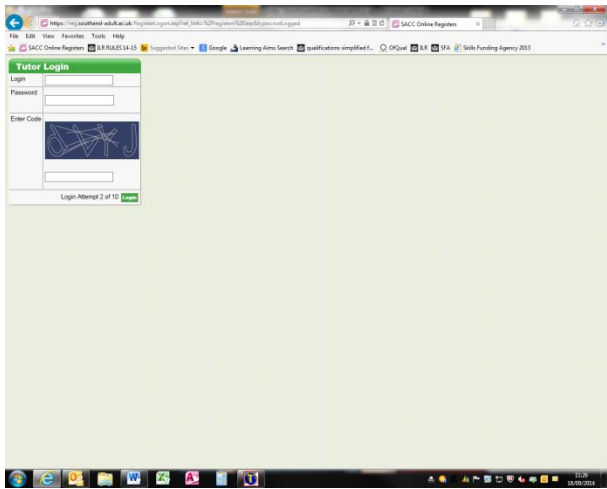# Online Registers 'how to'
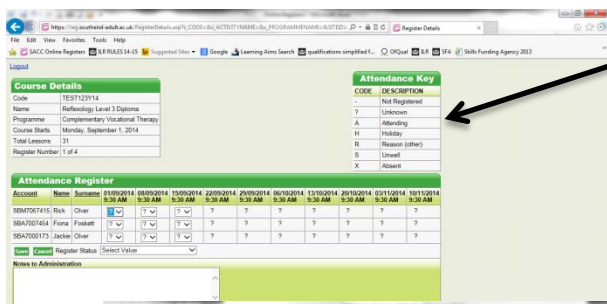
SACC Online Registers link - https://reg.southend-adult.ac.uk
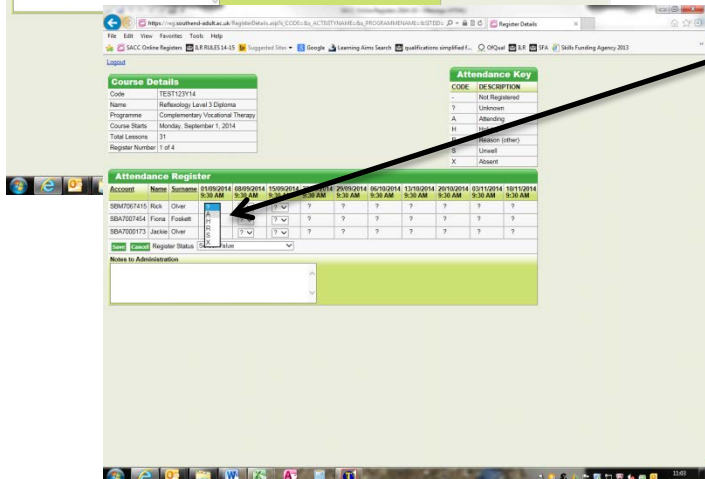

Login using your tutor login details provided
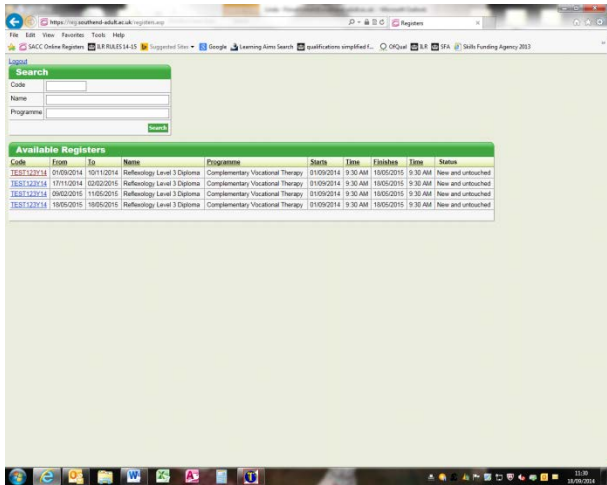
Once logged in, this screen will appear and will show your course registers you are teaching, click on the one you wish to mark
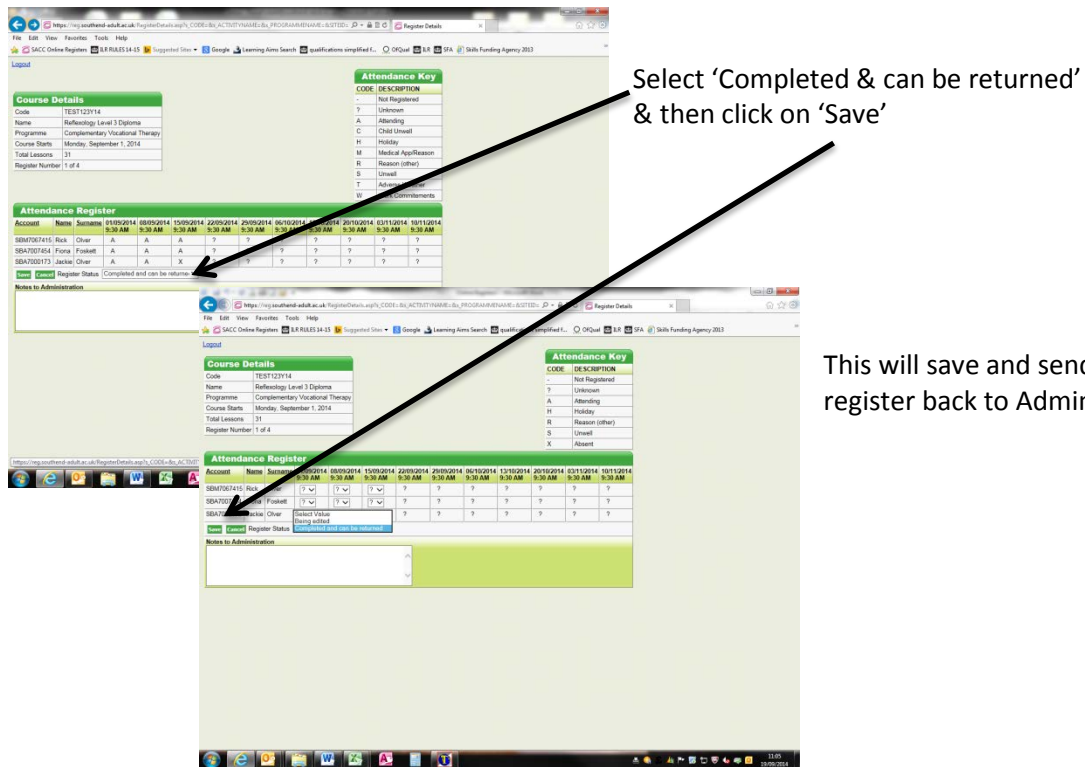

The next screen will show an attendance key and an attendance register listing all the learners enrolled on the course

Click on the session and select the appropriate code using the attendance key for each learner

If a learner is absent, then select the 'X' at the bottom of the drop down list

Select 'Completed & can be returned' & then click on 'Save'

This will save and send your register back to Admin

The register is then sent back to TERMs to be checked and imported by Admin, once this process is completed, TERMs will update your register and it will be ready for you to mark/update on the following session of your course.