



**UNIVERSITY
COLLEGE
BIRMINGHAM**

IN PARTNERSHIP WITH THE UNIVERSITY OF WARWICK

Logging Absences

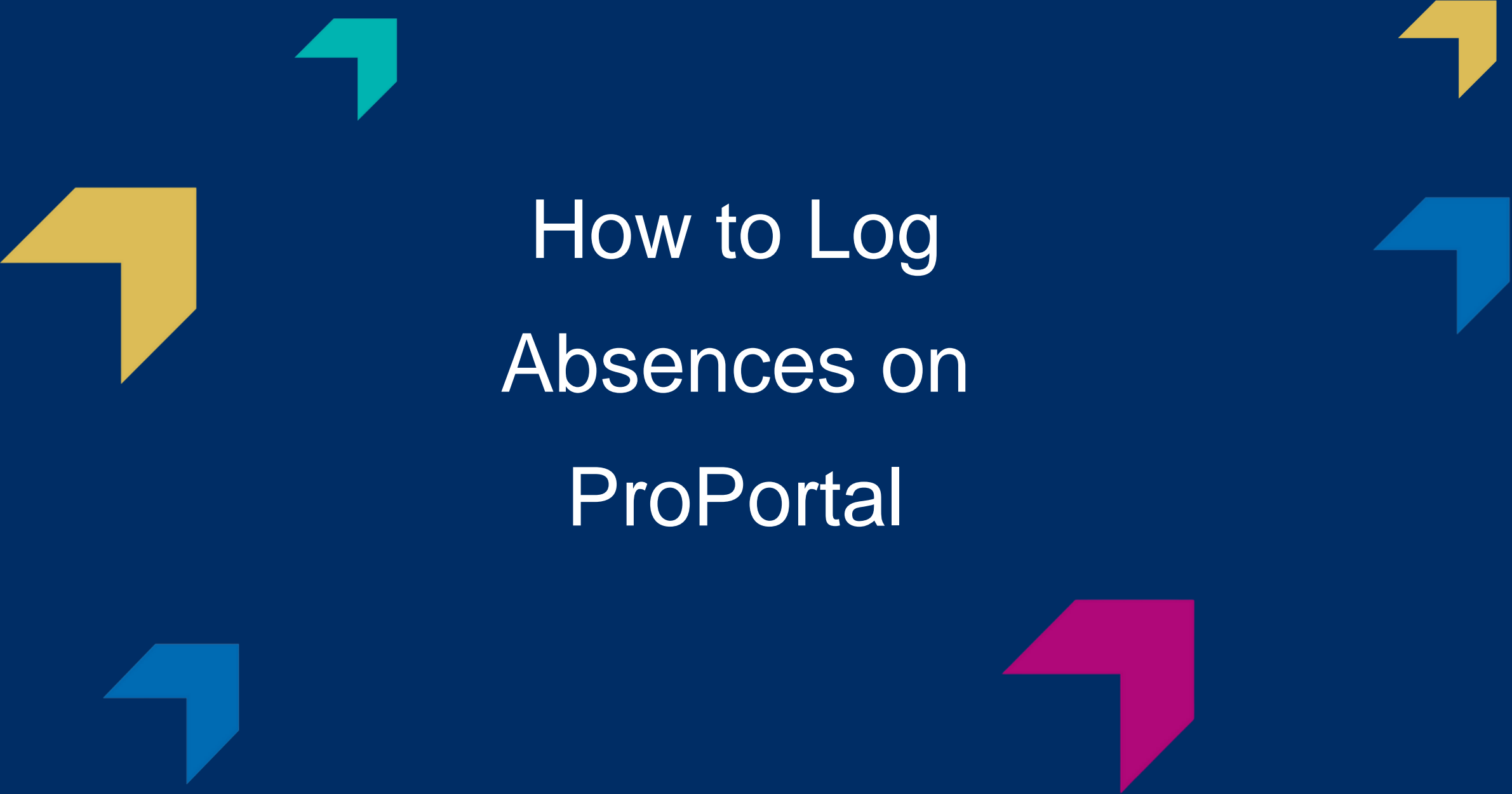
November 2024



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.

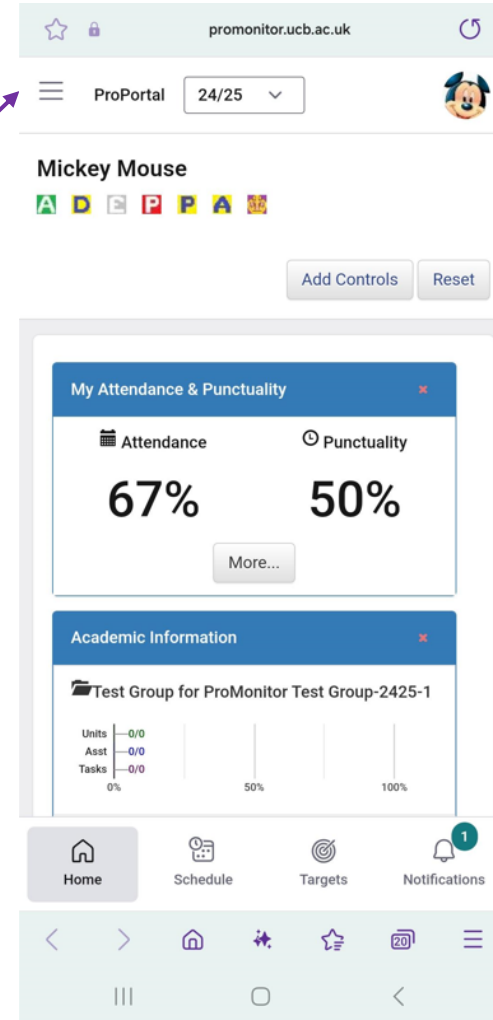




How to Log Absences on ProPortal

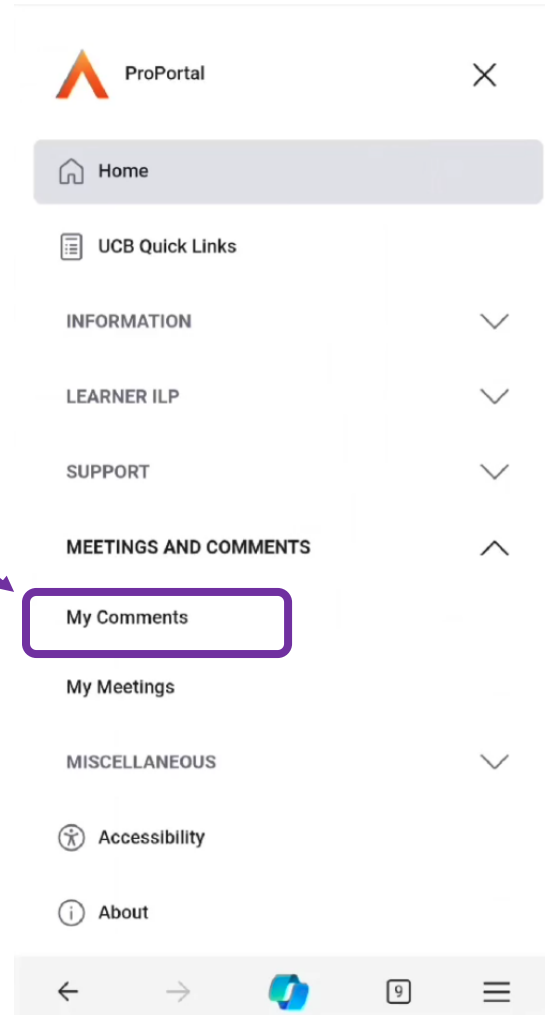
How to log absences

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



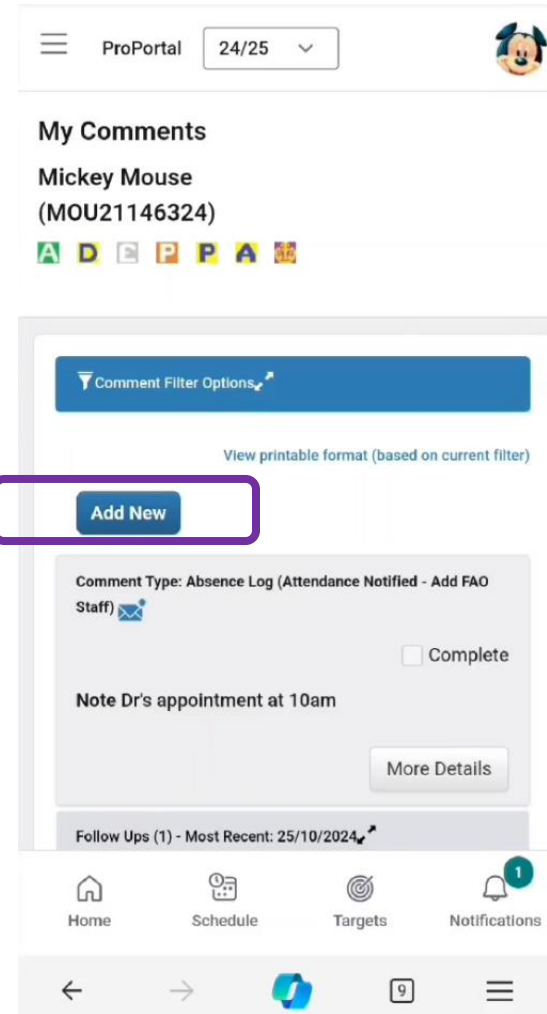
How to log absences

➤ 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.

The screenshot shows a mobile application interface with a dark theme. At the top, there is a blue header bar with the text 'Add New' and a close icon. Below this, there is a form with a 'Comment Type' dropdown menu. The dropdown menu is open, showing four options: '--Select--', 'Absence Log (Attendance Notified - Add FAO Staff)', 'Financial Support (FS notified)', and 'Student Comment'. The 'Absence Log' option is highlighted with a purple rectangular box. Below the dropdown, there is a 'Note' text input field. At the bottom of the screen, there is a table with four rows of data. The table has three columns: Name, Group, and Role. The data is as follows:

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

At the very bottom of the screen, there is a navigation bar with four tabs: 'Home', 'Schedule', 'Targets', and 'Notifications'. The 'Home' tab is currently selected.



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.

Add New

Comment Type
Absence Log (Attendance Notified - Add F/

Note
I have a hospital appointment at 3pm and will miss my last lesson. I will upload my letter.

For the Attention Of:

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



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).

The screenshot shows a mobile application interface with a blue header bar labeled 'Add New' and a close button. Below the header is a search bar. A purple oval highlights a table titled 'For the Attention Of:'. The table has three columns: Name, Group, and Role. Below the table, there is a section for 'Default FAO: Not Assigned' and a 'Read By Me:' section with a checked checkbox. At the bottom, there is a navigation bar with tabs: Home, Schedule, Targets, and Notifications. The bottom of the screen shows a standard mobile OS navigation bar with back, forward, and home icons, along with a notification badge showing the number 9.

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

How to log absences

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

The screenshot shows a mobile application interface for adding a new absence log. The form is titled 'Add New' and includes a table for staff selection. Below the table, there are fields for 'Default FAO' and 'Read By Me'. At the bottom, there are two buttons: 'Save & Add Attachment' and 'Save'. A purple arrow points from the text 'To upload evidence select the 'Save & Add attachment' option.' to the 'Save & Add Attachment' button, which is also highlighted with a purple box.

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: ☒

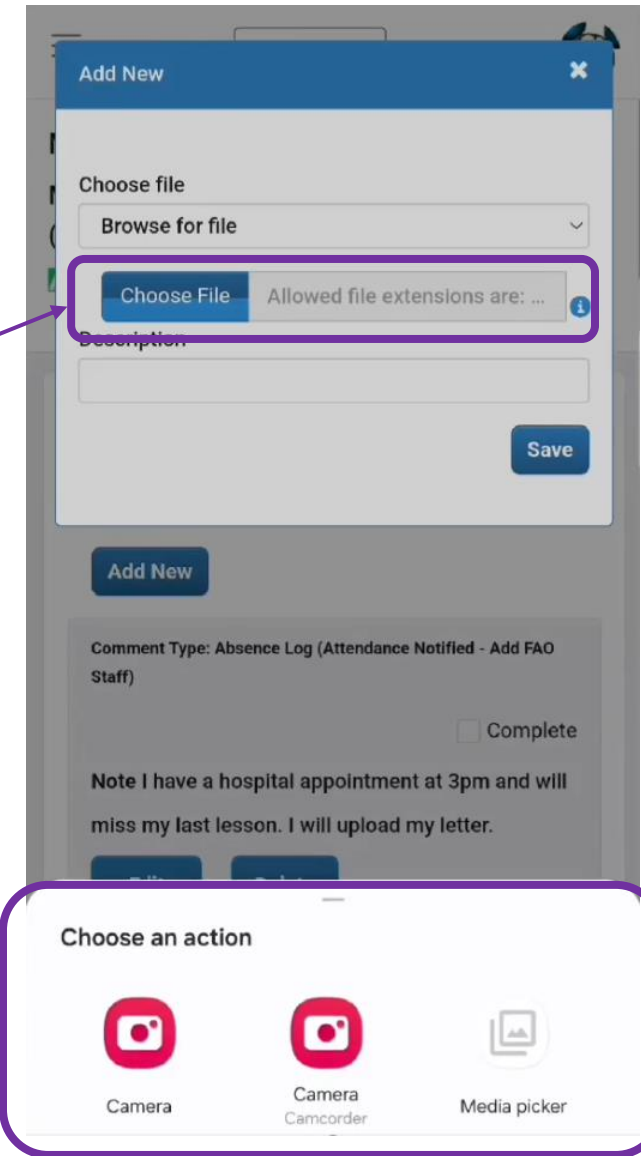
Save & Add Attachment Save

Home Schedule Targets Notifications



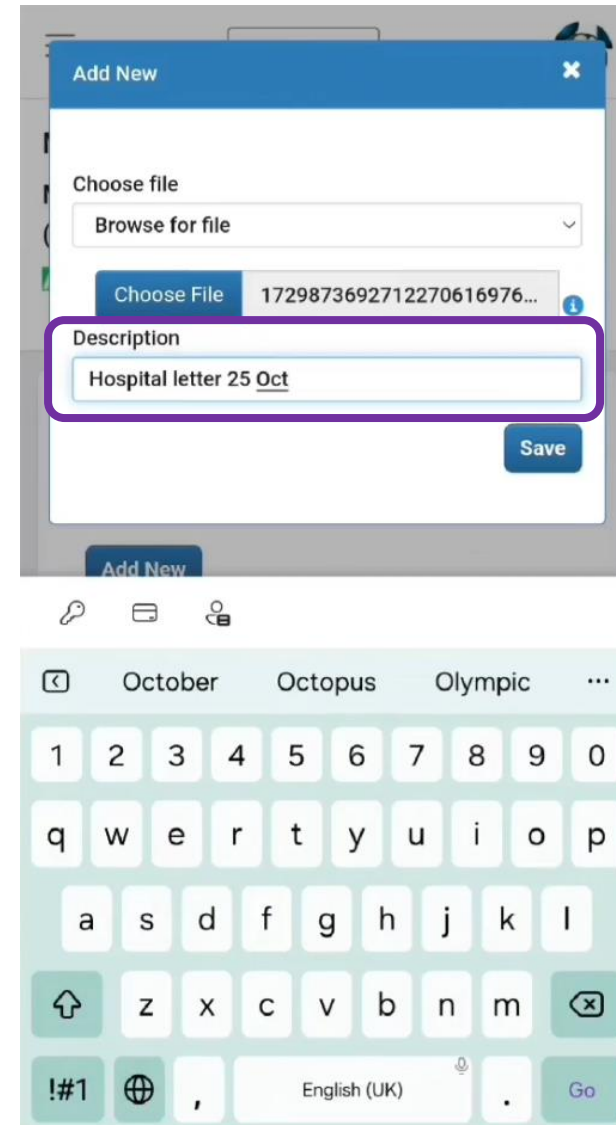
How to log absences

- 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. At the top, there is a blue header with the text 'Add New' and a close button (X). Below the header, there is a section for uploading a file, labeled 'Choose file', with a 'Browse for file' button. A file named '1729873692712270616976...' is selected, and a 'Choose File' button is visible. Below this, there is a 'Description' field with a purple border, containing the text 'Hospital letter 25 Oct'. A 'Save' button is located to the right of the description field. At the bottom of the screen, there is a keyboard with a light blue background and white keys. The keyboard shows the text 'October', 'Octopus', and 'Olympic' in the search bar. The keyboard layout includes numbers, letters, and special characters, with a 'Go' button on the right.



How to log absences

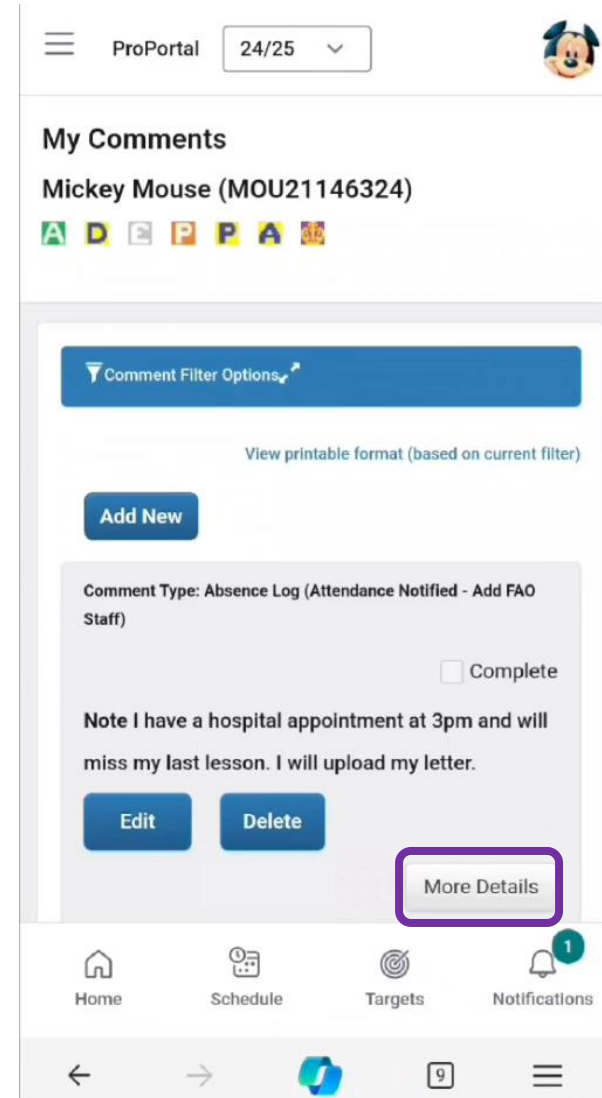
- Select 'Save' to upload your evidence and save your absence log.
- The attendance team, your tutor and teachers will then be notified of your absence.

The screenshot shows a mobile application interface for logging absences. At the top, there is a blue header with the text "Add New" and a close button. Below this, there is a section for uploading evidence. It includes a "Choose file" label, a "Browse for file" button, and a "Choose File" button with a file name "1729873692712270616976...". Below the file upload section, there is a "Description" label and a text input field containing "Hospital letter 25 Oct". At the bottom right of the form, there is a blue "Save" button. A purple arrow points from the text "Select 'Save' to upload your evidence and save your absence log." to the "Save" button. Below the form, there is a keyboard with a light blue background and white keys. The keyboard has a numeric row, a QWERTY row, a row with function keys and letters, and a bottom row with a shift key, a globe icon, a comma key, a spacebar, and a "Go" button. The language is set to "English (UK)".



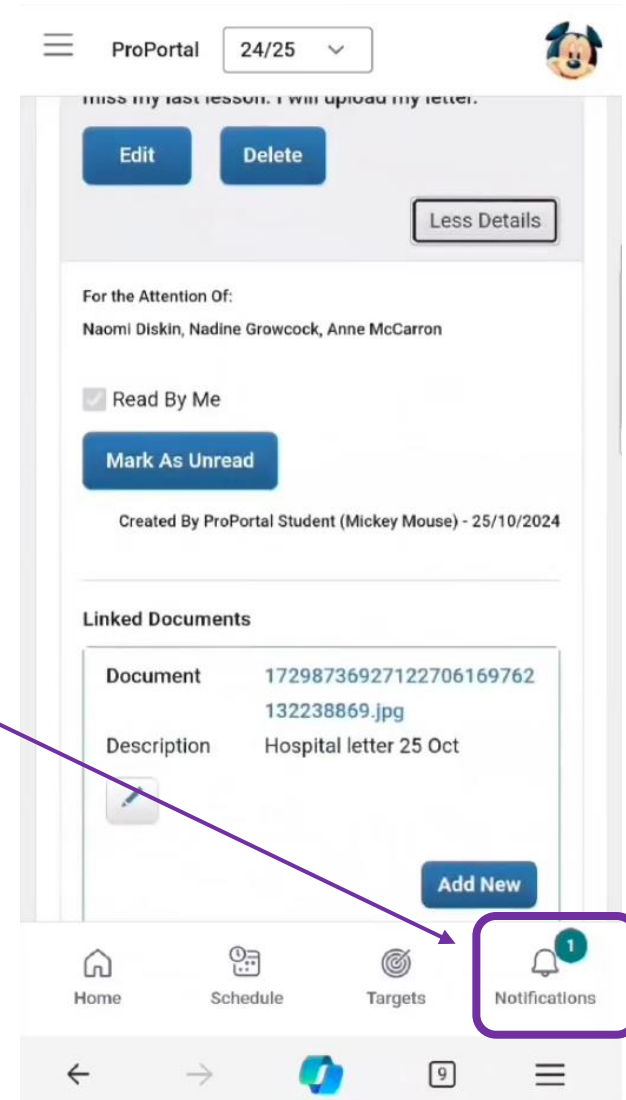
How to log absences

- 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.

