

Quick guide

Confirming attendance via Detailed Student Information

When and why?

Students will appear on the **Attendance Worklist** for confirmation on the first day of each of their 3 terms. You can manually enter attendance confirmations for individual students through the **Detailed Student Information** screens in the Student Information Service (SIS) if you need to.

You should confirm attendance when the student has began attending the course and has become liable for fees– a minimum two-week period of attendance is required for PT and PGNI students in term one.

Students receiving Tuition Fee Loan funding will need attendance confirmation.

You can find further information on attendance confirmations in the Attendance and when to confirm quick guide.

Access

You must hold Attendance Administrator access to the HE Gateway to confirm attendance. If you need this to be added to your account you should contact the User Administrator at your university or college.

Attendance confirmation via Detailed Student Information

- 1) You can access the **Student Information Filter** by selecting the **View Student Information** link under the **Student Information Home** menu. The **Student Information Filter** is grouped by **Student Search**, **Course Search** and **General Search** – you can use these fields to search for individual students.
- 2) Once you have found the student you want to confirm attendance for, select the **SSN** for that student. This will open the **Detailed Student Information** page.

The attendance section of the **Detailed Student Information** page enables you to:

- confirm student attendance
 - reverse a previously submitted negative attendance code for any outstanding tuition periods
 - display the latest attendance status for each tuition period where necessary
- 3) An **Attendance Confirmation** dropdown box is displayed underneath the Attendance Confirmation banner – you can select the codes as appropriate.

Attendance Confirmation(s)											
Liability Period	Course	Course Location	Course Year	TFL Amount (£)	TFG Amount (£)	TFW Amount (£)	STP Amount (£)	Attendance Status	Last Updated By	Last Updated Date Time	Attendance Code
1	ADULT NURSING (SPRING ENTRY)	PLYMOUTH	2	0.00	0.00	0.00	0.00	Awaiting Attendance Confirmation	JWSSIS	24/01/2018 11:06:55	Select ▼
2	ADULT NURSING (SPRING ENTRY)	PLYMOUTH	2	0.00	0.00	0.00	0.00	Awaiting Attendance Confirmation	JWSSIS	24/01/2018 11:06:55	Select ▼
3	ADULT NURSING (SPRING ENTRY)	PLYMOUTH	2	0.00	0.00	0.00	0.00	Awaiting Attendance Confirmation	JWSSIS	24/01/2018 11:06:55	

This image above shows the student information screen and that the attendance confirmation dropdowns are open to a confirmation.

Similar to confirming student registration you can confirm the individual student's attendance via the **Detailed Student Information** screen should you want to. You will be able to see the 3 liability periods for confirming attendance. If an attendance confirmation is needed, the dropdown filter will be available for the relevant liability period and the dropdown will be set to **Select** as a default.

- 4) Once you select one of the attendance codes from the dropdown box, the **Save** and **Submit** options at the bottom of the screen will be activated. You can opt to save an attendance code to revisit the page later and submit the attendance code, or you can opt to submit the code. Once you have confirmed attendance for a student, their details will be updated to

Attendance Confirmed and the student will be removed from the **Attendance Worklist** (and also from the **Combined Worklist** if you submitted the attendance for the first liability period).

Key information

Once you have submitted a positive attendance confirmation, the positive code will be populated in the **Attendance Code** column and will no longer be editable. [If you submit an inaccurate fee-paying attendance code, you will not be able to reverse this – you will need to raise a CoC notification.](#)

If you submit a negative attendance confirmation, the negative code will be populated in the **Attendance Code** but the dropdown filter will still be visible so you can re-select a positive code and **Save** or **Submit** as appropriate.

If you have saved an attendance confirmation but not submitted it yet, the saved attendance code will be populated in the **Attendance Code** column along with the dropdown option to amend the code if needed. The **Submit** option will become active so you can move the saved confirmation to submitted.

If the student does not need an attendance confirmation the **Attendance Code** column will be blank. This could be because it is too early for that student to appear on the attendance worklist.

If we have carried out a reassessment that affects a previous liability period, you may need to enter an attendance code for 2 liability periods need at the same time. The system prevents you from submitting an attendance code for the later of the 2 outstanding periods without confirming the earlier period. If you are submitting codes for multiple periods at the same time, the system should verify that a code is submitted for all earlier attendance periods. If a previous liability period is only saved but not submitted, it will be considered as outstanding.

If you attempt to submit an attendance confirmation where there is an outstanding confirmation for an earlier liability period, you will see an error message.

You are unable to submit an attendance code for the selected period without submitting a code for all outstanding periods.