

Applies To

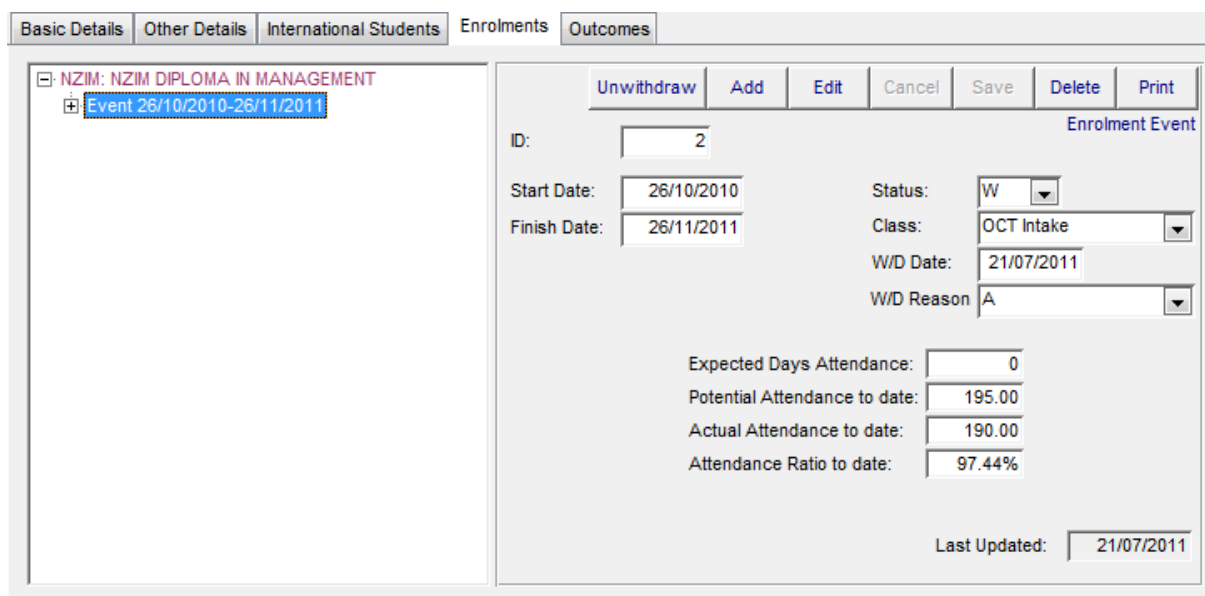
All users of Nipper who have purchased the Attendance Module.

Overview

Once an enrolment is created in Nipper you can record whether the student was absent or present for any day (or part thereof) of that enrolment, and determine the percentage of classes the student has attended. This process assumes you have already enrolled the student(s) in the normal way. Organisations which make travel allowance payments to students and use the Nipper Travel Payment Excel report attendance data can be included in the report.

1 Attendance Information on the Students Form

With the Attendance Module the *Enrolment* tab of the *Students* form has been modified to show attendance totals for students. [Click](#) on the *Enrolment Event* on the *Enrolment* tab will show you the attendance rate for that enrolment:



Field	Value
ID	2
Start Date	26/10/2010
Finish Date	26/11/2011
Status	W
Class	OCT Intake
W/D Date	21/07/2011
W/D Reason	A
Expected Days Attendance	0
Potential Attendance to date	195.00
Actual Attendance to date	190.00
Attendance Ratio to date	97.44%
Last Updated	21/07/2011

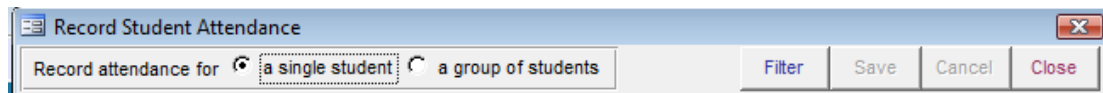
The fields on the tab are these:

- *Expected Days of Attendance* – This is the number of days the student is expected to attend from their enrolment event start date to their enrolment event finish date. You can enter the value here but it is for information only and so is not necessary to enter this value for Nipper to be able to calculate an attendance ratio.
- *Potential Days of Attendance* – This value is calculated by Nipper from attendance data you enter during the student's period of enrolment. It shows you how many days the student would have attended if they had attended all possible classes.
- *Actual Days of Attendance* – This value is also calculated by Nipper from attendance data you enter during the student's period of enrolment. It shows you how many days the student has actually attended.
- *Attendance Ratio* – This is calculated automatically by Nipper by dividing the *Actual Days of Attendance* by the *Potential Days of Attendance*.

Note – all day values are expressed to two decimal points. So if you record that a student attended all day on a given day you would enter "1.00", but if the student only came in for a quarter of the day you would enter "0.25".

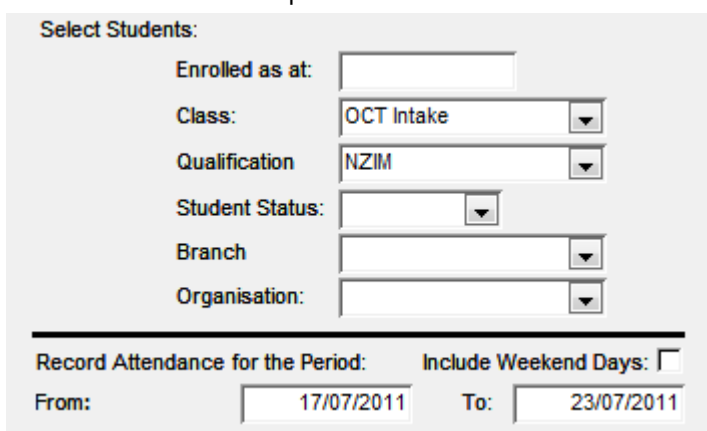
2 Choose to Record Attendance for One Student or a Group

You record attendance by clicking *Attendance* on the *Enrolments* menu. When recording attendance you can do so for either a single student or for a group of students. Select the appropriate radio box from the top of the window.



3 Refine the Selection

If you've chosen the single student option simply select your student and their enrolment from the drop down box. If you've selected the group option you need to select further options that will precisely identify the group you are looking for. The selection, though it looks different from filter options elsewhere in Nipper, works the same way. In the example below we would see only students who are enrolled in the NZIM qualification AND who were in the Oct Intake class.



In either case you need to enter the range of dates you want to record absences for. Only dates in that range will be available when you click the *Filter* button. The students you select can be enrolled in different things with different dates. The only requirement is that at least part of their enrolment is between the date range you've entered. If your students study on Saturdays and Sundays also tick the *Include Weekend Days* box, otherwise only weekdays will be available. You cannot enter a "To" date that is after today.

4 Recording absences and attendances

Once you've clicked the *Filter* button you will see a form like this:

paid a travel allowance for that day. If the field contains an “N” they will not be paid a travel allowance. You will find that the field is filled automatically by Nipper. The only time you may need to change it is if the code is “E” because the student had an excused absence for part of the day but did in fact attend for the rest of the day. In this case you would need to change the Travel value from “N” to “Y”.

Save once you're done.

5 Producing Attendance Reports

To produce an attendance report choose the *Student Attendance* report from the *General Reporting* screen. This report is filtered in the usual way and displays the potential attendances, absences, and their ratio. Note that if you've not viewed that student's attendances they will not have any absences or attendances.

6 Travel Payments Report

This report is intended for Nipper users who have the ERS interface. It cannot be used if you do not have the interface.

The report creates an Excel file with trainees details from Nipper and allows a user to enter the number of days attended from which a payment amount is calculated. The Excel file can be imported into some accounting systems so that payments are processed automatically.

For Nipper users who also have access to the Nipper Attendance functionality the number of days attended will be filled automatically providing that you have recorded attendance data as described above. The daily travel amount will have been entered on the *ERS Student* form and the total travel amount is calculated by a formula in the Excel file.

Note – students who have withdrawn will not be shown on this report if its start date is after the student's withdrawal date.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Code	Title	Name	Start	Last D	Finish	Wee	Fundii	Daily Travel Amou	Number of Days Attende	Total Trav	Bank Sort Cox	Acct Numb
2	0231.11.00	National Certificate in Emplo	Aardvaark John Percival	16/03/2009		11/12/2009	39	06	30.00	9	270.00	030201	0899244-00