

# Daily Roll Marking



# Why we need to take a daily role

Marking the Class Roll each day is a legal requirement that we must do each day. To ensure all children are getting online and staying connected, we will be taking a **Daily Roll Call** online using the TEAMS platform. We ask each child to log on every day in their class (K-2) and Stage (3-6) TEAMS, find the dated Daily Roll Call on the posts tab and mark themselves present by clicking 'yes' and submitting. Use the steps in this document to complete this process. Thank you to all parents and caregivers who are assisting with this online requirement.

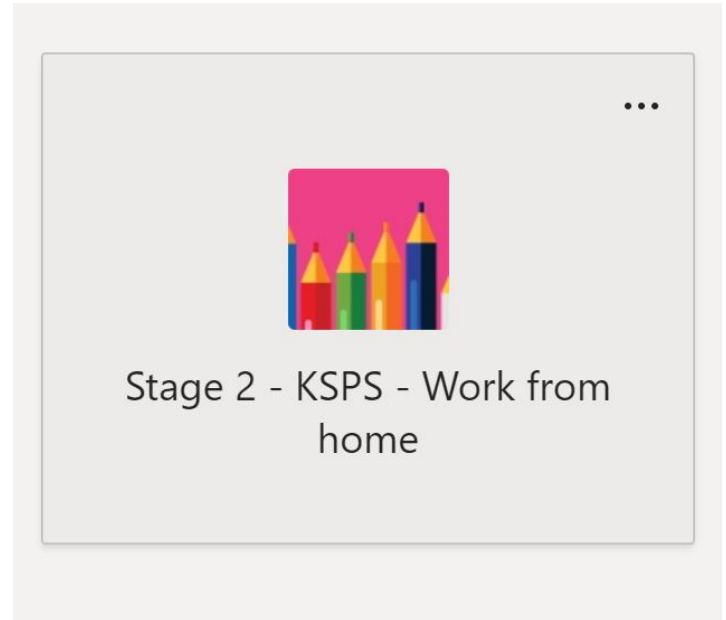
# 1. Log in to Microsoft Teams



Either using the Microsoft Teams app installed on your device or the web based version through the student portal using Microsoft 365. [See this guide for support.](#)

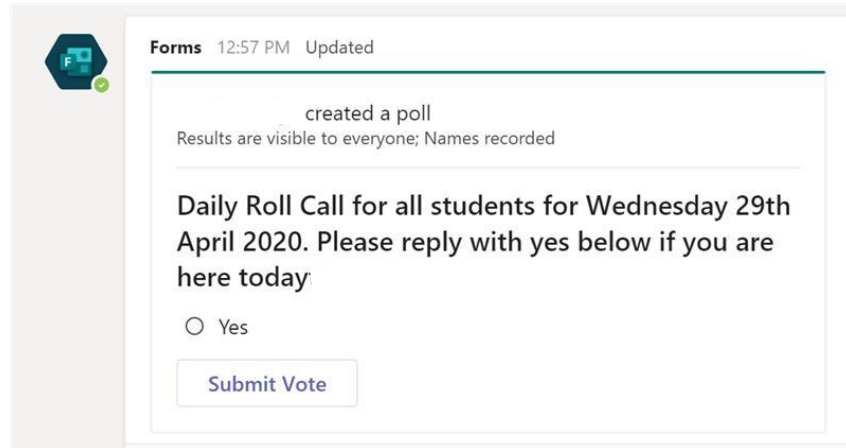
## 2. Home page

Select your class or stage page.



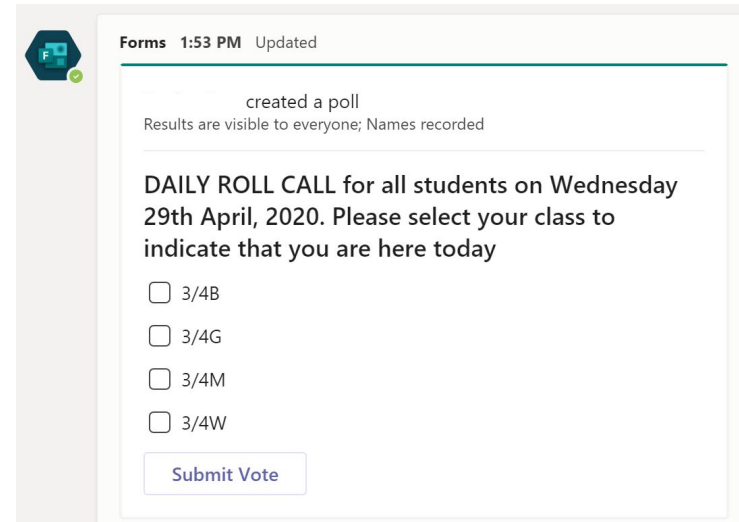
# 3. Marking yourself present

**K-2:** Once you have arrived in your **class page** select yes to show you are working at home and submit.



The screenshot shows a Microsoft Forms poll interface. At the top left is a hexagonal icon with a blue 'F' and a green checkmark. The header reads 'Forms 12:57 PM Updated'. The poll creator's name is partially visible as '... created a poll'. Below this, it says 'Results are visible to everyone; Names recorded'. The main text of the poll is 'Daily Roll Call for all students for Wednesday 29th April 2020. Please reply with yes below if you are here today'. There is a radio button next to the word 'Yes'. At the bottom is a blue 'Submit Vote' button.

**3-6:** Once you have arrived in your **stage page** select your class to show you are working at home and submit.



The screenshot shows a Microsoft Forms poll interface. At the top left is a hexagonal icon with a blue 'F' and a green checkmark. The header reads 'Forms 1:53 PM Updated'. The poll creator's name is partially visible as '... created a poll'. Below this, it says 'Results are visible to everyone; Names recorded'. The main text of the poll is 'DAILY ROLL CALL for all students on Wednesday 29th April, 2020. Please select your class to indicate that you are here today'. There are four radio button options: '3/4B', '3/4G', '3/4M', and '3/4W'. At the bottom is a blue 'Submit Vote' button.