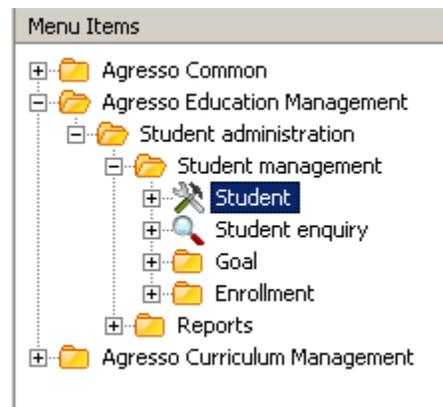


Entering Attendance - from Student \ Enrollment

From Agresso *Menu Items* panel:

1. Open *Student* screen through displayed path.



2. In the *Student* screen enter student number, press tab key.

You can use other search criteria such as search name instead of student number to bring up a student's information.

Student information will be populated.

The screenshot shows the 'Student' form with the following data populated:

- Student no: 294703
- Surname: White
- First name: Snow
- Birthdate: 07/15/1985
- Gender: Female
- Mar. Status: Single (never married)

3. Click on *8 - Enroll* tab.

The screenshot shows the 'Enroll' tab with a table listing services. The student number 294703 and name White, Snow are visible at the top.

Tag	Service	Offering	Description	Final grade	Grade point	Grade value
?	<input type="checkbox"/>					
1	<input type="checkbox"/>	ESL0012	10JANRMTR2	Academic Literacy Advanced Tra	4.00	87.00
Σ						

All services that the student have taken and is taking are listed in *Enroll* tab.

4. Find the service that you want to enter attendance for, and double click on it.

Enrollment screen will open.

- Click on *Activities* tool option.

BY Student BY Enrollment

Activities ▾ Achievements Alerts Invoice base (student) Enrollment closure

1 - Enroll 2 - Grade 3 - Certification 4 - Session 5 - Mid Term

Student **294703: White, Snow**

Goal **International ESL**

Service *Academic Literacy Advanced Transitions*

Offering *Academic Literacy Advanced Transitions*

Session - Apply *January, 2010 Session*

- From the drop down list, select *Activity tracking by student* option.

Activities ▾ Achievements Alerts Invoice base (student) Enrollment closure

Activity tracking by student

Activity setup

4 - Session

Snow

Goal **International ESL**

Activity tracking by student screen will open.

BY Student BY Enrollment BY Activity tracking by student

Setup Template New link Organise links

Student **294703: White, Snow** Student key **242279**

Enrollment **ESL0012, 10JANRMTR2 : Academic Literacy Advanced Transitions**

College Start **01/06/2010** End date **04/27/2010**

Activity Units Total units

	Activity date	Code	Units	Comment
?				
1				

- From the *Activity* drop down list select *ATTENDANCE* option, press tab key.

All records of previous absences of this student will display.

Student **294703: White, Snow** Student key **242279**

Enrollment **ESL0012, 10JANRMTR2 : Academic Literacy Advanced Transitions**

College Start **01/06/2010** End date **04/27/2010**

Activity Units **CLASS** Total units **3**

	Activity date	Code	Units	Comment
?				
1	01/12/2010	Late for Class	1.000	
2	01/07/2010	Excused from Class	3.000	Attending medical exams.

8. Click on *Insert row* option in the main Agresso toolbar to enter another absence record.



9. Follow these steps to enter a new absence record for this student in the first empty row – row 3:
 - a. Double click in *Activity date* cell; a calendar will open; select the date of absence.
 - b. From the *Code* drop down list choose the relevant absence code.

Activity		ATTENDANCE	Units	CLASS	Total units
?					
1	01/12/2010	Late for Class	1.000		
2	01/07/2010	Excused from Class	3.000	Attending medical exams.	
3	01/25/2010				
4		Absent from Class			
5		Excused from Class			
6		Fast Tracking Student			
7		Late for Class			

- c. Enter the number of units that the student has missed. These should be less than the *Total units* per class that is displayed above the table.
 - d. Type a comment for this absence if applicable.

10. Click on save button to save the entered absence(s).



Activity tracking by student screen will close; you will be taken back to *Enrollment* screen.