How to Record and Manage Absence
LearnLink Portal

FS70-592   Version: 1.0   Last Modified: August 2012

WHY DO I NEED TO DO THIS?
This factsheet is designed to assist staff in using the staff portal to record and manage student absences. Home group teachers are ultimately responsible for the correct recording of this information; however individual class teachers are also able to record absences for later review by the appropriate home group teacher. In order for this facility to be used correctly student and roll class information in EDSAS must be complete and up to date. To record subject class absences the subject and class information must be up to date in the Curriculum Module of EDSAS.

The decision as to what time the Late Arrival becomes a Morning Absence (half day absence) and an Afternoon Absence (half day absence) is an Early Departure is determined by the school governing council. The times that are decided by the governing council must be advertised to the school community and adhered to by all school staff in terms of recording student attendance.

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1. Log-in to **LearnLink Staff Portal**

2. Click the **>Load Timetable>** icon to load todays' schedule of activities

    Your weekly schedule will load and display.

3. Select the day you wish to record attendance for from the timetable and then select the class. The process at this point is the same for home group and class teachers.
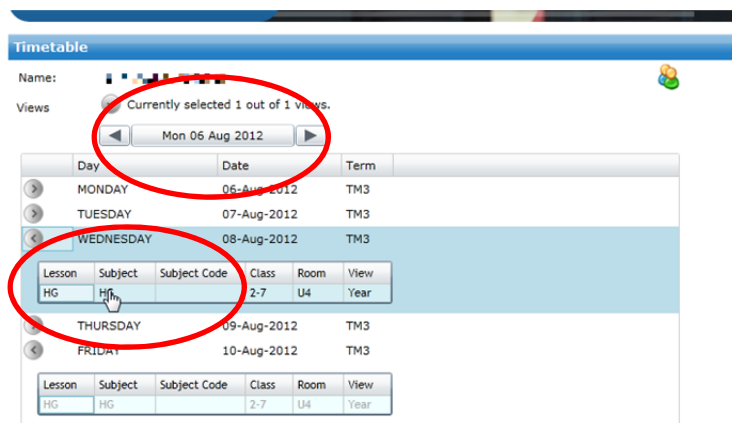
4.   The list of students for the selected class will open. (Note: names have been pixelated in the following screenshot)


5.   From here there are several options for recording attendance/absence. Teachers are able to mark students individually as either present or absent as with a traditional roll call. To do this you click the cell under the Present or Absent column for the child in question. The following screenshot shows this process with the first 3 records marked:


Note that in order to complete your attendance recording using this method you must click either present or absent for each child.

6.   Alternatively you can use the column header to mark all students as present and then individually mark those that are absent by clicking in the absent column for the chosen students. Note that the system will automatically unmark the present column when you do this. You can easily toggle between present and absent so it is easy to remedy incorrect selections.

Click once here to mark all students as present

Then individually select those that are absent and click in the absent cell(s)
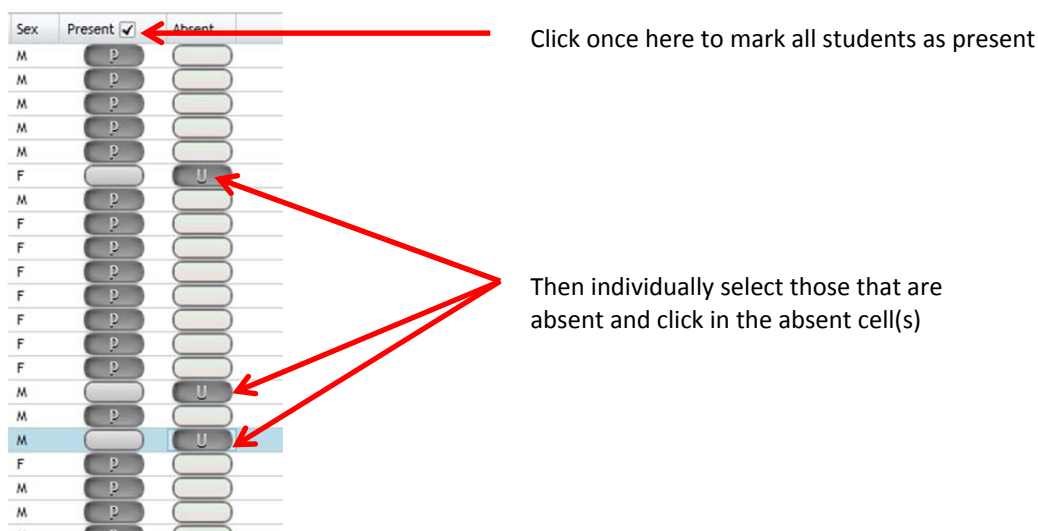
7.   You will notice that the system automatically defaults to an unexplained absence when you click the "absent" cell. (denoted by the "U" in the screenshot above). If the reason for the absence is known you can now click the "absent" cell again which will open a pop-up screen to allow you to change the part of day, attendance code and enter a comment.
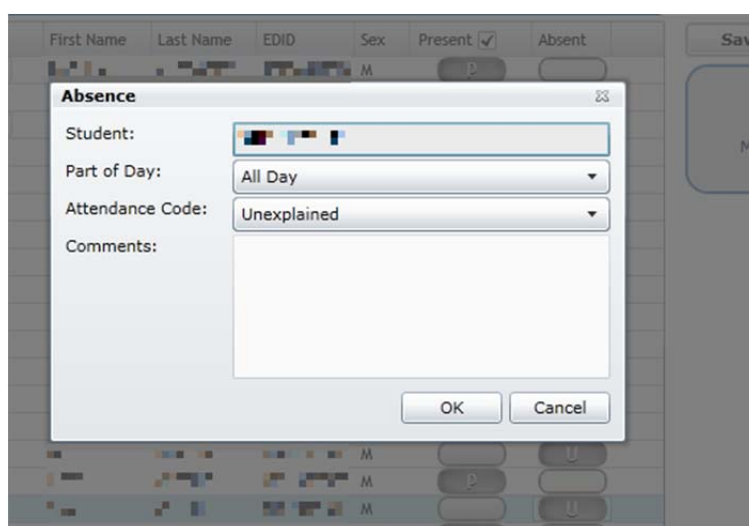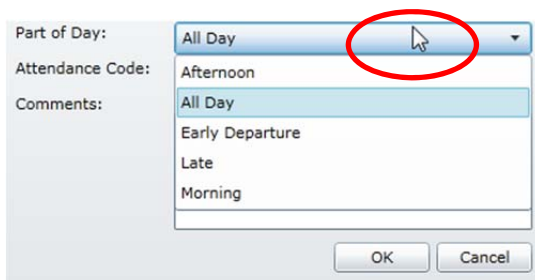

Note that if you put your mouse cursor over the attendance code field the system provides a description of the currently displayed code:
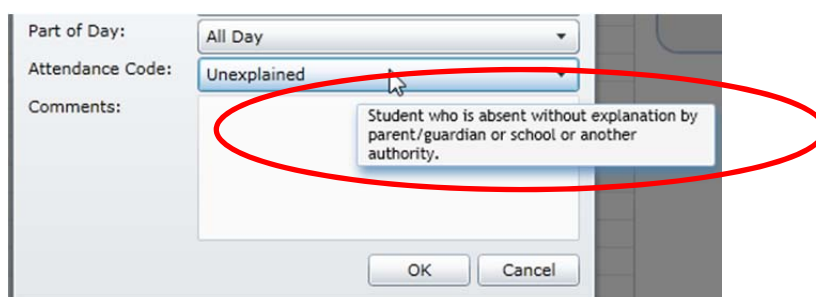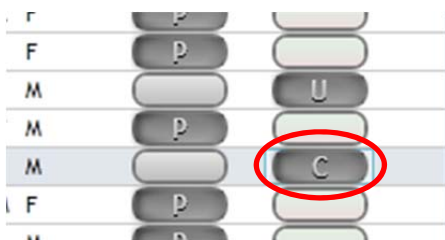
By clicking on the attendance code field you are able to select from a drop-down list of available codes:
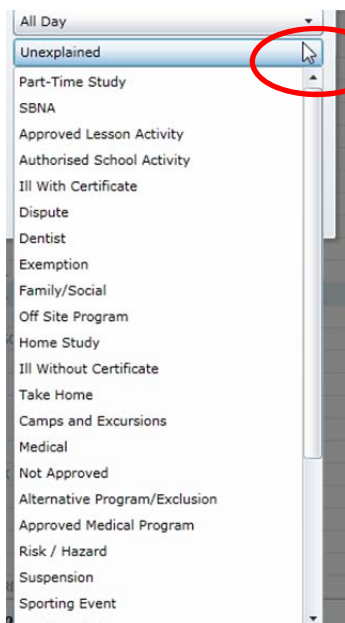
and likewise for the Part of Day selection

So if you had selected "Ill with Certificate" and "All Day" the screen would update with a "C" in the Absent column.

8.   That is the basics of marking attendance/absence for both home group and class teachers. On top of that a home group teacher is responsible for the overall daily attendance/absence record for a student. If a student has an absence recorded against them and it is unexplained, their record will show up in the home group teachers list with a numerical indicator showing how many unexplained absences exist for the student.

The user can then click on this indicator and a pop-up screen displays allowing the reason and part of day to be modified

Once updated and saved the indicator reduces by 1 or if by doing that it becomes zero it no longer displays.

Please Note: The absence/Attendance information needs to be imported back into EDSAS regularly, at a minimum once per week. For instruction on how to do this please refer to fact sheet FS70-566 – How to Export Absence Data