



**UNIVERSITY
COLLEGE
BIRMINGHAM**

IN PARTNERSHIP WITH THE UNIVERSITY OF WARWICK

➤ Logging Absences

November 2024



Key info

- All absences must be reported to the Attendance Team before your first lesson on the day of absence.
- Log your absences and upload evidence on ProPortal.
- Using ProPortal will make sure that your tutors and teachers are notified of your absence as soon as it is logged.
- Any absences which are not logged will be chased by the Attendance Team.

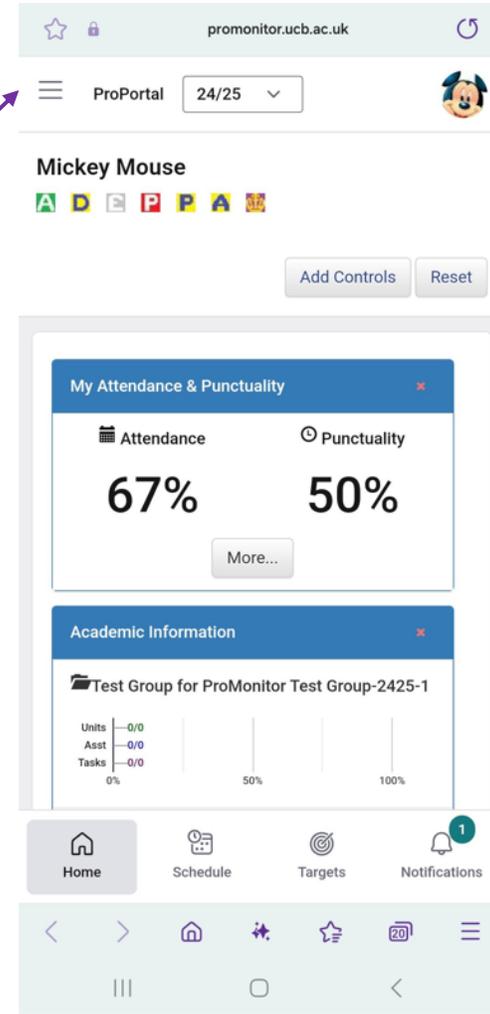




How to Log Absences on ProPortal

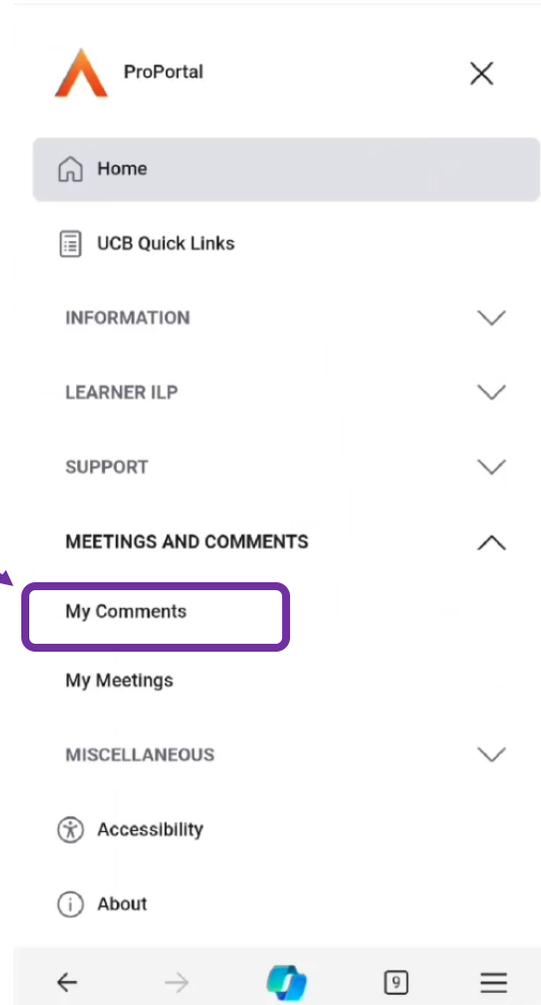
How to log absences

- Log in to ProPortal.
- From the homepage open the menu (3 lines, top left)



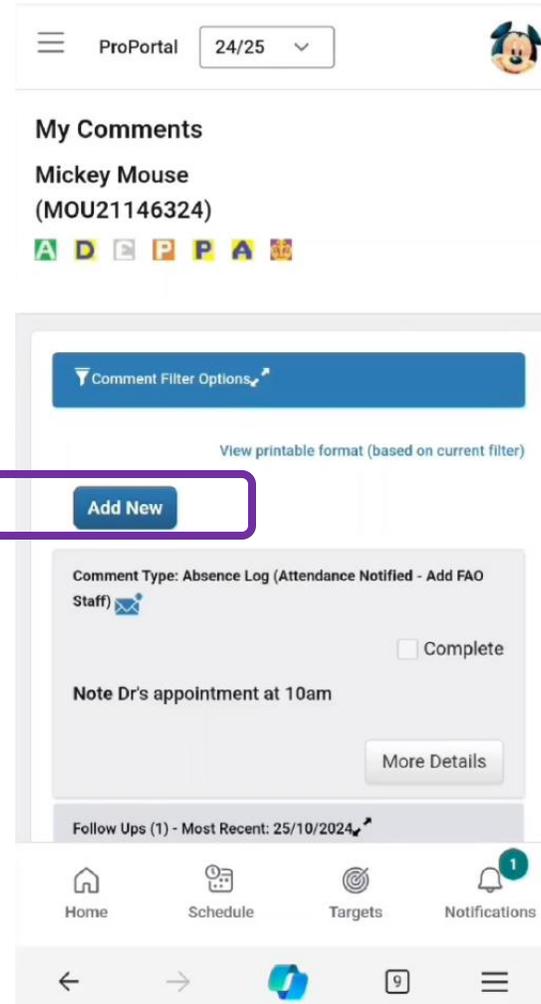
How to log absences

➤ From the menu select 'My Comments'



How to log absences

➤ In the My Comments section select 'Add New'.



How to log absences

➤ Here you will need to select your comment type.

Add New

Comment Type
--Select--

Note

For the Attention Of:

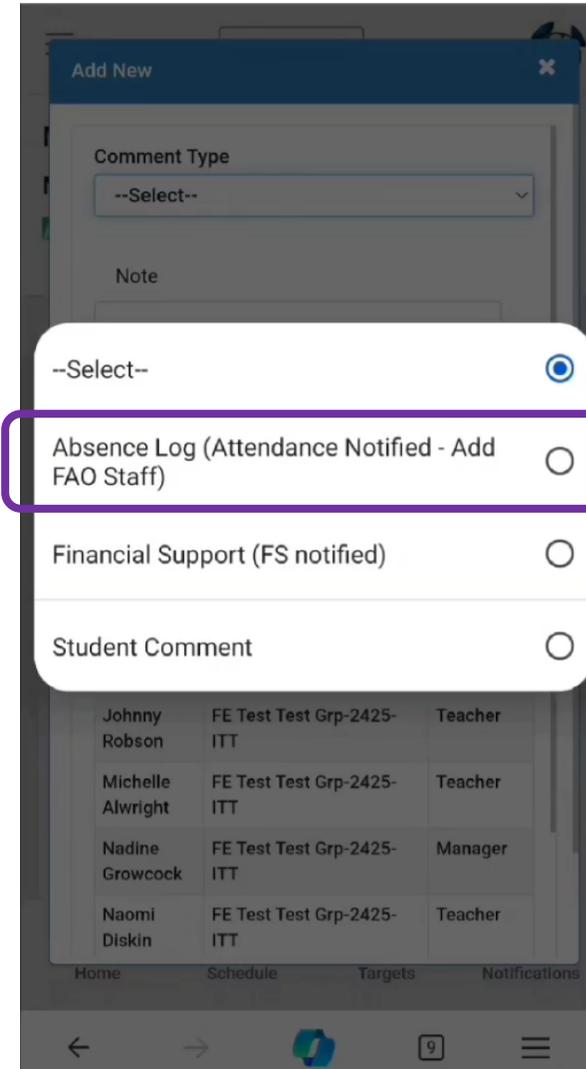
Name	Group	Role
Anne McCarron	FE Test Test Grp-2425-ITT (Test Group for ProMonitor Test Group-2425-ITT)	Main Primary Tutor
Johnny Robson	FE Test Test Grp-2425-ITT	Teacher
Michelle Alwright	FE Test Test Grp-2425-ITT	Teacher
Nadine Growcock	FE Test Test Grp-2425-ITT	Manager
Naomi Diskin	FE Test Test Grp-2425-ITT	Teacher

Home Schedule Targets Notifications



How to log absences

- Choose 'Absence Log' as your comment type.
- This will make sure that a notification is sent to the attendance team.



How to log absences

- Write the reason for your absence in the note box.
- Include details such as how long you will be absent for and what evidence you will upload.

The screenshot shows a mobile application interface for logging absences. The form is titled "Add New" and has a close button (X) in the top right corner. The "Comment Type" dropdown menu is set to "Absence Log (Attendance Notified - Add F...". The "Note" field is highlighted with a purple border and contains the text: "I have a hospital appointment at 3pm and will miss my last lesson. I will upload my letter." Below the note field is a section titled "For the Attention Of:" which contains a table with the following data:

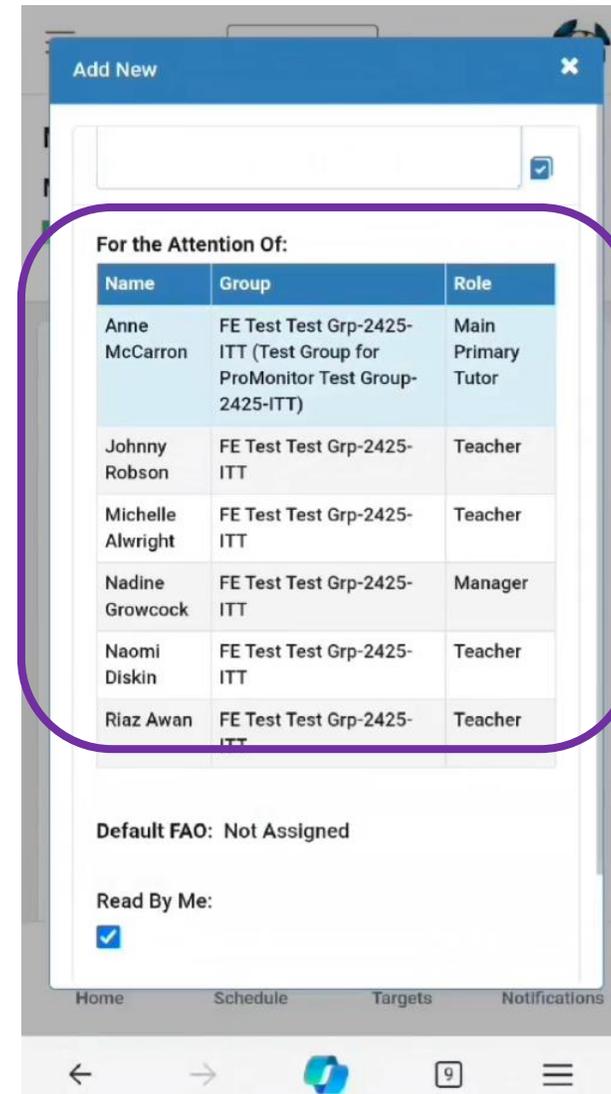
Name	Group	Role
Anne McCarron	FE Test Test Grp-2425-ITT (Test Group for	Main Primary

The bottom of the screen shows a virtual keyboard with a home button, a globe icon, a comma, the text "English (UK)", a period, and a return key.



How to log absences

- Next select who should be notified of your absence.
- Notify your tutor and the lecturers whose classes you will be absent for (notify your placement tutor if you are on placement).



How to log absences

- Scroll down to save your absence log.
- To upload evidence select the 'Save & Add attachment' option.

Add New

For the Attention Of:

Name	Group	Role
Anne McCarron	FE Test Test Grp-2425-ITT (Test Group for ProMonitor Test Group-2425-ITT)	Main Primary Tutor
Johnny Robson	FE Test Test Grp-2425-ITT	Teacher
Michelle Alwright	FE Test Test Grp-2425-ITT	Teacher
Nadine Growcock	FE Test Test Grp-2425-ITT	Manager
Naomi Diskin	FE Test Test Grp-2425-ITT	Teacher
Riaz Awan	FE Test Test Grp-2425-ITT	Teacher

Default FAO: Not Assigned

Read By Me:

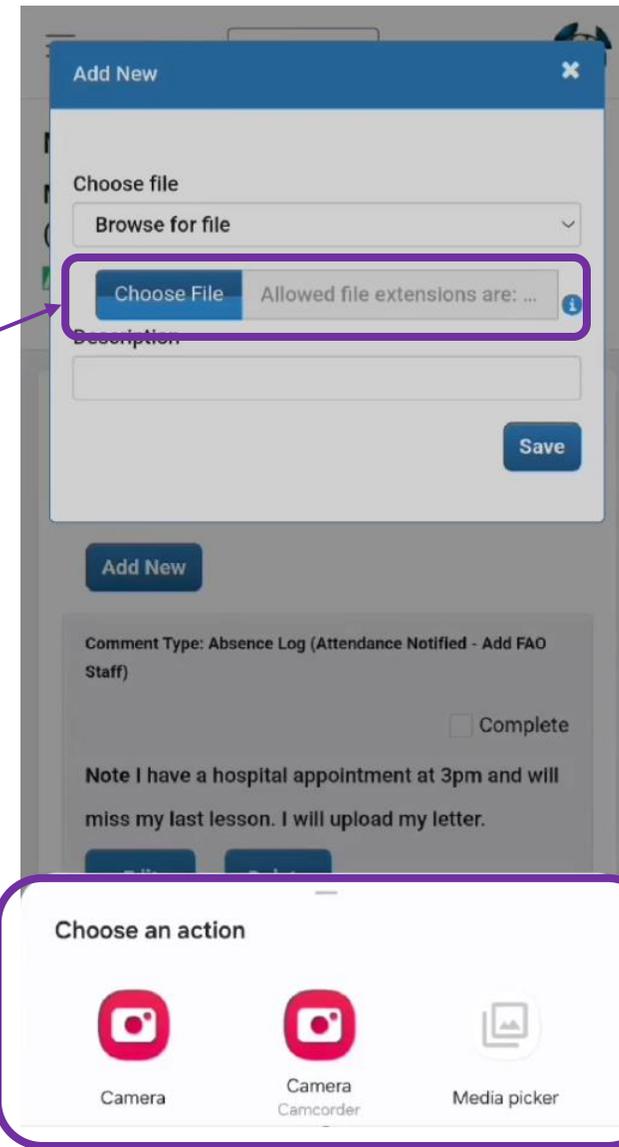
Save & Add Attachment **Save**

Home Schedule Targets Notifications



How to log absences

- If you choose 'Save & Add attachment' you will need to select 'Choose File' to upload your evidence.
- You will then need to choose whether to upload an image already on your phone or to take a picture to upload.



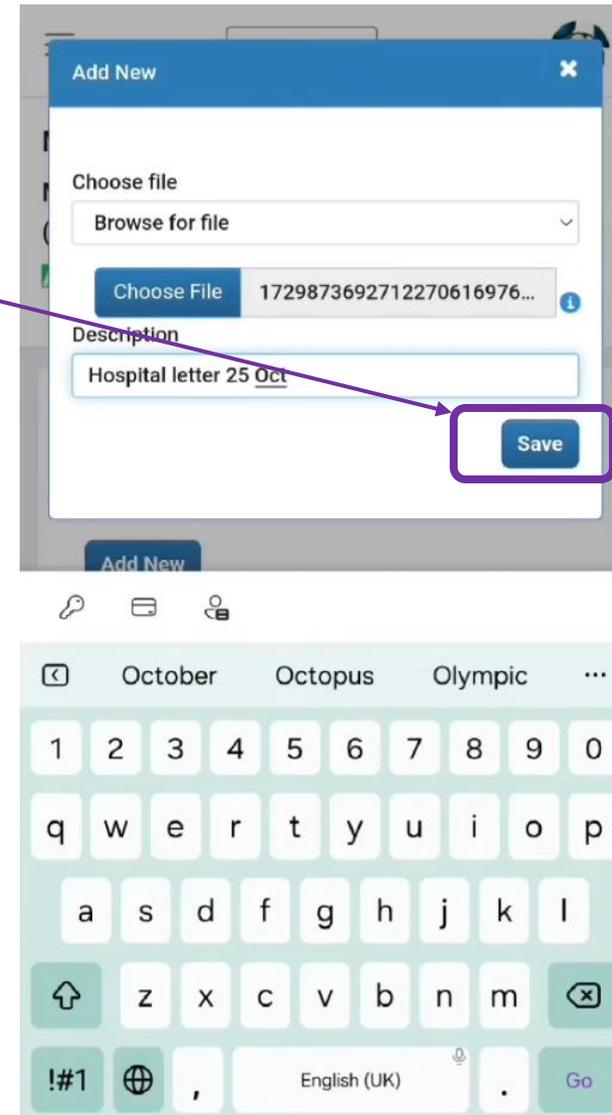
How to log absences

- Once you have chosen to upload a file or take a picture you will need to give a description of your evidence.
- In this description state what the evidence is and what absence date it covers
- E.g. 'Hospital letter 25th Oct'

The screenshot shows a mobile application interface for logging absences. A dialog box titled "Add New" is open, featuring a "Choose file" section with a "Browse for file" dropdown and a "Choose File" button. Below this, a "Description" field is highlighted with a purple border and contains the text "Hospital letter 25 Oct". A "Save" button is located at the bottom right of the dialog. A keyboard is visible at the bottom of the screen, showing the text "October" and "Octopus" in the search bar, and the "English (UK)" keyboard layout.

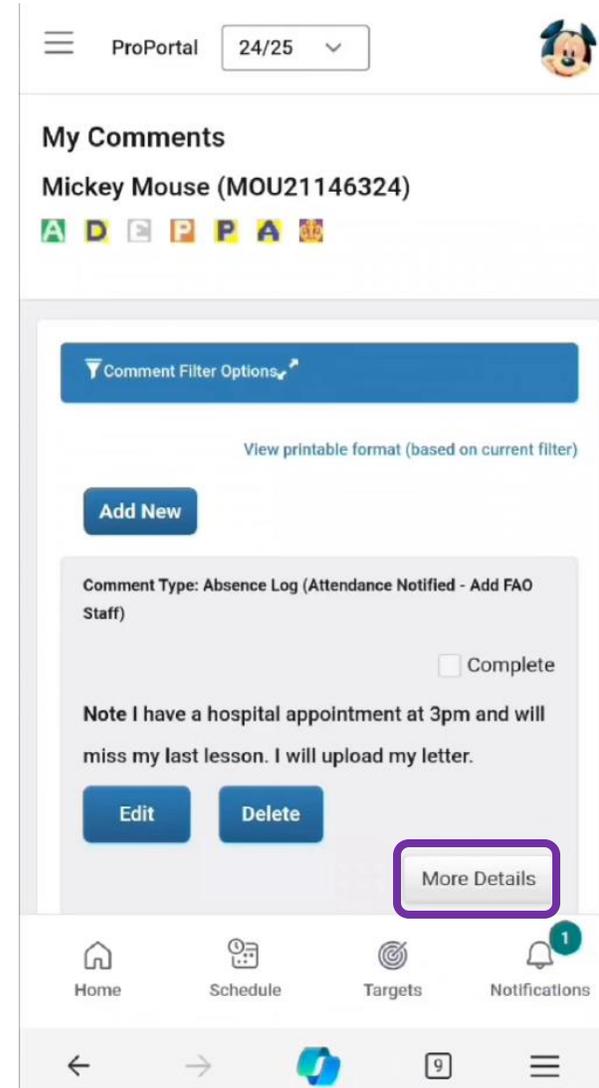
How to log absences

- Select 'Save' to upload your evidence and save your absence log.
- The attendance team, your tutor and teachers will then be notified of your absence.



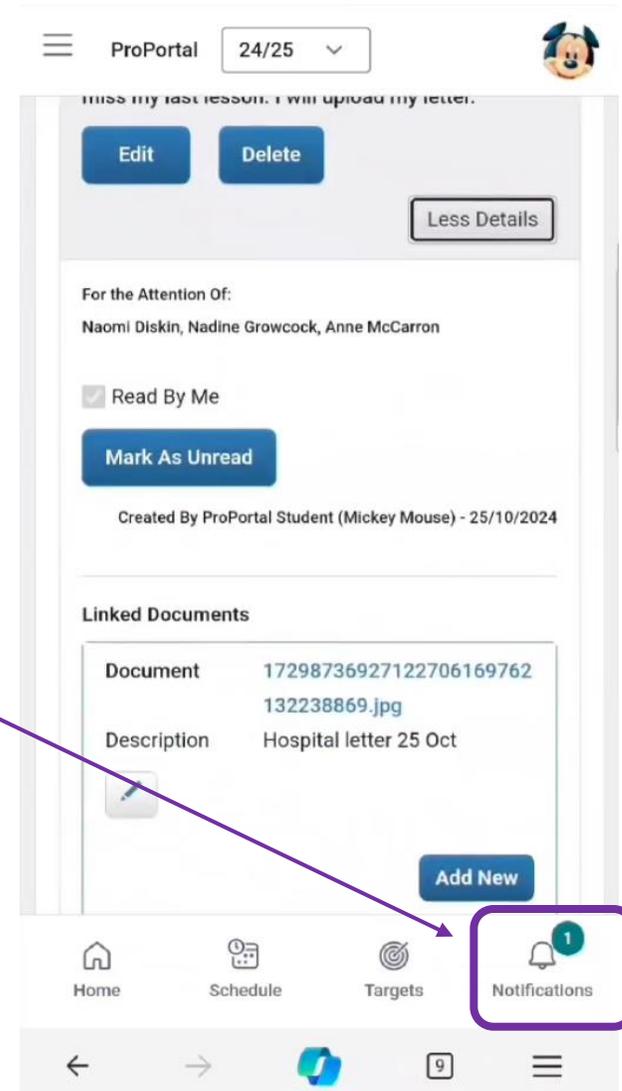
How to log absences

- You will be able to see your absence log and evidence in the 'My Comments' section of ProPortal.
- By selecting 'More Details' you will be able to see who has been notified of the absence and any evidence which has been uploaded.



How to log absences

- You will be notified if there have been any comments added to your absence log that need your attention.



Key Takeaways

- Log all absences on ProPortal for the attention of the attendance team, your tutor, lecturers whose classes will be missed or your placement tutor if you are out on placement.
- In your absence log clearly state the reason for your absence, how long you will be absent for and if relevant, what evidence you will provide.
- Respond to any follow-up comments from the attendance team or your tutor.
- If you do not log your absence the attendance team will contact you in the first instance for a reason for your absence, if no reason is given then parents will be contacted.

