



Learning Provider Portal Quick Guide

Attendance Confirmation

Please refer to section 15 of the User Guide for full and detailed instructions on Attendance Confirmation.

Confirming Attendance

Three types of confirmation of attendance can be sent:

- ‘Y’ - learner is in attendance –approve payment for release
- ‘N’ - learner is confirmed as being not in attendance
- ‘C’ - learner is not in attendance by virtue of moving their start date to a later date

Methods of Confirming Attendance

Attendance can be confirmed in one of four ways:

1. Within the Attendance Worklist for an Individual Learner

The user can select the appropriate confirmation status from the drop down list under the ‘Apply Change’ column for an individual learner. This can be done for one, a number, or all of the learners displayed on the page. The user should then click the submit button.

2. Within the Attendance Worklist for all Learners

The user can use the “Apply to All” drop down menu on the top right of the worklist. This will apply the selected attendance status to all learners currently displayed on the page.

3. From the Detailed Learner screen

Attendance can be confirmed in the Current Payment Schedule and Attendance section of the Detailed Learner Information screen. This can be accessed by either clicking on the learner’s name on the Attendance Worklist or by accessing the learner’s record from the Learner Information screen.

4. By exporting the Attendance Worklist and creating an Attendance Confirmation file for import into the Portal.

Attendance can be confirmed by importing an xml Attendance Confirmation Import file into the Learning Provider Portal. The user can export the Attendance Worklist and import this into their local system and create an Attendance Confirmation file for import into the Portal.