

## How to take an attendance register

- 1) Click the arrow next to your name in the top right corner of the Weduc platform.
- 2) Select 'Register.'



- 3) Click the 'Select Register' tab.
- 4) Choose the 'Group' you'd like to register.
- 5) Choose the 'Period' you are registering the group for.
- 6) Select the 'Date' for the register you are taking.
- 7) Click 'Select.'

Register					
TIMETABLE		SELECT REGISTER 3			
4	5	6			
Group All Parents	Period AM -	Date 28/11/2022			
SELECT 7					

8) Click 'Take Register.'



- 9) Click 'Set Unmarked to Present' if most students are present.
- 10) Adjust the register as necessary. To mark a student as 'absent,' click the red cross or to mark a student as 'late,' click the yellow clock.

Register				
				9
Group 7	Period Mon:AM	Date 28/11/2022		SET UNMARKED TO PRESENT
ALL #/# UNMARKED #/# ABSENT @/#	PRESENT 0/8 LATE 0/8			
Jason Aaron	S Lilly Aaron		Kerry Crosby	Hannah Dallary
			<b>2</b> 80	



- 11) To change the register code, click the white box and choose the appropriate code.
- 12) To add notes about a student, click the pencil icon, type the notes in the box and click 'Save.'
- 13) Click 'Save Marks' to save the marks to Weduc. If you have permission, click 'Submit' to submit the marks to your MIS.

Jonny James	11	James Lewish	am	Fiona Pazdo	n	Test S	tudent	1
000	Ν 🖊		/		1	000		N
Absent	1					Absent	12	
	/ - Presen	t (AM)				Add Note		
	N - Presen	t (PM) e Educational Activity						
	C - Leave	of Absence (Authorised)						
	D - Dual R	egistered - At Another Edu	cational Establishn	nent				
	E - Exclud	ed				Minutes Late	0	
	G - Holida	y/Excess Holiday (Unauth	orised)	-		-	0	12
							REVE	RT SAV
							13	1