Here is a little programme you are hopefully not going to need! We have a bit of a problem with tardy students so we make some effort to emphasize the times involved. I used to just have them swipe their name from one side of the whiteboard to the other (and record the screen with smart recorder and a clock visible on the board) to have a record of when students arrived. This year I have decided to be a bit more pernickety. To emphasize being on time, I or the students, will tick them in, and the spread sheet will automatically display the time they arrived, plus indicate if they are on time or how many minutes late they are. The last late student in has a red highlight against their time. Students who arrive early get a green highlight and an "On time" message.


To use this spread sheet you need to do a couple of things. First unprotect the sheet – no password (remember to protect it again later with your own password)

Enter the number of students for the pie chart to calculate with, if you have more than 30 you will need to add more tick boxes and formula. Put in the start time of the class, making sure you give the correct format. You can just modify the existing time, or press **ctrl**+**shift**+**;** to get the current time then modify that (be careful about AM/PM. Make sure the computer clock is running accurately – and reset it if it isn't. Watch out to see if it is connected to a time server that is incorrect! On my college network the server is out by five minutes and it pushes that time to all the computers which are correspondingly all put out as well. I have corrected that by running an atomic clock programme that overrides the local server. (BeatNik – www.somedec.com) It would be better to get the server set properly but the IT team doesn't seem very interested in the issue…

There is then the set-up of the names. This is a little tedious as you have to edit the checkbox caption titles to do it. Still it is a one off so don't fret.

In the Developer tab (set the Developer tab on in the options menu) select **design mode** then **properties.** NB make sure you have uprotected the sheet first☺. Now click on one of the checkboxes and the properties will show for that box. In the caption space change the details to the name of the student you wish to associate with it. You can also delete any extra tick boxes in this mode.
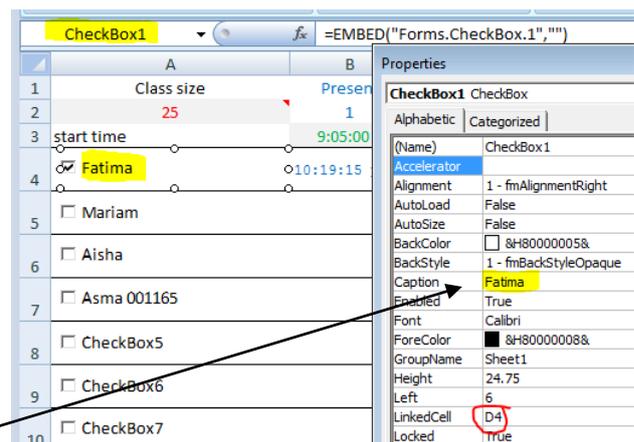
If you need extra tick boxes you can add them yourself. NB to add your own tick boxes you must unhide two columns and copy the contents down to fill the required spaces. You must also associate the checkbox with the appropriate cell to place a TRUE/FALSE value in the hidden column. You can

easily see the way by looking at an existing checkbox's properties. Add the tickbox with the insert button on the developer tab and select the activeX control version (not the legacy one)

NB – undo does not function in this programme mode. That is because we are using iterations with the set time function. It is not an issue as we just tick and untick any box as needed. If you are getting malicious unticking of students then you might need to keep an eye on this with a screen capture programme like smart recorder or debut until you can stamp it out.

When you have finished editing make sure you unclick the design mode. You can then test drive the tick boxes and timings. If all is fine then protect the sheet so that the only place that students can click is on the names (you can also change date and start time). Save a copy each class