



Centre Manager Basics

How to create Registers

Creating Registers

Registers can be created to create a list of learners that will be attending group sessions. Once a register has been created, assessors will be able to schedule/create sessions and mark attendance and lateness.

Preparation

The **Enable the registers feature** Centre Setting must be enabled.

User Restrictions

Centre Managers can create **Registers**. A permission is available to allow Tutors to **Manage Registers**.

Creating a Register

To create a new Register, follow the steps below:

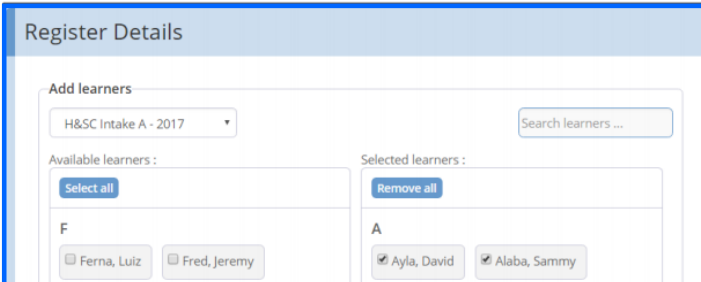
1. Click on the **Centre** and then the **Registers** icon
2. Click on the **Create Register** button

Note - Tutors with permission to **Manage Registers** will find the **Registers** icon in their **Forms and Templates** section.

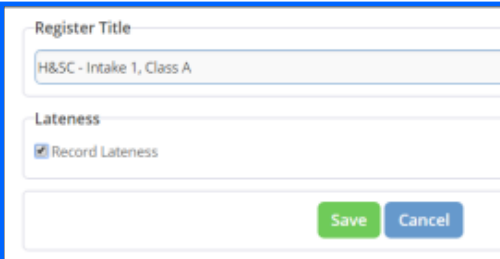
Add Learners

To add a learner to the register, select a **Class** from the drop-down list. Once a class has been selected you will see the names of the learner within that class.

Either **manually tick** the learners you want to include on the register or use the "Search learners" filter.



The screenshot shows the 'Register Details' interface. At the top, there is a dropdown menu for 'Add learners' set to 'H&SC Intake A - 2017' and a 'Search learners ...' button. Below this, there are two columns: 'Available learners' and 'Selected learners'. The 'Available learners' column has a 'Select all' button and lists 'F' with checkboxes for 'Ferna, Luiz' and 'Fred, Jeremy'. The 'Selected learners' column has a 'Remove all' button and lists 'A' with checkboxes for 'Ayla, David' and 'Alaba, Sammy'.



The screenshot shows the 'Register Title' and 'Lateness' form. The 'Register Title' field contains 'H&SC - Intake 1, Class A'. The 'Lateness' section has a checked checkbox for 'Record Lateness'. At the bottom, there are 'Save' and 'Cancel' buttons.

Once all the relevant learners have been selected, enter a **register title** and specify whether **lateness** can be recorded, before clicking **Save**.

Lateness allows the assessor to specify how many minutes late a learner was to a session, when marked as attended.

Creating a Session

A session is an individual instance of a register, where attendance and lateness can be recorded by an Assessor.

To create a new Session, follow the steps below:

1. Click the Sessions icon, on the assessor's **Learner Dashboard**
2. Click on the **Create Session** button
3. Locate the register and click the **Create Session** button

Note - Centre Managers can access sessions, by clicking the "Registers" icon and then the "View Sessions" button.

4. Enter the **Start date/time, End time** and **Location**
5. Click the **Save** button to save the session

Once a session has been created, a visit will be displayed into the Assessor's calendar and the calendar of all learners in the session.

When viewing a session Assessors and Centre Managers will be able to **Add Learners** and **Edit** the session details.

New session

Session Details

Start Date: 22/11/2016 Start Time: 14:09 End Time: 15:09

Location: OCP Room 1.40

Attendance

Learners Name
Ayla, David
Alaba, Sammy
Ferna, Luiz
Fred, Jeremy

Save **Cancel**

Making a Session

Class 123 Intake A

Session Details

Start Date: 22/11/2016 Start Time: 14:09 End Time: 15:09

Location: OCP Room 1.40 **Edit**

Attendance

Add Learner Absence codes: [UA] - Unauthorised Absence [AA] - Authorised Absence [S] - Suspended

Learners Name	Attendance	Lateness	Actions
Ayla, David	Attended Absent	5 minutes	Delete
Alaba, Sammy	Attended Absent	0 minutes	Delete
Ferna, Luiz	Attended Absent	Absence code: UA	Delete

When a session has been opened, you can specify whether a learner attended or if they were absent. If they attended, you record the number of minutes they were late, if the option to **record lateness** was enabled on the register.

If they were absent, you will be able to select an absence code, explaining why they were absent.

Once complete, the assessor can sign the register to prevent any further changes.

To learn more see our full guides
<https://live.onefile.co.uk/userguides/>



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