Teaching Staff

User Guide for ATOM

Apprenticeship | Traineeship | Online | Management | System

VET ATTENDANCE ROLLS





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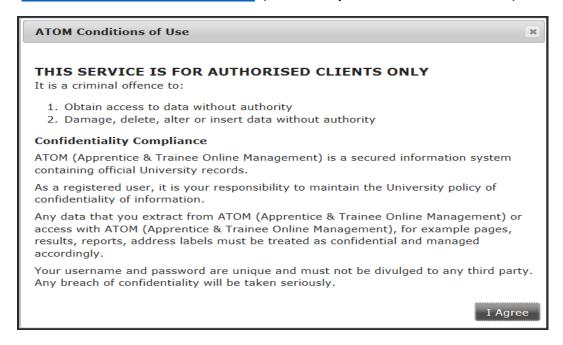
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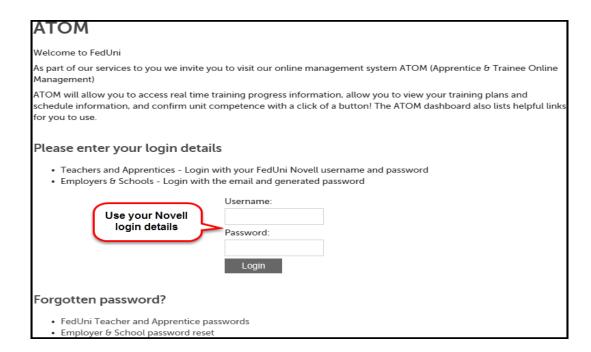


Starting Off

Logging on to ATOM

Go to atom.federation.edu.au (do not put www. in front)

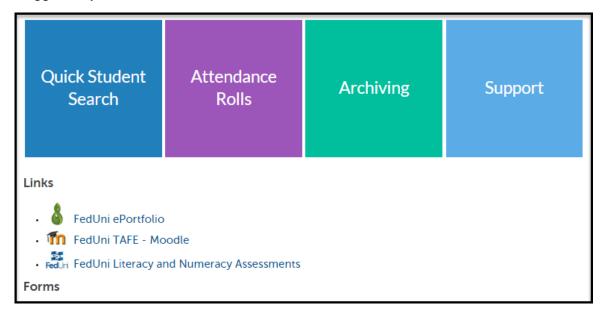






PART ONE (VET General Students)

Once logged in, your main ATOM dashboard screen will look like this -

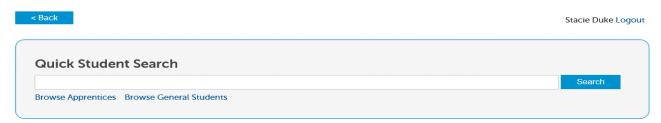


VET General Student Search

There is now one central student search tile for teachers to look up any VET General student or Apprentice. Click on the **Quick Student Search** tile.



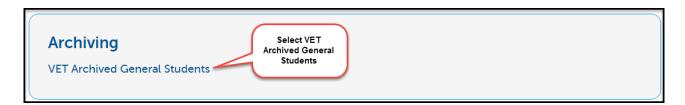
You can search by entering the student's first name or surname or Campus Solutions ID. ATOM will filter records based on what has been entered. Simply select the correct student from the drop down menu.



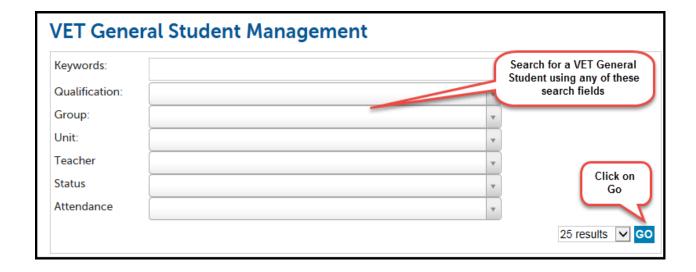
To view an archived student go back to the Dashboard and select the Archiving tile:





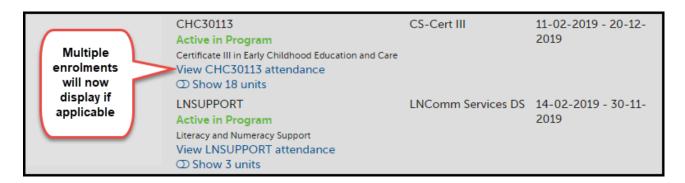


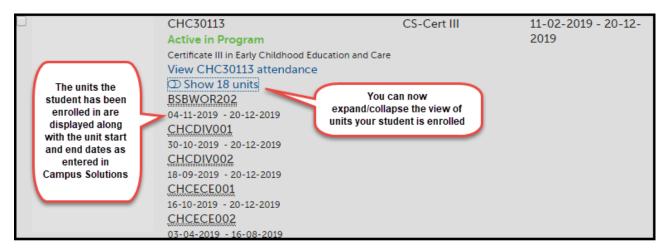
All VET General Students are listed in alphabetical order. You can search using one or more of the options below:





New look Student Management view

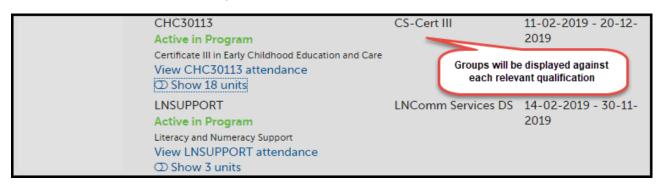




VET General Student Groups

You are not required to create VET General Student groups. These are automatically imported overnight which align with the groups that they are allocated to in Campus Solutions. Along with the groups, the units the VET General Students are enrolled in will also be imported from Campus Solutions into ATOM.

You may find that some VET General Students are set up in more than one group. All groups that they are in will list on the main screen when you search for a student. See below:

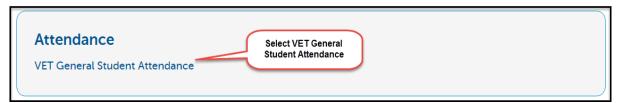




Attendance Rolls

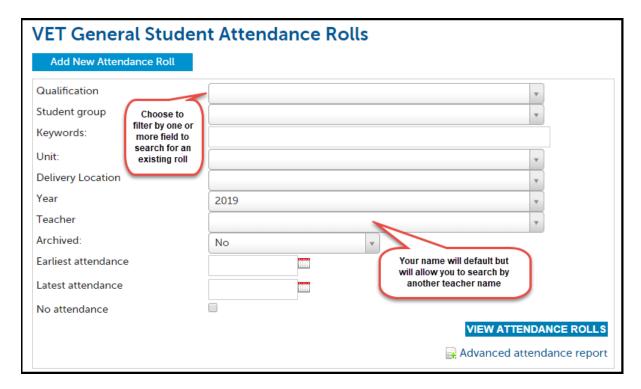
To view an existing or to create a new Attendance Roll click on the Attendance Rolls tile from the main ATOM Dashboard:





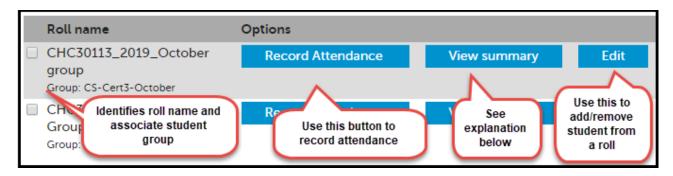
Searching for an existing Attendance Roll

Use this screen to search for existing attendance rolls and to create new ones:

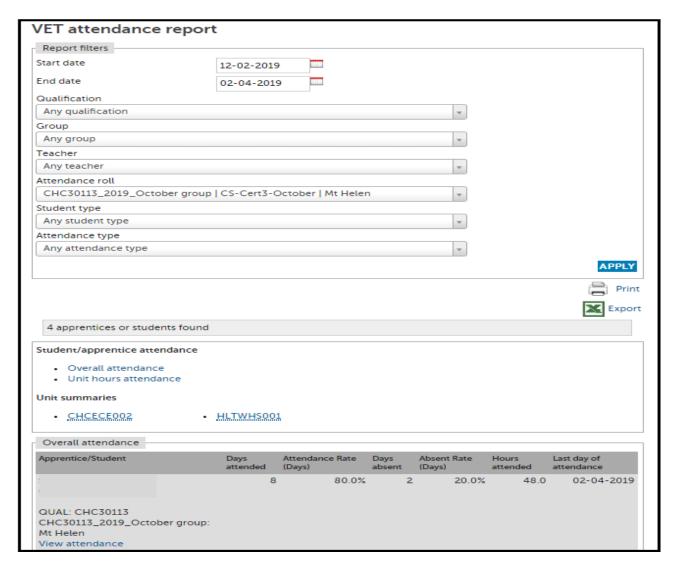


When you have completed a search for an attendance roll, the screen will display like this:





<u>View Summary</u>: Opens up a VET Attendance Report where at a glance you can see the attendance activity for each student within the roll identifying overall and Unit hour attendance per student. Here you can also identify the last day of attendance. You can print or export this information.



If you require your roll to be deleted you will need to submit a request to the ATOM inbox – you can do this by clicking on the Support tile located on the Dashboard. Please note an attendance roll will only be deleted if no attendance has ever been recorded in that roll.

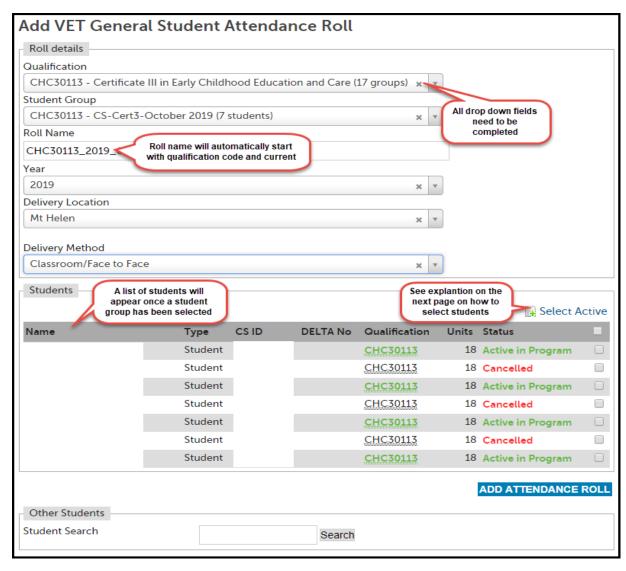
Creating a New Attendance Roll:

To create a new attendance roll, click on 'Add New Attendance Roll'





This following screen will appear (it will be blank until you complete the 'Roll details' fields):



Mandatory Fields:



Qualification: Select the Qualification from the drop down menu (this will also list the Qualification code)

Student/Apprentice Group: General Student groups will automatically come across from Campus Solutions and Apprentice Groups are set up in ATOM. Select the relevant group from the drop down menu. When you have selected a group, the names that have been set up in the group will become available in a list for selection and will show their current status (Active/Cancelled/Completed). If a student is missing from this group it will most likely be due to their enrolment not yet being processed on Campus Solutions.

Roll Name: Will automatically begin with the qualification code and the current year ie SHB30115 2019 The remainder of the name should clearly be related to the group ie SHB30115 2019 Eyelash SC. It is recommended that you decide as a department how you name your attendance rolls. Keep them consistent. For example 'Cert III Beauty Services – 2019 students' OR 'Group A Beauty students 2019'

Year: A new attendance roll is required for each year. This field will default to the current year, however you can create a roll ready for the next year.

Delivery Location: Ararat/Camp St/Gillies St/Horsham/Maryborough/Mt Helen/Mt Rowan/SMB/Stawell/ Other (free text field)

Delivery Method: Classroom Face to Face/Workplace/Blended

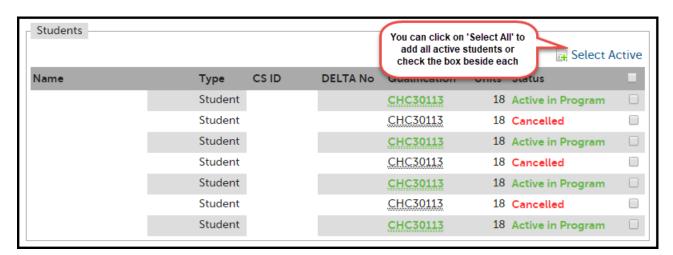
Selecting Students to add to a roll:

Select Active: This will select all students in the group who are Active

Select All/Deselect All: There is a tick box (□) next to the heading 'units' that will allow you to select/deselect all students on the list. If you deselect a student from the list to take out of the roll, they will still be available for re-selection when editing an attendance roll if you need to add them back in again (please note: This does NOT include students that are not in the group that were added manually to the roll. They will need to be searched for again)

Tick individually: Click on the tick box (□) next to the individual name

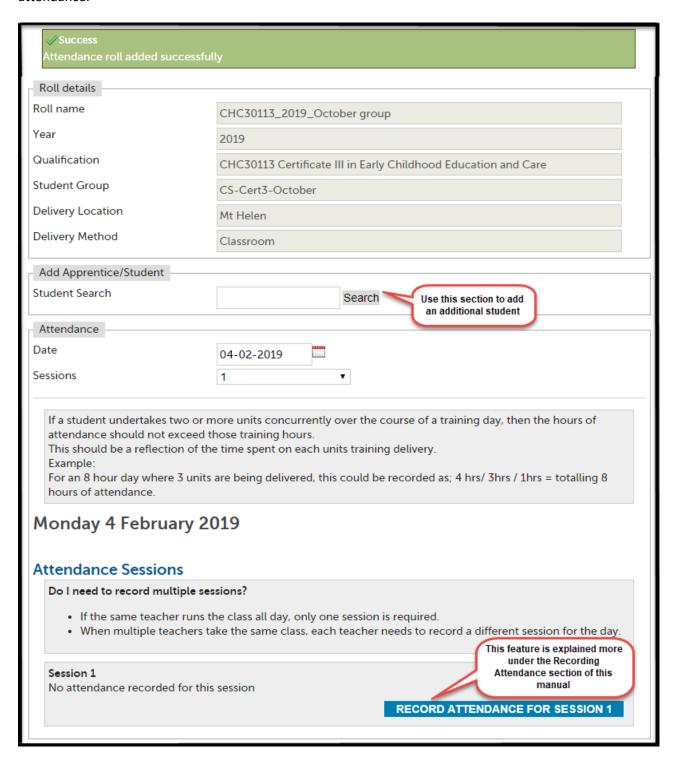
Search students individually: Enter the name (first name, surname or full name) into the 'Student Search' box and either press enter or click on search. It will display like this with both General Students and Apprentices listed:



Once you are finished adding the students/apprentices, click on 'Add attendance roll'.



A green success banner will appear as well as opening your roll where you can commence recording your attendance.

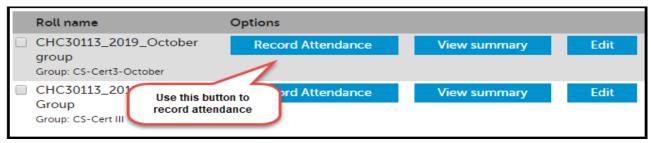


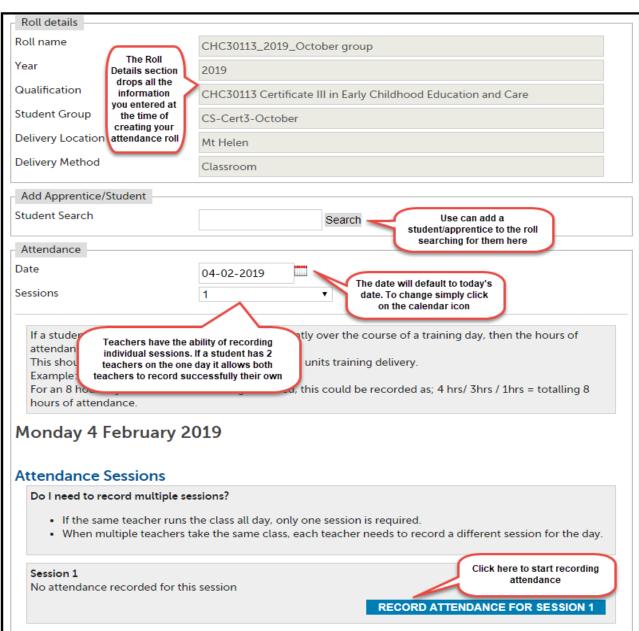
Rolls can be edited at any time but only by the original creator. Any teacher can add additional students to the roll either here using the Add Apprentice/Student function above or when editing the attendance roll.



Recording Attendance:

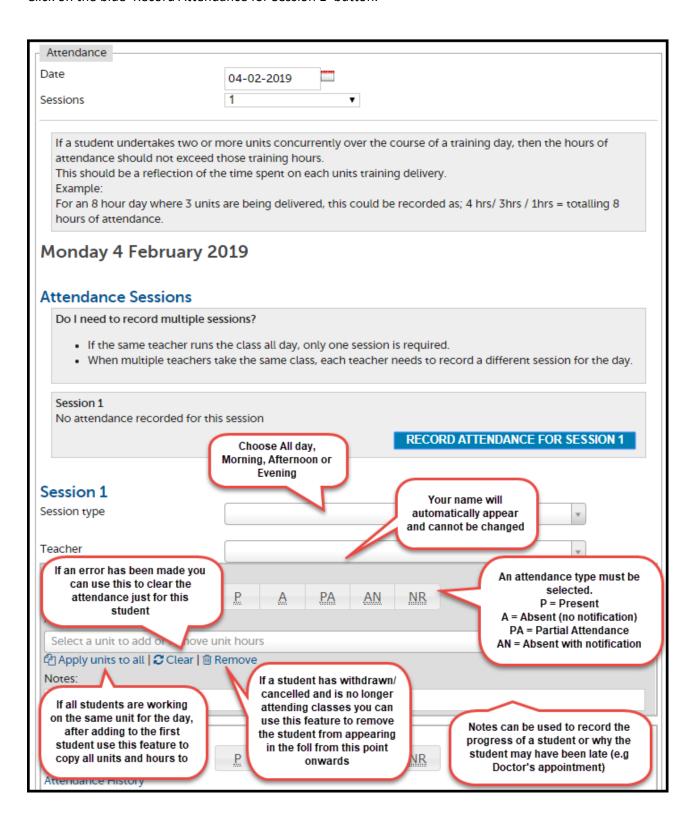
Go back to VET General Student Attendance and find the attendance roll you wish to use.







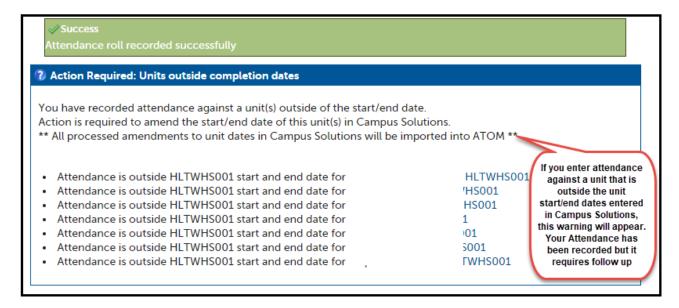
Click on the blue 'Record Attendance for Session 1' button:





- You can record attendance at any time during the day and change attendance from Present/Absent to Partial Attendance, should your student not return to class or arrive for half of the day only.
- If you are teaching a number of units for the whole day and some students do not attend all of the day you have the ability to record 0 hours against a unit when selecting Partial Attendance.
- Units: General Students Only the units that the student is enrolled in on Campus Solutions will be listed and available for selection. The start and end dates will also display for each individual unit.
- Attendance history can be viewed from the roll for each student by selecting Attendance History under the status of the student on the roll (See 'Attendance History' section of this user guide).
- NB: Attendance can only be amended by the teacher who entered that attendance, for that particular session on that particular date – teachers no longer have the ability to amend other teacher's attendance entries or enter attendance on another teacher's behalf.

Once you have finished entering the attendance for all students, click on 'Record Session Attendance' at the bottom of the screen. You should expect to see a green 'success' banner:



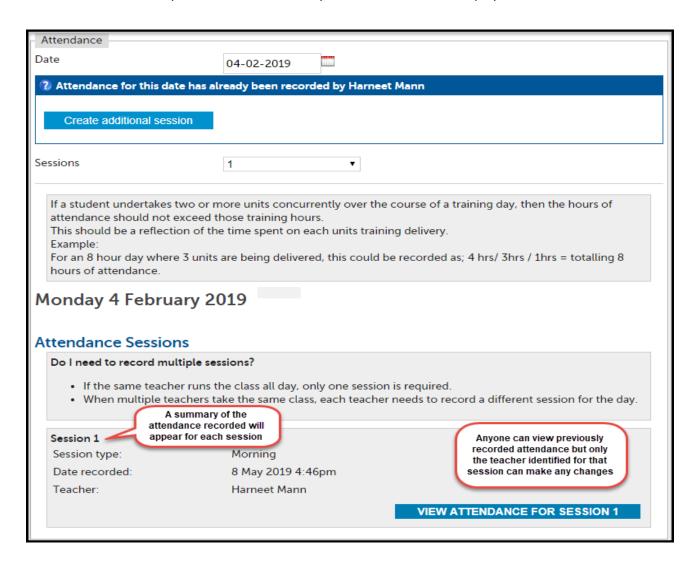
If you see the Blue Action Required alert as shown above this means that the attendance has been recorded but you need to follow up. This alert can arise if an amendment is required in Campus Solutions or if an incorrect unit was accidently chosen. Please note each time this alert occurs an email is sent to the ATOM inbox which the Administrative Assistant – ATOM Support and Apprenticeship Compliance Officer monitors. If the alert is outstanding you may receive a phone call or an email requesting what follow up action you have taken.

A red/orange alert will display if you have completed something incorrectly. Attendance will not save if you see a red/orange alert. You will need to fix the error and then click on the 'Record Session Attendance' button again. You should then see the green 'success' banner.



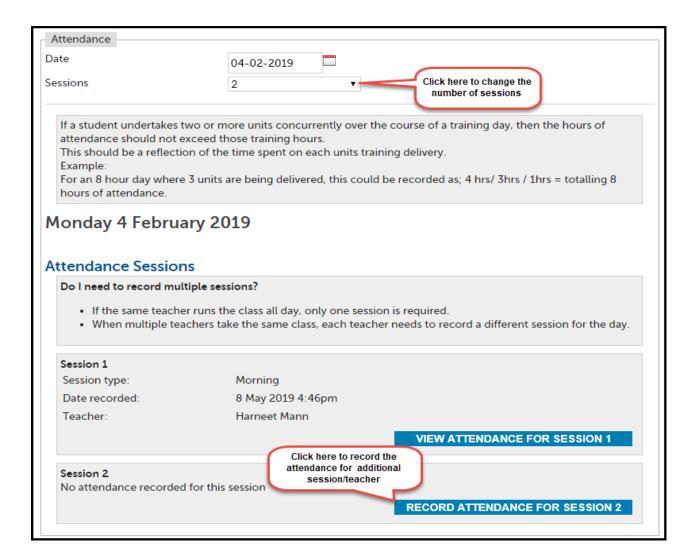
If more than one session is required.

If attendance has already been recorded in a roll you will see the screen display like this:





To create an additional session simply click on the drop down next to sessions and change to 2, 3 etc and then click on Record Attendance for Session 2

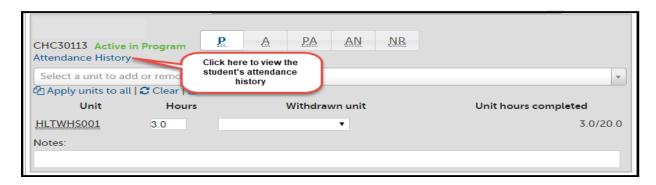




Attendance History:

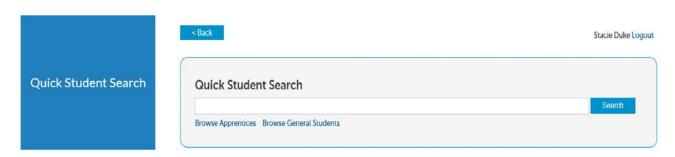
There are two areas within ATOM where you can access student attendance history:

1. When working in an attendance roll



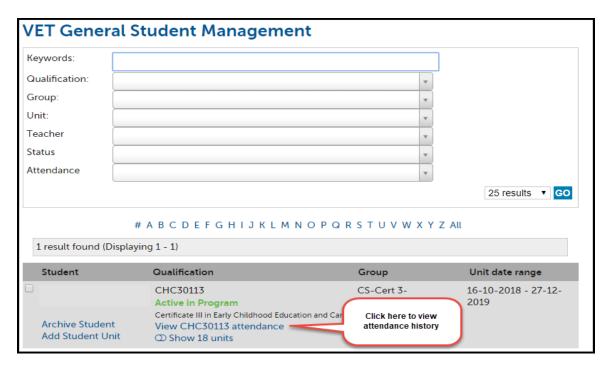
2. When searching for a student

Enter the name of the student in the quick student search and select them from the drop down list.

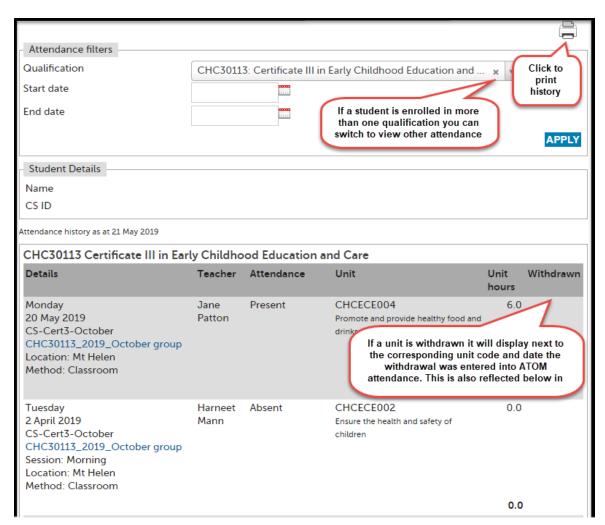


You will then be taken to this screen. Enter the student name of CSID number into the Keywords field and click Go.

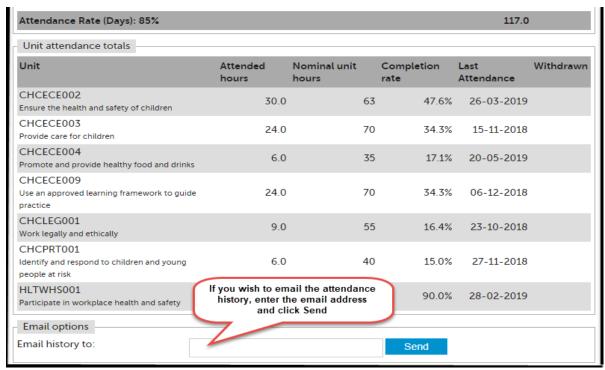




Whichever of the 2 options you choose to search, the same information and format will display:







Attendance will display from the most recent to oldest date.

PART TWO (VET Apprentices)

Once logged in, your main ATOM dashboard screen will look like this -



Quick Student Search	Attendance Rolls	Archiving	Compliance
Training Plans	Reports	Support	

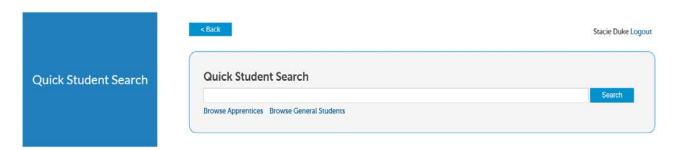
Links

- - FedUni ePortfolio
- 🌇 FedUni TAFE Moodle
- FedUni Literacy and Numeracy Assessments



Apprentice Student Search

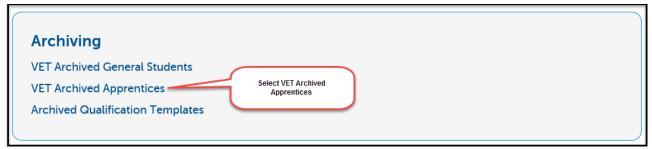
There is now one central student search tile for teachers to look up any VET General student or Apprentice. Click on the **Quick Student Search** tile.



You can search by entering the student's first name or surname, Campus Solutions ID or DELTA Agreement Number. ATOM will filter records based on what has been entered. Simply select the correct student from the drop down menu.

To view an archived apprentice go back to the Dashboard and select the Archiving tile:

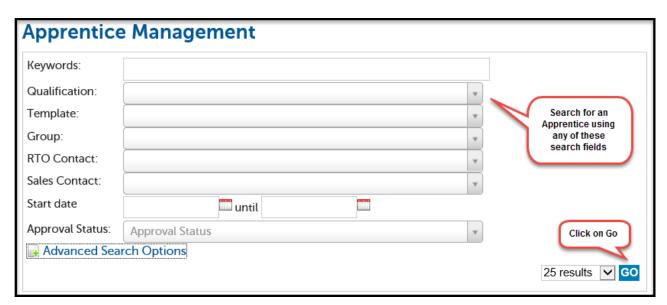




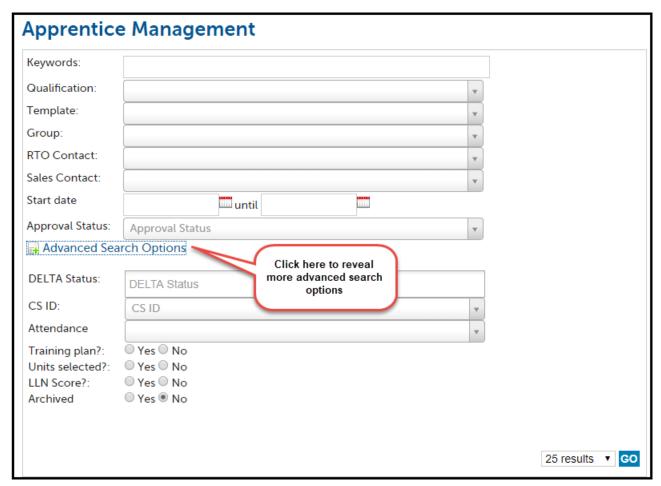
All VET Apprentices are listed in alphabetical order.

You can search using one or more of the options below:



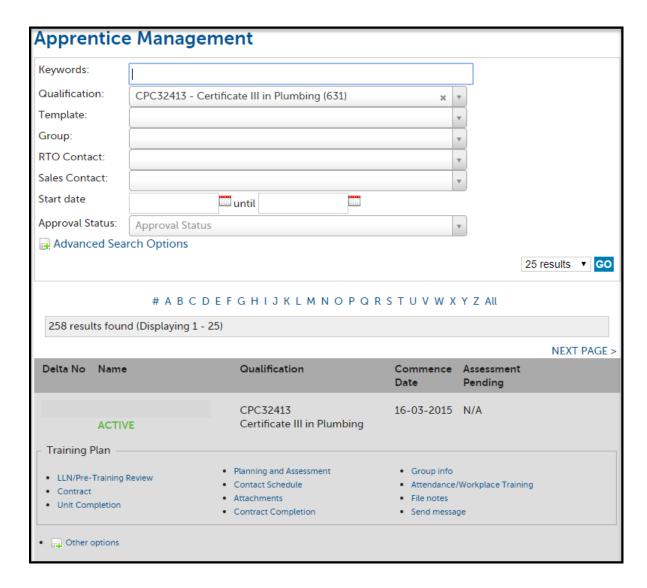


You can also search using the Advanced Search Options

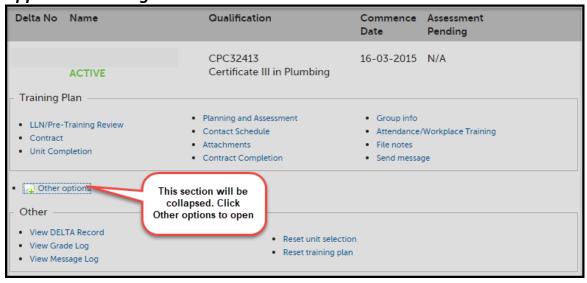




Search Result View



Apprentice Management View



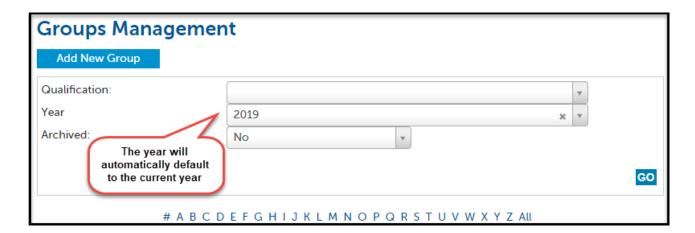


VET Apprentice Groups

Go back to the Dashboard and select:





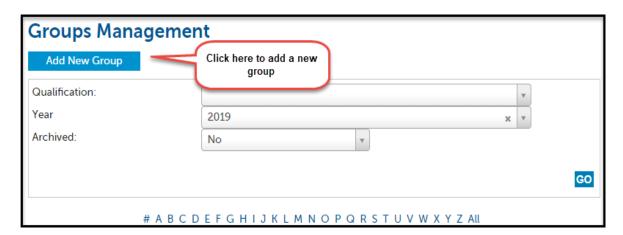


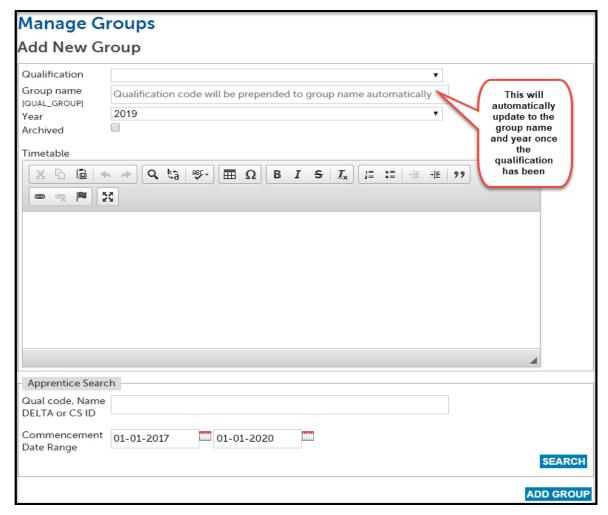


How to Add a New VET Apprentice Group

In order for you to create your attendance rolls you first need to create your apprentice group.

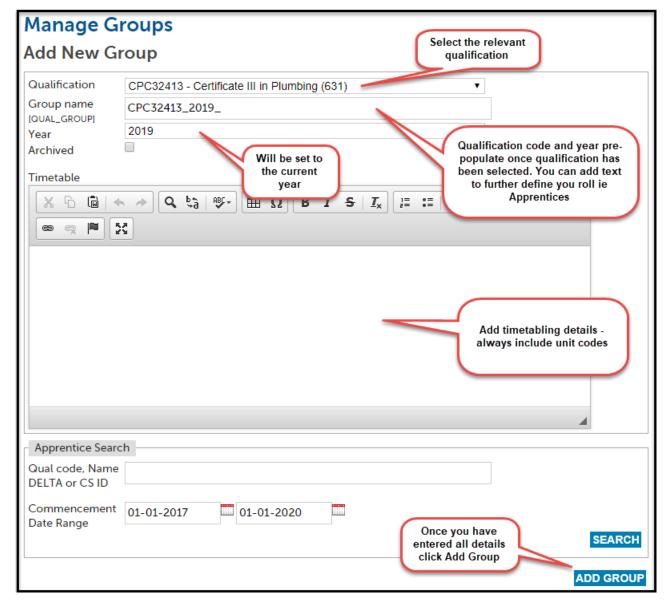
Click on 'Add New Group':





Fill in the required information:





Whilst adding a new group, or editing an existing group, you are also able to add information in the "free text area".

Once you have added a new group, you will get a 'Success' green banner, and the new group will be added to the list:



This group will now be available to select when creating your attendance rolls.



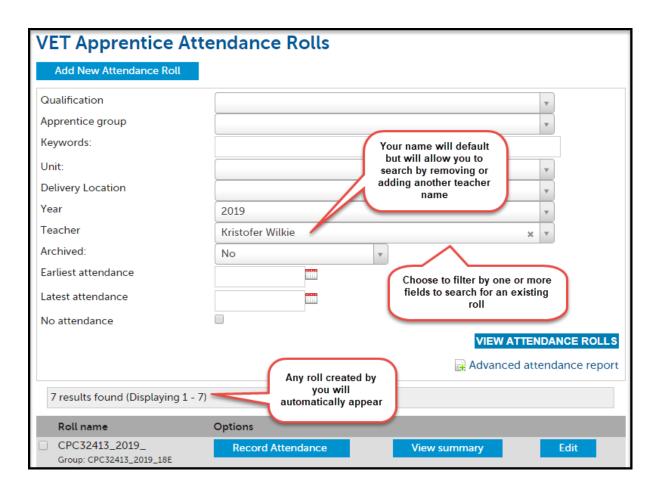
Attendance Rolls

Searching for an existing Attendance Roll

Log in to ATOM and select the Attendance Rolls tile

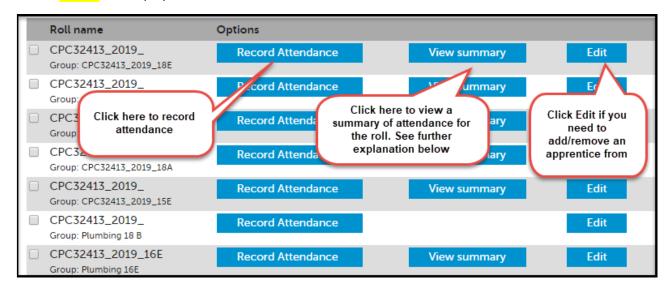








Search results will display like this:

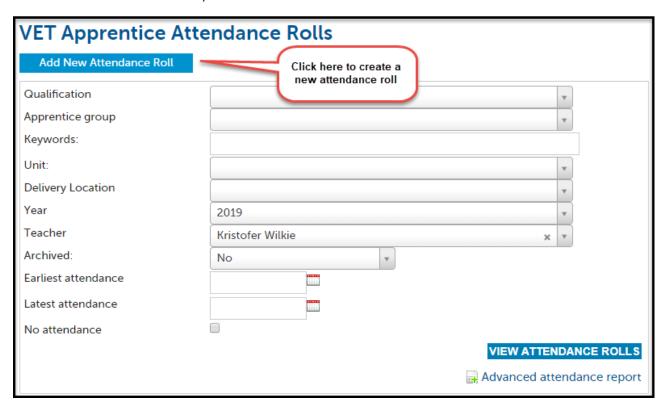


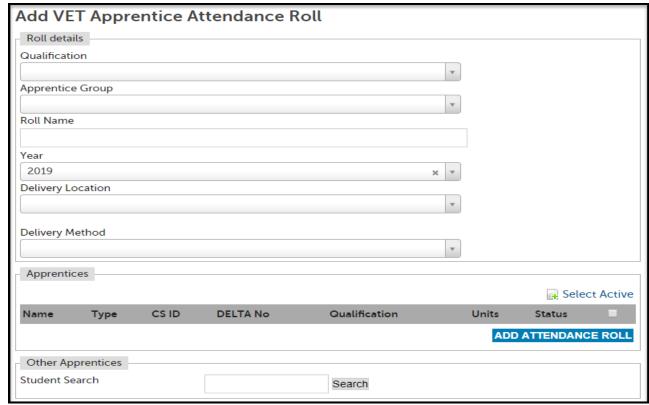
<u>View Summary</u>: Opens up a VET Attendance Report where at a glance you can see the attendance activity for each student within the roll identifying overall and Unit hour attendance per student. Here you can also identify the last day of attendance. You can print or export this information.



Creating a New Attendance Roll:

To create a new attendance roll,

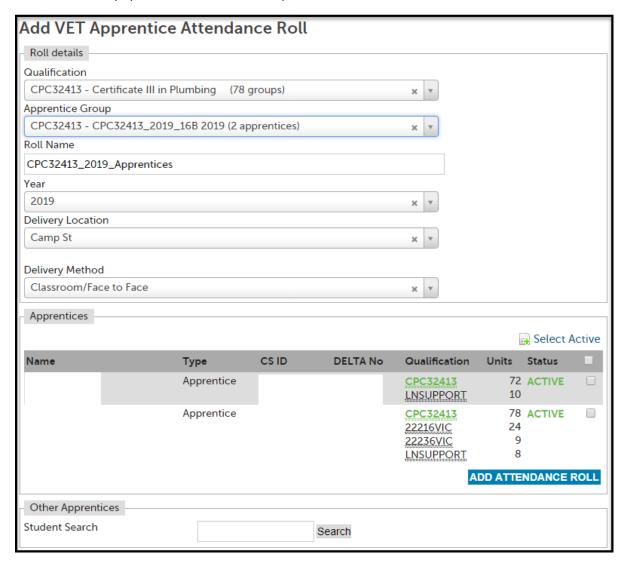




The year will default to the current year.



You will need to populate the blank fields as per below.



Mandatory Fields:

Qualification: Select the Qualification from the drop down menu (this will also list the Qualification code)

Apprentice Group: Apprentice Groups are set up in ATOM and must be done prior to adding a new attendance roll. Select the relevant group from the drop down menu. When you have selected a group the names that have been set up in the group will become available in a list for selection and will show their current status (Active/Cancelled/ Completed).

Roll Name: Will automatically prefill with Qualification Code Year. You will then be required to add a clearly identified Roll Name. It is recommended that you decide as a department how you name your attendance rolls. Keep them consistent.

For example Qual Year Group Group A Group Name: ie CPC32413 2019 16B Plumbing or AUR30616 2019 Tuesday Auto Grp

Year: A new attendance roll is required for each year. This field will default to the current year, however you can create a roll ready for the next year.



Delivery Location: Ararat/ Gillies Street/ Horsham/ Maryborough/ Mt Helen/ Mt Rowan/ SMB/ Stawell? OTHER _free text field)

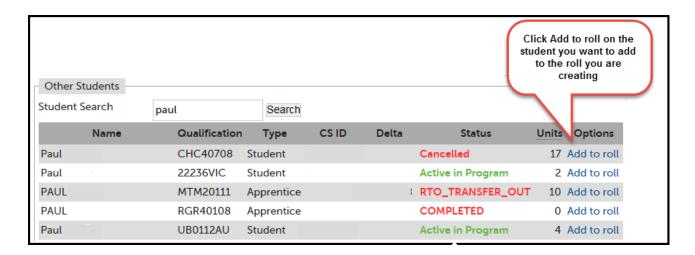
Delivery Method: Classroom Face to Face/ Workplace/ Blended **Selecting Apprentices to add to a roll:**

Select Active: This will select all apprentices/students in the group who are Active

Select All/Deselect All: There is a tick box (\square) next to the heading 'Units' that will allow you to select/deselect all apprentices on the list. If you deselect an apprentice from the list to take out of the roll, they will be available for re-selection when editing an attendance roll if you need to add them back in again (please note: This does NOT include apprentices that are not in the group that were added manually to the roll. They will need to be searched for again)

Tick individually: Click on the tick box (□) next to the individual name

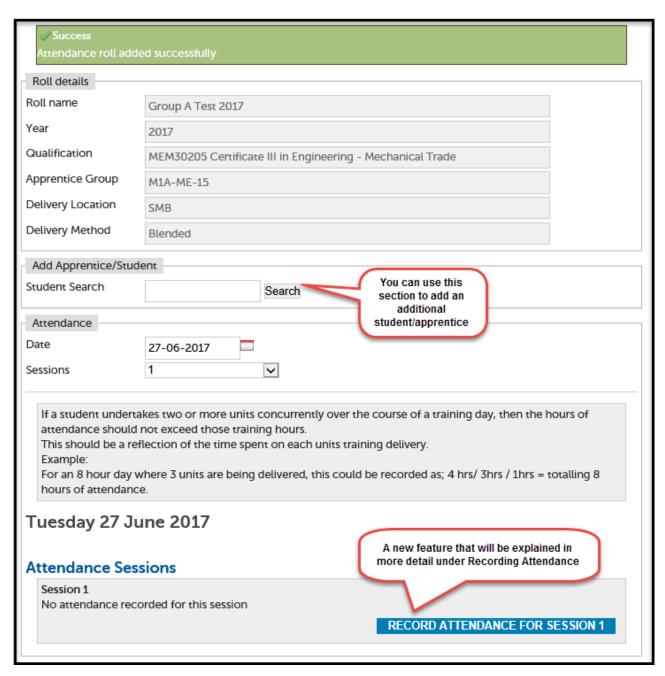
Search apprentices individually: Enter the name (first name, surname or full name) into the 'Student Search' box and either press enter or click on search.



Once you are finished adding the apprentices, click on 'Add attendance roll'.

A green success banner will appear as well as opening your roll where you can commence recording your attendance as shown on the next page.



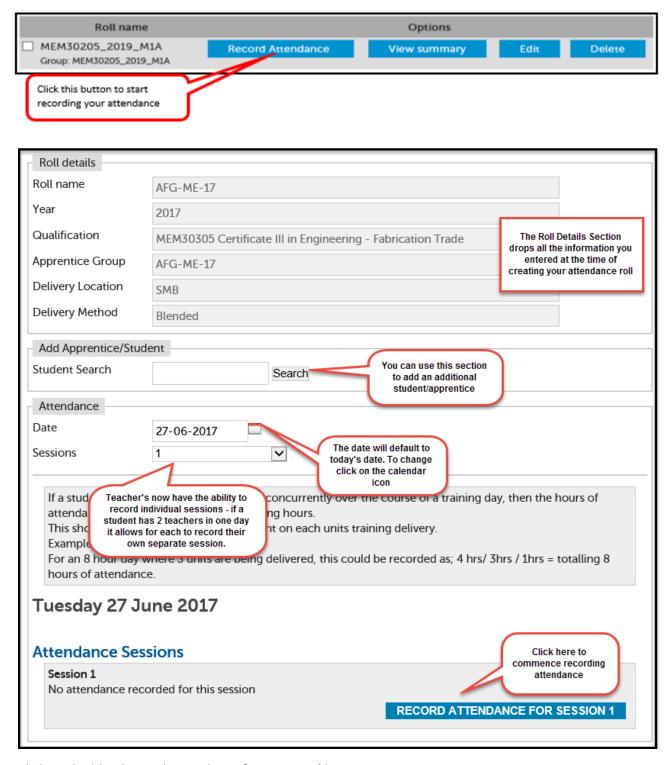


Rolls can be edited at any time. The roll details can only be edited by the original creator whilst any teacher can add additional apprentices to the roll either when editing the roll or by using the Add Apprentice/Student function when recording attendance (see section on recording attendance).



Recording Attendance:

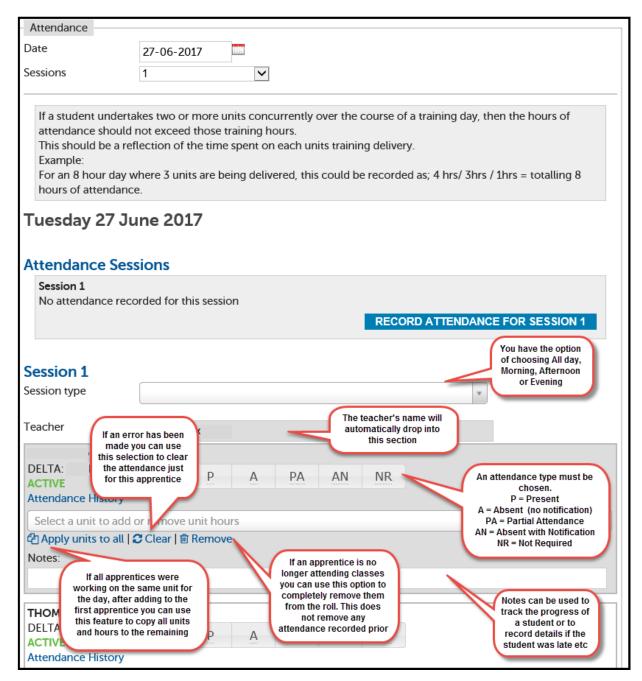
Go back to the main attendance search screen to find your attendance roll.



Click on the blue 'Record Attendance for Session 1' button:

The following screen will appear:

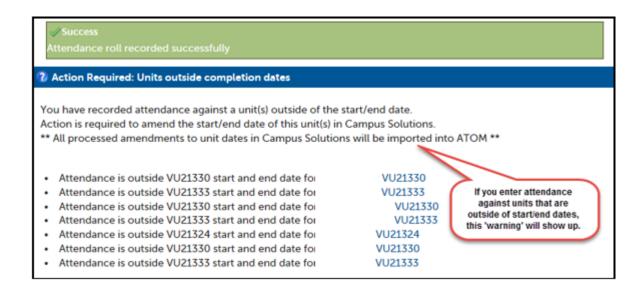




- You can record attendance at any time during the day and change attendance from Present/Absent to
 Partial Attendance, should your student not return to class or arrive for half of the day only.
- Units: All units linked to the Apprentice Training plan in ATOM will list in the unit drop down menu. Unit start and end dates will now display beside those units that the apprentice is currently enrolled on Campus Solutions in a section labelled Current Unit Enrolments as at (today's date) provided that the correct CS ID has been saved in Part 1 of the Training Plan.
- Attendance history can be viewed from this roll for each student by selecting Attendance History
 under the DELTA/CS ID number and status of the student on the roll (See 'Attendance History' section
 of this user guide).
- **NB:** If attendance needs to be amended then this can only be amended by the teacher who entered that attendance, for that particular session on that particular date teachers can no longer have the ability to amend other teacher's attendance entries or enter attendance on another teacher's behalf.



Once you have finished entering the attendance for all students, click on 'Record Session Attendance' at the bottom of the screen. You should expect to see a green 'success' banner:



A red/orange alert will display if you have completed something incorrectly. Attendance will not save if you see a red/orange alert.

You will need to fix the error and then click on the 'Record Attendance' button again. You should then see the green 'success' banner.

If you see the Blue Action Required alert as shown above this means that the attendance has been recorded but you need to follow up.

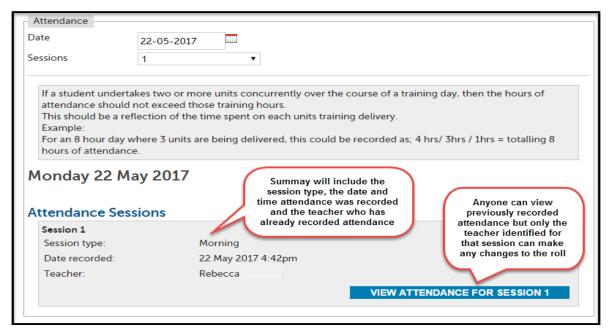
This alert can arise if an amendment is required in Campus Solutions or if an incorrect unit was accidently chosen. Please note an email is sent to the ATOM inbox each time this alert occurs. This is monitored by both the Administrative Officer – ATOM Support and Apprenticeship Compliance Officer.

If the alert is outstanding you may receive a phone call or an email requesting what follow up action you have taken. A monthly report is provided to each departments Education Manager highlighting any "out of range" notifications for follow up on.

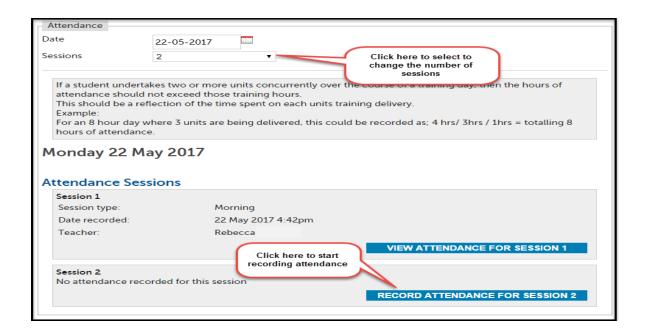


If more than one session is required.

If attendance has already been recorded in a roll you will see the screen display like this:



To create an additional session simply click on the drop down next to sessions and change to 2 and then click on Record Attendance for Session 2.



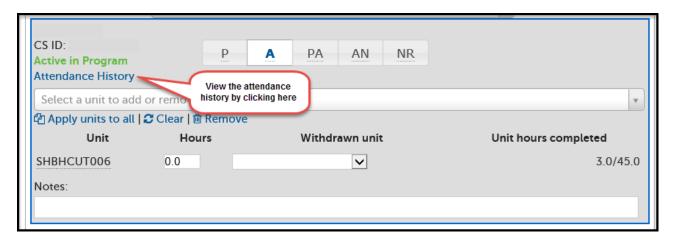
You can now follow the steps for 'Recording Attendance'.



Attendance History:

There are two areas within ATOM where you can access student attendance history:

1. When working in an attendance roll

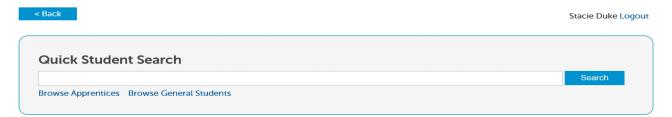




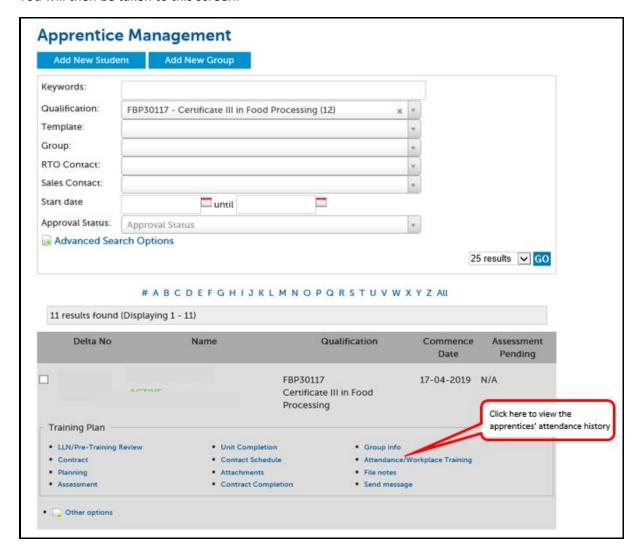
2. When searching for a student



Enter the name of the apprentice in the quick student search and hit Search.

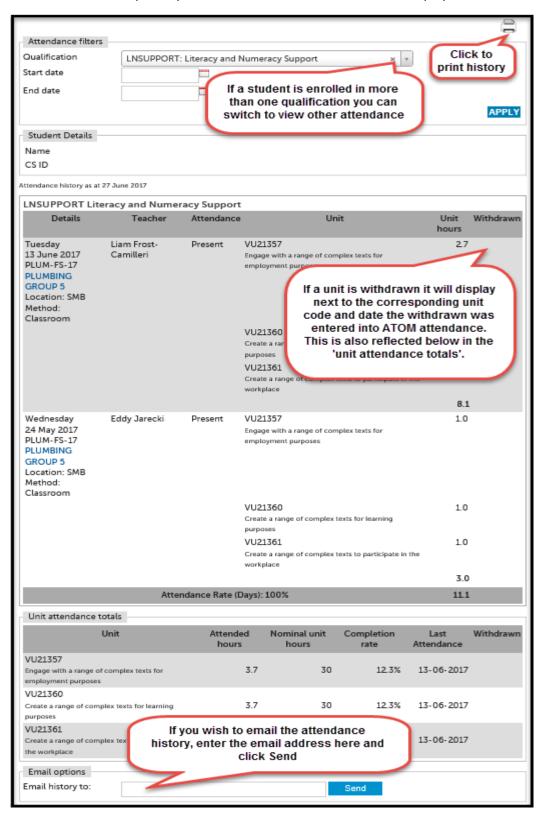


You will then be taken to this screen:





Whichever of the 2 options you choose, the same information will display:



Attendance will display from the most recent to oldest date.

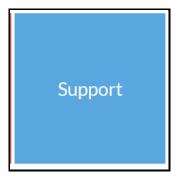


Definitions and Acronyms

АТОМ	Apprenticeship Trainee Online Management
ASQA	Australian Skills Quality Authority
CS	Campus Solutions. The Federation University's student management system
Group	A defined group of students. A group is used to manage and track course delivery to these students. Campus Solutions issues a unique ID identifier to each group
HESG	Higher Education and Skills Group (formerly Skills Victoria)
RTO Registered Training Organisation	Training organisation registered by a registering body (e.g. HESG) in accordance with the Australian Skills Quality Agency, within a defined scope of programs

Important Information

- All VET teachers are required to use ATOM to enter/record attendance for all VET General Students and VET Apprentices
- A student signature is not required on the attendance roll
- A teacher signature is not required on the attendance roll. Your acceptance of the 'ATOM Conditions of Use' and your individual staff login, is your endorsement
- ATOM training (new users & refresher training) is run throughout each year. Please refer to http://webapps.federation.edu.au/apps/ict training/ for a full list of available training sessions
- Assistance/queries (ATOM system related)
 - Forward your query from Outlook by sending an email to atom@federation.edu.au
 - Forward your query from ATOM by going to the dashboard and clicking on the Support tile





Notes