

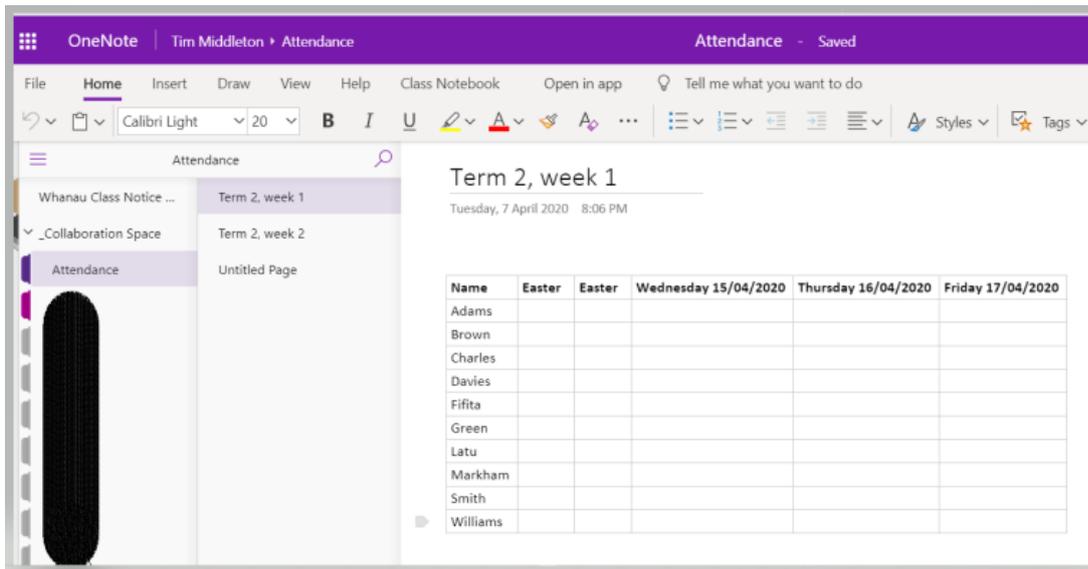
Remote Learning Attendance

Instructions for Students

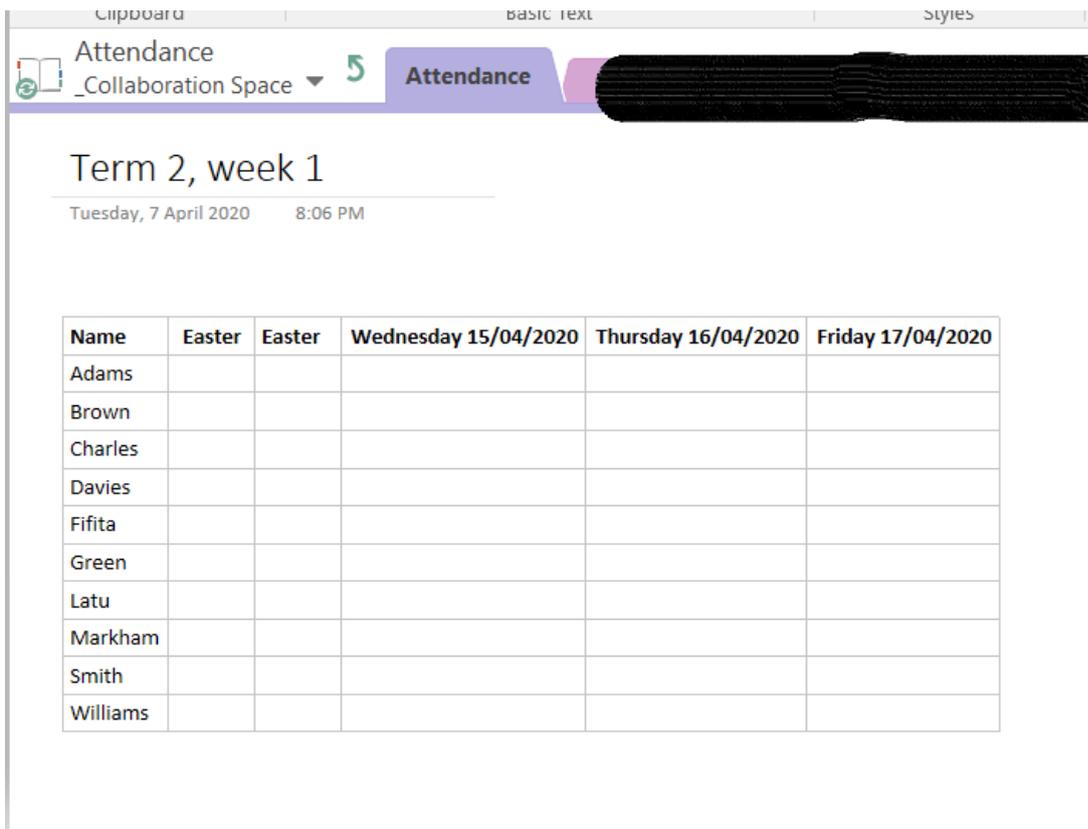
The One Tree Hill College Attendance Officer, Ms Sadeker will share a Whānau Class OneNote notebook with you before the start of Term 2.

Please access that notebook and click on the **Collaboration Space tab**, then the **Attendance tab**.

Your screen will look like this if you are working in Office 365 OneNote online:

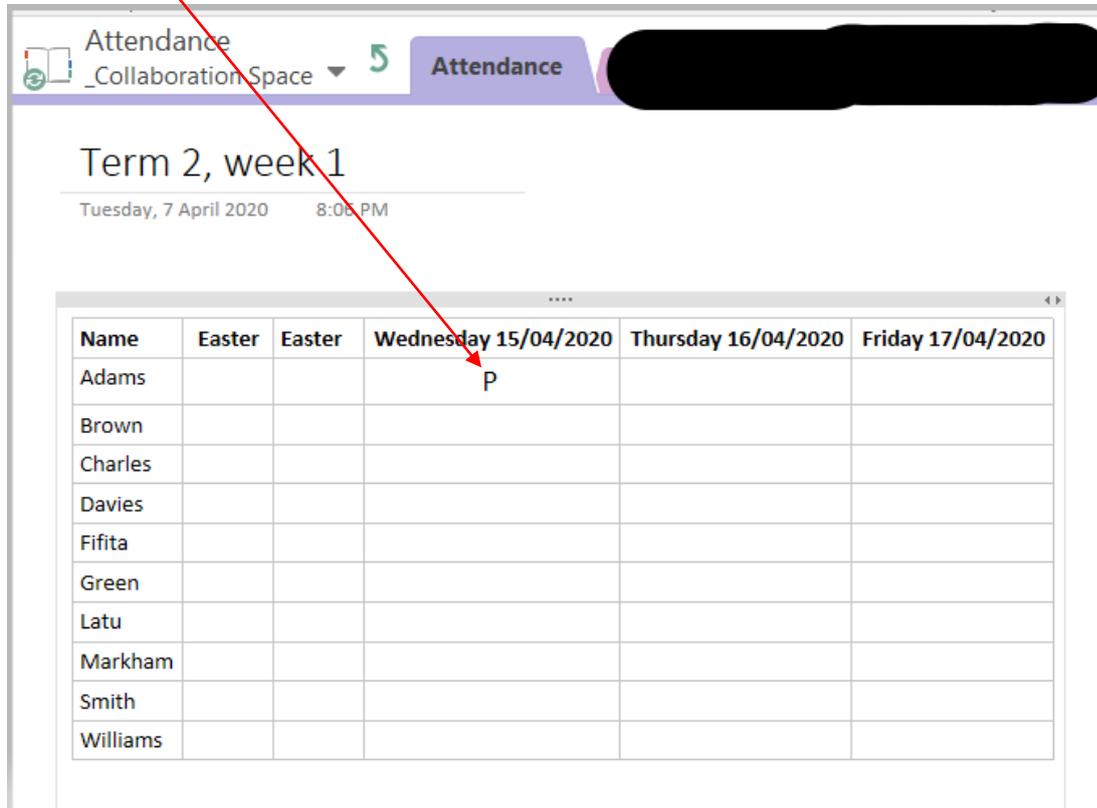


Or this this if you are working in the OneNote app:



How to mark your attendance:

Type a 'P' against your name in the column for today's date. You do not need to save it; it will update automatically:



The screenshot shows a web interface for marking attendance. At the top, there is a navigation bar with 'Attendance' and 'Collaboration Space' tabs. Below this, the page title is 'Term 2, week 1' and the date is 'Tuesday, 7 April 2020' at '8:06 PM'. The main content is a table with columns for 'Name', 'Easter', 'Easter', 'Wednesday 15/04/2020', 'Thursday 16/04/2020', and 'Friday 17/04/2020'. The rows list names: Adams, Brown, Charles, Davies, Fifita, Green, Latu, Markham, Smith, and Williams. A red arrow points from the text above to the 'P' in the 'Wednesday 15/04/2020' column for 'Adams'.

Name	Easter	Easter	Wednesday 15/04/2020	Thursday 16/04/2020	Friday 17/04/2020
Adams			P		
Brown					
Charles					
Davies					
Fifita					
Green					
Latu					
Markham					
Smith					
Williams					

This must be done **by 9:30am each morning**. Your Whānau Teacher will be able to see the date and time of when you have marked your attendance and will follow up with an e-mail or a phone call if it has not been completed.

These instructions will be uploaded to the **Year Level OneNote notebooks** in the **Announcements tab**.