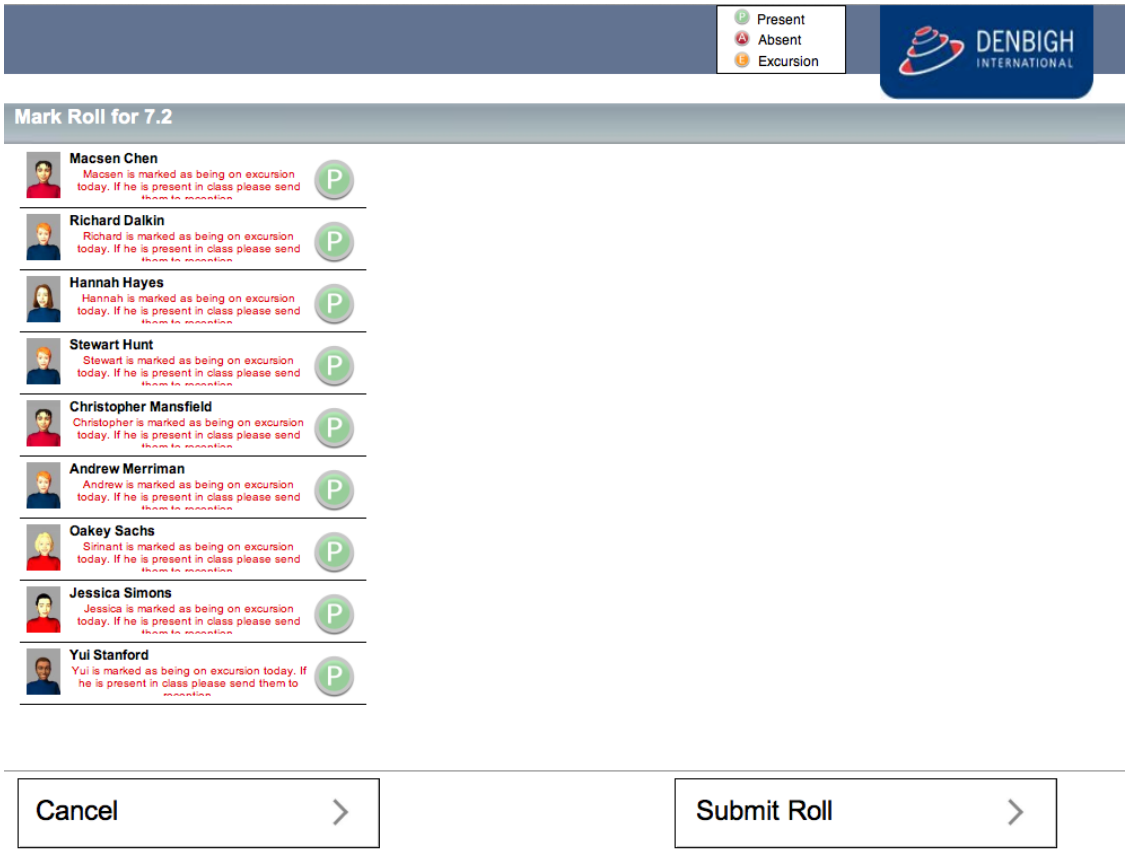

Click Submit Roll.

## Web Browser Tutor Group - Mark Attendance



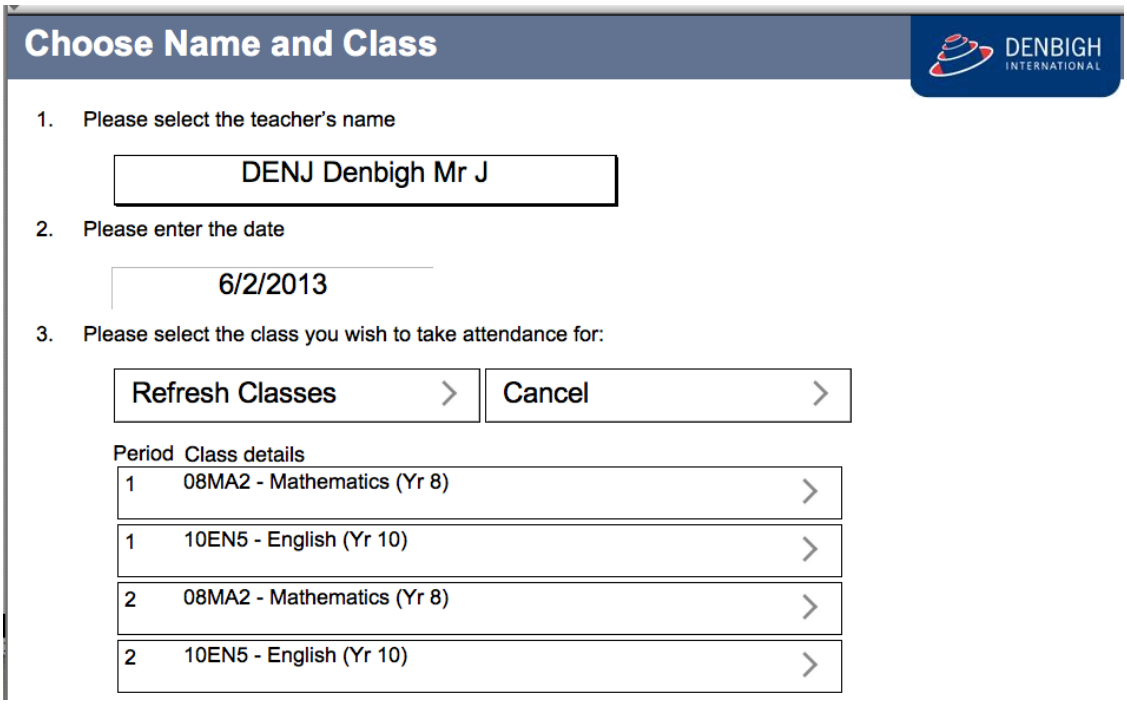
Once the roll has been marked you can't go make a make a change. (Notify the administration staff if necessary to let them know of any changes).

## Web Browser Tutor Group - Mark Attendance



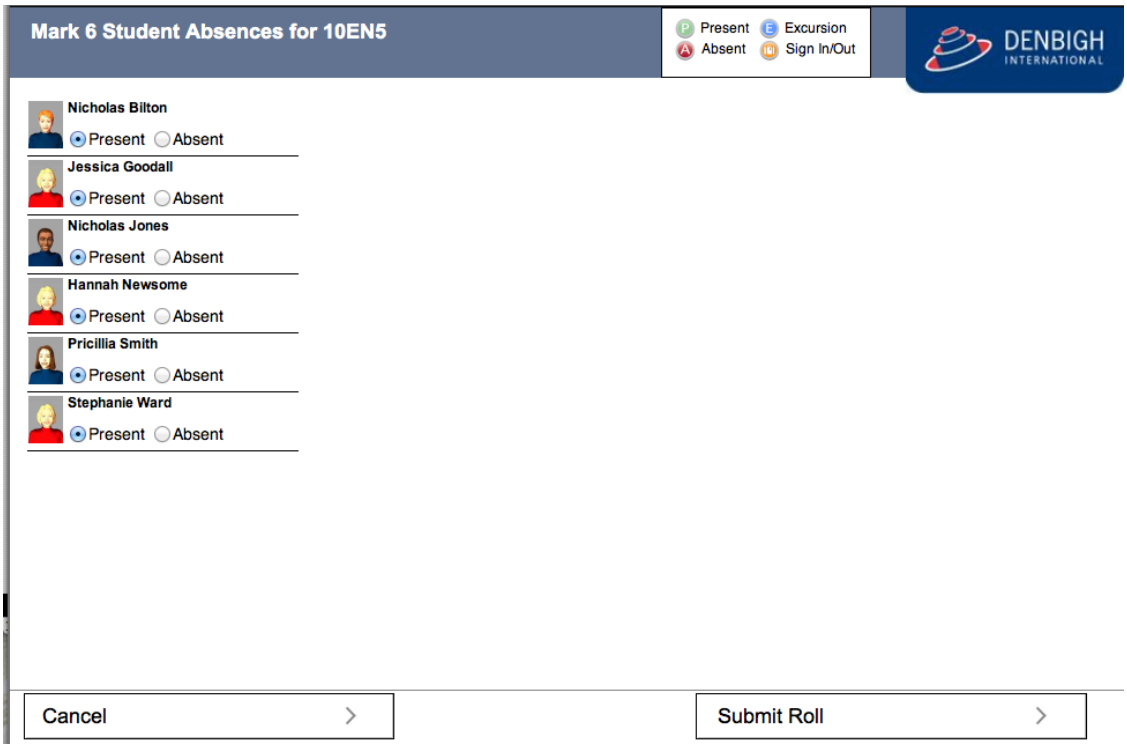

Students that have been marked as on excursion.

## Web Browser Class Entry



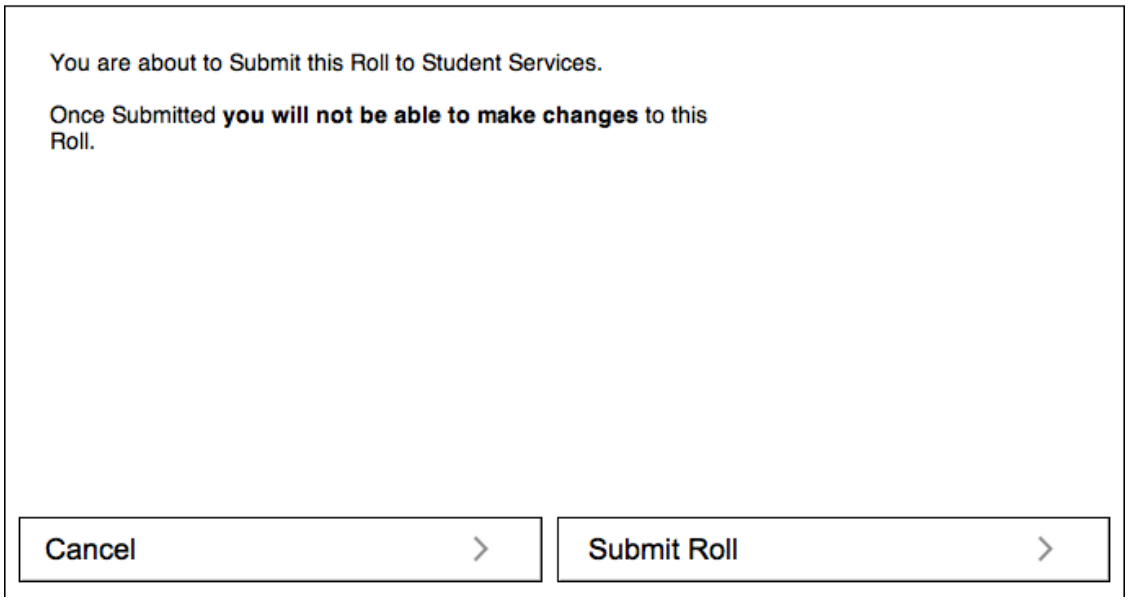

Will default to the staff member logged in, with their classes for the day. Click on the class to mark.

## Web Browser Class Entry



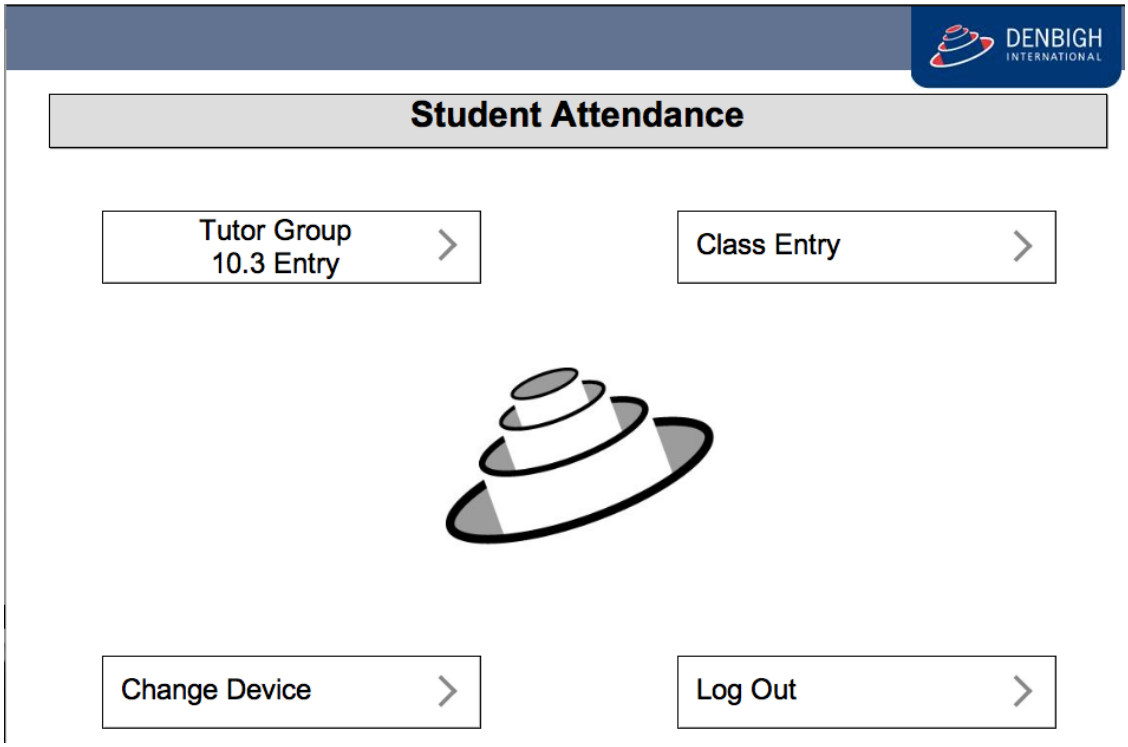
Click to mark students absence and then click to submit Roll.

## Web Browser Class Entry



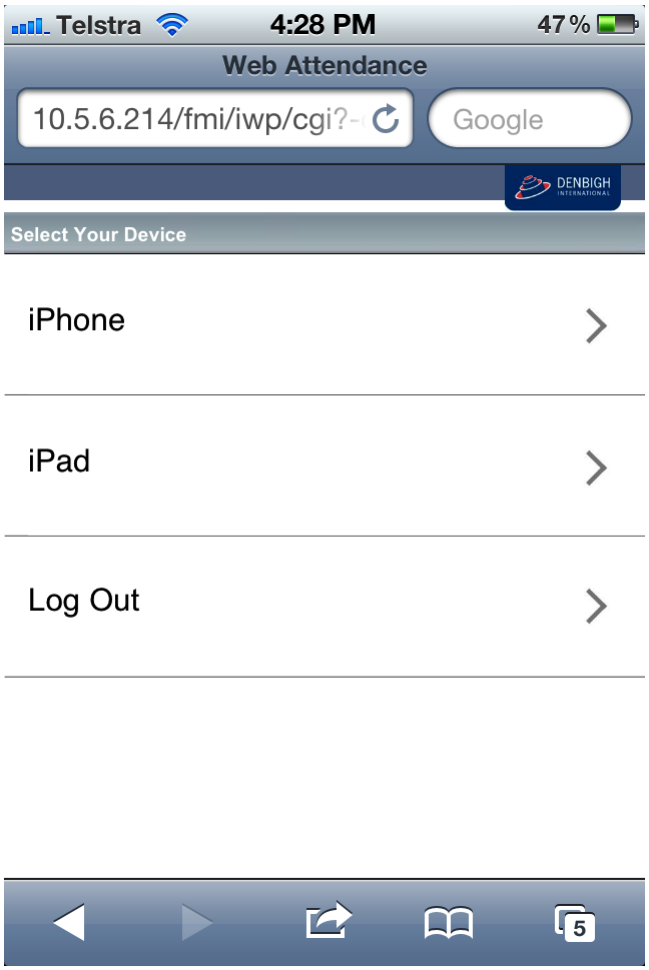

Click Submit Roll.

## Web Browser Log Out



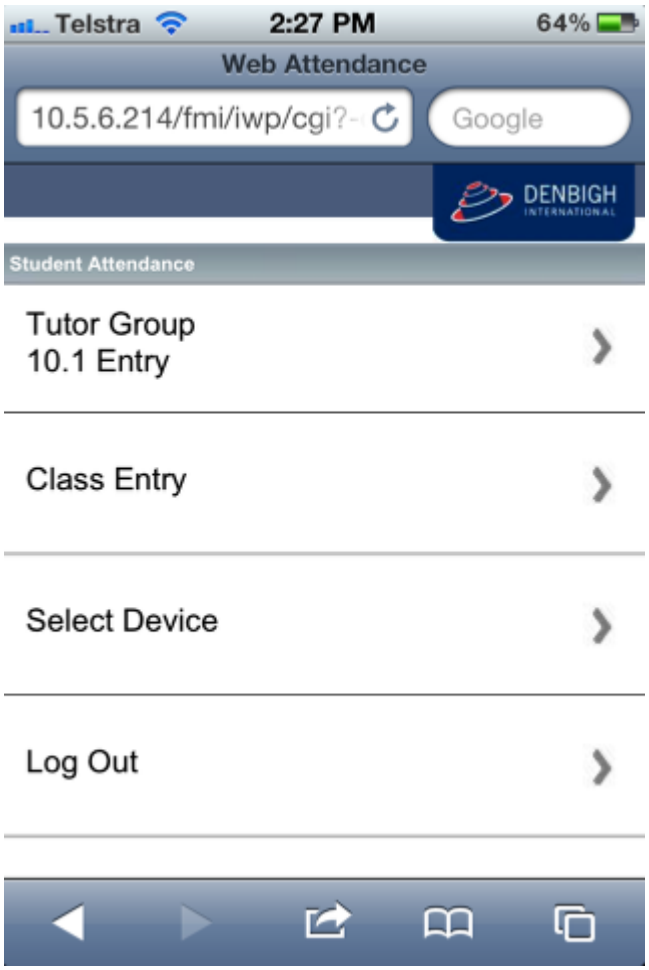

Click Log Out when complete.

## iOS Web Attendance Select Device



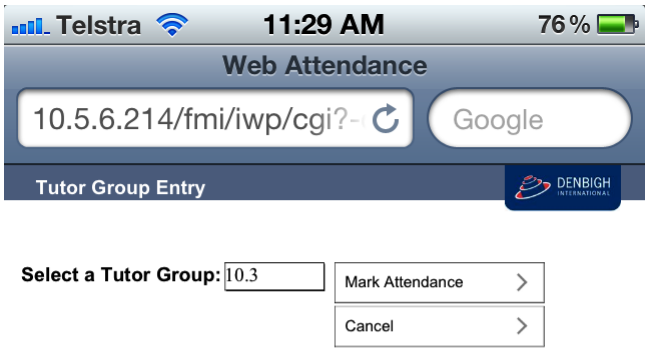

Select Your Device - you can choose which device you will be using.

## Web Attendance iOS devices



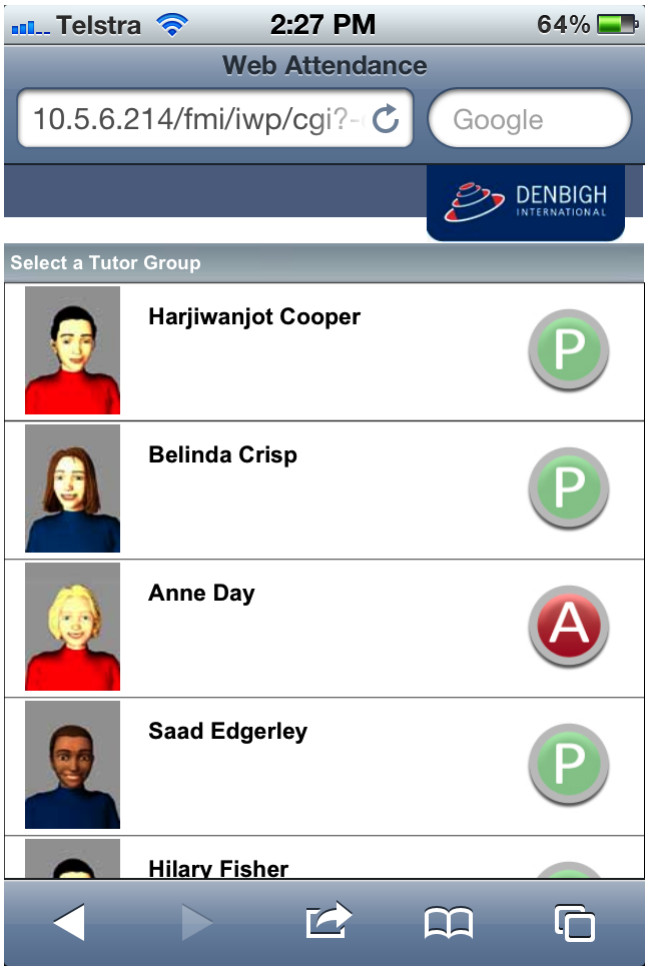

Staff log in with their normal login.  It will default to their tutor group and classes.

## iOS Tutor Group



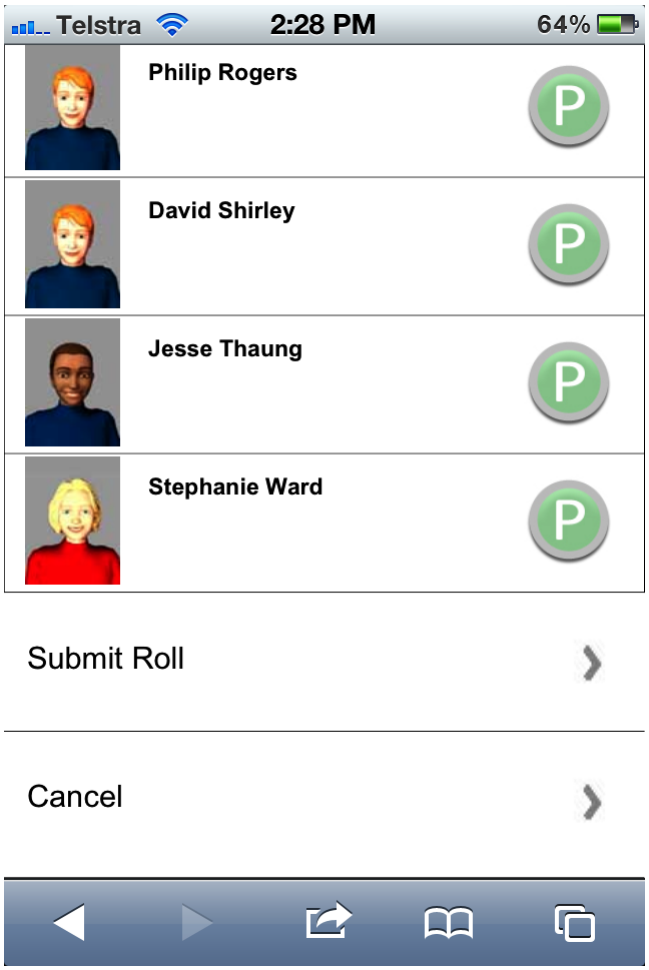

Touch Mark Attendance

## iOS Tutor Group Entry



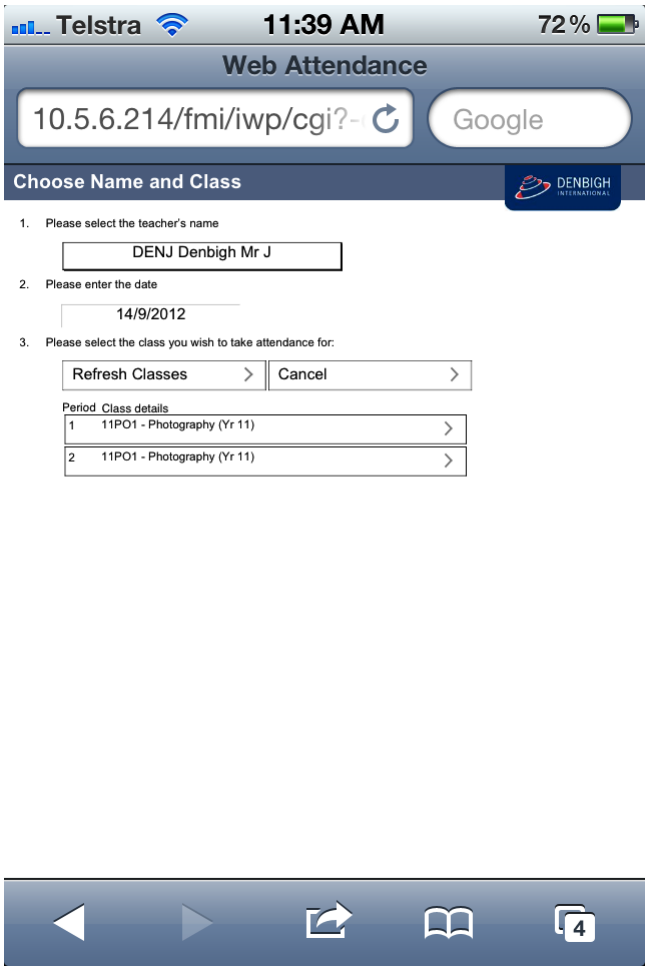

Touch to Mark absences

## iOS Tutor Group Entry




Touch to Submit Roll

## iOS Class Entry

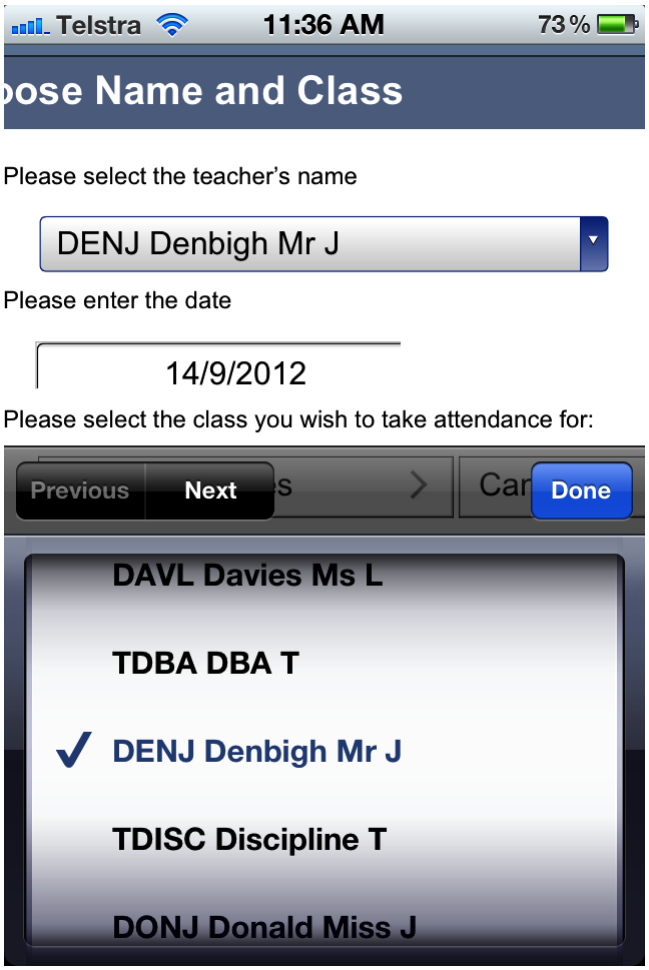






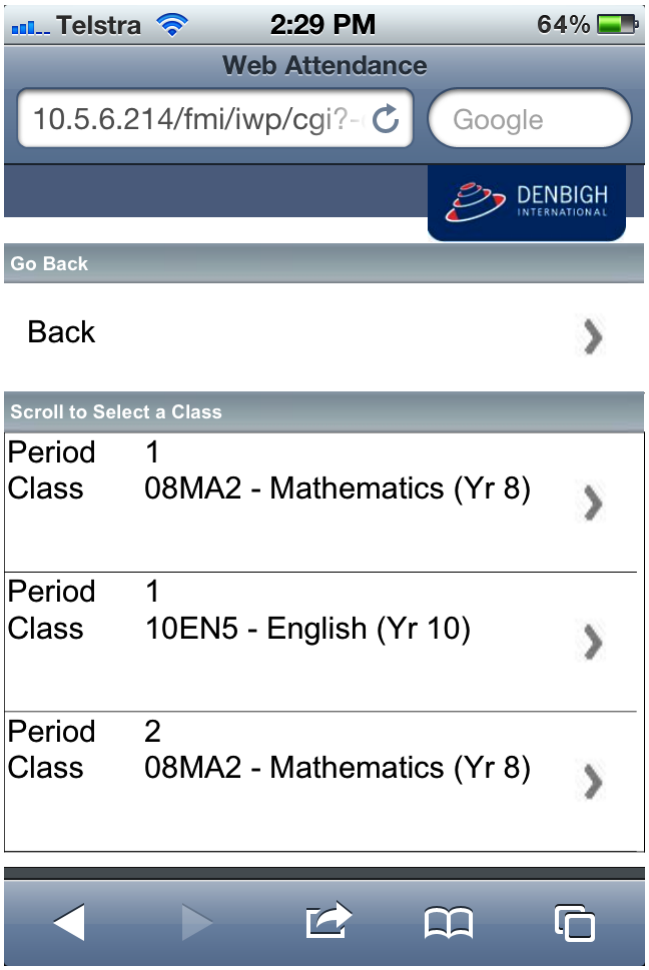
Click to Choose the class, or change the teacher name to change classes to mark.

## iOS Class Entry



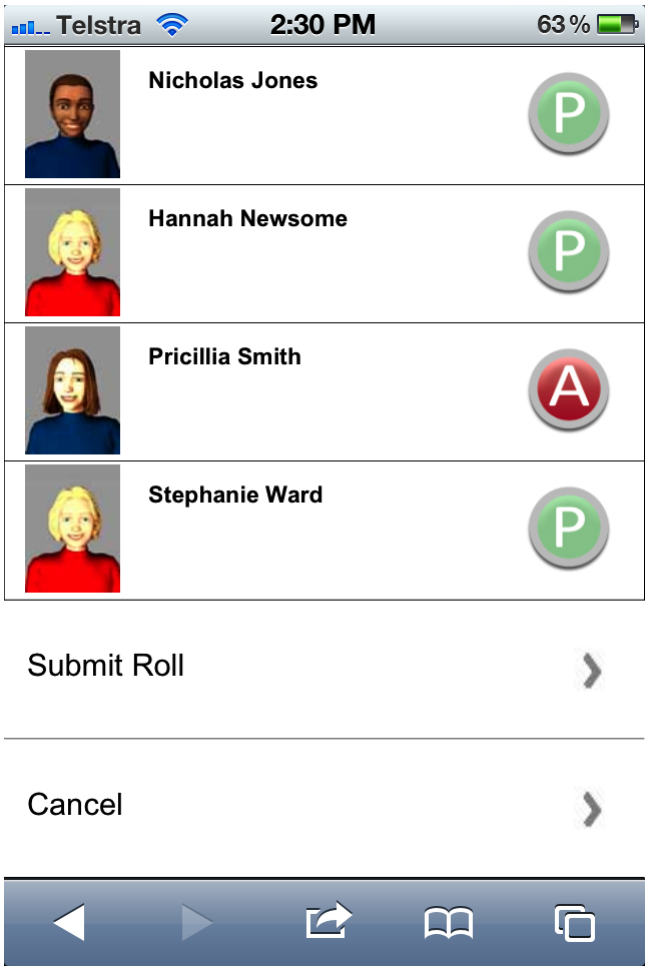

Select a different teacher, if marking another teachers class.

## iOS Class Entry




Choose the Class to mark

## iOS Class Entry




Touch to Submit Roll.