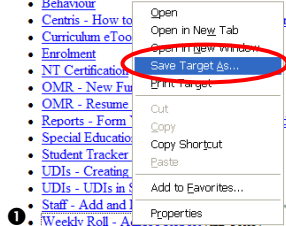


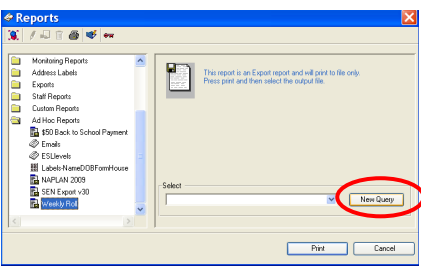


# Weekly Roll - Instructions

This is for schools that monitor 3 or more periods and where SAMS Administrators complete **Lesson Attendance**, based on a **Weekly Roll** sheet.

If you only monitor 2 periods per day, you can use the **Home Room and Form List** report instead (located in **Lesson Attendance > Reports > Attendance Forms** folder).

<p><u>Download files from the web</u> (<i>once off task</i>)</p> <ol style="list-style-type: none"> <li>1. Open your web browser (e.g. Internet Explorer)</li> <li>2. Navigate to / type in the web address field: <a href="http://www.ict.schools.nt.gov.au/sams/forms_factsheets.shtml">www.ict.schools.nt.gov.au/sams/forms_factsheets.shtml</a></li> <li>3. Right-click on <b>Weekly Roll - Adhoc Report</b> ❶</li> <li>4. Select <b>Save Target As...</b></li> <li>5. Click on the <b>Desktop</b> icon</li> <li>6. Click on <b>Save</b></li> <li>7. Right-click on <b>Weekly Roll – Spreadsheet</b> ❷</li> <li>8. Select <b>Save Target As...</b></li> <li>9. Click on the <b>Desktop</b> icon</li> <li>10. Click on <b>Save</b></li> <li>11. Close your web browser ❌</li> </ol>	<p>Fact Sheets &amp; Resources</p> <ul style="list-style-type: none"> <li>• <a href="#">Adhoc Reports - Create</a> (pdf 164kb)</li> <li>• <a href="#">Attendance</a></li> <li>• <a href="#">Behaviour</a></li> <li>• <a href="#">Centris - How to</a></li> <li>• <a href="#">Curriculum eTool</a></li> <li>• <a href="#">Enrolment</a></li> <li>• <a href="#">NT Certification</a></li> <li>• <a href="#">OMR - New Fu</a></li> <li>• <a href="#">OMR - Resume</a></li> <li>• <a href="#">Reports - Form</a></li> <li>• <a href="#">Special Educat</a></li> <li>• <a href="#">Student Tracker</a></li> <li>• <a href="#">UDIs - Creatin</a></li> <li>• <a href="#">UDIs - UDIs in</a></li> <li>• <a href="#">Staff - Add and</a></li> <li>• <a href="#">Weekly Roll - Al</a></li> <li>• <a href="#">Weekly Roll - Spreadsheet</a> (xls 84kb)</li> <li>• <a href="#">Weekly Roll - Instructions</a> (pdf 183kb)</li> </ul> 
<p><u>Import Adhoc Report into SAMS</u> (<i>once off task</i>)</p> <ol style="list-style-type: none"> <li>1. Open <b>SAMS</b>, click on <b>Admin &gt; Reports</b></li> <li>2. Click on the <u>word</u> <b>Adhoc Reports</b></li> <li>3. Click on <b>Adhoc Manager</b></li> <li>4. Click on the <b>Import Reports</b> icon </li> <li>5. Click on the <b>Desktop</b> icon</li> <li>6. Double-click on <b>WeeklyRoll_AdhocReport</b></li> <li>7. Close the Adhoc Manager window ❌</li> </ol>	
<p><u>Run Adhoc Report in SAMS</u> (<i>each Monday morning</i>)</p> <ol style="list-style-type: none"> <li>1. Open <b>SAMS &gt; Admin &gt; Reports</b></li> <li>2. Click on the <u>folder</u> beside <b>Adhoc Reports</b></li> <li>3. Click on the <b>Weekly Roll</b> report</li> <li>4. Click on <b>New Query</b></li> <li>5. Click on <b>Find, Select, Yes, Print</b></li> <li>6. Click on the <b>Desktop</b> icon</li> <li>7. Type File name: <b>Weekly Roll</b> and the date</li> <li>8. Click on <b>Save</b></li> <li>9. Close the Reports window ❌</li> </ol>	
<p><u>Import and Print Weekly Roll</u> (<i>each Monday morning</i>)</p> <ol style="list-style-type: none"> <li>1. Open <b>Weekly Roll</b> spreadsheet, <b>Enable Macros</b></li> <li>2. Click on the <b>Import Students</b> button ❶</li> <li>3. Click on the <b>Desktop</b> icon</li> <li>4. Double-click on the file <b>Weekly Roll . . .(date)</b></li> <li>5. Move the <b>blue print line</b> to separate teachers with no empty lines at the bottom</li> <li>6. Click on the <b>clear comments</b> button ❷</li> <li>7. <b>Print</b> the spreadsheet</li> <li>8. Click on the <b>Clear All Data</b> button ❸</li> <li>9. Close the spreadsheet ❌, <u>don't save changes</u></li> </ol>	