

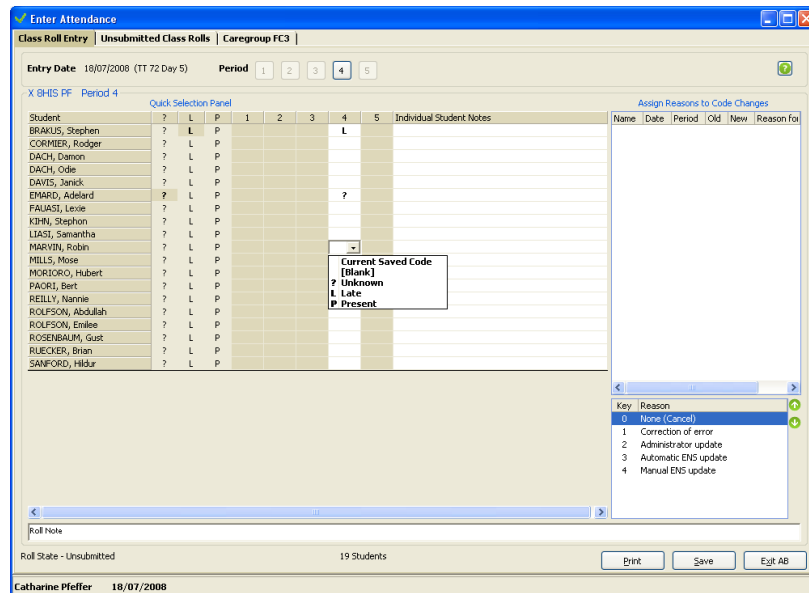
AB6 Quick Start for Teachers

1 Log into Classic and open AB6 by:



- Clicking on the short-cut Absences tick on the sidebar

2 Your roll for the current period will be displayed, ready to be marked



- Click on this button if you want more help: 
- If required, click on other 'Period' buttons or on the **Unsubmitted Class Rolls** tab to display a list of your other rolls

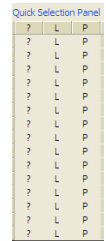
Unsubmitted Class Rolls

- 'Caregroup' teachers can mark their caregroups by clicking on the 'Caregroup' tab.

Caregroup FC3

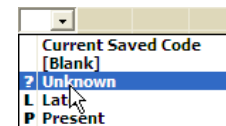
3 Mark only those students who are not present by:

- Clicking on the code in the quick selection panel



OR ...

- Selecting from the dropdown list



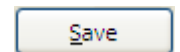
OR ...

Typing the required code directly into the entry grid

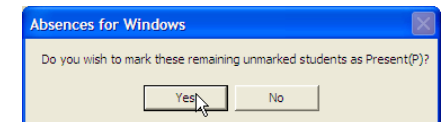


Note: The shift key is **not** required when typing the '?'

4 Click 'Save'



5 Click 'Yes' when asked if you wish to mark the remaining students with the code 'P'



6 Click 'Exit AB'

