

# Login to Roster

<https://roster.diveanalytics.com/>



<https://go.gov.sg/gmsprelief>

- 1) Click 'Login with Google'
- 2) Log in using MIMS

  
Roster

Login to Your Account

Email Address

Password

Remember Me [Forgot Password?](#)

[LOGIN](#)

- 01 -



Need Assistance? [Contact Support](#)

# User Interface

The screenshot shows a user interface for Geylang Methodist School (Primary). At the top, there is a blue header bar with a white 'R' on the left and a blue circle with a white 'H' on the right, which is highlighted with a red box and a purple circle containing the number '2'. Below the header, the main content area has a light gray background. It starts with a welcome message: 'Welcome back, Geylang Methodist School (Primary)' on the left and the date and time '24 Feb 2026, 09:36:31 PM' on the right. The central part of the interface is titled 'What would you like to do today?' and contains four rounded rectangular buttons, each with a purple circle containing a number (1, 3, 4, 5) above it and a red border. The buttons are: 1. 'Report Absence' with a person icon and subtitle 'Report staff absences'. 3. 'Delete Absences' with a blue undo icon and subtitle 'Undo reported staff absences'. 4. 'My Relief Duties' with a calendar icon and subtitle 'View daily relief duties'. 5. 'User Guide' with an information icon and subtitle 'Need a refresher?'.

**R**

**2**

**H**

👋 Welcome back,  
Geylang Methodist School (Primary)

24 Feb 2026, 09:36:31 PM

What would you like to do today?

**1**



**Report Absence**  
Report staff absences

**3**



**Delete Absences**  
Undo reported staff absences

**4**



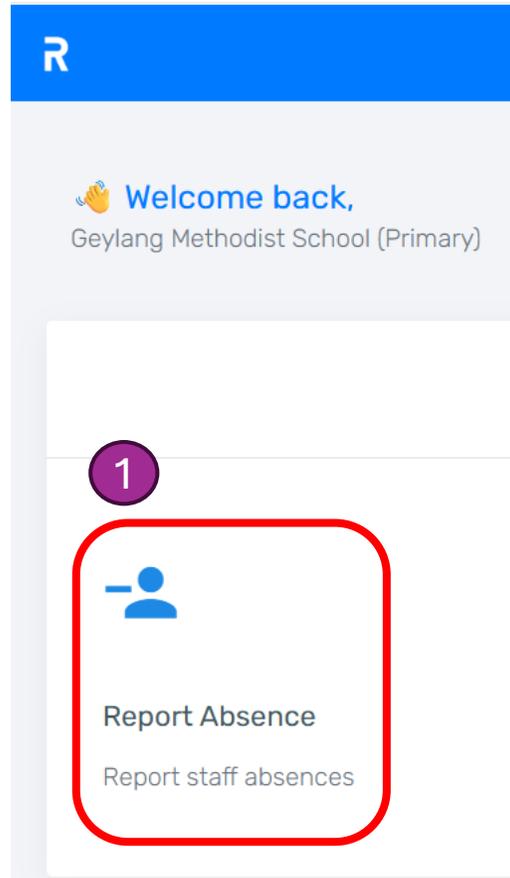
**My Relief Duties**  
View daily relief duties

**5**



**User Guide**  
Need a refresher?

# 1) Report absence



# 1) Report absence

**Full day absence**  
Eg: MC, UPA, Course etc

**Report Absence** Home > Report Absence  
Geylang Methodist School (Primary)

1 Absence Details      2 Remarks & Files

Absent Teacher\*:  Start Date\*:  End Date\*:  Is Relief Required\*?:

Reason\*:

Absent Periods\*:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
07:00 - 07:15	07:15 - 07:45	07:45 - 08:00	08:00 - 08:15	08:15 - 08:30	08:30 - 08:45	08:45 - 09:00	09:00 - 09:30	09:30 - 10:00	10:00 - 10:30	10:30 - 11:00	11:00 - 11:30	11:30 - 12:00	12:00 - 12:30	12:30 - 13:00	13:00 - 13:30	13:30 - 14:00	14:00 - 14:30

**Note:** Please select all periods you are unavailable, not just lesson periods. Roster will automatically identify your lessons for relief. Unselected periods may be assigned for relief duties.

# 1) Report absence

**Full day absence**  
Eg: MC, UPA, Course etc

**Report Absence** Home > Report Absence  
Geylang Methodist School (Primary)

1 Absence Details      2 Remarks & Files

Absent Teacher\*:  Start Date\*:  End Date\*:  Is Relief Required\*?:

Reason\*:

Unselect All   Delete

Absent Periods\*:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
07:00 - 07:15	07:15 - 07:45	07:45 - 08:00	08:00 - 08:15	08:15 - 08:30	08:30 - 08:45	08:45 - 09:00	09:00 - 09:30	09:30 - 10:00	10:00 - 10:30	10:30 - 11:00	11:00 - 11:30	11:30 - 12:00	12:00 - 12:30	12:30 - 13:00	13:00 - 13:30	13:30 - 14:00	14:00 - 14:30

**Note:** Please select all periods you are unavailable, not just lesson periods. Roster will automatically identify your lessons for relief. Unselected periods may be assigned for relief duties.

Add Reason

Previous   Next

# 1) Report absence

**Partial absence**  
Eg: Time-off, NSG etc

**Report Absence** Home > Report Absence  
Geylang Methodist School (Primary)

1 Absence Details 2 Remarks & Files

Absent Teacher\*:  Start Date\*:  End Date\*:  Is Relief Required\*\*?:

Reason\*:

Absent Periods\*:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
07:00 - 07:15	07:15 - 07:45	07:45 - 08:00	08:00 - 08:15	08:15 - 08:30	08:30 - 08:45	08:45 - 09:00	09:00 - 09:30	09:30 - 10:00	10:00 - 10:30	10:30 - 11:00	11:00 - 11:30	11:30 - 12:00	12:00 - 12:30	12:30 - 13:00	13:00 - 13:30	13:30 - 14:00	14:00 - 14:30

Select **all the periods** that you are not in school

Select All Delete

Note: Please select all periods you are unavailable, not just lesson periods. Roster will automatically identify your lessons for relief. Unselected periods may be assigned for relief duties.

Add Reason

# 1) Report absence

**Report Absence** Home > Report Absence  
Geylang Methodist School (Primary)

1 Absence Details 2 Remarks & Files

Absent Teacher\*:  Start Date\*:  End Date\*:  Is Relief Required\*?:

Reason\*:

Unselect All Delete

Absent Periods\*:

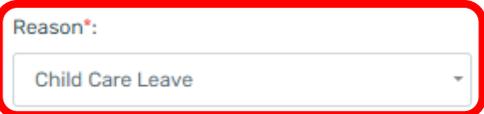
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
07:00 - 07:15	07:15 - 07:45	07:45 - 08:00	08:00 - 08:15	08:15 - 08:30	08:30 - 08:45	08:45 - 09:00	09:00 - 09:30	09:30 - 10:00	10:00 - 10:30	10:30 - 11:00	11:00 - 11:30	11:30 - 12:00	12:00 - 12:30	12:30 - 13:00	13:00 - 13:30	13:30 - 14:00	14:00 - 14:30

**Note:** Please select all periods you are unavailable, not just lesson periods. Roster will automatically identify your lessons for relief. Unselected periods may be assigned for relief duties.

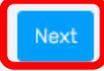
Add Reason

Previous

Select reason for absence from drop down list



Click 'Next'



# 1) Report absence

Key in relief instructions

## General remarks

Relief instructions entered here will appear for all lessons.

## Input:

- Class instructions
- Students to take note of (PDPA)
- Where to pick up students (if applicable)

R H

1 Absence Details 2 Remarks & Files

Remarks:

Note: Click "General Remarks" to expand the section for leaving instructions that apply to all periods. To provide specific instructions for each lesson period, expand the corresponding absent date(s).

General Remarks

24 Feb 2026 (Tuesday)

File(s) (optional):

Note: You may upload any lesson plans / documents to be shared with your relief teacher(s). Only .pdf, .png, .jpg, or .jpeg files are accepted. Maximum file size is 10 MB.

CHOOSE FILES or drag and drop files here

Previous Submit

# 1) Report absence

Key in relief instructions

- Click here.
- All your teaching periods will appear below.

**Specific remarks**  
Relief instructions entered here will appear for specific periods.

- Input:**
- Class instructions
  - Students to take note of (PDPA)
  - Where to pick up students (if applicable)

**1** Absence Details **2** Remarks & Files

Remarks:

Note: Click "General Remarks" to expand the section for leaving instructions that apply to all periods. To provide specific instructions for each lesson period, expand the corresponding absent date(s).

General Remarks

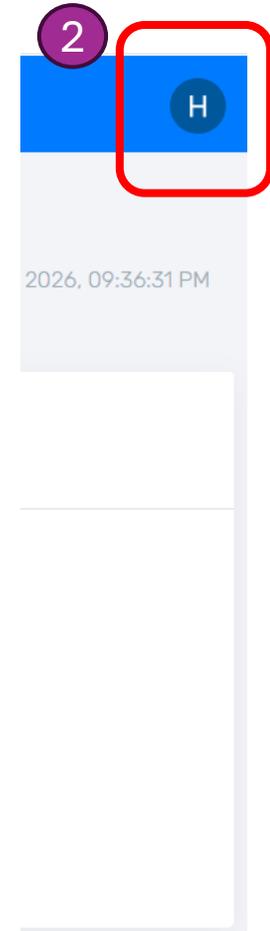
24 Feb 2026 (Tuesday)

P2 (07:15 - 07:45)  
Subject: ASSEMBLY  
Class: 3-7  
Group:  
Venue:

P3 (07:45 - 08:00)  
Subject: ASSEMBLY  
Class: 3-7  
Group:  
Venue:

Note: Please state the venue of your lesson for your relief teacher(s) if it is not listed on the left.

## 2) Edit absence

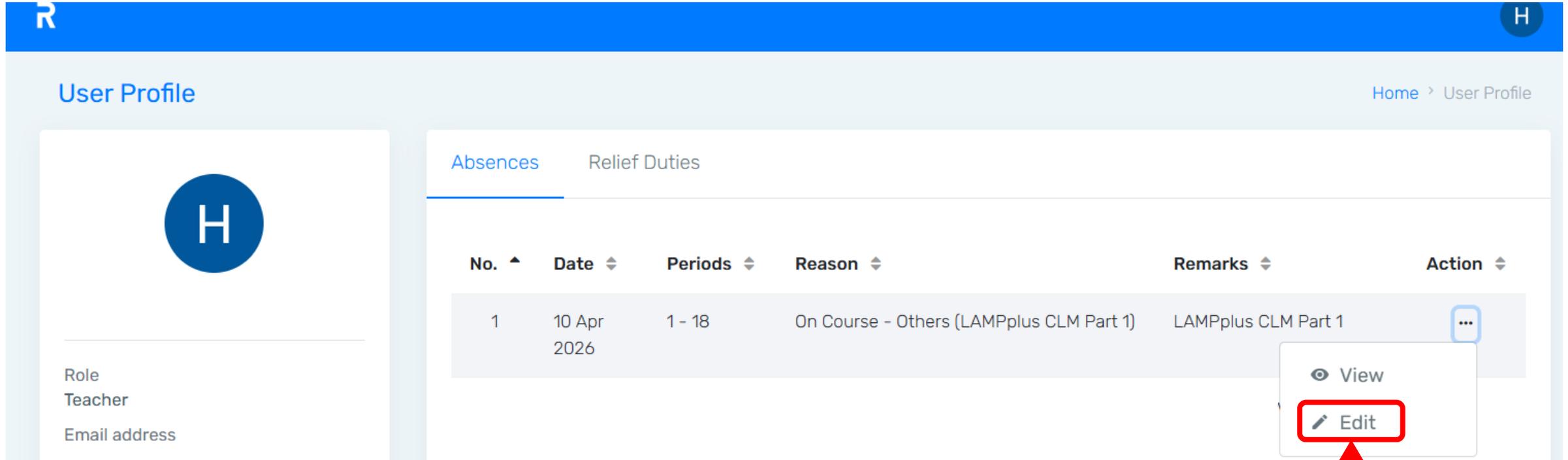


## 2) Edit absence

The screenshot displays a user interface for Geylang Methodist School (Primary). At the top, there is a blue header bar with a white 'R' on the left and a circular profile icon with an 'H' on the right. Below the header, a light gray banner contains a welcome message: "Welcome back, Geylang Methodist School (Primary)". To the right of this banner is a dropdown menu with the following options: "Home", "My Profile" (highlighted with a red box and a red arrow), "Suggest a Feature", "Report an Issue", and "Logout". Below the banner is a white box with the text "What would you like to do today?". At the bottom, there are four action cards arranged in a row:

- Report Absence**: Report staff absences
- Delete Absences**: Undo reported staff absences
- My Relief Duties**: View daily relief duties
- User Guide**: Need a refresher?

## 2) Edit absence



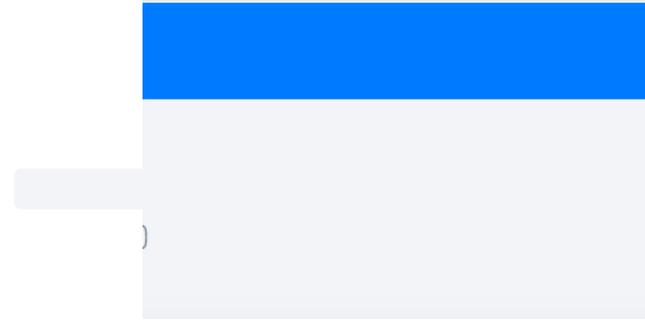
The screenshot shows a user profile page with a blue header. On the left, there is a user profile card with a circular avatar containing the letter 'H'. Below the avatar, the text 'Role Teacher' and 'Email address' is visible. On the right, there is a table with two tabs: 'Absences' (selected) and 'Relief Duties'. The table has columns: 'No.', 'Date', 'Periods', 'Reason', 'Remarks', and 'Action'. A single row is shown with the following data: '1', '10 Apr 2026', '1 - 18', 'On Course - Others (LAMPplus CLM Part 1)', 'LAMPplus CLM Part 1', and a three-dot menu icon. A dropdown menu is open from the three-dot icon, showing 'View' and 'Edit' options. The 'Edit' option is highlighted with a red box, and a red arrow points to it from below.

No. ▲	Date ▼	Periods ▼	Reason ▼	Remarks ▼	Action ▼
1	10 Apr 2026	1 - 18	On Course - Others (LAMPplus CLM Part 1)	LAMPplus CLM Part 1	⋮

Click 'Edit' to add in your relief instructions

- Submit your absence first.
- Add in your relief instructions nearer to the date. (By 5am same day)

# 3) Delete absence



What would you

3



Delete Absences

Undo reported staff absences

# 3) Delete absence

**R** **H**

**Delete Absences** Home > Absences > Delete Absences

Geylang Methodist School (Primary)

Start Date:  End Date:

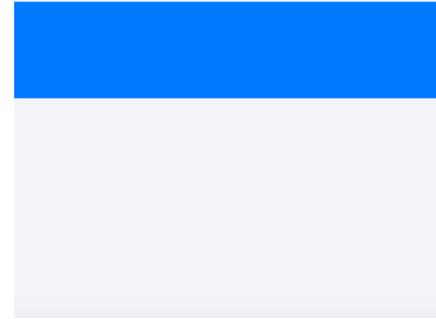
February 2026 »

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Select the date you want to delete

Click 'Submit'

# 4) My relief duties



you like to do today?

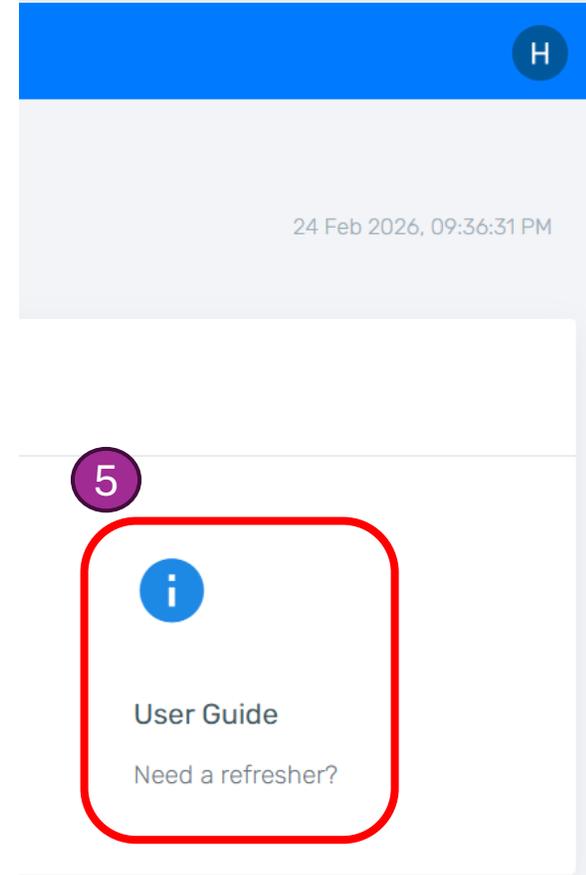
4



**My Relief Duties**

View daily relief duties

# 5) User Guide



# 5) User Guide

The screenshot displays the 'Roster Admin User Guide' interface. At the top, there are two tabs: 'Video Tutorials' (highlighted in blue) and 'Step-by-Step Guide (General)'. A red arrow points from a callout box to the 'Video Tutorials' tab. The main content area is titled '1. Report Absence' and features the 'DIVE ANALYTICS' logo and a 'Copy link' button. Below the title is the text 'Roster Admin User Guide' and a large blue button labeled 'REPORT ABSENCE'. A video player is embedded in the center, showing a 'Relief Assignments' screen with a calendar and a 'No Relief Required' button. A red play button icon is overlaid on the video player. At the bottom left, there is a 'Watch on YouTube' button.

Video tutorials available

1. Report Absence

Roster Admin User Guide

**REPORT ABSENCE**

Relief Assignments

Select Date: 2023-04-20

Absent Teachers

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FR 9:4 No Relief Required	CL 9:45-10:15 9:4 No Relief Required				CL 10:20-10:50 10:4 No Relief Required			DCE 9:4 No Relief Required	CCE 9:4 No Relief Required	CL 10:55-11:25 10:4 No Relief Required	CL 11:30-11:45 10:4 No Relief Required	CL 11:50-12:05 10:4 No Relief Required	CL 12:10-12:25 10:4 No Relief Required	CL 12:30-12:45 10:4 No Relief Required	CL 12:50-1:05 10:4 No Relief Required

Other teachers in class:  
None

No Relief Required | Clear Current Assignment | Check Lesson Swap

Watch on YouTube