

## RegisterUCL – Recording Agreed Absence

This guide describes how to record agreed absence and how to distinguish between agreed and unexplained absence in RegisterUCL.

# Agreed Absence

The term 'agreed absence' in RegisterUCL applies to absences where a student has given a reason for why they will not/did not attend a scheduled teaching event. Agreed absence can be recorded ahead of the event, or after the event.

## Recording agreed absence after an event

In the final 10 minutes of any teaching event, attendance will automatically be set to absent, for any student who has not tapped their UCL ID card on an attendance reader, or had their attendance marked directly in RegisterUCL. These students will appear under the *Absent* tab on the class list in RegisterUCL, this is the status used for unexplained absences.

The screenshot displays the RegisterUCL interface for a class. At the top, there is a blue navigation bar with the UCL logo and menu items: Calendar, Teaching Events, Students, Reports, Cases, Activity, and a UA icon. Below this is a toolbar with buttons for Back, Refresh, Select All, Add Student, and Room Actions. The main content area shows event details: Tuesday 14:00 - 16:00, Date: 21/09/2021, Room: Chandler House B01, Lecturer: (empty), Module: Professional Studies 2, and Module ID: SLAN0008-A7P-T1/2/3. A 'Group: All' filter is active. A 'Sort by: Surname' dropdown is visible. On the right, a status bar shows 'Students: 59' and a breakdown: Scheduled (0), Attending (0), Late (0), Absent (59), and Unexpected (0). The 'Absent (59)' tab is highlighted with an orange box. Below the status bar, four student profile cards are displayed, each with a placeholder for a photo, 'Preferred Name', 'No.', 'E-mail', 'Route', 'Module', and 'Department'.

This status can be changed from unexplained to agreed, by selecting the student, clicking the *Other* button and choosing 'Agreed Absence'.

The screenshot displays a web interface for managing student attendance. At the top, there is a navigation bar with the UCL logo and various menu items like Calendar, Teaching Events, Students, Reports, Cases, and Activity. Below this, a toolbar contains buttons for Back, Refresh, Unselect All, Attending, Other (highlighted with an orange box), and Add Student. The main content area shows a session for Tuesday 14:00 - 16:00 on 21/09/2021 for the group 'All'. A status bar indicates 59 Absent students (highlighted with an orange box) out of a total of 59 students. Below the status bar, a list of student profiles is shown, each with a silhouette icon, preferred name, and contact information. The first student profile is highlighted with an orange box. A modal dialog box titled 'Add Other Activity' is open in the center, with 'Other Activity Type' set to 'Agreed Absence' and a comment field containing 'Did not attend due to illness.' The dialog has 'Add' and 'Cancel' buttons at the bottom.

Once recorded, students with agreed absence will appear under the Other tab on the class list in RegisterUCL.

UCL | Calendar | Teaching Events | Students | Reports | Cases | Activity | UA

← Back Refresh Select All Add Student Room Actions

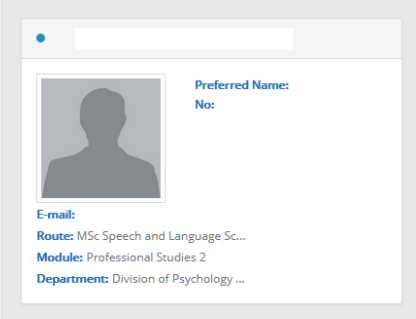
Tuesday 14:00 - 16:00 Date: 21/09/2021 Room: Chandler House B01 Lecturer: JCOLL40 Module: Professional Studies 2 Module ID: SLAN0008-A7P-T1/2/3

Group: All

+ [Grid Icon] [List Icon] Sort by: Surname

Students: 59

Scheduled (0) Attending (0) Late (0) Absent (58) Unexpected (0) Other (1)



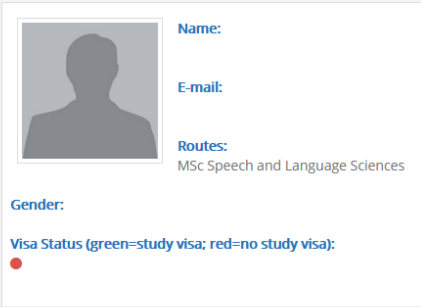
**Preferred Name:**  
**No:**

**E-mail:**  
**Route:** MSc Speech and Language Sc...  
**Module:** Professional Studies 2  
**Department:** Division of Psychology ...

Agreed absence will be reflected on the student timeline. The event will be marked *Absent* with the default system comment 'Authorised Absent' and a line showing details of the agreed absence will also be available.

UCL | Calendar | Teaching Events | Students | Reports | Cases | Activity | UA

← Back | Calendar | Add Note



**Name:**  
**E-mail:**  
**Routes:** MSc Speech and Language Sciences  
**Gender:**  
**Visa Status (green=study visa; red=no study visa):**

Student Profile | Attendance | Workflows | Communications | Attachments

Name:  Student No:  Preferred Name:   
Surname:  Route:  University Email:   
Student Year:  Badge Numbers:  Last Physical Swipe:   
Date of Birth:  Nationality:  Gender:   
Personal Email:  Contact Number:

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Item	Details	Comment	Date	User
Absent	✘ Professional Studies 2 - Lecture	Authorised Absent	21/09/2021 - 14:00	UCL Training
Scheduled Absence	✘ Agreed Absence	Did not attend due to illness.	21/09/2021 - 14:00	UCL Training

# Recording agreed absence before an event or series of events

Agreed absence can be entered before an event or series of events.

On the *Student* page, with a student selected, choose *Add Absence* from under the plus (+) icon.

The screenshot displays the UCL system interface. At the top, there is a navigation bar with the UCL logo and various menu items: Calendar, Teaching Events, Students, Reports, Cases, and Activity. Below this is a filter bar with fields for View (Default), Faculty (Any), Department (Any), Route (Any), Module (Any), and Sort by (First Name (A-Z)).

The main content area features a donut chart titled "Attendance" showing 56% attendance. The chart is divided into a green segment (56%) and a red segment (44%).

Below the chart is a table with the following columns: Full Name, Student Number, Nationality, Routes, Type, and Last Physical Swipe. The table contains one row of data:

Full Name	Student Number	Nationality	Routes	Type	Last Physical Swipe
[Redacted]	[Redacted]	N/A	TMSSPELAN01 - MSc Speech and Language Sciences	N/A	Not Applicable

A dropdown menu is open on the left side of the table, showing options: Contact, Add Absence, Schedule Events, Add Note, and Export. The "Add Absence" option is highlighted.

Enter details of the agreed absence, ensuring to select the *Type* 'Agreed Absence' and *Save*.

### Absence Details

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<b>Start Date</b>	<input type="text" value="27/09/2021"/>
<b>Start Time</b>	<input type="text" value="07:00"/>
<hr/>	
<b>End Date</b>	<input type="text" value="30/09/2021"/>
<b>End Time</b>	<input type="text" value="21:00"/>
<hr/>	
<b>Type</b>	<input type="text" value="Agreed Absence"/>
<b>Cc E-Mail [Optional]</b>	<input type="text"/>
<b>Comment</b>	<input type="text" value="Series of hospital appointments."/>
<b>Add Attachment</b>	<input type="button" value="Choose file"/>


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All teaching events a student is expected to attend during the period of absence, will be marked as agreed absence with the default system comment 'Authorised Absent'.

UCL | Calendar | Teaching Events | Students | Reports | Cases | Activity | UA

← Back | Calendar | Add Note

Student Profile | Attendance | Workflows | Communications | Attachments



**Name:**  
[Redacted]

**E-mail:**  
[Redacted]

**Routes:**  
MSc Speech and Language Sciences

**Gender:**  
[Redacted]

**Visa Status (green=study visa; red=no study visa):**  
●

**Name:** [Redacted] **Student No:** [Redacted] **Preferred Name:** [Redacted]

**Surname:** [Redacted] **Route:** MSc Speech and Language Sciences **University Email:** [Redacted]

**Student Year:** 2 **Badge Numbers:** [Redacted] **Last Physical Swipe:** [Redacted]

**Date of Birth:** [Redacted] **Nationality:** [Redacted] **Gender:** [Redacted]

**Personal Email:** [Redacted] **Contact Number:** [Redacted]

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Item	Details	Comment	Date	User
Absent	✘ Management of Communication Disorders 3: Language and Cognition (Acquired) - Online	Authorised Absent	29/09/2021 - 14:00	UCL Training
Absent	✘ Brain, Mind and Health - Online	Authorised Absent	29/09/2021 - 11:00	UCL Training
Absent	✘ Professional Studies 2 - Lecture	Authorised Absent	28/09/2021 - 14:00	UCL Training
Absent	✘ Management of Communication Disorders 3: Language and Cognition (Acquired) - Lecture	Authorised Absent	28/09/2021 - 10:00	UCL Training
Scheduled Absence	✘ Agreed Absence	Series of hospital appointments.	27/09/2021 - 07:00	UCL Training



# Reviewing agreed absence

Agreed absence can be reviewed in several areas of the system:

- Student timeline
- Activity page
- Reports page


# Student timeline

A record of agreed absence will appear on the student's timeline, which is found under the *Student Profile* on the *Student* page.

UCL

[Calendar](#) | [Teaching Events](#) | [Students](#) | [Reports](#) | [Cases](#) | [Activity](#)
UA

← Back
Calendar
Add Note



**Name:**

**E-mail:**

**Routes:**  
MSc Speech and Language Sciences

**Gender:**

**Visa Status (green=study visa; red=no study visa):**  
●

Student Profile
Attendance
Workflows
Communications
Attachments

Name:

Student No:

Preferred Name:

Surname:

Route:

University Email:

Student Year:

Badge Numbers:

Last Physical Swipe:

Date of Birth

Nationality:

Gender:

Personal Email:

Contact Number:

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Item

Details

Comment

Date

User

Absent	✘ Management of Communication Disorders 3: Language and Cognition (Acquired) - Online	Authorised Absent	29/09/2021 - 14:00	UCL Training
Absent	✘ Brain, Mind and Health - Online	Authorised Absent	29/09/2021 - 11:00	UCL Training
Absent	✘ Professional Studies 2 - Lecture	Authorised Absent	28/09/2021 - 14:00	UCL Training
Absent	✘ Management of Communication Disorders 3: Language and Cognition (Acquired) - Lecture	Authorised Absent	28/09/2021 - 10:00	UCL Training
Scheduled Absence	✘ Agreed Absence	Series of hospital appointments.	27/09/2021 - 07:00	UCL Training

# Activity page

Agreed absences can be searched for on the *Activity* page. Select *Sub-Type* 'Agreed Absence' and enter a student's id, name or part of their name in the find box to filter the list for a specific student.

The screenshot shows the UCL Activity page interface. At the top, there is a navigation bar with 'UCL' logo and menu items: Calendar, Teaching Events, Students, Reports, Cases, and Activity (highlighted). Below the navigation bar, there are several filter fields: Date (30/08/2021 To 29/08/2022), Type (Any), Sub-Type (1 items selected, with a dropdown menu showing 'Absent - Swiped Else', 'Agreed Absence' (checked), and 'Attended'), Lesson Type (Any), Faculty (Any), Department (Any), Route (Any), and Module (Any). A search box on the right contains the number '110' and a search icon. A 'Grades' slider is also visible on the left.

Items : 4. Unique Students: 1

Item	Details	Comment	Date	User	
Absent		- Management of Communication Disorders 3: Language and Cognition (Acquired) - Online	Authorised Absent	29/09/2021 - 14:00	UCL Training
Absent		- Brain, Mind and Health - Online	Authorised Absent	29/09/2021 - 11:00	UCL Training
Absent		- Professional Studies 2 - Lecture	Authorised Absent	28/09/2021 - 14:00	UCL Training
Absent		- Management of Communication Disorders 3: Language and Cognition (Acquired) - Lecture	Authorised Absent	28/09/2021 - 10:00	UCL Training

# Reports page

Agreed absences can also be reviewed on the Academic Report.

In the below example, the highlighted student was scheduled to attend 20 events during the period. Of those 20 there were, 7 unexplained absences, 4 agreed absences and 13 events counting towards attendance, 9 attendances + 4 agreed absences.

Reports Academic Report ×

[Export](#) [Columns](#)

### Academic Report

**College** [All]      **Department** [All]      **Route** TMSSPESLAN01 - MSc Speech and Language Sciences      **Module** [All]  
**Period** 01/09/2021  
**To** 30/09/2021

**Student Year** [All]      **College Year** 2021

**Class Type** [All]      **Nationality** [All]      **Tag** [All]      **Study Level** [All]

**Lesson Type** [All]      **Generated** 22/9/2021 - 13:46

Student No	Student Name	Possible Attendance	Total Attendance	Authorised Absence	Unauthorised Absence	% Attended
		16	11	1	5	68.75
		36	16	0	20	44.44
110		20	13	4	7	65

# Amending agreed absence

In the case where a record of agreed absence needs to be amended, currently the only way to do this is via the student calendar.

On the student profile page, click on the *Calendar* button.

The screenshot shows the UCL student profile interface. At the top is a blue navigation bar with the UCL logo and menu items: Calendar, Teaching Events, Students, Reports, Cases, Activity, and a notification bell. Below this is a light grey bar with three buttons: 'Back', 'Calendar' (highlighted with an orange border), and 'Add Note'. The main content area is divided into a left sidebar and a main profile section. The sidebar contains a placeholder for a student photo, fields for Name, E-mail, Routes, Gender, and a 'Visa Status' indicator (a green dot). The main profile section has tabs for 'Student Profile', 'Attendance', 'Workflows', 'Communications', and 'Attachments'. Under the 'Student Profile' tab, there are several input fields: Name, Surname, Student Year, Date of Birth, Personal Email, Student No., Route, Badge Numbers, Contact Number, Preferred Name, University Email, Last Physical Swipe, and Gender.

Under the list of *Student Events* find and click on the 'Agreed Absence' record.

## Student Events

19/11/2021 14:00 - 16:00 <b>Scheduled</b> Room: Bentham House G20 Seminar Room Mod:
19/11/2021 09:00 - 11:00 <b>Scheduled</b> Room: Bentham House 124 Gideon Schreier Mod:
15/11/2021 16:00 - 18:00 <b>Scheduled</b> Room: Bentham House G20 Seminar Room Mod:
15/11/2021 12:00 - 13:00 <b>Scheduled</b> Room: Bentham House LG10 Lecture Room Mod:
05/11/2021 14:00 - 16:00 <b>Agreed Absence</b>
05/11/2021 14:00 - 16:00 <b>Authorised Absent</b> Room: Bentham House G20 Seminar Room Mod:
05/11/2021 09:00 - 11:00 <b>Absent</b> Room: Bentham House 124 Gideon Schreier Mod:
01/11/2021 16:00 - 18:00 <b>Marked as Attended</b> Room: Bentham House G20 Seminar Room Mod:

Edit the details and press *Save*, or to remove the record of Agreed Absence, click on the *Delete* button.

### Absence Details

Start Date	<input type="text" value="05/11/2021"/>
Start Time	<input type="text" value="14:00"/>
End Date	<input type="text" value="05/11/2021"/>
End Time	<input type="text" value="16:00"/>
Type	<input type="text" value="Agreed Absence"/>
Cc E-Mail [Optional]	<input type="text"/>
Comment	<input type="text"/>
Add Attachment	<input type="button" value="Choose file"/> No file chosen

