University of Worcester

Registry Services
Briefing Note: RS/10/01

Any enquires should be directed to:
Sally Dobbins,
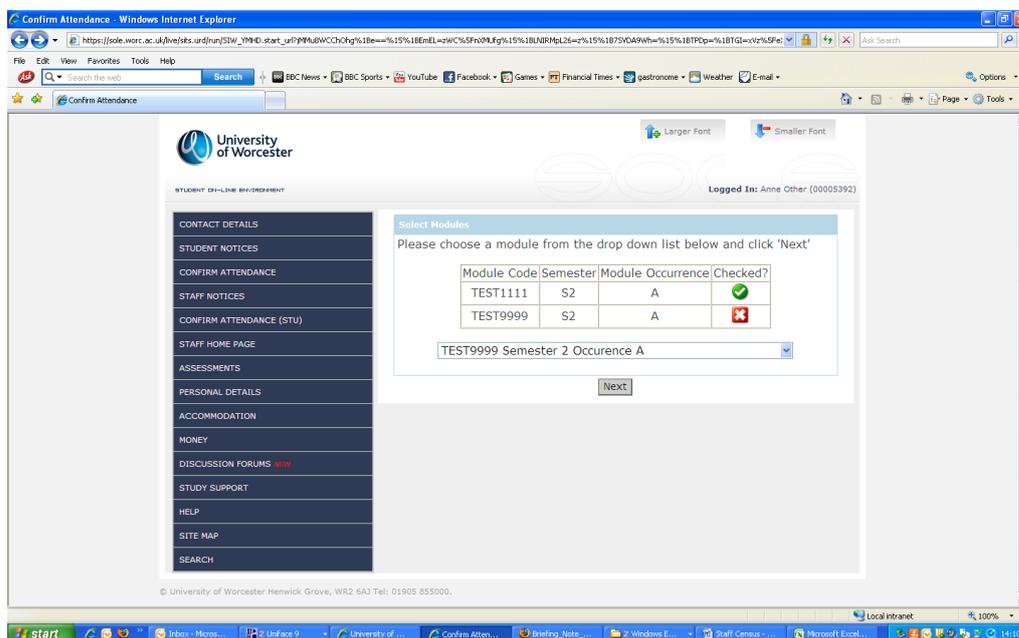Assistant Registrar, Student Records

Staff Census

Following requests from staff, on Monday 22nd February we will be launching a staff census where academic staff can confirm which students have been in attendance on their modules.

In week two all UMS students are required to take part in what is known as 'Census Week'. This is where they are required to confirm whether the modules that Registry Services has them recorded on are correct. Students have up until week three to add or drop any modules. In view of this it was decided that the staff census will be available from week four each semester.

When staff log into their SOLE page they will have an additional tab entitled 'Confirm Attendance' available to them. This tab will only appear if they are recorded as a module tutor for a module in the particular semester that census is being undertaken for.

When the 'Confirm Attendance' tab is accessed the member of staff will be presented with a table which lists all of the modules that Registry Services has them recorded as being module leader for and there will be an indication (tick or a cross) next to the module as to whether or not attendance has been confirmed. Below this table will be a drop down list of the modules in order for the member of staff to be able to choose which module they wish to confirm attendance for. Once attendance has been confirmed for a module, that particular module will disappear from the drop down menu.

When the member of staff has selected which module they wish to confirm attendance for, a list of all the students recorded as taking that module will be presented to them. Next to each student name the options of 'Yes' or 'No' will appear and the member of staff is required to confirm attendance for each of the students. All the students default to 'Yes' so the member of staff only needs to indicate which students are not attending.
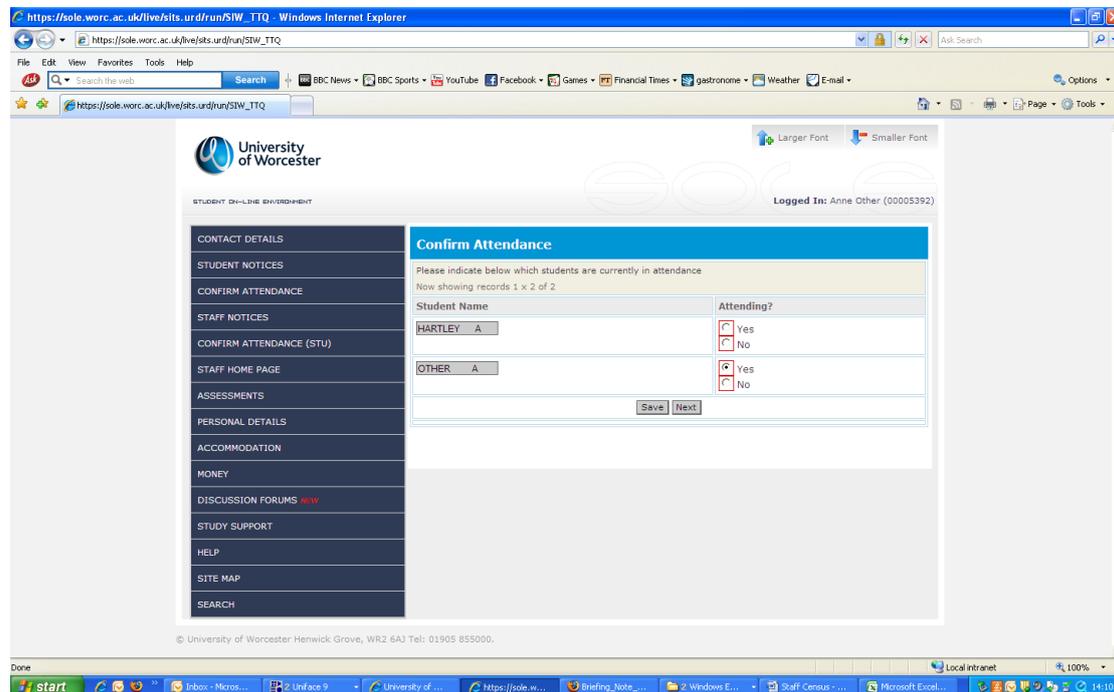
Once this has been completed the member of staff is required to store the changes and when they go back to the front screen there will be green tick next to the module to indicate that attendance has been confirmed for this module.

If a member of staff advises that a particular student is not in attendance, an email will be sent automatically to that student advising them that their tutor has advised them of this and advising them to access their SOLE page to confirm their attendance. Any student that has been flagged as not in attendance by a member of staff will only have access to confirm their attendance on their SOLE page. No other content will be displayed to them until this has been completed.

When a student accesses a module where it has been advised they are not in attendance they will be presented with four options:
1) Yes I am in attendance (this will send an email back the member of staff informing them that the student has stated that they are in attendance even though they have advised that they weren't)
2) I am not in attendance, please remove me from the module (this will send an email to Student Records advising them of this for Student Records to assess any implications this may have and ultimately remove the student from the module)
3) I am thinking of leaving the University (the student will be presented with advice and guidance on where they can go for advice and support)
4) I have left the University (this will present the student with the form that they are required to complete in order to formally withdraw from the course)

University
of Worcester

STUDENT ON-LINE ENVIRONMENT

Logged In: Anne Other (00005392)

Larger Font   Smaller Font

CONTACT DETAILS

STUDENT NOTICES

CONFIRM ATTENDANCE

STAFF NOTICES

CONFIRM ATTENDANCE (STU)

STAFF HOME PAGE

ASSESSMENTS

PERSONAL DETAILS

ACCOMMODATION

MONEY

DISCUSSION FORUMS *NEW*

STUDY SUPPORT

HELP

SITE MAP

SEARCH

Please Indicate below your status for

- TEST1111
- Test module
- Semester 2
- Occurrence A

Next

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