

## School Web Services – E-Registration



Double click the WS School Web Services icon on your desktop

Enter your username and password then click on login – Remember the password is case sensitive and will lock you out if you enter it incorrectly 3 times.



Click on Today's Registers – shown under the Attendance section

Attendance		
<a href="#">Attendance Reporting</a>	Pupil, Class and Year Group Summaries	<input type="checkbox"/>
<a href="#">Prior Attendance</a>	Update previous attendance for a class	<input type="checkbox"/>
<a href="#">Register Codes</a>	Report Attendance Register Codes	<input type="checkbox"/>
<a href="#">Today's Registers</a>	Record School Dinners and pupil attendance on a daily basis	<input type="checkbox"/>

Everyone has been marked in AM

Y6E

Confirm Changes

Register Complete

Cancel

Mark Everyone In AM

Mark Everyone In PM

Match PM To AM

Show Absence Comments

Show Attendance Marks

Show Lateness Comments

Show Register Codes

Show Multiple Update Options

Update Greeting

	Present? AM PM	Meal Type	AM	AM Time (HH:MM)	PM	PM Time (HH:MM)
Nikhil Arnold	<input checked="" type="checkbox"/>	Packed Lunch (Home)	/			
Rhys Biler	<input checked="" type="checkbox"/>	Packed Lunch (Home)	/			
Karolina Blythe	<input checked="" type="checkbox"/>	Packed Lunch (Home)	/			
Sam Boland	<input checked="" type="checkbox"/>	Packed Lunch (Home)	/			
Kelsey Bradley	<input checked="" type="checkbox"/>	Packed Lunch (Home)	/			
Tia Breen	<input checked="" type="checkbox"/>	Packed Lunch (Home)	/			
Hayley Briggs	<input checked="" type="checkbox"/>	Child's Meal (Hot)	/			
Emily Buckingham	<input checked="" type="checkbox"/>	Child's Meal (Hot)	/			
Ashley Carter	<input checked="" type="checkbox"/>	Child's Meal (Hot)	/			
Aly Cook	<input checked="" type="checkbox"/>	Child's Meal (Hot)	/			
Thanh Thuy Cowell	<input checked="" type="checkbox"/>	Child's Meal (Hot)	/			
Adam Crow	<input checked="" type="checkbox"/>	Packed Lunch (Home)	/			
Luke Davies	<input checked="" type="checkbox"/>	Packed Lunch (Home)	/			
Jack Dosekun	<input checked="" type="checkbox"/>	Child's Meal (Hot)	/			
Tara Driscoll	<input checked="" type="checkbox"/>	Child's Meal (Hot)	/			
Evandro Duadalal	<input checked="" type="checkbox"/>	Packed Lunch (Home)	/			
Rebecca Ede	<input checked="" type="checkbox"/>	Packed Lunch (Home)	/			
Abbie Griffiths	<input checked="" type="checkbox"/>	Child's Meal (Hot)	/			
Andrew-James Howard-Narborough	<input checked="" type="checkbox"/>	Packed Lunch (Home)	/			

Class Trip - Wednesday 23rd October, please make sure you arrive in school on time the coach is leaving at 09.15 dont forget to bring a packed lunch.



Happy Birthday Adam!

The easiest way to take the register is to click the Mark Everyone in AM button.

Call the children's names as you normally would then un-tick any child that is Absent.

In the Afternoon click on the Match PM to AM button this will replicate the mornings attendance make any changes necessary by ticking or un-ticking the PM column.

When finished either register you **MUST** click on the **Register Complete** button.

**Confirm Changes** – if you have completed your register but have log back into make some amendments.

**Register Complete** – must be clicked when you have taken the register this transfers the information to the school office.

**Mark Everyone in AM** – puts a tick for present in the AM column.

**Mark Everyone in PM** – puts a tick for present in the PM column.

**Match PM to AM** – replicates AM marks in PM column.

**Show Absence Comments / Show Lateness Comments** – this allows you to enter or view reasons for absence or lateness. It is suggested that you do not use this if you are connected to the white board.

**Show Attendance Marks** – click this if you have used the show attendance comments it will take you back to the attendance marks.

**Show Register Codes** – will give you a description of what each absence code means.

**Show Multiple Update Options** – if you need to mark the whole class out for a session or whole day.

**Update Greeting** – this allows you to enter any message or reminder it will be displayed in the top right hand corner of the screen (see previous page for example)



**Update Greeting** – This can be used to enter any message for your class to be displayed in the top right hand corner of the screen.

Click on Update Greeting, you will then be displayed a text box to type into as shown below click on Update Greeting when finished.

Don't forget your packed lunch and wellie boots for class trip to The London Farm on 2nd April. We will be leaving at 09.30 and returning to school at 4 o'clock so remind your parents/carers to collect you then.

Update Greeting
Cancel

**Self Registration** – Pupils can use this to register themselves when entering the class room.

CHILD'S MEAL (HOT)	HOME DINNER	PACKED LUNCH (HOME)
SCHOOL TRIP		
NONE OF THE ABOVE CHOICES		
Stevie Traquair	Connor McKenzie	Emily Brown
Amy Clayton	Frederick Allen	Kearan Lecompte
Jack Witsey	Connor Bequm	Rebekah Mehet
Chloe North	Jane Lawrence	Dean Tossoun
Samuel Koca	Kirsty Venables	Henry Wolff
Luke Evans	Jourdain Mulcahy	Kalem Le Compte
Bailey Mott	Ruth Cairncross	Ellie Uzan

Click Self Registration, the pupils in your class will be displayed as above all under the title of 'None of the above choices'. To move the names click on it when the name has been selected it will be highlight as shown below. Drag it to the appropriate lunchtime selection.

CHILD'S MEAL (HOT)	HOME DINNER	PACKED LUNCH (HOME)
SCHOOL TRIP		
NONE OF THE ABOVE CHOICES		
Stevie Traquair	Connor McKenzie	Emily Brown

Once all of the pupils are in, those who are absent will need to be moved into the children recorded as absent section at the bottom of the screen. Once finished '**Update Database**' must be clicked.

Select a class

Y6C

Cancel

Update Database

CHILD'S MEAL (HOT)	HOME DINNER	PACKED LUNCH (HOME)
Frederick Allen	Connor McKenzie	Emily Brown
Jane Lawrence		Connor Bequm
Kirsty Venables		Kearan Lecompte
Jourdain Mulcahy		
Samuel Bridson		
Dennis Mack		
Bailey Mott		
Ruth Cairncross		
Henry Wolff		
SCHOOL TRIP		
NONE OF THE ABOVE CHOICES		
CHILDREN RECORDED AS ABSENT		
Amy Clayton	Olivia Sutton	