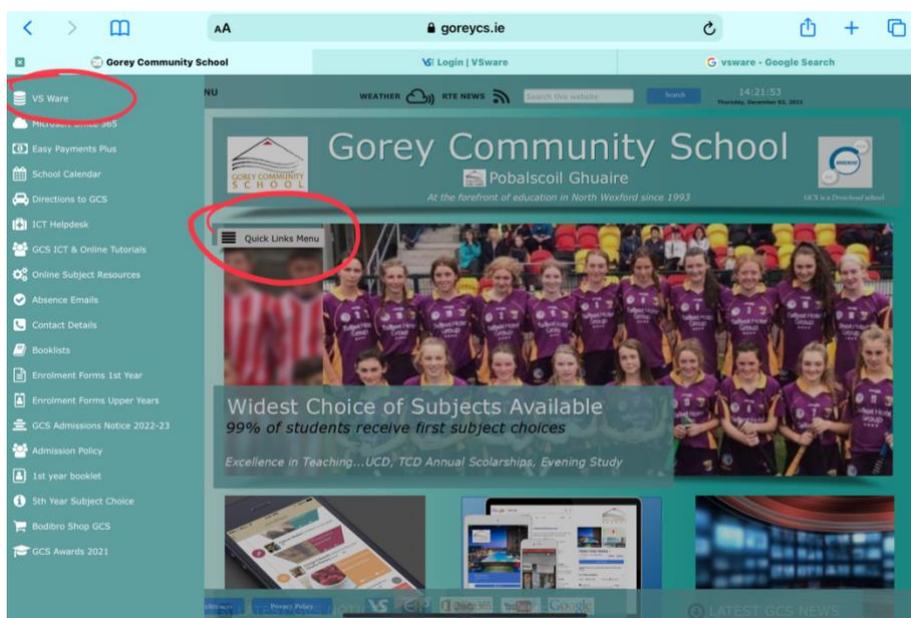


# Gorey Community School - Recording Attendance



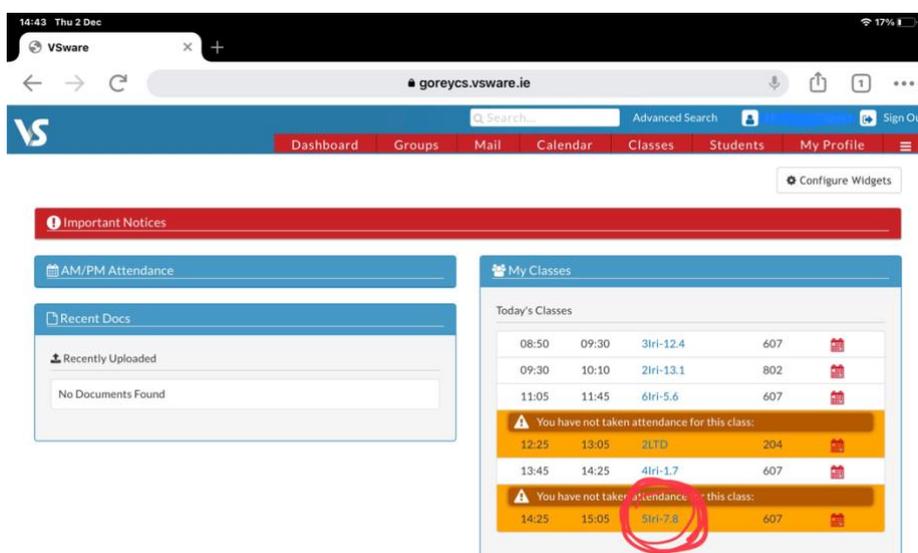
## Logging into VShare:

You can log into VShare by going to the school website and clicking the "Quick links tab". It should also open automatically when you log on to a school computer and open Internet Explorer. Log in using the username & password issued to you.

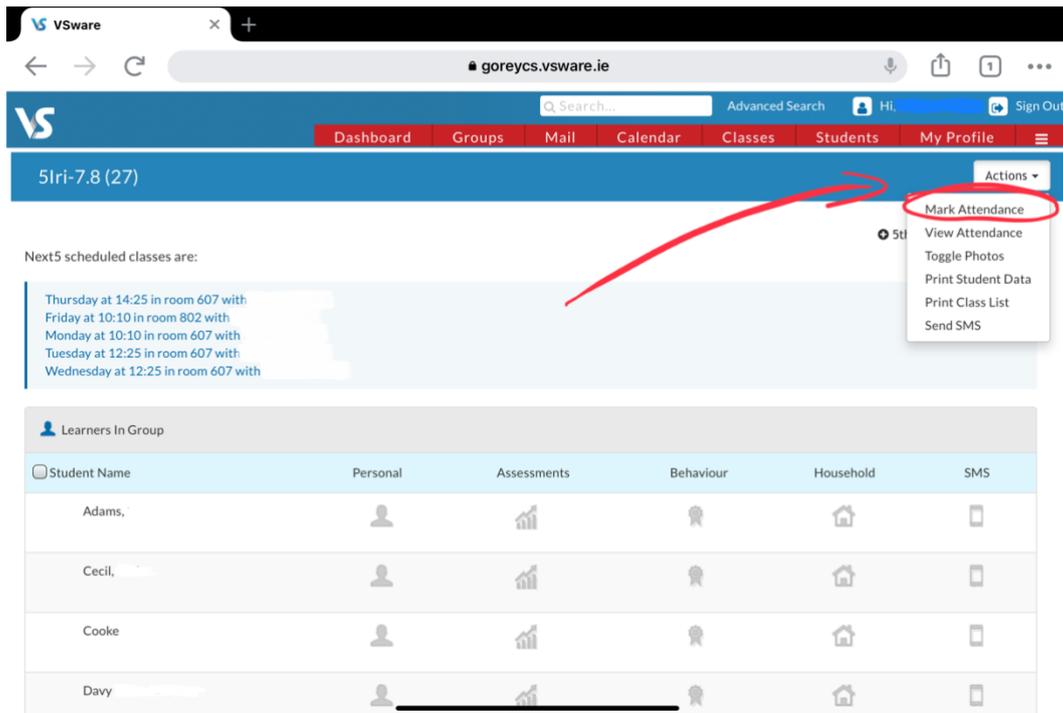


## Calling the Roll:

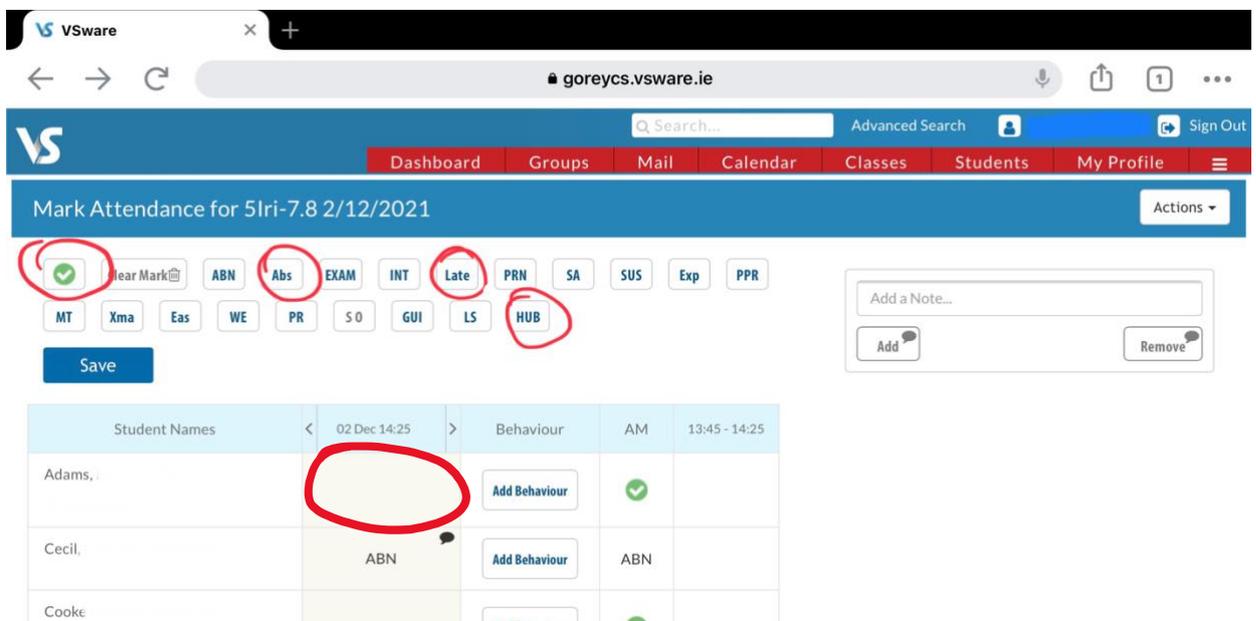
1. You will be greeted by your dashboard when you log in. This will have a list of your assigned classes for the day under the "My Classes" section. Click the highlighted class to call the roll.



2. Click on the "Actions" menu and select "Mark Attendance".



3. Familiarise yourself with the various attendance codes, the common ones are  (present), **ABS** (Absent), **LATE**, **HUB** (In the hub), **SA** (School Activity), **LS** (With learning support), **GUI** (With Guidance Counsellor). Click an attendance code e.g **ABS** and then the box beside a student's name to mark their attendance.



4. If a student is marked as **ABN** a Year Head has already approved the absence. There is **no need** to change this to **ABS**.

**TIP - If you mark the absent students & press "SAVE" it will automatically mark everyone else as present**

5. If a student arrives late to your class, please click back into "mark attendance" and change **ABS** to **LATE**. You can enter the number of minutes late if you wish.

### School Activity

- If students are on a school activity, then a list of students involved will be handed into reception the day before.
- Reception will then mark all of the students on the list as being on a school activity, code **SA** on VShare.
- When marking the roll on VShare do not overwrite **SA** unless a student has returned early and is present in your class.

### Learning Support

- If a student is with a learning support teacher or is in area 7, they will be marked as **LS**.
- Please do not overwrite this when marking attendance as it will show up with their yearhead as an absent student.
- If you have had a withdrawal added to your VShare please mark the student as **LS** or .

### Sending a student to the Hub (Room 505)

- Where a class group cannot fit in a room due to COVID physical distancing measures, please send overflow students to room 505 (The Hub).
- Please mark these students as **HUB** when calling the roll.

***\*Please remember not to overwrite any pre-recorded Attendance codes as it will flag up on the Year Head's account as an absent/missing student\****

If you have any issues, just ask a member of staff or a digital leader.