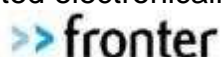


## Theme: Administrator's tasks with the Absence tool

### Fronter 81

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**What's new in Volume 81 of this guide**

- Some new settings have been added
- Text processing facility for editing letters (warning letters)

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## Introduction

This guide looks at the settings which the administrator has to configure before the Absence tool can be used by teachers.

Fronter is being continually developed and improved. As a result, this may produce discrepancies between the documentation and application. This guide has been written for Fronter version 81.

Good luck.

Lillehammer, January 2008

Steinar Hov/Georg Ranhoff

## Lesson grid or No lesson grid – that's the question

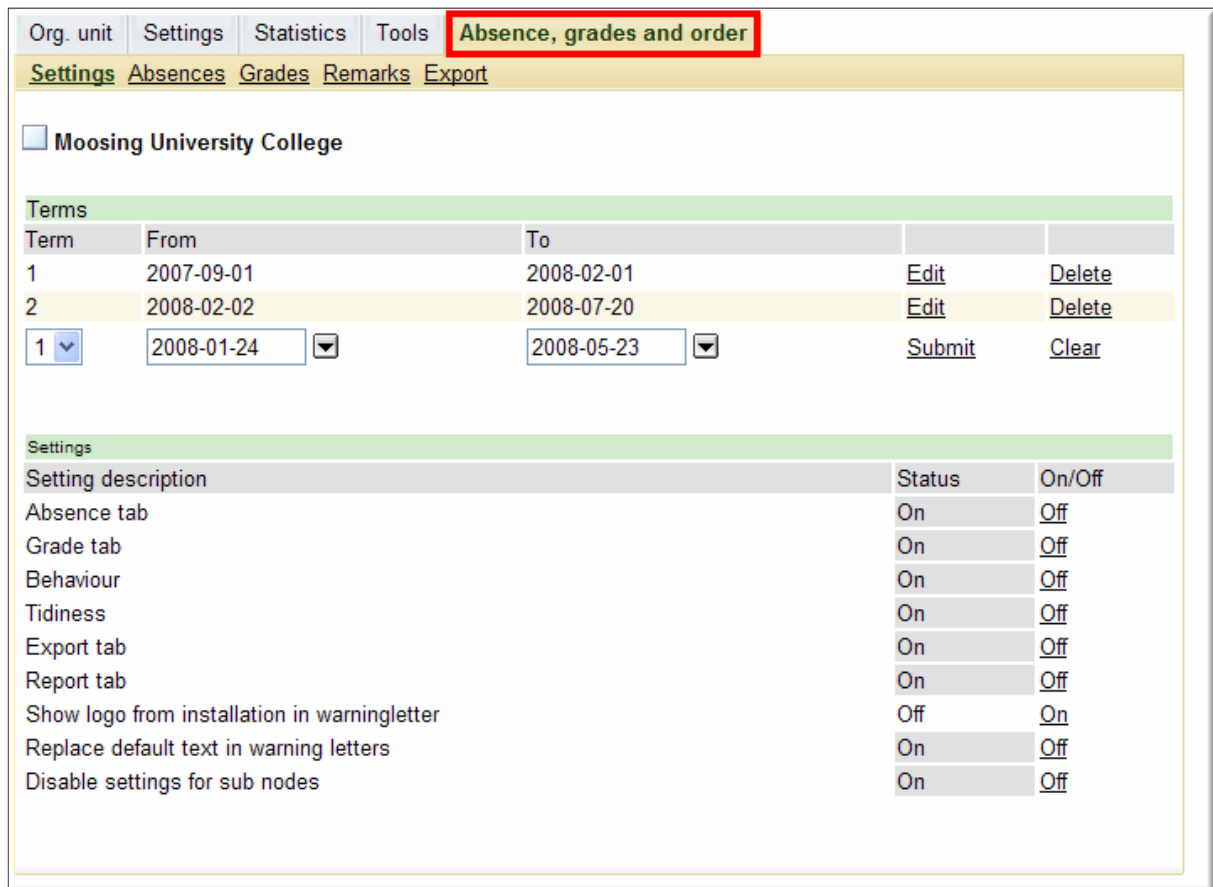
One of the key settings is whether to select a lesson grid or not. The administrator previously entered the details of the school day's duration, lesson by lesson. This created a grid where the teachers themselves chose where they would mark their register.

It is now possible, however, *not* to select this grid and leave it up to individual teachers *themselves* to register their lessons. This creates much greater flexibility as it allows for the duration of school days to vary throughout the school year. The lessons which individual teachers register as "their" lessons can also be shown in the calendar in Fronter. There will also be a link from this to the Absence tool.

It is therefore crucial that the option *Lesson grid On or Off is selected at the start of the school year and that this option remains unchanged for the whole duration. If Lesson grid On is selected it is an absolute requirement that every school day is the same throughout the entire school year.*

## General overview

The administrator settings are all gathered under a separate tab in the admin. module.



Org. unit Settings Statistics Tools **Absence, grades and order**

Settings Absences Grades Remarks Export

Moosing University College

Terms

Term	From	To		
1	2007-09-01	2008-02-01	<a href="#">Edit</a>	<a href="#">Delete</a>
2	2008-02-02	2008-07-20	<a href="#">Edit</a>	<a href="#">Delete</a>
1 <input type="button" value="v"/>	<input type="text" value="2008-01-24"/> <input type="button" value="v"/>	<input type="text" value="2008-05-23"/> <input type="button" value="v"/>	<a href="#">Submit</a>	<a href="#">Clear</a>

Settings

Setting description	Status	On/Off
Absence tab	On	<a href="#">Off</a>
Grade tab	On	<a href="#">Off</a>
Behaviour	On	<a href="#">Off</a>
Tidiness	On	<a href="#">Off</a>
Export tab	On	<a href="#">Off</a>
Report tab	On	<a href="#">Off</a>
Show logo from installation in warningletter	Off	<a href="#">On</a>
Replace default text in warning letters	On	<a href="#">Off</a>
Disable settings for sub nodes	On	<a href="#">Off</a>

**IMPORTANT!** Remember to select (click on) the school name on the left side of the admin. module before you configure the absence settings. These settings will then apply to all the organisational units belonging to the relevant school.

5 submenus are visible on the screen:

- Settings
- Absences
- Grades
- Remarks
- Export

We will now take a detailed look at each of these menus.

## Settings

Under the *Settings* tab you can register term dates, which tabs (absences, grades etc.) should be displayed, whether letters should be edited etc.:

Org. unit	Settings	Statistics	Tools	Absence, grades and order
<b>Settings</b>	Absences	Grades	Remarks	Export
<input type="checkbox"/> Moosing University College				
<b>Terms</b>				
Term	From	To		
1	2007-09-01	2008-02-01	<a href="#">Edit</a>	<a href="#">Delete</a>
2	2008-02-02	2008-07-20	<a href="#">Edit</a>	<a href="#">Delete</a>
1	<input type="text" value="2008-01-24"/>	<input type="text" value="2008-05-23"/>	<a href="#">Submit</a>	<a href="#">Clear</a>
<b>Settings</b>				
Setting description	Status	On/Off		
Absence tab	On	<a href="#">Off</a>		
Grade tab	On	<a href="#">Off</a>		
Behaviour	On	<a href="#">Off</a>		
Tidiness	On	<a href="#">Off</a>		
Export tab	On	<a href="#">Off</a>		
Report tab	On	<a href="#">Off</a>		
Show logo from installation in warningletter	Off	<a href="#">On</a>		
Replace default text in warning letters	On	<a href="#">Off</a>		
Disable settings for sub nodes	On	<a href="#">Off</a>		

## Terms

<b>Terms</b>				
Term	From	To		
1	2007-09-01	2008-02-01	<a href="#">Edit</a>	<a href="#">Delete</a>
2	2008-02-02	2008-07-20	<a href="#">Edit</a>	<a href="#">Delete</a>
1	<input type="text" value="2008-01-24"/>	<input type="text" value="2008-05-23"/>	<a href="#">Submit</a>	<a href="#">Clear</a>

You enter the school's term dates in this screen by typing in the start date and end date. You can also use the date selector to do this.

If you want to *change* term dates, you can select *Edit* on the far right of the screen. The relevant fields will then appear at the bottom of the screen for you to make the necessary changes:

Terms				
Term	From	To		
1	2007-09-01	2008-02-01	<a href="#">Edit</a>	<a href="#">Delete</a>
2	2008-02-02	2008-07-20	<a href="#">Edit</a>	<a href="#">Delete</a>
2	2008-02-02	2008-07-20	<a href="#">Submit</a>	<a href="#">Clear</a>

## Settings

Settings		
Setting description	Status	On/Off
Absence tab	On	<a href="#">Off</a>
Grade tab	On	<a href="#">Off</a>
Behaviour	On	<a href="#">Off</a>
Tidiness	On	<a href="#">Off</a>
Export tab	On	<a href="#">Off</a>
Report tab	On	<a href="#">Off</a>
Show logo from installation in warningletter	Off	<a href="#">On</a>
Replace default text in warning letters	On	<a href="#">Off</a>
Disable settings for sub nodes	On	<a href="#">Off</a>

The other settings offer you the chance to display or hide relevant functions. You can select under *Settings* which tabs you want to be available. In the screen above nearly all the tabs have the status *On*.

This means that:

- the *Absence* tab is visible to teachers (and pupils)
- the *Grade* tab is visible to teachers (and pupils)
- the *Remarks* tab is visible to teachers (and pupils)
- the *Tidiness* and *Behaviour* are visible to teachers (under the *Remarks* tab)
- the *Export* tab is visible to the administrator (this tab contains the settings for transferring data from Fronter to the administrative system)
- the *Report* tab is visible to teachers

If tidiness and behaviour are not being recorded the relevant tabs can be hidden for the teachers.

*Show logo from installation in warningletter*: The logo specified in the general settings for the school will be displayed in the letter's header.

*Replace default text in warning letters*: This setting allows you to edit the text in warning letters.

*Disable settings for sub nodes*: If this option is set to *On* you cannot apply these settings to any subordinate organisational units. In other words, the *Absence*, *Grade* and *Tidiness* tabs will not be available further down in the organisation.

## Absences

In the *Absences* submenu you record the absence codes which the school needs to use. It may be a good idea to use codes you are familiar with from before. There are also some additional settings determining how absences should be handled.

Absence codes		Σ	Not accepted	Student access	Overrule		
(1) A	Authorised absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
(1) H	Holiday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
(1) M	Medical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
(1) U	Unauthorised absence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit	Clear

In this screen the *absence codes* (1) the school will use are registered. You must also specify whether the absence will *count (and be totalled up)* (2), whether it is *not accepted* (3) (this function is designed mainly for primary schools), whether the pupil needs to be able to use the code if *student access* is activated (4), and whether the *tutor* can overrule the *subject teacher's* entry by registering a *whole day absence* for a pupil (5). In the last instance, the code for the whole day absence will replace the code the subject teacher has used in his or her lessons.

You are recommended not to use too many absence codes and to make them as general as possible. The *Description* field is important. The information in this field is visible to the person going to record an absence for a pupil. Make sure that this description is self-evident!

The screen above gives you an example of which codes and settings can be used.

The arrow keys allow you to move the various absence codes upwards or downwards in the pulldown menu for *recording* absences:

Lesson absence

Delete

A - Authorised absence

H - Holiday

M - Medical

U - Unauthorised absence

Minutes of absence:

## Duration of day

This option is used to record the duration of the day.

### Lesson grid Off:

This option is used to record the duration of the day. If it is set to *Lesson grid Off* you only need to specify the start time and finish time of the school day.

Duration of day	
Day start (hh:mm): 08:00	Day end (hh:mm): 15:00
<a href="#">Save</a>	
Settings	
Setting description	Status
	On/Off

This duration is used to calculate the size of the fields where the absences will be recorded. The teachers must create their timetable in the Absence module themselves. In this case, the start and finish times are required so that the teacher's lessons are inserted correctly within a school day. See the following example:

	Wed 02/01	Thu 03/01
	GC - Lecture, 12:00-13:30, Aud F	

### Lesson grid On:

The *Lesson grid On* setting allows you to record the duration of the school day in the following manner:

Lesson					
Lesson	From	To	Lesson description	Edit	Delete
1	0800	0930		<a href="#">Edit</a>	<a href="#">Delete</a>
2	0930	1100		<a href="#">Edit</a>	<a href="#">Delete</a>
3	1100	1230		<a href="#">Edit</a>	<a href="#">Delete</a>
4	1230	1400		<a href="#">Edit</a>	<a href="#">Delete</a>
5	1400	1530		<a href="#">Edit</a>	<a href="#">Delete</a>
0	00	00		<a href="#">Submit</a>	<a href="#">Clear</a>

Settings	
Setting description	Status
	On/Off

If you want to *change* a lesson, you can select *Edit* on the far right of the screen. The relevant fields will then appear at the bottom of the screen for you to make the necessary changes:

Lesson						
Lesson	From	To	Lesson description			
1	0800	0930		Edit	Delete	
2	0930	1100		Edit	Delete	
3	1100	1230		Edit	Delete	
4	1230	1400		Edit	Delete	
5	1400	1530		Edit	Delete	

4	12	30	14	00		Submit	Clear
---	----	----	----	----	--	--------	-------

Settings		
Setting description	Status	On/Off
Allow commenting an absence entry	On	Off
Show teacher comments to students	Off	On
Allow specifying the duration of the absence (minutes)	On	Off
Make whole day registration possible for teachers	Off	On
Allow students to register absence	Off	On
Show options for flagging lesson marking done	On	Off
Lesson grid	Off	On
Do not show absence lessons in the calendar	On	Off
Count days	On	Off
Number of minutes in a lesson	45	Save
Lock absence after number of days:	0	Save

If you are using a *lesson grid* you must specify the duration of the school day in this manner.

## Settings

The Absence tool offers some additional settings, as shown below:

Settings		
Setting description	Status	On/Off
Allow commenting an absence entry	On	Off
Show teacher comments to students	Off	On
Allow specifying the duration of the absence (minutes)	On	Off
Make whole day registration possible for teachers	Off	On
Allow students to register absence	Off	On
Show options for flagging lesson marking done	On	Off
Lesson grid	Off	On
Do not show absence lessons in the calendar	On	Off
Count days	On	Off
Number of minutes in a lesson	45	Save
Lock absence after number of days:	0	Save

### *Allow commenting an absence entry*

This option allows you to enter a brief comment/remark about an absence:

Lesson absence	
Delete	
A - Authorised absence	
H - Holiday	
M - Medical	
U - Unauthorised absence	
Minutes of absence:	<input type="text"/>
The bus was late....	

This comment is indicated in the corner of the absence entry:



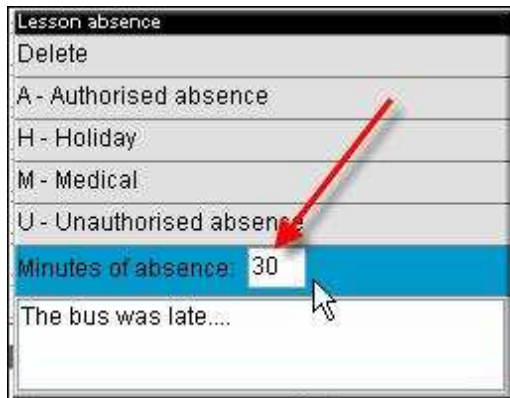
Orman, John	
Parker, Kelly	
Robinson, Jancis	
Robinson, Kent	A
Simpson, Laura	
Sunderland, Flora	
Swift, Fanny	

*Show teacher comments to students:*

This allows the comments entered in connection with the pupils' absence to be visible to them when they hold the cursor over the absence code.

*Allow specifying the duration of the absence (minutes):*

If a lesson lasts, say, two hours, it may be useful to specify an absence duration of 30 minutes, for instance:



Lesson absence

Delete

A - Authorised absence

H - Holiday

M - Medical

U - Unauthorised absence

Minutes of absence: 30

The bus was late...

*Make whole day registration possible for teachers:*

This option should only be set if subject teachers have the pupils the whole day for a particular subject or topic.

*Allow students to register absence:*

If this option is set pupils will be able to record their own absence themselves, using the same codes that the teachers can use. They will not be able to *delete* an absence.

*Show options for flagging lesson marking done:*

This function is mainly designed for those who use *No Lesson grid* to show that the register was marked for this lesson. This does not prevent you from registering or deleting lessons in the future. Completing this field allows the subject teacher (and tutor) to show that the register has been marked, especially when no one was absent during a lesson.

The screenshot shows a software interface with tabs for 'Absences', 'Grades', 'Order', and 'Report'. Under 'Absences', there are sub-tabs for 'Group view', 'Student view', 'Warning letters', and 'Weekly schedule view'. The main area displays 'Students: Chemistry class (20 members)' for 'Week 01, December 31 - January 6'. A table lists student names and their absence status for 'Mon 31/12' and 'Tue 01/12'. A blue box with the text 'Lesson marking done' is overlaid on the cell for 'Andersson, Ben' on 'Mon 31/12', with a red arrow pointing to it.

Name	Mon 31/12	Tue 01/12
Andersson, Ben	A	
Berry, Annette		
Brown, Charles	U	
Burns, Annette		
Burns, Desmond		
Evavold, Don		
Green, Emily		
Greenfields, Fay		
Headley, Dan		

### *Lesson grid:*

This setting is explained right at the start of this guide. This option must be selected and remain unchanged throughout the entire school year.

### *Do not show absence lessons in the calendar:*

Many of our customers felt that it was becoming a little bit overcrowded with lessons being shown and absences being marked in the calendar. As a result, this setting has been created, allowing you to switch off this view in the calendar. This will then apply to all the users of the Absence module.

### *Count days/Number of minutes in a lesson:*

The system is basically set to count hours and minutes, but if the *Count days* option is set to *On*, the number of days and lessons will be counted up for you. What is considered as a lesson is defined in a setting further down - *Number of minutes in a lesson*. This setting determines then what will be counted as a lesson.

If you set this option to 45 minutes the system will count the number of occurrences of 45 minutes. Any minutes running over the full 45 minutes are not shown. This also means that if you use *Lesson grid Off* and have lessons that last 40 minutes, the absence will not be shown in the total until the pupil has had another absence recorded so that it will give a total of at least 45 minutes.

### *Lock absence after number of days:*

The number entered here specifies the duration of the absence after which it can no longer be changed. If you enter 14, all absences older than 14 days will be locked.

### *School's text for warningletter*

We have added our text processing facility so that schools/administrators can design their own letters. This is available under the Absence, Grades and Tidiness/Behaviour tabs. Even if not all the letters will be used, we have retained the option of creating warning letters for all three tabs.



Grades				
	Code	Description		
	A		Edit	Delete
	B		Edit	Delete
	C		Edit	Delete
	D		Edit	Delete
	E		Edit	Delete
	F		Edit	Delete
	D		Submit	Clear

Subject teachers do not always give whole grades, so grades like 4+, 3-, 4/5 etc. need to be accommodated too. These are known as *additional grade codes* and teachers are free to enter what they like as they are not linked to any administration system.

There is a setting right at the very bottom of the screen:

Settings		
Setting description	Status	On/Off
Allow tutor to see unpublished grades	On	Off

This setting allows tutors to take a look at the grades given by the subject teachers before they are published for the pupils.

The last option offers the school the opportunity to edit the text in warning letters according to its own requirements.

Schools text for warningletter Turn tool bar off

---

Source Format

**B** *I* U ABC Font Size

## Remarks

This menu option includes both *Behaviour grades* and *Remarks*:

Absence, grades and order				
Settings Absences Grades <b>Remarks</b> Export				
Moosing University College				
Behaviour grades				
	Code	Description		
	G	Good	Edit	Delete
	F	Fair	Edit	Delete
	N	Not acceptable	Edit	Delete
	<input type="text"/>	<input type="text"/>	Submit	Clear
Remarks				
	Code	Description	Type	
	L	Late hand-in	Tidiness	Edit Delete
	N	Not handed in	Tidiness	Edit Delete
	TL	Too late to class	Tidiness	Edit Delete
	D	Disturbing behaviour	Behaviour	Edit Delete
	<input type="text"/>	<input type="text"/>	Behaviour	Submit Clear

Under *Behaviour grades* you enter the grades for tidiness used by the school:

Behaviour grades				
	Code	Description		
	G	Good	Edit	Delete
	F	Fair	Edit	Delete
	N	Not acceptable	Edit	Delete
	<input type="text"/>	<input type="text"/>	Submit	Clear

As was already mentioned above: *remember that any administrative system and Fronter must use an identical grade system!*

You can also enter remarks about pupils' tidiness or behaviour in the next part of the screen. You can specify from the pulldown menu whether the comment relates to tidiness or behaviour:

Remarks				
	Code	Description	Type	
	L	Late hand-in	Tidiness	Edit Delete
	N	Not handed in	Tidiness	Edit Delete
	TL	Too late to class	Tidiness	Edit Delete
	D	Disturbing behaviour	Behaviour	Edit Delete
	<input type="text"/>	<input type="text"/>	<input type="text" value="Behaviour"/>	Submit Clear

*Publish final behaviour assessment to students:*

If a date for publishing grades has been given, but not all the teachers have clicked on *Publish final behaviour assessment to students*, the administrator can override this by selecting *On*.

*Show teacher name in remark list:*

This setting (when Off/On) is used to hide

Date	Group	Remarks	Time	Comments
2008-01-04	Students: Chemistry class	Too late to class (Tidiness)	No specific hour	25 minutes late

or to display (to the pupil) the name of the teacher who typed in a remark:

Date	Group	Remarks	Teacher	Time	Comments
2008-01-04	Students: Chemistry class	Too late to class (Tidiness)	Emily Evavold	No specific hour	25 minutes late

## Export

The *Export* menu option is used to control the transfer of grades and absence information from Fronter to the administrative system:

Org. unit Settings Statistics Tools **Absence, grades and order**

Settings Absences Grades Remarks **Export**

Moosing University College

Active term: Term: 1 (2007-09-01- 2008-02-01) ▼

Status	Type	Export date	Export interval	Download files
Not active	Absences	2008-01-25 ▼	Not active ▼	<a href="#">Open XML</a>
Not active	Grades	2008-01-25 ▼	Not active	<a href="#">Open XML</a>
Not active	Order	2008-01-25 ▼	Only selected export date	<a href="#">Open XML</a>
Not active	Tidiness	2008-01-25 ▼	Every night until export date	<a href="#">Open XML</a>
			Every monday until export date	<a href="#">Open XML</a>
			Not active ▼	<a href="#">Open XML</a>

[Save](#)

Export groups	Chosen	Change
Absences	All groups chosen	<a href="#">Change</a>
Grades	All groups chosen	<a href="#">Change</a>
Order	All groups chosen	<a href="#">Change</a>
Tidiness	All groups chosen	<a href="#">Change</a>

The *Export interval* is selected from the pulldown list after the relevant term has been selected. Remember to click on *Save* after you have made your changes. You can select in the bottom part of the screen which groups will be included in the export process. You can also look at the export file (XML format) in more detail if something goes wrong with the export operation and the details need to be looked at.

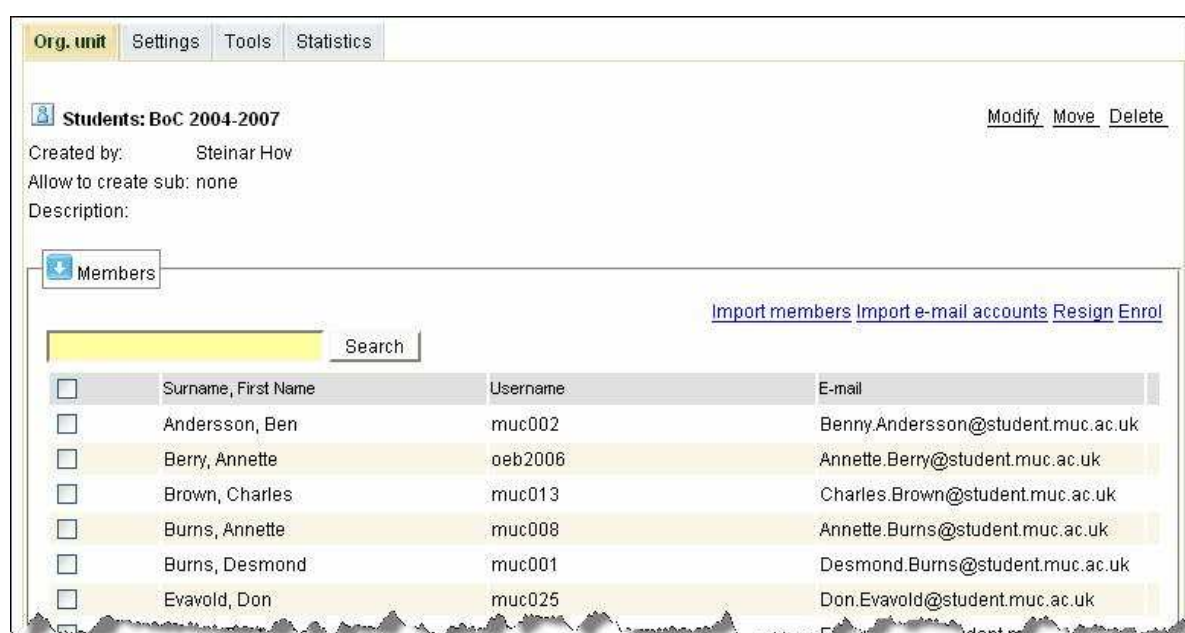
*NB: from now on we are going to export absence information every 60 minutes, regardless of the duration selected for a lesson in the settings.*

## Rights – settings for tutors and subject teachers

All these steps provide the basis for recording absences, levels of tidiness and grades, but under *one* condition: tutors are linked to classes and subject teachers are linked to subject groups. This is normally done by importing data from the school's administrative system. The actions described below will be carried out automatically during an import operation. Contact Fronter for more information.

## Classes

The relevant classes are created and students are enrolled:



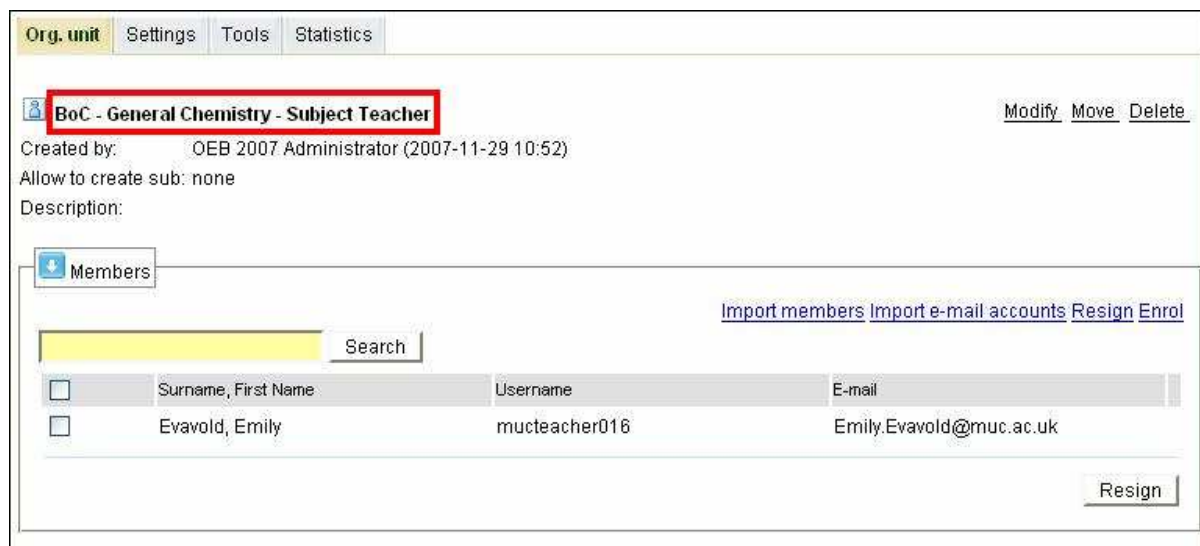
The screenshot shows the Fronter interface for a class. At the top, there are tabs for 'Org. unit', 'Settings', 'Tools', and 'Statistics'. Below the tabs, the class name 'Students: BoC 2004-2007' is displayed, along with 'Created by: Steinar Hov' and 'Allow to create sub: none'. A 'Description:' field is also present. To the right of the class name are links for 'Modify', 'Move', and 'Delete'. Below the class information is a 'Members' section with a search bar and a table of members. The table has columns for 'Surname, First Name', 'Username', and 'E-mail'. The members listed are:

<input type="checkbox"/>	Surname, First Name	Username	E-mail
<input type="checkbox"/>	Andersson, Ben	muc002	Benny.Andersson@student.muc.ac.uk
<input type="checkbox"/>	Berry, Annette	oeb2006	Annette.Berry@student.muc.ac.uk
<input type="checkbox"/>	Brown, Charles	muc013	Charles.Brown@student.muc.ac.uk
<input type="checkbox"/>	Burns, Annette	muc008	Annette.Burns@student.muc.ac.uk
<input type="checkbox"/>	Burns, Desmond	muc001	Desmond.Burns@student.muc.ac.uk
<input type="checkbox"/>	Evavold, Don	muc025	Don.Evavold@student.muc.ac.uk

In this example the class is *Students: BoC 2004 - 2007*. The members are all students for the Bachelor of Chemistry (BoC) in year 2004 - 2007

## Subject teacher

The screen below shows that separate groups have been created for each subject teacher:



Org. unit Settings Tools Statistics

**BoC - General Chemistry - Subject Teacher** [Modify](#) [Move](#) [Delete](#)

Created by: OEB 2007 Administrator (2007-11-29 10:52)  
Allow to create sub: none  
Description:

Members

[Import members](#) [Import e-mail accounts](#) [Resign](#) [Enrol](#)

Search

<input type="checkbox"/>	Surname, First Name	Username	E-mail
<input type="checkbox"/>	Evavold, Emily	mucteacher016	Emily.Evavold@muc.ac.uk

[Resign](#)

The subject teacher for General Chemistry is Emily Evavold

## Tutor

There are also groups for the tutors:



Org. unit Settings Tools Statistics

**BoC - Chemistry - Tutor** [Modify](#) [Move](#) [Delete](#)

Created by: OEB 2007 Administrator (2007-11-29 11:07)  
Allow to create sub: none  
Description:

Members

[Import members](#) [Import e-mail accounts](#) [Resign](#) [Enrol](#)

Search

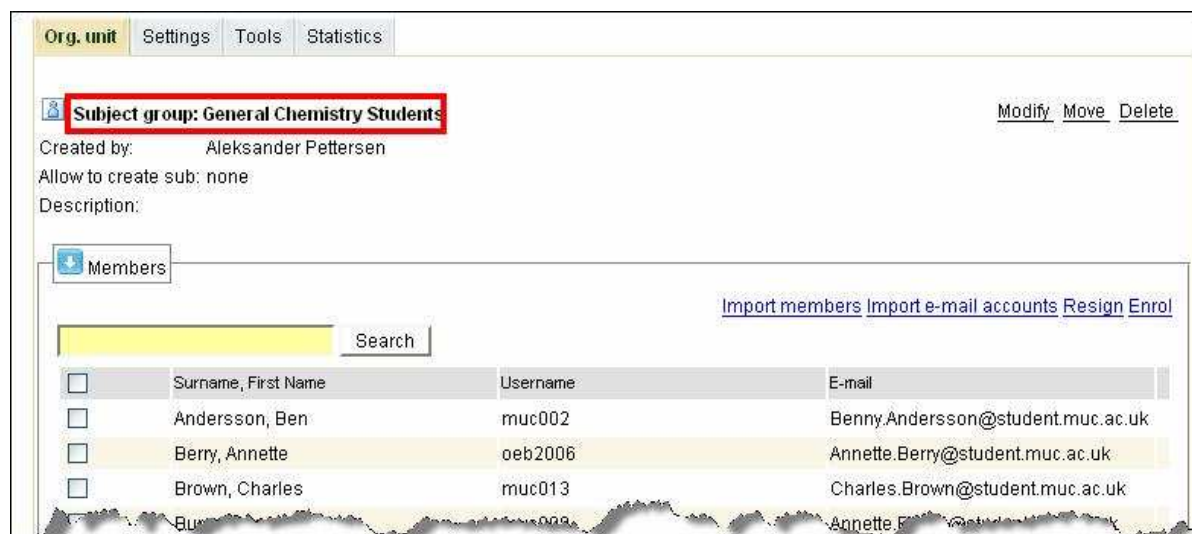
<input type="checkbox"/>	Surname, First Name	Username	E-mail
<input type="checkbox"/>	Andersson, Ann	mucteacher015	Ann.Andersson@muc.ac.uk

[Resign](#)

Here, Ann Andersson is the tutor for the student group in chemistry.

## Subject groups (with students)

The last type of group we need to mention are all the subject groups:



The screenshot shows a web interface for managing subject groups. At the top, there are tabs for 'Org. unit', 'Settings', 'Tools', and 'Statistics'. Below these, the group name 'Subject group: General Chemistry Students' is highlighted with a red box. To the right of the group name are links for 'Modify', 'Move', and 'Delete'. Below the group name, it says 'Created by: Aleksander Pettersen' and 'Allow to create sub: none'. There is also a 'Description:' field which is currently empty. Below this is a 'Members' section with a search bar and a list of members. The list has columns for 'Surname, First Name', 'Username', and 'E-mail'. The members listed are Ben Andersson, Annette Berry, and Charles Brown. There are also links for 'Import members', 'Import e-mail accounts', 'Resign', and 'Enrol'.

<input type="checkbox"/>	Surname, First Name	Username	E-mail
<input type="checkbox"/>	Andersson, Ben	muc002	Benny.Andersson@student.muc.ac.uk
<input type="checkbox"/>	Berry, Annette	oeb2006	Annette.Berry@student.muc.ac.uk
<input type="checkbox"/>	Brown, Charles	muc013	Charles.Brown@student.muc.ac.uk

This group, *Subject group: General Chemistry Students*, contains all students on the course Introduction to General chemistry.

## Assigning rights

After all the classes, subject groups, tutors and subject teacher groups have been set up, the only remaining task is to assign rights to the relevant teacher groups with pupil groups. There is a distinct difference here in terms of the role of subject teacher and the role of tutor.

## Setting for tutor groups

First you select a class (here: *Students: BoC 2007 – 2007*) and then *Give others access in this org.unit*:

The screenshot shows the 'Admin' interface with a search bar and a tree view on the left. The tree view is expanded to show the 'Students: BoC 2004-2007' group. The main content area shows the group's details, including 'Created by: Steinar Hov' and 'Allow to create sub: none'. The 'Access rights' section is highlighted, and a red arrow points to the 'Give others access in this org.unit' button. Below this, there is a table of access rights for the group.

Name	Contact access	Room access	
<input type="checkbox"/> Students: BoC 2004-2007	View contacts	No access	<a href="#">Modify</a>

Below the table, there is a section for 'Contacts which have inherited rights from a higher level' with a list of contacts and their access rights.

Then select the correct tutor group:

The screenshot shows the 'Students: BoC 2004-2007' group settings page. The 'The organisation unit:' dropdown menu is set to 'BoC - Chemistry - Tutor'. The 'Contact access' dropdown menu is open, and the 'Tutor' option is selected. The 'Save' and 'Cancel' buttons are visible at the bottom right.

The screen shows that *BoC – Chemistry - Tutor* is assigned a special access right, i.e. *Tutor*. This means that when the tutor clicks on the *Absence* button, this group will appear as the tutor's class, along with the relevant rights for updating absence information etc.

If this teacher is a tutor for more than one class, the same process must obviously be repeated.

## Setting for subject teacher groups

The rights allowing subject teachers to record absences etc. for their groups must be assigned in a similar manner:

The screenshot shows the 'Admin' interface with a search bar and a tree view on the left. The tree view is expanded to show 'BoC - General Chemistry - Subject Teacher'. The main content area shows the settings for 'Subject group: General Chemistry Students'. A red arrow points from the 'Give others access in this org.unit' button to the 'Access rights' table.

Name	Contact access	Room access	
Subject group: General Chemistry Students	View contacts	No access	Modify

Contacts which have inherited rights from a higher level

Administrators	Top admin	Super-User	Go to source
MUC-Fronter-admin	Administrator	Room Supervisor	Go to source
UK - CF-administrators	Administrator	Room Supervisor	Go to source
Z - Guests	View contacts	Room Supervisor	Go to source

In this instance, *Subject group: General Chemistry Students* has been selected and you click on *Give others access in this org.unit*. Once again, you scroll down until you reach the right group:

The screenshot shows the 'Org. unit' settings page for 'Subject group: General Chemistry Students'. A red arrow points to the 'BoC - General Chemistry - Subject Teacher' dropdown menu. Another red arrow points to the 'Subject teacher' option in the 'Contact access' dropdown menu.

The organisation unit: BoC - General Chemistry - Subject Teacher

Choose the type of access the org. unit (group) should have:

Contact access: Subject teacher

Save Cancel

The screen shows that *BoC – General Chemistry - Subject Teacher* is assigned a special access right, i.e. *Subject teacher*. This means that when the subject teacher clicks on the *Absence* button, this group will appear as the teacher's subject group, along with the relevant rights for updating absence information etc.

When all the classes have been linked to tutors and subject groups to subject teachers using this type of rights, the school is ready for the task of recording absences, levels of tidiness and grades.

**Remark:**

When data is imported from the school's administrative system, all the above-mentioned groups will be automatically set up and all the rights assigned. This is naturally assuming that all the basic data has been correctly entered in the administrative system.

*Important! You must ensure that the Absence tool is included in the personal toolbar for all those who have access to it.*

### Version control

Version	Date	Description	Person responsible
81.1	04.01.08	Absence - administration	Steinar Hov

### QA Review

Date	Approved by	Comments
04.01.08	Georg Ranhoff	Corrected and approved