

Enter General Details

Please provide the name of the person who will be responsible for administering Web Attendance. eg Uploading timetable files, issuing user accounts. This will be our contact person.

First Name:

Last Name:

Email:

School Name:

This name will be visible to your users

Education Department ID Number:

Leave blank if you do not have one

Excel is integrated with Web Attendance by default, to enable data exports, for attendance and absence reports. This facility can be made unavailable if it is not required by your school.

Yes, we would like to export data to MS Excel

Absence Details

A student may be absent from school / class for a number of reasons, some of which are not counted as absences. Unless otherwise specified, Web Attendance is configured with the standard Victorian Education Department Absence Codes as the default. Alternatively, you can use your own absence codes customised for your school.

Specify which ABSENCE codes will be used by your school.

- Please use default absence codes**
- We would like to upload our own codes (Microsoft Excel)**

Default Absence Code

A frequently used code can be specified as your default code. This code is usually the code used by teachers when the reason for a student's absence is not yet known. e.g. for Victorian schools using Dept. of Education Codes this is usually Code 500 – Unexplained.

Specify the absence code that YOUR SCHOOL will use as the DEFAULT CODE

Mark Consecutive Periods

When a teacher has the same class for two or more consecutive periods, to save time the roll can be marked in one session and the absence records will be recorded simultaneously. Should there be any variations to this, the teacher can open a student or class record and make any amendments accordingly.

- YES, mark consecutive teaching periods simultaneously**
- NO, separate roll marking is required for each period**

Absence Alerts

The Absent Alerts page flags students who have been absent for a specified number of lessons during a specified number of days over which the absences are tallied. These settings default to 8 periods over 14 days, but can be changed for your school.

Select the NUMBER OF PERIODS or LEAVE THE DEFAULT VALUE

Select the NUMBER OF DAYS or LEAVE THE DEFAULT VALUE

Student Identification

To avoid problems with historical absence data, having Unique Student ID's in your timetable is required.

- Yes, our Student ID's are unique**
- We don't use unique Student ID's and I need assistance to set this up**

Teacher Identification

For logging in and marking rolls, having Unique Teacher IDs in your school's timetable is essential. These may be Timetabler codes, CASES T/Os or similar.

- YES, Teacher IDs in our school timetable are UNIQUE**
- NO, Teacher IDs are NOT UNIQUE in our school timetable**

Subject Identification

To prepare for The Timetabler integration with Web Attendance, it is important to know whether your school uses unique subject codes in the timetable. For example, the subject of English may have codes that distinguish the year group for which the subject is timetabled, such as 07ENG, 08ENG...12ENG. Or each year may use the same subject code e.g. ENG.

- YES, Subject IDs in our school timetable are UNIQUE**
- NO, Subject IDs are NOT UNIQUE in our school timetable**

Staff Identification on Student Timetables

Choose "Yes" if you wish to have Staff ID Codes displayed on Student Timetables. If you select "No", then staff initials will be used instead.

- Yes, please display staff ID's**
- No, please display staff initials**

Ordering Class Lists by Surname

Choose "Yes" if you wish Class Lists to be ordered by Surname. If you select "No", they will be ordered by Student ID code instead.

- Yes, please order class list by surname**
- No, please order class list by Student ID code**

Time Lapse for Unmarked Roll

The number of minutes that can elapse before a roll is flagged as unmarked, is set to zero by default. Specify the number of minutes to elapse before a class is flagged as not marked (or leave as zero).

Select the NUMBER OF MINUTES to elapse or LEAVE THE DEFAULT VALUE

Days and/or Weeks in Timetable

The structure of your timetable will determine how many attendance records are required for each student. Therefore you need to specify the Timetable Type, Number of Days and Number of Weeks in your Timetable. For Weekly Timetables, specify the week for commencing the timetable e.g. timetable imported after commencement of the school term may start in Week 2 of the timetable.

Please specify your Timetable Type

- Weekly. eg 5 days = 1 week, 10 days = 2 weeks, 15 days = 3 weeks
- Rotating. 6 day rotating, 7 day rotating, 8 day rotating

Number of Days in Timetable Cycle

Please select the Start and End dates of the Timetable

Start Date of Timetable

November 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

End Date of Timetable

November 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Upload Timetable Development file

Open The Timetabler software, click Configure V7TE located on the Home page, select Archive Data, select your Timetable file (8.tdf) and click Archive.

Attach Zipped Timetable

To display zipped files, select All Files (.*) when the dialog box opens, in the Files of Type field.*

Upload Web Attendance - Administrators

Click on the link below to open the Administrator template. Add your details, save then attach the file.

1.

2.

Attach Administrators

Upload Web Attendance Users and Teachers

Click on the the links below to open the various templates. Add your details to each of them, save then attach each file separately.

1.

2.

Attach Users

3.

4.

Attach Teachers

Order details

1 x 12 month subscription license, AUD\$2,700 (ex GST)

Your Name:

Your Email:

**School
Address:**

City:

State:

Country:

Purchase Order:

We don't have a purchase order, please invoice the school

Please email invoice to:

I Accept the license agreement for DayMap - Web Attendance

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