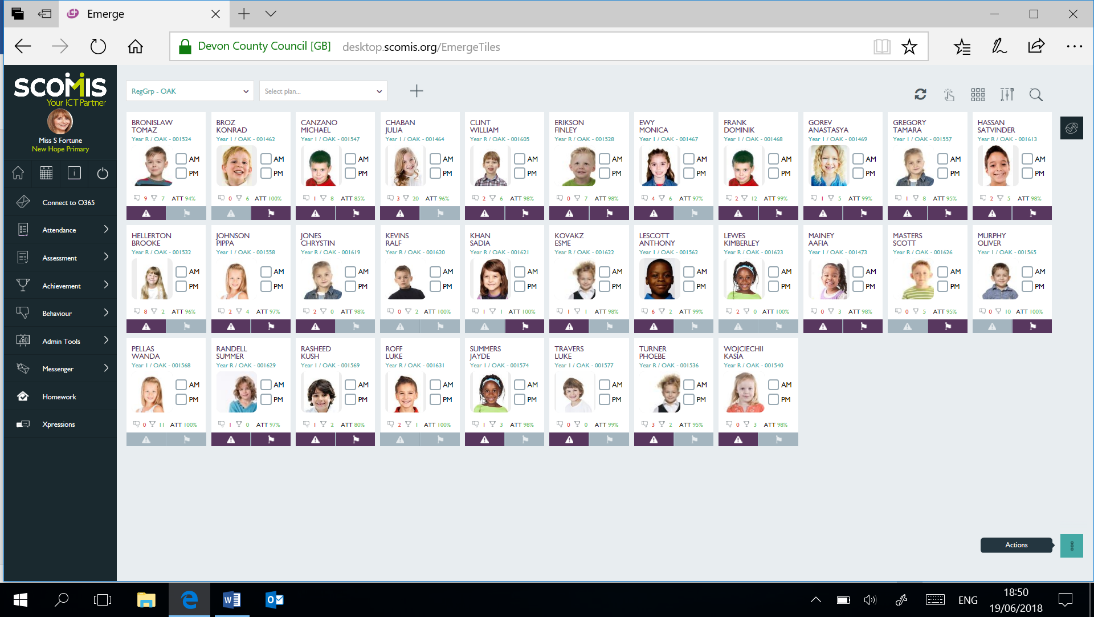
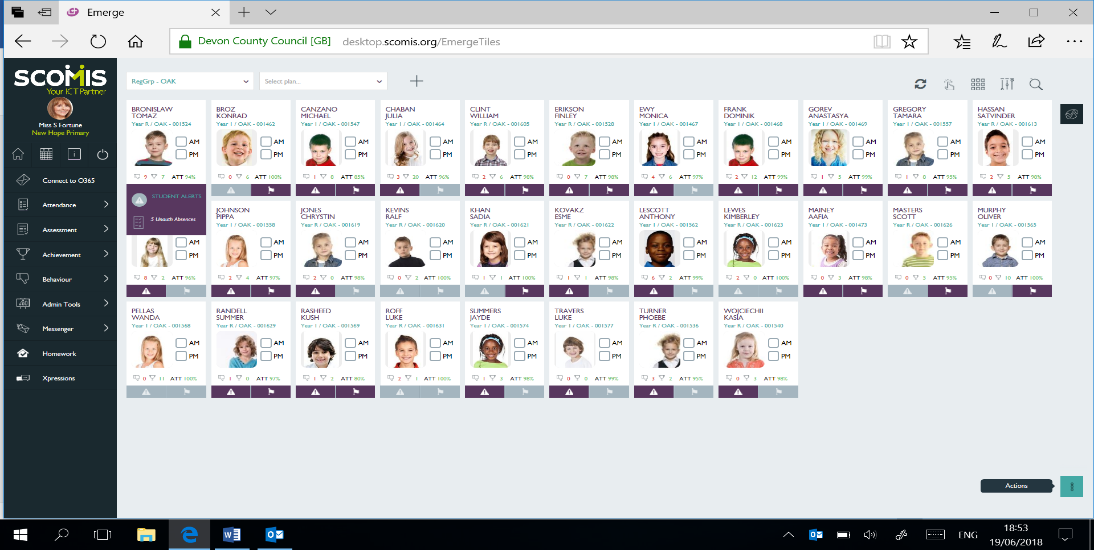
**To take registration via The Scomis Desktop**

**Registration**

Once a teacher with a registration group has logged into The Scomis Desktop their class (registration group) will be displayed

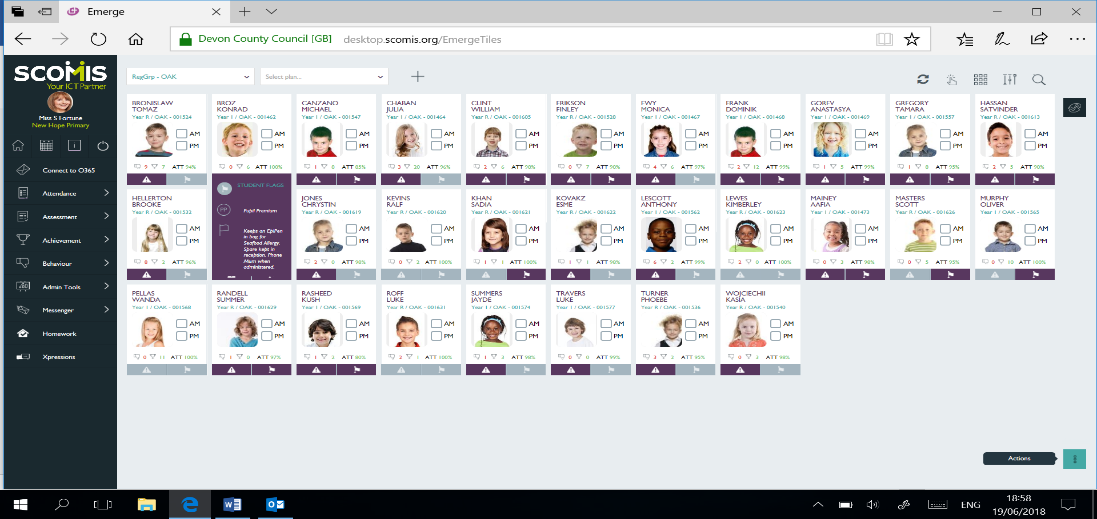


Selecting a ‘highlighted’ cell will provide further information about the student



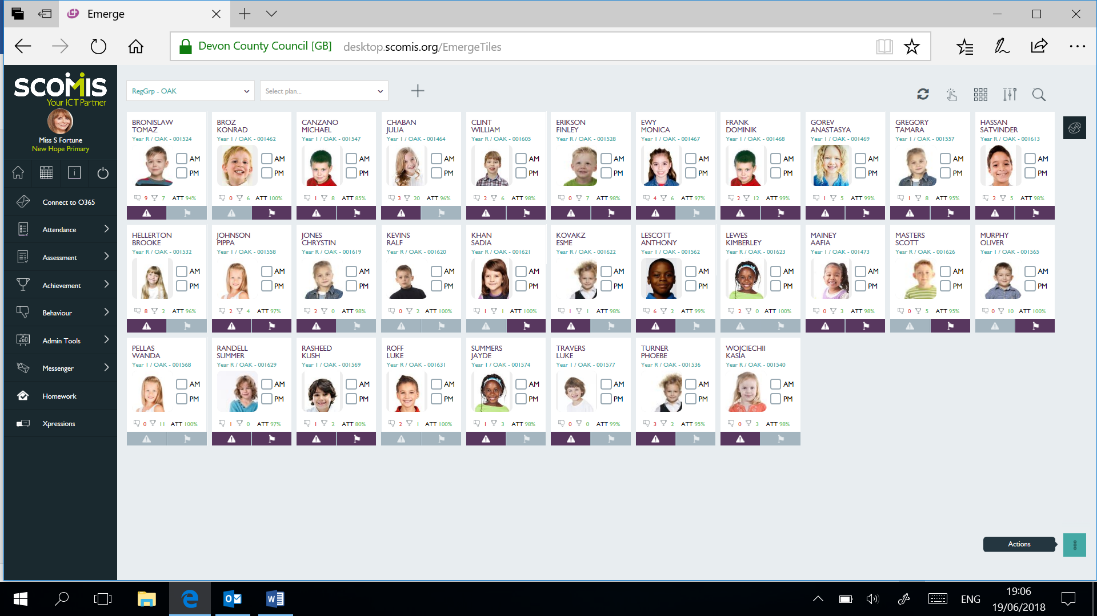
For example Tomaz has accumulated 5 unauthorised absences when the ‘Alerts’ cell is

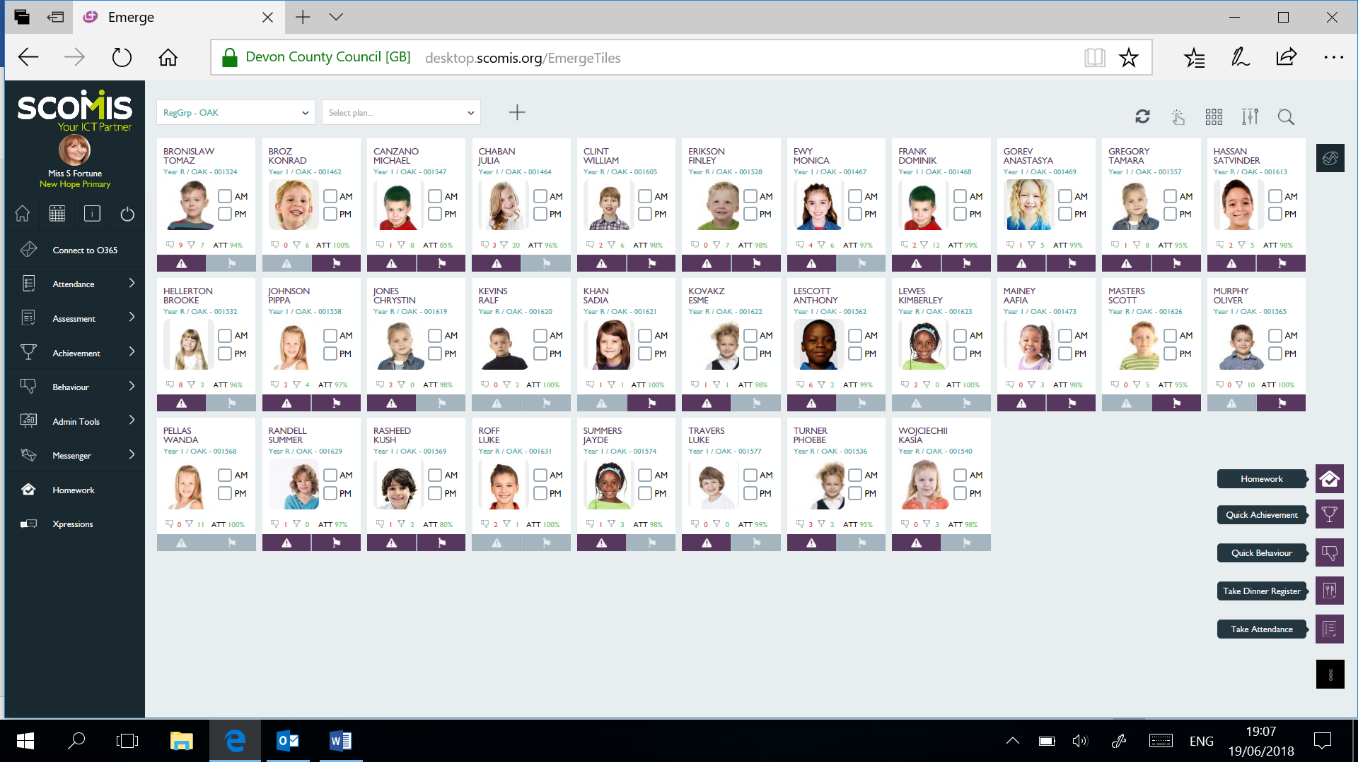
selected. Selecting the ‘Student Flag’ for Konrad displays Medical and Pupil Premium information



**To take the register**

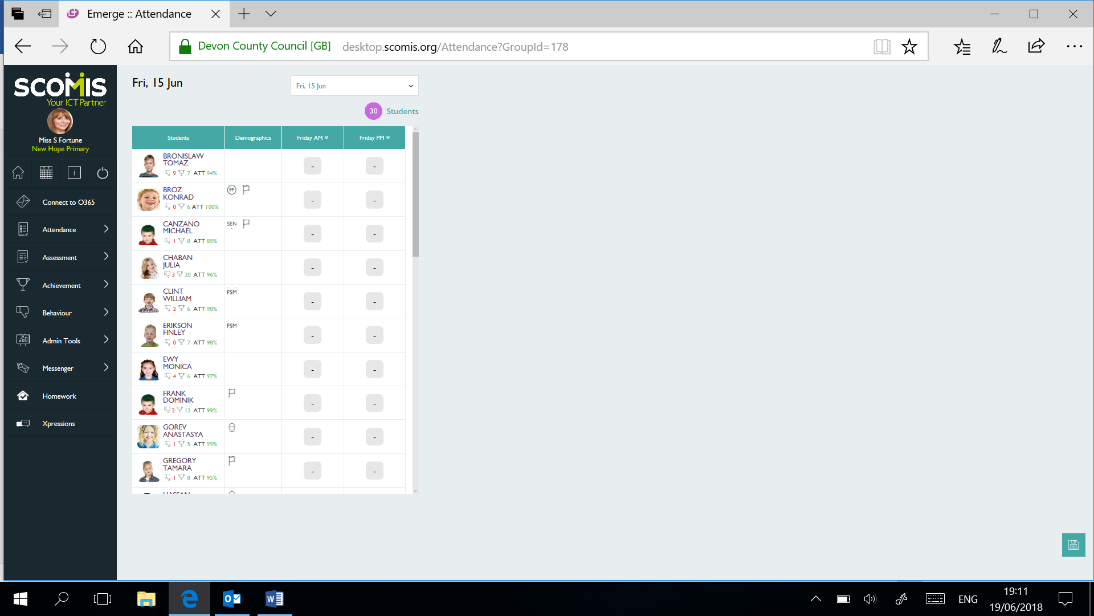
Select Actions





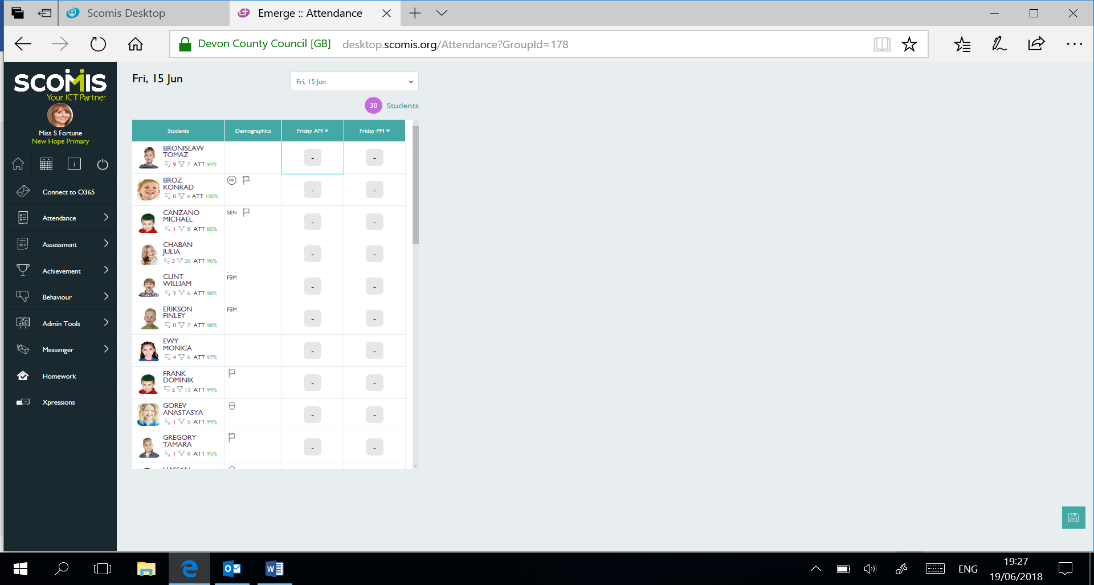
From the list select ‘Take Attendance’

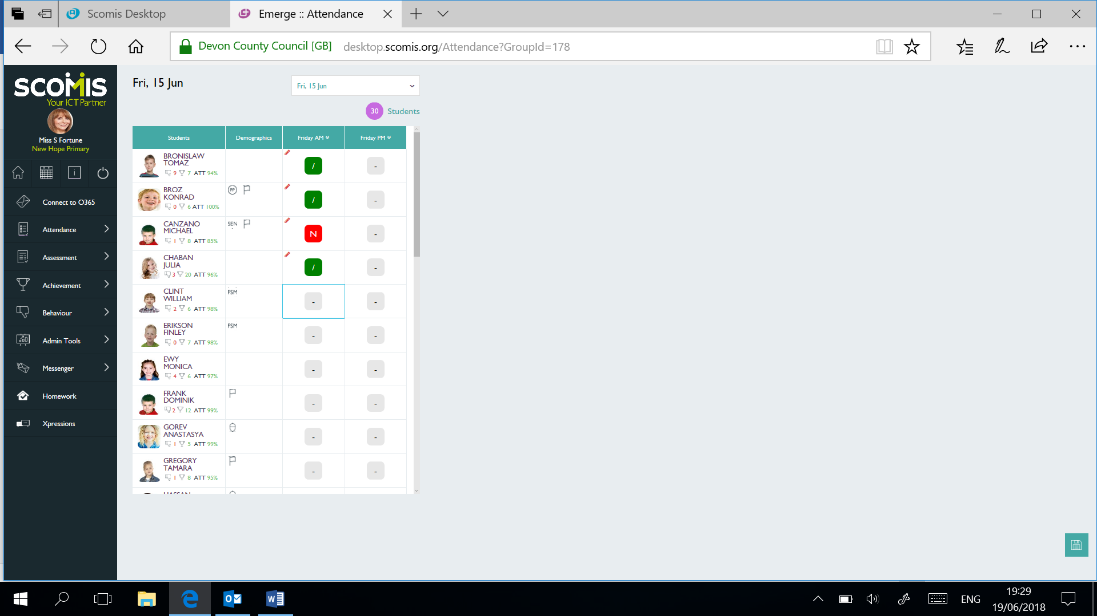
Screen displays with students listed



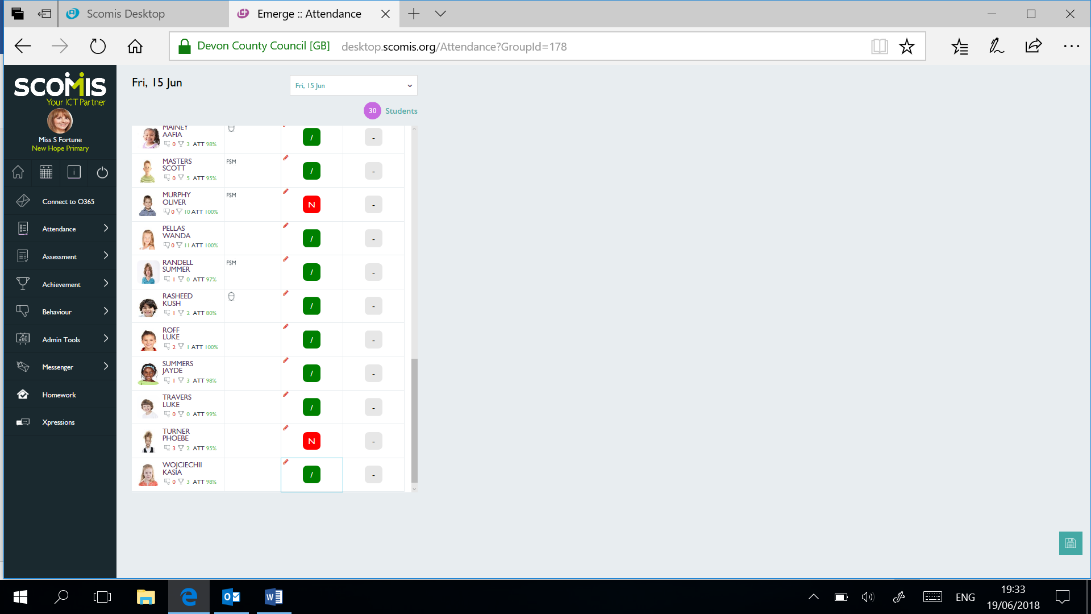
It is possible to take the register in two ways:

1. Select the cell and use the / or \ keys or N for absent



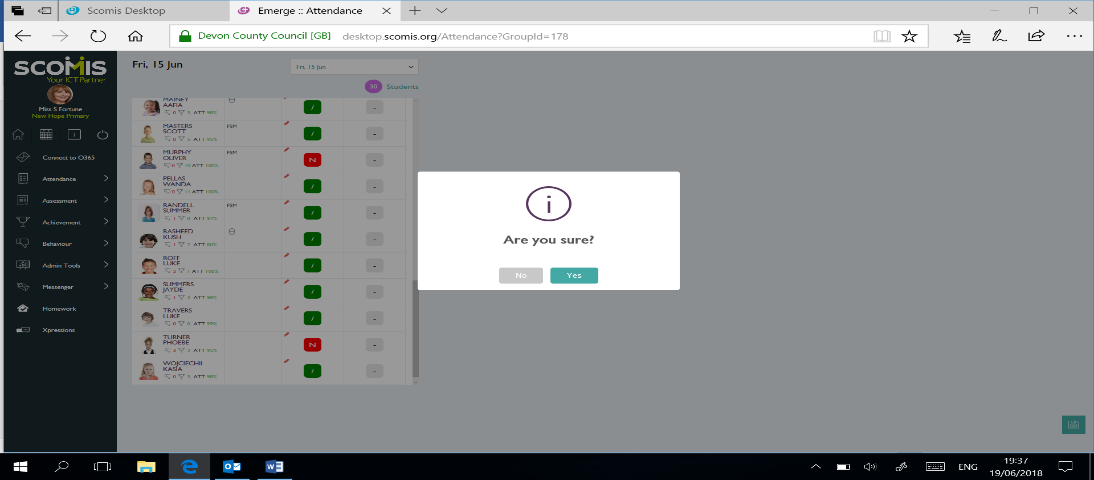


As soon as the student is marked ‘present / or absent N’ the cursor will move down to the next cell. A red pencil is displayed to indicate that the data has not been saved. Continue to complete the register for each student.



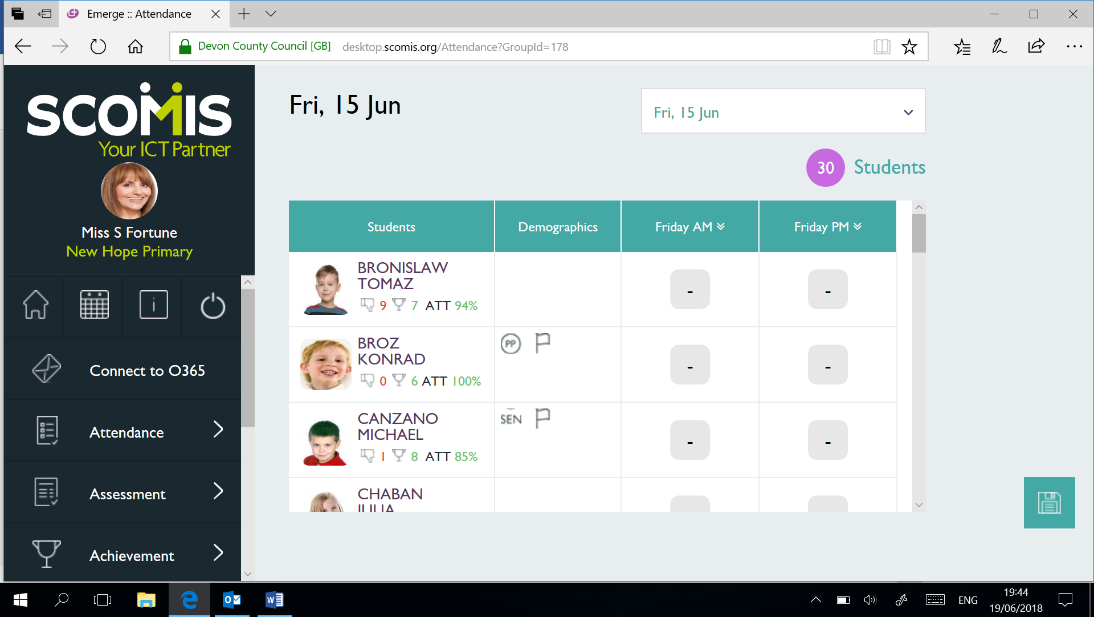
Once the register is completed for all students, select the ‘save’ icon at the bottom right of the screen

Select ‘Yes’ and the data will write back to SIMS

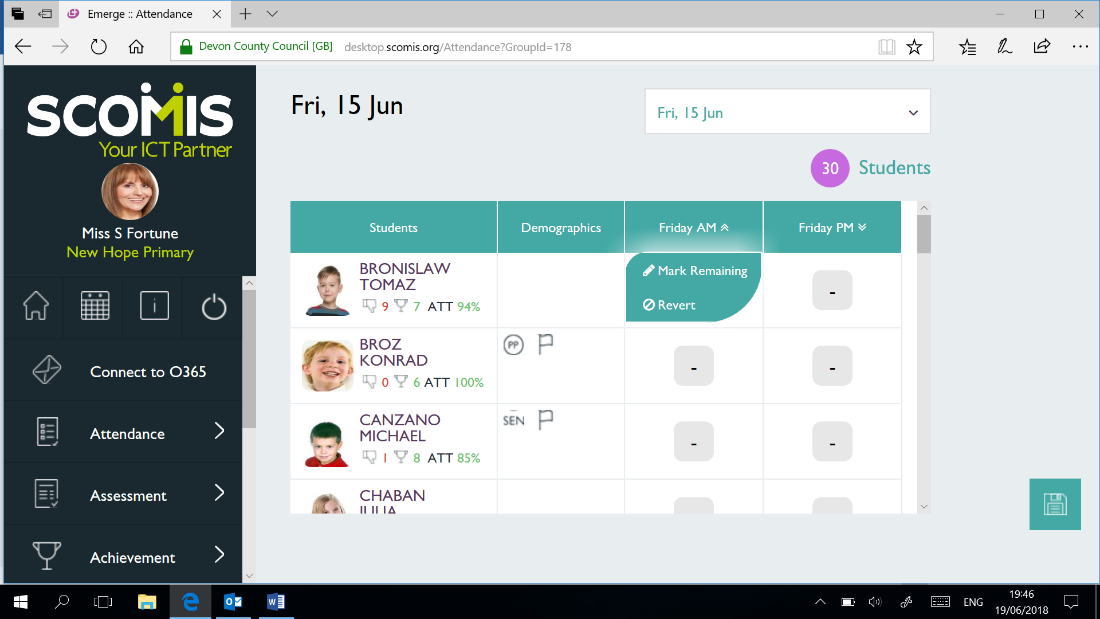
e

**Alternative method for taking the register**

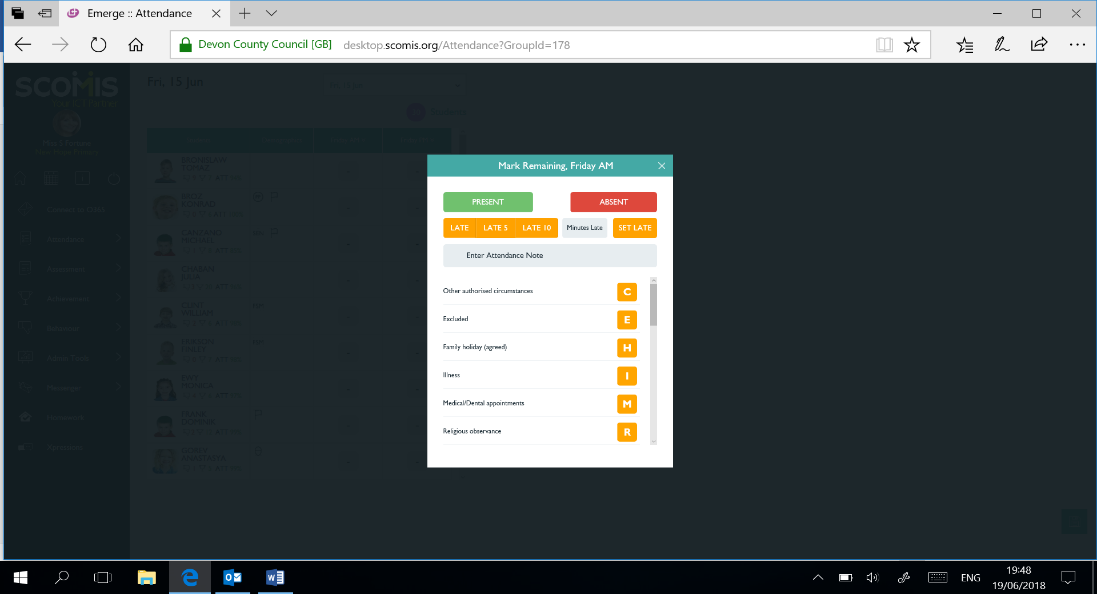
Select the two chevrons in the column heading



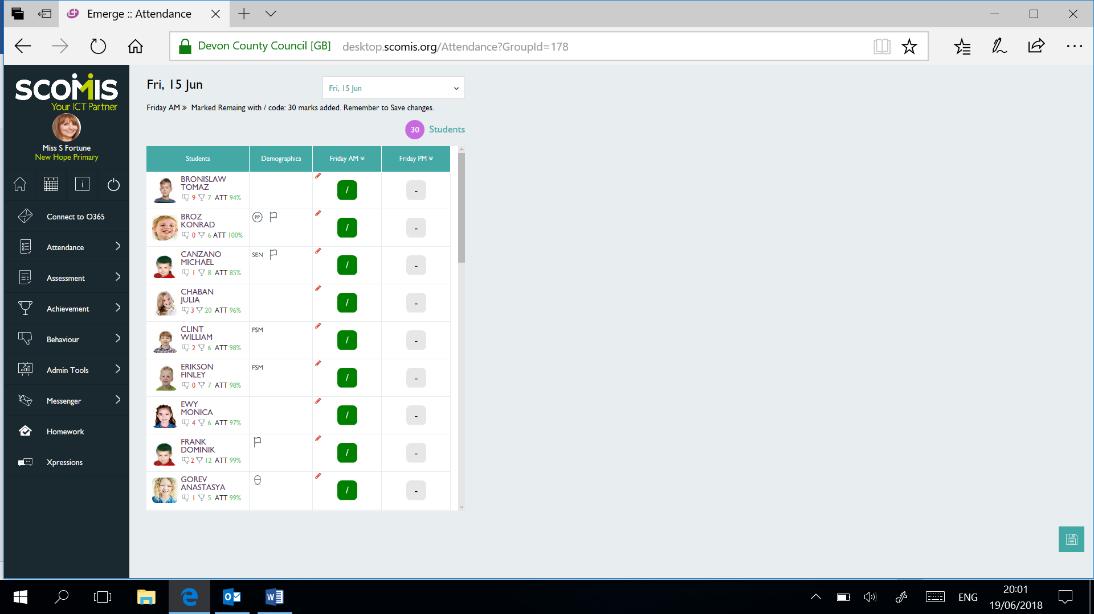
The following drop down box will appear



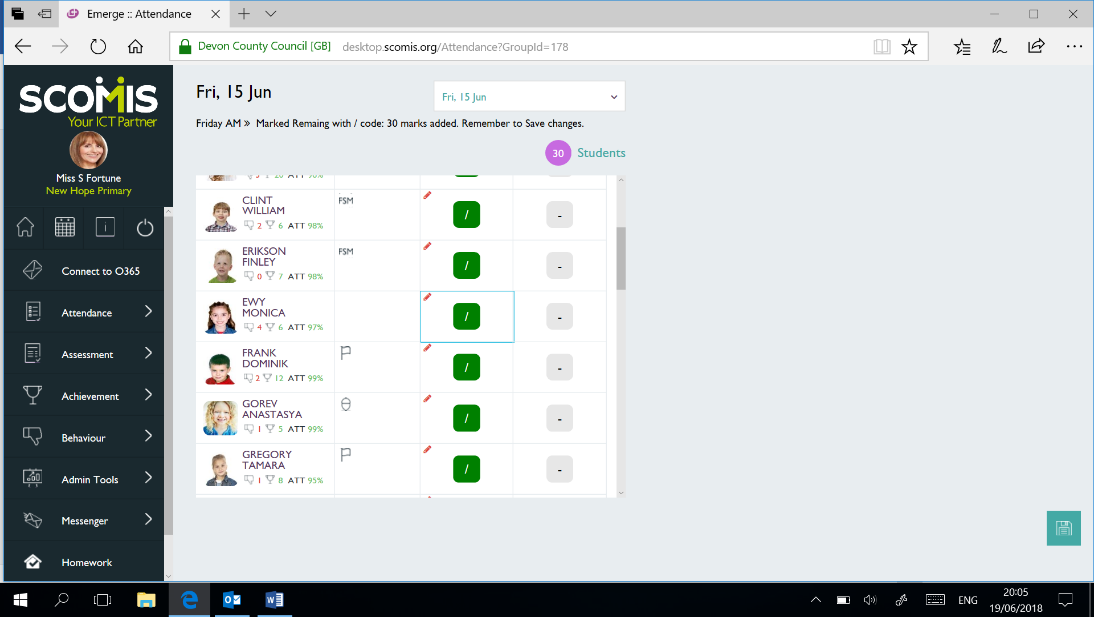
Select ‘Mark Remaining’. From the following screen select ‘Present



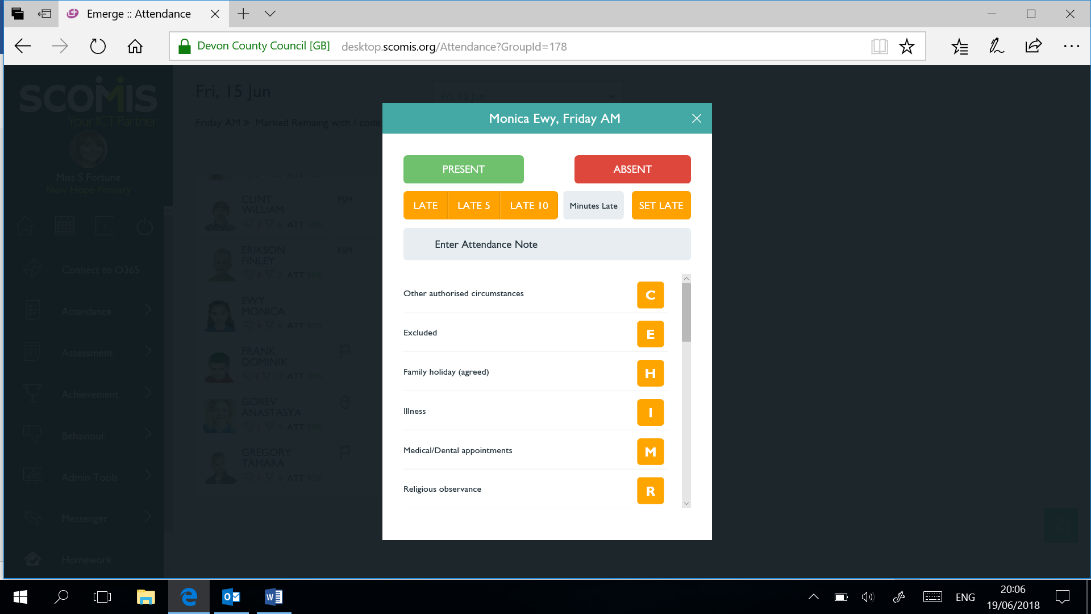
All students will be marked as present



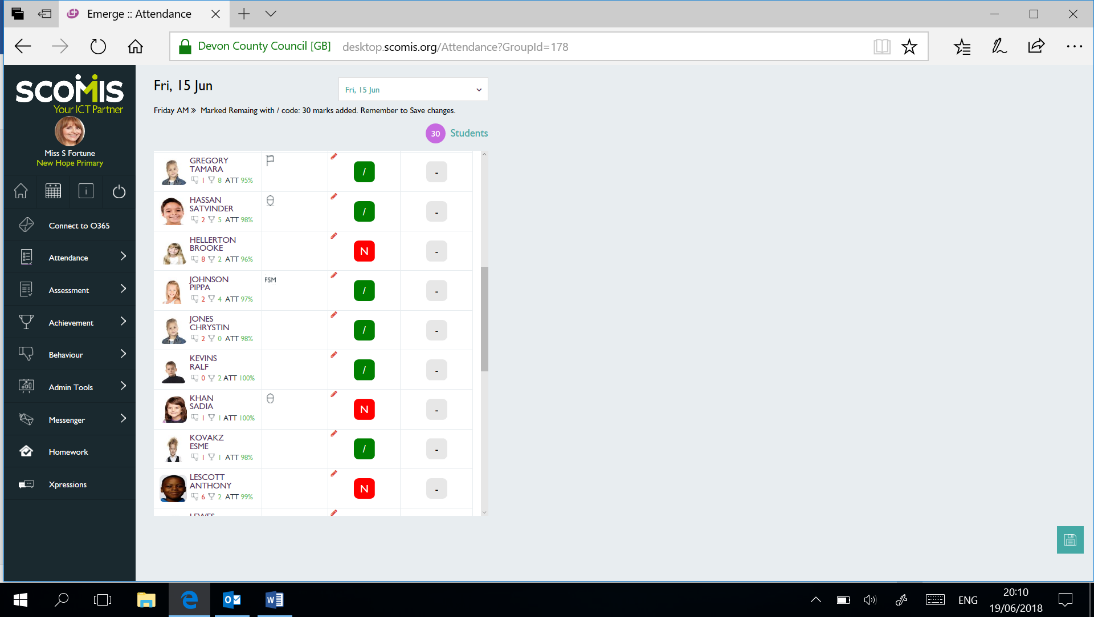
Mark students absent by selecting the relative cell i.e. Monica Ewy



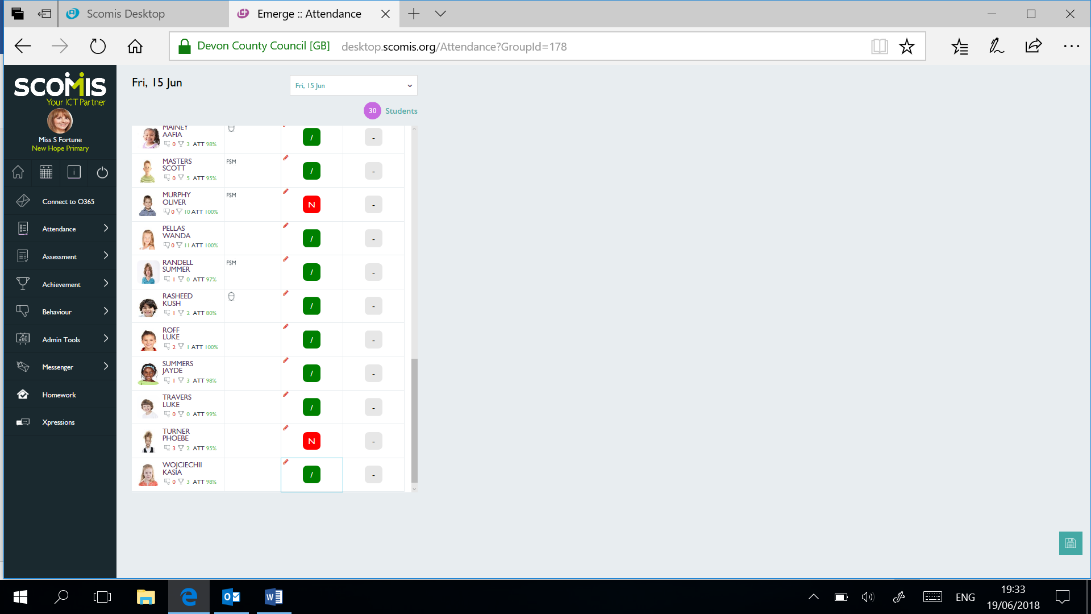
Select ‘Absent’



Repeat this step for the remaining students who are absent



When the register is complete, select ‘Save’



Select ‘Yes’ and the data will write back to SIMS

