

Photo Register on studentcentral

Editing your registers

1. Accessing the register admin tool to edit your registers

The screenshot shows the 'Photoregister' interface. At the top, there is a navigation menu with options: Photoregister, Module, Groups, Swipe, Reporting, Admin (highlighted with a red box), and Help. Below the menu, the text 'Photoregister summary report for: WKS-PABSTST' is displayed. At the bottom, there are navigation buttons for 'week number: 05', '< Prev', and '> Next', along with a 'Download mo' button.

2. Making the changes

The screenshot shows the 'Admin tools for: WKS-PABSTST' interface. A legend indicates the status colors: Yellow - authorised, Green - present, and Red - absent. Below the legend is a table titled 'Edit register' with the following columns: Photo, Surname, Forename, Userid, Presence, Timestamp, Course, and Edit. The table contains five rows of student records. A red box highlights the 'Edit' button for the first row. Another red box highlights the 'Edit' button for the fourth row, which is currently set to 'present'. A third red box highlights the dropdown menu for the fourth row, showing options for 'present', 'absent', and 'authorised'. A fourth red box highlights the 'Edit' button for the fourth row with the text 'Click red button and select new status of the students attendance'. A fifth red box highlights the 'week number: 05' and navigation buttons with the text 'Locate the week of the register you need to edit'.

Photo	Surname	Forename	Userid	Presence	Timestamp	Course	Edit
	Student	Demo	ds100	authorised	2018-02-02 08:10:34	Demonstration Account	
	Student 1	Demo	ds101	present	2018-02-02 08:10:30	Dummy student for studentcentral workshops	
	Student 2	Demo	ds102	absent		Dummy student for studentcentral workshops	
	Student 3	Demo	ds103	absent		Dummy student for studentcentral workshops	
	Student 4	Demo	ds104	absent		Dummy student for studentcentral workshops	