



www.schoolattendance.co.za

How to register your school with SchoolAttendance.co.za

1. Browse to www.schoolattendance.co.za in your favourite web browser.
2. Click on "Register your school".
3. Fill out the form.
4. Click the "Submit" button.
5. We will send you a confirmation e-mail within 24 hours telling you all you need to know to get up and running with SchoolAttendance.co.za.



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How to link your device to SchoolAttendance.co.za

1. Use the device you wish to link and then browse to www.schoolattendance.co.za.
2. Ensure that *cookies* are enabled on your device and that "Private mode" is not enabled.
3. Click on "Link your device".
4. Click on "Link this device".
5. Answer the questions you are asked.
6. When the screen below appears, your device has been linked:

Centre: democentre
 Class: 09/5

Detail of absences		
StudNo	a/S	Date
	a ▼	10/02/2016
	a ▼	10/02/2016
	a ▼	10/02/2016
	a ▼	10/02/2016
	a ▼	10/02/2016
	a ▼	10/02/2016
	a ▼	10/02/2016
	a ▼	10/02/2016
	a ▼	10/02/2016

OR

Zero absences

N ▼ (StudNo)

Class list

Send



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How to upload your learners to SchoolAttendance.co.za

1. Export the following fields of your learners from your admin system to a comma separated text file:
 - Student Number
 - Grade
 - Class
 - Surname
 - Gender
2. Open the school register viewer by clicking the shortcut icon on your desktop.
3. While in the viewer, press the *escape key* followed by the word *admin*.
4. The import screen will open.
5. Browse to and click on the text file that you exported from your admin system.
6. If your text file contains a header row, select "Ignore header row".
7. If the fields in your text file are surrounded by text qualifiers, select the type of qualifier or choose "None".
8. Indicate the content of each column by clicking on the appropriate radio button.
9. If the grade field contains anything other than numbers, type the characters to be ignored.
E.G. If the grade field contains "GRADE 11", then GRADE should be entered into the space provided.
"GRADE 11" → "11"
10. Click the Import button to upload your learners to SchoolAttendance.co.za



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How to install the viewer

1. Browse to www.schoolattendance.co.za.
2. Click on "Download".
3. Click on "Download" under **Viewer**.
4. If your browser asks you to keep or discard the downloaded file, choose "Keep".
5. Click on the downloaded file.
6. An installation wizard will guide you through the setup process.
7. Click on the School Register icon on your desktop to open the School Register Viewer.
8. Enter your Centre Number and Registration Code.
9. Choose your preferred display language.



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How to use SchoolAttendance.co.za on your mobile device

1. Go to **www.schoolattendance.co.za** on your cell phone/tablet/laptop/PC.

2. Choose 1 of the following options:

- **Add an absence** on your register:

1. Press the [Class list] button
2. Select the absent learners for a specific date
3. Press the [Back] button
4. Check the dates
5. Repeat from Step 1 if necessary
6. Press the [Send] button
7. Wait for confirmation
8. Verify the additions
9. Press on [Back]
10. *Up to 8 absences can be added at a time*

StudNo	a/S	Date
10803	a ▼	08/02/2016
12354	a ▼	08/02/2016
10826	a ▼	08/02/2016
	a ▼	08/02/2016

- **Remove incorrect absences:**

- Select the learners using the [Class list] button
- Select the "-a" option below "a/S" next to the learner's StudNo
- Ensure that each absence's date is correct
- Press the [Send] button
- Wait for confirmation
- Verify the removals
- Press on [Back]
- *Up to 8 absences can be removed at a time*

StudNo	a/S	Date
10803	-a ▼	08/02/2016 X ⬆️ ▼
12354	-a ▼	08/02/2016
10826	-a ▼	08/02/2016
	a ▼	08/02/2016

- **Send NIL** if you've got no absences:

- Select the "Zero absences" options
- Press the [Send] button
- Wait for confirmation
- Verify the result
- Press on [Back]

- *L.W. NIL can/need only be sent for the current day and is optional*

- **Add sick notes** for absences:

- Select the learners using the [Class list] button
- Select the "S" option below "a/S" next to the learner's StudNo
- Select the first date of the group of dates the learner was absent

- Press the [Send] button
- Wait for confirmation
- Verify the additions
- Press on [Back]

StudNo	a/S	Date
10803	S ▼	08/02/2016
	a ▼	08/02/2016
	a ▼	08/02/2016

- *Up to 8 sick notes can be added at a time*

- **Remove sick notes** that were added incorrectly:

- Select the learners using the [Class list] button
- Select the "-S" option below "a/S" next to the learner's StudNo
- Select the first date of the group of dates the learner was absent

- Press the [Send] button
- Wait for confirmation
- Verify the removals
- Press on [Back]

StudNo	a/S	Date
10803	-S ▼	08/02/2016
	a ▼	08/02/2016
	a ▼	08/02/2016

- *Up to 8 sick notes can be removed at a time*

- *NOTE: An absence must be added first before a sick note can be added for that absence*

- **List the absences of a learner** for the current year:

- Select the option at the very bottom
- Select the "L" option next to it
- Enter the learner's StudNo into the space
- Press the [Send] button
- The learner's absences are displayed
- Press on [Back]

- *The absences of only 1 learner can be viewed at a time*

- **Register a new learner** in the school that was added to your class:

- Select the option at the very bottom
- Select the "N" option next to it
- Enter the new learner's StudNo into the space
- Press the [Send] button
- Wait for the entry screen
- *Only 1 new learner can be registered at a time*

Zero absences
 N 10985 (StudNo)

- Enter the learner's surname, first names and gender
- Press the [Send] button
- Wait for confirmation
- Verify the addition
- Press on [Back]

New learner	
StudNo:	10985
Class:	095
Surname:	Davids
First names:	Henry John
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female
<input type="button" value="Send"/>	

- **Deregister a learner** that left the school:

- Select the option at the very bottom
- Select the "D" option next to it
- Enter the learner's StudNo into the space
- Press the [Send] button
- Verify the deregistration
- Press on [Back]
- *Only 1 learner can be deregistered at a time*

Zero absences
 D 10985 (StudNo)

- **Transfer a learner** from another class to your own:

- Select the option at the very bottom
- Select the "T" option next to it
- Enter the learner's StudNo into the space
- Press the [Send] button
- Verify the transfer
- Press on [Back]
- *Only 1 learner can be transferred at a time*

Zero absences
 T 10902 (StudNo)

- **Determine the current register class** of a learner:

- Select the option at the very bottom
- Select the "?" option next to it
- Enter the learner's StudNo into the space
- Press the [Send] button
- The learners current register class will be displayed
- Press on [Back]

Zero absences
 ? 11569 (StudNo)



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Quick Reference

- a => **absent**
- a => **remove absence**
- S => **Sick note**
- S => **remove sick note**
- L => **List absences**
- N => **New registration**
- D => **Deregister**
- T => **Transfer learner**
- ? => **which register class?**