

# FACT SHEET – Record Student Attendance in Placeright™

13/08/2019

## Purpose

This fact sheet aims to provide operational step-by-step guide for placement provider staff (e.g. supervisors) on how to record student attendance in Placeright™.

## Overview

This fact sheet was developed to assist clinical supervisors to use Placeright™ and clearly explain the process of recording student attendance in placement booking.

## Understanding Placeright™ attendance tab

Below is a list of **attendance types** used in Placeright™. The information below is to assist all Placeright™ users understand what each attendance type means and student attendance consistently.

## Attendance screen explained

The screenshot shows the 'Attendance' tab in Placeright™. Callouts point to the following elements:

- Save Here**: Points to the top right corner of the interface.
- Scroll Bar**: Points to the horizontal scroll bar at the top of the calendar grid.
- Public Holiday**: Points to a specific day in the calendar grid.
- Student Name**: Points to the student's name 'Jason, Smith' in the header.
- Supervisors Name**: Points to the supervisor's name 'Main Supervisor: Steven, Fox'.
- Attendance has not been marked for the day**: Points to a blue circle in the calendar grid.
- Attended all day**: Points to a green circle in the calendar grid.

When a student is recorded as absent or have partially attended a placement day a Make-up Day can be created underneath the attendance record.

- The student attended some, but not all, of the day (i.e. starting late or finishing early). The exact time attended can be recorded in a pop-up tool. Any break should also be recorded (in minutes). A note can be added against partial attendance (see page 2).

- The student or university have informed the Clinical Supervisor the student would be absent, in notes document reason for absence (i.e. Sick Leave, Carers Leave, Public Holiday).

- Neither the student nor the university informed the Clinical Supervisor the student would be absent.

## Recording attendance

Recording attendance can be done by selecting **singular days** or by using the **advanced set** (e.g pre-fill) function to record multiple attendance days.

*Note: You can only record attendance retrospectively and not in advance – see example below where on 9 September 2019 you can only pre-fill up to 9 September 2019 in a two week placement.*

		SEP 19									
		M	T	W	T	F	M	T	W	T	F
		2	3	4	5	6	9	10	11	12	13
● Rubble, Betty Main Supervisor: * No Supervisor *											
Not Set		●	●	●	●	●	●				
Attended		○	○	○	○	○	○				
Partial Attendance		○	○	○	○	○	○				
Explained absence		○	○	○	○	○	○				
Unexplained absence		○	○	○	○	○	○				

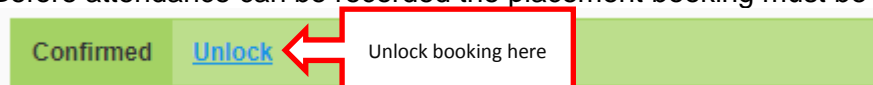
### Advance Set function (e.g. pre-filling)

This option allows for attendance recording to be pre-filled preferably at the end of the placement and then adjustments are made for specific days (see page 3 – Singular days recording)

*Note: You can only pre-fill up to today's date.*

Below is a step-by-step guide on how to record student attendance using the pre-fill function.

1. Before attendance can be recorded the placement booking must be *Unlocked*



2. Ensure that you have completed the placement schedule/roster in the **Rostering tab**
3. Select the 'Attendance' tab
4. To pre-fill attendance 'click' on the 'Advance Set' icon



5. Tick the days your student is on placement

**Set Attendance Range** Close X

Start Date: 29/04/2019

End Date: 05/07/2019

Use pattern:

M T W T F S S

Notes

**Set**

6. Click on 'set' button.  
*The pop-up window will automatically close.*

## Singular Day Recordings

Below is a step-by-step guide on how to record attendance, absent days, partial attendance and unexplained attendance using single days:

1. 'Click' into singular day of attendance and it will fill the coloured circle
2. 'Click' into singular day of partial attendance, explained absence and unexplained absence and pop-up windows will appear (see page 2 'Attendance Screen Explained')

The screenshot shows the attendance recording interface. A table displays attendance status options: Not Set, Attended, Partial Attendance, Explained absence, and Unexplained absence. Each option has a corresponding icon and a grid of colored circles. A red box highlights the 'Partial Attendance' option with the text 'Click here to record student attended placement'. Below the table, there are three pop-up windows: 1. 'New Make-Up Day' with a 'Create' button. 2. 'Record partial attendance' with fields for 'Time started', 'Time finished', 'Break time', and a 'Notes' field. 3. 'Add notes for absence?' with a 'Notes' field and a 'Record' button. A red box highlights the 'Add notes for absence?' window with the text 'Sick Leave'. Another red box highlights the 'Add notes for absence?' window with the text 'Did not attend placement - unknown reason'.

## Make-up Days

When a student is recorded as absent or has partially attended a placement day a *Make-up Day* can be created underneath the attendance record.

1. Click [New Make-Up Day](#)
2. Select date and choose from available options from drop-down menu (see *example of pop-up window on page 2*).

### Hints

- Set a **reminder** in your diary of end of placement dates
- Attendance is **able to be pre-filled** in one action at the end of the student placement
- Keep a record of **student absences** in your diary and then record the absences only
- Ensure that your student attendances is in line with the agreed schedule to **minimise your work** in recording their varied start and finishing time in partial attendance
- Attendance is **not** able to be pre-filled ahead of time
- The attendance screen will only show the individual student's rostered days. If an attendance date is not displayed, check and update the roster as required.

## Saving your attendance record

The screenshot shows a software interface with a top navigation bar containing tabs: Details, Allocation, Students, Undertaking Documents, Individual Rostering, Attendance, Publish, and Options. The 'Publish' tab is selected and highlighted in green. Below the tabs, there are three main action buttons: 'Publish', 'Cancel', and 'Restore'. Each button has a circular icon to its left. To the right of these buttons is a text area labeled 'Notes regarding this action:' with a 'Confirm selection' button below it. Three red callout boxes with arrows point to specific elements: '1. Select Tab' points to the 'Publish' tab; '2. Click Here' points to the 'Publish' button; '3. Click to Save' points to the 'Confirm selection' button. On the left side of the interface, there are three blue callout boxes with arrows pointing to the 'Publish', 'Cancel', and 'Restore' buttons, labeled '2. Click Here', 'Cancel Booking', and 'Retain old info' respectively.

### Need Help?

1. Contact your Clinical Educator or Clinical Placement Coordinator
2. Contact Better Placed Team

### Other Useful Fact Sheets

Fact Sheet: Viewing Placements via Bookings Overview Screen

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#### For more information

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