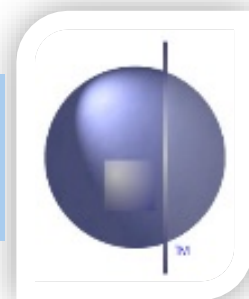


nForma – Teacher's Quick Guide to Version 4



20210811

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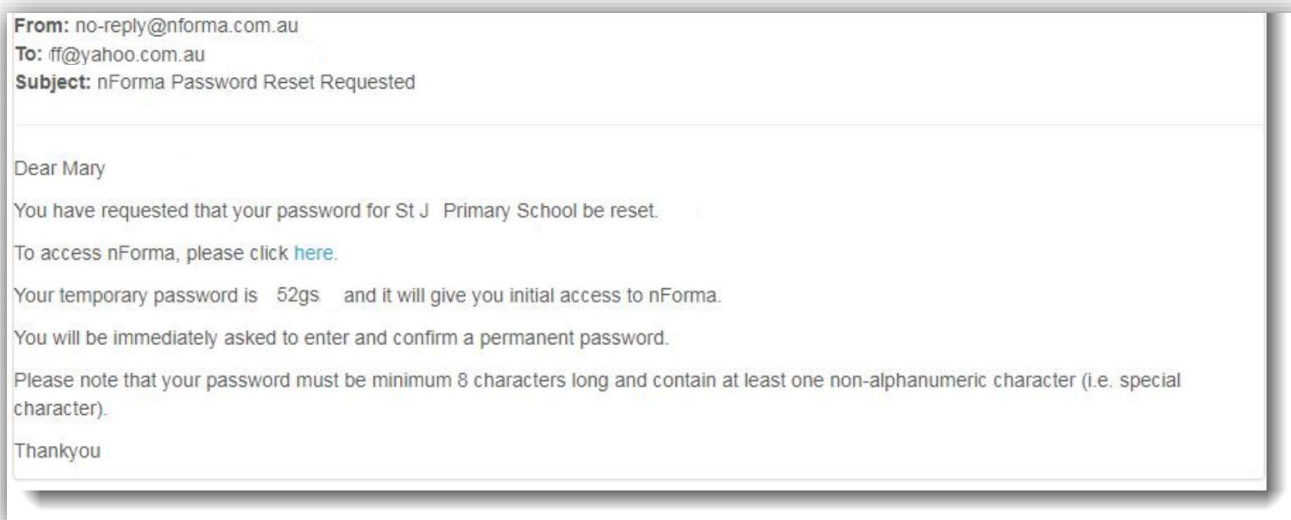
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How to login

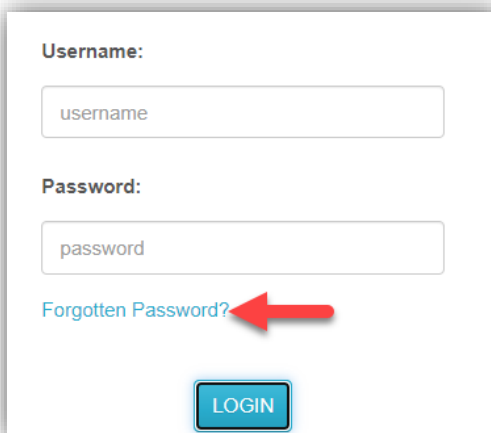
The web link to nForma version 4 is different to that of version 3. Please ensure that if you access your nForma via a bookmark or link on your school intranet that the link in the address bar is:

<https://school.nforma.com.au/content/index.html#/nssystem/login>

1. When your school has upgraded to version 4, your administrator will send you a temp password to login. You will receive an email from no-reply@nforma.com.au. Follow the prompt



In the future, if you have forgotten your password, simple click on the “Forgotten Password?” link. Wait until you receive the automated email. Check in your spam/junk folder. Do NOT click on the “Forgotten Password?” link again if you have NOT received your temp password email. Notify your nForma administrator of the issue.



The image shows a login form with the following elements:

Username:

Password:

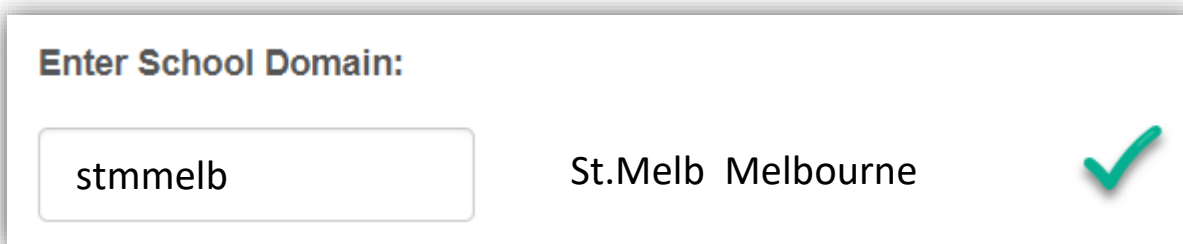
[Forgotten Password?](#) (indicated by a red arrow)

At the login screen, enter your domain name (e.g. **stmmelb**) and click verify



Enter School Domain:

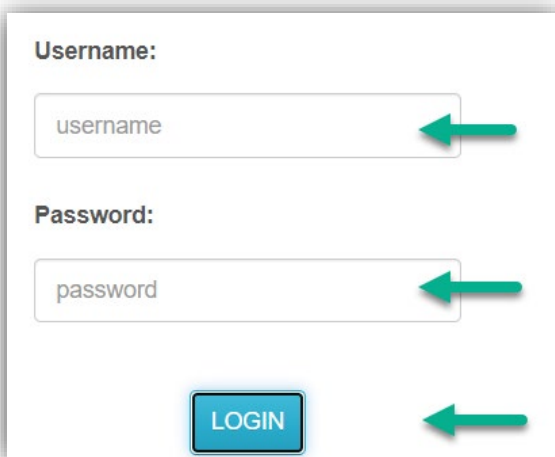
2. If entered successfully, your school name should appear



Enter School Domain:

 St.Melb Melbourne ✓

3. Enter your existing username and password, then click LOGIN



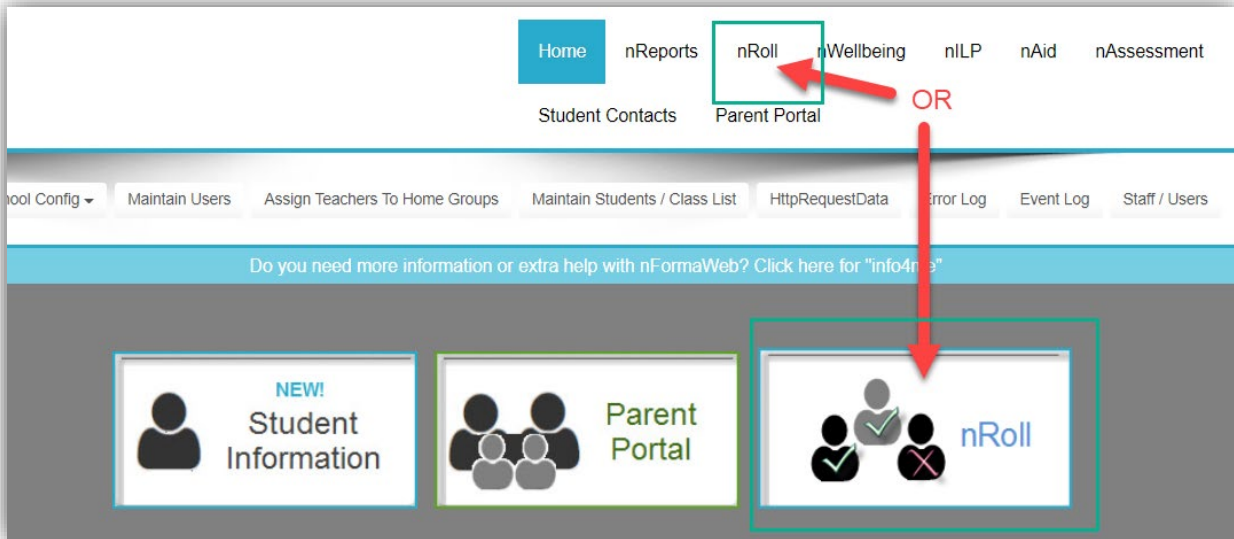
Username:

Password:

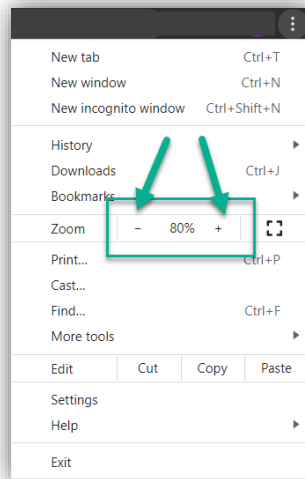
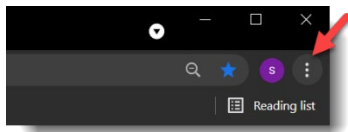
4. The next time you logon, simply select your domain name from the drop list. You won't have to verify. Enter your username and password if you DIDN'T tell Google to save it the first time.

Marking the Roll

1. From the main menu, click on nRoll from the modules menu.



2. **HINT:** If your screen is zoomed in and the drop down menus are too BIG, use the Chrome menu and click on the minus sign in the ZOOM section



Marking the Roll in the morning

1. The clock on the server will determine if it's AM or PM. The **Morning Roll** button will be automatically selected in the morning for you to mark the roll.

The screenshot shows a control panel for marking the roll. At the top, there are dropdown menus for Year (2020), Month (Dec), Day (Thu 03), and Home Group (1PC). Below these, a question asks "Which period would you like to mark the roll for?". Two buttons are provided: "Morning Roll" (highlighted with a green arrow) and "Afternoon Roll". To the right is a red "Confirm Roll" button with a help icon.

2. There are 2 ways to mark the students
 - a. Using the pre selectors
 - b. Individually marking each student

NOTE: In the new version of the roll every student **MUST** be marked as either PRESENT or ABSENT. nForma can automatically mark anyone who is not absent as PRESENT, once you confirm the roll. So best practice is to mark absences and then when you SAVE and CONFIRM the roll, everyone else will be marked as PRESENT automatically

Using the pre selectors

1. Make your pre selections for the students who are absent and have the same reason and communication types. **Absence Note** in this section will apply to the students you select in the next step.

The screenshot shows the pre-selector interface. It includes a "Late Arr / Early Dis" dropdown, an "Attendance Type" dropdown (with "Absent" selected and a list of options: Unmarked, Present, Absent, Other), a "Reason Type" dropdown (with "Unknown At The Moment" selected), and a "Communication Type" dropdown (with "None" selected). There is also an "Absence Notes" text field and an "Apply to selected" button (highlighted with a green arrow). Below the form is a table header for the "Daily Roll Student List" with columns: Student Name, Period, Late Arr / Early Dis, Attendance, Reason Type, and Communication Type.

- Select the students who are absent by ticking the box next to their name and click on Apply to selected.

Which period would you like to mark the roll for? Morning Roll Afternoon Roll Confirm Roll ? Morning Roll : Roll not yet confirmed Afternoon Roll : Roll not yet confirmed

Late Arr / Early Dis: --:-- Attendance Type: Absent Reason Type: Unknown At The Moment Communication Type: None Absence Notes: Apply to selected Updated:

Daily Roll Student List							
<input type="checkbox"/>	Student Name	Year Level	Period	Late Arr / Early Dis	Attendance	Reason Type	Attendance Notes
<input type="checkbox"/>	Masc	1	Morning	--:--	Unmarked	Not Marked	<input type="text"/>
<input type="checkbox"/>	Masc	1	Afternoon	--:--	Unmarked	Not Marked	<input type="text"/>
<input checked="" type="checkbox"/>	Thom	1	Morning	--:--	Unmarked	Not Marked	<input type="text"/>
<input type="checkbox"/>	Thom	1	Afternoon	--:--	Unmarked	Not Marked	<input type="text"/>
<input checked="" type="checkbox"/>	Misc	1	Morning	--:--	Unmarked	Not Marked	<input type="text"/>

- The selected students will now be marked as absent. The save options will appear.

Save

Save & Confirm Roll

Discard

SAVE- this is similar to saving the current data but leaving it in draft mode.

SAVE and CONFIRM ROLL- this will save all your data and also notify the office staff that the roll has been acknowledged and officially saved

DISCARD- do not save the current data

If you SAVE and CONFIRM ROLL, you will be prompted with the following dialogue.

You can either click on **Yes, update as Present** to mark the remaining students as present OR click on **No, leave as Unmarked**

Confirm Roll Status

Students marked with an absence: 2

(Thom , Misc)

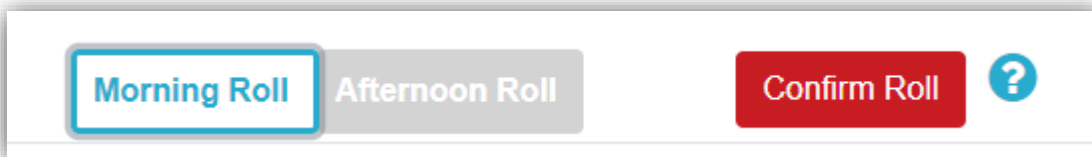
Would you like to Mark the remaining 16 students as present?

Yes, update as Present

No, leave as Unmarked

CONFIRM ROLL will also prompt with the following dialogue.

You can either click on **Yes, update as Present** to mark the remaining students as present OR click on **No, leave as Unmarked**



Individually marking each student

1. Simply click on the Attendance selector and choose the appropriate absence, Reason Type and Communication Type.



2. Save your data

Marking the Roll in the afternoon

The clock on the server will determine if it's AM or PM. The **Afternoon Roll** button will be automatically selected in the afternoon for you to mark the roll. You can switch between the Morning Roll and the Afternoon Roll by clicking on the required time frame.

Attendance Notes


Click on the notes icon

Thomas 1 Morning Absent Unknown At The Moment None 

Click on the edit icon and enter your notes for either the morning or afternoon roll

Attendance Notes & Log - Thursday, December 3, 2020- Maso

Morning Roll:




Afternoon Roll:

Attendance History Log:

Date/Time	UserName	Action/change
03/12/2020, 06:15 PM	admin	Attendance Changed: 03/12/2020 Maso -AM Reason:Doctor, Comm.Type:Verbal

Click the tick icon to save and OK to close


Morning Roll:



Afternoon Roll:

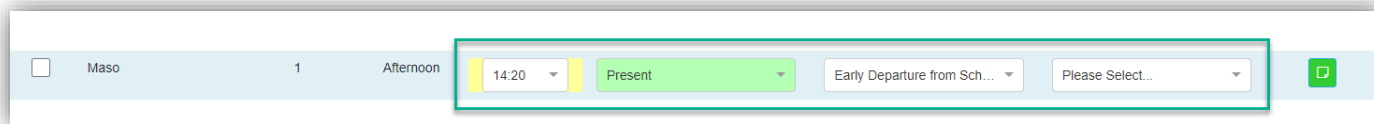
Attendance History Log:

Date/Time	UserName	Action/change
03/12/2020, 06:15 PM	admin	Attendance Changed: 03/12/2020 Maso -AM Reason:Doctor, Comm.Type:Verbal



Late Arrival /Early Dismissal

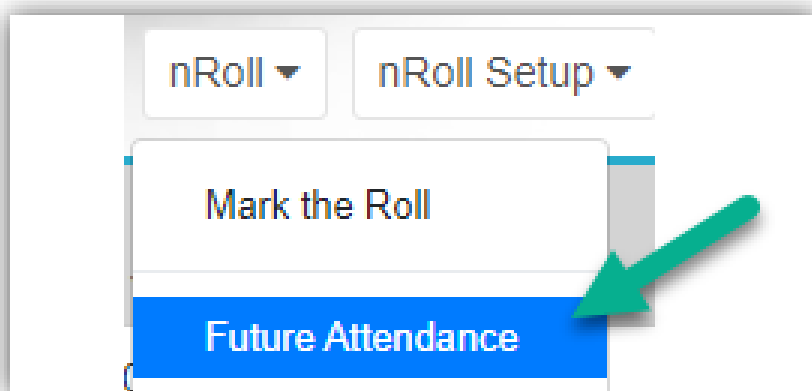
1. Enter the approximate time that the student was either late or left early. The program will automatically determine the attendance type. Simply update the REASON and COMMUNICATION type.



2. Save and confirm your data

Future Attendance

1. Click on nRoll> Future Attendance



2. There are 3 steps involved
 - a. Step 1 of 3: Select Date(s)
 - b. Step 2 of 3: Select Student(s)
 - c. Step 3 of 3 Enter Attendance Details

Step 1 of 3: Select Dates

- Click on the date(s) on the calendar that the student will be absent. Check the dates selected at the top right-hand corner. Click on the X to remove incorrect selections

Step 1 of 3: Select Date(s)
Next »

Single Instance

< November		December 2020					January >	
Mon	Tue	Wed	Thu	Fri	Sat	Sun		
30	1*	2*	3*	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19 Term Break	20 Term Break		
21 Term Break	22 Term Break	23 Term Break	24 Term Break	25 Term Break	26 Term Break	27 Term Break		
28 Term Break	29 Term Break	30 Term Break	31 Term Break	1	2	3		

Selected date(s):

Tue, Dec 8, 2020 ✕

Wed, Dec 9, 2020 ✕

- Click NEXT

Step 1 of 3: Select Date(s)
➔
Next »

Step 2 of 3: Select Student(s)

- Click on the name(s) of the student(s) that will be absent. Check your selection at the top right corner of the screen.
- Click NEXT or PREV to return to the previous screen

« Prev
Step 2 of 3: Select Student(s)
➔
Next »

Step 3 of 3: Enter attendance details

7. Enter the attendance details for the students(s)

	Late Arrival	Early Departure
Expected to arrive late or leave early?	--:-- ▾	--:-- ▾
Attendance Type:	Absent ▾	
Period:	<input type="checkbox"/> AM <input type="checkbox"/> PM <input checked="" type="checkbox"/> Both	
Reason:	Appointment ▾	
Communication:	email ▾	
Comment/Notes:	<input type="text"/>	

8. Click SAVE

To view all future attendance records, click on the button “Show All Future Attendance Records”

Hide all future attendance records ▲									
Date	Late Arr	Early Dis	Attendance Type	Am/Pm	Reason	Comm Type	Students	Command	
08/12/20			Absence	AM & PM	Appointment	email	Des Jude		
09/12/20			Absence	AM & PM	Appointment	email	Des Jude		

REASON TYPE for Present Absent Other Unmarked

Present

ReasonType	Display Order	Display On Roll	Display On Portal	ReasonTypeSIFLookup
Present	1	TRUE	FALSE	100 Present
Late Arrival at School	2	TRUE	TRUE	111 Late Arrival at School
Early Departure from School	3	TRUE	TRUE	112 Early Departure from School
Late Arrival unexplained	4	TRUE	TRUE	113 Late Arrival unexplained
Early Departure unexplained	5	TRUE	TRUE	114 Early Departure unexplained
Counselling	6	TRUE	FALSE	203 Counselling
Sick Bay	7	TRUE	FALSE	204 Sick Bay
Camp	8	TRUE	FALSE	606 Camp
Community Service	9	TRUE	FALSE	602 Community Service
Duty Student	10	TRUE	FALSE	603 Duty Student
Excursion	11	TRUE	FALSE	604 Excursion
Incursion	12	TRUE	FALSE	614 Incursion
Exempt	13	TRUE	FALSE	802 Exempt
Religious/Cultural Observance	14	TRUE	FALSE	805 Religious/Cultural Observance
School Production	15	TRUE	FALSE	610 School Production
Sports	16	TRUE	FALSE	611 Sports
Suspension	17	TRUE	FALSE	400 Suspension
Exit	18	TRUE	FALSE	701 Exit
Transfer	19	FALSE	FALSE	702 Transfer
Internal School Appointment	20	FALSE	FALSE	616 Internal School Appointment
School Examination/Testing	21	FALSE	FALSE	617 School Examination/Testing
Specialist Placement	22	FALSE	FALSE	615 Specialist Placement
Study Leave	23	FALSE	FALSE	612 Study Leave
Off-Site Learning Program (eg. TAFE)	24	FALSE	FALSE	608 Off-Site Learning Program (eg. TAFE)
Work Experience	25	FALSE	FALSE	609 Work Experience

Absent

ReasonType	Display Order	Display On Roll	Display On Portal	ReasonTypeSIFLookup
Unexplained	26	TRUE	FALSE	500 Unexplained
Medical	27	TRUE	TRUE	200 Medical
Illness	28	TRUE	TRUE	201 Illness
Medical Appointment	31	TRUE	TRUE	205 Medical Appointment
Hospitalised	33	TRUE	TRUE	206 Hospitalised
Quarantined	34	TRUE	TRUE	207 Quarantined
Accident	35	TRUE	TRUE	202 Accident
Extended Family Holidays	36	TRUE	TRUE	804 Extended Family Holidays
Parental Acknowledgement	37	TRUE	FALSE	803 Parental Acknowledgement
Absent - General	38	TRUE	FALSE	101 Absent - General
Bereavement	40	TRUE	TRUE	211 Bereavement
Refusal	41	TRUE	TRUE	208 Refusal
Medical/Welfare	42	TRUE	TRUE	210 Medical/Welfare
Truancy	43	TRUE	FALSE	300 Truancy
Suspension - External	44	TRUE	FALSE	401 Suspension - External
Temporary Employment	45	FALSE	TRUE	618 Temporary Employment

Other

ReasonType	AttendanceState	Display Order	Display On Roll	Display On Portal	ReasonTypeSIFLookup
Staff Meeting	Other	46	TRUE	FALSE	904 Staff Meeting
Weather	Other	47	TRUE	FALSE	903 Weather
Facility Damage	Other	48	TRUE	FALSE	902 Facility Damage
Industrial Action	Other	49	TRUE	FALSE	901 Industrial Action
School Choice	Other	50	TRUE	FALSE	900 School Choice
Pandemic	Other	51	TRUE	FALSE	905 Pandemic

Unmarked

ReasonType	Display Order	Display On nRoll	Display On Portal	ReasonTypeSIFLookup
Not Marked	52	TRUE	FALSE	0 Not Marked