sYNWEB

# ATTENDANCE MAINTENANCE FOR MUSIC GROUP TEACHERS

Synweb is an online version of Synergetic accessible via the internet. Music Group teachers can use Synweb to mark Attendances for their class of students.

1. Login to ***Synweb***
	* Login *via myCollege*, or see b below
	Click on the *Synweb* link in the top navigation bar in myCollege, *Synweb* will open in another web-browser window/tab
	
	* Login directly to <https://synweb.stcuthberts.school.nz>, with your college ***Username*** and ***Password***
		+ *Note: the Username field may pre-fill with* ***stcuthberts\*** *in front of your username, if it does,* ***delete*** *it*
2. On Login, the ***Timetable / Attendances*** for "todays" classes will appear under your name
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	* If you need to select a different date, click the down-arrow next to the ***Timetable Date*** field and click on your preferred date
	
3. Select the lesson, by clicking on the title in the ***Period*** column

4. Enter Attendance in the Attended checkbox/es then click Submit to save your changes


 Did not Attend
Click once in the checkbox to add a Cross

 Attended
Click (slowly) twice in the checkbox to add a Check

*NB: if you have incorrectly marked a student Attended; to* ***change it to Did not Attend****,* ***slow-click*** *on the Check mark (this will remove the Check Mark) then* ***slow-click*** *one more time to add the Cross.*

