

# Aplus+ for attendance

Attendance in APlus+ is entered for each course in a qualifications intake.

## Courses

We can view the courses that are running for a given qualifications intake by first selecting Courses -> Course list from the main drop down menu. Then selecting an intake from the drop down within the grey field.

You will be presented with a table of all courses running under that intake on the campus selected, during the year or time period shown in the top right corner.

The screenshot shows the Aplus+ navigation menu with 'Courses' selected. A dropdown menu is open, listing 'Course List', 'Recent Courses', 'Qualifications', 'Units', and 'Campuses'. Below the menu, there are search filters for 'Qualifications' (set to 'YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic De'), 'Staff', and 'Search'. There are also checkboxes for 'Enrolled qualifications' and 'Active courses', both of which are checked. At the bottom of the filter area, there are links for 'Manage staff across multiple courses...' and 'Copy assessments (Roll-over)...'.

Code	Title	Students	Start	Finish	Pins	
WG01-1902	Design Foundation (1902-YB-WN-WGD-A)	22	11 Feb 2019	13 Dec 2019	☆ ...	
WG01-1902	Design Foundation (1902-YB-WN-WGD-B)	17	11 Feb 2019	13 Dec 2019	☆ ...	
WG02-1902	Web Design (1902-YB-WN-WGD-B)	17	11 Feb 2019	13 Dec 2019	☆ ...	
WG02-1902	Web Design (1902-YB-WN-WGD-A)	22	11 Feb 2019	13 Dec 2019	☆ ...	
WG03-1902	Graphic Design (1902-YB-WN-WGD-A)	22	11 Feb 2019	13 Dec 2019	☆ ...	
WG03-1902	Graphic Design (1902-YB-WN-WGD-B)	17	11 Feb 2019	13 Dec 2019	☆ ...	
WG04-1902	Interface Design (1902-YB-WN-WGD-B)	17	11 Feb 2019	13 Dec 2019	☆ ...	
WG04-1902	Interface Design (1902-YB-WN-WGD-A)	22	11 Feb 2019	13 Dec 2019	☆ ...	

If you are unable to see a qualification or intake, check that the correct campus and year is displayed in the top right corner.

Each course will indicate in its course code which intake it's for. The first 4 digits are the year and month, the last character the A or B class.

Clicking on a course from the title column will take you to a tabbed interface with information related directly to that course.

## Overview

Overview	Students	HCount	Assessment	Grades	Approval	Attendance	🗨️	🔧	Specials
Status	Active			Students	17				📄
Start	11 Feb 2019			Level					
Finish	13 Dec 2019			Department					
Semester	Whole year			Subject Area					
Campus	Bunny Street Wellington			Tags ?					
Qualification	YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 5) (Bun)								
Grade System	Competency Based Grades (C,N) <a href="#">Change...</a> <a href="#">View grade system details...</a>								
Description	Diploma in Digital Design (W&G)								

This is where you can see the start and end date for the intake (not the module).

There is a graph of the attendance for the last 2 weeks on the right and some links to other course under this qualification.

### Attendance

[📅 Design Foundation \(1902-YB-WN-WGD-B\) Timetable](#)

*Shared with courses in this qualification:*

[📅 Design Foundation \(1902-YB-WN-WGD-A\) Timetable](#)

The staff section lists all staff currently assign to the course. You need to add yourself in order to mark attendance or enter assessment grade/completion information. Click 'Add myself...'

## Staff

Tutor / Lecturer: Aidan Dickens

[Add myself...](#)

## Students

Here you can see a list of all students and their information that are enrolled in the selected course.

clicking a students id number will give you more details about that student including the ability to view and add special notes.

## Attendance

If you can't see any timetables or sessions, let you HOF know. They may not have made them yet.

YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 5) (Bun) : [WG01-1902 Design Foundation \(1902-YB-WN-WGD-A\)](#) ☆ ...

Overview	Students	HCount	Assessment	Grades	Approval	Attendance	Specials
Timetables: Design Foundation (1902-YB-WN-WGD-A) Timetable <a href="#">Students</a>   <a href="#">Sessions</a>   <a href="#">Tools</a>   <a href="#">Reports</a>   <a href="#">Import</a>							
Unlocked <a href="#">Add sessions...</a>   Select: All None   Edit selection...							
<a href="#">Calendar</a> <a href="#">List</a>							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
10 Feb 2019	11	12	13	14	15	16	
	<a href="#">Studio Complete</a> ✓ 21/21	<a href="#">Studio Complete</a> ✓ 22/22	<a href="#">Studio Complete</a> ✓ 21/21 <a href="#">Workshop Complete</a> ✓ 19/21	<a href="#">Studio Complete</a> ✓ 22/22	<a href="#">Studio Complete</a> ✓ 21/21		
17	18	19	20	21	22	23	
	<a href="#">Studio Complete</a> ✓ 21/22	<a href="#">Studio Complete</a> ✓ 21/21	<a href="#">Studio Complete</a> ✓ 21/21 <a href="#">Workshop Complete</a> ✓ 19/21	<a href="#">Studio Complete</a> ✓ 20/20	<a href="#">Studio Complete</a> ✓ 20/20		
24	25	26	27	28	1 Mar	2	
	<a href="#">Studio Complete</a> ✓ 20/20	<a href="#">Studio Complete</a> ✓ 20/20	<a href="#">Studio Complete</a> ✓ 20/20 <a href="#">Workshop Complete</a> ✓ 16/20	<a href="#">Studio Complete</a> ✓ 18.5/20	<a href="#">Studio Complete</a> ✓ 18/20		
3	4	5	6	7	8	9	
	<a href="#">Studio Complete</a> ✓	<a href="#">Studio Complete</a> ✓	<a href="#">Studio Complete</a> ✓	<a href="#">Studio Complete</a> ✓	<a href="#">Studio Complete</a> ✓		

This where we can view and enter the attendance for the classes we teach.

The time table can be viewed by student or by session. In either view clicking the title or date of a session will allow you to enter attendance for that session.

Students can be marked as one of the following:

- **Present** - Attended the entire session
- **Half session** - May not have returned after the break, or wasn't in attendance for the first half of the session. In either case you must explain in the comment box.

- **Absent** – Missing for the entire session, with no communication, or with an unsuitable justification.
- **Explained absence** – Was not in attendance but has made contact and supplied a suitable justification. Must be entered in the comment box.
- **Late** – Wasn't present at the beginning of the class but arrive within 15min of it starting. Enter the time in the comment box.

Design (1902-YB-WN-CCM-B) Timetable > Fri 15 Mar 2019 'Studio'

⏪ Fill blanks & no data... ▾ Clear all  ? + 👤 Cancel Save

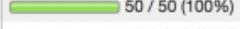
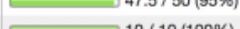
 270018589	Explained Absence ▾	Justin Richard BOTHA	<input type="text" value="Comment"/>	
 270022129	Present ▾	Nicholas Ridgeway BOWLER	<input type="text" value="Comment"/>	
 270021783	Late ▾	Tylah Seteli Lillian BUCKTON-PEREIRA	<input type="text" value="Missed train"/>	
 270022815	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Present  Late  <input checked="" type="checkbox"/> Absent  Explained Absence  Half Session </div>	Nethanel Lambo BUOT	<input type="text" value="Comment"/>	
 P8449375		Kaarika Goodness DALY-PENE	<input type="text" value="Comment"/>	
 270020989	Present ▾	Thayne James Albert DE-BARR	<input type="text" value="Comment"/>	
 270020218	Present ▾	Aljay FAALELEI	<input type="text" value="Comment"/>	
 270021865	Present ▾	Jason Joseph GEUSEBROEK	<input type="text" value="Comment"/>	
 270020991	Withdrawn ▾	Harley David HOETA 🇳🇿	<input type="text" value="Comment"/>	

Once the attendance is entered click Save near the top right corner.

For classes over 3 hours long you should update the attendance towards the end of the session or at the beginning of the second half.

Clicking the Report link under the attendance tab will Give you a quick overview of how how your classes attendee is tracking, You'll be able to quickly identify students who's attendance is putting them at risk.

60 Sessions: 6 Pending, 4 InProgress, 50 Complete

ID	Name	Present	Late	Absent	Explained Absence	Withdrawn*	Half Session	No data entered*	Attendance*	
270019136	BATOON, Daniella Louise Hukom (Daniella)	44	1	5				4	54 	
270019995	BRASELL, Tyler John (Tyler)	38		7	5			4	54 	
P8449151	CAMERON, Charlotte (Charlie)	46	2	1	1			4	54 	
270010349	COYLE, James Jack (Jimmy)	42		3	5			4	54 	
270010347	DAVY, Madison Ross (Madison)	50						4	54 	
270010345	HARPER, Jessica Bianca (Jessica)	48		1	1			4	54 	
270010714	JUAN, Paul Matthew (Paul)	47		2	1			4	54 	
270020102	KHAM, Jarnbopa (Bopa)	42	1	4	1		1	4	53 	
270019243	MANGAT, Lawrence Noel (Lawrence)	46			4			4	54 	
270022128	MINENKOFF, Nicole Kate (Nicole)	46	1	2			1	4	54 	
270021719	PARK, Ji Hyun (Jessy) 	9	1			44			54 	
270010357	RODGER, Trinity Jay (Trinity)	44	2	1	3			4	54 	
270010716	SEYB, Christopher Francis (Chris)	46	1	3				4	54 	
270021707	SLUKA, Mairead Ione (Mairead)	36	2	9	2		1	4	54 	
270009611	STACE, Autthavut Jamie (Jamie)	41	2	2	5			4	54 	
270020774	STEWART, Jessica Anne (Jess)	47		1	2			4	54 	
270010375	TAIT, Ricky Alexander (Ricky) 	3		1		50			54 	
270018738	TEH, Ly Xian (Sharne)	47	3					4	54 	
270009619	VAN DER ELST, Rebekah Michelle (Rebekah)	45	2	1	1		1	4	54 	
270020098	WANNAPHIRUN, Phattaradanai	31	5	14				4	54 	
932400060	WIGGINS, Dion	45			4		1	4	54 	
270010352	WINTER, Grace Leslie Adair (Grace)	45	2		3			4	54 	

Revision #5

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