UNIVERSITY COLLEGE BIRMINGHAM

IN PARTNERSHIP WITH THE UNIVERSITY OF WARWICK

Logging Absences

November 2024

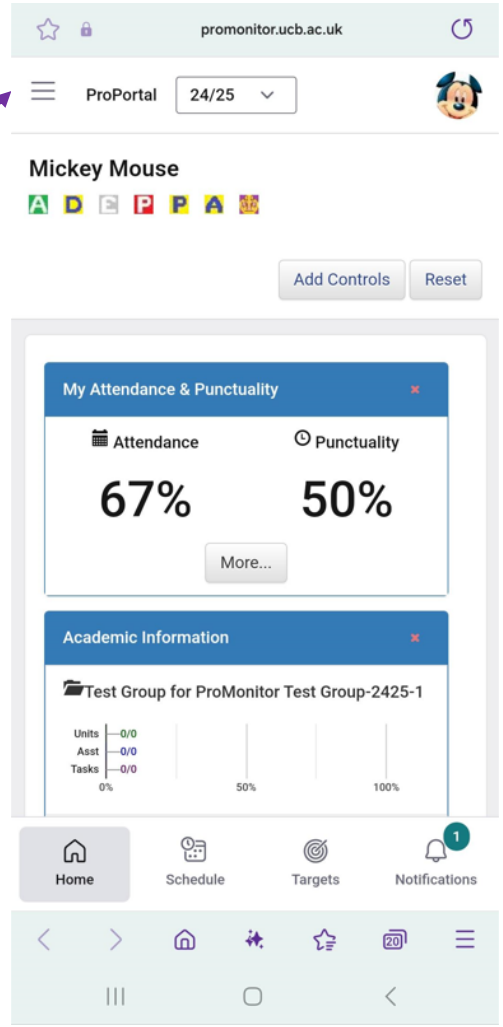
Key info

- 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

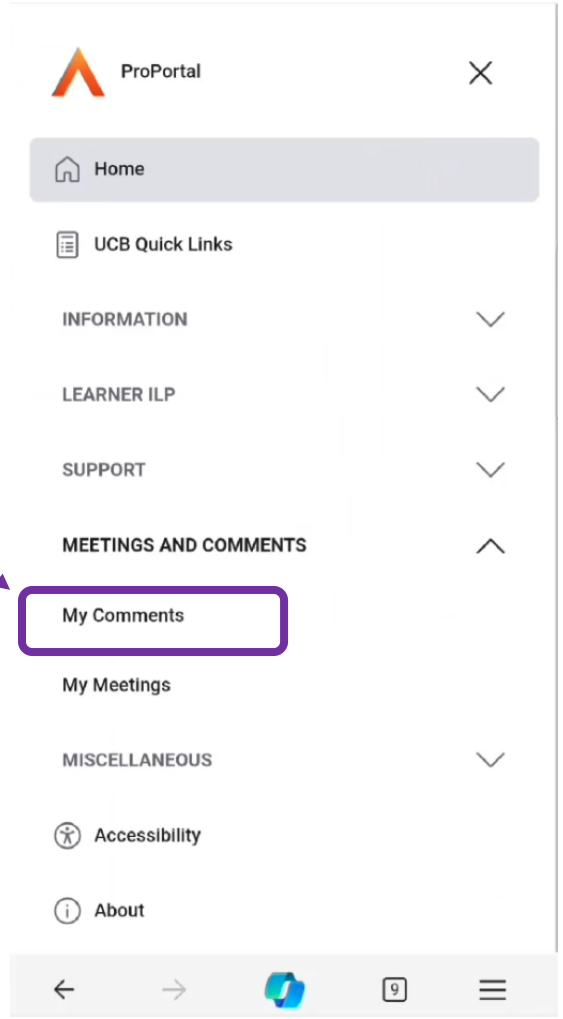
How to log absences

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



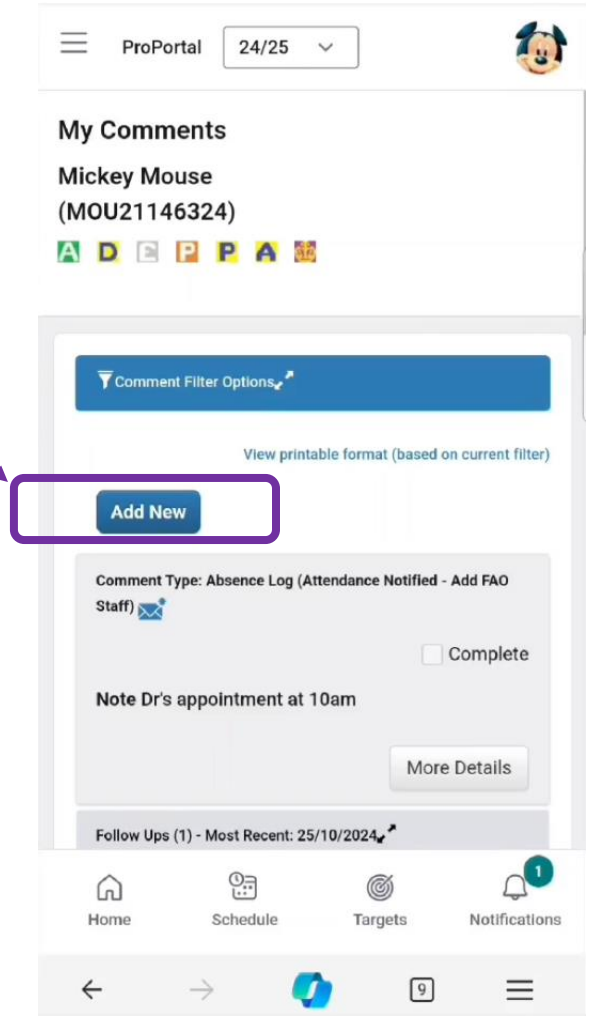
How to log absences

- From the menu select ‘My Comments’



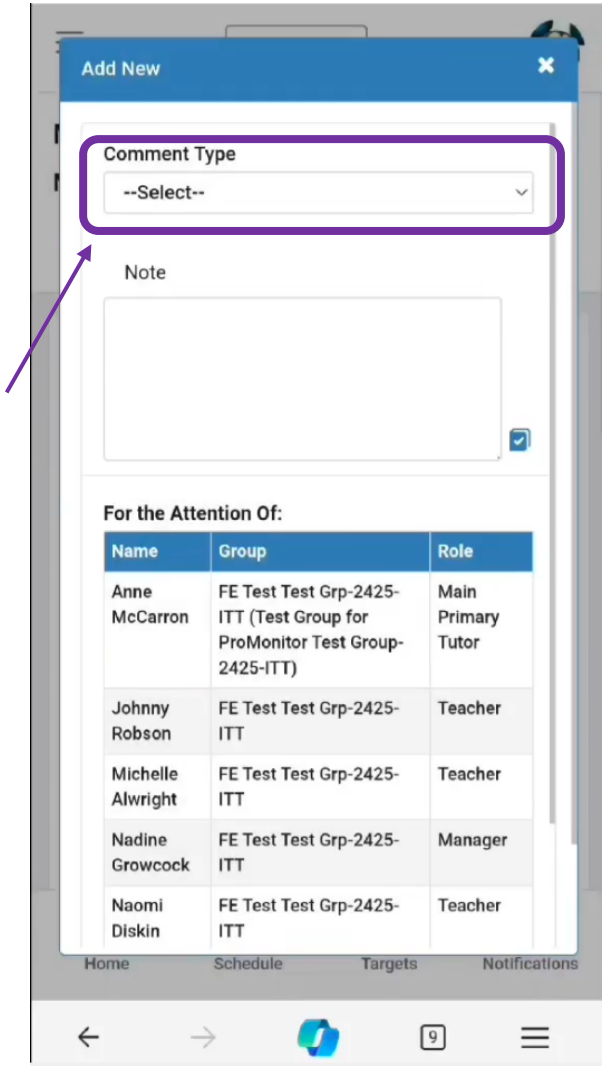
How to log absences

- In the My Comments section select ‘Add New’.



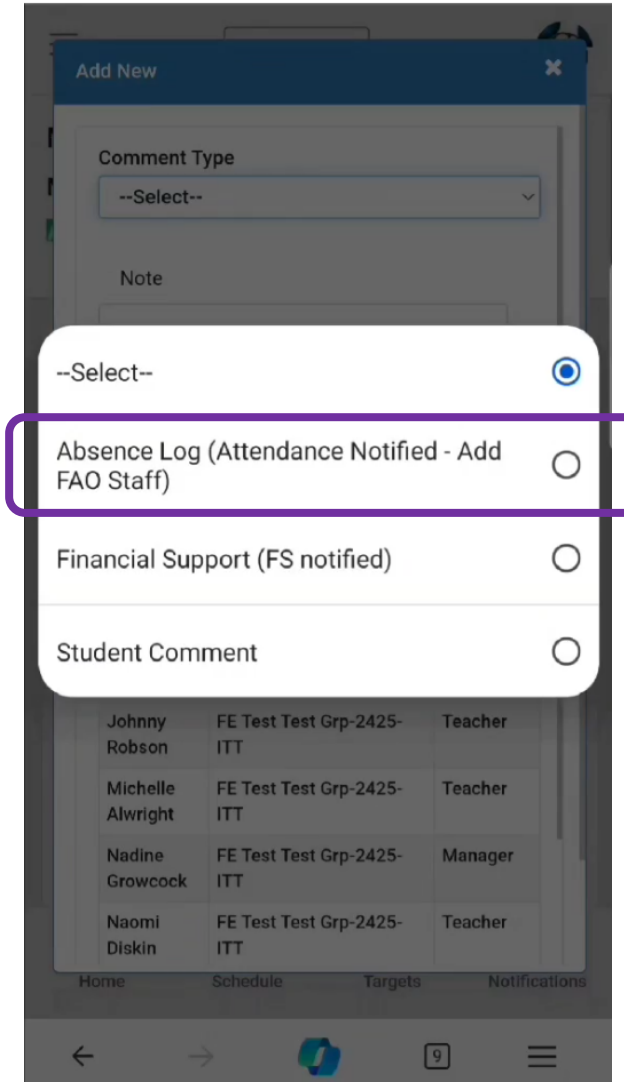
How to log absences

- Here you will need to select your comment type.



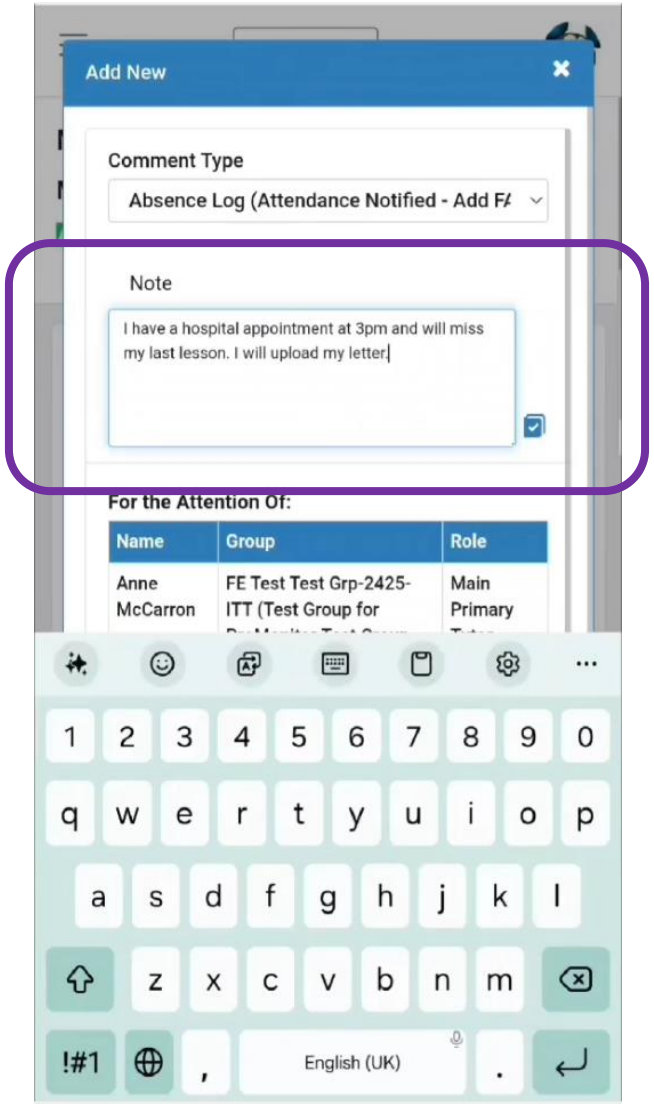
How to log absences

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



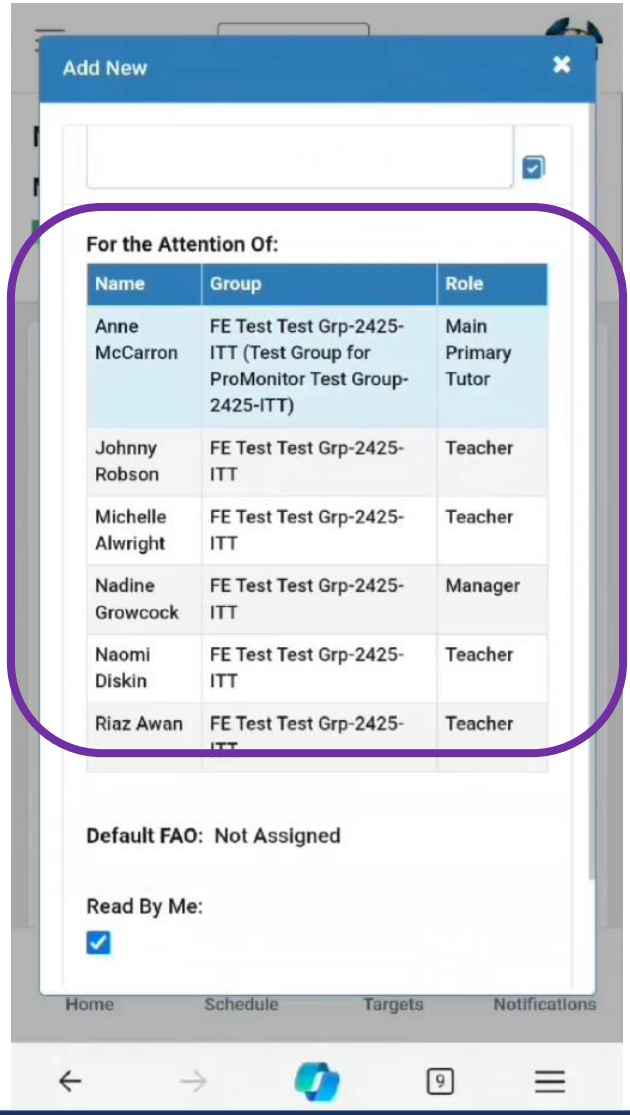
How to log absences

- 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.



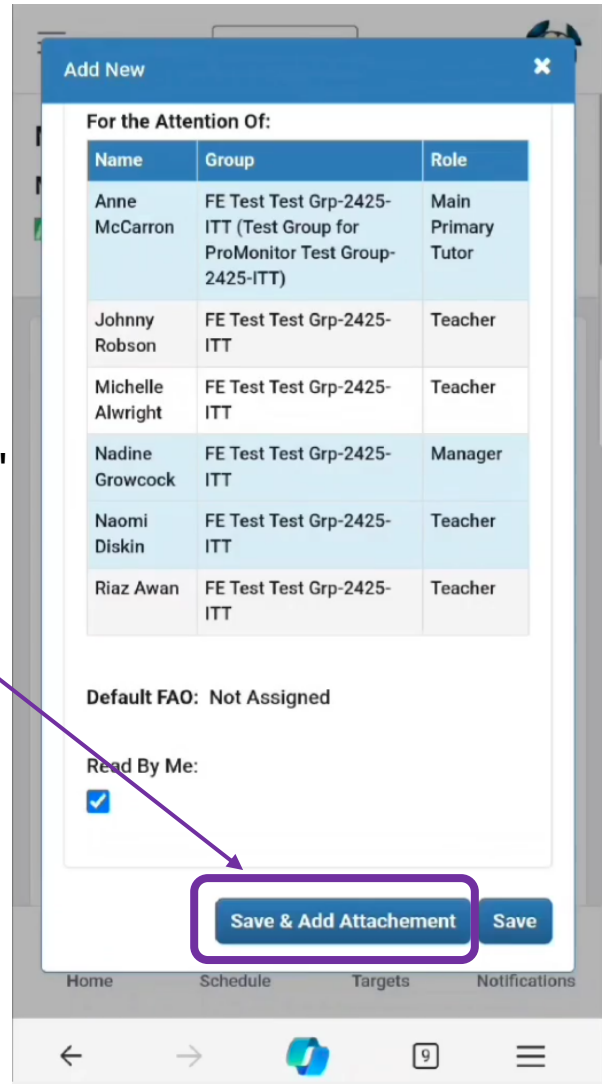
How to log absences

- 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

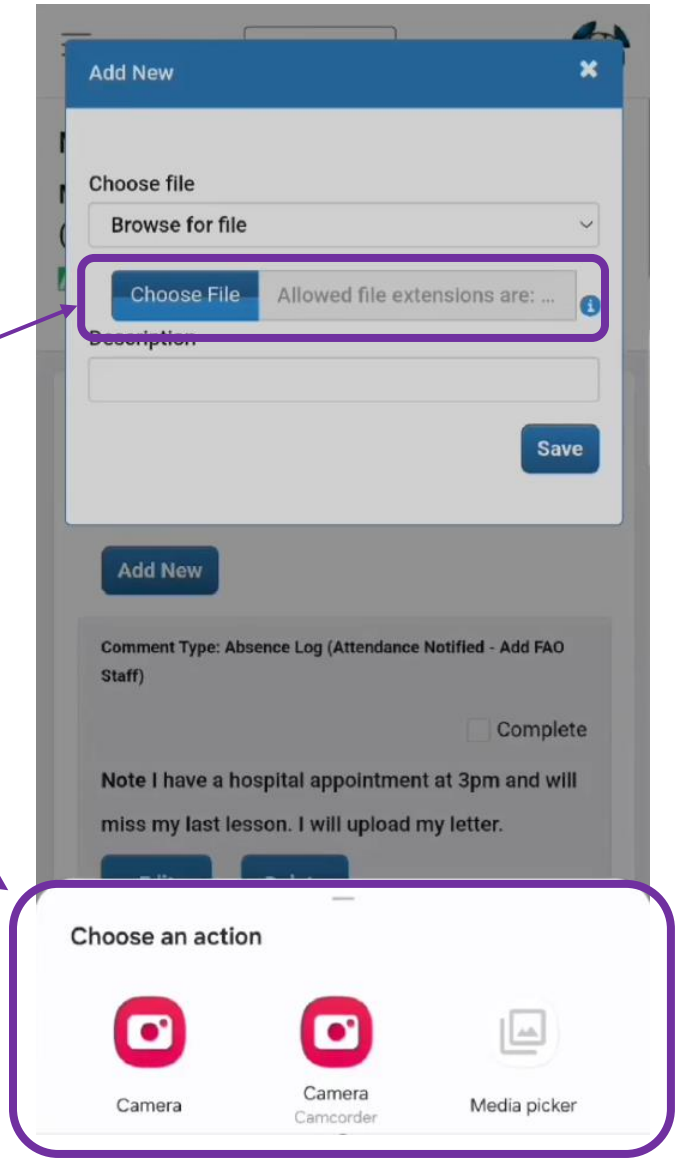
- Scroll down to save your absence log.
- To upload evidence select the 'Save & Add attachment' option.



How to log absences

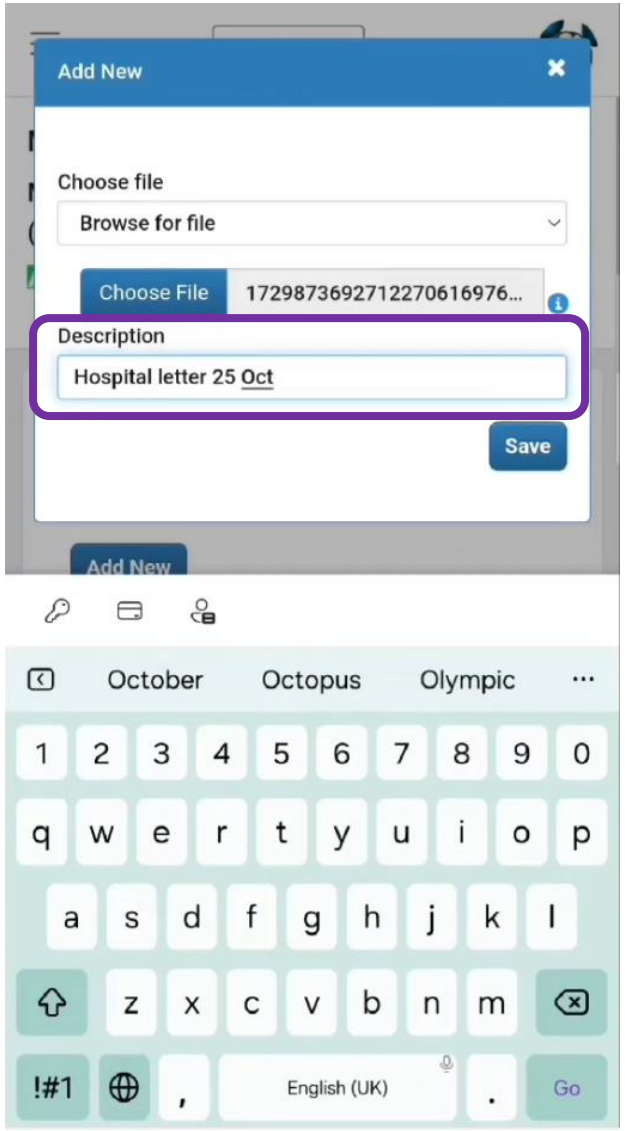
- If you choose 'Save & Add attachment' you will need to select 'Choose File' to upload your evidence.

- You will then need to choose whether to upload an image already on your phone or to take a picture to upload.



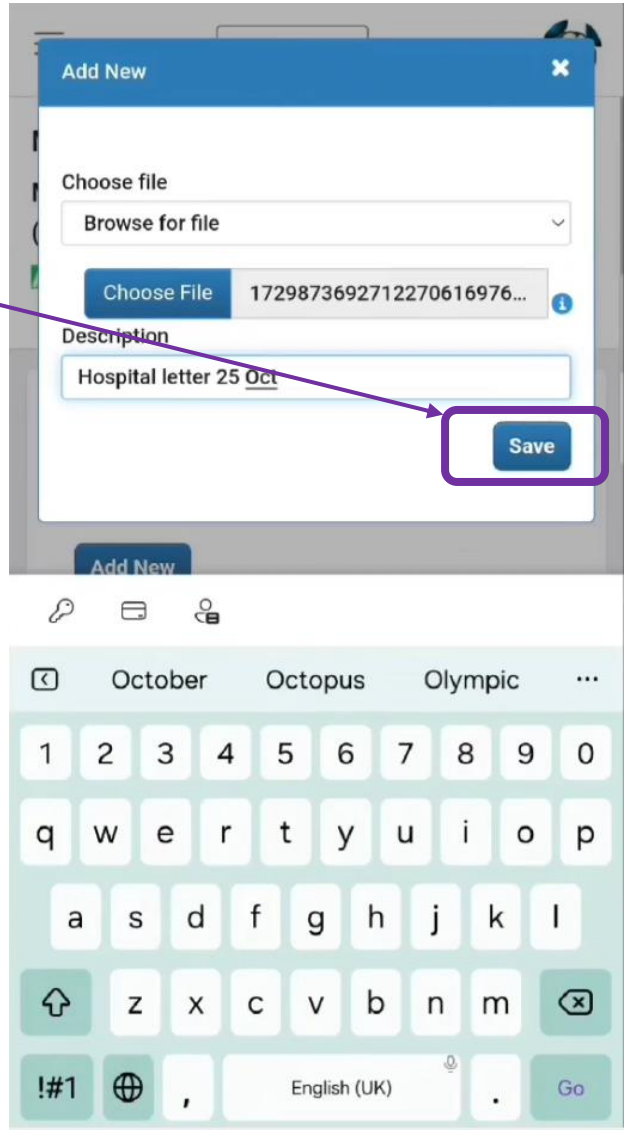
How to log absences

- 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'



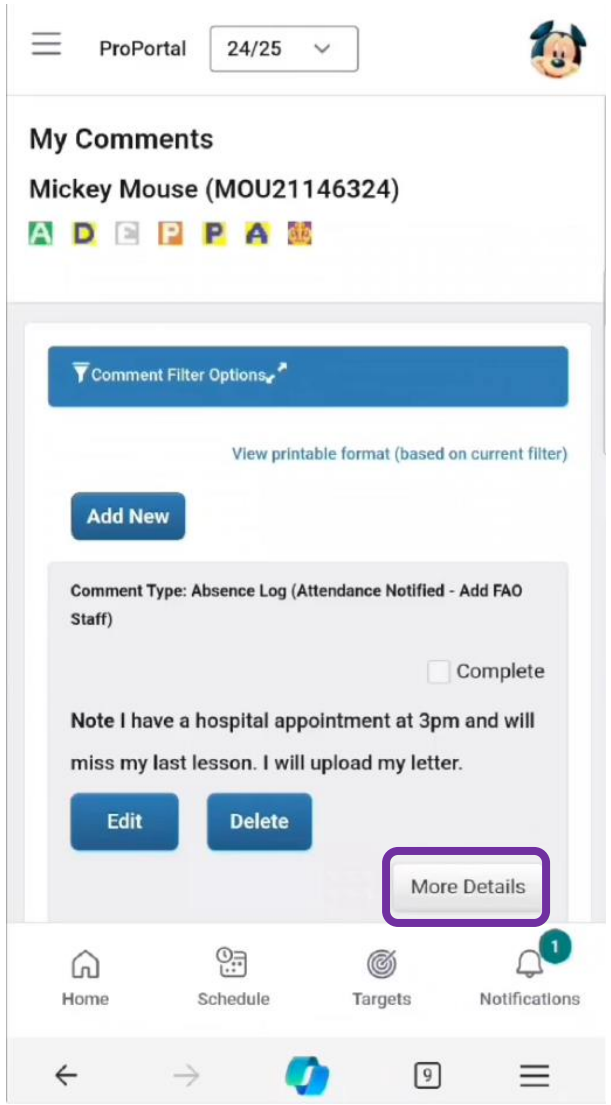
How to log absences

- 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.



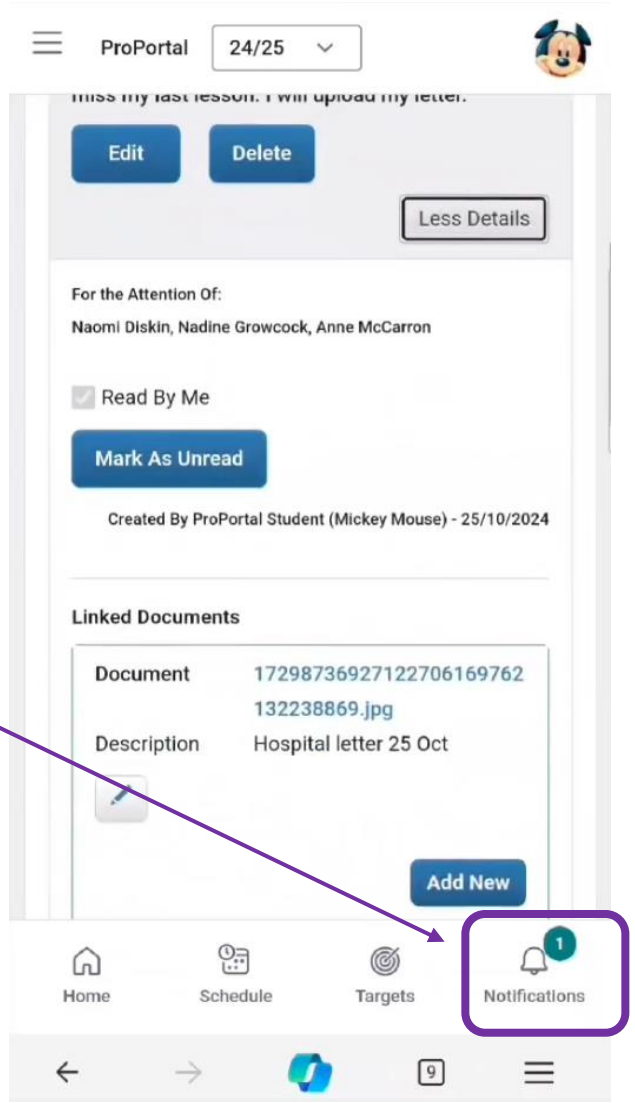
How to log absences

- 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.