

## View Learner Attendance

Learner attendance may be viewed in the Portal by:

- Individual Register in the Register Marking screen
- Individual Learner in Learner Details/Attendance tab

## Individual Register

To view Attendance by Individual Register go to the Register Marking screen.

Alan Bradley

Register 1A2CHE-F-305

Chemistry A2 One Year

Session 27 31/01/2017 Tue 13:00

Add a learner to register

No Learners 24

Room 125

Register (Header) Notes

Learner ID	Nt	HW		Family Name	Given Name	3 Jan	10 Jan	17 Jan	24 Jan	Last Period	Mark	Auth Reason	Notes	Mins Late	
1563342				Abbott	Andrew (Andy)	/	A	A	/		/ Presen	None	>	0	
1563345				Addington	Michael	/	/	/	/		/ Presen	None	>	0	
1563341				Addy	Mark	/	/	/	/		/ Presen	None	>	0	
1563337				Baldwin	Mark	/	/	/	/		/ Presen	None	>	0	
1563297				Barber	Adrian	/	/	/	/		O	None	>	0	
1663553				Beck	Danielle	#	#	#	/		/ Presen	None	>	0	
1563351				Bowen	Ian	/	/	/	/		/ Presen	None	>	0	
1563340				Brennan	Michael	/	/	/	/		O	None	>	0	
1563536				Burns	Phillip	/	/	/	/		/ 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	
1663535				Gardener	Sarah	/	/	/	/		/ Presen	None	>	0	
1563367				Grey	Jennifer	/	/	/	/		/ Presen	None	>	0	
1563245				Harris	Michael	/	/	/	/		/ Presen	None	>	0	

Legend

Infail

Withdrawn

Transferred

Non Enrolled

Complete

Present 22

Destination

Mail All

Email All

SMS All

Submit

Back

Click on the **Register Title** hyperlink highlighted to access this register's attendance screen showing number of minutes present, absent and date last attended for all learners.

Register Attendance							
Leamer ID	Name	Attendance Pattern 12345678901234567890123456789012345678901234567890123	Pres	Abs	Last Attend		
1563342	Abbott, Andrew	.....//.....//AA// . . .	1080	120	31/01/2017		
1563345	Addington, Michael	.....//.....//.... . . .	1200	0	31/01/2017		
1563341	Addy, Mark	.....//.....//.... . . .	1200	0	31/01/2017		
1563337	Baldwin, Mark	.....//.....//.... . . .	1200	0	31/01/2017		
1563297	Barber, Adrian	.....//.....//...O . . .	1140	60	24/01/2017		
1663553	Beck, Danielle	.....#####.#####.### . . .	120	0	31/01/2017		
1563351	Bowen, Ian	.....//.....//S///// . . .	1140	60	31/01/2017		
1563340	Brennan, Michael	.....//.....//...O . . .	1140	60	24/01/2017		
1663536	Burns, Philip	.....#####.#####.### . . .	540	0	31/01/2017		
1563357	Clifton, Adam	.....//.....//.... . . .	1200	0	31/01/2017		
1563300	Coles, Emma	.....//.....//.... . . .	1200	0	31/01/2017		


## Learner Details / Attendance Tab

To view total Attendance by Individual Learner go to the Register Marking screen.

Register Marking												
Alan Bradley												
Register 1A2CHE-F-306 Chemistry A2 One Year												
Add a learner to register												
No Learners 21 Room 125 Session 6 06/09/2016 Tue 14:00												
Learner ID	NI	HW	Family Name	Given Name					Last Period	Mark	Auth Reason	Notes
1563342			Abbott	Andrew (Andy)					/	/ Presen	None	
1563345			Addington	Michael					/	/ Presen	None	

Use the [Learner ID](#) hyperlink highlighted to access this learner's details. This drill down will open in view mode the standard Learner Details screens on the Biographical tab. Click on the Attendance tab highlighted to view this learner's total attendance for all marked registers.

## Attendance Tab

This screen's default display is for the current week. Full register details are displayed including the attendance mark and an indication a register note has been entered. Hover over the **Mark** and **Notes** field indicator  to see the detail.

(2016/2017) Learner Details for Andrew Abbott - 1563342 - Talented Student												
Biographical	Enrolments	Attendance	Timetable	QoE	Exams	Applications	Health	Groups	Reviews	Employment	Custom	
Attendance for week beginning 23/01/17 (26) Current												
Date	Day	Period	From	To	Class/Reg	Description	Lecturer	Room	Mark	Notes		
23/01/2017	Mon	04	12:00	13:00	1A2MPS-D-204	Mathematics A2 One Year	SHIJE	CB130	/			
23/01/2017	Mon	08	16:00	17:00	1A2CMP-C-208	Computing A2 One Year	IRELA	MB217	/			
23/01/2017	Mon	09	17:00	18:00	1A2BIO-E-209	Biology A2 One Year	WEBBS	1058	/			
24/01/2017	Tue	01	09:00	10:00	A2TUT16-205	A2 Tutorial 2016	ABRARE	412	/			
24/01/2017	Tue	04	12:00	13:00	1A2CMP-C-304	Computing A2 One Year	IRELA	MB217	/			
24/01/2017	Tue	05	13:00	14:00	1A2CHE-F-305	Chemistry A2 One Year	ABRARE	125	/			
24/01/2017	Tue	06	14:00	15:00	1A2CHE-F-306	Chemistry A2 One Year	ABRARE	125	/			
24/01/2017	Tue	08	16:00	17:00	1A2BIO-E-308	Biology A2 One Year	WEBBS	1058	/			
25/01/2017	Wed	01	09:00	10:00	1A2MPS-D-401	Mathematics A2 One Year	SHIJE	CB130	/			
25/01/2017	Wed	02	10:00	11:00	1A2MPS-D-402	Mathematics A2 One Year	SHIJE	CB130	/			
25/01/2017	Wed	05	13:00	14:00	1A2CMP-C-405	Computing A2 One Year	IRELA	102	/			
25/01/2017	Wed	06	14:00	15:00	1A2CMP-C-406	Computing A2 One Year	IRELA	College closed at lunchtime due to severe weather conditions				
25/01/2017	Wed	08	16:00	17:00	1A2CHE-F-408	Chemistry A2 One Year	ABRARE	125	Z			
25/01/2017	Wed	09	17:00	18:00	1A2CHE-F-409	Chemistry A2 One Year	WEBBS	1058	/			
26/01/2017	Thu	01	09:00	10:00	1A2BIO-E-501	Biology A2 One Year	WEBBS	1058	/			
26/01/2017	Thu	02	10:00	11:00	1A2BIO-E-502	Biology A2 One Year	WEBBS	1058	/			
26/01/2017	Thu	05	13:00	14:00	1A2MPS-D-505	Mathematics A2 One Year	SHIJE	CB130	/			
26/01/2017	Thu	06	14:00	15:00	1A2MPS-D-506	Mathematics A2 One Year	SHIJE	CB130	/			
27/01/2017	Fri	01	09:00	10:00	1A2CMP-C-601	Computing A2 One Year	IRELA	102				
27/01/2017	Fri	02	10:00	11:00	1A2CMP-C-602	Computing A2 One Year	IRELA	102				
27/01/2017	Fri	04	12:00	13:00	1A2CHE-F-604	Chemistry A2 One Year	ABRARE	125	A			
27/01/2017	Fri	05	13:00	14:00	1A2BIO-E-605	Biology A2 One Year	WEBBS	1058	/			
27/01/2017	Fri	06	14:00	15:00	1A2BIO-E-606	Biology A2 One Year	WEBBS	1058	/			
27/01/2017	Fri	09	17:00	18:00	1A2MPS-D-609	Mathematics A2 One Year	SHIJE	CB130	/			

Weekly attendance may also be viewed by using the backwards < and forwards > arrows or by selecting a week from the drop down list. After viewing other weeks' attendance use the [Current](#) hyperlink to return to this week.

(2016/2017) Learner Details for Andrew Abbott - 1563342 - Talented Student												
Biographical	Enrolments	Attendance	Timetable	QoE	Exams	Applications	Health	Groups	Reviews	Employment	Custom	
Attendance for week beginning 23/01/17 (26) Current												
Date	Day	Period	From	To	Class/Reg	Description	Lecturer	Room	Mark	Notes		
23/01/2017	Mon	04	12:00	13:00	1A2MPS-D-204	Mathematics A2 One Year	SHIJE	CB130	/			
23/01/2017	Mon	08	16:00	17:00	1A2CMP-C-208	Computing A2 One Year	IRELA	MB217	/			
23/01/2017	Mon	09	17:00	18:00	1A2BIO-E-209	Biology A2 One Year	WEBBS	1058	/			
24/01/2017	Tue	01	09:00	10:00	A2TUT16-205	A2 Tutorial 2016	ABRARE	412	/			
24/01/2017	Tue	04	12:00	13:00	1A2CMP-C-304	Computing A2 One Year	IRELA	MB217	/			
24/01/2017	Tue	05	13:00	14:00	1A2CHE-F-305	Chemistry A2 One Year	ABRARE	125	/			
24/01/2017	Tue	06	14:00	15:00	1A2CHE-F-306	Chemistry A2 One Year	ABRARE	125	/			
24/01/2017	Tue	08	16:00	17:00	1A2BIO-E-308	Biology A2 One Year	WEBBS	1058	/			
25/01/2017	Wed	01	09:00	10:00	1A2MPS-D-401	Mathematics A2 One Year	SHIJE	CB130	/			
25/01/2017	Wed	02	10:00	11:00	1A2MPS-D-402	Mathematics A2 One Year	SHIJE	CB130	/			
25/01/2017	Wed	05	13:00	14:00	1A2CMP-C-405	Computing A2 One Year	IRELA	102	/			
25/01/2017	Wed	06	14:00	15:00	1A2CMP-C-406	Computing A2 One Year	IRELA	102	/			
25/01/2017	Wed	08	16:00	17:00	1A2CHE-F-408	Chemistry A2 One Year	ABRARE	125	Z			
25/01/2017	Wed	09	17:00	18:00	1A2CHE-F-409	Chemistry A2 One Year	WEBBS	1058	/			
26/01/2017	Thu	01	09:00	10:00	1A2BIO-E-501	Biology A2 One Year	WEBBS	1058	/			
26/01/2017	Thu	02	10:00	11:00	1A2BIO-E-502	Biology A2 One Year	WEBBS	1058	/			
26/01/2017	Thu	05	13:00	14:00	1A2MPS-D-505	Mathematics A2 One Year	SHIJE	CB130	/			
26/01/2017	Thu	06	14:00	15:00	1A2MPS-D-506	Mathematics A2 One Year	SHIJE	CB130	/			
27/01/2017	Fri	01	09:00	10:00	1A2CMP-C-601	Computing A2 One Year	IRELA	102	/			
27/01/2017	Fri	02	10:00	11:00	1A2CMP-C-602	Computing A2 One Year	IRELA	102	/			
27/01/2017	Fri	04	12:00	13:00	1A2CHE-F-604	Chemistry A2 One Year	ABRARE	125	A			
27/01/2017	Fri	05	13:00	14:00	1A2BIO-E-605	Biology A2 One Year	WEBBS	1058	/			
27/01/2017	Fri	06	14:00	15:00	1A2BIO-E-606	Biology A2 One Year	WEBBS	1058	/			
27/01/2017	Fri	09	17:00	18:00	1A2MPS-D-609	Mathematics A2 One Year	SHIJE	CB130	/			

A drill down to staff details is also available with a link to their email address.

Staff Details

Staff Ref

ABRARE

Name

Alan Bradley

Internal Tel.

01675 433601

Email


[abradley@civicacollege.co.uk](mailto:abradley@civicacollege.co.uk)

Job

Senior Lecturer

Dept

Science & Mathematics



OK

At the bottom of the Attendance screen click the Course YTD or the Register YTD button to view total attendance and attendance pattern by course/register.

### Course Total YTD

Course Attendance Year to Date for Andrew Abbott (1563342)							
Code	Inst.	Description	Status	Last Att.	Hrs Pres	Hrs Abs	%
1A2BIO03-A01	161701	Biology A2 One Year	Continuing	10/02/17	117.00	3.00	97.50
1A2CHE03-A01	161701	Chemistry A2 One Year	Continuing	10/02/17	98.00	5.00	94.23
1A2CMP03-A06	161701	Computing A2 One Year	Continuing	10/02/17	119.00	3.00	97.54
1A2MPS03-A01	161701	Mathematics A2 One Year	Continuing	10/02/17	120.00	1.00	99.17
A2TG2016	161701	A2 Tutorial 2016	Continuing	07/02/17	13.00	3.00	81.25
Total Hours ... Present 467.00 Possible 483.00 Percentage 96.7							
Total Sessions ... Present 467.00 Possible 483.00 Percentage 96.7							
PDF Close							

### Register Attendance Pattern YTD

Attendance Pattern Year to Date for Andrew Abbott (1563342)							
Day	Class/Reg	Description	Attendance Pattern	Last Att.	Hrs Pres	Hrs Abs	%
Mon	1A2BIO-E-209	Biology A2 One Year	.....-.....-.....	06/02/17	19.00	0.00	100.00
Tue	1A2BIO-E-308	Biology A2 One Year	.....-.....-.....	07/02/17	20.00	1.00	95.24
Thu	1A2BIO-E-501	Biology A2 One Year	.....-.....-.....	09/02/17	20.00	0.00	100.00
Fri	1A2BIO-E-502	Biology A2 One Year	.....-.....-.....	09/02/17	20.00	0.00	100.00
Fri	1A2BIO-E-605	Biology A2 One Year	.....-.....-.....	10/02/17	19.00	1.00	95.00
Fri	1A2BIO-E-606	Biology A2 One Year	.....-.....-.....	10/02/17	19.00	1.00	95.00
Tue	1A2CHE-F-305	Chemistry A2 One Year	.....-.....-.....	07/02/17	19.00	2.00	90.48
Tue	1A2CHE-F-306	Chemistry A2 One Year	.....-.....-.....	07/02/17	19.00	2.00	90.48
Wed	1A2CHE-F-408	Chemistry A2 One Year	.....-.....-.....	08/02/17	21.00	0.00	100.00
Wed	1A2CHE-F-409	Chemistry A2 One Year	.....-.....-.....	08/02/17	21.00	0.00	100.00
Fri	1A2CHE-F-504	Chemistry A2 One Year	.....-.....-.....	10/02/17	18.00	2.00	90.00
Mon	1A2CMP-C-208	Computing A2 One Year	.....-.....-.....	06/02/17	19.00	0.00	100.00
Tue	1A2CMP-C-304	Computing A2 One Year	.....-.....-.....	07/02/17	20.00	1.00	95.24
Wed	1A2CMP-C-405	Computing A2 One Year	.....-.....-.....	08/02/17	21.00	0.00	100.00
Wed	1A2CMP-C-406	Computing A2 One Year	.....-.....-.....	08/02/17	21.00	0.00	100.00
Fri	1A2CMP-C-601	Computing A2 One Year	.....-.....-.....	10/02/17	19.00	1.00	95.00
Fri	1A2CMP-C-602	Computing A2 One Year	.....-.....-.....	10/02/17	19.00	1.00	95.00
Mon	1A2MPS-D-204	Mathematics A2 One Year	.....-.....-.....	06/02/17	19.00	0.00	100.00
Wed	1A2MPS-D-401	Mathematics A2 One Year	.....-.....-.....	08/02/17	21.00	0.00	100.00
Wed	1A2MPS-D-402	Mathematics A2 One Year	.....-.....-.....	08/02/17	21.00	0.00	100.00
Thu	1A2MPS-D-505	Mathematics A2 One Year	.....-.....-.....	09/02/17	20.00	0.00	100.00
Thu	1A2MPS-D-506	Mathematics A2 One Year	.....-.....-.....	09/02/17	20.00	0.00	100.00
Fri	1A2MPS-D-609	Mathematics A2 One Year	.....-.....-.....	10/02/17	19.00	1.00	95.00
Tue	A2TUT16-205	A2 Tutorial 2016	.....-.....-.....	07/02/17	13.00	3.00	81.25
Total Hours ... Present 467.00 Possible 483.00 Percentage 96.7							
Total Sessions ... Present 467.00 Possible 483.00 Percentage 96.7							
PDF Close							

Use PDF to view the attendance data in PDF format.