

How to View Pupil's Attendance

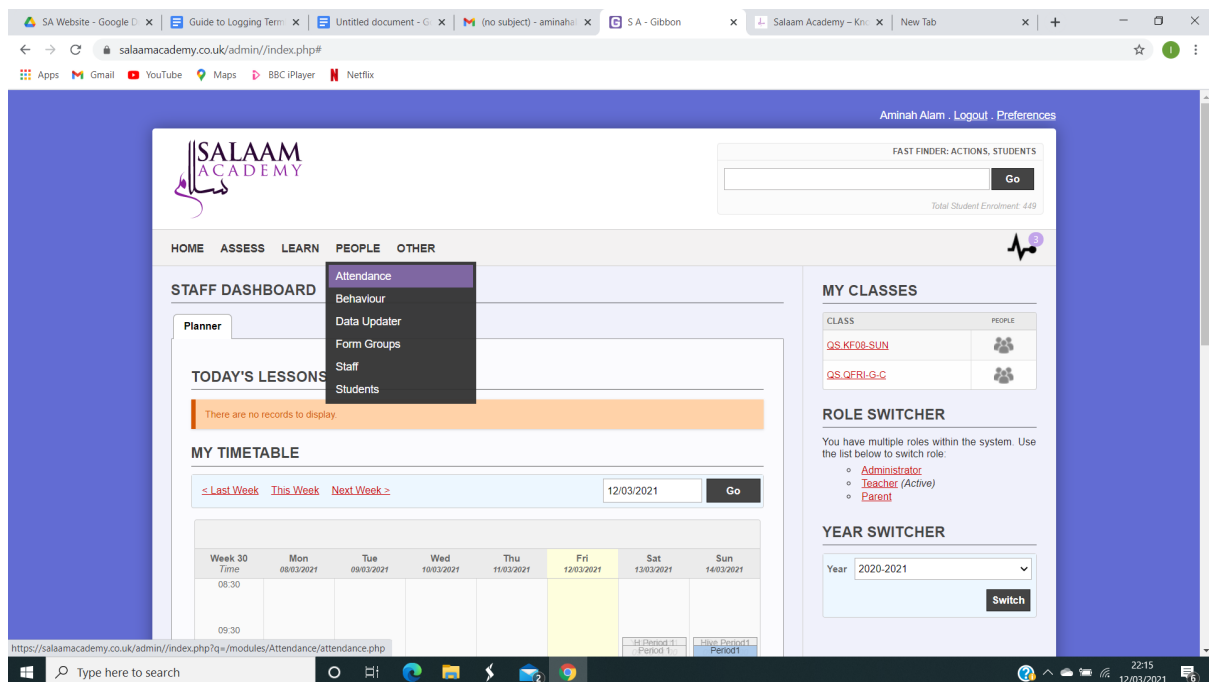
Step 1

Log into Gibbon system via a laptop.

Step 2

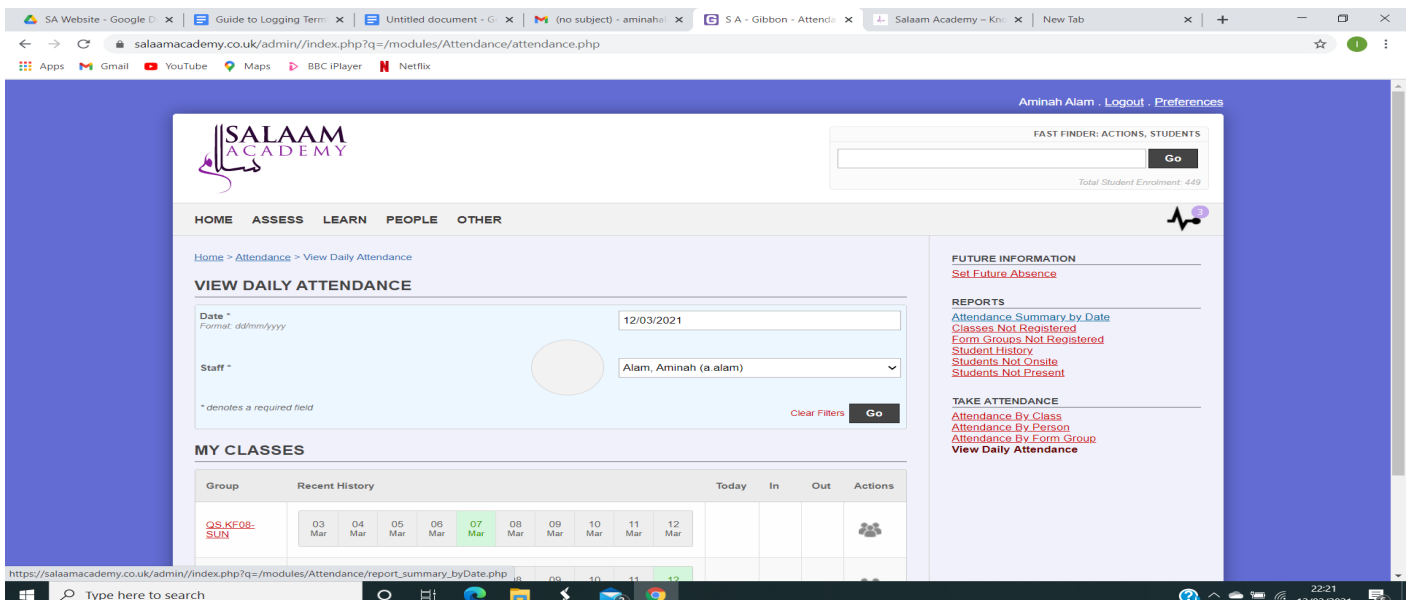
Note down your class codes.

Step 3



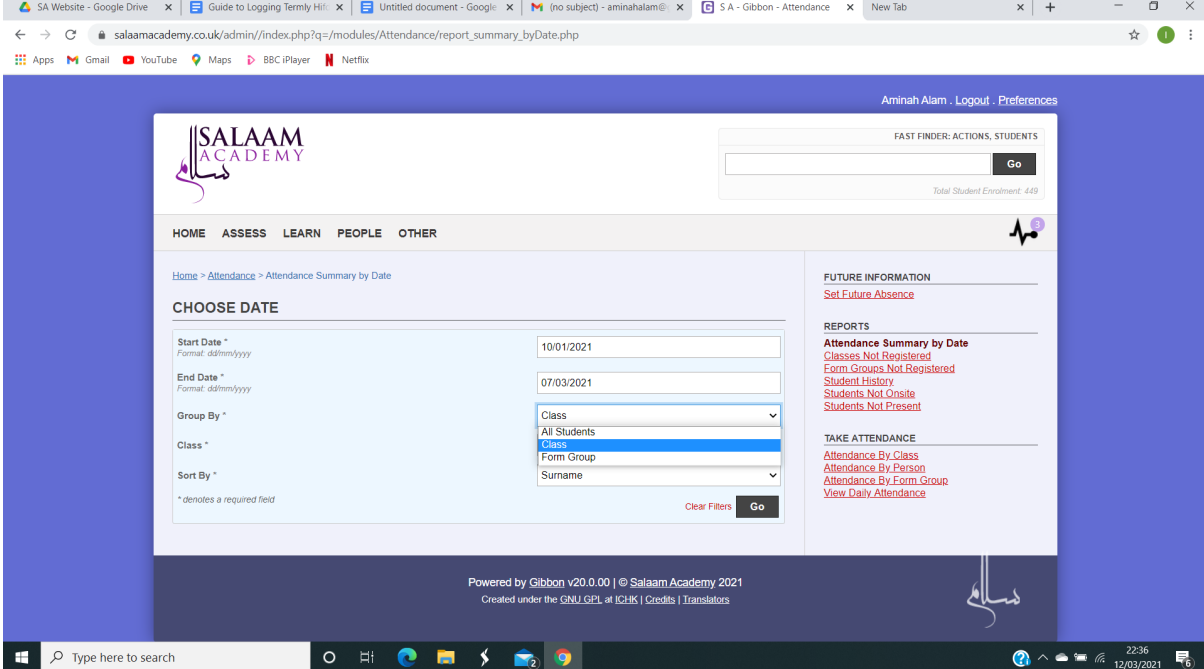
On the homepage, hover over the **People Tab** and select **Attendance** from the drop down list.

Step 4



On the **View Daily Attendance Page**, select **Attendance Summary by Date**. This is found on the far right hand side of the page, under **Reports**.

Step 5



The screenshot shows a web browser window displaying the Salaam Academy administration interface. The page title is "Attendance Summary by Date". The interface includes a navigation menu with "HOME", "ASSESS", "LEARN", "PEOPLE", and "OTHER". The main content area is titled "CHOOSE DATE" and contains several input fields: "Start Date" (10/01/2021), "End Date" (07/03/2021), "Group By" (Class), "Class" (Class), and "Sort By" (Surname). There are "Clear Filters" and "Go" buttons. On the right side, there is a "FUTURE INFORMATION" section with a "Set Future Absence" link, and a "REPORTS" section with links for "Attendance Summary by Date", "Classes Not Registered", "Form Groups Not Registered", "Student History", "Students Not Onsite", and "Students Not Present". Below the reports section is a "TAKE ATTENDANCE" section with links for "Attendance By Class", "Attendance By Person", "Attendance By Form Group", and "View Daily Attendance". The footer of the page indicates it is powered by Gibbon v20.0.0.0 and created under the GNU GPL license.

On the **Choose Date** page enter the following for each of the given fields:

Start Date

Enter the first teaching date for the **current term**

End Date

Enter the **last date that you have actually taught** (the system will not allow a future date)

Group By

Select Class option from the drop down list

Class

Select your class using the code noted from your register

Then hit Go

Step 6

SA Website - Google Drive x | Guide to Logging Termly Hi! x | Untitled document - Google x | (no subject) - aminahalam@ x | S A - Gibbon - Attendance x | New Tab x

salaamacademy.co.uk/admin/index.php?q=%2Fmodules%2FAttendance%2Freport_summary_byDate.php&dateStart=10%2F01%2F2021&dateEnd=07%2F03%2F2021&group=class&gibbonCourseClassID=...

Apps Gmail YouTube Maps BBC iPlayer Netflix

Group By * Class

Class * QS.KF08-SUN

Sort By * Surname

* denotes a required field

Clear Filters Go

Students Not Onsite
Students Not Present

TAKE ATTENDANCE
[Attendance By Class](#)
[Attendance By Person](#)
[Attendance By Form Group](#)
[View Daily Attendance](#)

REPORT DATA: JAN 10 - MAR 7, 2021

Total number of school days to date: 137
Total number of school days in date range: 44

Print

Form Group	Name	IN			OUT		
		Present	Present - Late	Present - Offsite	Absent	Left	Left - Early

A table will be shown at the bottom of the same page, titled Report Data. This table summarises attendance for each pupil.

Take either a photograph, screenshot or note down the attendance from this chart. It is important that you do this as it will be difficult to switch to this table from the reporting section.

If you have additional classes, repeat from step 5.

Step 7

You are now ready to complete the Report template. Please refer to the relevant guide for your subject.