

## **Online Registers – September 2015**

There have been some new developments to the online register system over the summer period:

### **Learner Contact Details**

Learner telephone contact details can be accessed by clicking on their ID code within the online register; this will open a new screen containing contact information. If this is incorrect please inform the admin team by emailing [sacc@southend-adult.ac.uk](mailto:sacc@southend-adult.ac.uk) with the updated details and these will be amended.

At present not all email addresses may show, which is due to a section that needs to be ticked to allow this facility. Unfortunately, we were not aware that this was not automatic and required an amendment to the system. We have updated our enrolment process to incorporate this and will be working through records to enable you to see these via your online register.

### **Multiple Staff Access**

More than one tutor can now access any given register as long as they have been assigned to the course. If you are co-tutoring a course and require access you should receive this automatically. If you are not able to access the register, please contact the Assistant Office Manager or Office Manager and HR Officer who will facilitate this for you.

### **Register/Learner Notes**

These can be added to either an individual or the course as a whole.

For individuals please click on their Learner ID code and enter the details at this point. These notes are for tutor use only and cannot be viewed by the administration team.

The course notes section at the bottom of the page is where you should add any notes that you wish to pass to the administration team. Once you have added these, they will not be visible to you but will appear on the College MIS system. Please list your learners in the same order as they appear on the register. This page is for any information on learners in your class eg:

- If a learner notifies you that they will be absent for a number of weeks.
- If you know that a learner is returning to class and should not be withdrawn

Learners who have not attended a class for four weeks will automatically be withdrawn, unless a reason has been indicated in this section.

### **Early Completion/Returners to Class**

If a student who has been withdrawn returns to class, please email [sacc@southend-adult.ac.uk](mailto:sacc@southend-adult.ac.uk) with their ID code, first and last names and the date that they completed or returned to class. The administration team will re-instate learners where appropriate.

Learners who achieve their learning aim prior to the end of the course should be indicated on the online register by selecting 'C' from the options available and a note made in the course notes section. This will enable the administration team to up-date the College MIS system with details of any early completers.

### **Codes to use for online register marking**

The following codes should be selected to denote a learner's attendance:

- Learner not registered to attend
- ? Attendance unknown and not completed
- S Sickness – Tutor notified by learner that they will be absent from class due to sickness
- R Reason – Tutor notified by learner that they will absent from class due to reasons other than sickness or holiday and work provided
- H Holiday – Tutor notified by learner that they will be absent from class due to holiday
- X Absence – Learner not at class, but no reason has been given to tutor (if learner subsequently arrives at class please amend register)
- A Indicates learner is present
- L Indicates learner was late arriving to class
- C Indicates a learner has left completing their learning aim
- W Indicates the learner should be withdrawn
- B Blended Learning - This should be used when a learner is working from home to show they are still attending the course but were not present in class

If you receive an absence message report, please ensure your register is marked accordingly to avoid contacting a learner unnecessarily.

If you record an absence incorrectly please inform a member of staff in the staff learning zone or by emailing [adminsupport@southend-adult.ac.uk](mailto:adminsupport@southend-adult.ac.uk) and we will revert this to unknown for you amend.

### **Developments in Progress**

**Marking future attendance** – our College MIS system developer is working on this at present. Unfortunately due to how attendance is recorded this isn't as straight forward as hoped. Other providers have also requested this and it is currently in development. It will then be tested and launched when functional.

**Postal address details** – a request has been made to TERMS to add this to the contact details via the online register, this is in progress and is an update that should be relatively easy to add.

If you have any further development needs / suggestions please email [MatthewUphill@southend-adult.ac.uk](mailto:MatthewUphill@southend-adult.ac.uk) and this will be considered.