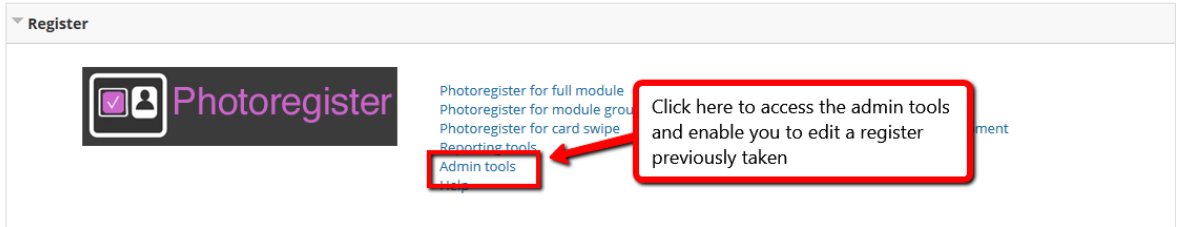


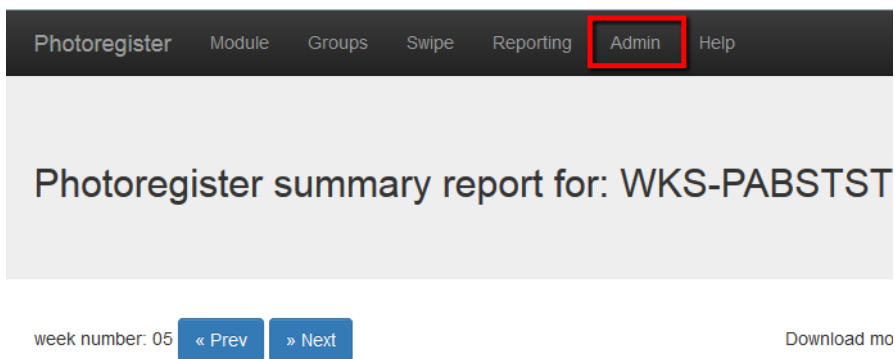
Photo Register on studentcentral

Editing your registers

1. Accessing the register admin tool to edit your registers



or



2. Making the changes

A screenshot of the 'Admin tools for: WKS-PABSTST' interface. At the top, there is a legend: 'Yellow - authorised', 'Green - present', and 'Red - absent'. Below the legend, there is a message: 'Missing or Wrong students on this module? Fill in the feedback form and we will pass the information on to the admin team.' The main section is titled 'Edit register' and includes navigation buttons for 'week number: 05', '< Prev', and '> Next'. A red arrow points from a callout box to the '> Next' button. The callout box contains the text: 'Locate the week of the register you need to edit'. Below the navigation buttons is a table with the following columns: 'Photo', 'Surname', 'Forename', 'Userid', 'Presence', 'Timestamp', 'Course', and 'Edit'. The table contains five rows of student records. The first row is yellow (authorised), the second is green (present), and the last three are red (absent). A red arrow points from a callout box to the 'Edit' button of the third row. The callout box contains the text: 'Click red button and select new status of the students attendance'. A dropdown menu is open for the 'Edit' button, showing the options: 'present', 'absent', and 'authorised'.

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 08:10:39	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	

Showing 1 to 5 of 5 entries

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