

Colourisation of Notes in Portal

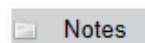
When system notes are added to a learner in Portal they are identified by means of either:

- Folder pop-ups added to the Notes buttons in individual learner screens.
- Pushpins adjacent to the learner name or learner ID in list and register screens.

Colours are also then used to indicate how old the notes are.

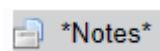
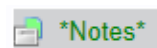
Notes Buttons

Where no notes exist for a learner the Notes button appears as:



Once notes have been added however, colours and pop-ups are used to indicate the following:


- **Red** – note is new and is less than 2 days old
- **Green** – note is quite recent and less than a week old
- **Black** – notes exist for this learner and are older than one week



Learner Details Biographical Screen & Note Details

Click on the Notes button to display the Notes for this learner.

(2016/2017) Learner Details for Francesca Atkinson - 1463213

Biographical	Enrolments	Attendance	Timetable	QoE	Exams	Applications	Health	Groups	Reviews	Employment	Custom	
Title	Given Francesca	Other	Family Atkinson	Preferred Francesca	Gender Female							
Address	28 Salisbury Road Moseley	ULN	Date of Birth 15/09/1997	Age 19	Age at 31/08/16 18	External? <input type="checkbox"/>	Excluded? <input type="checkbox"/>					
(Town/City)	Birmingham	Personal Tutor	Abi Carter		Tutor Group							
Postcode	B13 8JS	Lnr TMGs: Alis	ALPS	College								
Other Addresses	Home Tel. 0121 445 7166 Mobile Tel. 07896 884938 Personal Email elaine.nicholson@civica.co.uk Coll./Oth. Email ePortfolio ID											
Emergency Contact	Mrs Paula Atkinson											

Notes for Francesca Atkinson (1463213)

Note Type: All Note Types ☐ Include Expired Notes ☐ Notes I created only




Created	Created By	Last Amended	By	Type	Note
30/01/2017	ABRARE	30/01/2017	ABRARE	LGEN	A new Learner General note added

Notes listed: 1

Find Delete New Select Close

Pushpins

In other Portal screens where learners appear in lists (Registers, Courses, Groups etc.) the note appears as a pushpin attachment with a coloured top – colours to indicate how old the note is as described above:

- **Red** – note is new and is less than 2 days old 
- **Green** – note is quite recent and less than a week old 
- **Black** – notes exist for this learner and are older than one week 

Click on the pushpin to display the content.

Groups / Learners

Group Details for 1ASBIO-B Biology AS One Year											
Details	Learners	Timetable	Registers	Reviews	Progress						
Learner ID	Family Name	Given/Other	Nts	Gen	DoB	Mobile	Email	Tutor Group	From	To	
1663329	Allinson	Sophia		F	13/10/99	07899 564432	elaine.nicholson@civica.co.uk		01/12/16		
1663514	Arden	Rebecca		F	19/09/99		elaine.nicholson@civica.co.uk		07/09/16		
1663481	Armitage	William (Will)		M	14/09/99	07866 564432	elaine.nicholson@civica.co.uk		07/09/16		
1663501	Baker	Michael (Kayleigh)		M	14/10/99	07866 165109	elaine.nicholson@civica.co.uk		07/09/16		
1663498	Barkeley	Joanne		F	16/12/99	07865 163981	elaine.nicholson@civica.co.uk		07/09/16		
1663500	Bedford	Lauren		F	15/09/99	07866 167765	elaine.nicholson@civica.co.uk		07/09/16		
1663546	Benson	Isabella		F	28/12/99	07690 777888	elaine.nicholson@civica.co.uk		10/01/17		
1663418	Boothe	Colin		M	14/09/99	07865 165544	elaine.nicholson@civica.co.uk		07/09/16		
1663488	Coleman	Paul		M	05/12/99	07866 781209	elaine.nicholson@civica.co.uk		07/09/16		
1663495	Collins	Patricia		F	14/09/99	07866 564431	elaine.nicholson@civica.co.uk		07/09/16		
1663492	Eccles	Peter		M	12/11/99	07865 675544	elaine.nicholson@civica.co.uk		07/09/16		
1663539	Grady	Annabelle		F	28/11/99		elaine.nicholson@civica.co.uk		29/11/16		
1663587	Halsey	David		M	17/11/99	07861 651161	elaine.nicholson@civica.co.uk		25/01/17		
1663409	Jackson	Jamie		M	15/11/99	07866 540912	elaine.nicholson@civica.co.uk		07/09/16		
1663506	McDermott	Dylan		M	15/12/99		elaine.nicholson@civica.co.uk		07/09/16		
1663479	Mitchell	Andrea		F	13/11/99		elaine.nicholson@civica.co.uk		07/09/16		
1663412	Myers	Angela		F	15/11/99		elaine.nicholson@civica.co.uk		07/09/16		
1663505	Oliver	Jason		M	15/09/99		elaine.nicholson@civica.co.uk		07/09/16		
1663497	Pagett	Nicola		F	15/11/99	0121 445 0765	elaine.nicholson@civica.co.uk		07/09/16		
1663499	Scanlon	Bridget		F	29/09/99	07865 510918	elaine.nicholson@civica.co.uk		07/09/16		
1663515	Thorpe	Gary		M	17/09/99	07865 671767	elaine.nicholson@civica.co.uk		07/09/16		
1663489	Willows	Catherine (Cathy)		F	14/12/99	07899 760198	elaine.nicholson@civica.co.uk		07/09/16		

Learners listed: 22

Show Current Members Only ☒

Mail All

Email All

SMS All

Back

Registers / Learners

Register Marking

Alan Bradley

Register A2TUT16-205

A2 Tutorial 2016

Session 23 03/01/2017 Tue 09:00

Add a learner to register

No Learners 17

Room 412

>

Register (Header) Notes

Learner ID	Nt	HW		Family Name	Given Name	29 Nov	6 Dec	13 Dec	20 Dec	Last Period	Mark	Auth Reason	Notes	Mins Late	
1563342				Abbott	Andrew (Andy)	/	/	/	/		/ Presen	None	>	0	
1563345				Addington	Michael	/	/	/	/		/ Presen	None	>	0	
1563341				Addy	Mark	/	/	/	/		/ Presen	None	>	0	
1563386				Appleton	Rose	/	/	/	/		/ Presen	None	>	0	
1563337				Baldwin	Mark	/	/	/	/		/ Presen	None	>	0	
1563351				Bowen	Ian	/	/	/	/		/ Presen	None	>	0	
1563340				Brennan	Michael	/	/	/	/		/ Presen	None	>	0	
1563357				Clifton	Adam	/	/	/	/		/ Presen	None	>	0	
1563300				Coles	Emma	/	/	/	/		/ Presen	None	>	0	
1563334				Collins	Harvey	/	/	/	/		/ Presen	None	>	0	
1563375				Cross	Christine	/	/	/	/		/ Presen	None	>	0	
1563347				Cullen	Ian	/	/	/	/		/ Presen	None	>	0	
1563352				Devon	Peter	/	/	/	/		/ Presen	None	>	0	
1563313				Evans	Michael	/	/	/	/		/ Presen	None	>	0	
1563367				Grey	Jennifer	/	/	/	/		/ Presen	None	>	0	
1563368				Hodge	Sophie	/	/	/	/		/ Presen	None	>	0	
1563356				Quentin	Sophie	/	/	/	/		/ Presen	None	>	0	

Legend

Infill

Withdrawn

Transferred

Non Enrolled

Complete

Present 17

Destination

Mail All

Email All

SMS All

Submit

Back

Legend

 Infill
 Withdrawn
 Transferred
 Non Enrolled
 Complete
 Present 17

Destination

Mail All

Email All

SMS All

Submit

Back