Class report entry   Help bits

Overview

This window puts together several variables which serve to suit ATO Explorer to the club or school needs.

Since this window is accessible from the day and week planning windows context menu, only those users with write privileges over these windows can access the class report.

Operation

It contains by default the information entered in the planning about the event. In case that exercise, classroom or professor change, the user can select the appropriate values in the upper combos.

If the class was cancelled, we check the 'Cancelled' check-box and type in the reason for the cancellation.

Finally, the bottom frame shows the list of all pupils related to the course:

The score text-box allows a number in between 0 and 100.

In the 'p' column ('p' stands for 'present') we mark the check-box for the pupils that actually assisted to the class. When all pupils were present, this header shows in bold.

By clicking the 'p' in the header, you can toggle the 'present' check-boxes of all pupils. Beware, though, that this action will clear score and remarks fields.

If the pupil was not present at class, we'll click on the button below 'n' ('n' meaning **n**on-justified no-attendance).

If the no-attendance was justified instead, we'll select the button below 'j' ('j' meaning **j**ustified non-attendance), and the text-box beside it will enable to type the reason for it.

Cancellations

To notify a class cancellation, please mark the 'Cancelled' check-box, and type in a text that describes the cancellation reason in the text-box beside it.

Take into account that the cancellation will be saved to the database only when at least one pupil is assigned to the class.

Ok

On clicking this button, the information is saved to the database and the window closes.

If we close he window not using the 'Ok' button, the modifications will not be saved.

Print

Press this button to get a Word document with the class information.