Momentum ESR – Teacher's guide for Attendance

Version update: 10 September 2019

Note

As a teacher you will only see the classes that you have access to in the Attendance application. If you need access to additional classes, please contact the Admin Level User in your school – usually the Principal, Deputy Principal or a nominated staff member in the school's front office.

Please contact us if you need any additional assistance:

Email: support@esr.com.au

Phone: 02 8208 6000

Website: www.esr.com.au

Key

(Bold)

Example of use

Bold text *represents Menu Items, Headings, Tabs, Text and Icons that you will be able to see verbatim on screen. See the below Examples of Use also*

(**>**) means menu selection pathway

Example of use

The sentence - Select the Admin tab, then select the Import menu item and then select Import Students would be represented as select **Admin>Import>Import Students**

(-) means page heading pathway

Example of use

The sentence – Under the heading Export, below the heading Student List, located in the table marked Report Criteria you will see the heading Options this sentence would be represented as Under **Export - Student List – Report Criteria- Options**
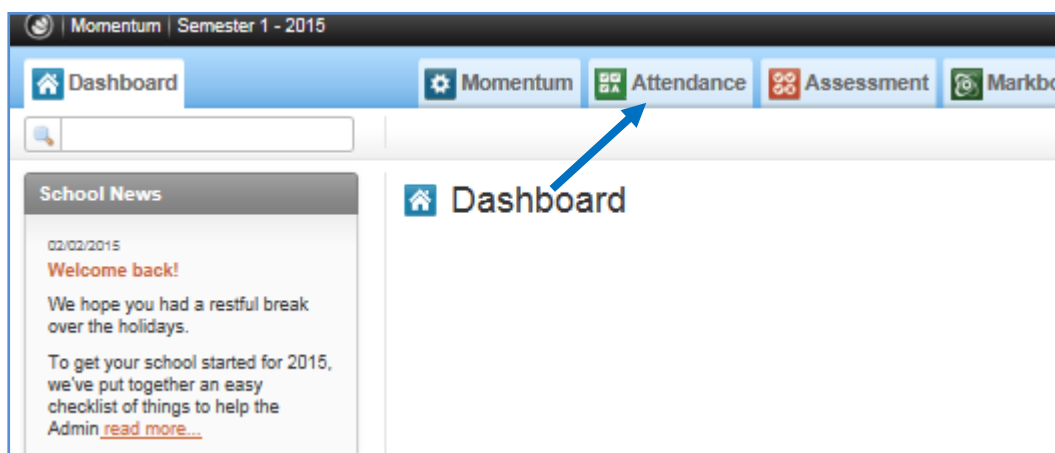
(Note:)

Notes are important pieces of information that are not a step but need to be considered in the particular area of the application.
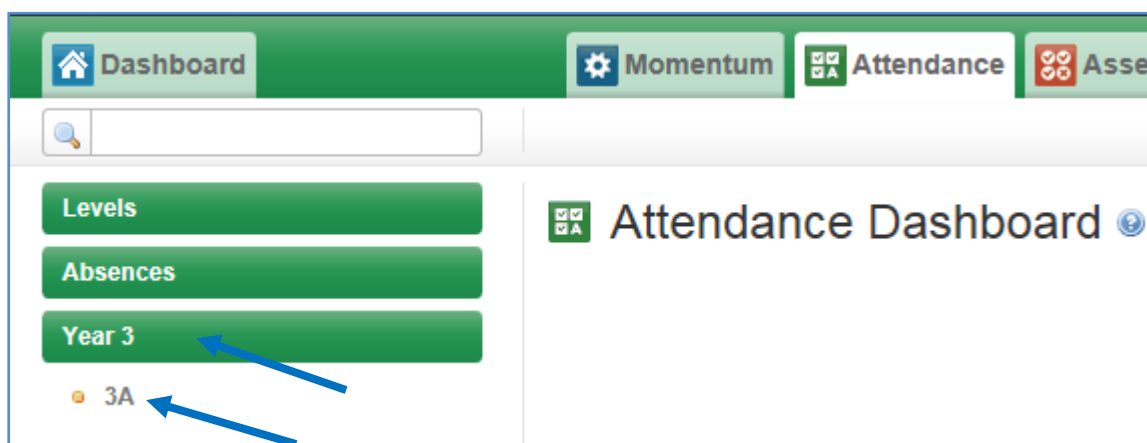
Contents

Marking attendance on a daily basis

1.   Select the >**Attendance** tab once you have logged in

2.   From the left-hand menu, select your Year-Roll Class

3.   You will see the roll for today's date. Students are marked as being present with a **green tick** by default. To mark a student as being absent, select the **green tick** that is aligned to their name.

4. A pop-up window will give you the options mark their absence **Whole-Late Arrival-Early Leaver-Partial –** the options for **Late Arrival-Early Lever-Partial** absences allows you to specify the time of arrival or departure

5. The **Reason** option allows you to select the correct absence code to assign to an absence.

6. You can add a comment to the absence for future reference if you wish

7. Select **>Save**

8. The green tick will now change to reflect the type of absence put in by you

9. Select the **>Submit** button once you have finished marking the roll for the day

10. To submit the roll for the class on behalf of the Class Teacher, select the drop down button beside the **Submit** button and fill in your name and/or a note and select **>Save**

Note

Once a roll is submitted, the front-office staff and Executive can see that the roll has been submitted by the class teacher. For schools that have a process in place for late arrivals to present themselves at the front office, the staff there can then amend the recorded absence rather than the student disrupting the class.

Marking the same absence-type for multiple students

1.   You can select multiple students and change their status from the default present to a type of absence whether the absence is whole; late arrival; early leaver or partial in nature

2.   To do this, simply select the box beside the names of the absent students

3.   Scroll to the bottom of the screen and select **green plus +** button

4.   A pop-up window will give you the options mark their absence **Whole-Late Arrival-Early Leaver-Partial;** the options for **Late Arrival-Early Lever-Partial** absences allows you to specify the time of arrival or departure.

5.   The **Reason** option allows you to select the correct absence code to assign to an absence.

6.   You can add a comment to the absence for future reference if you wish

7.   Select **>Save**

8. You can see an overview of the absences below the bottom of the class list.

9. Scroll to the bottom of the page to see **Present-Whole Absences-Partial Absences**

Attendance - Class 3A on Monday 2nd February ⓘ

Class 3A | Term 1 | Week 2 | Monday 02/02/2015

Roll submitted: on 09/02/2015 6:18 PM by Ms. Terra Nora   Unsubmit 🖶 Print 3A ▾ Date 📅 Week 📅

☐	Student ▾	Year ▾	Gender ▾	Code	Status
☐	Burt, Julia	3	Female	P - W	Declared
☐	Chung, Chester	3	Male	✔	
☐	Deng, George	3	Male	✔	
☐	Khorram, Jack	3	Male	A	Unjustified
☐	Kim, Melody	3	Female	✔	
☐	Lai, Eric	3	Male	✔	
☐	Lam, Glen	3	Male	✔	
☐	Liang, Ian	3	Male	✔	
☐	Lin, Tarsha	3	Female	S	Sick
☐	Lin, He Chuan	3	Male	✔	
☐	Mahesan, Siena	3	Female	✔	
☑	Saltos, Max	3	Male	✔	
☐	Shai-Hee, Ulas	3	Male	✔	
☐	Su, George	3	Male	✔	
☐	Suen, Rachel	3	Female	✔	
☐	Tennyson, Ben10	3	Male	✔	
☐	THAI, Claire	3	Female	✔	
☐	THAI, Alice	3	Female	✔	
☐	Walters, Bashneel	3	Female	✔	
☐	Wang, Jun	3	Male	✔	
☐	Xu, Dinuk	3	Male	✔	
☐	Zhao, James	3	Male	✔	
☐	Zhou, Berwyn	3	Male	✔	

Present	Whole Absences		Partial Absences	
	Explained	Unexplained	Explained	Unexplained
20	1	1	0	1

How to record two or more absences in one day for a student

A student may have multiple absences in one day for e.g. they may have been late in the morning, and then they may have had to leave early in the afternoon or leave for part of the day to go to an appointment outside the school grounds.

1. To add an additional absence, use your mouse and hover over the existing absence for the student in the roll class list, and you will see a pop-up window.

2. In the pop-up window, under the -Actions column, you will see a -pencil icon; a -red button and below that a -green icon with a +plus symbol

3. Click on the -green icon with the +plus symbol, and add in the additional absence

4. Now you will see two absences marked for the one day for the student

Making changes to marked absences

5. To make a correction to a marked absence after you have submitted the Roll, you need to firstly unsubmit the roll. To do this, simply select **>Unsubmit** on the top right-hand side of the page

6. Locate the students that need their absences amended, and hover with the mouse over the recorded absence.

7. Details of the absence will be shown on a pop-up window. You can then select the pencil icon to edit the absence. *If the absence needs to be removed, then select the red button icon under the pencil icon*

8. A pop-up window will give you the options edit their absence **Whole-Late Arrival-Early Leaver-Partial;** the options for **Late Arrival-Early Lever-Partial** absences allows you to specify the time of arrival or departure.

9. Select **>Save**

Marking absences in the future

Please note that future absences can only be marked in the current semester. In Semester 1, you can't mark absences for Semester 2, you need to wait until the start of Semester 2 to mark any future absences in Semester 2.

1. You can mark absences in the future by selecting a particular date in the future or a week in the future

2. To select a particular date in the future, select **>Date** and from the calendar pop-up, and select the date in the future
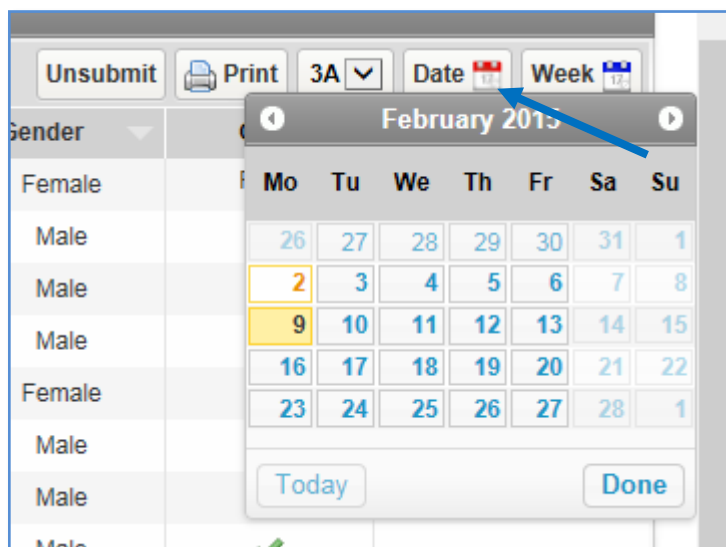
3. The list of students' names will appear with a grey dot instead of the green tick under **Code**

4. When you hover over the grey dot beside any student's name, you will see a message, "**This is a future date**"

5. Locate the student you want to mark the future absence for and Select the grey dot in line with their name under **Code**

6. The pop-up window will give you the options edit their absence **Whole-Late Arrival-Early Leaver-Partial**; the options for **Late Arrival-Early Lever-Partial** absences allows you to specify the time of arrival or departure.


7. Select **>Save**

Marking absences for a week in the future

> *Please note that future absences can only be marked in the current semester. In Semester 1, you can't mark absences for Semester 2, you need to wait until the start of Semester 2 to mark any future absences in Semester 2.*

1.   To mark an absence for a week, select the **Week** button and select the week you want

2.   The list of students' names with the days of the week will be displayed

3.   To mark an absence, locate the student's name and select the grey dot beside their name

4.   The pop-up window will give you the options edit their absence **Whole-Late Arrival-Early Leaver-Partial;** the options for **Late Arrival-Early Lever-Partial** absences allows you to specify the time of arrival or departure.

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Add absence for Julia Burt

Date (Range)	02/02/2015
Absence Type	○ Whole ○ Late Arrival ○ Early Leaver ◉ Partial
Time	Start 11 : 55 End 13 : 45
Reason	W - Declared
Comment	

Cancel   Save

5.   Select **>Save**

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Marking extended student absences in the future

Please note that future absences can only be marked in the current semester. In Semester 1, you can't mark absences for Semester 2, you need to wait until the start of Semester 2 to mark any future absences in Semester 2.

1. Locate the student's name from list of students' names, and select the green tick beside the student's name

2. In pop-up window, select **>Range** located beside **Date**

3. Select the dates for start and end of the absence by selecting the **Begin** and **End** dates

4. Select the >**Reason** for the absence; add a **comment** if you wish and Select **>Save**

Viewing daily absences

1. You can view all absences, just the absences for the day and all unexplained absences through the **Absences-All-Today-Unexplained** options on the left-hand menu

2. Go to **>Absences>Today** to view the absences for today

3. The Absences-Today page will list all the students and the type of absence assigned to them. The **Absences-Today** page has the following information:

    a. **Student** lists the names of all the students with absences in your Roll Class or across several classes if you have access to more than one class

    b. **G** represents the gender of the student

    c. **Y** represents the year level of the student

    d. **Class** represents the Roll Class of the student

e. **Date** represents the date of the absence

f. **Code** represents the type of absence

g. **Status** represents the type of absence

h. **Flag** represents whether there is a comment about the absence denoted by a speech bubble; or links to any form letters like an absence notice sent to the parent or guardian

i. **Actions** have a pencil icon to edit the absence or the red delete button to remove the absence altogether

4. You can print the absences; export the absences; generate a form letter for the absences from **Print-Export-Form Letter** option at the bottom of the screen

Viewing daily absences on your dashboard widget

1. You can also view daily absences for your class by enabling a widget on your dashboard to
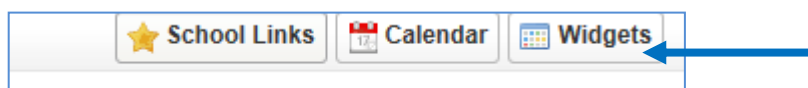   save you from going through to the **>Attendance** tab

Note

*A widget is essentially provides a direct link or a short-cut through to view specific information or
perform specific tasks. You can enable and disable widgets on your own dashboard.*
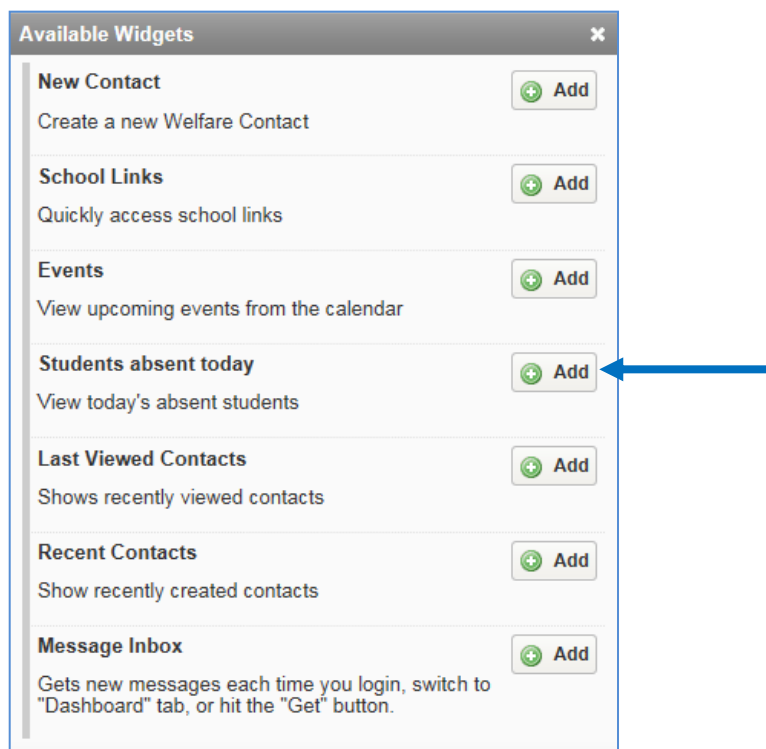
2. Select **>Dashboard** tab
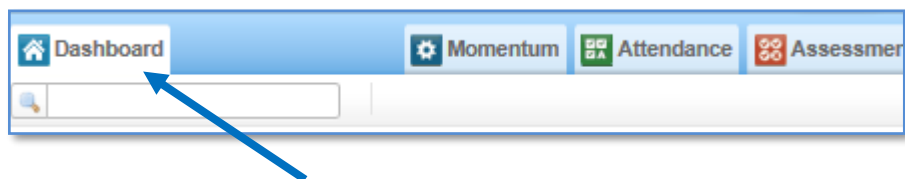
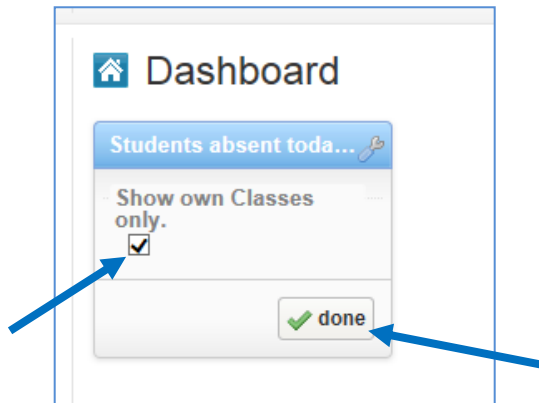3. Select **>Widgets** on the top right-hand side of the screen

4. A list of available widgets will appear; select the >Add link for the widgets you want to
    add to your dashboard; in this case, select **>Add** beside Students absent today

5. Select the check box if you only want to see the absences for own class only and select
>done

6. The **Students absent today** widget will list the Roll Class and show the number of absences for the day in parenthesis
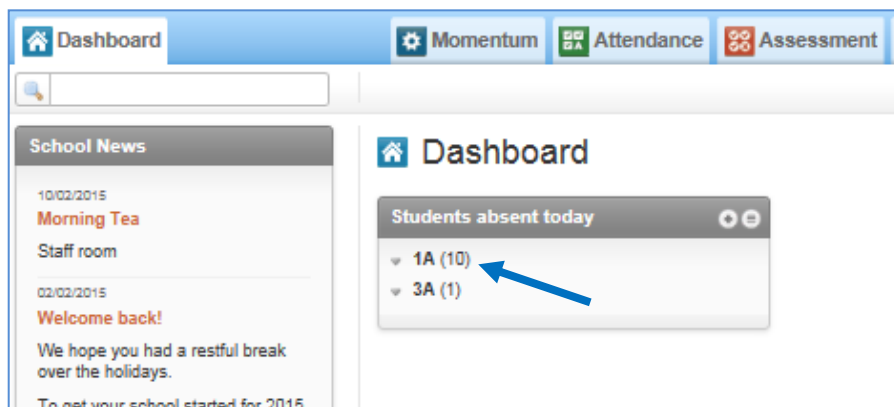
7. Select the **drop-down link** beside the **Roll Class** to see the names of the absent students
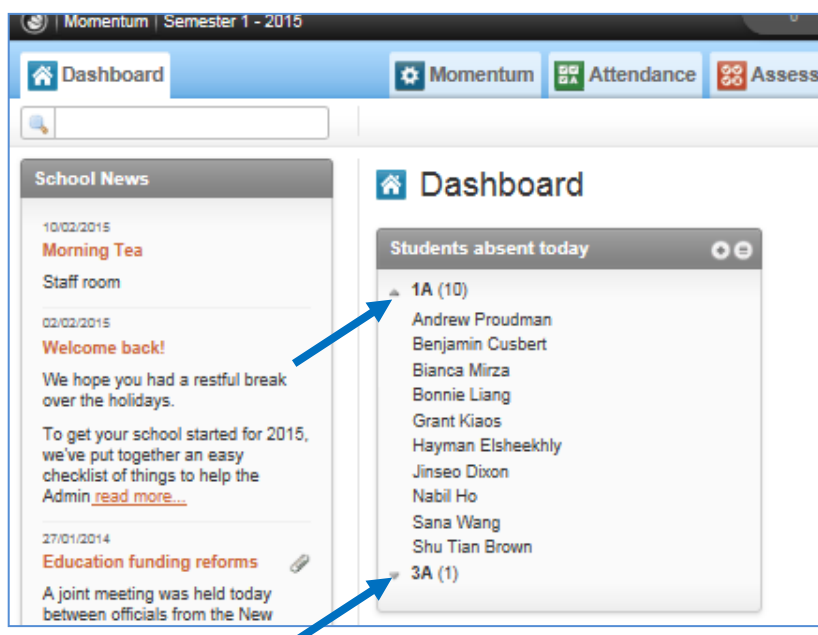
8.   The plus **+** button on the widget expands the widget to the breadth of the dashboard
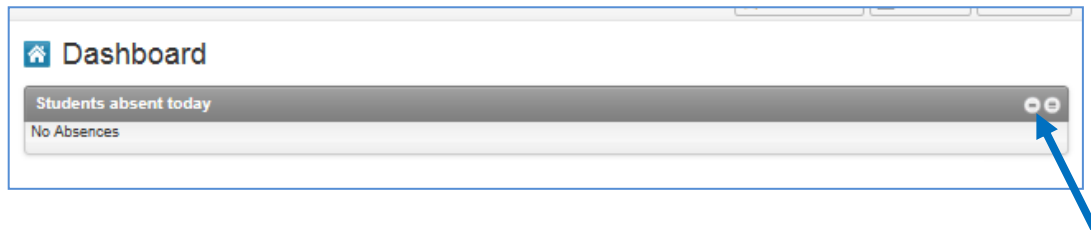
9.   The list button on the widget gives you option to change the >**Settings** for the widget;
      >**Refresh** the widget; or >**Remove** the widget from your dashboard

Viewing all absences

1. Go to **>Absences>All** on the left-hand menu to view all recorded absences

2. The Absences-All page will list all the students and the type of absence assigned to them. The Absences-Today page has the following information:
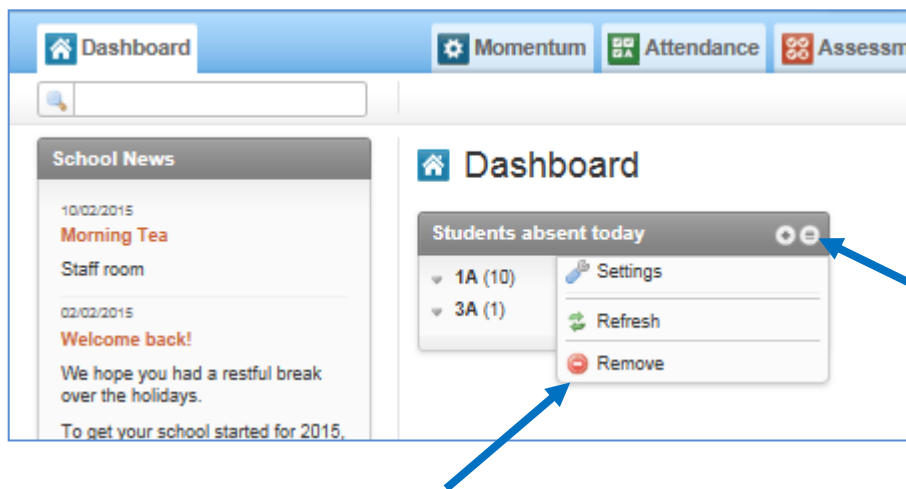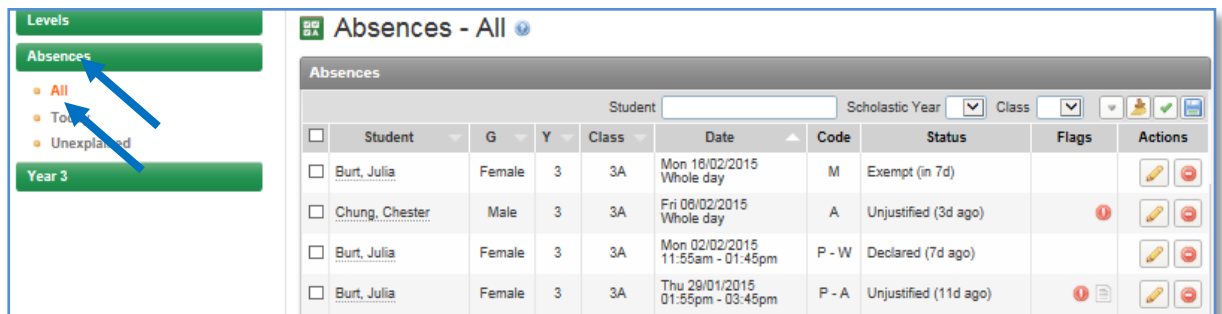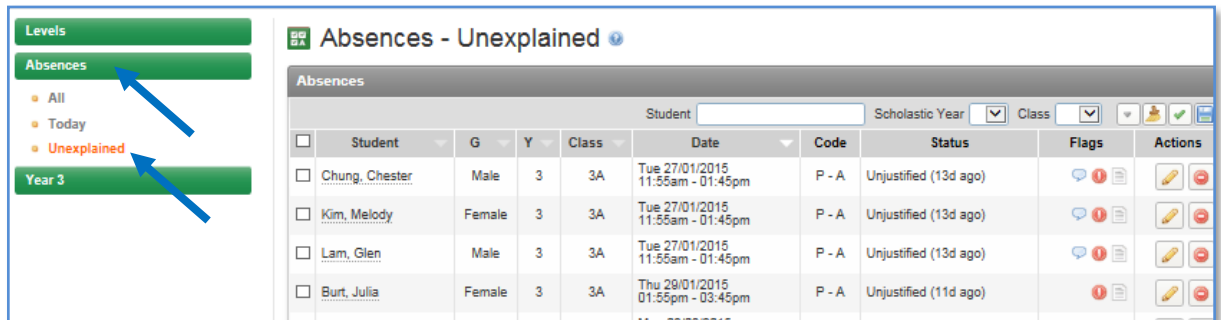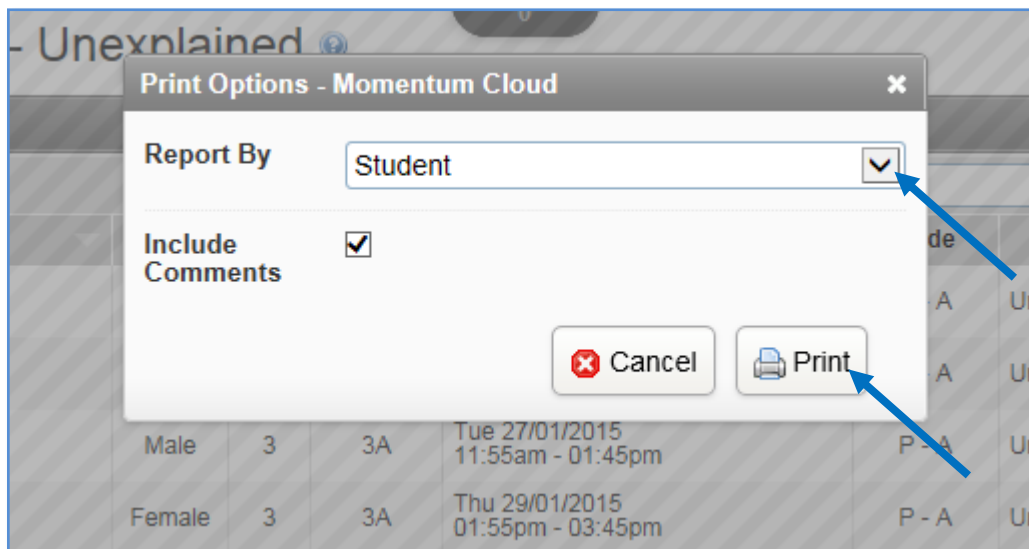
    a. **Student** lists the names of all the students with absences in your Roll Class or across several classes if you have access to more than one class

    b. **G** represents the gender of the student

    c. **Y** represents the year level of the student

    d. **Class** represents the Roll Class of the student

    e. **Date** represents the date of the absence

    f. **Code** represents the type of absence

    g. **Status** represents the type of absence and when the absence was recorded

    h. **Flag** represents whether there is a comment about the absence denoted by a speech bubble; or links to any form letters like an absence notice sent to the parent or guardian

    i. **Actions** have a pencil icon to edit the absence or the red delete button to remove the absence altogether

3. You can print all absences listed; export the absences listed; and generate a Form Letter for all or selected students from the **Print-Export-Form Letter** button at the bottom of the **Absences-All** page

4. To print all absences listed, select **>Print**

5. To export all absences listed, select **>Export** and a .csv file will be generated which you and **Open** or **Save**. You can open the .csv file will automatically open with Microsoft Excel.

Viewing unexplained absences

1. Go to **>Absences>Unexplained** on the left-hand menu to view all absences that have not been justified
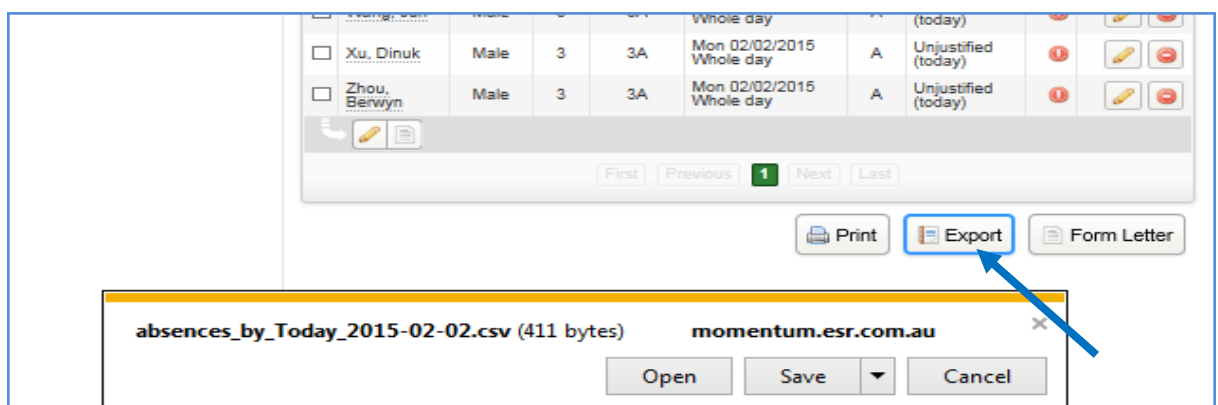

2. The **Absences-Unexplained** page will list all the students and the type of absence assigned to them. The **Absences-Unexplained** page has the following information:
    a. **Student** lists the names of all the students with absences in your Roll Class or across several classes if you have access to more than one class
    b. **G** represents the gender of the student
    c. **Y** represents the year level of the student
    d. Class represents the Roll Class of the student
    e. **Date** represents the date of the absence
    f. **Code** represents the type of absence
    g. **Status** represents the type of absence and when the absence was recorded
    h. **Flag** represents whether there is a comment about the absence denoted by a speech bubble; or links to any form letters like an absence notice sent to the parent or guardian
    i. **Actions** have a pencil icon to edit the absence or the red delete button to remove the absence altogether
3. You can print all absences listed; export the absences listed; and generate a Form Letter for all or selected students from the **Print-Export-Form Letter** button at the bottom of the **Absences-All** page
4. To print all absences listed, select **>Print>Report by** and select the type of Report you want generated; and select **>Print**
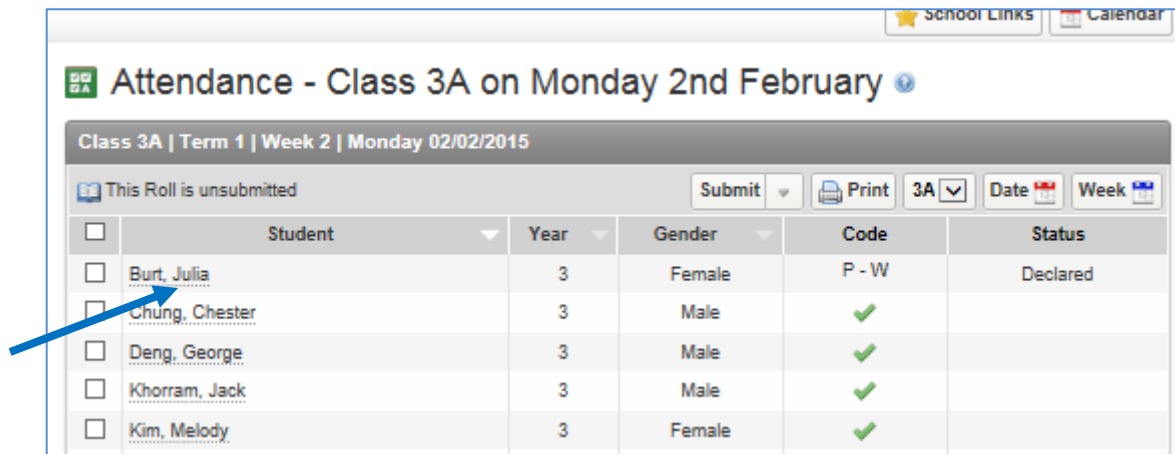
Example of an Absence Report

5. To export all absences listed, select **>Export** and a .csv file will be generated which you and **Open** or **Save**. You can open the .csv file will automatically open with Microsoft Excel.

Viewing a student's overall attendance profile

1. When you see the list of students' names, simply select the student's name to view the overall Attendance profile of the student
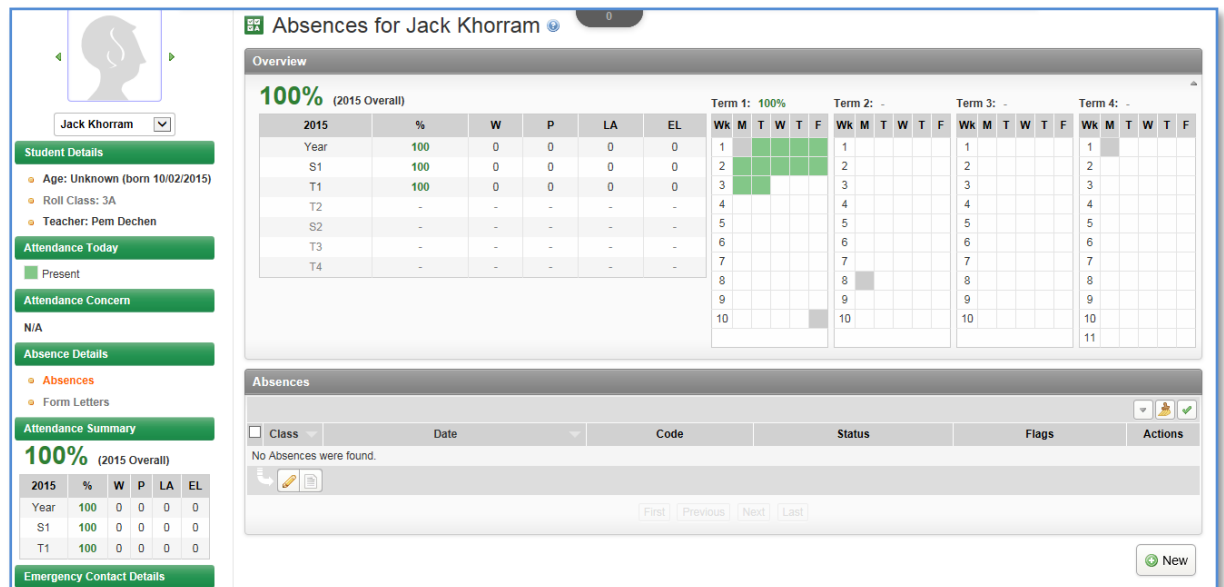

2. You will be taken to the selected student's Attendance profile page for

    a. An overview of their attendance

    b. An overview of the type and number of absences

    c. A list of all the absences with an option to edit or delete the absence

    d. A list with links to all form letters sent to the parent or guardian for the absences

    e. A link to the emergency contact details for the student

Printing roll marking forms for Casual Teachers

Printing a single roll marking form for a specific class and date

1.   Roll marking forms for today or a future day, week or fortnight can be generated at any time by the Class Teacher or the Admin Level User

2.   To generate a roll marking form for a particular day, select the **>Date** and select the particular date from the pop-up calendar window
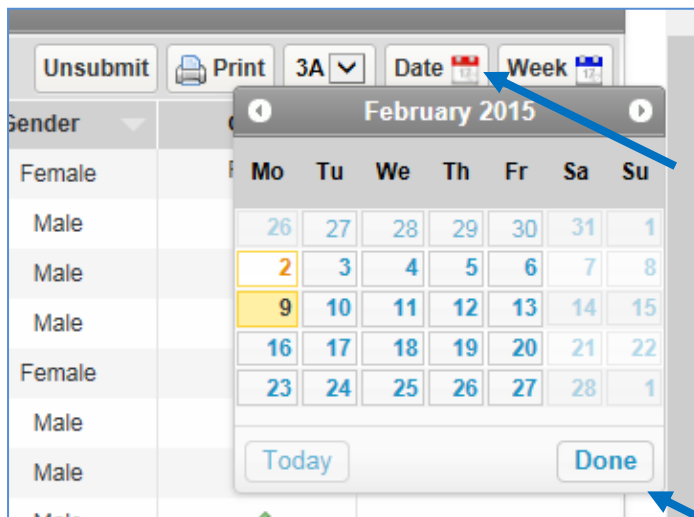
3.   The roll marking page for the selected date will appear on screen

4.   Select **>Print**
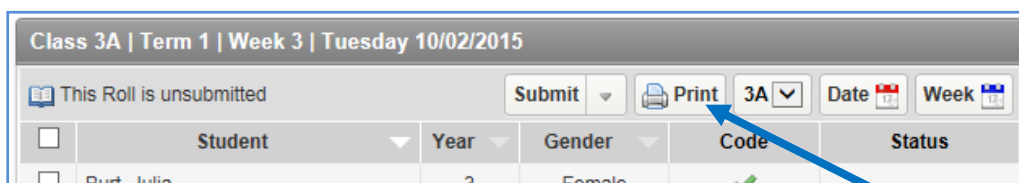
5.   A pdf of the roll class with the selected date will be generated which can then be printed

Example of printed roll marking sheet

Printing multiple roll marking forms for a calendar year; school year; roll class; today; week; fortnight

1.   Select the **>Reports** tab

2.   Select **Attendance-Roll Marking Form** from the left-hand menu

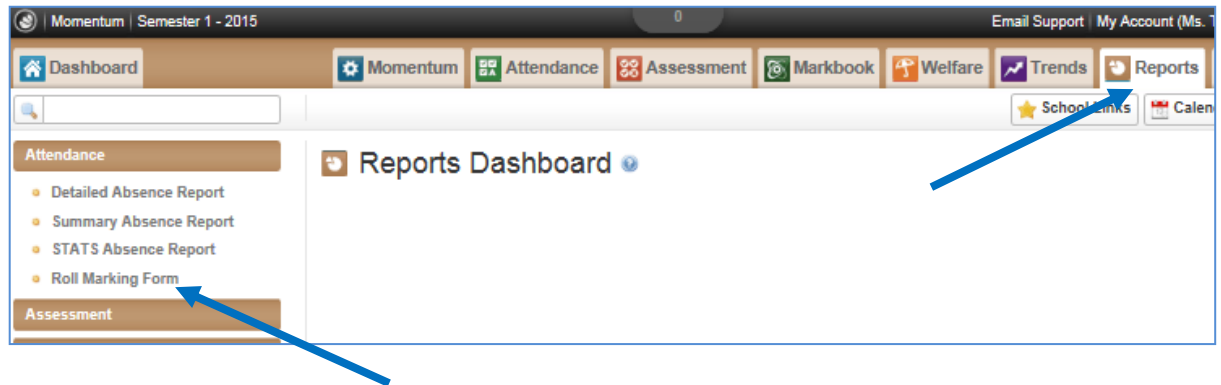3.   The **Demographic** section allows you to:

   a.   select a calendar year;

   b.   a school year or select **>Bulk Assign** to for multiple school years

   c.   a roll class or select **>Bulk Assign** to pick more than one roll class

4.   The **Report Options** section allows you to print Rolls (roll marking forms) for

   a.   today, tomorrow or a specific date through the Custom option

   b.   this week

   c.   this fortnight

Late arrival/early leaver absence notes

The process for recording Late Arrivals and Early Leavers may differ from one school to the next. Generally speaking, when the roll is taken in the morning, any students that are not in class without prior notification to the school or class teacher will be marked as a whole day absence denoted by the letter "A" – and the reason would be "unjustified"

If a student who is marked as absent is simply late, they may then present themselves to the school Office or they may head directly to class.

For students that present themselves to the school Office, the Office staff can use the **Print Receipt** menu option in **Attendance** to update their whole marked absence, provide the students with a late arrival note and then send them to their class. The student would then present the note to the class teacher.

For students that head directly to class and are late, the class teacher will need to amend their whole absence to a "late arrival" and select the time of arrival. The teacher can update the absence in either the **Roll Class** screen or use the **Print Receipt** function in **Attendance**.

Printing late arrival and early leaver absence notes
You can print absence notes on receipt printers with the following instructions:

1. Select the **Attendance** tab
2. Select **Print Receipt** on the left-hand menu

3. Start typing in the name of the student and select the student from the auto-match list *(you can also look up a student by selecting the **Bulk Assign** icon)* – you can add multiple students at a time
4. Select the **Absence Type** for e.g. Late Arrival and select the time of arrival
5. Select Reason or leave as "A – Unjustified" and add a comment if you wish
6. Select **Save and Print**

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*The absence notes will be downloaded as a pdf of 80mm width and 100mm height, and can be printed on a receipt printer. Select the downloaded pdf and right-click on your mouse and select **Print** or select the **printer icon** on the top right-hand corner, and select your receipt printer.*

Sample of an absence note

Resolving printer issues

The absence notes are set to print with a width of 80mm and a height of 100mm.

If you're using Internet Explorer as your web browser for Momentum ESR, please switch to Chrome and this will resolve your printing issues.

If you are still having issues, please contact your school's IT Support so they can look at the printer settings for your receipt printer.

Updating whole absences marked by the class teacher

The process for updating late arrivals or adding in absences has now been simplified so that you can do it from the same Print Receipt screen

The teacher marks the absent students as whole absences

Steps to update the marked absences:
1. Select **Print Receipt** on the left-hand menu
2. Start typing in the name of the student and select the student from the auto-match list *(you can also look up a student by selecting the **Bulk Assign** icon)* – you can add multiple students at a time
3. Select the **Absence Type** for e.g. Late Arrival and select the time of arrival
4. Select Reason or leave as "A – Unjustified" and add a comment if you wish

Generating a form letter for guardians

Form letters: To set up the form letter, the Admin Level User can email a template of an existing form letter to support@esr.com.au *and we will then be set up for the school. Form letters sent to parents/guardians usually specify the absence dates; and has a statement about the school or Department's policy on absences that are "unjustified"; and finally have a slip at the bottom which can be torn off and that the parent/guardian can fill in to explain the recorded absence or to acknowledge receipt of the form letter from the school.*

*You can view the form letters sent out to students in your class through the student's profile page – Refer to **2d** in "**Viewing a student's overall attendance profile**" on page 22 of this guide.*

Steps to generate form letter to send to parents/guardians

1. Go to the **Attendance** tab and from the left-hand green menu, select **>Absences>Unexplained** to filter all unexplained absences

2. You can search for the student by typing in their name in the **-Student** search field

3. Then select the check box next to the student's name and scroll to the bottom and select he icon for **-Form Letter** located to the right of the **-Printer** icon

4. The available form letters will be listed, select the form letter you want to use

5. The form letter will be generated

6. Click on the student's name to open up the letter as a pdf OR select **-Download All** to download the note and save it

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Generating reports on attendance

1.   Select the **>Reports** tab

2.   Select **>Attendance** on the left-hand menu to generate the following types of Reports

   a. **Detailed Absence Report**

   b. **Summary Absence Report**

   c. **STATS Attendance Report**
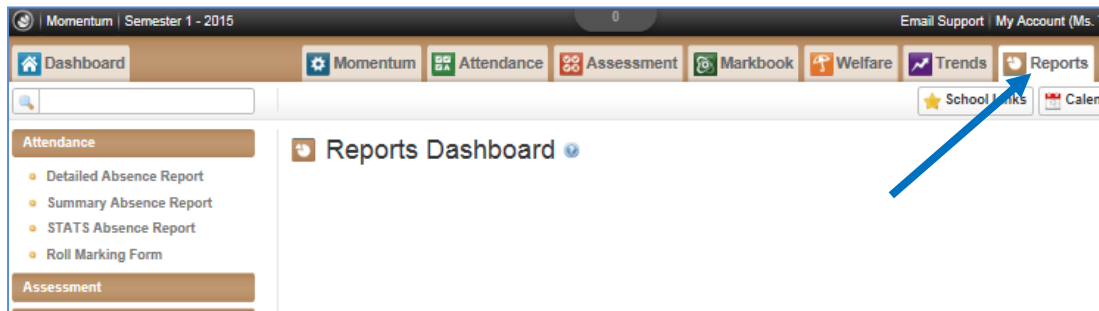
Detailed Absence Report

Detailed Absence Report gives you the option to generate a report as a .csv file which will be downloaded and can be saved and opened in Microsoft Excel.

1. Generate for a whole Roll Class by selecting a class from the drop-down menu OR for particular students by simply typing in their name or names, even if the student is no longer at the school
2. Specify the period with Start Date and End Dates; select checkbox for **Show Inactive** for reports for students that are no longer at the school

Summary Absence Report

3. Summary Absence Report gives you the option to generate a report as a .csv file which will be downloaded and can be saved and opened in Microsoft Excel.

4. The options for this Report allow you to:

    a. Select a date range for the report by specifying a start date and an end date

    b. Specify a percentage threshold by moving the button along the yellow sliding bar to specify an increase or decrease in attendance percentage i.e. see below:
        Greater than 30% absence or less than 30% absence

    c. Include students without absences

    d. Only include students with absences

    e. Select only specific reasons for the absences i.e. only Unjustified absences (A)

    f. Once you've made your selection, select **>Generate**

STATS Attendance Report

5. STATS Attendance Report gives you a report with
   a. Male student attendance
   b. Female student attendance
   c. Indigenous student attendance
   d. Overall student attendance
6. STATS Absence Report gives you the option to generate a report as a .csv file which will be downloaded and can be saved and opened in Microsoft Excel.
7. The options for this Report allow you to:
   a. Select a **Report Period** to report on i.e. Semester 1
   b. Specify the **Years**
   c. Option to have the Roll Class identified for the selected Years
   d. For faster results, generate the STATS report by one-year level at a time
   e. Select **>Generate**

Please contact us if you need any additional assistance:

Email: support@esr.com.au

Phone: 02 8208 6000