



**EBS Ontrack**

## **E-Register Attendance Marking User Guide**

**Revised Date: September 2023**

**Please remember to switch off the data projector if marking registers in class to avoid disclosure of student information to a class group.**

## Table of Contents

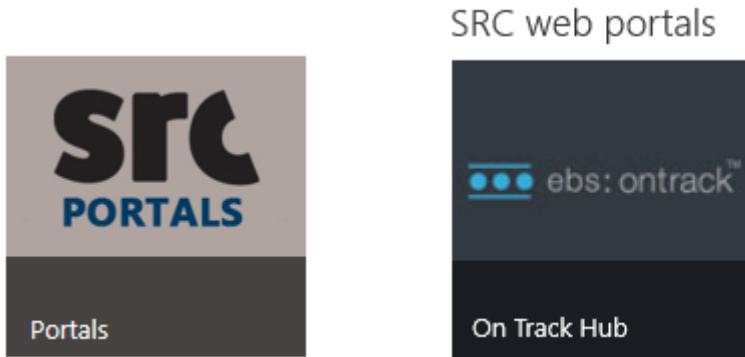
Log in Procedure	.....	P3
Register Attendance Marking	.....	P4
Additional Details and Contacts	.....	P9
Further Guidance on Marking Registers	.....	P11
Appendix 1 Attendance Marking Guidelines	.....	P12
Appendix 2 Attendance Marks	.....	P13
Appendix 3 Link to Video Guide	.....	P13

**Please note:-** the College will be monitoring E-Registers closely during the academic year, enforcing registers to be marked timely and therefore ensuring robust attendance data. This will allow for potential drop-outs to be identified at an early stage and intervention methods can then be put in place to encourage students to continue on their course of study.

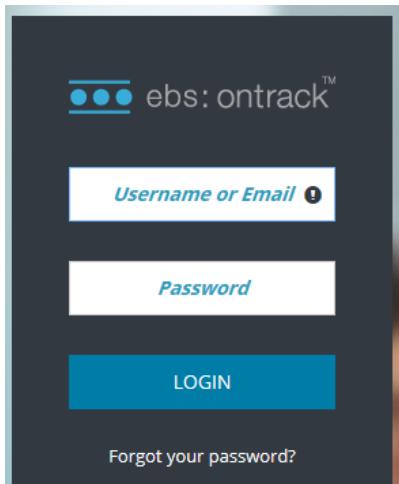
## Log In Procedure

1. Log onto '**Sharepoint**' via clicking on 'staff' on the college website

Click on the '**SRC Portals**' tile and then the '**ebs:ontrack**' tile which will bring you to the Login Screen.



2. To Login - enter your Username and Password and click on the login button:



***Please note the USERNAME/PASSWORD for EBS Ontrack is the same as your network account. Contact Joanne Harris, [harrisj@src.ac.uk](mailto:harrisj@src.ac.uk) if you have any problems with access.***

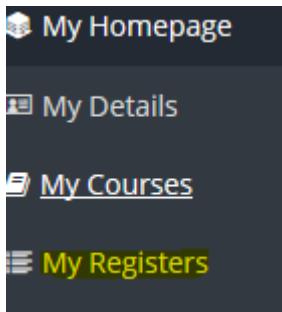
## Register Attendance Marking

On logging onto the system the user is presented with the EBS Ontrack Homepage.

There are 3 areas within the homepage where Registers can be accessed.

1. **My Registers** – option on the left-hand side navigation pane. This will list all the registers that a Lecturer has been attached to. This can be used to check that details of each register are correct i.e. times, room and dates.

*Registers should not be marked unless all of these details are correct.*



2. **Registers** – red box (kpi section) at the top of the page. This box indicates outstanding registers to be marked. This will be reported on and monitored on a weekly basis by Management. Click on the box to view a list of the unmarked registers which may be more than what is indicated on the screen. Unmarked registers should be kept to a minimum and completed within the week that they occur.



3. **Today Section** in the middle of the page – indicates registers that are happening on the current day. Use the scroll bar on the right-hand side to view all registers.

This will be the main access point to mark registers.

A screenshot of the EBS Ontrack Today section. It shows a list of scheduled events for the day. The first event is at 09:00 for Q0131AF10-20-1, Sociology Intensive A2 Level 3 Certificate FT-A Yr 1, AKR007 Killylea Road Campus, with a 'Mark Register' button. The second event is at 11:45 for Q0131AF10-20-3, Sociology Intensive A2 Level 3 Certificate FT-A Yr 1, AKR007 Killylea Road Campus, with a 'Mark Register' button. At the bottom, there is a blue button labeled 'WEEK TIMETABLE'.

## Marking Registers

Click on Mark Register against the relevant timeslot within the Today Section on the homepage.

This will then display the following screen.

Sociology Intensive A2 Level 3 Certificate FT-A Yr 1

Date	Period
22/09/2020	09:00-11:00

✓ 0 ✗ 0 ~ 0 □ 3

Surname	Forename	Prg	Prg (Pending)	Prev Marks	Mark
Ardison	Cathy	A		✓ ✗	✓ ✗
Harrison	Jo	A		✓ ✗	✓ ✗
Mitchell	Lauren	A		✓ ✗	✓ ✗

Showing 1 to 3 of 3 records

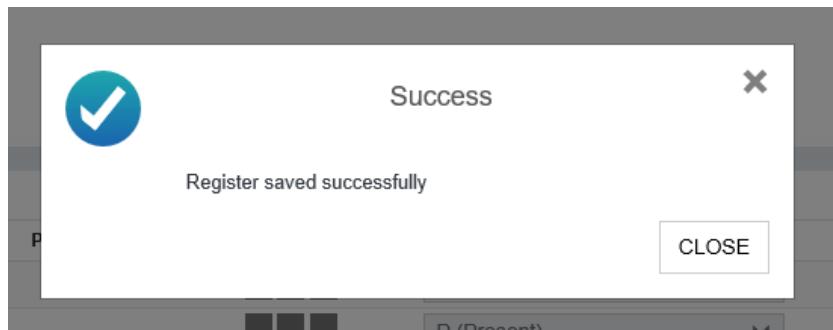
ADD REMOVE

↓ FILL DOWN FINISH LATER SUBMIT MARKS

To record the same attendance mark for the whole class, click on the tick icon beside the blank mark field of the 1<sup>st</sup> student on the list and then click on the fill down button.

Individual student marks can be adjusted as necessary by clicking on the dropdown arrow of the blank mark field and choosing the required attendance mark.

To ensure the register is correct it is recommended that you click on 'Finish Later' in case a student arrives late to class. Once the class has ended, click on the 'Submit Marks' button to save the attendance marks. Until the 'Submit Marks' has been chosen, the register will continue to remain in the unmarked registers section.



## Recording Attendances for Students Not Appearing on the Register

If a student arrives in the class who has not been enrolled on EBS their attendance can still be recorded.

Click on the 'Add' button which will then allow you to complete the student surname and forename. Record the attendance as above.

Surname	Forename	Prg	Prg (Pending)	Prev Marks	Mark
Ardison	Cathy	A		- - -	P (▼) <input checked="" type="checkbox"/> <input type="checkbox"/>
Harrison	Jo	A		- - -	P (▼) <input checked="" type="checkbox"/> <input type="checkbox"/>
Mitchell	Lauren	A		- - -	P (▼) <input checked="" type="checkbox"/> <input type="checkbox"/>
Bloggs	Joe	A		- - -	P (▼) <input checked="" type="checkbox"/> <input type="checkbox"/>

Showing 1 to 4 of 4 records

◀ ▶

ADD REMOVE

Once the register has been submitted the person added will be flagged for Admin to follow up and resolve.

The forename and surname of the student will both appear under the surname field and they will not be allocated a person code until the official enrolment has taken place. In the meantime, attendance marks can continue to be recorded against the student. Once the student is officially enrolled on EBS the attendance marks will be merged into the official student

**Please Note:** - No student should be attending a class who doesn't officially appear on the register. However, as a temporary measure the Lecturer can avail of the function to add a student manually, but they must direct the student to Campus Services for enrolment.

Surname	Forename	Prg	Prg (Pending)	Prev Marks	Mark
Bloggs Joe		A		- - -	P (Present) ▼
Ardison	Cathy	A		- - -	P (Present) ▼
Harrison	Jo	A		- - -	P (Present) ▼
Mitchell	Lauren	A		- - -	P (Present) ▼

Once the register marks have been submitted, any anomaly can only be edited by the assigned lecturer requesting the register re-issue form. Therefore, it is important that registers are marked accurately before submitting. As this is a legal auditable document changes will be monitored throughout the academic year.

### Additional Register Options – Navigation Pane

Once a register has been chosen within the 'Today Section' to be marked, the following options will appear on the left-hand side navigation pane.

**REGISTERS**

- Register Details
- Learners
- E-Registers

## Register Details

This summarises the type of event, the start and end date, the start and end time and the room number. These details should be reviewed, and any anomalies forwarded to the CAM for update. If these details are incorrect, please do not mark the register until amendments have been processed.

The top half of the register details screen displays the event details, and the bottom half (timings) displays the delivery pattern.

Sociology Intensive A2 Level 3 Certificate FT-A Yr 1 (Q0131AF10-20-1)

Event Code	Q0131AF10-20-1	Event Type	Teaching
Event Name	Sociology Intensive A2 Level 3 Certificate FT-A Yr 1	Period	20
Start Date	01/09/2020	End Date	01/06/2021
No. of Students	4	Staff	Harris, Joanne
Room(s)	BKR107	Course(s)	Sociology Intensive A2 Level 3 Certificate FT-A Yr 1

Timings (1)

					Export:     Filter: <input type="text"/>
Day Of Week	Week Pattern	Start Time	End Time	Break	
Tuesday	1-8,10-16,19-24,26-30,33-40	09:00	11:00	0	

Showing 1 to 1 of 1 records



## Learners

The Learners for Register details all students enrolled along with their current status, % attendance and a record of attendance marks to date.

Learners for Register

TEST (Q0000PF01-20-1)

Export: Filter:

Person Code	Surname	Forename	Prg	+ve mins	-ve mins	%	+ve att	Date Last Seen	01/09	08/09	15/09	22/09	29/09	06/10	13/10	20/10
			Active	0.00	0											
			Active	0.00	0											
			Active	0.00	0											

Showing 1 to 3 of 3 entries

## E-Registers

This section lists all the e-registers against the course, the week number, start/end time, the staff allocated and the register status.

E-Registers

TEST (Q0000PF01-20-1)

Current Year  Is Active

Export: Filter:

Week	Start Date	Start Time	End Time	Staff	Slot Status	Action
1	01/09/2020	08:00	09:00			<a href="#">Mark Register</a>
2	08/09/2020	08:00	09:00			<a href="#">Mark Register</a>
3	15/09/2020	08:00	09:00			<a href="#">Mark Register</a>

## Class Cover

Registers are locked down so that ONLY the Lecturer assigned to teach the class can mark the register. If, for any reason, a Lecturer is required to 'cover' another Lecturer's class then the Timetabler must be informed by the Faculty CAM/Administrator and they will allocate that register to the 'Cover Lecturer'. The normal assigned Lecturer MUST NOT mark up the register if they did not take that class.

Until the class has been electronically assigned to the Cover Lecturer, a temporary register should be kept so that the attendance details can be recorded once the timetable has been rectified.

## Assigned Room

Tutors should not deviate from the room that they've been scheduled in. Any request to change the room must be forwarded to the relevant CAM and amendments applied to EBS prior to the class

taking place. Please remember that a register should only be marked if all details such as course/day/time and room are accurate as it is a legal document subject to audit throughout the year.

### **Re-marking of registers**

If a register is marked and any details are incorrect all attendances must be deleted by MIS in order for the timetable to be amended. As a result, the register will then have to be re-marked by the Lecturer. Hence the importance of accuracy when marking registers.

## **ELECTRONIC SIGNATURE**

Your **LOGIN ID** will automatically be assigned to each register you mark and the time and date recorded. This cannot be changed so in effect this is your '**Electronic**' **signature**.

This will not be visible through EBS but is held within system tables and will be checked during Audit Inspections.

## Additional Details & Contacts

### Trouble Shooting

	<b>Task</b>	<b>Problem</b>	<b>Possible Reason</b>	<b>Action</b>
1	Logging onto the SRC Network	Unable to log-in	Network user account not created	Contact IT Services <a href="mailto:itservices@src.ac.uk">itservices@src.ac.uk</a>
2	Logging onto E-Registers: Go to Staff Portals, click on Ontrack Hub icon and enter username and password	Unable to log-in	E-Register account not created	Joanne Harris <a href="mailto:harrisj@src.ac.uk">harrisj@src.ac.uk</a> (07733 9132023)
3	Search for your Register using the search parameters	Unable to find Register	Incorrect search parameters or Register has not been assigned to you	Check search parameters contact <a href="mailto:StaffCourseAdmins@src.ac.uk">StaffCourseAdmins@src.ac.uk</a> or see list below
4	Check students on the register against the Class List	No students	Enrolments not processed or not attached to Group	Contact <b>Campus Services</b> - see staff contact details by campus below
5	Check students on the register against the Class List	Students on register that shouldn't be in the class	Students enrolled on wrong course	Contact <b>Campus Services</b> - see staff contact details by campus below
6	Check students on the register against the Class List	Students missing from register	Student enrolment hasn't been processed or student enrolled on incorrect course	Student can be added manually which will flag electronically to the Timetablers for follow up with Campus Services
7	Enter the Attendance Marks	Not sure what attendance mark to record		Refer to Appendix 1 Contact <a href="mailto:StaffMis@src.ac.uk">StaffMis@src.ac.uk</a>
8	Need to edit a Marked Register	Unable to edit marked register	Registers are locked down for editing once submitted	Complete a register re-issue form

## Campus Services Staff

Queries – students enrolled on wrong course, students not enrolled

Campus	Campus Services Co-ordinator	E-Mail
Armagh	Michelle O'Callaghan	<a href="mailto:ocallaghanm@src.ac.uk">ocallaghanm@src.ac.uk</a>
Banbridge	Charlotte Roddy	<a href="mailto:roddyc@src.ac.uk">roddyc@src.ac.uk</a>
Lurgan	Charlotte Roddy	<a href="mailto:roddyc@src.ac.uk">roddyc@src.ac.uk</a>
Portadown	Cate McCourt	<a href="mailto:mccourtca@src.ac.uk">mccourtca@src.ac.uk</a>
Newry	Jason Moles	<a href="mailto:molesj@src.ac.uk">molesj@src.ac.uk</a>

## **Course Administrative Officers - Contact Details** (*Course setup, Timetabling, E-Register queries*)

CAO	Email	Faculty Allocation
Amanda Lawless	<a href="mailto:lawlessa@src.ac.uk">lawlessa@src.ac.uk</a>	CDAC / HESC
Nikki McGrath	<a href="mailto:mcgrathn@src.ac.uk">mcgrathn@src.ac.uk</a>	CDAC / HESC
Claire McCourt	<a href="mailto:mccourtc@src.ac.uk">mccourtc@src.ac.uk</a>	BUTE / PRSE
Eddie McClenaghan	<a href="mailto:mcclenaghane@src.ac.uk">mcclenaghane@src.ac.uk</a>	BUTE / PRSE
Conall Donaghy	<a href="mailto:donaghyc@src.ac.uk">donaghyc@src.ac.uk</a>	BUTE / PRSE

## MIS STAFF – Reports

Staff	E-Mail	Phone	Campus Base
Joanne Harris	<a href="mailto:harrisj@src.ac.uk">harrisj@src.ac.uk</a>	07733913023	Portadown

## **Further Guidance on Marking Registers**

### **1. ‘Editing’ Student attendance marks (Register Re-Issue)**

Students who have been marked absent may have their attendance authorised as an **‘Authorised Absence’**, where for example an EMA student must attain 100% attendance to receive his/her award. This typically is for a medical appointment, sickness, or other College authorised absences including College Holiday – please refer to Appendix 1 ‘Attendance Marking Guidelines’ below.

### **2. Student Withdrawals**

Please follow the SRC withdrawal process to withdraw students. When a student has been officially withdrawn attendance marks can no longer be recorded after the date of withdrawal. However, if there are already absent attendance marks recorded against the student until the withdrawal is processed these attendance marks will remain on the system.

### **3. Timetable & Registers changes**

Changes to timetables including Staff, Week Patterns, Timeslots, Room and Course/Modules invariably lead to the registers being stopped and a new register created. Such changes must be made in advance of the change week. If these are not made in time, the incorrect register events should not be marked as they will need deleted down in order to correct the timetable/registers.

### **4. Unmarked Registers Monitoring Report**

On the EBS Ontrack homepage, each Lecturer will see their KPI stats regarding Attendance, Punctuality, Unmarked Registers and At Risk students. These stats should be reviewed regularly and unmarked registers kept to a minimum. These stats will also be monitored by management.

## Appendix 1

### Attendance Marking Guidelines

- Student attendances should be recorded by the lecturer for each teaching event/activity using EBS Ontrack. It is recommended that the register should be marked in the classroom before the end of the class. It must be marked and submitted within 24 hours of the activity taking place.
- All students must be recorded with an attendance mark. The register will not allow submission if any student is left blank. See table below for list of available attendance marks.
- Absences are ‘Unauthorised’ unless proven otherwise. It is the responsibility of the student to provide a valid reason as to why an ‘Absence’ should be recorded as authorised. EMA students must have 100% attendance to claim their award.
- It is the responsibility of the Lecturer to record and approve authorised absences.
- The absence may be recorded as **“A” authorised absence** where the student can prove that their absence was due to:
  - Medical Appointment
  - Sickness
  - Maternity
  - University/Career Visit
  - Court Appointment or Probation Meeting
  - Family Funeral/Wedding
  - Transport disruption (college discretion)
  - Driving test
- If the Absence cannot be foreseen, and the Absence is unavoidable; Authorisation of Absences must be made within one week on the students return to college.
- For an Absence due to a medical reason, a doctor’s certificate must be provided after a single period of Absence for more than 5 consecutive days.
- Students who ‘Cancel’, ‘Transfer’ or ‘Withdraw’ will automatically be unavailable to mark after the student status has been updated on EBS Central. It is important that the student status is notified to necessary staff in order for status to be updated as early as possible.
- All ‘Authorised Absences’ from a course of study must be approved by the Personal Tutor.

## Appendix 2

### EBS Attendance Marks

Code	Description	Positive Attendance	Positive for EMA
1	Late < 15 mins	Y	Y
2	Late >= 15 mins	Y	Y
A	Authorised Absence	~	Y
D	Work Exp/Placement	~	Y
E	Study Leave	~	Y
P	Present	Y	Y
S	Sick	N	N
U	Unauthorised Absence	N	N
V	Blended	Y	Y
X	Suspension	N	N
Z	Authorised College Exception	~	Y

\*\*\* ‘~’ indicates a neutral mark which does not impact on student attendance statistics.

#### **PLEASE NOTE:**

Attendance code ‘Z’ is only used under exceptional circumstances where Curriculum approval has been issued, e.g., college closure notified by CEO; induction period.

## Appendix 3

### Video Guide to Marking Registers