

- 1 What do I do if my rolls are incorrect?
 - a Check and correct the calendar if necessary:
 - TT No.
 - Option Set
 - Day Number
 - b Check and correct the student data in SM
 - c LASTLY, rebuild the rolls for the day in Utilities > Roll Management

- 2 How do I get rolls if I have no timetable?

Primary schools who have no TT will be set up with three register class periods by default. The Administrator should configure the start and end time in Settings and Configuration > Period Information. Register class periods can also be added or removed in the same place.

- 3 I have edited my calendar and rebuilt the rolls but the classes are not as I expected?

You need to exit then reopen AB6 for calendar changes to be reflected throughout AB6.

- 4 Where do I set which teachers are submitting their rolls electronically or manually?

Settings and Configuration > Security.

- 5 How can I print manual rolls for teachers to fill out a return to the office?

Reporting > Standard Reporting > Class Rolls.

- 6 How can I filter my data to just see and edit the '?'s entered by the staff?

In Enter Attendance click the All ? Entries tab.

- 7 Where can I view the list of unsubmitted class rolls?

In Enter Attendance click the Unsubmitted Class Rolls tab.

- 8 This school has a Tutor/Chapel period timetabled for all students in period 1 on a Thursday. How can I edit the Period settings to manage this?

Period and Timetable Settings

Timetable: 20

Days per Timetable Week: 5

Tuition Periods per Day: 6

Period Names: T123456 Maximum 12 Periods

| Period | | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|--------|-------|-------|-------|-------|-------|-------|
| T | Start | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |
| | End | 09:00 | 09:00 | 09:00 | 10:00 | 09:00 |
| 1 | Start | 09:00 | 09:00 | 09:00 | 10:00 | 09:00 |
| | End | 10:00 | 10:00 | 10:00 | 10:00 | 10:00 |
| 2 | Start | 10:00 | 10:00 | 10:00 | 10:00 | 10:00 |
| | End | 11:00 | 11:00 | 11:00 | 11:00 | 11:00 |
| 3 | Start | 11:00 | 11:00 | 11:00 | 11:00 | 11:00 |
| | End | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 |
| 4 | Start | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 |
| | End | 13:00 | 13:00 | 13:00 | 13:00 | 13:00 |
| 5 | Start | 13:00 | 13:00 | 13:00 | 13:00 | 13:00 |
| | End | 14:00 | 14:00 | 14:00 | 14:00 | 14:00 |
| 6 | Start | 14:00 | 14:00 | 14:00 | 14:00 | 14:00 |
| | End | 15:00 | 15:00 | 15:00 | 15:00 | 15:00 |

No rolls are created for periods which start and end at the same time.

By setting up the Periods in this way – with all T periods having ‘no time’ except for Thursday, a roll is created for Tutor groups on Thursday only, which replaces the usual Period 1 roll. If periods have been changed, and the changes are to be applied to the current day, please close AB6 then re-enter the program to update the periods. The rolls should then be rebuilt from Utilities > Roll Management, as the rolls would have been built for the current day with the original Period settings when AB6 was opened earlier in the day.

9 Why do some teachers have a Caregroup tab and others don't?

Some secondary schools group their students in form, tutor or whanau groups once or twice a day for pastoral purposes. These groupings are determined using the horizontal or vertical field in Student Manager along with the entry in the Class field in Student Manager > Configure settings > Staff and their dossiers. If the Class field entry is invalid – or the teacher has no **Caregroup** – then a Caregroup tab will not display in Teacher entry mode.

To edit the teacher's caregroup in AB6 go to Settings and Configuration > Miscellaneous and edit the relevant entries in the Register Classes grid.

NOTE: It is essential here that the entry exactly matches (ie. case sensitive) that of the student's Vertical/horizontal group, and details in Teacher & Dossiers Register Class. For example 13CI must be 13CI for vertical or horizontal group names found in Settings & Configuration > Miscellaneous > the 'Groups' panel. Invalid entries display with a shaded corner.

| Surname | First Names | Code | Register Class | Filtered Group |
|------------|-------------|------|----------------|-------------------------|
| Altenwerth | Yoshiko | AL | FC1 | |
| Bechtelar | Vera | BE | | |
| Brown | Bronwyn | BB | | |
| Burch | Erich | BU | FC4 | 10 Full time, Part time |
| MUSAC | Musac | UUU | 3UUU | |
| Orinski | Helmut | OP | FC2 | |
| Osinski | Nannie | OS | | |
| Pfeffer | Catharine | PF | FC3 | |

10 I would like all '?' entries to change to T after two days. How can I do this?

In Settings and Configuration > Miscellaneous (see previous screenshot) tick the 'Auto Daily Degrade' option and enter 2 into the 'Days grace' field

11 Where can I view individual summaries of our student's attendance data?

Edit Attendance > YTD Summaries tab

12 How do I add a note to a student's attendance record?

In **Enter Attendance** click the **Administrator** tab, select the student then click the paper clip tab alongside their name above the student list.

In **Edit Attendance**, select the student, click the **Notes** tab then type the note into the entry box at the bottom of the window.

- 13 I accidentally entered an Absence code over a correct entry. How can I revert it back to what it was without adding an unnecessary 'Reason for Change'?
- Before saving the records 'right click' on the students name to change the code back to what it had been previously.
- 14 I am making and saving changes to the calendar but they are not appearing in other parts of the software.
- As the calendar is read by AB6 only when the software opens you need to exit the program then re-open it for any changes to appear elsewhere in the package.
- 15 Why weren't any register classes created for my primary school?
- There were no settings for the timetable day number. These are still needed even if using timetable zero. Using the AB6_DataPrepTool open the calendar and click Save. This is needed in non-timetable schools to ensure that the timetable days are actually saved in the Calendar database.
- 16 Why did I get retrospective rolls created for non-existent classes on days where we're not using all the periods?
- In schools using a timetable with variable number of periods per day, configure the period times in AB6 to ensure non-used periods are set to zero duration.
- 17 Why didn't I get complete retrospective data for my junior classes?
- This can happen if the school hasn't specified correctly the option line – timetable period relationship for every year level in MUSAC's Timetable module. Verify that the option lines for each year level are correct in timetable for each day and period.

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