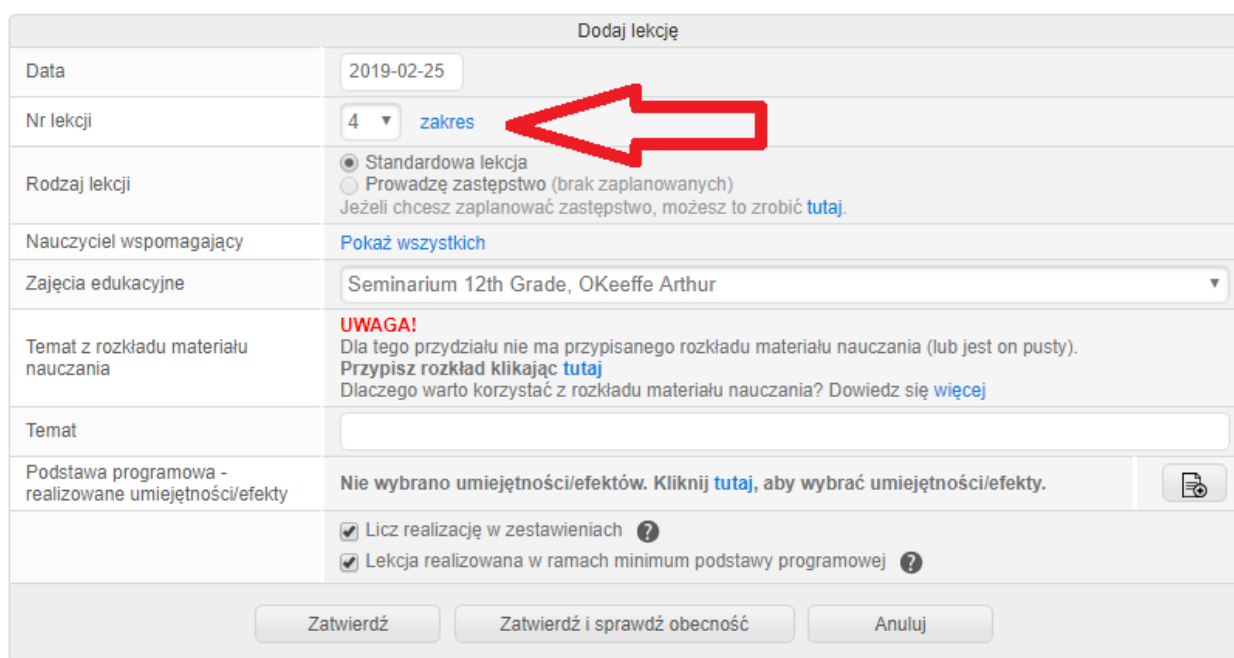


Dear teachers,

I would like to point out some of the features of librus that can help you in your day to day homeroom and subject teacher duties. I will give all details based on the assumption that you are not translating the page. There are very few steps involved in each case and the page is more reliable in Polish. There are accompanying pictures for each point.

1. If you are teaching a double lesson, you record the attendance for both lesson periods in one go and under the same topic by clicking 'zakres' at the top of the page where you record the topic as shown in the photo below. It makes the process of checking a student's overall attendance more seamless if attendance for all lessons is recorded



The screenshot shows the 'Dodaj lekcję' (Add Lesson) form. The fields are as follows:

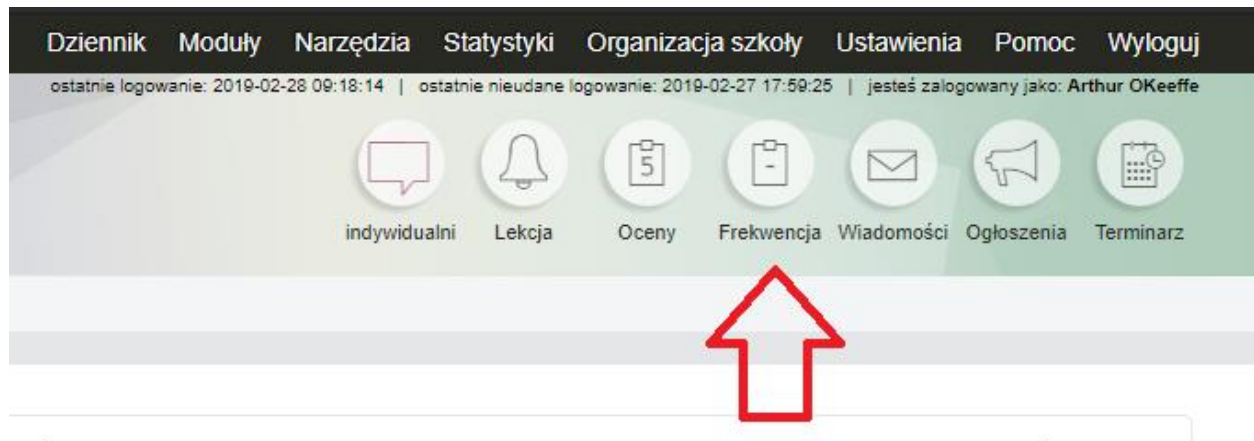
- Data:** 2019-02-25
- Nr lekcji:** 4, with a dropdown arrow and a 'zakres' button. A red arrow points to the 'zakres' button.
- Rodzaj lekcji:** ☒ Standardowa lekcja, ☐ Prowadzę zastępstwo (brak zaplanowanych). Below: Jeżeli chcesz zaplanować zastępstwo, możesz to zrobić [tutaj](#).
- Nauczyciel wspomagający:** [Pokaż wszystkich](#)
- Zajęcia edukacyjne:** Seminarium 12th Grade, OKeeffe Arthur
- Temat z rozkładu materiału nauczania:** **UWAGA!** Dla tego przydziału nie ma przypisanego rozkładu materiału nauczania (lub jest on pusty). Przypisz rozkład klikając [tutaj](#). Dlaczego warto korzystać z rozkładu materiału nauczania? Dowiedz się [więcej](#)
- Temat:** (empty text box)
- Podstawa programowa - realizowane umiejętności/efekty:** Nie wybrano umiejętności/efektów. Kliknij [tutaj](#), aby wybrać umiejętności/efekty. (with a document icon)
- Checkboxes:** ☒ Licz realizację w zestawieniach, ☒ Lekcja realizowana w ramach minimum podstawy programowej

Buttons at the bottom: Zatwierdź, Zatwierdź i sprawdź obecność, Anuluj

2. If you have ESL students on your class list that are attending ESL, please untick them from the attendance list. That means do not mark anything. Their attendance will be recorded in their ESL lessons. If the class teacher records any info about the students attendance, the ESL teacher cannot change it. Please consult the ESL schedule that is posted in each room if you are unsure of whether an ESL student is absent from your lesson or is in ESL.

3. As homeroom teachers or indeed interested subject teachers, you can check the overall attendance data for a)the class by week or b)the list of absences by student.

At the top of the screen click 'Frekwencja'. On the next page there will be a list of grades that you teach along with any virtual classes if you teach ESL, International or Polish program lessons. For each grade and class you have three options. The middle option is irrelevant at the moment.



- a. Class attendance by week.
If you click 'Wykaz uczeszczenia' you will see the attendance records for all students in that grade for the week. You can change the week and month to check attendance for any week in the school year.
- b. All recorded absences of the student
If you click 'Wybierz' you will see a list of all the students in the grade. You can then select one of the students to show a list of all recorded absences. This is particularly useful of parent meetings when absenteeism is an issue.