## musac

## **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

🗸 Enter Attendance				
Class Roll Entry Unsubmitt	ted Class Rolls C	aregroup FC3		
Entry Date 18/07/2008 (TT	72 Day 5) Pe	eriod 1 2 3 4 5		0
X 8HIS PF Period 4		00000		
A GHISTI FOIDU I	Quick Selection Pane	el de la companya de		Assign Reasons to Code Changes
Student	? L P	1 2 3 4 5	Individual Student Notes	Name Date Period Old New Reason for
BRAKUS, Stephen	? L P	L		
CORMIER, Rodger	? L P			
DACH, Damon	? L P			
DACH, Odie	? L P			
DAVIS, Janick	? L P			
EMARD, Adelard	? L P	?		
FAUASI, Lexie	? L P			
KIHN, Stephon	7 L P			
LIASI, Samantha	7 L P			
MARVIN, Robin	7 L P	-		
MILLS, Mose	7 L P	Current Say	ed Code	
MORIORO, Hubert	7 L P	[Blank]		
PAORI, Bert	? L P	? Unknown		
REILLY, Nannie	? L P	L Late P Present		
ROLFSON, Abdullah	? L P	P Presenc		
ROLFSON, Emilee	? L P			
ROSENBAUM, Gust	? L P			
RUECKER, Brian	? L P			
SANFORD, Hildur	? L P			
· · · · · · · · · · · · · · · · · · ·				-
				< >
				Key Reason
				None (Cancel) O
				2 Administrator update
				2 Administrator update 3 Automatic ENS update
				4 Manual ENS update
				4 Manual ENS update
<				
Roll Note				
e				
Roll State - Unsubmitted		19 Students		Print Save Exit AB
Catharine Pfeffer 18/07/2	2008			
cacitarine Fielder 18/07/2	2000			

- 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

2

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

## Caregroup FC3

Quick Selection Pane

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- 3 Mark only those students who are not present by:
  - Clicking on the code in the quick selection panel



• Selecting from the dropdown list

Current Saved Code [Blank] 2 Unknown L Lat P Present

OR ...

Typing the required code directly into the entry grid

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

4 Click 'Save'

- <u>S</u>ave
- 5 Click 'Yes' when asked if you wish to mark the remaining students with the code 'P'

Do you wish to mark these remaining unmarked students as Present(P)?
Yes

6 Click 'Exit AB'

Exit AB