Online Registers – September 2019

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 registry team by emailing Sacc@southend-adult.ac.uk with the updated details and these will be amended.

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 registry team 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 registry 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 registry 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- If you know that a learner is returning to class and should not be withdrawn.

Learners who have not attended a class for three weeks will need to be withdrawn, unless a reason has been indicated in this section. Please contact your line manager or the registry team if you require a withdrawal form.

Early Completion/Returners to Class

If a student who has been withdrawn returns to class, please email sacc@southend-adult.ac.uk with their ID code, first and last names and the date that they completed or returned to class. The registry 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:

? Attendance unknown and not completed

A = Attending

L = Late

X = Absent

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 registry team or by emailing Sacc@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.

If you have any further development needs / suggestions please email Sacc@southend-adult.ac.uk and this will be considered.