



# How to Make Absences Online On mySchool Program

[www.acc-cairo.com/cis](http://www.acc-cairo.com/cis)

- **Instructions for using MySchool**
- **Before access on mySchool school management system in the first time you should consider the following :**
- **We suggest downloading Google Chrome browser and then Click on Customize and control Google Chrome Button, Options, Under the Hood,**
- **Content Settings, chose Pop-ups, Allow all sites to show pop-ups.**



1. Go to Classroom Management
2. Attendance
3. Select Add Attendance

Administration > Classroom Management > Course Organizer > Reports > Library > Attendance > Add Attendance

Add Student Attendance

Date: 28/04/2011 [Date] Period: Select a period [v]

[Submit]

4. Select any Period for your class
5. Click On Submit.

Subject		Teacher		Period		Date	
English language	G12American(12 A)	Rowida Rizk		1		Thursday, 28 April 2011	
Present	Tardy	Absent	Full Name	Reason	Permit	Tardiness	Notes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ahmed Garry	unknown	excused	Tardy < 10 mins	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ali Amr Abass	unknown	excused	Tardy < 10 mins	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amr Fathy	Travelling bus sick relatives Sick	excused	Tardy < 10 mins	

6. All present in the program choose from between those who are absent.

7. Click On (Add)

[Add]

Please do not enter more than 255 characters in Absence note !