

Coordinator: Attendance

Introduction to Attendance Settings

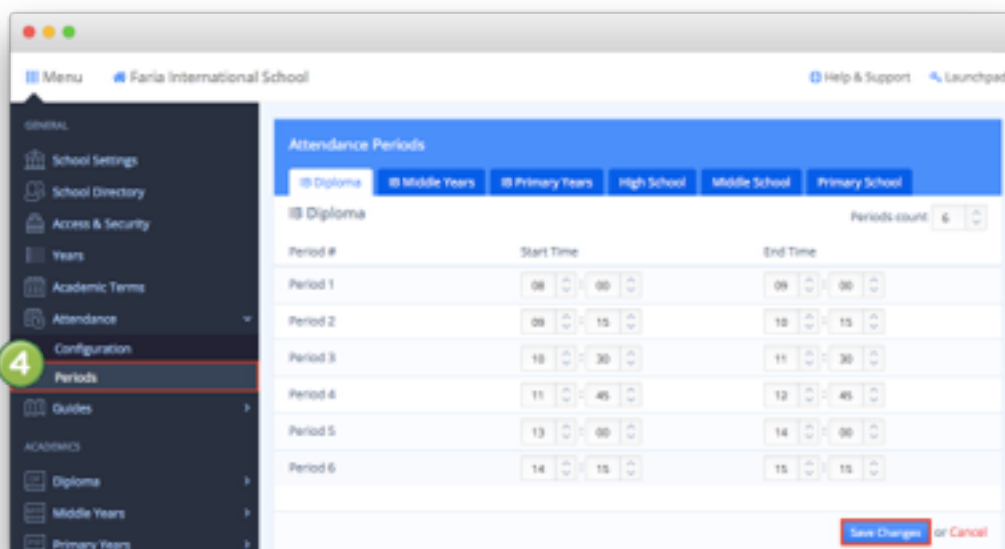
Click the **Settings** icon > **Attendance** to configure your attendance preferences.

1. **Settings** - Set your academic year, indicate if you use weekdays or rotation days, and set your attendance categories. We support attendance for homerooms, classes, or both.

2. **Daily and Weekly E-mail Notifications** - Enable automated e-mails at set times to Parents for Homeroom Absences, and Administrators for Daily Digest and Weekly Attendance. The weekly notification is triggered when students miss a minimum prescribed number of lessons.

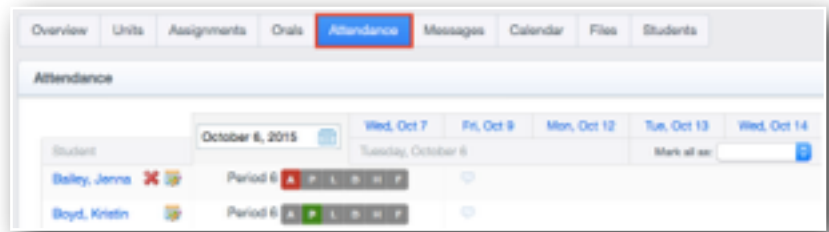
3. **Holidays** - Set your holidays by clicking on dates in the calendar. Teachers will not be able to attendance for holidays or days off. To reset the date as a regular school day, click the date again.

4. Click **Lesson Plans** on the left navigation panel to select the number of lesson periods each day, configure lesson times for each Programme and **Save Changes**.



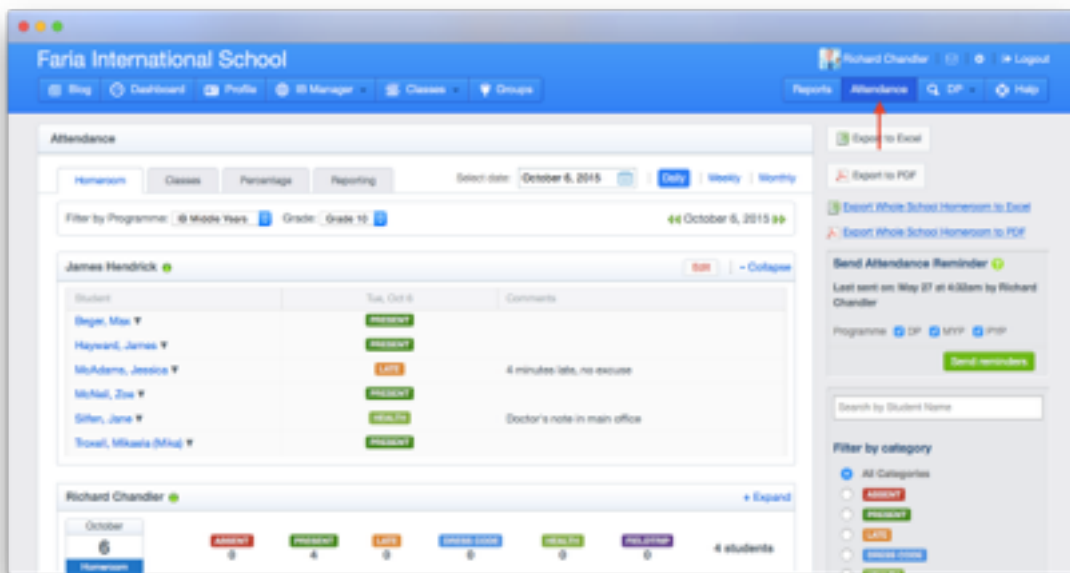
Teacher Attendance

Once enabled, teachers will see homeroom attendance under **Dashboard > Homeroom**. In their classes, an **Attendance** tab will also be visible.



Attendance Manager

Under the **Attendance** tab you can track daily, weekly, and monthly attendance as a ManagBacAdministrator. Click **Expand** next to each homeroom or class to view attendance for the day, week or month. Click **Edit** to *add/edit* attendance records. Use the **Filter** to view specific categories and periods.



The PDF and Excel exports will reflect the applied filters. Our PDF exports include the *Home Telephone* and *E-mails* to make it easier for you to follow up with parents, and to generate lists during fire drills or school emergencies.

Tip: If you enable Percentage-based reporting, you will also be able to filter your exports by specific months.