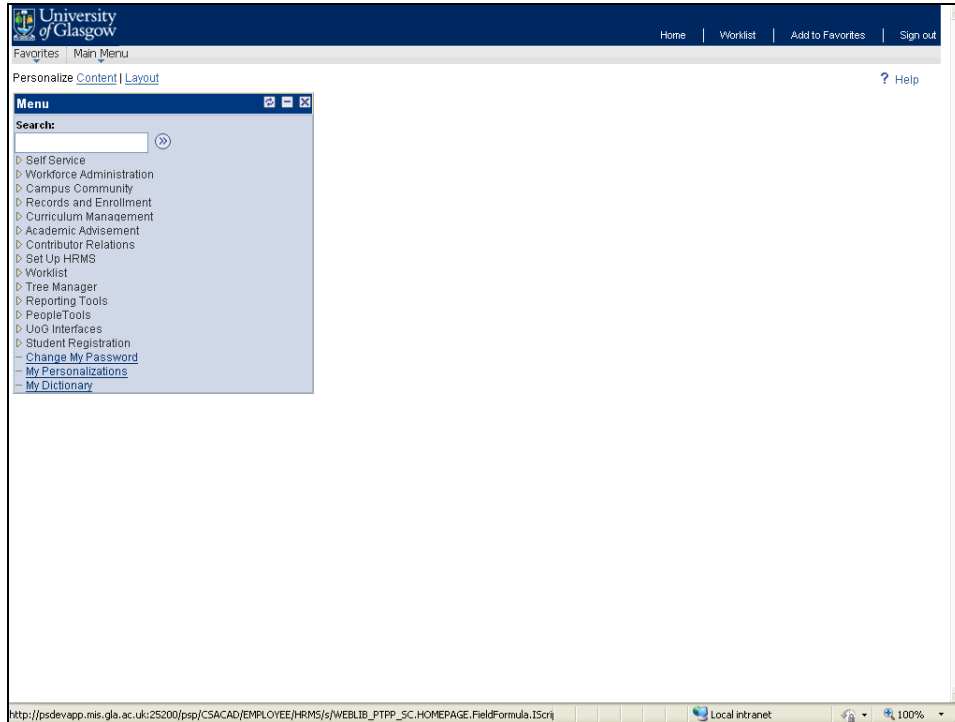


# **Accessing and reviewing student absence reports**

Step	Introduction
	<p>Student absence reports can be accessed in a number of ways in MyCampus:</p> <ol style="list-style-type: none"> <li>1. <i>Curriculum Management&gt;Attendance Roster&gt;Attendance Roster by Course</i>. An Attendance Roster for a specific class meeting will include links to absence reports for any students who have submitted an absence that includes that meeting.</li> <li>2. <i>Curriculum Management&gt;Absence Report by Course</i>. Absence Report by Course lists all students enrolled in a course, including links to absence reports for any students who have submitted an absence during the period of the course.</li> <li>3. <i>Curriculum Management&gt;Student Absence</i>. Provides access to all absence reports submitted by a student.</li> </ol> <p>This job aid looks at how to access absence reports through <i>Curriculum Management&gt;Student Absence</i>, and explores reviewing, requesting more information and approving absence reports.</p>

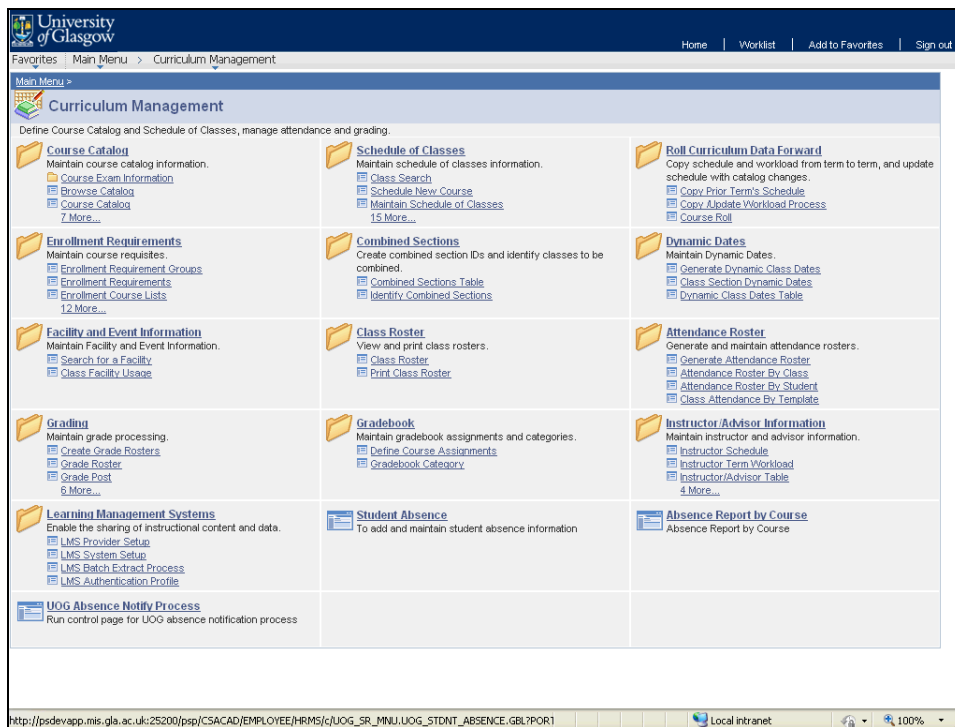
Step	Action
1.	<p><u>Overview</u></p> <p>In this job aid student absence reports are accessed via <i>Curriculum Management&gt;Student Absence</i>.</p> <p>Once accessed, a number of tasks will be carried out:</p> <ol style="list-style-type: none"> <li>1. Changing the return from absence date.</li> <li>2. Reviewing the absence report.</li> <li>3. Requesting further evidence.</li> <li>4. Uploading a new document.</li> <li>5. Approving the absence.</li> </ol> <p>Note that there are no mandatory requirements defining how absence should be managed in MyCampus. This job aid is designed to show the options available in MyCampus.</p>



2.

Click the **Curriculum Management** link.

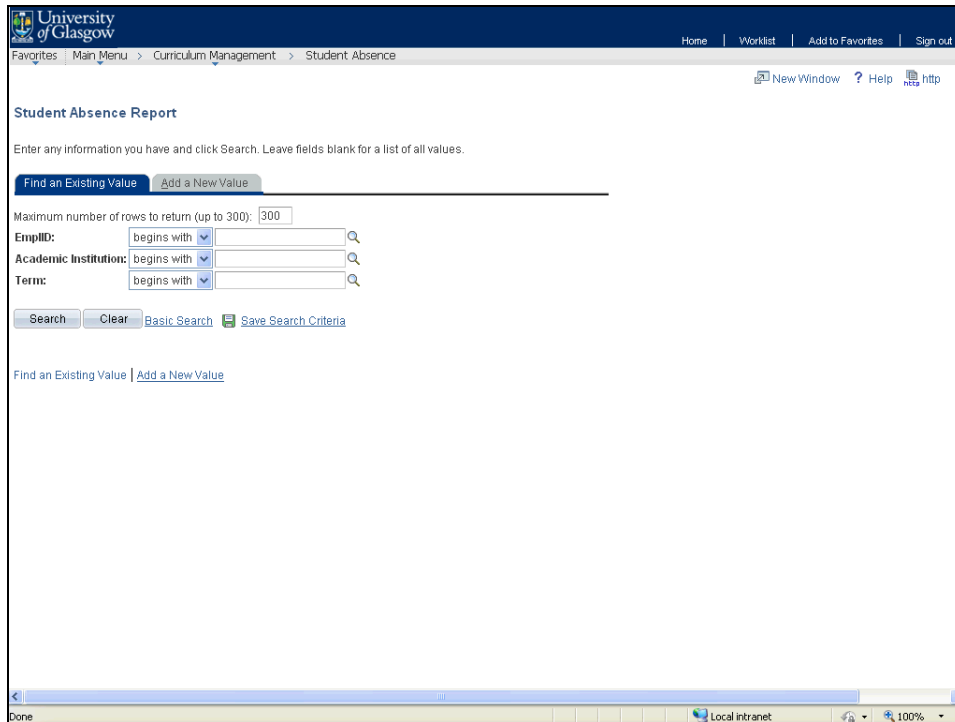
**Curriculum Management**



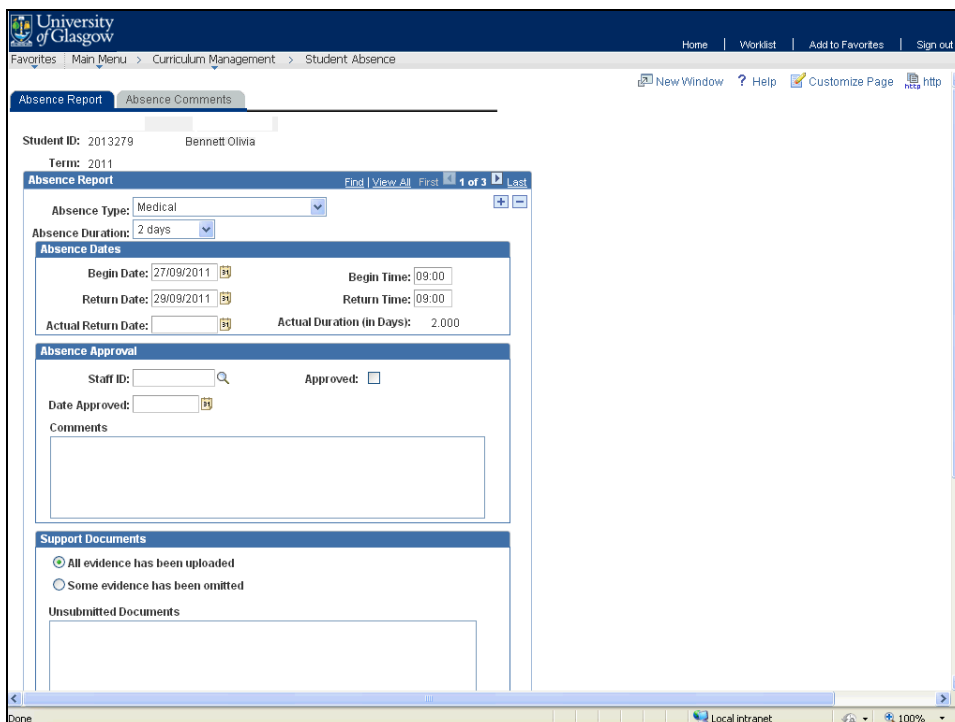
3.


Click the **Student Absence** link.

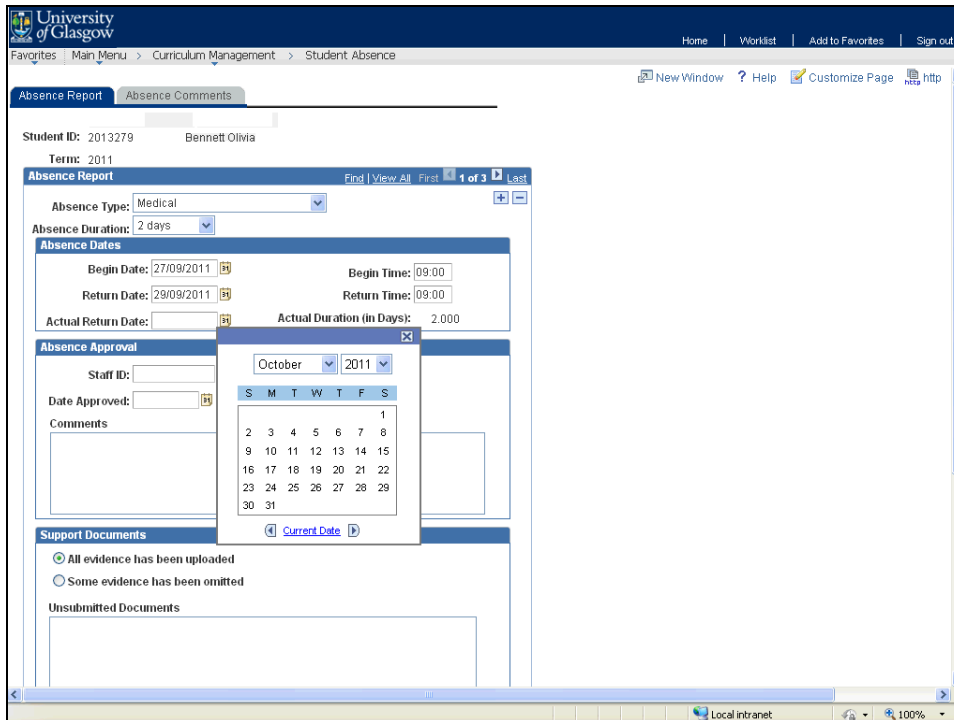
**Student Absence**


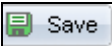


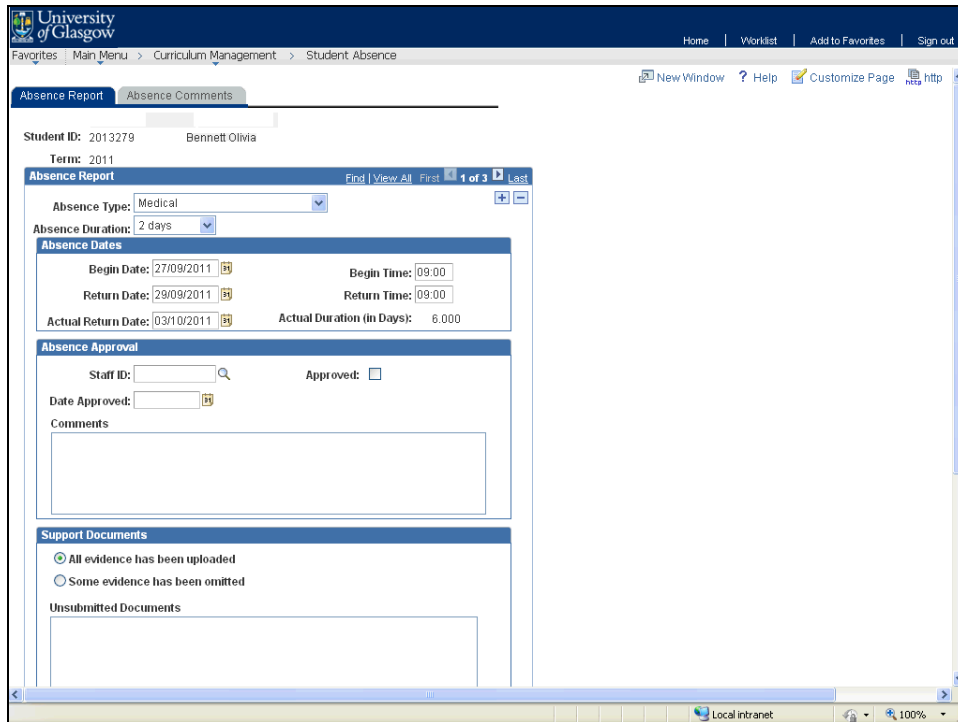
4.	Enter the student number into the <b>EmpID</b> field. In this example we have used <b>"2013279"</b> .
5.	Click the <b>Search</b> button.



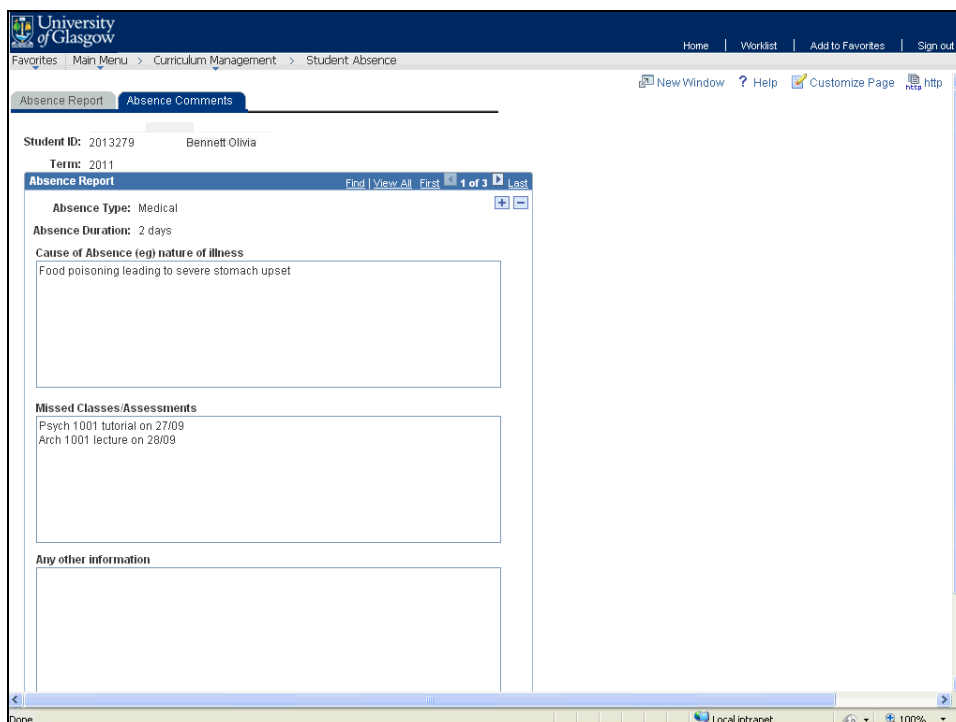
6.	<p>In this example the student has submitted a report for a medical absence commencing on the 27th of September, returning on the 29th of September. MyCampus has calculated the <b>Actual Duration (in Days)</b> of the absence as 2 days. The student will be marked as not present for all classes on the 27th and 28th of September.</p> <p>If required, the return date can be changed by entering a new date into the <b>Actual Return Date</b> field. In this example the return date is changed to the 3rd of October. When this entry is saved it will update the <b>Actual Duration (in Days)</b> accordingly.</p> <p>Note that if the report has a <b>Begin Date</b>, but no <b>Return Date</b>, this indicates that the student has submitted Part A of the absence report, but has yet to submit Part B. At this point the student will be marked as not present on <b>Attendance Rosters</b> for all their classes from the <b>Begin Date</b> onwards.</p>
7.	<p>To enter a new return date, click the <b>Choose a date</b> button.</p> 

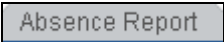

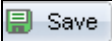


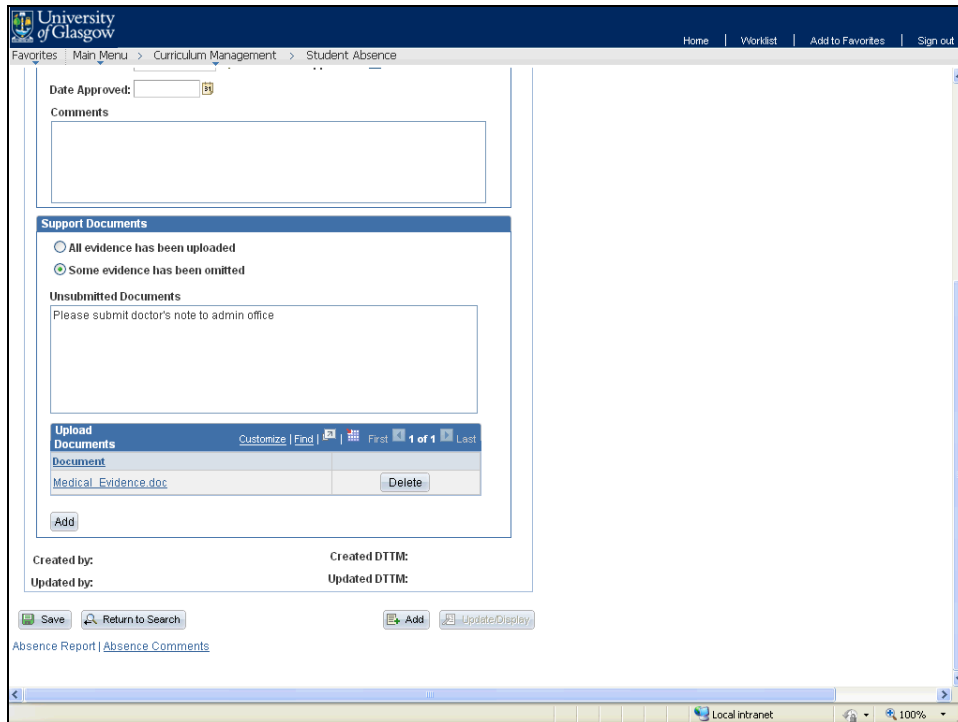
8.	<p>Click on the <b>3rd</b> of October.</p> 
9.	<p>Click the scrollbar to scroll down to the <b>Save</b> button.</p>
10.	<p>Click the <b>Save</b> button.</p> 




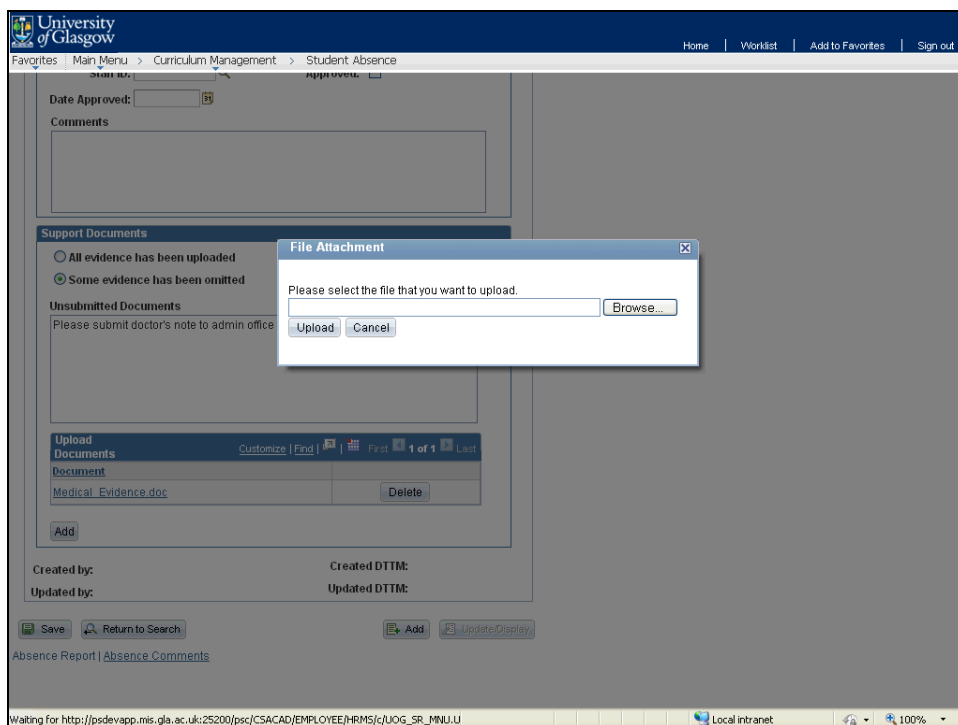
<p>11.</p>	<p>The <b>Actual Duration (in Days)</b> has now updated to 6 days.</p> <p>Note that the duration is inclusive of weekend days and that an absence of more than seven consecutive days, including weekend days, is defined as a significant absence.</p> <p>The <b>Actual Duration (in Days)</b> in this example therefore includes Saturday, 1st of October and Sunday, 2nd of October.</p>
<p>12.</p>	<p>To review the details of the student's absence click the <b>Absence Comments</b> tab.</p> <p><b>Absence Comments</b></p>
<p>13.</p>	<p>Absence comments fields include <b>Cause of Absence, Missed Classes and Assessments</b> and <b>Any Other Information</b>.</p> <p>Note that the <b>Absence Duration</b> shown on this page is the duration initially estimated by the student when submitting Part A of their absence report.</p>



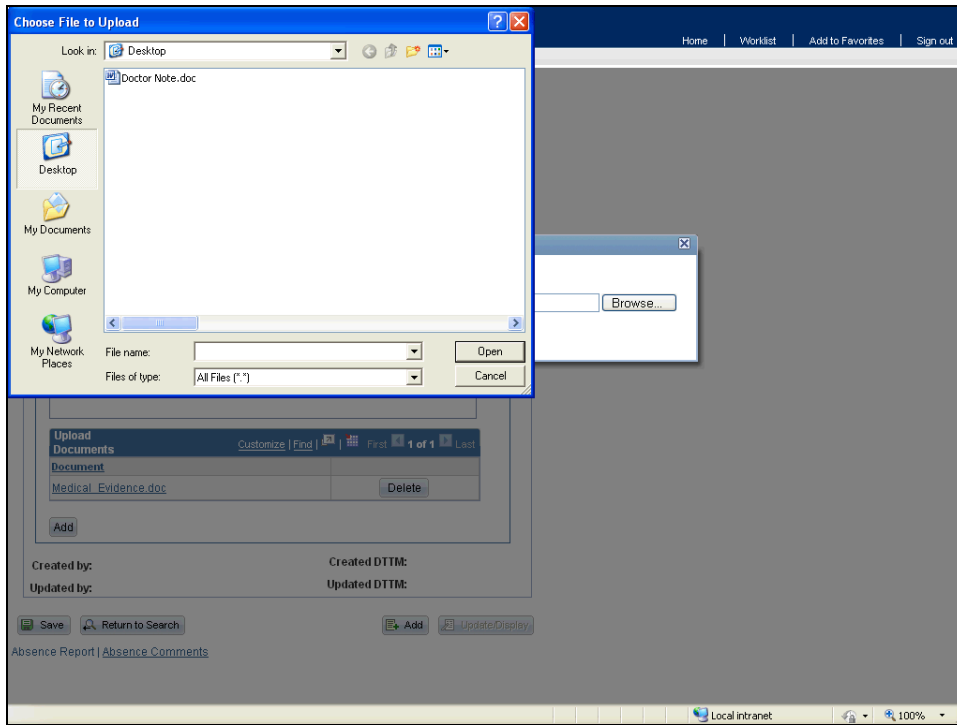
14.	<p>To review any supporting documents uploaded by the student click back into the <b>Absence Report</b> tab.</p> 
15.	<p>Click the scrollbar to scroll down the page.</p>
16.	<p>In this example the student has uploaded a supporting document, <b>Medical Evidence.doc</b>. This would be viewed by clicking on the link in the UpLoad Documents section.</p> <p>In addition the student has selected that <b>All evidence has been uploaded</b>.</p> <p>If you require the student to provide further evidence you can choose to click the <b>Some evidence has been omitted</b> radial button, and add relevant instructions to the <b>Unsubmitted Documents</b> field.</p> <p>The student's absence report will update to show Partial Submission. The student will not be automatically notified of this further requirement for the Absence Report and, as the student can only view a report once Part B has been submitted, they will need to submit further evidence directly to an appropriate member of staff.</p>
17.	<p>Click the <b>Some evidence has been omitted</b> option.</p> 
18.	<p>Click into the <b>Unsubmitted Documents</b> field.</p>
19.	<p>Enter the desired information into the <b>Unsubmitted Documents</b> field. In this example "<b>Please submit doctor's note to admin office</b>" has been entered.</p>
20.	<p>Click the <b>Save</b> button.</p> 



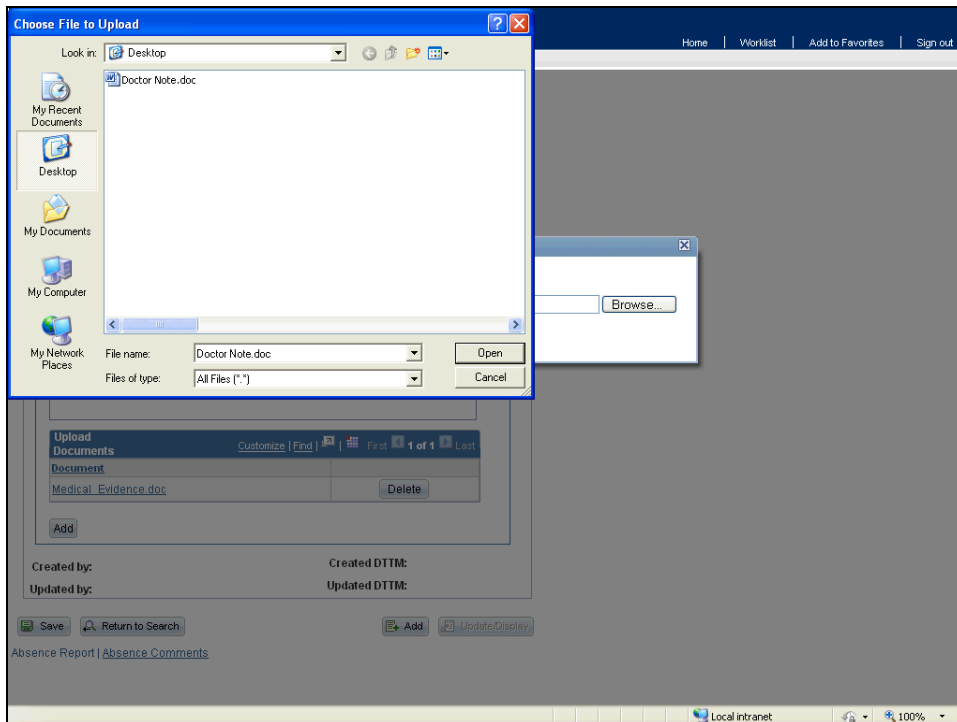
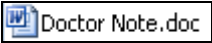
21.	Additional documents can be uploaded to the Absence Report using the <b>Add</b> button. In this example a doctor's note, provided in electronic format by the student, is uploaded.
22.	Click the <b>Add</b> button. 



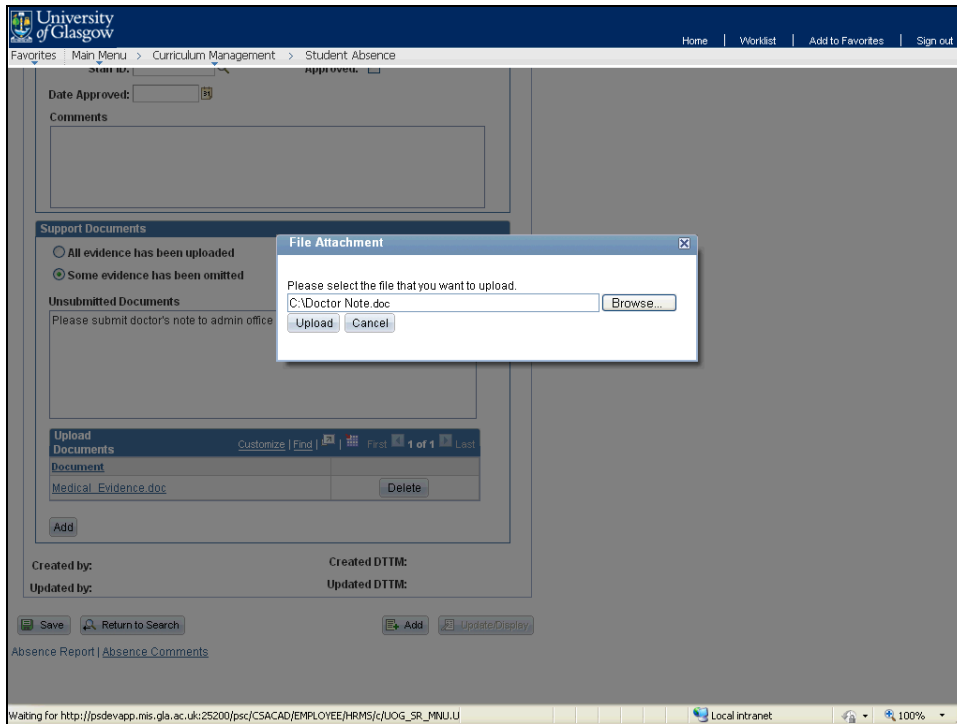
23. Click the **Browse** button.

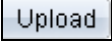
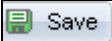






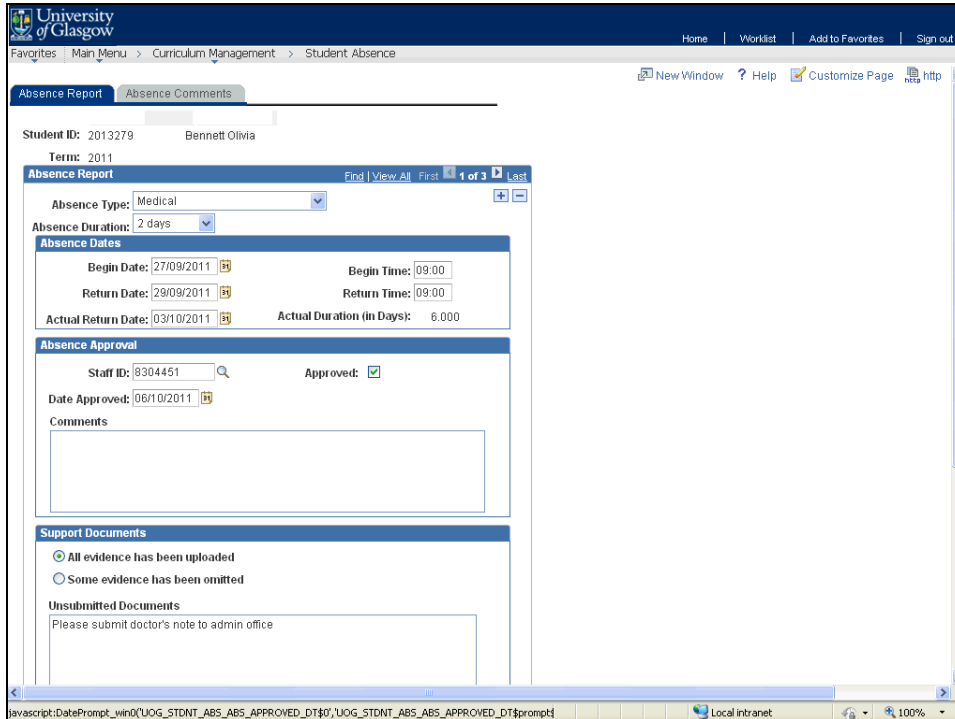
24. Click the **Doctor Note.doc** list item.



25.	Click the <b>Open</b> button. 
-----	--

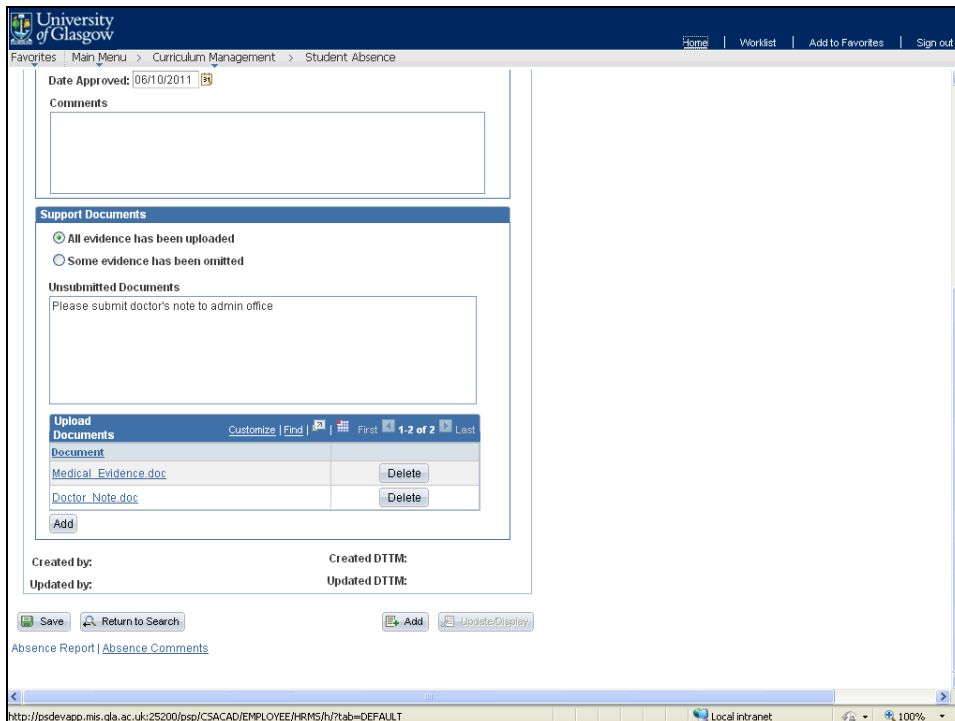


26.	Click the <b>Upload</b> button. 
27.	Click the <b>Save</b> button. 
28.	When all evidence has been provided click the <b>All evidence has been uploaded</b> radial button. 
29.	A final step that can be taken is to approve the absence by completing the information in the <b>Absence Approval</b> section.
30.	Enter the MyCampus staff number for the member of staff approving the absence into the <b>Staff ID</b> field . In this example " <b>8304451</b> " has been entered.
31.	Click the <b>Approved</b> option. 
32.	Click the <b>Choose a date</b> button. In this example the date will be set to 06/11/2011. 
33.	Click the <b>6th</b> of October list item. 



34. Scroll to the bottom of the page.

35. Click the **Save** button.

36. Click the **Home** link to exit Student Absence and return to the home page.



37.	The University of Glasgow student absence policy can be found at Student Absence Policy ( <a href="http://www.gla.ac.uk/services/senateoffice/academic/studentpolicies/absencepolicystudents">http://www.gla.ac.uk/services/senateoffice/academic/studentpolicies/absencepolicystudents</a> ).
-----	--