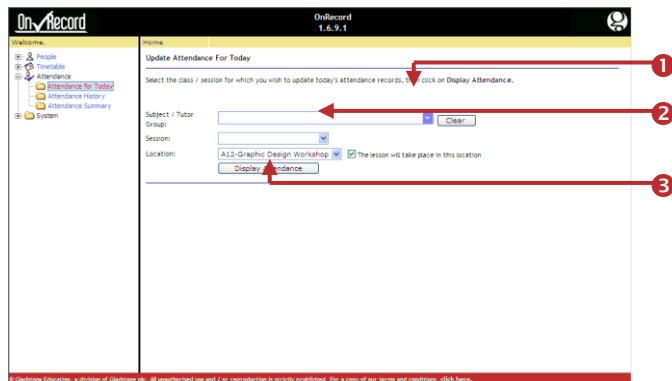


## Introduction

Once pupils have electronically registered themselves for AM or PM registration by swiping their cards across the reader, Tutors can immediately see who is present and who is absent, and manually update attendance marks, in the OnRecord Attendance for Today Report.

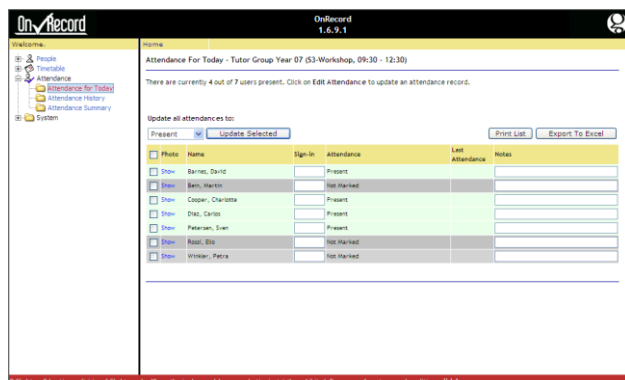
## Opening Your Tutor Group

Once you have logged on to OnRecord, open the Attendance section by clicking on the + sign next to the word Attendance, then click on the Attendance for Today link.



- 1 Select your tutor group by typing the name of the class into the auto browse bar (i.e. 07E).
- 2 Select the relevant registration session (AM or PM) from the Session drop-down list.
- 3 Click on the **Display Attendance** button.

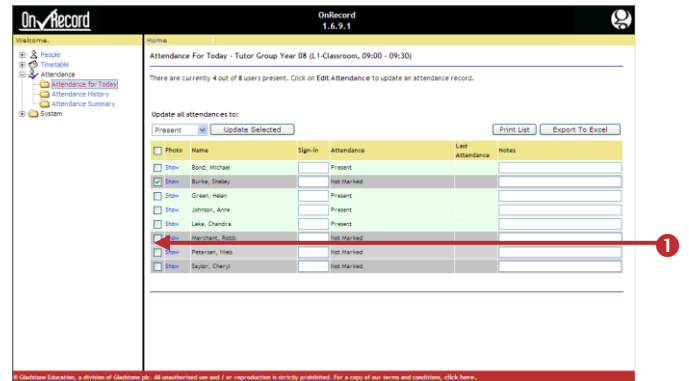
Pupils that have already swiped in will have been assigned the **Present** attendance mark and their record will be highlighted in green.



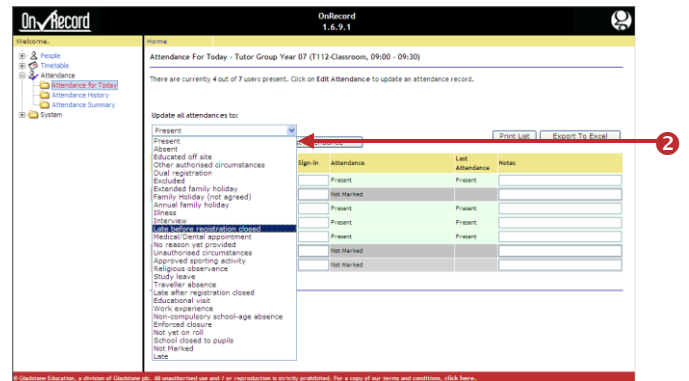
Once all of your pupils have swiped in, refresh the screen (by pressing the **F5** key on your keyboard), and then go back into your class to see all electronic attendance marks.

## Updating Attendance Marks

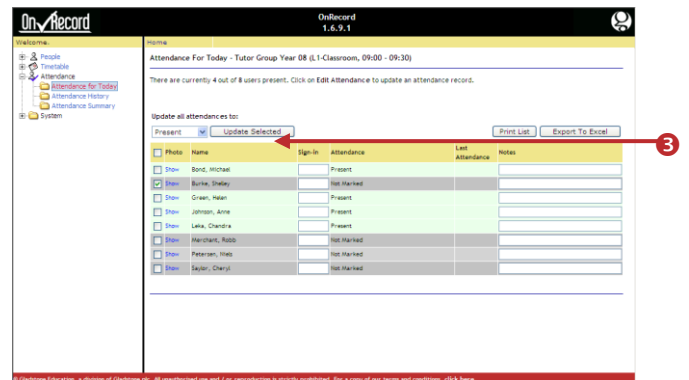
Call the register to make sure everyone has swiped in correctly and update any attendance marks as needed.



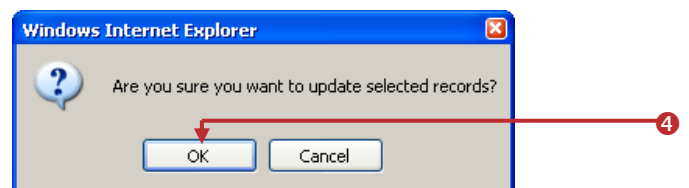
- 1 Check the box next to the name of the pupil (or pupils) you wish to update attendance marks for.



- 2 Select the relevant mark from the drop-down list.



- 3 Click the **Update Selected** button.



- 4 Finally, click **OK** to the pop-up prompt to update the records.