



**ONE IT**  
SERVICES & SOLUTIONS

One place for all your IT requirements

## **Arbor Attendance Dashboard**

You can view your attendance by going to **Students > Attendance**. This will give you an overview of all the registers for the current AM or PM session.

At the top of the page, you can use the filters to select past time slots to view or choose to only view registers for one type of event e.g. interventions.

### Daily Attendance

Emergency evacuation register

Editing filter...

Select Date\*

Include

- Fri, 14 Apr 2023 AM
- Fri, 14 Apr 2023 PM
- Thu, 13 Apr 2023 AM

Include

- Attendance Registers
- Trips
- Interventions
- Clubs
- Internal Exclusions

Cancel Apply

Once the register is opened, the **Daily Attendance** page provides a summary of how many students are present, late and absent. You'll see in the Marks column, that you can see some icons with numbers next to them:

- The green tick shows the number of students marked present
- The yellow clock shows the number of students marked late
- The red cross shows the number of students marked absent

Time	Lesson/Event	Year Group	Event Type	Teacher	Marks
08:45 - 12:00	Reception: Form REAZ		Lesson	Melissa Hunter	✓ 26 ⌚ 0 ✗ 1
08:45 - 12:00	Reception: Form REGT		Lesson	Himani Balan	✓ 27 ⌚ 1 ✗ 2

Click on a register to view details, update specific marks or access the teacher lesson overview.

- Click **Edit Register** to view and edit the register [from a teacher's perspective](#).
- [Edit attendance for an individual student](#) by clicking on the student's name.

« Back **Lesson Attendance Records**

Lesson	Year 8: Form 8JG
Date	09 Aug 2018, 08:00 - 08:10
Staff	Finley Kennedy
Status	Attendance register opened

**Attendance Records**

Bailey Sabrina	🕒
Bell Poppy	✓
Campbell Amanda	✓
Campbell Christopher	✓
Campbell Tyler	✓
Clark Elizabeth	✓
Edwards Jade	✗
Fox Brandon	✓
Fox Grace	🕒

Lesson Overview » Edit Register

## FAQ

### Can I view both AM and PM registers at the same time?

No, this page only enables you to view you Am or your PM registers. To see all of the registers for a day, you can use the Registers by Date page: [Seeing all registers on a certain date](#)

### Why are Pm sessions showing in the AM or AM sessions showing in the PM?

Usually, you can only see the morning registers and then in the afternoon, the afternoon registers on the **Daily Attendance** page. However, if your roll call times don't match the lesson start times, you may also see afternoon sessions in the morning and vice versa.

If you have a PM lesson showing in the AM, your roll call time will be set to after the lesson has begun. This means the lesson is categorised as an AM period because it starts before the afternoon roll call time starts.

You could choose to set your afternoon roll call time to be the same as your lesson time to resolve this. You can see more information on roll call times and how to edit them [here](#).

### Afternoon (PM)

12:45 - 13:15 Ongoing



Add new PM period