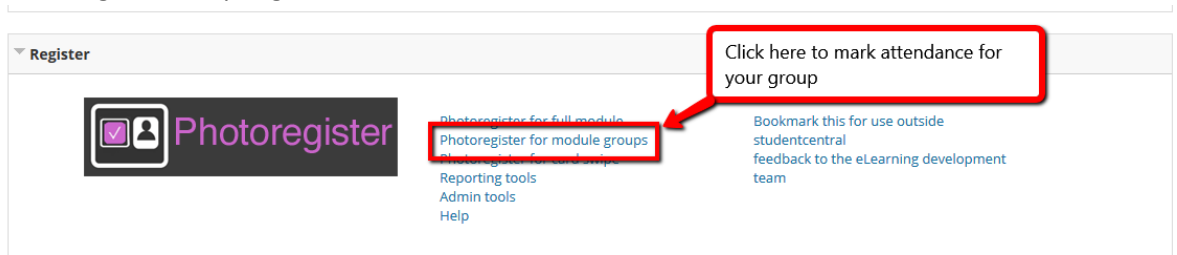


Photo Register on studentcentral

Using the photo register for groups

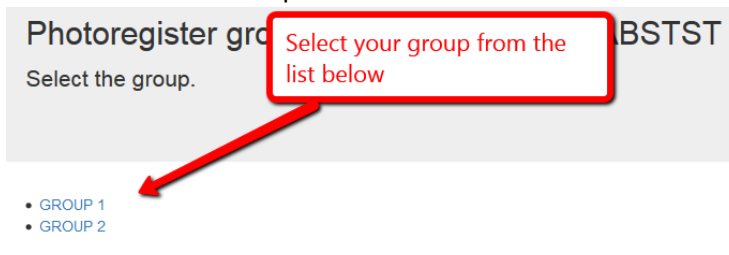
***NOTE – ONLY groups who name starts with the word GROUP (all uppercase) will be available for use with the group register function.**

1. Accessing the Group registers



2. You will be required to login using your usual university username and password

3. Select the correct Group



4. Mark attendance or authorised absence

The screenshot shows the Photoregister web application interface. At the top, a navigation bar includes 'Photoregister', 'Recent', 'Modules', 'Groups', 'Swipe', 'Reporting', 'Admin', and 'Help'. A red box labeled 'Photo Register Menu' points to the 'Help' link. Below the navigation bar, the main heading is 'Photoregister for: TST-MEC2018'. A sub-heading reads 'Select present, absent or authorised absence and then the Submit button. Register'. A red box contains the following text: 'As a default all students are marked as **absent** to mark them as attending click **present** and if the students have authorised absence click **authorised**. **NOTE** the colour change depending on the option selected'. Below this, three student cards are shown, each with a silhouette and the name 'Demo Student', 'Demo Student 1', and 'Demo Student 2'. Each card has three buttons: 'present' (white), 'absent' (red), and 'authorised' (grey). Below the student cards, the heading is 'Register for: 29-Aug-2018 Session: pm'. A sub-heading reads 'If you are completing the register retrospectively please amend these details before submitting.' Below this, there is a date and time selector showing '29-Aug-2018' and 'pm', and a blue 'Submit' button. A red box labeled 'Click **Submit** when done' points to the 'Submit' button. Another red box labeled 'Select the date and time if completing a register retrospectively' points to the date and time selector. Below the date and time selector, the heading is 'Additional Attendance'. A sub-heading reads 'Register any unlisted students attending this session by username, one at a time.' Below this, there is a text input field and a blue 'Register' button. A red box labeled 'If a student is attending but isnt on the list of students you can enter the student username here' points to the text input field. At the bottom of the page, there is a footer with the text 'built with artisanal hand crafted bytes by the University of Brighton eLearning developer team 2018'. Below the footer, there is a maintenance window notice: 'The maintenance window for this service is the second Monday in the month between 9:00 and 10:00. We'll try really hard to notify you beforehand if we need to tweak the system.' At the very bottom, there is a blue box with the text 'Think Data Protection. This is personal information. Keep it safe. Don't compromise security by printing, saving or sharing.'