

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.



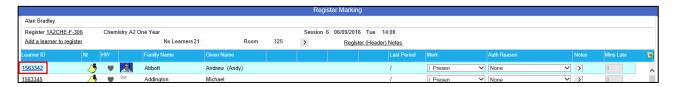
Click on the **Register Title** hyperlink highlighted to access this register's attendance screen showing number of minutes present, absent and date last attended for all learners.





Learner Details / Attendance Tab

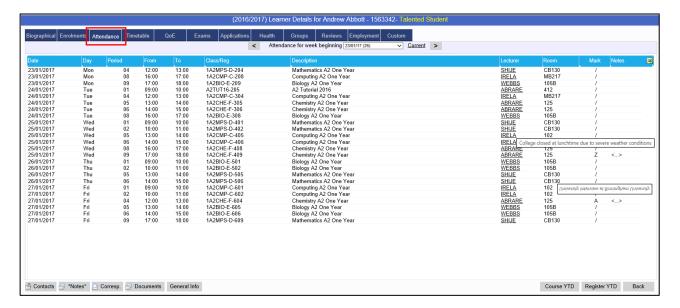
To view total Attendance by Individual Learner go to the Register Marking screen.



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 so to see the detail.



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 <u>Current</u> hyperlink to return to this week.



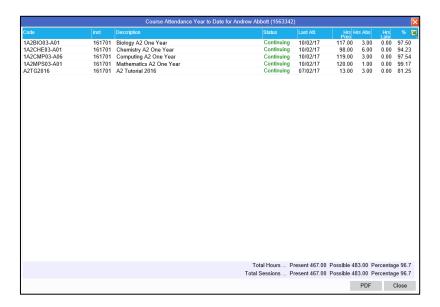


A drill down to staff details is also available with a link to their email address.

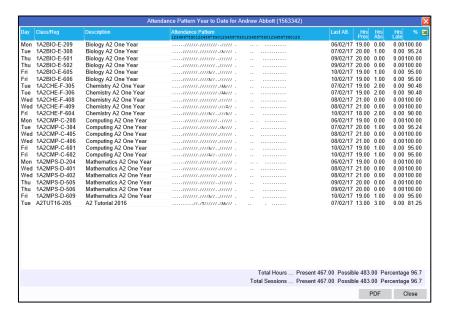


At the bottom of the Attendance screen click the Course YTD or the Register YTD button to view total attendance and attendance pattern by course/register.

Course Total YTD



Register Attendance Pattern YTD



Use PDF to view the attendance data in PDF format.