

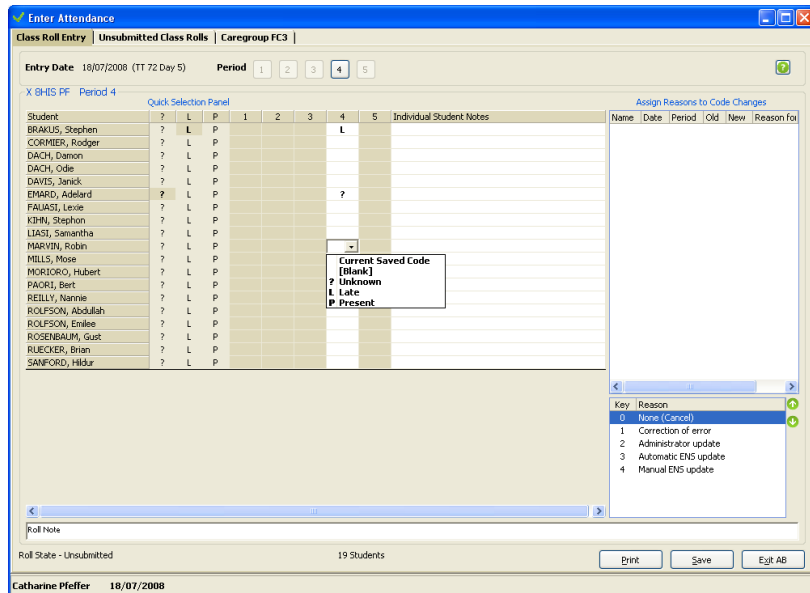
# AB6 Quick Start for Teachers

## 1 Log into Classic and open AB6 by:



- Clicking on the short-cut Absences tick on the sidebar

## 2 Your roll for the current period will be displayed, ready to be marked



- Click on this button if you want more help:
- If required, click on other 'Period' buttons or on the **Unsubmitted Class Rolls** tab to display a list of your other rolls

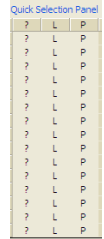
**Unsubmitted Class Rolls**

- 'Caregroup' teachers can mark their caregroups by clicking on the 'Caregroup' tab.

**Caregroup FC3**

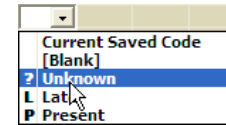
## 3 Mark only those students who are not present by:

- Clicking on the code in the quick selection panel



OR ...

- Selecting from the dropdown list



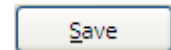
OR ...

Typing the required code directly into the entry grid

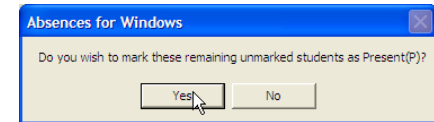


**Note:** The shift key is **not** required when typing the '?'

## 4 Click 'Save'



## 5 Click 'Yes' when asked if you wish to mark the remaining students with the code 'P'



## 6 Click 'Exit AB'

