Capita

How to Use the Attendance Collection Tool

July 2021

Overview

The Attendance Collection Tool (ACT) is a web-based solution to allow Local Authorities to monitor school attendance of Vulnerable children in their care. Often the care that the most vulnerable children require means that authorities place them outside their authority borders to ensure that they get the care that is right for them. The children remain the responsibility of the Authority that placed them and so they continue to monitor key indicators, of which attendance is one, to enable them to act if they see an issue developing.

ACT is a tool that allows schools to directly submit attendance information via a simple web-based interface that then flows directly into the Local Authorities information system.

This document contains the following instructions

- Access the tool

- Login

- Dashboard

- Record attendance

- Create additional users

- Attendance Marks

Initial Access – email verification

1 You will be sent an email from Attendance Collection Tool noreply@capita.com. Click on the link in the email. The link only works for the email address the email has been sent to.
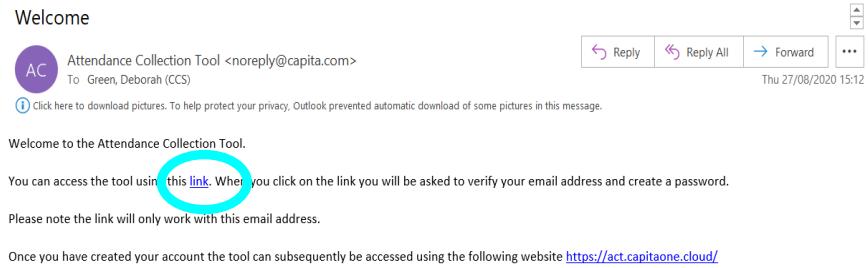

2 Enter the email address the email was sent to and click on the **Send verification code** button.
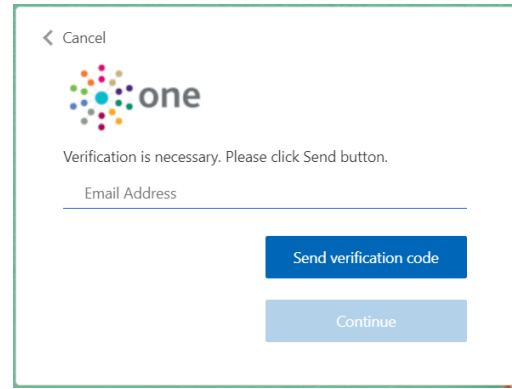
3 You will be sent an email from Microsoft on behalf of Capita One Attendance Collection Tool. Enter the **verification code** click the **Verify Code** button. If you wish to receive a new code, you can click 'Send new code'.
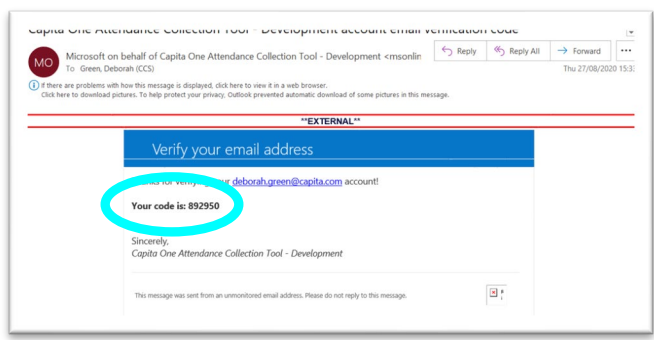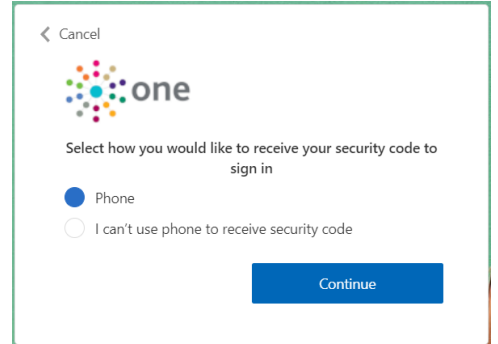

4 If the verification is successful you see this screen and the message 'E-mail address verified. You can now continue.' Click the **Continue** button.
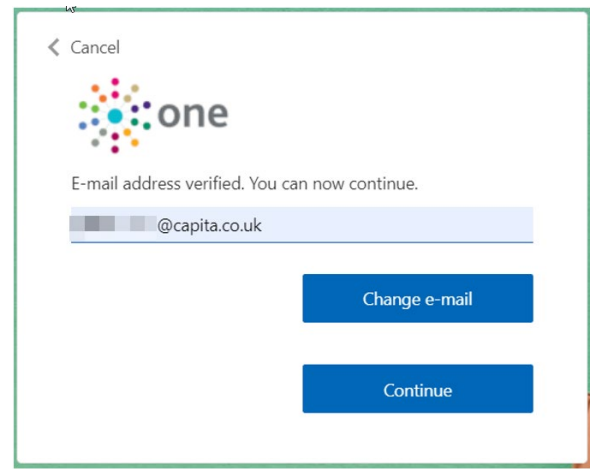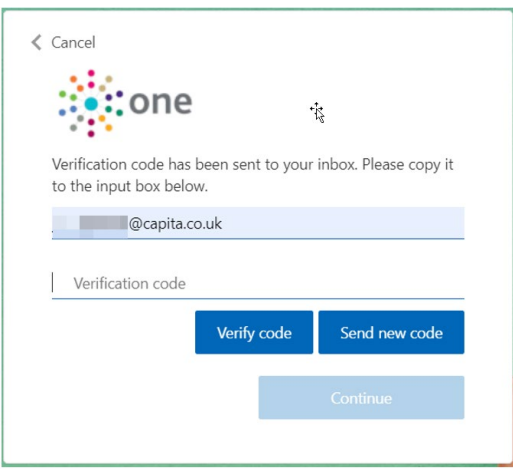
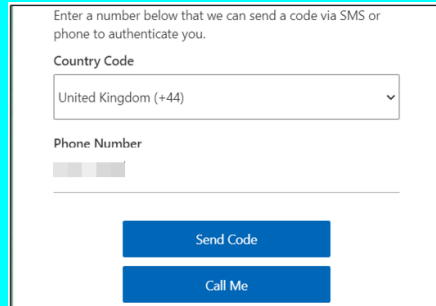# Initial Access – Multi-Factor Authentication

When you login to the system, Multi-Factor Authentication is used for security. On initially accessing the system you set the phone number to send the verification code to.
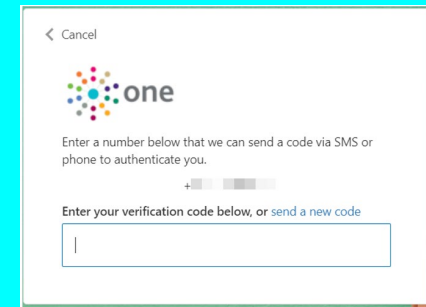
Receive by Phone

Phone is selected by default. Click 'Continue'. Provide the country code and phone number of the device you'll use to receive the security code when you log in. Send Code to receive the code via text message, or Call Me to receive the code via a phone call.

Send Code: You will be sent a text from Microsoft containing a code and a message that says, 'Use this code for LACAngularApp verification'.
Call Me: Your phone will ring from number +1 855-330-8653. You will hear a recorded message *"Thank you for using the Microsoft Sign-In Verification system. Press the £ key to finish your verification".* Important note: you need to press the # key to proceed. Once you have pressed the # key you will hear *"Your sign-in has been successfully verified. Goodbye".* The call will automatically finish
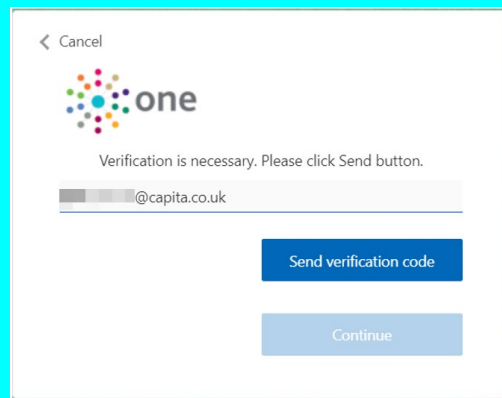
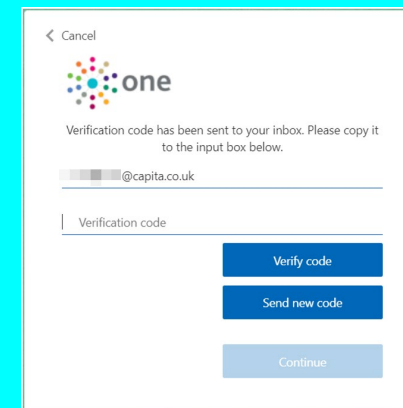You will receive a code that needs to be entered here.

Receive by Email

Receive by Email. You can select ' I can't user phone to receive security code' and click 'Continue'. The email address the security code will be sent to displays. Click 'Send verification code' which will send a security code to your email address.

Enter the code you've received and click verify code

4

Initial Access – set password and complete registration
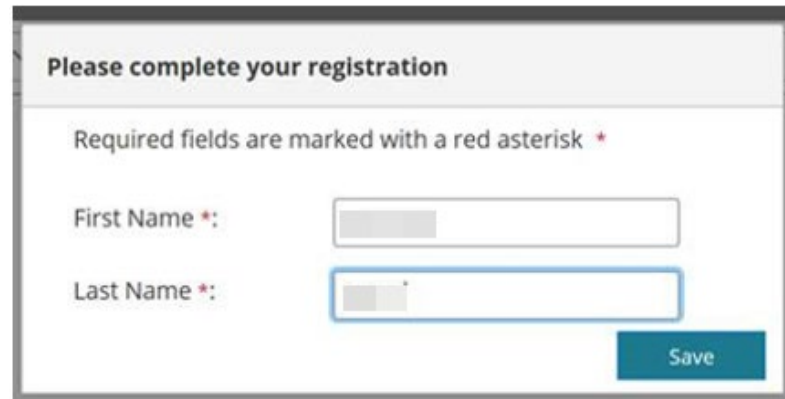
Once multi-factor authentication has verified you either by phone or email, you must create a password to access the system

The password must be between 8 and 64 characters.
The password must have at least 3 of the following:
 - a lowercase letter
 - an uppercase letter
 - a digit
 - a symbol

You will then be taken to a login screen. Sign in using your email address and the password you just created.
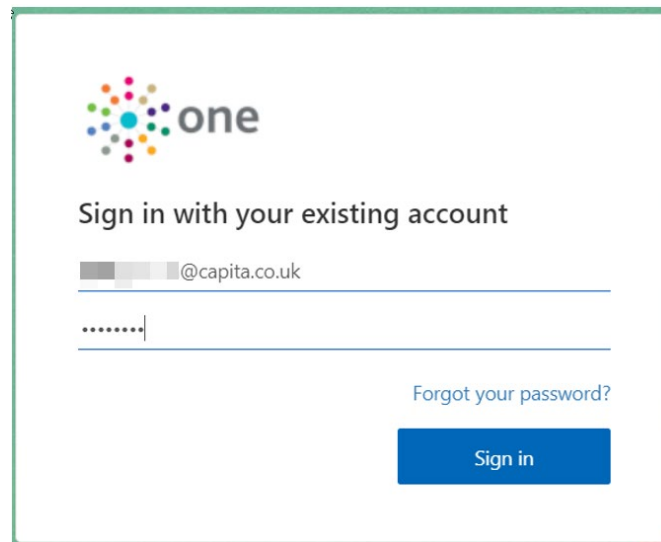
You will then be taken to the following screen where you must enter your **First and Last Names** in order to complete your initial registration. You will only be asked to supply these details the first time you access the system. Once you click the **Save** button you can start using the Attendance Collection Tool

Login – email and password

Once you have initially setup your login and been verified, to login to the Attendance Collection Portal you will need to use this website address https://act.capitaone.cloud/.

Enter the login email address as the username and the password created during registration. *Note: A 'Forgot your password' option is available on the login screen.*

Login - verification

Each time you log in, you must enter a verification code. Select how you wish to receive the code.

Receive by Phone

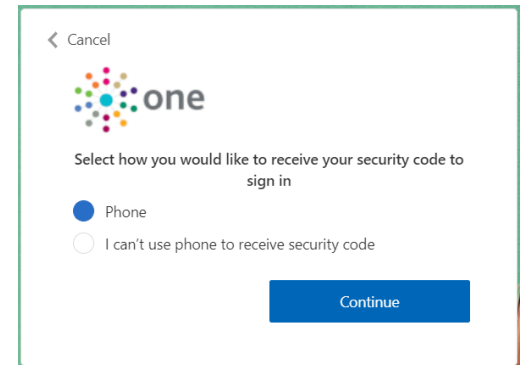If you haven't authenticated a phone number during registration, you'll be directed to this page to select country code and add a phone number to receive the security code to.
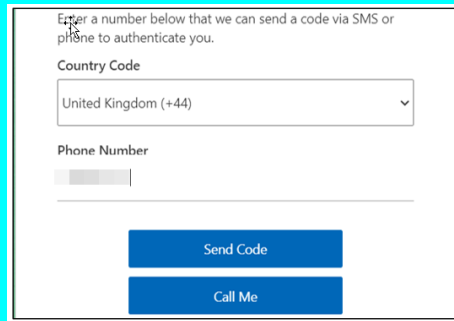
If you have authenticated a phone number during registration, you'll be directed to this page.
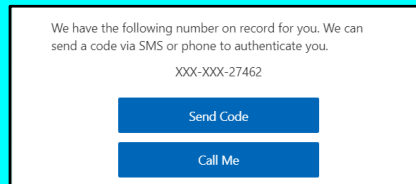
Click Send Code to receive the code via text message or click Call Me to receive it via a call. Enter the code you received and once the code is verified, you'll be automatically logged into ACT
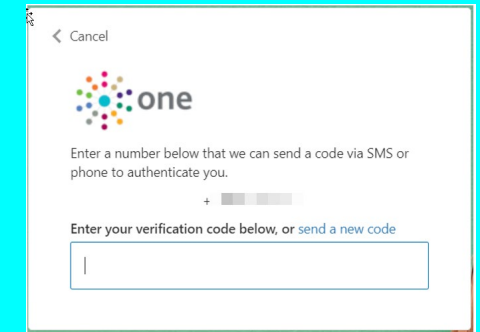
Receive by Email

Select ' I can't user phone to receive security code' and click 'Continue'. The email address the security code will be sent to displays. Click 'Send verification code' which will send a security code to your email address.
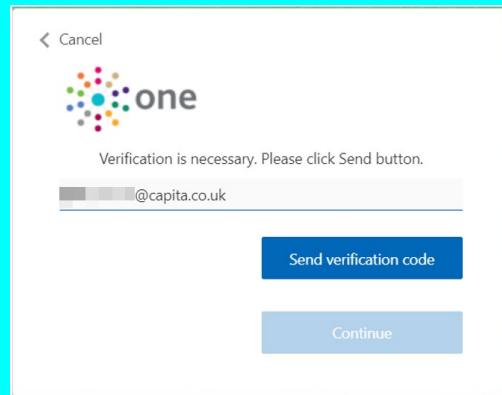
Enter the code you've received and click verify code
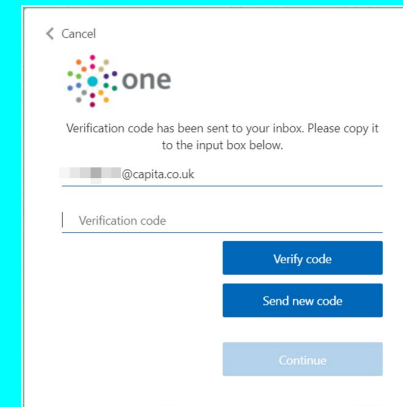
Dashboard

When you log in to the attendance collection website you will see a dashboard screen. This highlights where attendance marks need to be recorded in any week. Each block represents a school week, with the current week first. Each block shows the number of children missing marks (-) or absence reasons (N) in that week. Note that for the current week, it only displays numbers up to and including today, as the rest of the week will have missing marks for everyone. Click on the links to see the children.

Record Attendance

The Record Attendance screen displays a list of your children you have been asked to record attendance for the current week by default. Attendance can be entered individually or in bulk. Use this screen to enter Attendance Marks against the children.

Select the week from the dropdown, this and the last 3 weeks can be viewed/updated

Filter the list by Group, Year, Marks. Select to only display those children.

Info button displays some guidance notes

If you know the attendance mark you can simply type it in. Or use the dropdown see all marks and select one. Once selected it saves automatically.

School Dashboard | Administration | **Record Attendance** | Logout

Report Attendance for Week Starting Monday, November 30, 2020

| All Groups | All Years | All Marks | Update All |

Student's Name ↑↓	Year	Monday AM	Monday PM								Friday AM	Friday PM
> Aaron, Chazz	6	/	C	/		–	–	–	–	–	–
> Allen, Teresa	-3	–	E	R	\	–	–	–	–	–
> End-30112020, Start-01112020	1	/	\	–	–	–	–	–	–	–

Update All, opens a screen to select the attendance mark that you want to update against all children in the list for the day(s) and session(s) you wish to update. You can go back and update any of the marks individually against each child afterwards.

Update Attendance for All Students ✕

Select the attendance marks you'd like to apply to all students.

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
select	select	select	select	select	select	select	select	select	select

Cancel | Update All

Create Additional Users

To create additional users to record attendance for children at your school select the Administration tab. This displays a list of your existing users.

Opens a screen to enter details for a new user. Add the details and click Save.

A welcome email is then sent to the email address recorded. They can then follow the Access instructions.

Attendance Marks

-	All should attend / No mark recorded		S	Study Leave
#	School closed to pupils and staff		T	Traveller absence
*	School Meaning		U	Late (after registers closed)
/	Present (AM)		V	Educational visit or trip
\	Present (PM)		W	Work experience
B	Educated off site (NOT Dual registration)		X	Non-compulsory school age absence/Not attending in circumstances related to coronavirus
C	Other authorised circumstances (not covered by another appropriate code/description)		X01	Non compulsory school age pupil not required to be in school
D	Dual registration		X02	Pupil self-isolating with coronavirus (COVID-19) symptoms
E	Excluded (no alternative provision made)		X03	Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) INSIDE the school setting
F	Extended family holiday (agreed)			
G	Family holiday (NOT agreed or days in excess of agreement)		X04	Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) OUTSIDE the school setting
H	Family holiday (agreed)			
I	Illness (NOT medical or dental etc. appointments)		X05	Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)
I01	Illness			
I02	Illness confirmed case of coronavirus (COVID-19)		X06	Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend
J	Interview			
L	Late			
M	Medical/Dental appointments			
O	Unauthorised absence (not covered by any other code/description)		X07	Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice
			Y	Enforced closure
P	Approved sporting activity		Z	Pupil not on roll
R	Religious observance			