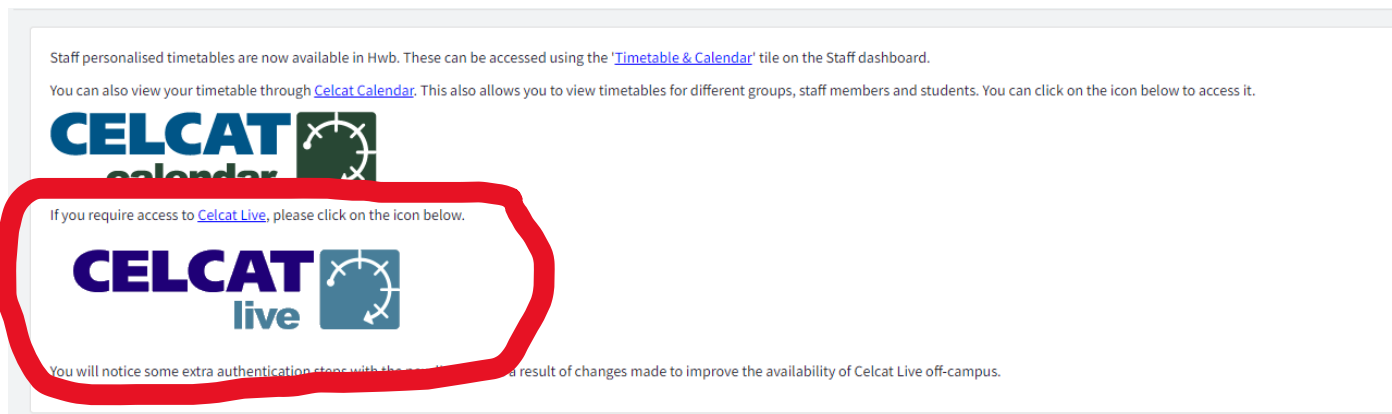


Quick guide to register marking in Celcat Live

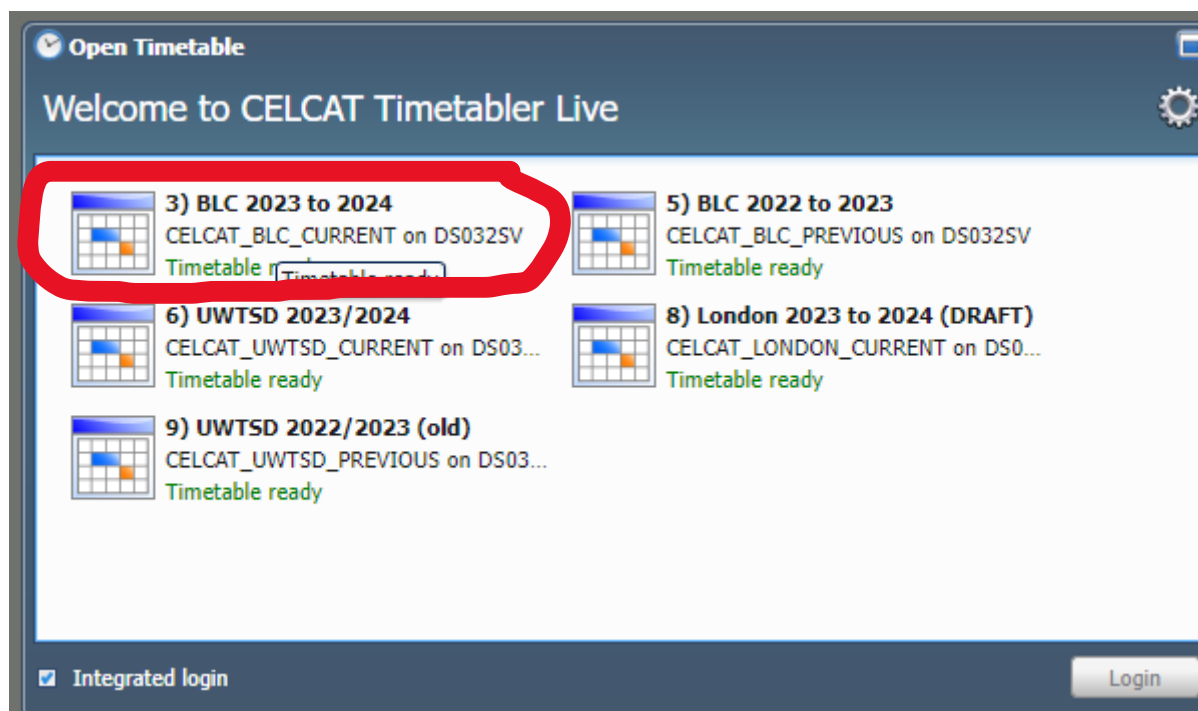
1. Go to <https://uwtsd.myday.cloud/dashboard/anonymous>. Log in using your UWTSD login and password. Click on 'Staff' in the lefthand panel. Click on Celcat.



2. Click on 'Celcat Live'. If prompted to enter login details, please use your UWTSD email address and password.



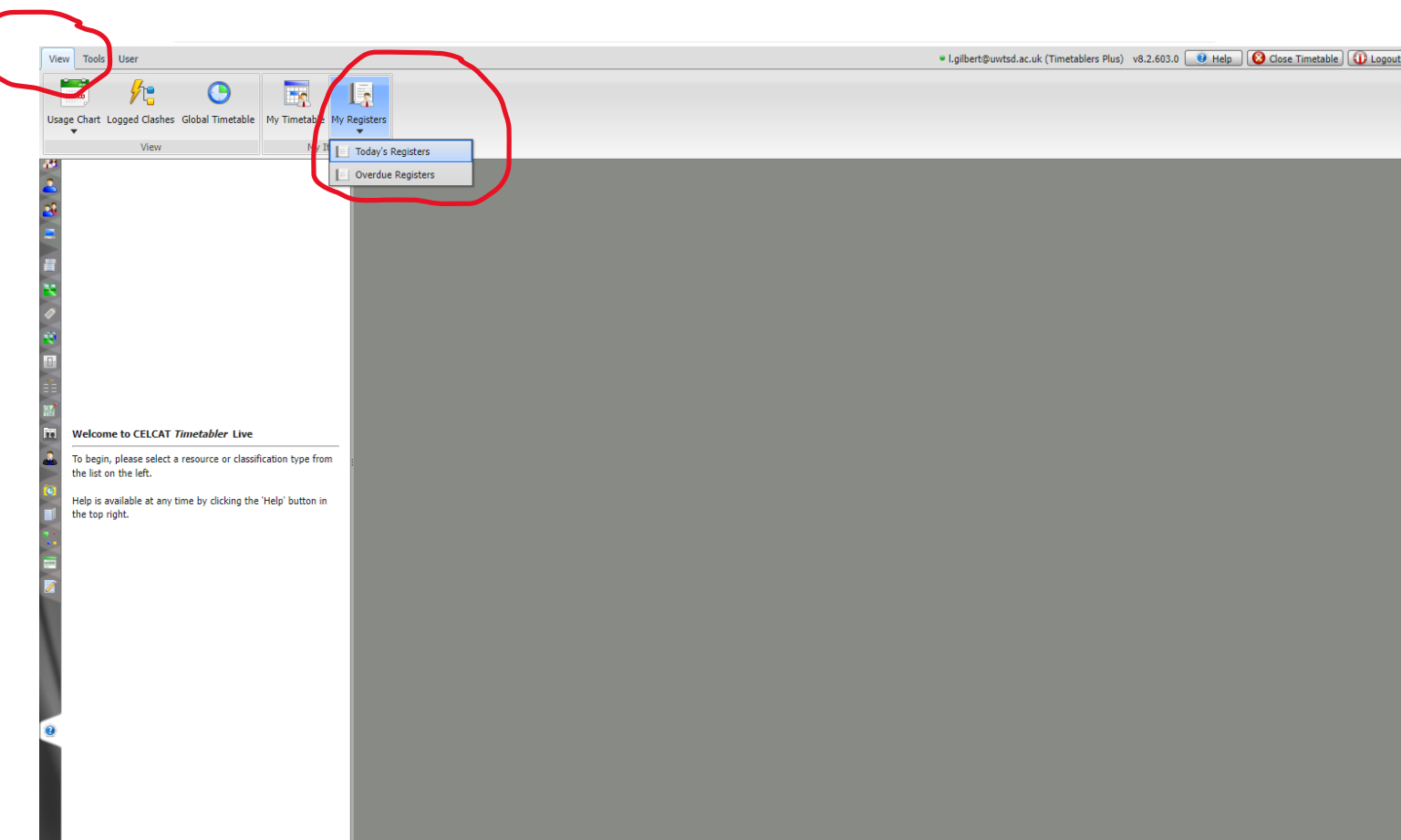
- Double-click on the timetable (BLC 2023 to 2024). If prompted to enter login details, please use your UWTSD email address and password.



- Once you have logged in, you will see the screen below. You have two options to find your registers.

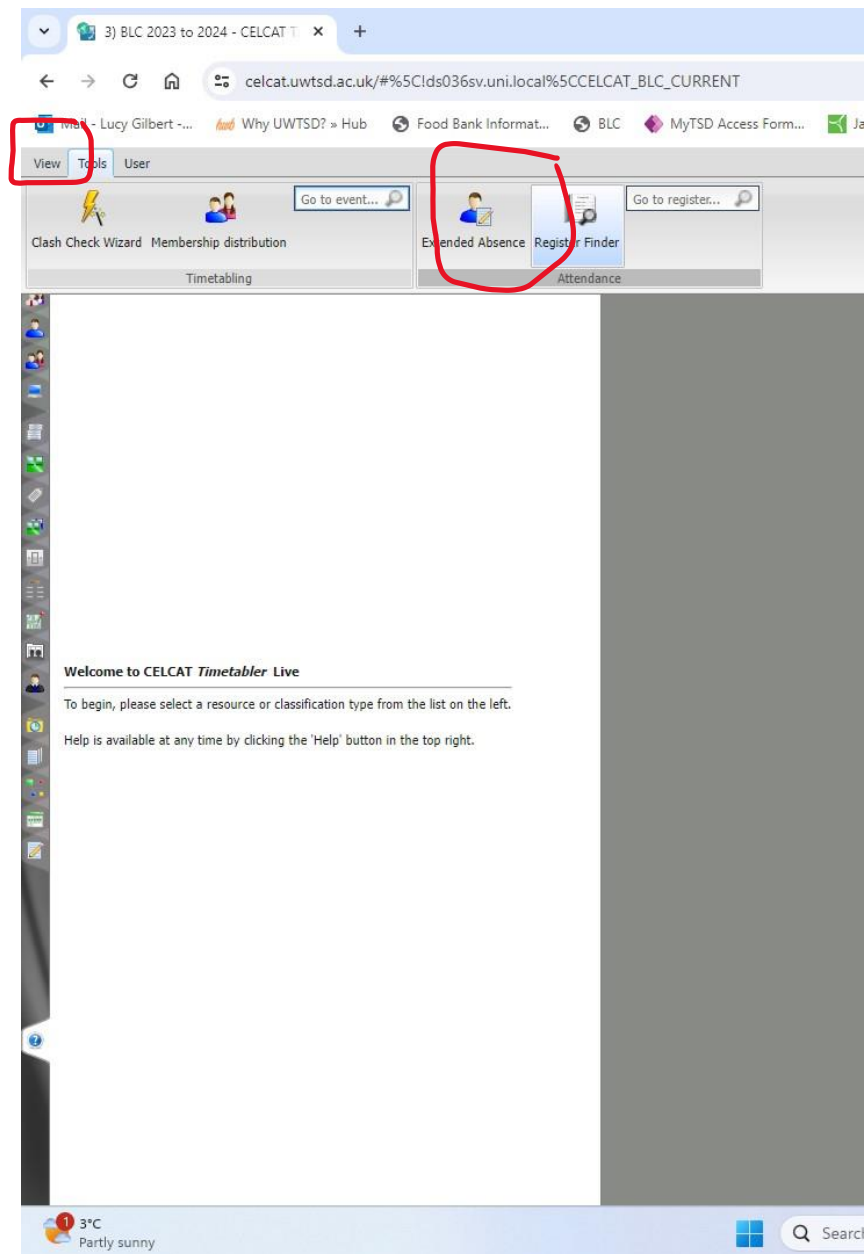
Option 1:

Please click on 'View' and then 'My registers'. Then click on 'Today's Registers' to mark a register on the day you taught, or 'Overdue Registers' if marking registers from a previous day/week. **Please avoid this. All registers must be marked directly after the class.**

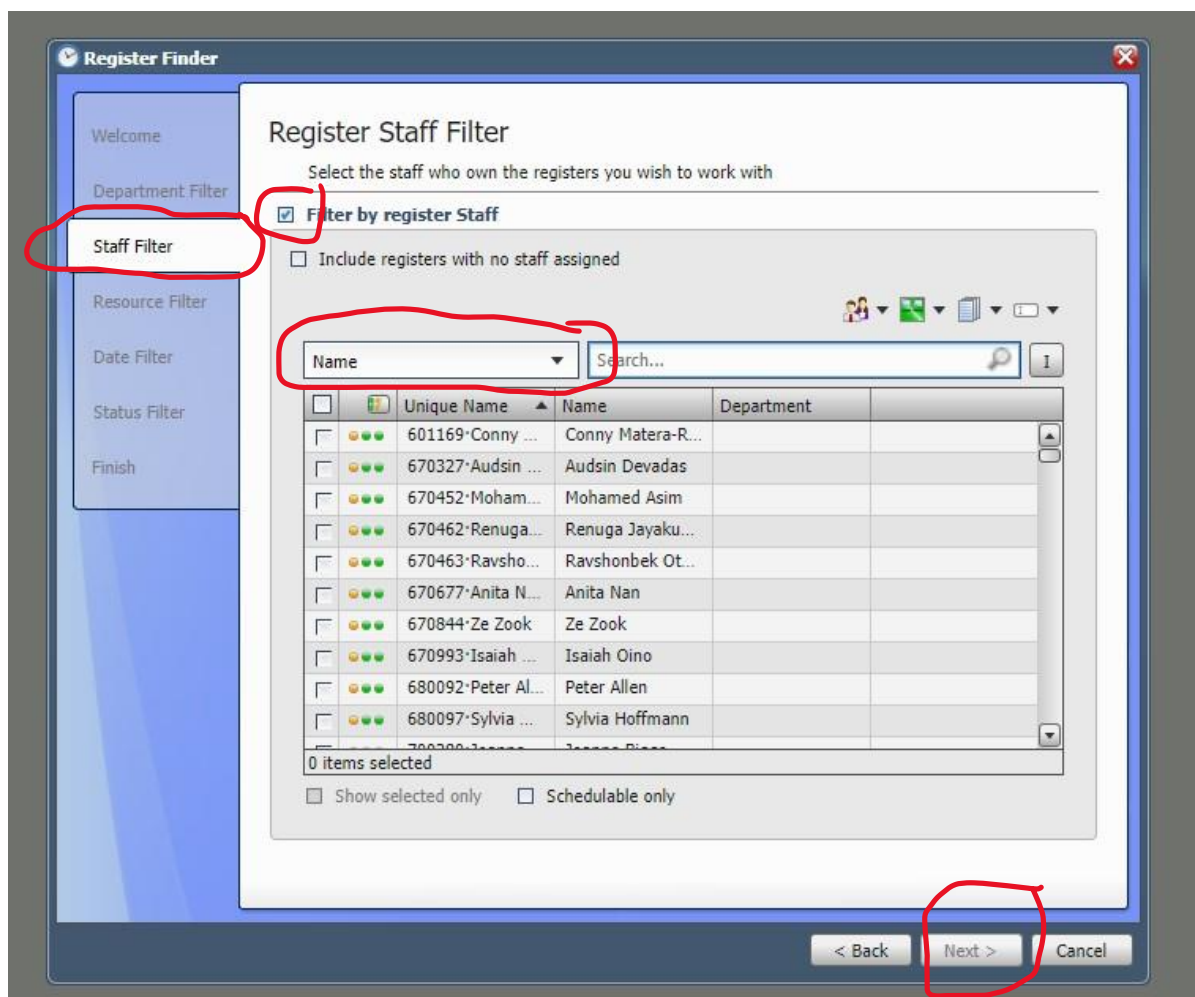


Option 2:

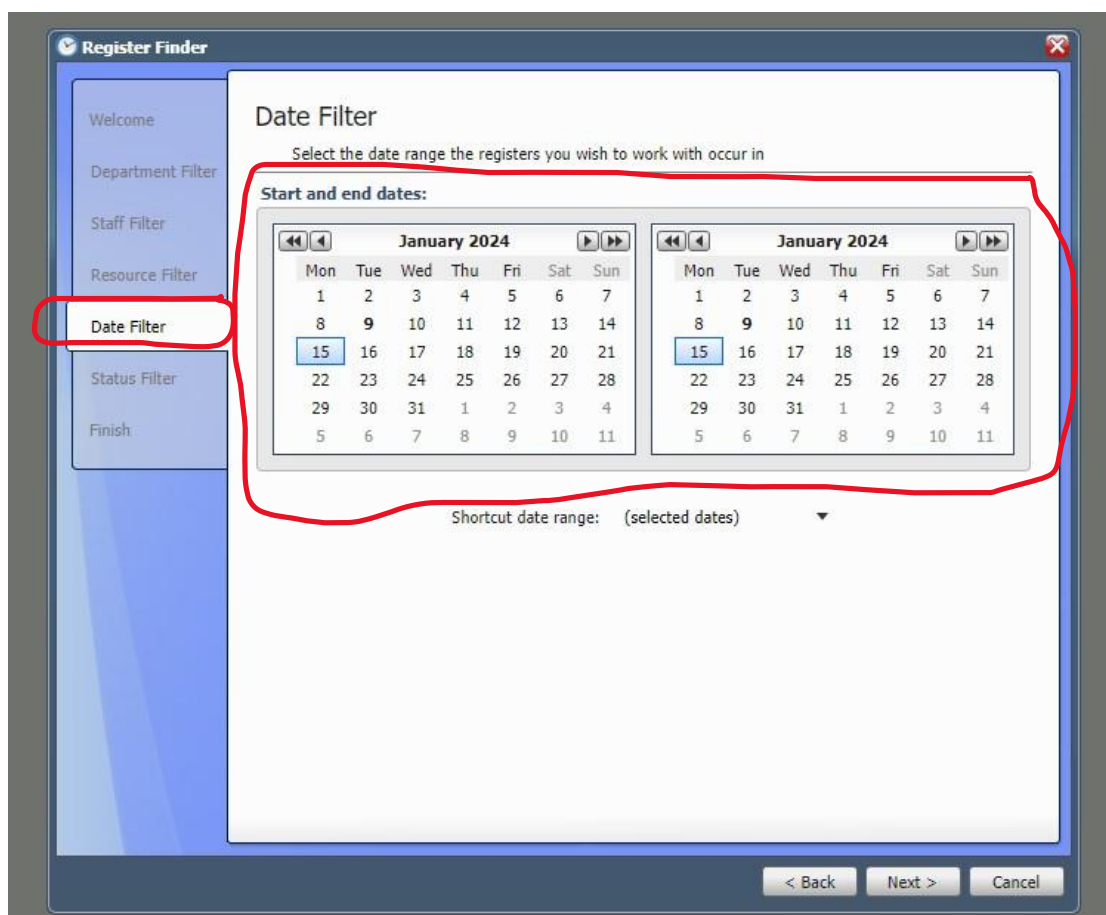
Click on 'Tools' and then 'Register Finder'.



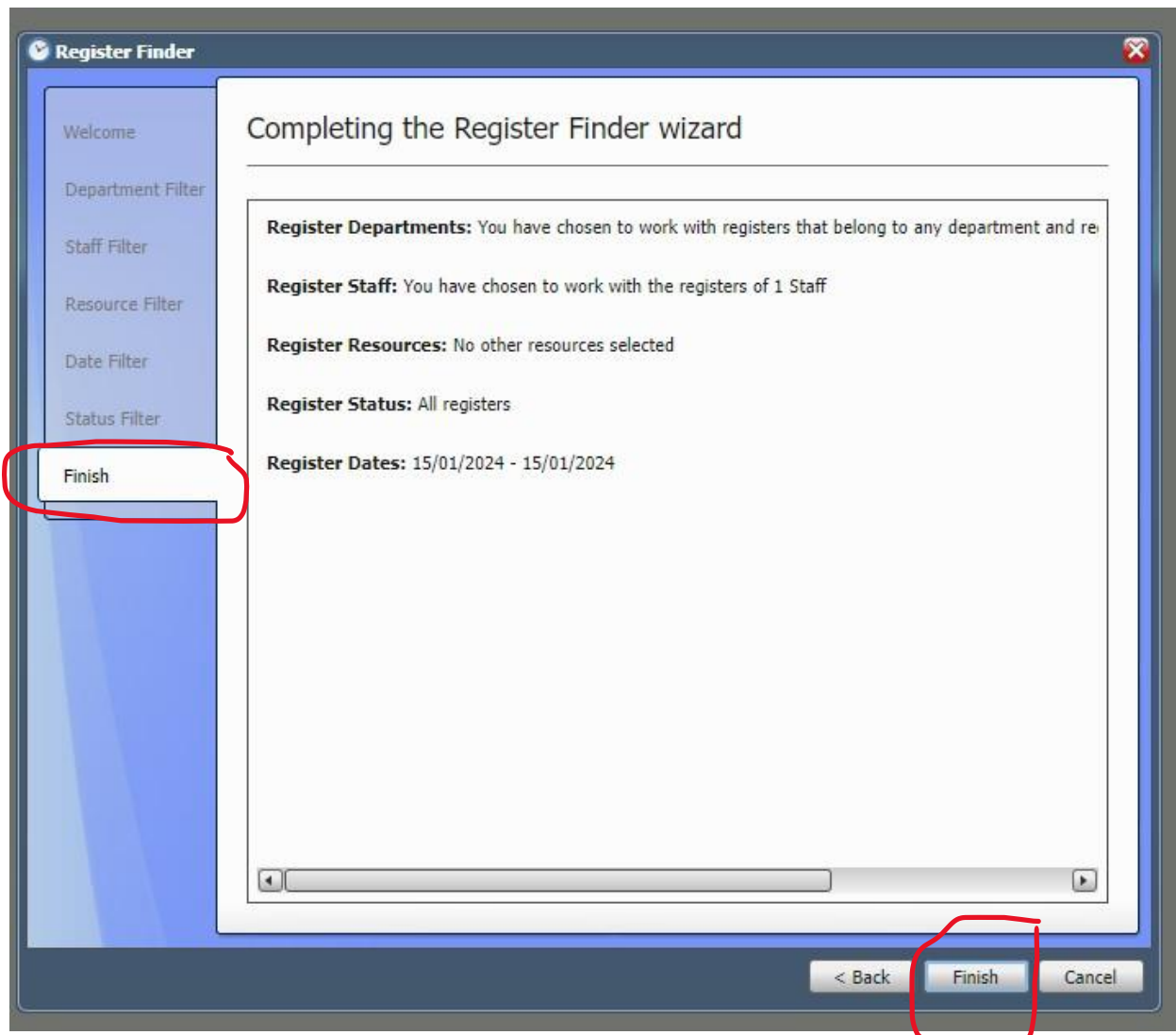
Once the register finder loads, click 'next' until you reach 'staff filter'. Tick 'filter by staff' and then change the drop down to 'name' to search your name. Find your name, tick the box next to it, and click next until you reach 'date filter'. You can also search by module using the 'resource filter'.



Filter the registers by date under 'date filter'. Simply search the date range you want to mark registers for.



Click 'next' until you reach the 'finish' section. Check the information is correct and then click finish.



Once you have loaded your registers using either option 1 or 2, you will see a screen similar to below. Please choose the one(s) you wish to mark. You can see the date and time of the class as well as the module code where I have circled in red.

704280 Lucy Gilbert ...

Timetable Record Attendance

Registers (Unlocked Only)

19:00 - 20:00 Tue (week 1) ID: 1615901

ECEY4008

BM-Spark Hill-Staff Room

BA2-EYCSH-BM-SEP-B1-WEEKEND-CURRENT/BA2-EY...

Register Details (ID: 1615901)

Register Locked Tue, 05/09/2023, 19:00 - 20:00

Student	1	Min	Comment	Notification Message	Absent	Late	Att %
1814426							
2125447							
2128580							
2129742							
2241719							
2306796							
2308275							
2310796							
2312234							
2314197							
2316526							
2317028							
2317746							
2317779							
Absent	0	14					

5 September 2023

Register Notes

'/' (/) Present
 'o' (O) Absent (authorised)
 't' (T) Late (authorised)
 'a' (A) Absent
 'l' (L) Late
 'w' (W) Withdrawn

16:42 07/09/2023

5. Your registers will show the names and IDs of the students (screenshot taken last term when names were removed). To mark the register, simply click on the dropdown box next to each student and select their mark - 'present', 'absent' or 'late'. Please only use 'Absent (authorised)' if you have been instructed to do so.

If you mark someone as 'late' you must input the number of minutes they were late. See second pic.

Student	1	Min	Comment	Notification Message	Absent	Late	Att %
1814426							
2125447	/						
2128580	O						
2129742	T						
2241719	L						
2306796	A						
2308275	W						
2310796							
2312234							
2314197							
2316526							
2317028							
2317746							
2317779							
Absent	0	14					

Student	1	Min	Comment	Notification Message	Absent	Late	Att %
1814426	/						100%
2125447	/						100%
2128580	/						100%
2129742	A				1		0%
2306796	L	10				1 / 1	100%
2310796							
2312234							
2314197							
2316526							
2317028							
2317746							
2317779							
Absent	1	14			1	1	83%

/ = present

O = authorised absence (only use this if specifically instructed to by senior management)

A = absent

L = late (remember to input how many minutes late)

W = withdrawn

If a student has 'not enrolled' next to their name on Celcat, please remind them to re-enrol. Any students who do not re-enrol by the end of week 2 of term will be withdrawn.

After week one, when you mark the register, all previous weeks will be greyed out. Please see example from a previous register below. All complete registers have a red or blue 'full moon'. If you have a white moon or a blue/red/black half moon, it means your register is incomplete.

     								
41	42	43	44	45	46	Min	Comment	Notificati
A	A	A	A	A			CELCAT Plug-in Enrolment Update	
/	/	A	A	/	/ Present O Absent (authorised) T Late (authorised) L Late A Absent Revert Mark			
/	/	/	/	/				
/	A	/	/	A				
A	A	/	A	A				
/	/	/	/	/				
A	A	A	A	A				
A	A	A	A	A				
A	/	A	/	A				
/	/	/	A	A			CELCAT Plug-in Enrolment Update	
A	A	A	A	A			CELCAT Plug-in Enrolment Update	
/	/	/	/	/			CELCAT Plug-in Enrolment Update	
/	/	/	/	/			CELCAT Plug-in Enrolment Update	
/	/	/	/	/			CELCAT Plug-in Enrolment Update	
/	/	A	A	A			CELCAT Plug-in Enrolment Update	
/	/	/	/	/			CELCAT Plug-in Enrolment Update	
A	/	O	/	/			CELCAT Plug-in Enrolment Update	
W	W	W	W	W	W		CELCAT Plug-in Enrolment Update	
A	/	A	A	A			CELCAT Plug-in Enrolment Update	
15 30	12 30	13 29	14 29	18 29	0 29			

- Save your register by clicking on the 'green tick' as show below. Your register will show as marked once the circle at the top is fully blue or red. (see previous picture showing greyed out weeks).

If you have made a mistake, simply go back into the register and make the changes required. Don't forget to click on the green tick to save your changes.

The screenshot shows the 'Register Details (ID: 1615901)' window. At the top right, there are buttons for 'Add Students', 'Withdraw Students', 'Remove Students', and a 'Save changes' button which is highlighted with a red circle. Below these buttons, there is a 'Register Locked' checkbox and a date/time display 'Tue, 05/09/2014 10:00'. The main area is a table with columns: Student, 1, Min, Comment, Notification Message, Absent, Late, and Att %. The table lists 14 students. The 'Absent' column shows 1 student is absent, and the 'Late' column shows 1 student is late. The 'Att %' column shows 93% attendance. The 'Save changes' button is highlighted with a red circle.

Student	1	Min	Comment	Notification Message	Absent	Late	Att %
1814426	/						100%
2125447	/						100%
2128580	/						100%
2129742	A				1		0%
2241719	L	10				1 / 1	100%
2306796	/						100%
2308275	/						100%
2310796	/						100%
2312234	/						100%
2314197	/						100%
2316526	/						100%
2317028	/						100%
2317746	/						100%
2317779	/						100%
Absent	1	14			1	1	93%

- It is also possible to mark multiple students at once with the same mark. There are two options. If the majority or all of students will be getting the same mark, you can click on 'Student', then 'select all'. This will select all students and you will be able to apply the same mark to them all. This is useful if everyone was present, for example, or if only one or two require a different mark. If this is the case, change the mark for those students before saving.

The screenshot shows the 'Register Details (ID: 1615901)' window. The 'Student' checkbox is selected and highlighted with a red circle. A dialog box titled '14 Students Selected' is open, showing 'Mark: Present' and an 'Apply Mark' button, which is also highlighted with a red circle. The table below shows all 14 students selected, and the 'Absent' column shows 0 students are absent, with an attendance percentage of 100%.

Student	1	Min	Comment	Notification Message	Absent	Late	Att %
1814426							
2125447							
2128580							
2129742							
2241719							
2306796							
2308275							
2310796							
2312234							
2314197							
2316526							
2317028							
2317746							
2317779							
Absent	0	14					

☐ Marks
 Register Details (ID: 1615901)
 ☐ Register Lock

Student	1	Min	Comment	Notification Message	Absent	Late	Att %
1814426	/						100%
2125447	/						100%
2128580	/						100%
2129742	/						100%
2241719	/						100%
2306796	/						100%
2308275	/						100%
2310796	/						100%
2312234	/						100%
2314197	/						100%
2316526	/						100%
2317028	/						100%
2317746	/						100%
2317779	/						100%
Absent	0	14					100%

Your second option is as follows. Whilst holding down the Ctrl key on the keyboard, click on each of the students you want to be marked with the same mark. Select the mark you want to give them and then click 'apply mark'.

Student	1	Min	Comment	Notification Message	Absent	Late	Att %
1814426							
2125447							
2128580							
2129742							
2241719							
2306796							
2308275							
2310796							
2312234							
2314197							
2316526							
2317028							
2317746							
2317779							
Absent	0	14					

5 Students Selected

Mark: Present

Apply Mark

○					Absent	Late	Att %
Student	1	Min	Comment	Notification Message			
1814426	/						100%
2125447	/						100%
2128580							
2129742							
2241719	/						100%
2306796							
2308275							
2310796							
2312234	/						100%
2314197							
2316526							
2317028							
2317746	/						100%
2317779							
Absent ▼	0 14						100%