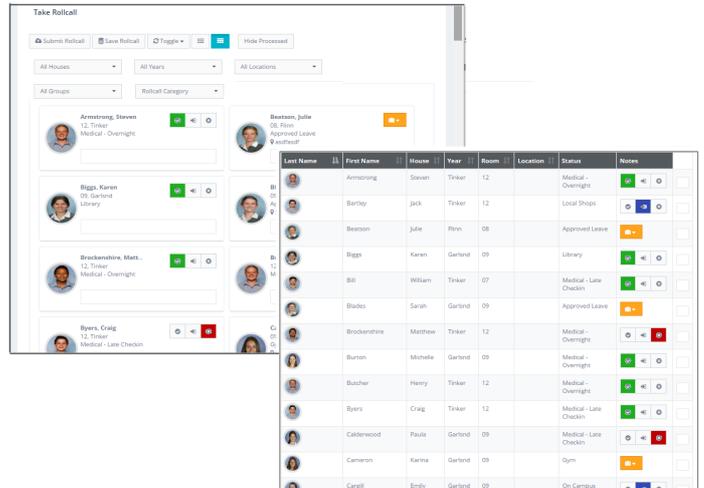


5.01 Take a Roll Call

When you select Take Roll call from the menu REACH will display your student list for you to begin your RollCall record.

Grid View or List View

You can view and complete your roll call in a Grid or List view. Your filters and data will remain active as you switch between the two different views.



Filter your list

Your boarder list will automatically be populated with boarder names when you select the RollCall menu item and you can filter the list to suit any group of boarders that you wish to take.



You can filter or refine your list to show any one or combination of filter options.

Columns Selection, Placement and Ranking

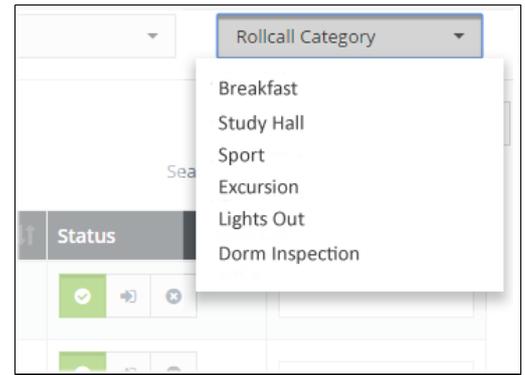
You can select which columns you display in the RollCall List view from the right side **column selector**. Once you have determined your columns, you can also then **move you comumns** to rearrange their display order. You can also **rank your data** by any column to collection of columns (hold shift key to select second order column ranking).



Select your RollCall Category

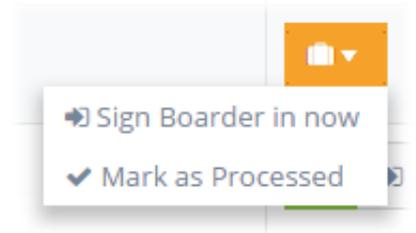
Roll Call Categories allow you to report common roll call events into a single collection or reporting group. Your Roll Call categories are created in [System Configuration >> Roll Call Categories](#) (section 11.18)

A single roll call category can be used to generate the **Roll Call / Checkin Summary** for any day.



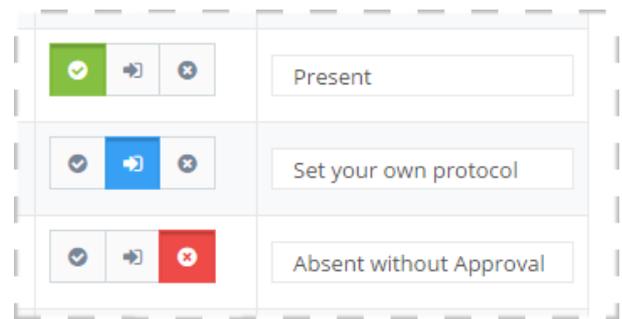
Marking your Roll

When you open your RollCall list any students that are on approved leave are identified with an Orange Leave icon.

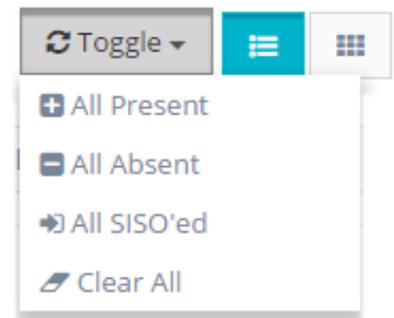


There are three selection options for your rollcall marking.

Present, **Absent** and **Other**.



When you are marking your rollcall you can **toggle all of** your displayed student list by any one of the selections and make individual changes before you submit your results.



Hide Processed

When you are processing a large list of students in your rollcall list you can hide any processed students to the bottom of your page by using the Hide Processed button.

Clicking this button forces any students who have a status recorded to the Processed list at the bottom of your rollcall list.

PROCESSED

Show: All entries Search:

Photo	Last Name	First Name	House	Year	Status
	Armstrong	Steven	Tinker	12	
	Bartley	Jack	Tinker	12	
	Beatson	Julie	Finn	08	
	Biggs	Karen	Garfnd	09	
	Bill	William	Tinker	07	



Save or Submit

You can **save** your rollcall work on your device for completion later or you can **submit** your rollcall to the server to complete the rollcall record.

When your completed rollcall is submitted the records will then be placed on each student's Attendance history.

