Student Dashboard Add Absence

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Version Control

Date	Version	Change Summary	Created By
27/09/2021	1.0	New Guide Created	Neil Trueman

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Add Absence

From the student screen, you have the functionality to record an absence against a student or multiple students. By selecting a student(s) and clicking on the + icon, you will be presented with the option to 'Add Absence'.
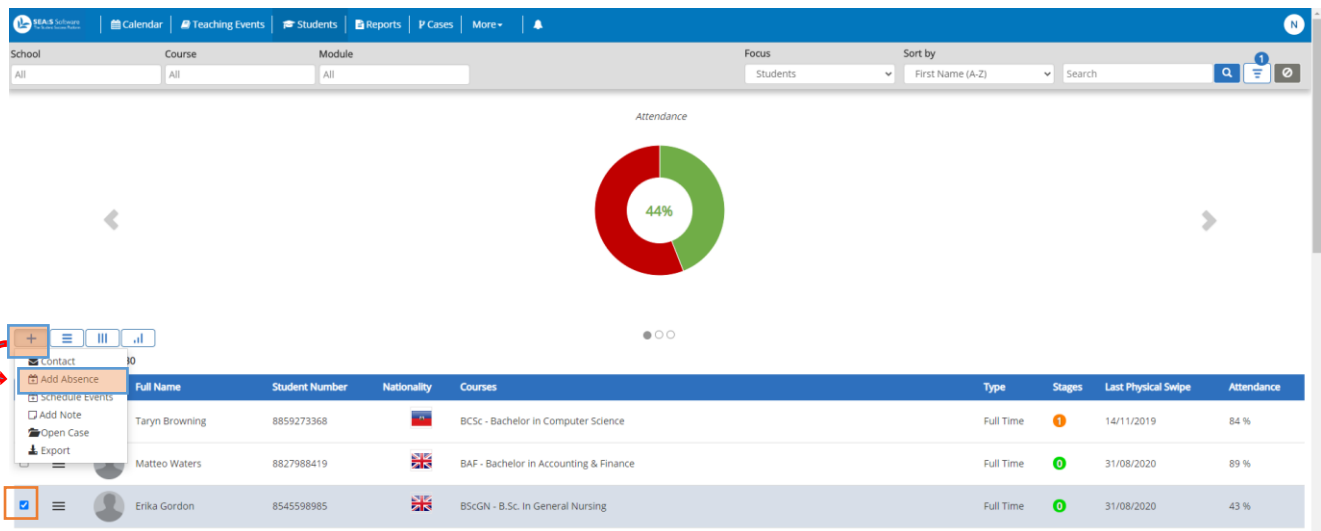
By clicking on the "add absence" you will be presented with the absence details window below:

Start/end date and time for the informed absence.

Absence "Types" are defined within the SEAtS administration site, details of which can be found in the Administration user guide

Comments may be configured as Mandatory/Non Mandatory in the SEAtS administration site

Applicable file types for Attachments = csv, xml, gif, png, jpg, html, xhtml, odp, pps, ppt, pptx, ods, xls, xlsx, odt, doc, docx, pdf, txt
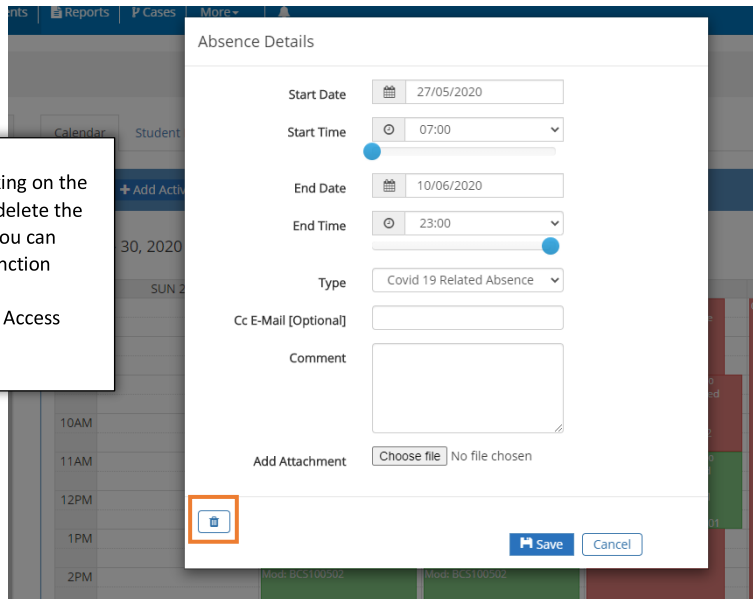
Note: Any absences added against a student will be displayed in their calendar, there is a student portal which will allow students to view their own calendars, however this is a University decision and by default this functionality is switched off. The ability to edit and delete the Absence once added is within the student calendar for users with appropriate permissions.

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Amending Absences/Activities – Student Calendar

Once you have created and saved an activity/absence, the student calendar will be updated to reflect this. If you wish to add any comments or attach support documents or edit the detail (date and/or time) you will be able to access (if configured to do so) by clicking on the relevant activity/absence within the calendar. Note: Activities subject to Approval that are amended after approval will be passed back for re approval.

Note: By clicking on the trash icon you can delete the Activity/Absence. You can also turn off this function within the SEAtS Administration Site Access profile.

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