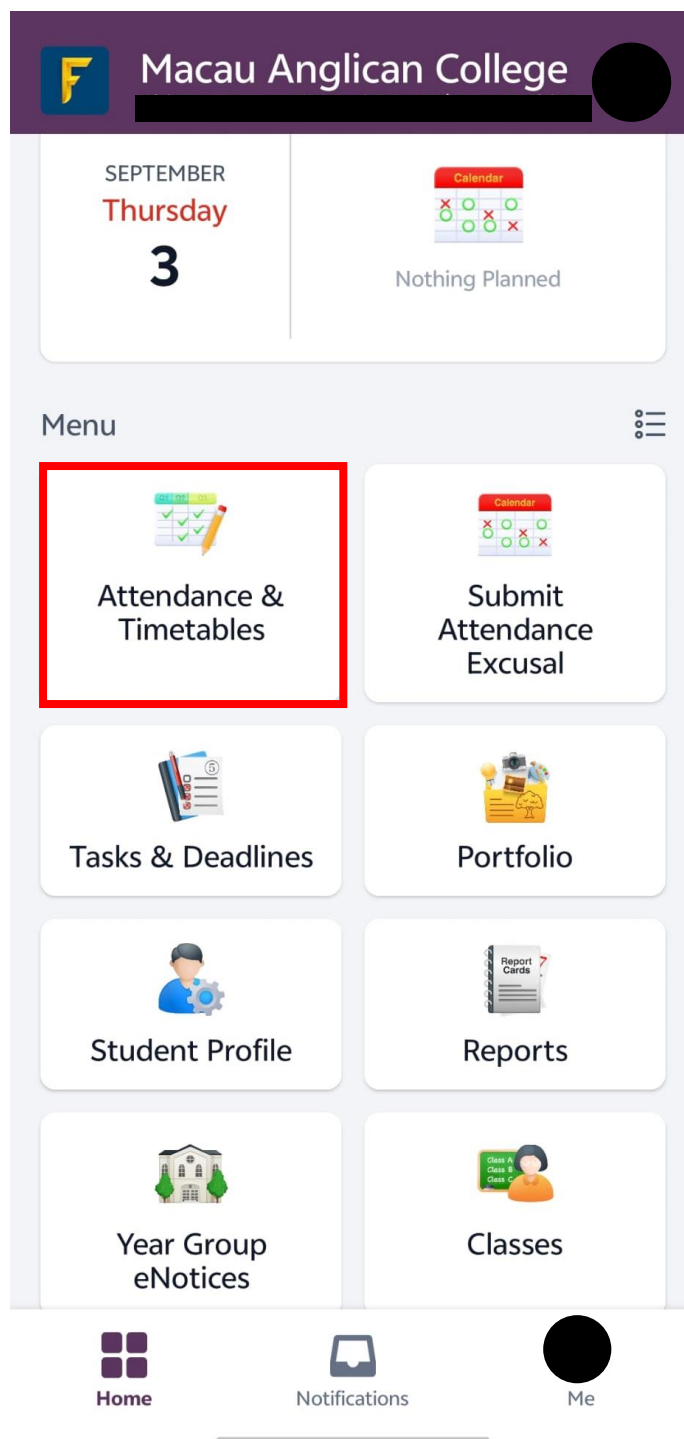


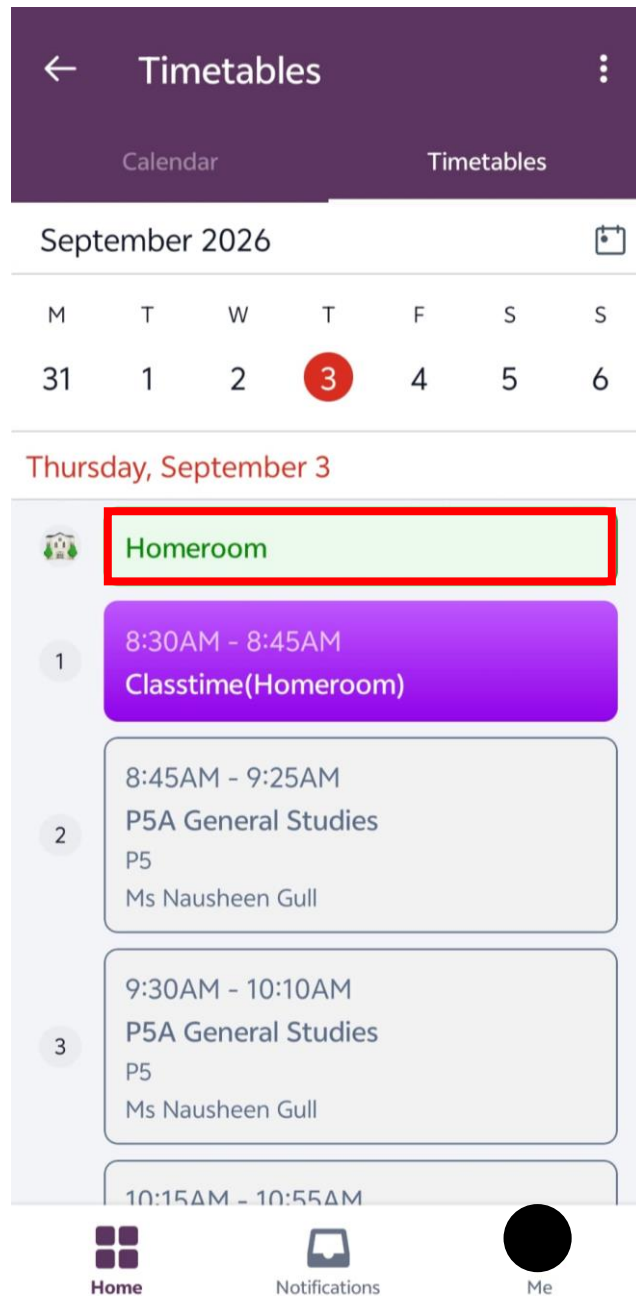


聖公會中學(澳門) Macau Anglican College

1. Within the Home Page, click on the **“Attendance & Timetables”** button:

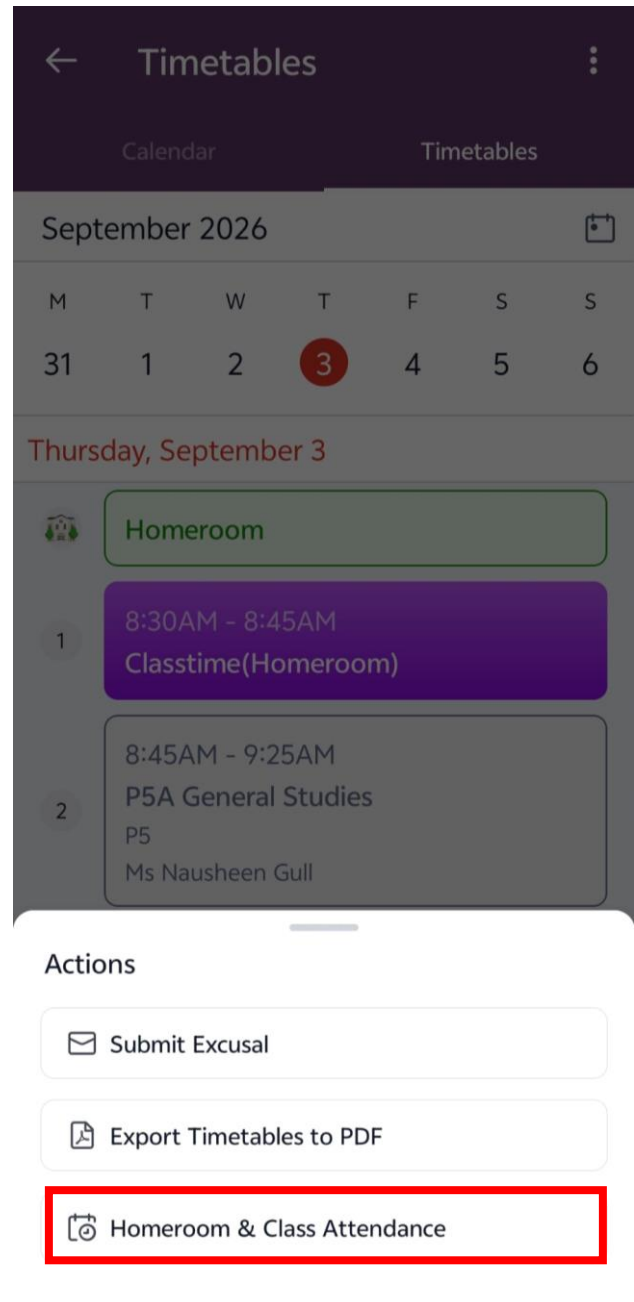
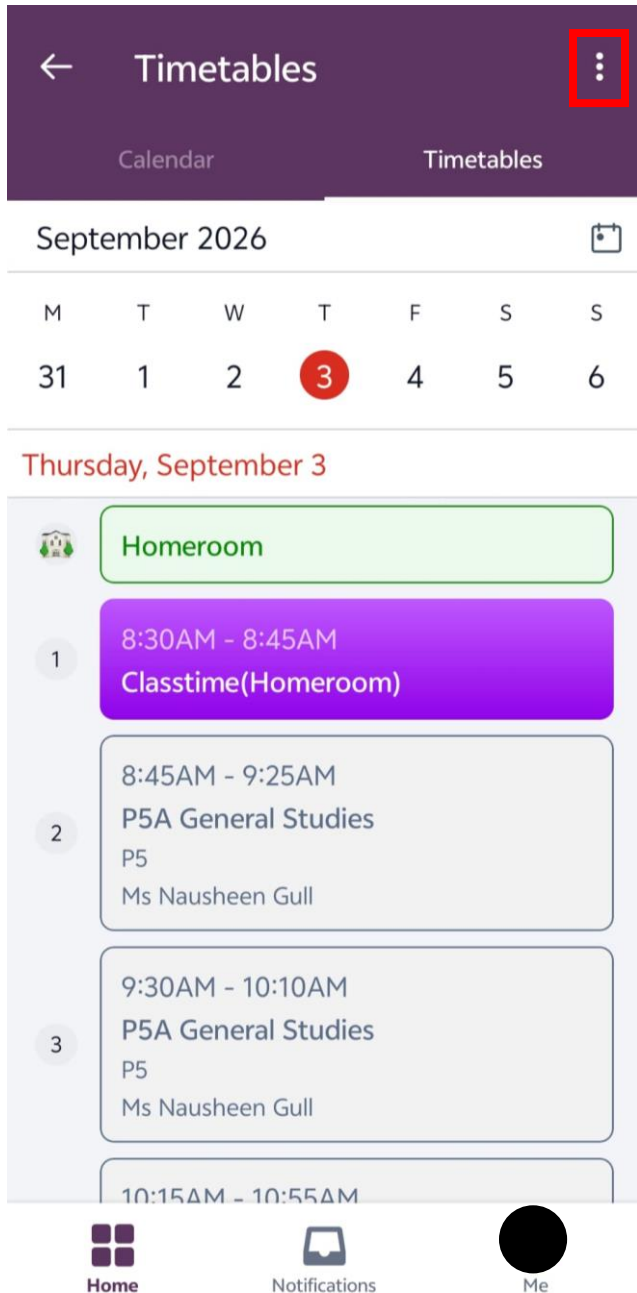


2. Once inside, you will see your child's Timetable, in this page you can already see if the Teacher has taken Attendance for that day, by viewing "**Homeroom**":

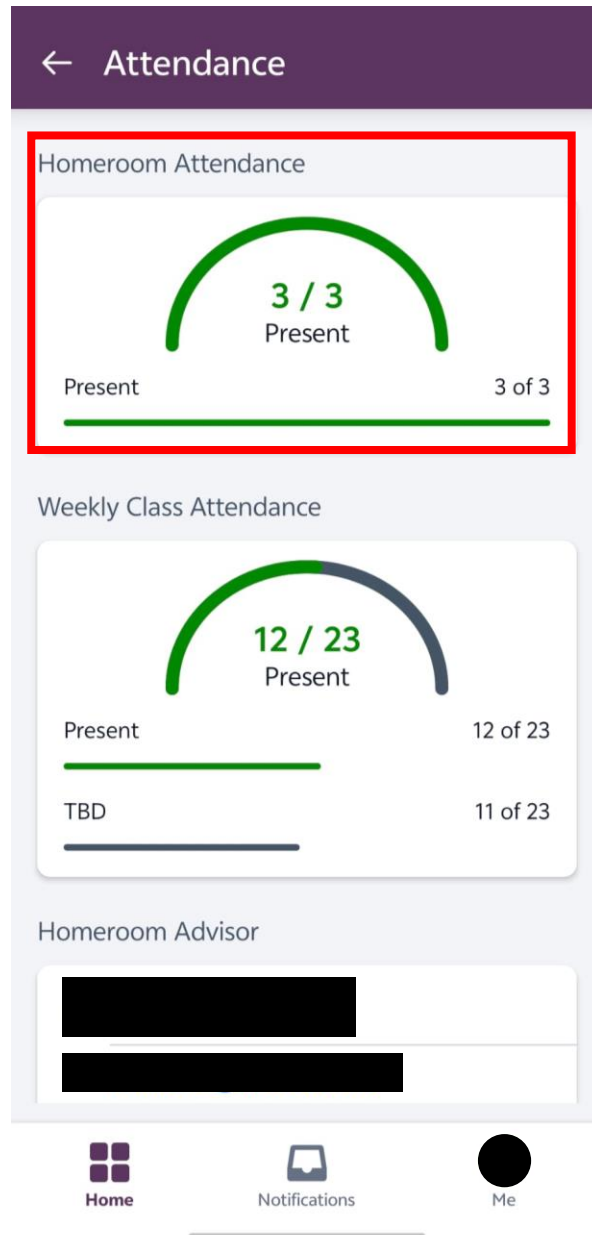


The **Green** icon means that the teacher has taken attendance and your child is **Present**, **Orange** means **Late**, **Red** means **Absent** and **Pink** Means **Excused**.

3. If you Wish to see your child's Attendance Record and in more detail, then please click on the icon shown below and then click on **"Homeroom & Class Attendance"** as seen below:



4. Afterwards, you will be able to see in more detail your Childs Attendance record for their Homeroom (**Please note the Highlighted area below is the Attendance record that will later appear inside your child's Report Card, so there is no need to worry about the record below it**):



If you have any further questions, please email our schools I.T Department at support@acm.edu.mo