

# Teaching Staff User Guide for ATOM VET ATTENDANCE ROLLS

# ATOM Attendance Roll User Guide For Teachers

## Contents

<b>Starting off</b> .....	<b>3</b>
Logging onto ATOM .....	3
<b>PART ONE (VET GENERAL STUDENTS)</b>	
<b>VET General Students</b> .....	<b>4</b>
Search for students .....	4
Groups .....	6
<b>Attendance Rolls (VET General Students)</b> .....	<b>7</b>
Search for an attendance roll.....	8
Create an attendance roll .....	9
Add a student/apprentice to a roll .....	10
<b>Record Attendance</b> .....	<b>12</b>
More than one session .....	15
<b>Attendance History</b> .....	<b>16</b>
<b>PART TWO (VET APPRENTICES)</b>	
<b>VET Apprentices</b> .....	<b>19</b>
Search for apprentices .....	19
Groups.....	23
<b>Attendance Rolls (VET Apprentices)</b> .....	<b>25</b>
Search for an attendance roll.....	25
Create an attendance roll .....	26
Add an apprentice/student to a roll .....	28
<b>Record Attendance</b> .....	<b>30</b>
More than one session .....	33
<b>Attendance History</b> .....	<b>34</b>
<b>Definitions &amp; Acronyms / Important Information</b> .....	<b>37</b>

# ATOM Attendance Roll User Guide For Teachers

## Starting Off

### Logging on to ATOM

Go to [atom.federation.edu.au](http://atom.federation.edu.au) (do not put www. in front)

**ATOM Conditions of Use**

**THIS SERVICE IS FOR AUTHORISED CLIENTS ONLY**  
It is a criminal offence to:

1. Obtain access to data without authority
2. Damage, delete, alter or insert data without authority

**Confidentiality Compliance**  
ATOM (Apprentice & Trainee Online Management) is a secured information system containing official University records.  
As a registered user, it is your responsibility to maintain the University policy of confidentiality of information.  
Any data that you extract from ATOM (Apprentice & Trainee Online Management) or access with ATOM (Apprentice & Trainee Online Management), for example pages, results, reports, address labels must be treated as confidential and managed accordingly.  
Your username and password are unique and must not be divulged to any third party. Any breach of confidentiality will be taken seriously.

## ATOM

Welcome to FedUni

As part of our services to you we invite you to visit our online management system ATOM (Apprentice & Trainee Online Management)

ATOM will allow you to access real time training progress information, allow you to view your training plans and schedule information, and confirm unit competence with a click of a button! The ATOM dashboard also lists helpful links for you to use.

**Please enter your login details**

- Teachers and Apprentices - Login with your FedUni Novell username and password
- Employers & Schools - Login with the email and generated password

**Use your Novell login details**

Username:

Password:

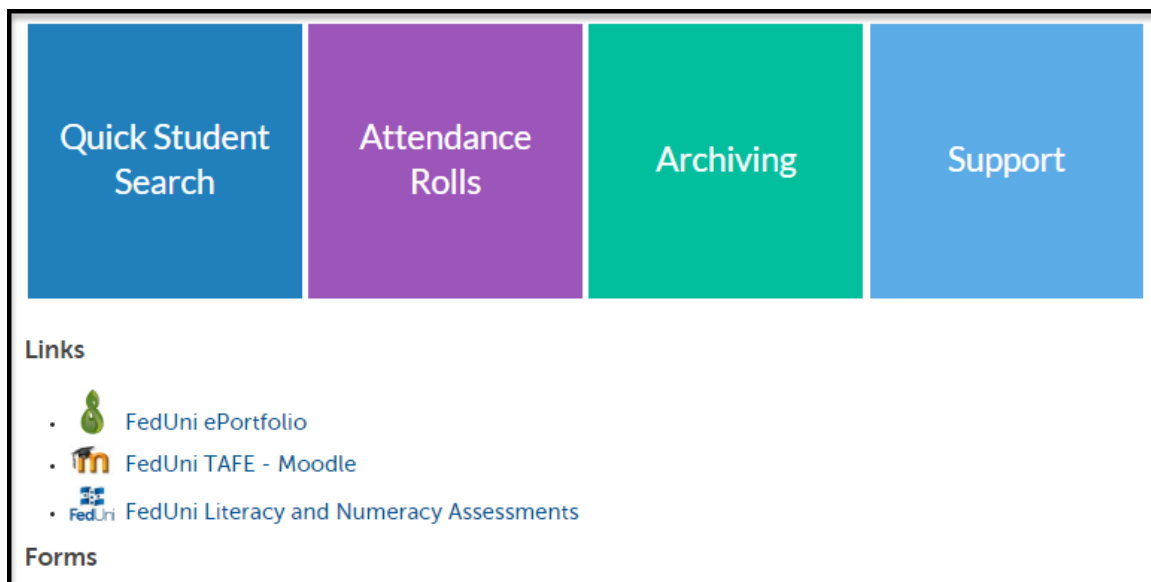
**Forgotten password?**

- FedUni Teacher and Apprentice passwords
- Employer & School password reset

# ATOM Attendance Roll User Guide For Teachers

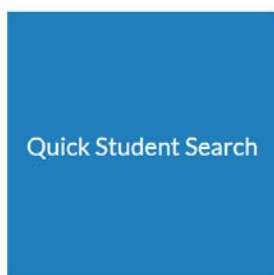
## PART ONE (VET General Students)

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

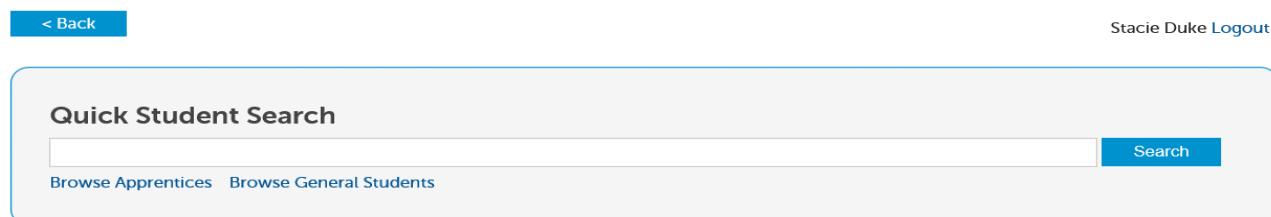


## VET General Student Search

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.

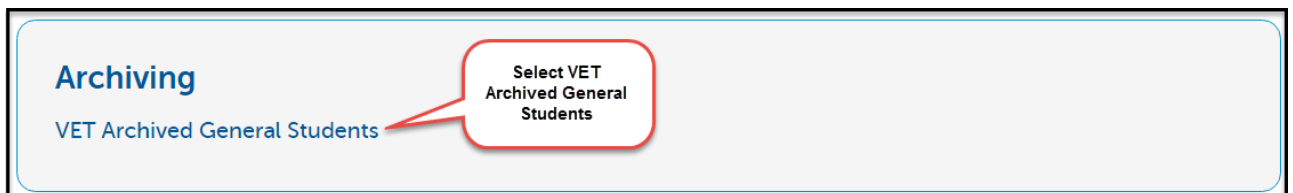
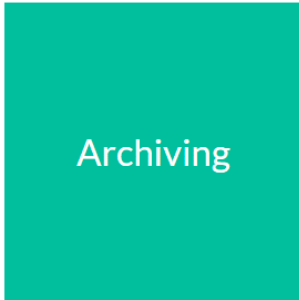


You can search by entering the student's first name or surname or Campus Solutions ID. ATOM will filter records based on what has been entered. Simply select the correct student from the drop down menu.

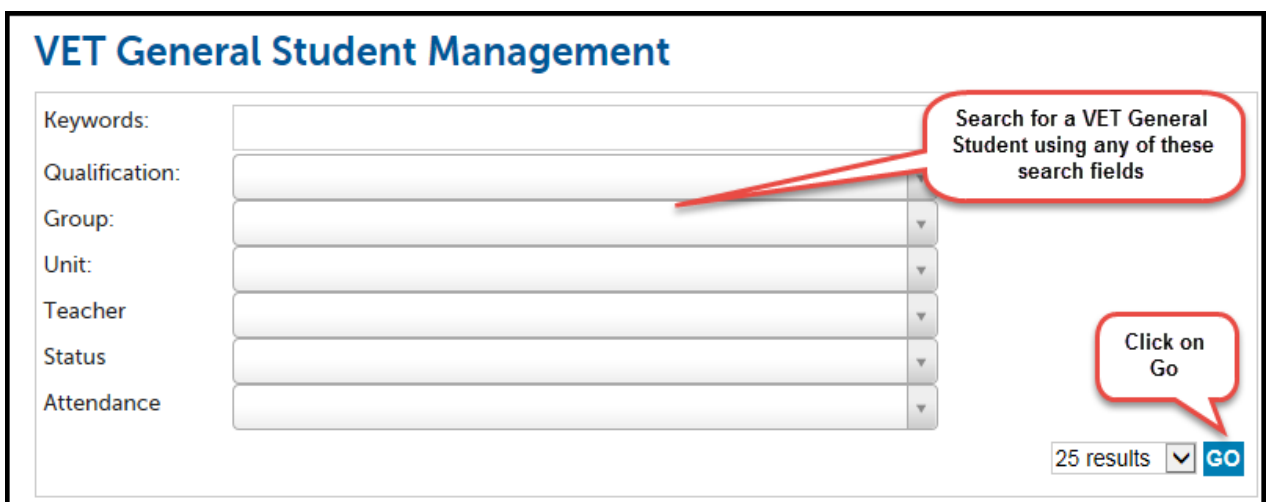


# ATOM Attendance Roll User Guide For Teachers

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:



# ATOM Attendance Roll User Guide For Teachers

## New look Student Management view

<p>Multiply enrolments will now display if applicable</p>	VCALINT001	FCIVPTECH	15-02-2017 - 10-11-2017
	<b>Active in Program</b>		
	VCAL - Victorian Certificate of Applied Learning (Intermediate)		
	<a href="#">View VCALINT001 attendance</a> <a href="#">Show 24 units</a>		
	VCALFND001	FVFC	11-02-2016 - 11-11-2016
	<b>Previous Qualification</b>		
	VCAL - Victorian Certificate of Applied Learning (Foundation)		
	<a href="#">View VCALFND001 attendance</a> <a href="#">Show 18 units</a>		

<p>The units the student has been enrolled in are displayed along with the unit start and end dates as recorded in Campus Solutions</p>	VCALINT001	FCIVPTECH	15-02-2017 - 10-11-2017
	<b>Active in Program</b>		
	VCAL - Victorian Certificate of Applied Learning (Intermediate)		
	<a href="#">View VCALINT001 attendance</a> <a href="#">Show 24 units</a>		
	BSBEBU401		
	19-04-2017 - 10-11-2017		
	BSBSUS401		
	19-04-2017 - 10-11-2017		
	BSBWHS304		
	19-04-2017 - 10-11-2017		
	CUADIG301		
	19-04-2017 - 10-11-2017		
	CUADIG302		
19-04-2017 - 10-11-2017			
CUADIG304			
19-04-2017 - 10-11-2017			

You can now expand/collapse the view of the units your student is enrolled in.

## 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.

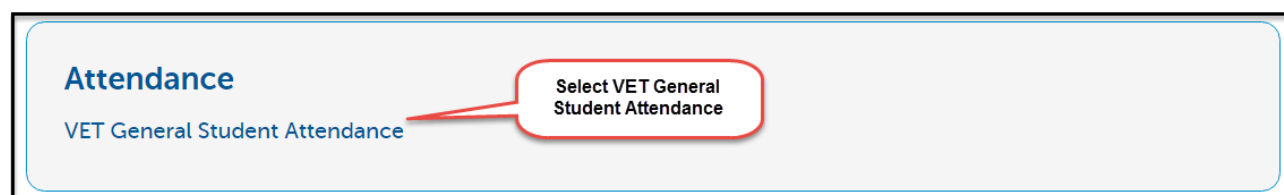
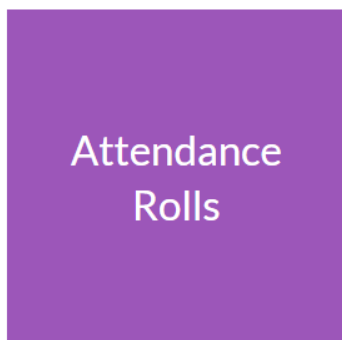
You may find that some VET General Students are set up in more than one group. All groups that they are in will list on the main screen when you search for a student. See below:

<p>Multiple enrolments will now display if applicable</p>	VCALINT001	FCIVPTECH	15-02-2017 - 10-11-2017
	<b>Active in Program</b>		
	VCAL - Victorian Certificate of Applied Learning (Intermediate)		
	<a href="#">View VCALINT001 attendance</a> <a href="#">Show 24 units</a>		
	VCALFND001	FVFC	11-02-2016 - 11-11-2016
	<b>Previous Qualification</b>		
	VCAL - Victorian Certificate of Applied Learning (Foundation)		
	<a href="#">View VCALFND001 attendance</a> <a href="#">Show 18 units</a>		

Groups will be displayed against each relevant qualification

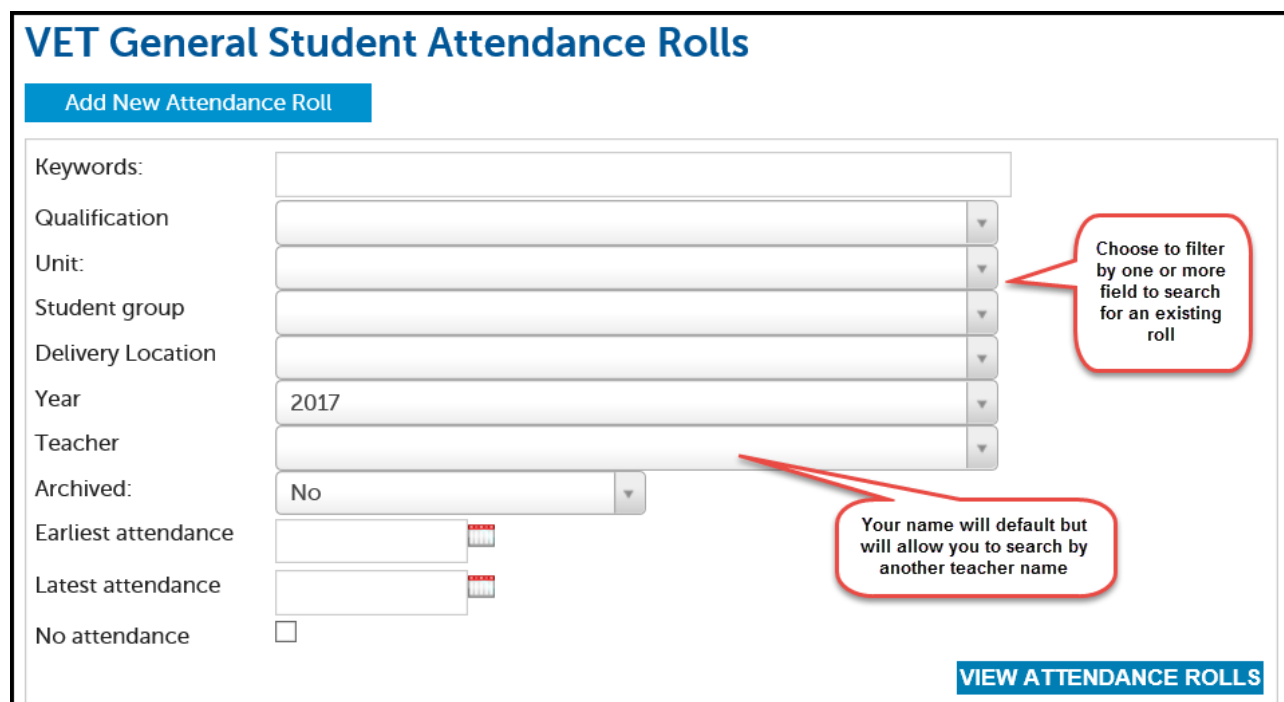
## Attendance Rolls

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:



# ATOM Attendance Roll User Guide For Teachers

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

Roll name	Group	Options
Graphic Design for Writers	PWE4-17	Record Attendance Edit
Introduction	PWE4-17	Record Attendance Edit
Intro to journalism and non-fiction	PWE4-17	Record Attendance
Industry overview	PWE4-17	Record Attendance

This will list the attendance roll names

This will list the groups the students sit in

Use this button to record attendance for a specific roll

Use this if you need to add/remove a student from a roll

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.



# ATOM Attendance Roll User Guide For Teachers

## Creating a New Attendance Roll:

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

### VET General Student Attendance Rolls

[Add New Attendance Roll](#)

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

### Add VET General Student Attendance Roll

**Roll details**

Roll Name: Diploma of Nursing - 2017 students

Year: 2017

Qualification: HLT51612 - Diploma of Nursing (Enrolled-Division 2 nursing) (41 groups)

Student Group: HLT51612 - USMED1-HL17 2017 (7 students)

Delivery Location: Mt Helen

Delivery Method: Classroom/Face to Face

**Students**

[Select Active](#)

Name	Qualification	Type	CS ID	DELTA No	Status	ATOM Plan Units	CS Enrolled Units	
	HLT51612	Student			Active in Program	N/A	4	<input type="checkbox"/>
	HLT51612	Student			Active in Program	N/A	2	<input type="checkbox"/>
	HLT51612	Student			Active in Program	N/A	2	<input type="checkbox"/>
	HLT51612	Student			Active in Program	N/A	4	<input type="checkbox"/>
	HLT51612	Student			Active in Program	N/A	4	<input type="checkbox"/>
	HLT51612	Student			Active in Program	N/A	2	<input type="checkbox"/>
	HLT51612	Student			Active in Program	N/A	4	<input type="checkbox"/>

[ADD ATTENDANCE ROLL](#)

**Other Students**

Student Search:

All fields need to be completed

See explanations on the next page on how to select students

# ATOM Attendance Roll User Guide

## For Teachers

### Mandatory Fields:

**Roll Name:** This should clearly state a name that relates to the group. It is recommended that you decide as a department how you name your attendance rolls. Keep them consistent. For example 'Diploma of Nursing – 2017 students' **OR** 'Group A Nursing students 2017'

**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.

**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.

**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

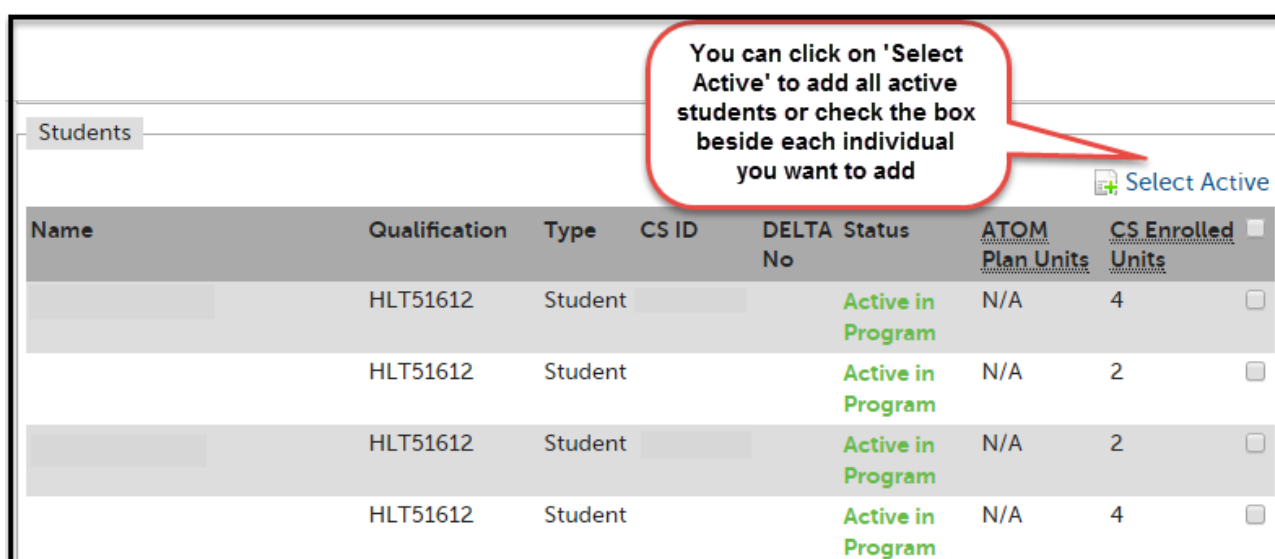
### Selecting Students to add to a roll:

**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:



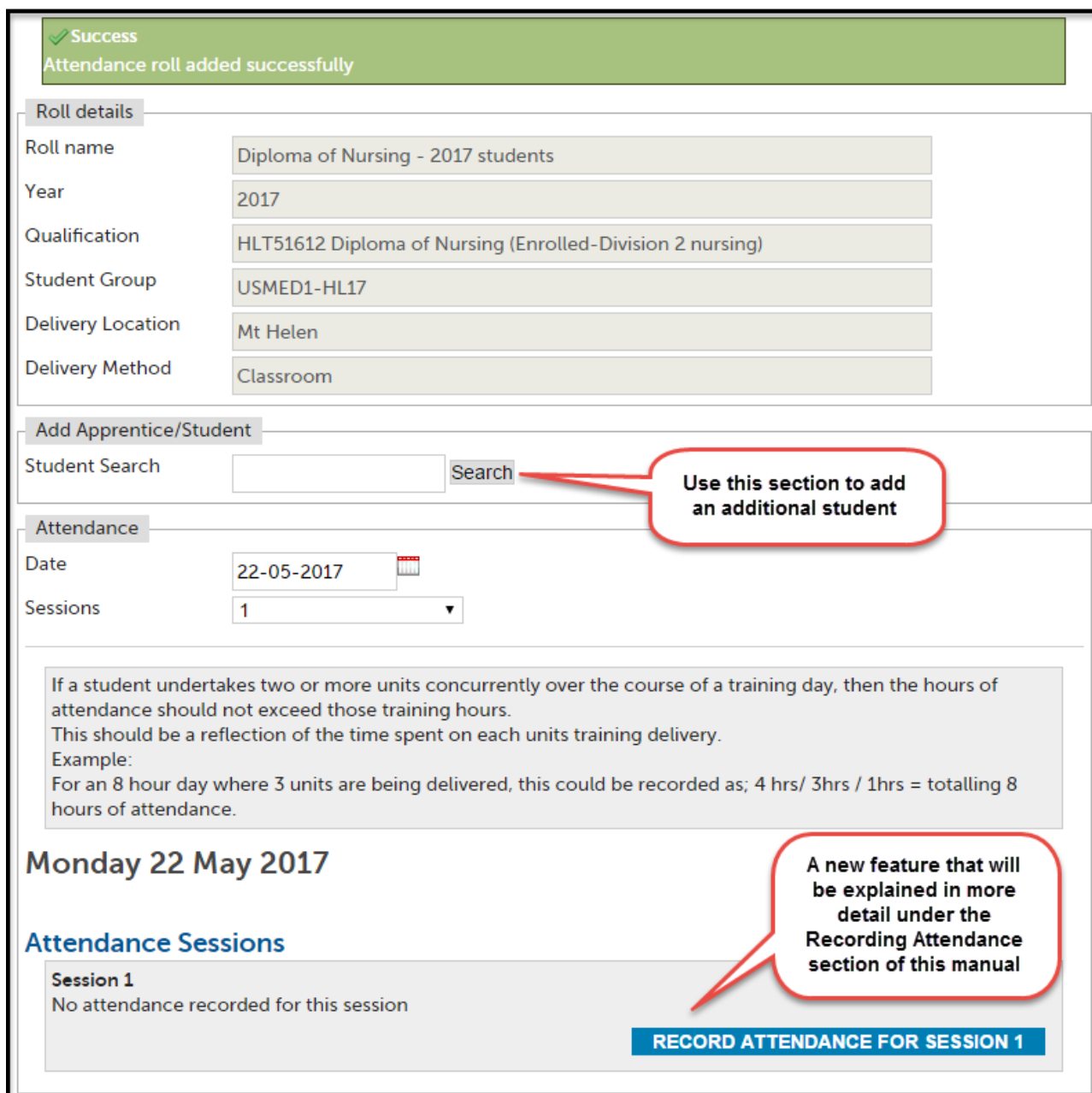
The screenshot shows a table of students with columns for Name, Qualification, Type, CS ID, DELTA No, Status, ATOM Plan Units, and CS Enrolled Units. A callout box points to a 'Select Active' button in the top right corner of the table area.

Name	Qualification	Type	CS ID	DELTA No	Status	ATOM Plan Units	CS Enrolled Units	
	HLT51612	Student			Active in Program	N/A	4	<input type="checkbox"/>
	HLT51612	Student			Active in Program	N/A	2	<input type="checkbox"/>
	HLT51612	Student			Active in Program	N/A	2	<input type="checkbox"/>
	HLT51612	Student			Active in Program	N/A	4	<input type="checkbox"/>

# ATOM Attendance Roll User Guide For Teachers

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.



**Success**  
Attendance roll added successfully

**Roll details**

Roll name	Diploma of Nursing - 2017 students
Year	2017
Qualification	HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)
Student Group	USMED1-HL17
Delivery Location	Mt Helen
Delivery Method	Classroom

**Add Apprentice/Student**

Student Search

**Attendance**

Date

Sessions

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours.  
This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Monday 22 May 2017**

**Attendance Sessions**

**Session 1**  
No attendance recorded for this session

**RECORD ATTENDANCE FOR SESSION 1**

**Use this section to add an additional student**

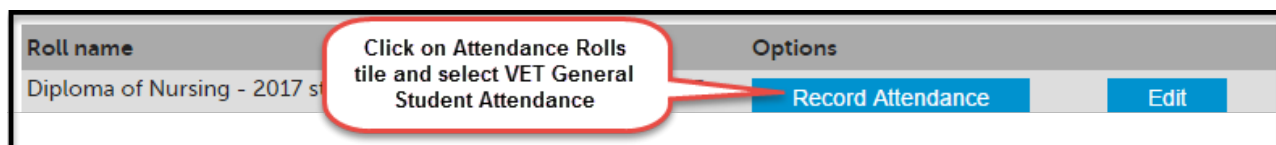
**A new feature that will be explained in more detail under the Recording Attendance section of this manual**

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

# ATOM Attendance Roll User Guide For Teachers

## Recording Attendance:

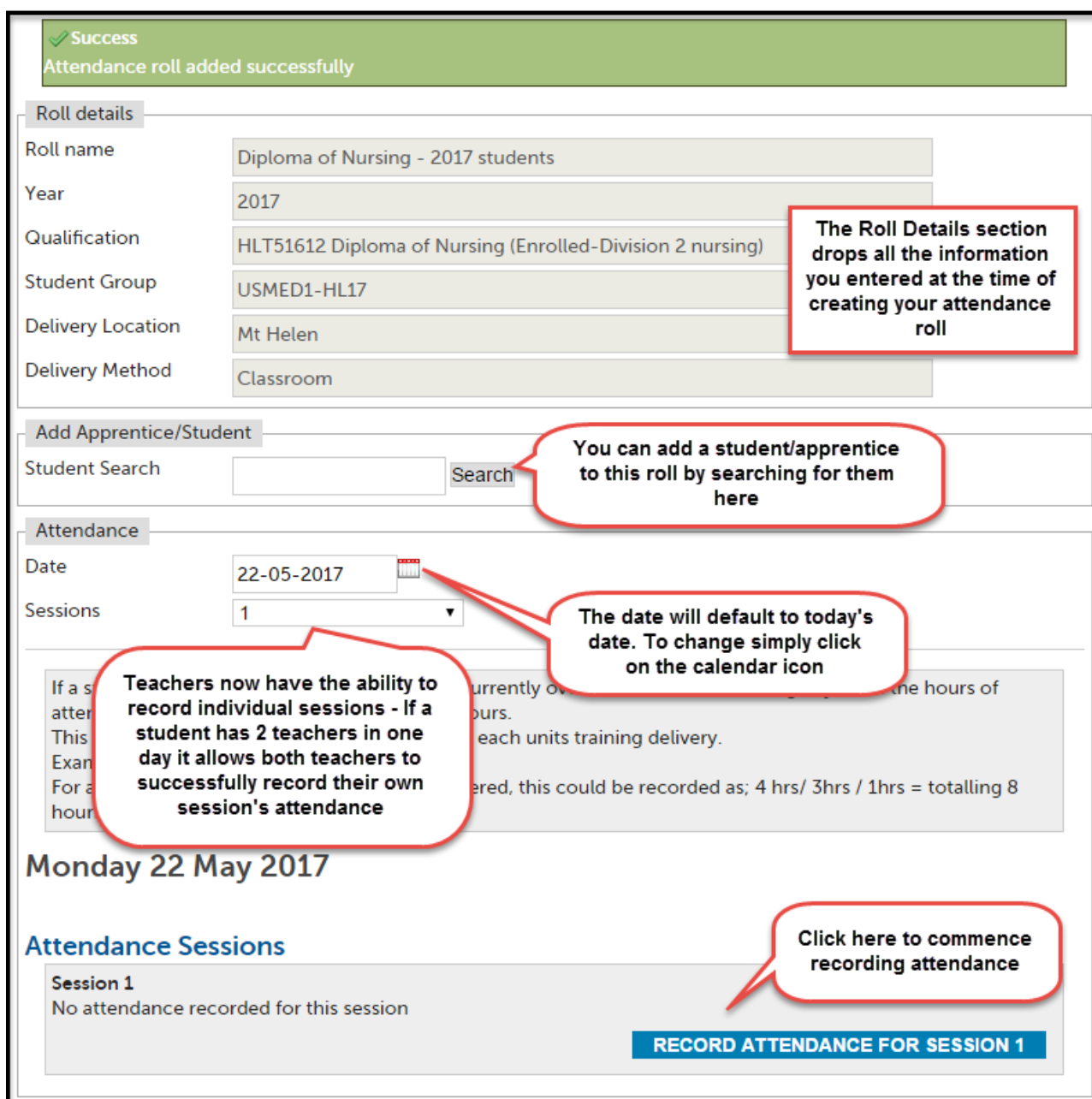
Go back to the main attendance search screen to find the attendance roll.



Roll name: Diploma of Nursing - 2017 students

Options: Record Attendance, Edit

Click on Attendance Rolls tile and select VET General Student Attendance



Success  
Attendance roll added successfully

Roll details

Roll name: Diploma of Nursing - 2017 students

Year: 2017

Qualification: HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)

Student Group: USMED1-HL17

Delivery Location: Mt Helen

Delivery Method: Classroom

The Roll Details section drops all the information you entered at the time of creating your attendance roll

Add Apprentice/Student

Student Search:  Search

You can add a student/apprentice to this roll by searching for them here

Attendance

Date: 22-05-2017

Sessions: 1

The date will default to today's date. To change simply click on the calendar icon

Teachers now have the ability to record individual sessions - If a student has 2 teachers in one day it allows both teachers to successfully record their own session's attendance

Monday 22 May 2017

Attendance Sessions

Session 1  
No attendance recorded for this session


Click here to commence recording attendance


RECORD ATTENDANCE FOR SESSION 1

# ATOM Attendance Roll User Guide For Teachers

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

**Attendance**

Date:  

Sessions:  

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.

Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Monday 22 May 2017**

**Attendance Sessions**

**Session 1**


Session type: All day

Date recorded: 22 May 2017 4:42pm

Teacher: Rebecca Absalom

[VIEW ATTENDANCE FOR SESSION 1](#)

**Session 1**

Session type:  

Teacher:

P   
  A   
  PA   
  AN   
  NR

Select a unit to add or remove unit hours  
[Apply units to all](#) | [Clear](#) | [Remove](#)

Notes:

P   
  A   
  PA   
  AN   
  NR

**You have the option of choosing All day, Morning, Afternoon or Evening**

**Your name will automatically drop into this section and can not be changed.**

**If an error has been made you can use this selection to clear the attendance just for this student**

**An attendance type must be chosen.  
P = Present  
A = Absent (no notification) PA = Partial Attendance  
AN = Absent with Notification  
NR = Not required**

**If all students were working on the same unit for the day, after adding to the first student use this feature to copy all units and hours to all in the roll**

**If a student has withdrawn or cancelled and no longer attending classes you can use this option to remove the student from appearing in the roll from this point onwards**

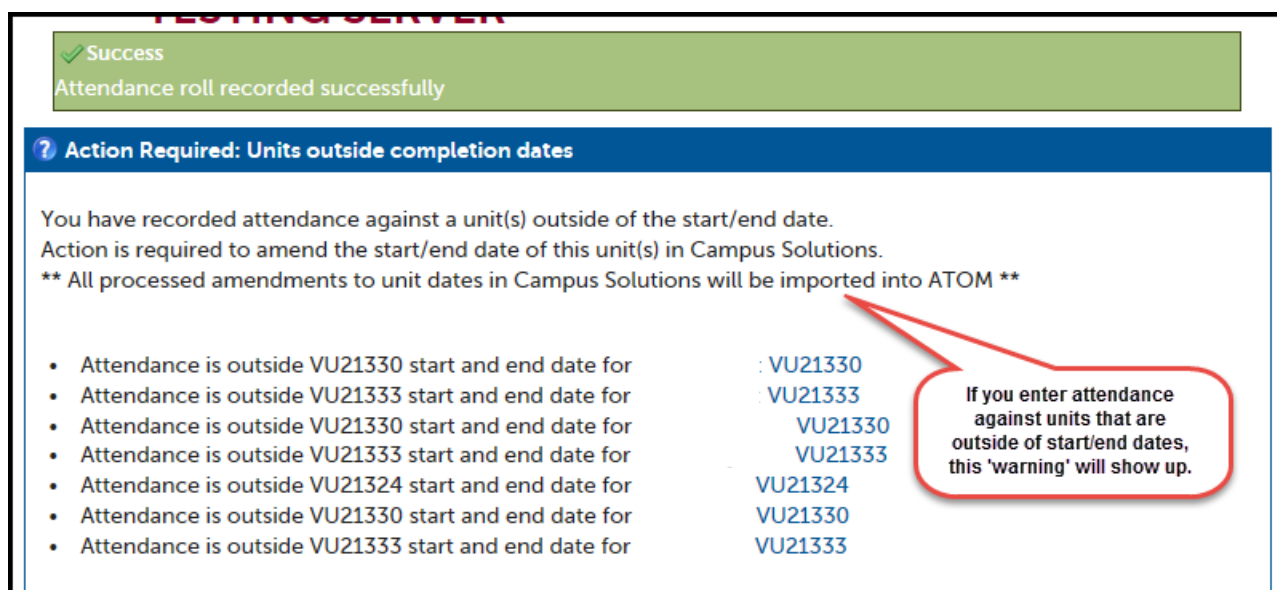
**Notes can be used to track the progress of a student or to record why the student may have been late to class (e.g. Doctor's appointment)**

# ATOM Attendance Roll User Guide

## For Teachers

- 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:



The screenshot shows a green banner at the top with a checkmark icon and the text "Success Attendance roll recorded successfully". Below this is a blue banner with a question mark icon and the text "Action Required: Units outside completion dates". The main content area contains the following text:

You have recorded attendance against a unit(s) outside of the start/end date.  
Action is required to amend the start/end date of this unit(s) in Campus Solutions.  
\*\* All processed amendments to unit dates in Campus Solutions will be imported into ATOM \*\*

Below this text is a list of seven items, each consisting of a description of the error and the unit code:

- Attendance is outside VU21330 start and end date for : VU21330
- Attendance is outside VU21333 start and end date for : VU21333
- Attendance is outside VU21330 start and end date for VU21330
- Attendance is outside VU21333 start and end date for VU21333
- Attendance is outside VU21324 start and end date for VU21324
- Attendance is outside VU21330 start and end date for VU21330
- Attendance is outside VU21333 start and end date for VU21333

A red callout box with a speech bubble points to the list and contains the text: "If you enter attendance against units that are outside of start/end dates, this 'warning' will show up."

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.

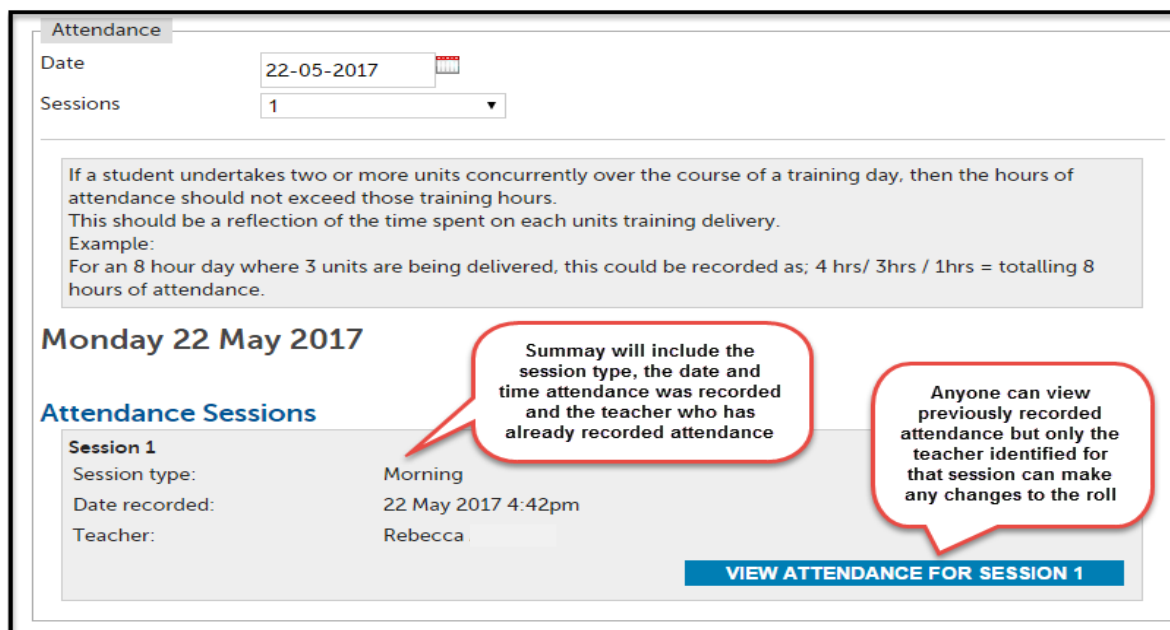
If you see the Blue Action Required alert as shown above this means that the attendance has been recorded but you need to follow up. This alert can arise if an amendment is required in Campus Solutions or if an incorrect unit was accidentally chosen. Please note each time this alert occurs an email is 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.



# ATOM Attendance Roll User Guide For Teachers

## *If more than one session is required.*

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



Attendance

Date: 22-05-2017

Sessions: 1

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Monday 22 May 2017**

**Attendance Sessions**

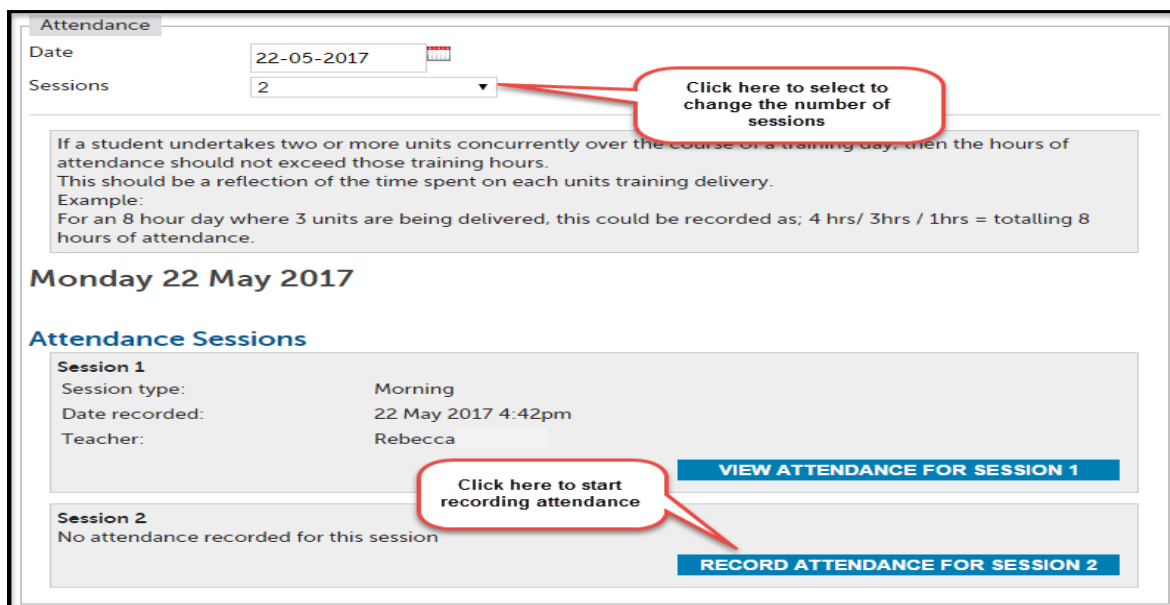
**Session 1**  
Session type: Morning  
Date recorded: 22 May 2017 4:42pm  
Teacher: Rebecca

[VIEW ATTENDANCE FOR SESSION 1](#)

Summary will include the session type, the date and time attendance was recorded and the teacher who has already recorded attendance

Anyone can view previously recorded attendance but only the teacher identified for that session can make any changes to the roll

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

Date: 22-05-2017

Sessions: 2

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Monday 22 May 2017**

**Attendance Sessions**

**Session 1**  
Session type: Morning  
Date recorded: 22 May 2017 4:42pm  
Teacher: Rebecca

[VIEW ATTENDANCE FOR SESSION 1](#)

**Session 2**  
No attendance recorded for this session

[RECORD ATTENDANCE FOR SESSION 2](#)

Click here to select to change the number of sessions

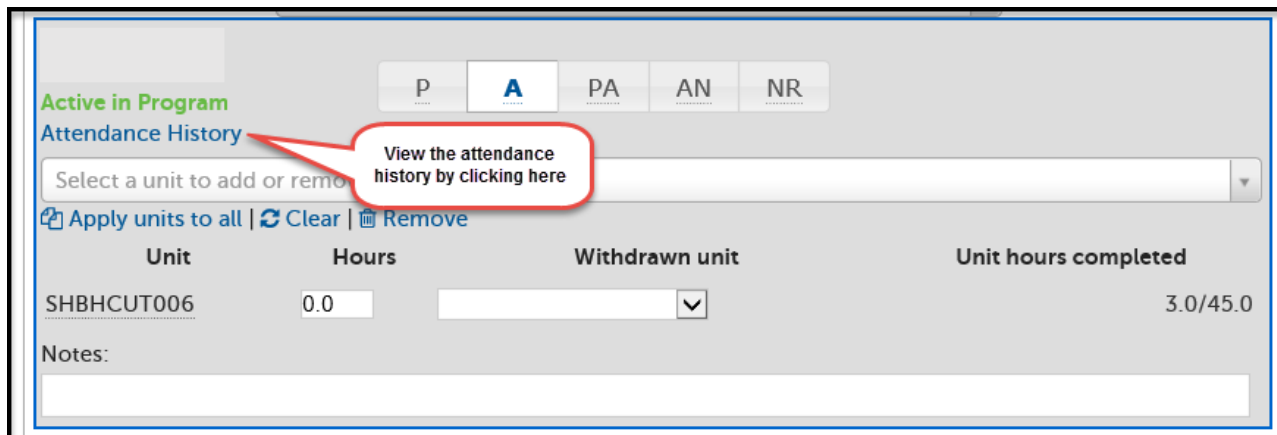
Click here to start recording attendance

# ATOM Attendance Roll User Guide For Teachers

## Attendance History:

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

### 1. When working in an attendance roll



Active in Program  
Attendance History

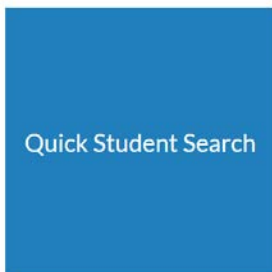
Select a unit to add or remove

Apply units to all | Clear | Remove

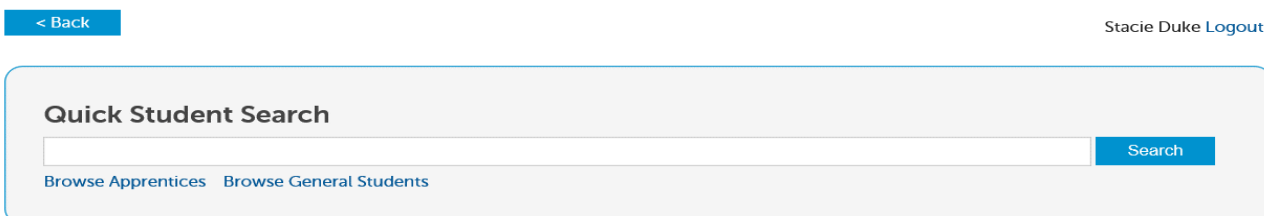
Unit	Hours	Withdrawn unit	Unit hours completed
SHBHCUT006	0.0		3.0/45.0

Notes:

### 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.



< Back

Stacie Duke Logout

Quick Student Search

Search

Browse Apprentices Browse General Students



# ATOM Attendance Roll User Guide For Teachers

You will then be taken to this screen:

## VET General Student Management

Keywords:

Qualification:

Group:

Unit:

Teacher:

Status:

Attendance:

25 results  GO

# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

1 result found (Displaying 1 - 1)

Student	Qualification	Group	Unit date range
<a href="#">Archive Student</a> <a href="#">Add Student Unit</a>	LNSUPPORT <span style="color: green; font-weight: bold;">Active in Program</span> Literacy and Numeracy Support <a href="#">View LNSUPPORT attendance</a> <a href="#">Show 7 units</a>	HAIRB2-FS-17	24-04-2017 - 05-12-2017
	SHB30416 <span style="color: green; font-weight: bold;">Active in Program</span> Certificate III in Hairdressing <a href="#">View SHB30416 attendance</a> <a href="#">Show 26 units</a>	HAIRADVANCE	01-05-2017 - 24-12-2017

Click here to view attendance history for relevant qualification

# ATOM Attendance Roll User Guide For Teachers

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

**Attendance filters**

Qualification: LNSUPPORT: Literacy and Numeracy Support Click to print history

Start date:

End date:

**APPLY**

**Student Details**

Name: \_\_\_\_\_

CS ID: \_\_\_\_\_

Attendance history as at 27 June 2017

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn	
<b>Tuesday</b> 13 June 2017 PLUM-FS-17 <b>PLUMBING GROUP 5</b> Location: SMB Method: Classroom	Liam Frost-Camilleri	Present	VU21357	2.7		
			Engage with a range of complex texts for employment purposes			
			VU21360			
			Create a range of complex texts for learning purposes			
				<b>8.1</b>		
<b>Wednesday</b> 24 May 2017 PLUM-FS-17 <b>PLUMBING GROUP 5</b> Location: SMB Method: Classroom	Eddy Jarecki	Present	VU21357	1.0		
			Engage with a range of complex texts for employment purposes			
			VU21360			
			Create a range of complex texts for learning purposes			
				<b>1.0</b>		
				<b>1.0</b>		
				<b>3.0</b>		
<b>Attendance Rate (Days): 100%</b>				<b>11.1</b>		

**Unit attendance totals**

Unit	Attended hours	Nominal unit hours	Completion rate	Last Attendance	Withdrawn
VU21357	3.7	30	12.3%	13-06-2017	
Engage with a range of complex texts for employment purposes					
VU21360	3.7	30	12.3%	13-06-2017	
Create a range of complex texts for learning purposes					
VU21361				13-06-2017	
Create a range of complex texts to participate in the workplace					

**Email options**

Email history to:  **Send**

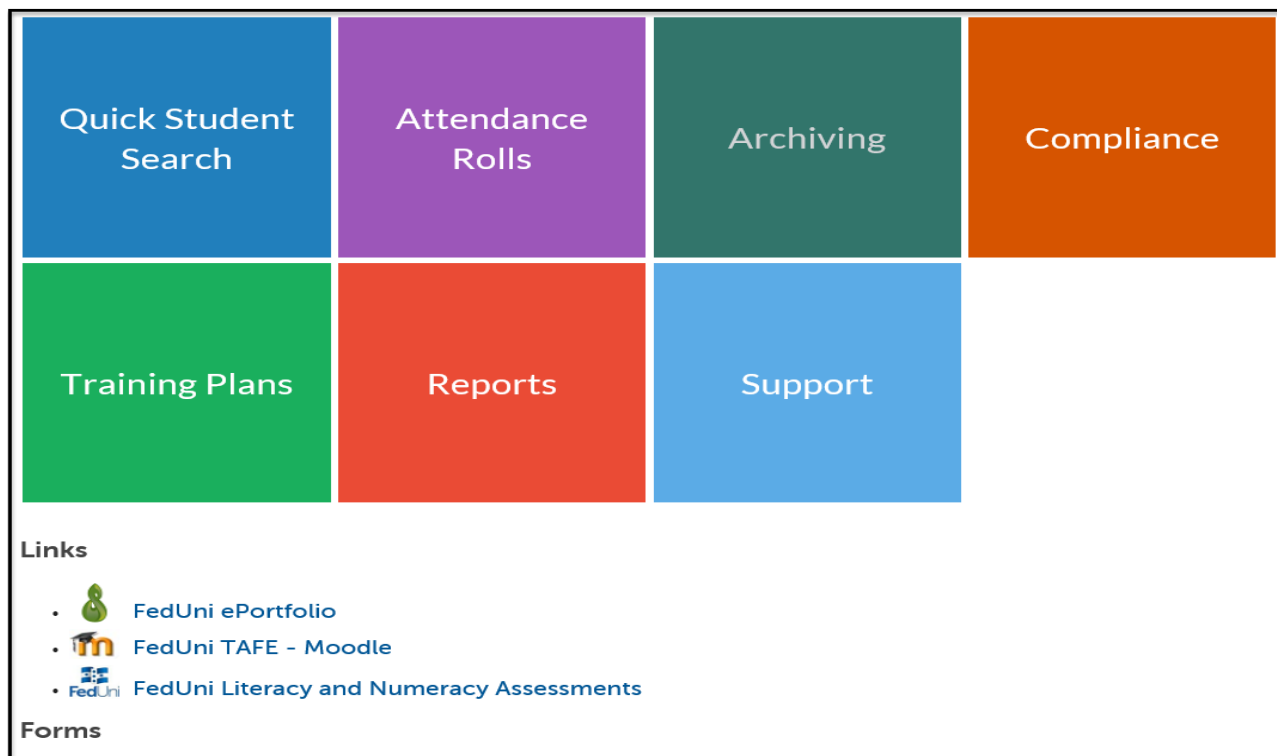
Attendance will display from the most recent to oldest date.

Authorised by: Apprenticeship Compliance Officer Document Owner: Administrative Officer – ATOM Support CRICOS Provider No. 00103D	Version 2   Current Version: Review Date:	Page 18 of 39 23/01/2018 23/01/2019
---	--	---

# ATOM Attendance Roll User Guide For Teachers

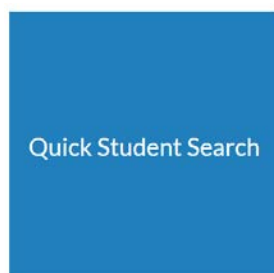
## PART TWO (VET Apprentices)

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



## 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.



# ATOM Attendance Roll User Guide For Teachers

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.

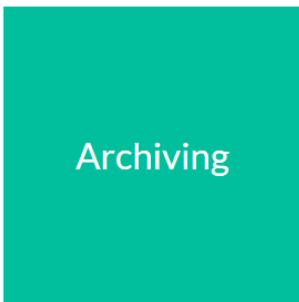
[< Back](#) Stacie Duke [Logout](#)

### Quick Student Search

Search

[Browse Apprentices](#) [Browse General Students](#)

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



### Archiving

- [VET Archived General Students](#)
- [VET Archived Apprentices](#)
- [Archived Qualification Templates](#)

Select VET Archived Apprentices

All VET Apprentices are listed in alphabetical order.

# ATOM Attendance Roll User Guide For Teachers

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

### Apprentice Management

Keywords:

Qualification:

Template:

Group:

RTO Contact:

Sales Contact:

Start date:  until

Approval Status:

[+ Advanced Search Options](#)

25 results

**Search for an Apprentice using any of these search fields**

**Click on Go**

You can also search using the Advanced Search Options

### Apprentice Management

Keywords:

Qualification:

Template:

Group:

RTO Contact:

Sales Contact:

Start date:  until

Approval Status:

[+ Advanced Search Options](#)

DELTA Status:

CS ID:

CY:

Attendance:

Training plan?:  Yes  No

LLN Score?:  Yes  No

Archived:  Yes  No

25 results

**Click here to reveal the advanced search options below**

# ATOM Attendance Roll User Guide For Teachers

## Search Result View

### Apprentice Management

Keywords:



Qualification:  x ▾

Template:  ▾


Group:  ▾

RTO Contact:  ▾

Sales Contact:  ▾

Start date   until  

Approval Status:  ▾


 [Advanced Search Options](#)

25 results ▾ [GO](#)

# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

80 results found (Displaying 1 - 25)

[NEXT PAGE >](#)

Delta No	Name	Qualification	Commence Date	Assessment Pending
41630977	<b>Ahern, Darcy</b> <span style="color: green; font-weight: normal;">ACTIVE</span>	MEM30305 Certificate III in Engineering - Fabrication Trade	11-02-2016	N/A
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Training Plan</p> <ul style="list-style-type: none"> <li>• <a href="#">LLN/Pre-Training Review</a></li> <li>• <a href="#">Part 1 - Training Plan</a></li> <li>• <a href="#">Part 2 - Unit Completion</a></li> <li>• <a href="#">Part 3 - Cycle</a></li> <li>• <a href="#">Contact Schedule</a></li> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Group info</a></li> <li>• <a href="#">Attendance/Workplace Training</a></li> <li>• <a href="#">Send message</a></li> </ul> </div>				
<ul style="list-style-type: none"> <li>•  <a href="#">Other options</a></li> </ul>				

# ATOM Attendance Roll User Guide For Teachers

## New look Apprentice Management View



**ACTIVE** MEM30305 11-02-2016 N/A  
Certificate III in Engineering - Fabrication Trade

Training Plan

- LLN/Pre-Training Review
- Part 1 - Training Plan
- Part 2 - Unit Completion
- Part 3 - Cycle
- Contact Schedule
- Attachments
- Group info
- Attendance/Workplace Training
- Send message

• [Other options](#)

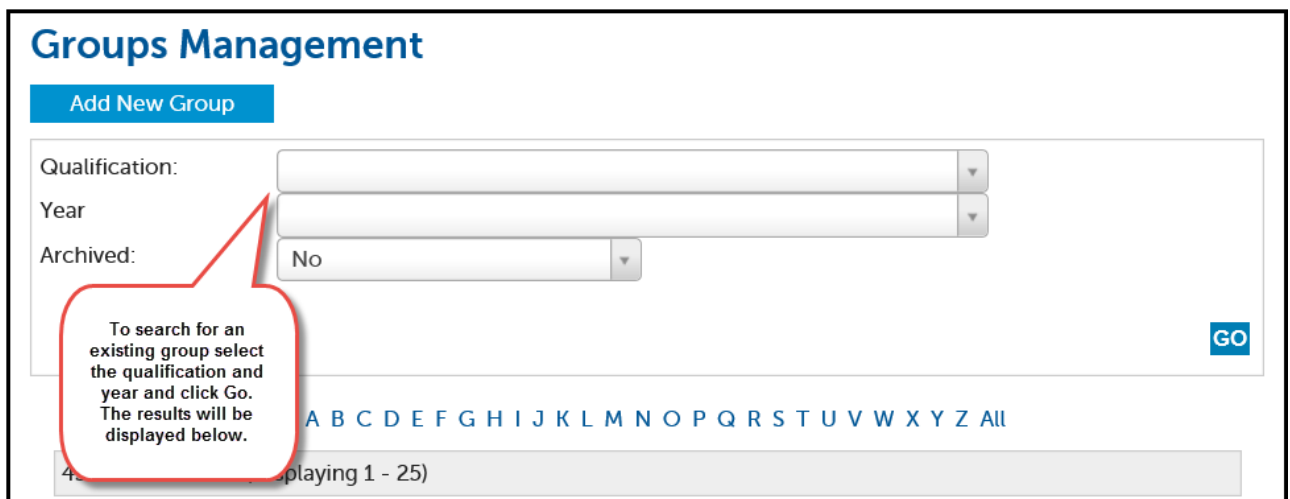
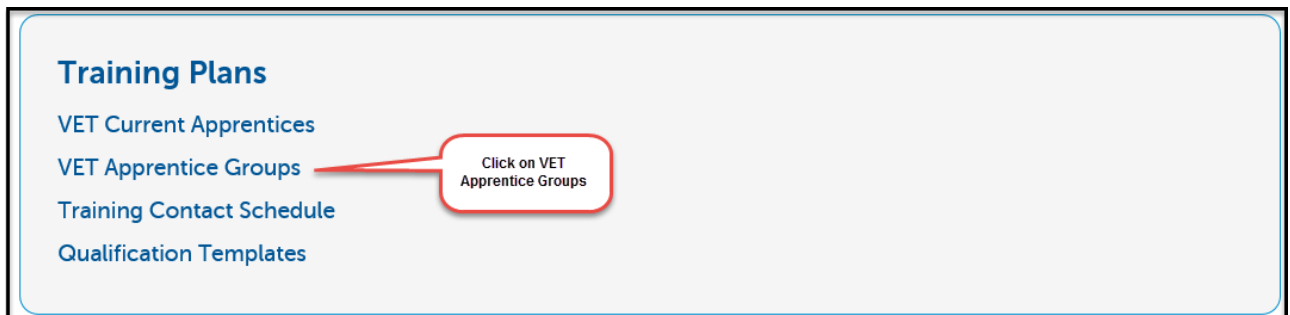
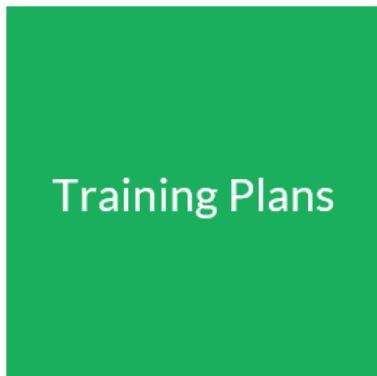
Other

- View DELTA Record
- View Grade Log
- View Message Log
- Reset unit selection
- Reset training plan

**This section will be collapsed - click Other Options to open for more options**

## VET Apprentice Groups

Go back to the Dashboard and select:





# ATOM Attendance Roll User Guide For Teachers

## 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':



**Groups Management**

**Add New Group** Click here to add a new group

Qualification:

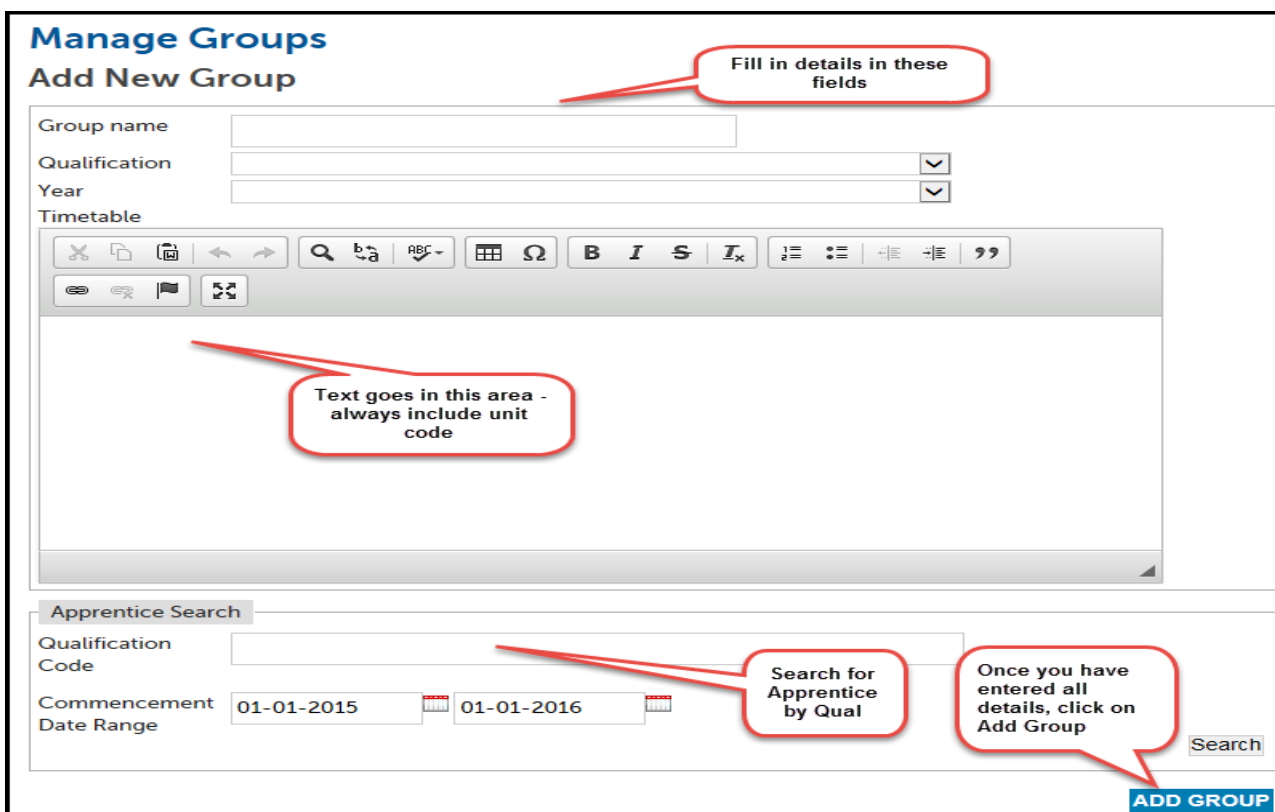
Year:

Archived:

**GO**

# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

455 results found (Displaying 1 - 25)



**Manage Groups**

**Add New Group** Fill in details in these fields

Group name:

Qualification:

Year:

Timetable

Text goes in this area - always include unit code

Apprentice Search

Qualification Code:

Commencement Date Range:

**Search for Apprentice by Qual**

**Once you have entered all details, click on Add Group**

**ADD GROUP**

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

# ATOM Attendance Roll User Guide For Teachers

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

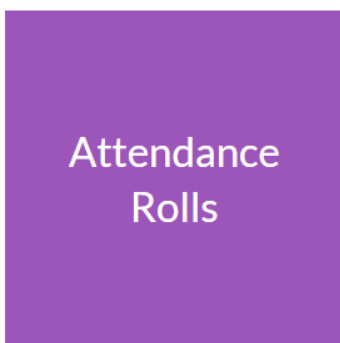


This group will now be available to select when creating your attendance rolls.

# Attendance Rolls

## Searching for an existing Attendance Roll

Log in to ATOM and select the Attendance Rolls tile



**Attendance**

- VET Apprentice Attendance
- VET General Student Attendance

Click on VET Apprentice Attendance

### VET Apprentice Attendance Rolls

Add New Attendance Roll

Keywords:

Qualification:

Unit:

Apprentice group:

Delivery Location:

Year: 2017

Teacher: Anthony Monagle

Archived: No

Earliest attendance:

Latest attendance:

No attendance:

VIEW ATTENDANCE ROLLS

8 results found (Displaying 1 - 8)

Roll name	Group	Options
<input type="checkbox"/> AFG-ME-17	AFG-ME-17	<input type="button" value="Record Attendance"/> <input type="button" value="Edit"/>

Choose to filter by one or more field to search for an existing roll

Your name will default but will allow you to search by another teacher name

Any roll created by you will automatically appear below

# ATOM Attendance Roll User Guide For Teachers

Search results will display like this:

Roll name	Group	Options	
AFG-ME-17	AFG-ME-17	Record Attendance	Edit
FBM	FBM	Record Attendance	Edit
FBV	FBV	Record Attendance	Edit
	FBW-ME-17 (Group 1)	Record Attendance	Edit
Remedial_2017	FBW-ME-17 (Group 1)	Record Attendance	Edit
	AFG-ME-17	Record Attendance	Edit

*Note: Callouts in the original image indicate that the first column lists attendance roll names, the second column lists groups apprentices sit under, and the 'Record Attendance' button is used to add/remove an apprentice from a roll.*

## Creating a New Attendance Roll:

To create a new attendance roll,

### VET Apprentice Attendance Rolls

[Add New Attendance Roll](#) *Click here to create a new attendance roll*

Keywords:

Qualification:

Unit:

Apprentice group:

### Add VET Apprentice Attendance Roll

**Roll details**

Roll Name:

Year: 2017

Qualification:

Apprentice Group:

Delivery Location:

Delivery Method:

**Apprentices**

Select Active

Name	Type	Qualification	Units	CS ID	DELTA No	Status
<a href="#">ADD ATTENDANCE ROLL</a>						

**Other Apprentices**

Student Search:

The year will default to the current year. You will need to populate the blank fields as per next page.

# ATOM Attendance Roll User Guide For Teachers

### Add VET Apprentice Attendance Roll

**Roll details**

Roll Name:

Year:  x v

Qualification:  x v


Apprentice Group:  x v

Delivery Location:  x v

Delivery Method:  x v

**Apprentices**

See explanation below for options on how to select Apprentices

 Select Active

Name	Qualification	Type	CS ID	DELTA No	Status	Units	<input type="checkbox"/>
	MEM30205	Apprentice			ACTIVE	33	<input type="checkbox"/>
	MEM30205	Apprentice			ACTIVE	33	<input type="checkbox"/>
	MEM30205	Apprentice			ACTIVE - RECOMMENCEMENT	34	<input type="checkbox"/>
	MEM30205	Apprentice			ACTIVE	35	<input type="checkbox"/>
	MEM30205	Apprentice			ACTIVE	33	<input type="checkbox"/>
	MEM30205	Apprentice			ACTIVE	34	<input type="checkbox"/>
	MEM30205	Apprentice			ACTIVE	33	<input type="checkbox"/>
	MEM30205	Apprentice			ACTIVE	34	<input type="checkbox"/>

**ADD ATTENDANCE ROLL**

**Other Apprentices**

Student Search:  Search

### Mandatory Fields:

**Roll Name:** This should clearly state a name that relates to the group. It is recommended that you decide as a department how you name your attendance rolls. Keep them consistent. For example 'Tuesday Automotive group 2016' **OR** 'Group A Plumbing 2016'

**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.

**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).

**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

# ATOM Attendance Roll User Guide

## For Teachers

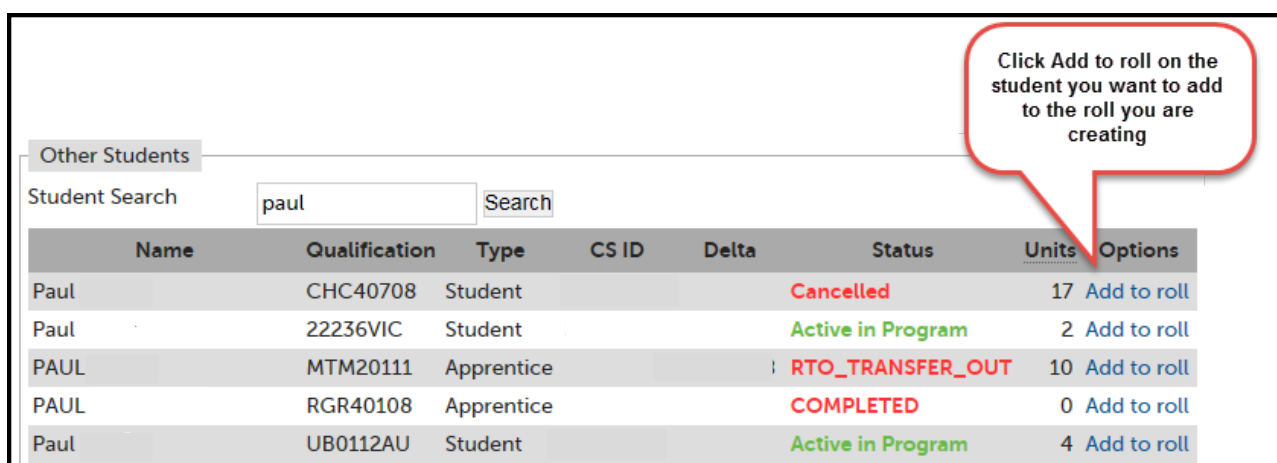
### **Selecting Apprentices to add to a roll:**

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

**Select All/Deselect All:** There is a tick box () 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.



Other Students

Student Search:

Name	Qualification	Type	CS ID	Delta	Status	Units	Options
Paul	CHC40708	Student			Cancelled	17	<a href="#">Add to roll</a>
Paul	22236VIC	Student			Active in Program	2	<a href="#">Add to roll</a>
PAUL	MTM20111	Apprentice			RTO_TRANSFER_OUT	10	<a href="#">Add to roll</a>
PAUL	RGR40108	Apprentice			COMPLETED	0	<a href="#">Add to roll</a>
Paul	UB0112AU	Student			Active in Program	4	<a href="#">Add to roll</a>

Click Add to roll on the student you want to add to the roll you are creating

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.

# ATOM Attendance Roll User Guide For Teachers

✓ Success  
Attendance roll added successfully

### Roll details

Roll name	Group A Test 2017
Year	2017
Qualification	MEM30205 Certificate III in Engineering - Mechanical Trade
Apprentice Group	M1A-ME-15
Delivery Location	SMB
Delivery Method	Blended

### Add Apprentice/Student

Student Search

You can use this section to add an additional student/apprentice

### Attendance

Date

Sessions

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours.  
This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

Tuesday 27 June 2017

### Attendance Sessions

Session 1  
No attendance recorded for this session

**RECORD ATTENDANCE FOR SESSION 1**

A new feature that will be explained in more detail under Recording Attendance

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).

# ATOM Attendance Roll User Guide For Teachers

## Recording Attendance:

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

Roll name	Group	Options
<input type="checkbox"/> AFG-ME-17	AFG-ME-17	<a href="#">Record Attendance</a> <a href="#">Edit</a>

Click this button to start recording your attendance

**Roll details**

Roll name: AFG-ME-17  
Year: 2017  
Qualification: MEM30305 Certificate III in Engineering - Fabrication Trade  
Apprentice Group: AFG-ME-17  
Delivery Location: SMB  
Delivery Method: Blended


The Roll Details Section drops all the information you entered at the time of creating your attendance roll

**Add Apprentice/Student**

Student Search:  [Search](#)

You can use this section to add an additional student/apprentice

**Attendance**

Date: 27-06-2017   
Sessions: 1

The date will default to today's date. To change click on the calendar icon

Teacher's now have the ability to record individual sessions - if a student has 2 teachers in one day it allows for each to record their own separate session.

If a student attends concurrently over the course of a training day, then the hours of attendance are recorded as separate sessions. This should be recorded as separate sessions on each units training delivery. Example: For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Tuesday 27 June 2017**

**Attendance Sessions**

**Session 1**  
No attendance recorded for this session

Click here to commence recording attendance

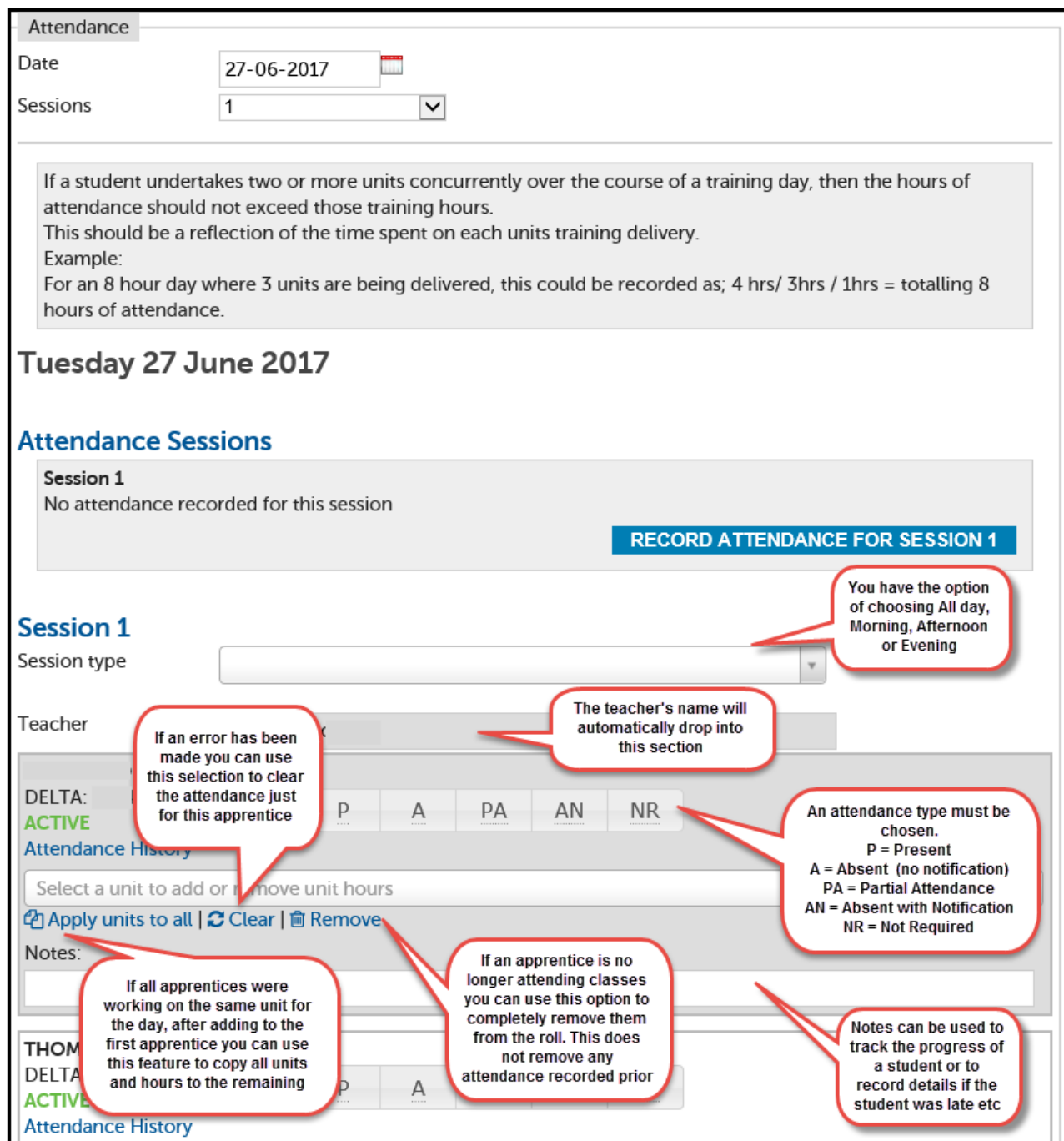
[RECORD ATTENDANCE FOR SESSION 1](#)

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



# ATOM Attendance Roll User Guide For Teachers

The following screen will appear:



**Attendance**

Date: 27-06-2017

Sessions: 1

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery. Example: For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Tuesday 27 June 2017**

**Attendance Sessions**

**Session 1**  
No attendance recorded for this session

**RECORD ATTENDANCE FOR SESSION 1**

**Session 1**

Session type: [Dropdown menu]

Teacher: [Dropdown menu]

DELTA: ACTIVE

Attendance History

Select a unit to add or remove unit hours

Apply units to all | Clear | Remove

Notes:

THOM DELTA ACTIVE

Attendance History

Attendance types: P, A, PA, AN, NR

Callout boxes:

- You have the option of choosing All day, Morning, Afternoon or Evening
- The teacher's name will automatically drop into this section
- If an error has been made you can use this selection to clear the attendance just for this apprentice
- An attendance type must be chosen. P = Present, A = Absent (no notification), PA = Partial Attendance, AN = Absent with Notification, NR = Not Required
- If all apprentices were working on the same unit for the day, after adding to the first apprentice you can use this feature to copy all units and hours to the remaining
- If an apprentice is no longer attending classes you can use this option to completely remove them from the roll. This does not remove any attendance recorded prior
- Notes can be used to track the progress of a student or to record details if the student was late etc

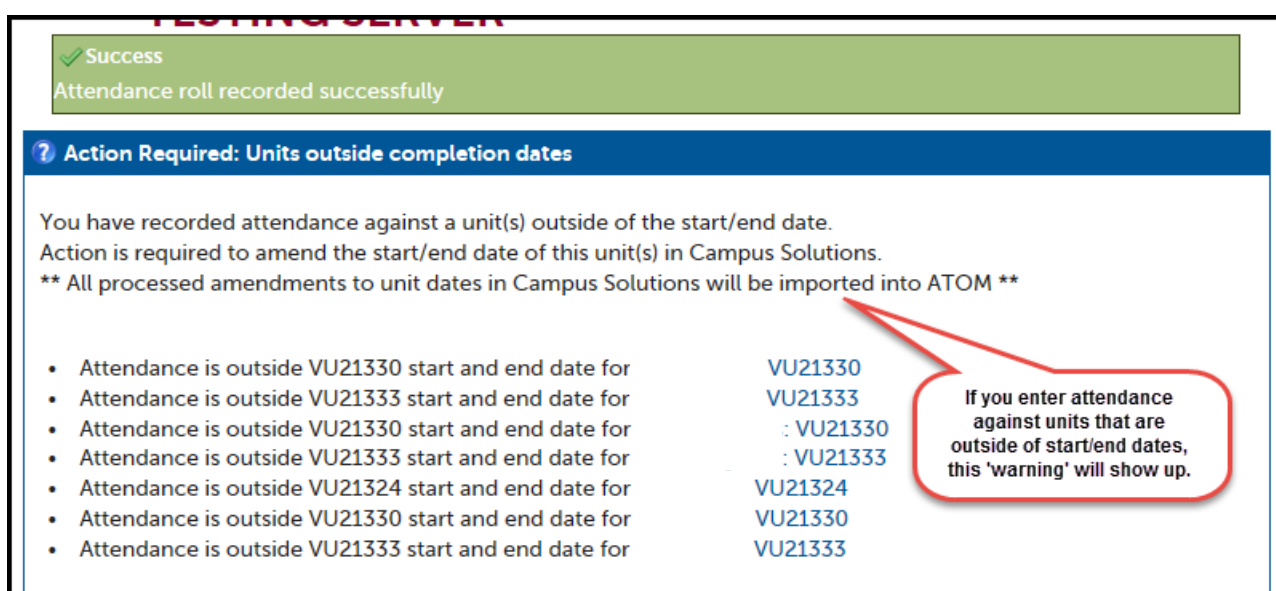
- You can record attendance at any time during the day and change attendance from **Present/Absent** to **Partial Attendance**, should your student not return to class or arrive for half of the day only.
- Units:** All units linked to the Apprentice Training plan in ATOM will list in the unit drop down 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.

# ATOM Attendance Roll User Guide

## For Teachers

- 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:



The screenshot shows a green success banner at the top with a checkmark icon and the text "Success Attendance roll recorded successfully". Below this is a blue header for an "Action Required: Units outside completion dates" alert. The alert text states: "You have recorded attendance against a unit(s) outside of the start/end date. Action is required to amend the start/end date of this unit(s) in Campus Solutions. \*\* All processed amendments to unit dates in Campus Solutions will be imported into ATOM \*\*". A list of six items follows, each with a unit ID and a colon. A red callout bubble points to the list with the text: "If you enter attendance against units that are outside of start/end dates, this 'warning' will show up."

• Attendance is outside VU21330 start and end date for	VU21330
• Attendance is outside VU21333 start and end date for	VU21333
• Attendance is outside VU21330 start and end date for	: VU21330
• Attendance is outside VU21333 start and end date for	: VU21333
• Attendance is outside VU21324 start and end date for	VU21324
• Attendance is outside VU21330 start and end date for	VU21330
• Attendance is outside VU21333 start and end date for	VU21333

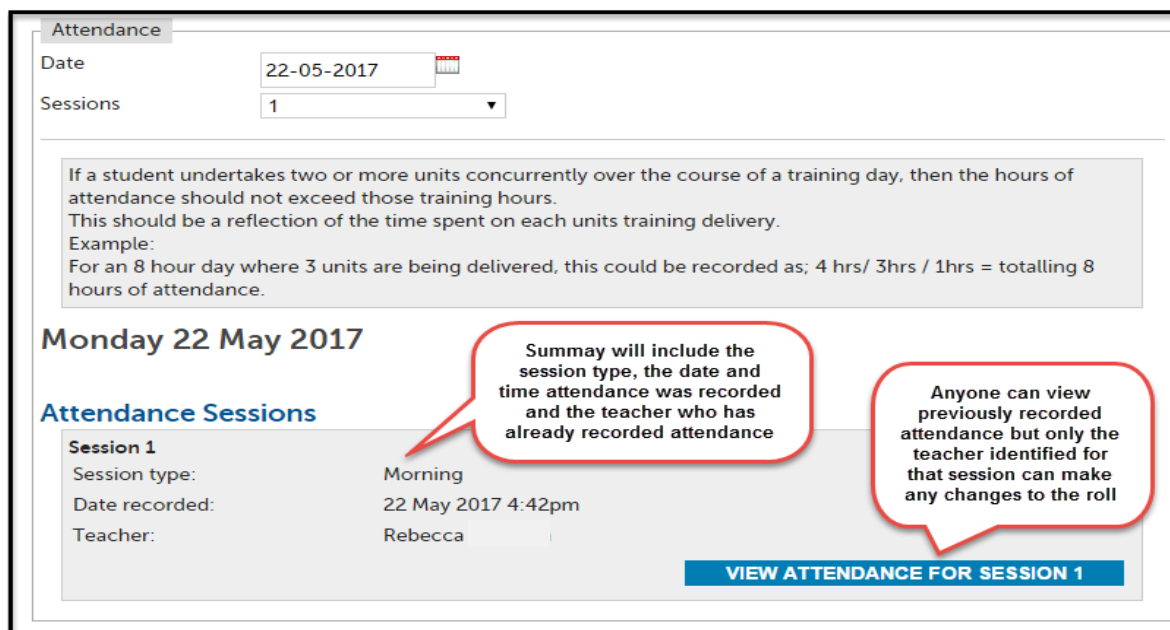
A red/orange alert will display if you have completed something incorrectly. Attendance will not save if you see a red/orange alert. You will need to fix the error and then click on the 'Record Attendance' button again. You should then see the green 'success' banner.

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 accidentally chosen. Please note an email is sent to the ATOM inbox each time this alert occurs 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.

# ATOM Attendance Roll User Guide For Teachers

## *If more than one session is required.*

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



Attendance

Date: 22-05-2017

Sessions: 1

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Monday 22 May 2017**

**Attendance Sessions**

**Session 1**

Session type: Morning

Date recorded: 22 May 2017 4:42pm

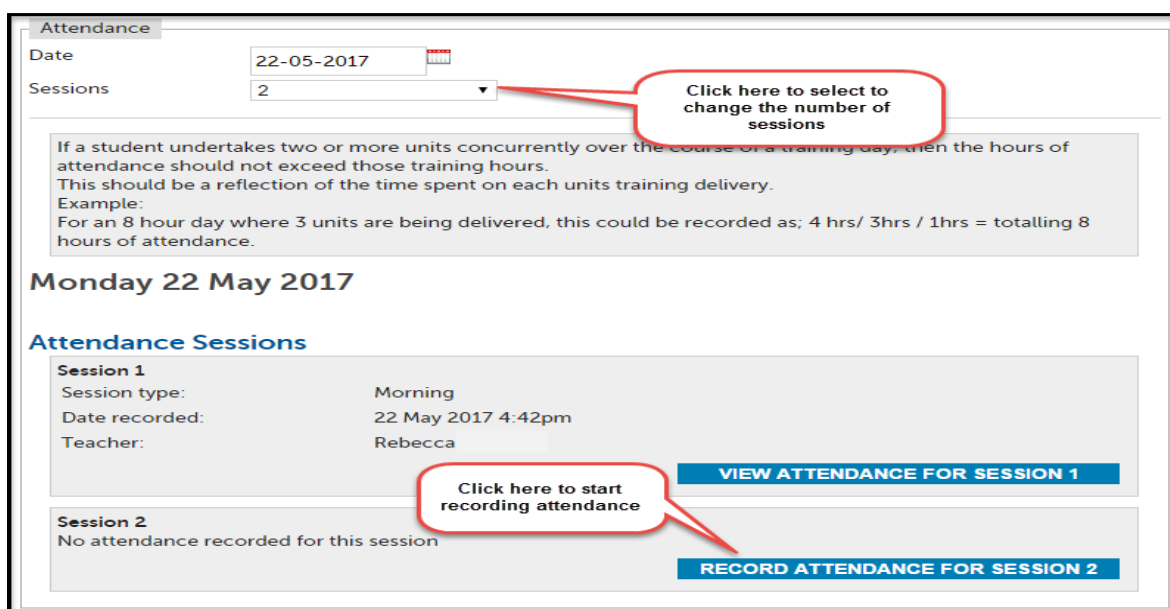
Teacher: Rebecca

[VIEW ATTENDANCE FOR SESSION 1](#)

Summay will include the session type, the date and time attendance was recorded and the teacher who has already recorded attendance

Anyone can view previously recorded attendance but only the teacher identified for that session can make any changes to the roll

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.



Attendance

Date: 22-05-2017

Sessions: 2

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Monday 22 May 2017**

**Attendance Sessions**

**Session 1**

Session type: Morning

Date recorded: 22 May 2017 4:42pm

Teacher: Rebecca

[VIEW ATTENDANCE FOR SESSION 1](#)

**Session 2**

No attendance recorded for this session

[RECORD ATTENDANCE FOR SESSION 2](#)

Click here to select to change the number of sessions

Click here to start recording attendance

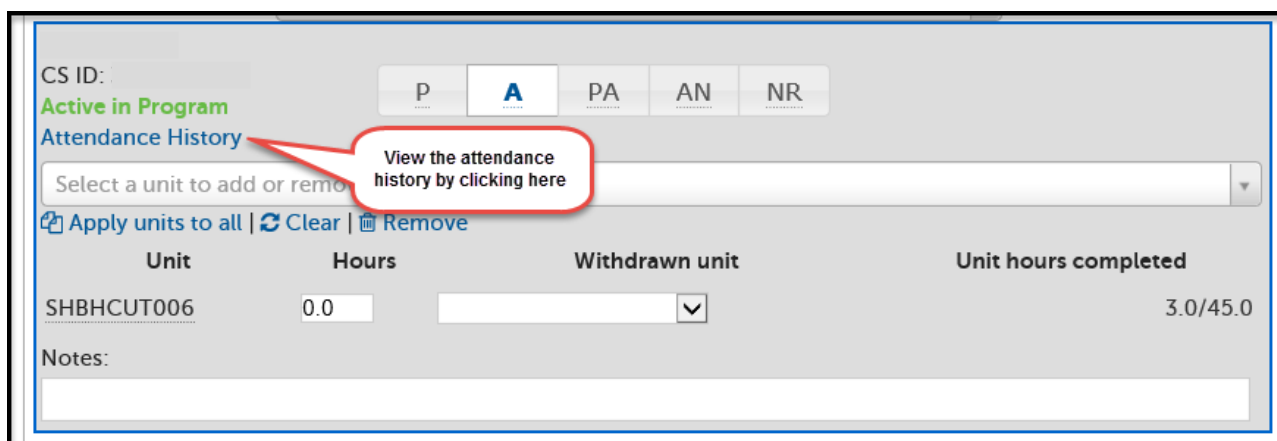
You can now follow the steps for 'Recording Attendance'.

# ATOM Attendance Roll User Guide For Teachers

## Attendance History:

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

### 1. When working in an attendance roll



CS ID:

**Active in Program**  
**Attendance History**

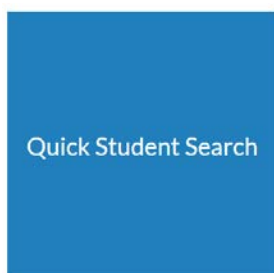
Select a unit to add or remove

|  |

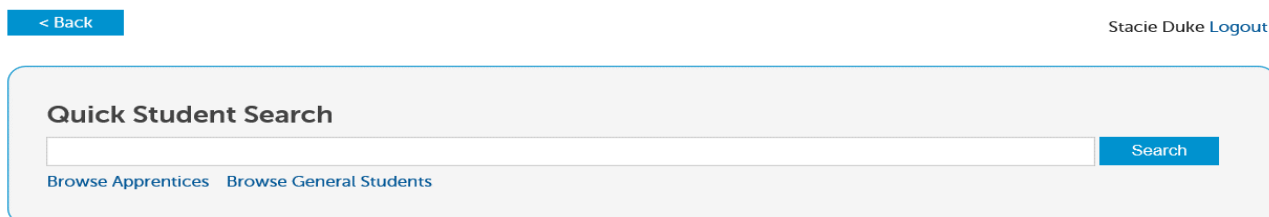
Unit	Hours	Withdrawn unit	Unit hours completed
SHBHCUT006	<input type="text" value="0.0"/>	<input type="text" value=""/>	3.0/45.0

Notes:

### 2. When searching for a student



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



< Back Stacie Duke Logout

### Quick Student Search

[Browse Apprentices](#) [Browse General Students](#)

# ATOM Attendance Roll User Guide For Teachers

You will then be taken to this screen:

## Apprentice Management

Keywords:

Qualification:

Template:


Group:

RTO Contact:

Sales Contact:

Start date  until

Approval Status:

 [Advanced Search Options](#)

25 results  [GO](#)

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1799 results found (Displaying 1 - 25)

[NEXT PAGE >](#)

Delta No	Name	Qualification	Commence Date	Assessment Pending
<b>ACTIVE</b>		FDF30610 Certificate III in Retail Baking (Bread)	15-12-2014	N/A
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Training Plan</b></p> <ul style="list-style-type: none"> <li style="width: 33%;"><a href="#">LLN/Pre-Training Review</a></li> <li style="width: 33%;"><a href="#">Part 3 - Cycle</a></li> <li style="width: 33%;"><a href="#">Group info</a></li> <li style="width: 33%;"><a href="#">Part 1 - Training Plan</a></li> <li style="width: 33%;"><a href="#">Contact Schedule</a></li> <li style="width: 33%;"><a href="#">Attendance/Workplace Training</a></li> <li style="width: 33%;"><a href="#">Part 2 - Unit Completion</a></li> <li style="width: 33%;"><a href="#">Attachments</a></li> <li style="width: 33%;"><a href="#">Send message</a></li> </ul> </div>				
<ul style="list-style-type: none"> <li><a href="#">Other options</a></li> </ul>				

Click here to view the apprentice's attendance history

# ATOM Attendance Roll User Guide For Teachers

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

**Attendance filters**

Qualification:  x

Start date:

End date:

**Click to print history**

**APPLY**

**Student Details**

Name

CS ID

Attendance history as at 27 June 2017

**LNSUPPORT Literacy and Numeracy Support**

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Tuesday 13 June 2017 PLUM-FS-17 <b>PLUMBING GROUP 5</b> Location: SMB Method: Classroom	Liam Frost-Camilleri	Present	VU21357 Engage with a range of complex texts for employment purposes	2.7	
			VU21360 Create a range of complex texts for learning purposes		
			VU21361 Create a range of complex texts to participate in the workplace		
				8.1	
Wednesday 24 May 2017 PLUM-FS-17 <b>PLUMBING GROUP 5</b> Location: SMB Method: Classroom	Eddy Jarecki	Present	VU21357 Engage with a range of complex texts for employment purposes	1.0	
			VU21360 Create a range of complex texts for learning purposes		
			VU21361 Create a range of complex texts to participate in the workplace		
				3.0	
<b>Attendance Rate (Days): 100%</b>				<b>11.1</b>	

**Unit attendance totals**

Unit	Attended hours	Nominal unit hours	Completion rate	Last Attendance	Withdrawn
VU21357 Engage with a range of complex texts for employment purposes	3.7	30	12.3%	13-06-2017	
VU21360 Create a range of complex texts for learning purposes	3.7	30	12.3%	13-06-2017	
VU21361 Create a range of complex texts to participate in the workplace				13-06-2017	

**Email options**

Email history to:  **Send**

Attendance will display from the most recent to oldest date.

## Definitions and Acronyms

ATOM	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/](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](mailto:atom@federation.edu.au)
  - Forward your query from ATOM by going to the dashboard and clicking on the Support tile