



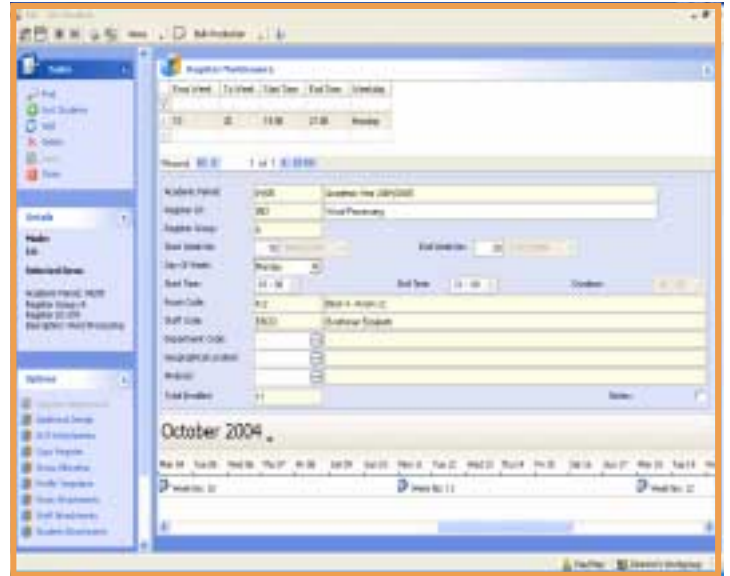
F.E. Registers and Attendance

In recent years, attendance tracking has become a major agenda for all colleges, both for internal purposes and through the emphasis placed on this data by OFSTED, ESTYN and other inspection bodies. This module provides the tools for the collection, processing, tracking and reporting of attendance. Through this data, colleges can better monitor for signs of early withdrawal, generate timetables and analyse room and staff utilisation.

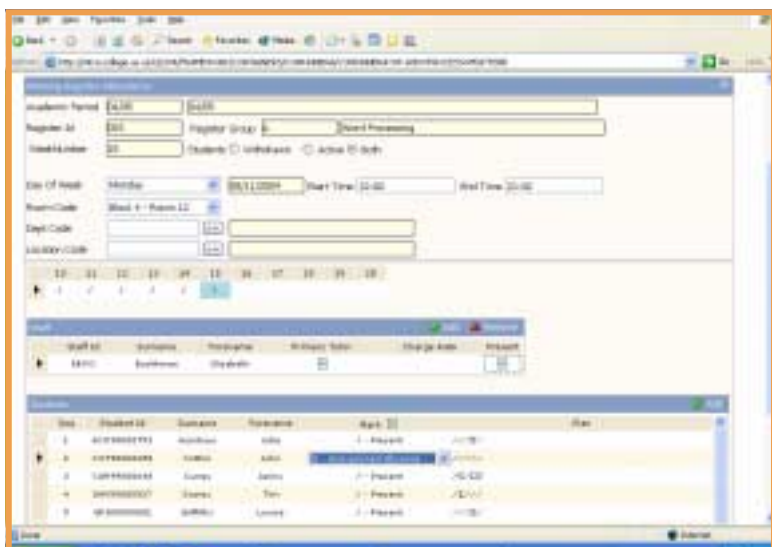
Register Creation

Each register is defined as a Register Header. The main details of a header are the week range, day, start time, end time, staff and room. One or many courses can be attached to a header so that the students on that register are validated against their enrolments. Additional students who haven't been enrolled can also be added, although users will be warned when this happens. If the auto-update parameter is set then students will be placed on the register automatically on enrolment. Otherwise, a suggested list can be used to select some or all of those enrolled.

Each register header can be divided into a series of profiles. In these profiles, attributes can be varied. For example, where a register runs from weeks 10 to 20 it can be split into 2 profiles with weeks 10 to 15 in one room and the remaining weeks in another room.



Register profiles can be created directly in Agresso QL with all register profiles created, the college has effectively defined its course timetable from which staff, room and student timetables can be produced. Alternatively, Agresso QLS integrates dynamically with the "best of breed" scheduling systems CELCAT and Syllabus Plus. This integration extends all the timetabling capability of the Registers module and enables register headers and profiles to be created automatically from the scheduling system used



Attendance Marking

Traditionally, attendance data has been input directly into Agresso QL from paper copies of registers. This is done by selecting the week to be marked, setting a default mark and then changing individual marks by exception. Attendance marks are user-defined to reflect college processes and requirements. If integration has been defined between stage codes and attendance marks (e.g. transferred) then this change will be displayed on the register automatically. Whilst marking a register any changes to attributes for that week (e.g. substitute tutor) can be done directly at the same time. This will then create an additional profile for that header to reflect the actual data recorded.

