How to View Pupil's Attendance

Step 1

Log into Gibbon system via a laptop.

Step 2

Note down your class codes.

Step 3

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

Step 4

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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

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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

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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.