Entering Student Attendance

Step 1: Go to FEMIS- www.femis.gov.fj

Step 2: Log on into your school login

Step 3: Click on Classes/Students

Step 4: Click on <u>VIEW Class/StudentInfo</u> for the class you want to enter attendance for.

School		Staff	Classes/Students	Report	ts > Teacher Subjects	Teacher Accounts	esources Ma	ips Help >					
Classe	s - Se	t up the	classes at your schoo	Select a	class below to view the st	udents in that class.							
Add and view Classes for this year > 2020 You can change this year to add and view classes in a different year.													
To add a new class, pick the Class/Form, the Stream and the Teacher below and click Create This NEW Class.													
If you have any questions please call the District Office for assistance.													
Class/F	orm:	1		~	Teacher:	Pick a Teacher from this list		~					
Stream	1:	1	~		Assistant Teacher:	OPTIONAL Assistant Teacher	rom this list	~					
Class T	ype	Mainstre	eam (normal) 🗸			Create This NEW Class							
Current classes this year are listed below.													
Year	Class	Stream	Class Type	Students	Teacher								
2020	1	1	Mainstream (normal)	39		VIEW Class/Studentin	o DeleteTheClass	ChangeStream/Teacher(s)					
2020	1	2	Mainstream (normal)	38		VIEW Class/Studentin	o DeleteTheClass	ChangeStream/Teacher(s)					
2020	2	1	Mainstream (normal)	36		VIEW Class/Studentin	o DeleteTheClass	ChangeStream/Teacher(s)					
2020	2	2	Mainstream (normal)	37		VIEW Class/Studentin	o DeleteTheClass	ChangeStream/Teacher(s)					
2020	3	1	Mainstream (normal)	35		VIEW Class/Studentin	o DeleteTheClass	ChangeStream/Teacher(s)					

Step 5: Click on Attendance

Step 6: Click inside the box to enter the Absent reason. The codes are provided on the right-hand side.

Step 7: If the student is not absent, DO NOT ENTER anything. Leave the box empty.

Step 8: If all students are present in a day (100% attendance), tick the box on the top. (Shown in green box in the picture below)

Step 9: Once all attendance has been entered, click on the Save button.

School	Staff Clas		nts Reports :	> Tea	icher S	ubjec	ts	Teacher Acco			;)(Resources	Maps		Help >					
Clare Very 2020 Clare: 1 Stream: 1 Clare Tune: Mainstream (normal) Teacher Testing																				
Students	Add Student	to This Cla	ss Change Cla	ss/Stream	/Teacl	ner	Attend	ance	Sub	ojects	T	lass Audit	Carry (Over	At	t Rep		BMI		
e Transport Reading Progress Tracker																				
PLEASE NOTE NEW FORMAT FOR REPORTING 100% ATTENDANCE. PLEASE MARK 100% ATTENDANCE SEPARATELY FOR EACH DAY																				
Class Attendance - A blank attendance box means the student was attending school that morning or afternoon. Go to reports to print a blank sheet.																				
Week starting: 06/07/2020 Save Previous Week Next Week PrevMonth Next Month Print Sheet																				
	•												Code	A	bsen	t Rea	son			
				Mon	Tu	e	Wed		hu	F	ri		WE	Wea	ther					
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123454	0123452	XVZ	Abc	ΠH		=ii		ï			_	whole	NL	No	Lunch					
123456	0123456	XVZ	Abc	ΠΠ		=ii		ï			_	day	DP	Domestic Problems						
123455	0123450	XVZ	Abc	ΠΠ		=ii					_	I	RC Rel		Religious Celebratio			n		
123455	0123452	XVZ	Abc	ΠH		=ii		ï			_	I	Blank means student in school							
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