



# **The South East VET Cluster Web Portal**

## **Host School Guide 2019**

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Please also refer to the S.E. VET Cluster Home School Guide 2019 for the portal processes required for inputting student details and applying for VET courses.

Host school portal access offers an additional set of portal functions required for Host approvals, assigning of students into VET classes and their subsequent weekly attendance.

The portal has been loaded with the 2019 S.E. VET Cluster Host school VET Courses and classes by the Cluster Coordinator using the 'Create Courses' function. It is very important that nothing is changed by Host school VET Coordinators using the 'Create Courses' function. Please do not ever 'Archive' 'Edit' or 'Delete' a VET course or class in 'Create Courses'. If students are still attached to these courses (e.g.waiting for Home or Host approval), it is very difficult to fix this error.

If any changes need to be made to Courses and the name or time/day of VET Classes at your Host school, please communicate with the Cluster Coordinator who will make these changes for you. Often, extra classes need to be added to the portal as student enrolments increase. It is strongly recommended that Host schools also put their internal students onto the portal when they share VET classes with external S.E. VET Cluster students. You can choose to put them in first.

VET Teachers/Trainers can be given 'Teacher Level' of access (with their own login and password) to the Portal to complete the Attendance Register. See instructions for 'Adding a New Teacher' in the 2019 S.E. VET Cluster Home School Portal Guide. Please note that this is a different level of access to the portal from the 'School' level of access (with its own login and password). Teacher level of access is only to the Attendance Register and the Reports which is all that they need.

When Host Schools give their VET Teachers/Trainers access to the portal to complete the VET student Attendance Register each VET day, it is essential that they understand the correct procedures as outlined in this 2019 S.E. VET Host School Portal Guide. However, as the VET Coordinator, you may decide to put in the attendance, using the 'Attendance Register' yourself each VET day

## HOST APPROVALS

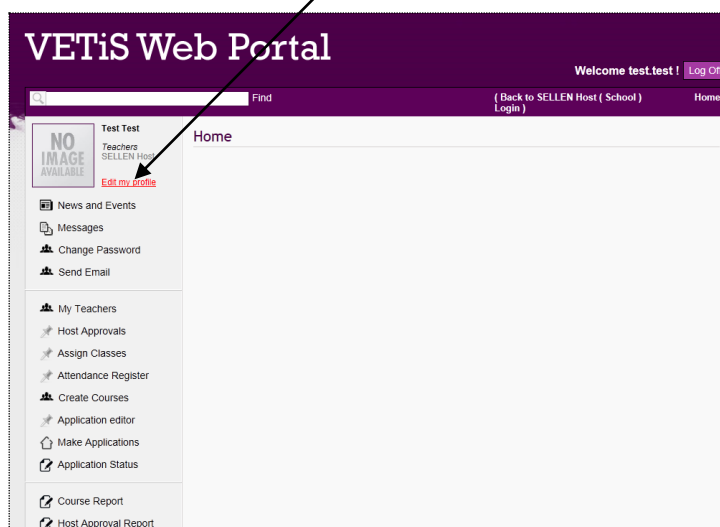
Please note that the following information is relevant to the Host 'School' VET Coordinator level of access only. Those with only VET Teacher/Trainer access cannot access any functions except the 'Attendance Register' and 'Reports'.

To Host Approve students' applications on the portal, click on '**Host Approvals**' from the menu on the left.

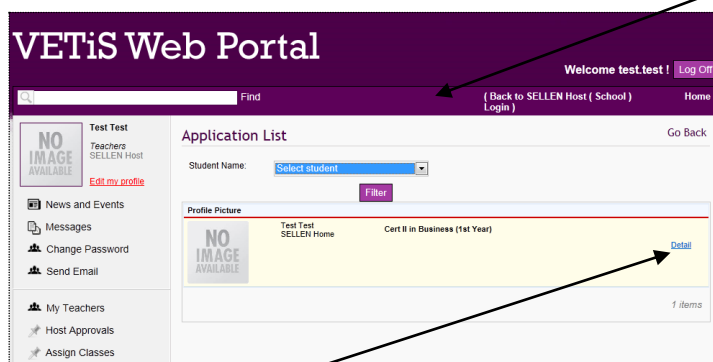
This will bring up a list of student applications from Home schools waiting to be approved.

The list is in order of the **most recent applications on the top of the list**.

As can be seen below, the portal Menu for Host schools is different and has more functions than for Home schools.



-To choose a particular student, **select** the student's name from the **drop down box**. Click on **Filter**. If you click on a student name and nothing is shown, it usually means that they are a 2<sup>nd</sup> preference waiting to be activated if their 1<sup>st</sup> preference elsewhere is not Host Approved.



-Click on '**Detail**' and it will bring up the student's application with all the details.

In Term Three 2018, VET Courses and classes for 2019 will be loaded on to the portal. However- the 2018 VET courses will still be there as 2018 VET students are still participating in their 2018 VET First Year courses.

Student applicants for 2019 First Year VET courses will need to have the number '9' in front of their first name.

Please check carefully that the first year 2019 VET student application is for a student with an '9' in front of the first name and that the application is for a 2019 first year VET course.

Applications for second year VET courses (from the 'Promote Students' function) will still have the number 8 in front of their name and their applications will be for second year 2019 VET courses.

**-Do NOT 'Host Approve' any applications which are for the wrong year of VET courses!!**

-If you are accepting the student, tick the appropriate class button you want the student to be assigned into (having read the '**Home Remarks**' which should indicate choice of day/time of class). If there is more than one class, they will all be listed with a button each.

- If you do not click on the class button and subsequently still 'Host Approve', the student will automatically go into the 'Unassigned Student' list in 'Assign Classes', waiting to either be 'assigned' or to be removed by the Home school. The student will not be seen in the 'Class Report', 'Attendance Register' or the 'Placed Student Report' at the Home school.

-If you do click on the class button, the student will correctly go into the 'Assigned Student' list in 'Assign Classes', the 'Class Report' and the 'Attendance Register'. (see explanation about 'Assign Classes' function below).

Application Detail

Status Detail

Lodged : 10-02-2012 Status : Approved by Home School Teacher (10-02-2012)

Student Detail

Student Name : Test Test Year/Level :  
Birth Date : 06-02-2012 Mobile :  
Stream : Gender : Male  
Address : 23 Lucy Rd, Dandenong , 3175  
Prev School :  
Medical Considerations : allergic to nuts

Course Detail

Course : Certificate in Business Host : SELLEN Host  
RTO : SELLEN TAFE Course Year : 1st Year  
Duration : 1 year  
Material Cost : 100 Course Cost : 100  
pre-requisite course : Description :

Classes Detail

Class Name	No Of Student	Placed	Available
class 1	15	0	15

Home Remarks:

Add Comments & Approve Add Comments & Decline

If there is no indication of the specific day/time of VET class (and there is more than one option for that class) do not accept the student.

-Information from Home schools about preferred Day/Time of VET class, student literacy and numeracy concerns, special needs, will be visible beside, 'Home Remarks' if put in by Home School VET Coordinator.

-You can add your own comments in the 'Remarks' box which will also be viewable in the Class Report.

**These comments made by the Host in the Remarks box in the Host Approval Screen will also be emailed by the portal automatically to the Home school VET Coordinator.**

-The messages from Home School VET Coordinators in the **'Home Remarks'** and your own comments if added to the **'Remarks'** box (once Host Approved), will be visible in the **'Class Report'** and can be downloaded and printed out in an excel spreadsheet. These messages/comments will not disappear and will always be visible.

-When you are sure that all is in order and you are ready to **'Host Approve'**, click on **'Add Comments & Approve'**- you will get a message stating **'Application has been Approved'**. The student will successfully have been assigned to a class and be visible in the 'Class Report'.

-If you can't **'Host Approve'** because there is no indication of which day/time of class is required (where there are choices of VET class day/time), **'Host Decline'** the student.

- Email the Home School VET Coordinator to inform them.

-The Home school VET Coordinator will then need to make another application for the student which provides the correct information.

**-Please Note:** The portal does not allow times for VET courses to be put in for quarter hours e.g. starting 9.15 a.m. or ending 5.15p.m. The times on the portal will probably indicate 9.00a.m. or 5.00p.m. respectively instead.

-ALSO **'Host Decline'** the first year student if there is not a number '9' in front of the student's first name or if the application is for an 'old' 2018 VET course.

**Host Approving 'Promoted' (second year) students.**

Students in first year who have been 'promoted' into second year using the 'Promote Students' function will also be waiting in your Host Approval List.

These students will still have the number 8 in front of their names.

**Host Approve these students using the same method described above.**

Second Year VET students will still have the number 8 in front of their first name- until the end of the 2018 VET classes.

**The portal now has a new set of Admin functions which will amend this prefix in front of the 'promoted' student's name, remove 'old' 2018 students from their 2018 courses and archive students who are not promoted. There is no need to do this manually.**

## ASSIGN CLASSES

The function, 'Assign Classes' allows you to move students in a VET course in the same year to change from one VET class to another VET class.

There is an 'Assigned Students' list and an 'Unassigned Students' list in the 'My Classes' screen for every VET course, year and class when you choose 'Assign Classes'.

To view the students (either assigned or unassigned) in a particular class, locate, click on and highlight the relevant class in 'My Classes'. The 'unassigned' students (if any) will be in the list at the top. You will need to scroll down to see the students in the 'assigned' list at the bottom.

Students in the 'Unassigned Students' list **are not seen in the Home schools' 'Placed Student Report', the Host school 'Class Report' or in the 'Attendance Register'** and are in a kind of 'limbo'. They must be either 'assigned' to the preferred class by the Host School or (if they need to be withdrawn) removed by the Home school using, 'Application Editor'.

The Host school VET Coordinator cannot remove students from the 'Unassigned Student' list- only the Home school can remove them. The Cluster Coordinator can also remove them for you.

If you 'Host Approved' the student's application in the Host Approval screen **without** clicking on the **Class Button**, the student will be waiting in the 'Unassigned' class when you click on 'Assign Class', **My Classes and the relevant VET class.**

You will therefore need to find out from the Home school the desired VET Class day/time and 'Assign' the student into the 'Assigned Student' list.

The process is described below.

**VETiS Web Portal**

Welcome test.test! [Log Off](#)

[Find](#) (Back to SELLEN Host ( School ) [Home](#) [Login](#))

**Test Test**  
Teachers  
SELLEN Host  
[Edit my profile](#)

[News and Events](#)  
[Messages](#)  
[Change Password](#)  
[Send Email](#)  
[My Teachers](#)  
[Host Approvals](#)  
**[Assign Classes](#)**  
[Attendance Register](#)  
[Create Courses](#)  
[Application editor](#)  
[Make Applications](#)  
[Application Status](#)  
[Course Report](#)  
[Host Approval Report](#)  
[Class Report](#)  
[Application Report](#)  
[Attendance Report](#)

**Test Test - My Classes**

**My Classes**

Course Name	Class Name	Duration	No.	Date Start	Date Stop	Assigned	Places
		Days	Classes			Students	Remaining
Cart it in Business	class 1	0	1	15-Feb-2012	14-Nov-2012	0	15

**Unassigned Students (4)**

First name	Surname	Gender	Stream
Jack	Megnan	Male	VCAL
Mary	Higgins		
WWWWW	W		VCE
Johnny	Dee	Male	VCE

**Assigned Students (0)**

First name	Surname	Gender	Stream
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- Click on 'Assign Classes' and then scroll through to find the specific day/time of class you want to place the first year student in. **Be careful to choose and click on a 2019 VET class. In Term Three 2018, when 2018 VET Courses and Classes are also on the portal (as they are still running), it is important to choose the correct year of the class.**

- Once you have clicked on the class, the list of students who are 'Host Approved' and in the 'Assigned ' student list and the students who are in the 'Unassigned' student list for this course( not yet)placed in a class will be shown.
- Find the student who needs to be 'assigned' (in the unassigned list) and click on the student's name to highlight it and then click on the **single arrow** pointing **towards** the '**Assigned Student**' section
- The student will move to the 'Assigned Student' section and you will get a 'message from the web page' stating '**Student Assigned Successfully**'
- If you want to move all the students from the '**Unassigned Students**' section, click on the **triple arrow** pointing **towards** the 'Assigned Student' section
- you will get a 'message from the web page' asking you 'Are you sure you want to Assign All Students', you then click on '**ok**' and all the students will move to the 'Assigned Student' section and you will get a 'message from the web page' stating the number of students moved successfully.
- **Once in the 'Assigned Student' list in 'Assign Classes', the student will now be visible in the Home school 'Placed Student Report', the Host school 'Class Report' and the 'Attendance Register'.**

**To move a student from one VET class to another –when there is more than one class (but same VET Course and same year of course)see steps below**

- If for any reason you need to **move a student from one class to another in the same year of the same course**, select and highlight the student in the 'Assigned Student' section of the class they are in and then click on the single arrow pointing towards the 'Unassigned Student' section

**VETiS Web Portal**

Welcome test test! [Log Off]

Find (Back to SELLEN Host ( School Login ) Home

**Test Test - My Classes**

My Classes

Course Name	Class Name	Duration Days	No. Classes	Date Start	Date Stop	Assigned Students	Places Remaining
Cert II in Business	Class 1	0	1	15-Feb-2012	14-Nov-2012	0	15

Unassigned Students (0)

First name	Surname	Gender	Stream

Assigned Students (4)

First name	Surname	Gender	Stream
Jack	Megnan	Male	VCEAL
Mary	Higgins		
YYYYYY	tttt		VCE
Johnny	Dee	Male	VCE

- The student will move to the **'Unassigned Student'** section and you will get a 'message from the web page' stating **'Student Un-Assigned successfully'**
- If you want to move all the students from the 'Assigned Students' section, click on the triple arrow pointing towards the 'Unassigned Student' section
- you will get a 'message from the web page' asking you 'Are you sure you want to Un-Assign All Students', you then click on 'ok' and all the students will move to the 'Unassigned Student' section and you will get a 'message from the web page' stating the number of students moved successfully.
- Now that you have the student 'unassigned' in the 'Unassigned Student' list, scroll through the **'My Classes'** list and click on and highlight the preferred VET class(**must be the same course and year of course**). Then click on the student's name in the unassigned list and the arrow pointing towards the 'Assigned Student' list for that class. This will assign the student into the preferred class.
- **If you wish to remove a student completely and have unassigned them(if they have withdrawn from the VET class), the Home school must then Cancel/Remove the student using 'Application Editor'. The Host school cannot remove them from the 'Unassigned' list in any other way.**
- **Once a student has been unassigned, they disappear from the 'Class Report' and the 'Attendance Register' at the Host School and they are not in the 'Placed Student Report' at the Home School. They are in limbo and should be attended to.**
- **Once a student has been Cancelled/Removed by the Home school using 'Application Editor', the student's name disappears from all lists except the 'My Students' list at their Home school.**



## HOLIDAYS

Generic School Holidays which affect attendance at ALL Host schools when VET classes would have run, are eliminated from the calculations of percentages of attendance by the Cluster Coordinator in the administration of the portal.

Specific Holidays at Host schools can also be eliminated from adversely affecting the percentages of attendance. These may be days where your Host school may be closed for some reason, or VET classes are cancelled because of Staff P.D.

IT IS VERY IMPORTANT THAT HOLIDAYS ARE NOT PUT IN ON THE DAY OF THE HOLIDAY. If you do so- the 'Holiday' function will not work. Put it in before the date of the holiday.

Host School VET Coordinators can use the 'Holidays' tab on the menu to add their own specific holidays which will affect VET days at their Host school.

Click on Holidays tab in Menu.

Click on 'Create New'

The screen will now be titled, 'Add Holiday' and invite you to enter 'Holiday Name' and 'Holiday Date'.

Once entered, click on Save Changes'.

The screenshot displays the VETiS Web Portal interface. At the top, a purple header contains the text 'VETiS Web Portal' on the left and 'Welcome Test ! Log Off' on the right. Below the header is a search bar with the text 'Find' and a 'Home' link. The main content area is divided into a left sidebar and a central panel. The sidebar contains a user profile section for 'Test School Super Admin' with a 'Edit my profile' link, and a list of menu items: 'News and Events', 'Messages' (marked 'New'), 'Change Password', 'My Teachers', 'My Students', 'Home Approvals', 'Host Approvals', 'Assign Classes', 'Holidays' (highlighted in purple), 'Promote Students', 'Application editor', and 'Upload Students'. The central panel is titled 'Add Holiday' and contains two input fields: 'Holiday Name' and 'Holiday Date' (with the value '26-Jan-2016'). Below these fields are 'Save Changes' and 'Back to List' buttons.

## ATTENDANCE REGISTER

The 'Attendance Register' is only viewable and functional in the 'Teacher level of access' on the portal. VET Coordinators at Host Schools must create the usernames and passwords for their VET Teachers/Trainers and train them how to use the 'Attendance Register' correctly.

It is important that Host schools complete the 'Attendance Register' for VET classes BEFORE THE END OF THE SCHOOL DAY i.e. 3.20 p.m. (except for night classes)

Completing the 'Attendance Register' on time is part of the Host school's Duty of Care. Home schools need to have this important information in a timely manner, viewable in their 'Placed Student Attendance' so they can closely monitor their students' attendance at VET classes and contact parents of absent VET students.

When a VET student is marked as 'Absent' on the Attendance Register, an email is sent automatically to the Home School VET Coordinator- who MUST then contact the parent/guardian of the VET student to inform them of this absence..

The Host school VET Coordinator must monitor their VET Teachers/Trainers who have the 'Teacher' level of access to the portal and their use of the 'Attendance Register'.

All communication with Home schools concerning VET students must be through the Host school VET Coordinator- not through VET Teachers/Trainers.

Try not to Host Approve new VET students into the class on the day the VET class is running. It is better to add them before the VET day.

Late VET enrolments attendance for the week before may default to 'present'. Their attendance percentages may not ever be accurate.

To register attendance for students attending a particular class at a VET course at your Host school, you must be logged in via the teacher level of access.

Click on 'Attendance Register' from the menu on the left.

Next select the 'Course' and the 'Class' from the drop down box.

The screenshot displays the 'Attendance Register' web interface. On the left is a sidebar with a user profile for 'Mauricio Diaz-Chavarro' and a list of navigation links including 'Attendance Register'. The main content area has two dropdown menus for 'Courses' (selected: CUS20109 - 2016 Music Cert II (One year only)) and 'Classes' (selected: 2016 Music Cert II). Below these are fields for 'Select Attendance Date' (10-Feb-2016, Wednesday) and a 'Filter for Attendance' button. Class details are shown: 'Class Startdate: 01 Feb 2016', 'Class Enddate: 31 Oct 2016', and 'Class Weekday: Wednesday'. A 'Save Changes' button is present. The main section is titled 'Students List of class (6)' and contains a table with columns for 'Student Name', 'Attendance Status', and 'Note'.

Student Name	Attendance Status	Note
6BETHANY JAWAHIRI	Present	<a href="#">Add Note</a>
6DARCY CROWE	Present	<a href="#">Add Note</a>
6Johnathan binge	Present	<a href="#">Add Note</a>
6NATHAN SOKOLOWSKI	Present	<a href="#">Add Note</a>
6NIAMH CROWE	Present	<a href="#">Add Note</a>
6VIOLET TOLHURST	Present	<a href="#">Add Note</a>

Note that the **attendance date** is always shown as the actual date. However- if you click on this date, a calendar will pop up and you can choose to select an earlier date.

This means that theoretically you can mark the 'Attendance Register' after the date of the VET class. It also means that you can **amend** the 'Attendance Register' if you need to change a recording of '**Absent**' for a VET student to, '**Explained Absence**' (if you subsequently receive a medical certificate from a VET student) At present- you can only amend the Attendance Register for one month after the actual date of the class.

Once a Class has been selected, click on '**Filter for Attendance**', and the names of the students in that class will appear below in alphabetical order of their last names. Click on the '**Not Recorded**' button beside each student's name.

You will see the options, '**Present, Absent, Explained Absence**'. Click on the appropriate option for each student- either Present, Absent or Unexplained Absence.

If you need to communicate an important message to the Home school about the student, click on '**Add Note**'.

A pop up box will appear inviting you to write a note to the Home School about this student. When completed, click on '**Save Changes**'.

When the Home school looks at their '**Placed Student Attendance**', they will see a message has been left for them to read, beside the '**view**'. An **icon** will be visible to the right of the student's name to indicate that there is a message to read.

After completing the roll in the 'Attendance Register', click on '**Save Changes**'.

The screenshot shows a web application interface for managing attendance. A modal window titled "Attendance Note" is open, allowing a user to add a note for a specific student. The modal contains the following information:

- Student: 16 Ajok MUN
- Course: 2016-Cert III in Allied Health Assistance
- Class: HLT32412 - 2016-Cert III in Allied Health Assistance
- Date: 29 Jan 2016
- A text area labeled "Attendance Note:" for writing the message.
- A "Save Changes" button at the bottom right of the modal.

In the background, a table lists students and their attendance status. The table has columns for student names, attendance status (e.g., "Not Recorded"), and an "Add Note" button for each student.

Student Name	Attendance Status	Action
16Zainab Sankoh	Not Recorded	Add Note
6Evenina Tusani	Not Recorded	Add Note
6Ringi Elikana	Not Recorded	Add Note

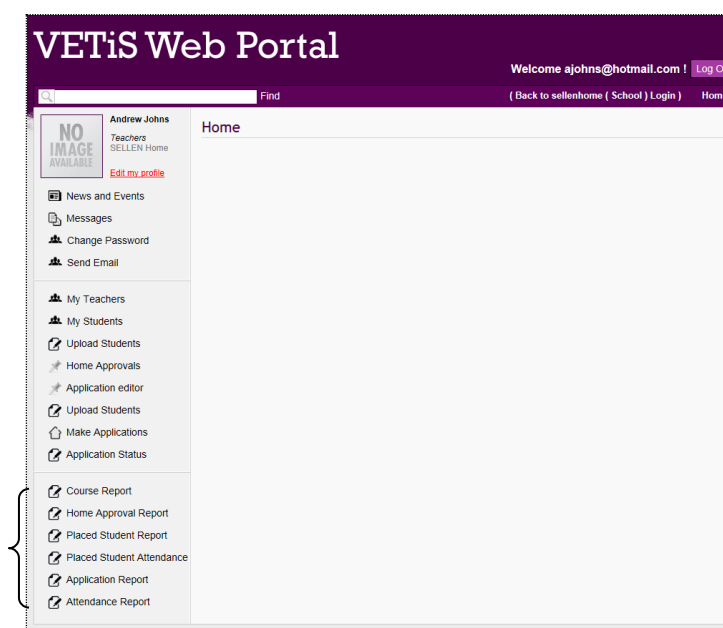
The '**Explained Absence**' option is to be clicked on for a student if you have been informed that the VET student has a legitimate absence for a VET day.

If the attendance is not marked it should default to 'Not Recorded' and this is what will be reported to the Home school.

If a VET student has a pattern of absences on VET days-it is important that Host schools contact the Home school VET Coordinator to discuss this issue so that appropriate action can be taken.

## REPORTS

To access '**Reports**', click on any report from the menu on the left. The various reports available are **Course Report, Host Approval Report, Class Report, Application Report, Attendance Report for Home School Students and Placed Student Attendance for all students on the Class Lists.** All reports can be printed or exported to an Excel spreadsheet



### Course Report

This is a list of the current number of VET course applications, students pending ( waiting for Host approval) students 'placed'(Host Approved) and seats available for all courses on the web portal.

For details regarding a specific course, select a course from the '**Course**' drop down box and next select the '**School**'.

In Term Three of each year, there will be two years of VET Courses shown- the current year and the forthcoming year. 2018 VET Courses will still be seen until deleted in late December.

Course	School	Course Year	Pending	Placed	Available	Total seats
Cert II in Animal Studies	ACAAS	1st Year	0	9	6	15
Cert II in Equine Industry	ACAAS	2nd Year	0	0	10	10
Cert II in Hospitality (Kitchen Operations)	AMES	1st Year	0	0	15	15
Cert II in Hairdressing	Australian College of Hair Design & Beauty	One year only	0	0	10	10
Cert II in Retail Cosmetic Services	Australian College of Hair Design & Beauty	2nd Year	0	0	16	16
Cert II in Retail Cosmetic Services	Australian College of Hair Design & Beauty	1st Year	0	0	16	16
Cert II in Applied Fashion Design & Technology	Bervick Secondary College	1st Year	0	10	5	15
Cert II in Automotive Studies	Bervick Secondary College	1st Year	0	15	3	18

## Host Approval Report

This is a list of all students who have applied for a VET course at your school who have not yet been 'Host Approved'.

To view students who have applied for a particular course, select the course from the '**Course**' drop down box and click on the '**Search**' button. This will bring up the students who have applied for the selected course.

**Remember that you should NOT Host Approve any first year students who have the wrong number in front of their first name (it should be 9) or who have applications for 'old' (it should be 2019) VET courses.**

**Students who have been 'rolled over' from first year into second year will still have the number 8 in front of their first name. You can Host Approve these as they arrive. The prefix 8 will automatically be changed to 9 by the Cluster Coordinator at a later date.**

Home School	Student	Address	Year Level	Stream	Course Cost	Material Cost	Gender
SELLEN Home	yyyyyy m		Year 9	VCE	\$ 100	\$ 100	
SELLEN Home	Jack Megnan	25 Hills road hallam 2902	Year 11	VCAL	\$ 100	\$ 100	M
SELLEN Home	m m m		Year 9	VCAL	\$ 100	\$ 100	F
SELLEN Home	Johnny Dee	23 hillside rd berrivick 3124	Year 10	VCE	\$ 100	\$ 100	M

## Class Report

This is a list of all students who have been **Host Approved** (and the Class Name button clicked on) accepted in a course and placed/assigned into a class.

- To view VET classes, select the **'Course'** and the **'Class'** and click on the **'Search'** button. This will bring up a list of students who are placed in a specific VET class. The students should be in alphabetical order of their last names.

All of the information put into the **Remarks Box in the Home and Host Approval screens** will be visible and able to be printed in the **'Class Report'**.

All students in the **'Class Report'** will also be in the **'Assigned'** Student list in **'Assign Classes'** and the **'Attendance Register'**.

They will also be in the Home School's **'Placed Student Report'**.

The screenshot displays the VETiS Web Portal interface. At the top, there's a purple header with the text 'VETiS Web Portal' and a user welcome message 'Welcome test.test! Log Off'. Below the header is a search bar with the text 'Find' and a 'Home' link. On the left side, there's a sidebar menu with various options: 'Test Test', 'Teachers', 'SELEN Host', 'Edit my profile', 'News and Events', 'Messages', 'Change Password', 'Send Email', 'My Teachers', 'Host Approvals', 'Assign Classes', 'Attendance Register', 'Create Courses', 'Application editor', 'Make Applications', 'Application Status', 'Course Report', 'Host Approval Report', 'Class Report' (highlighted), 'Application Report', and 'Attendance Report'. The main content area is titled 'Class Report' and contains a form with 'Course' and 'Class' dropdown menus, a 'Search' button, and 'Export to Excel' and 'Print Report' buttons. Below the form is a table with columns: Student, Address, Gender, Home School, Stream, Course, Batch, Day, Wed, Time. The table lists several students, including Jack Megnan, Johnny Dee, and others, with their respective details.

Student	Address	Gender	Home School	Stream	Course	Batch	Day	Wed	Time
Jack Megnan	25 Hills road , hailam, jon@hotmail.com Home Number : 9345 9892	M	SELLEN Home	VCAL	Cert II in Business (1st Year)	class 1			09:00 AM
Johnny Dee	23 hillside rd, berwick, dodds@teachers.com Home Number : 112211221, Mobile Number : 12121212	M	SELLEN Home	VCE	Cert II in Business (1st Year)	class 1			09:00 AM
#####	#####@hotmail.com	F	SELLEN Home	VCAL	Cert II in Business (1st Year)	class 1			09:00 AM
yyyyyyyy	#####@hotmail.com		SELLEN Home	VCE	Cert II in Business (1st Year)	class 1			09:00 AM

## Application Report

This is a list of the number of applications for VET courses offered by your school and it shows whether the course is the students' 1<sup>st</sup> or 2<sup>nd</sup> choice.

**VETiS Web Portal**

Welcome SELLEN Host! [Log Off](#)

Find (Back to admin ( SellenAdmin ) Login ) Home

**Application Report**

Course:  [Search](#)

[Export to Excel](#) [Print Report](#)

Course	School	Awaiting Home Approval	Home Approved	Choice 1	Choice 2	Choice 3	Choice 4
Cert II in Business (1st Year)	SELLEN Host	0	0	0	0	0	0
Cert II in Creative Industries (Media) (One year only)	SELLEN Host	0	0	0	0	0	0

## Attendance Report for all students in the Class Lists

This gives you the percentages of attendance of all **internal** (if you have put them on the portal) and **external** VET students who are doing VET courses at **your Host school** and are in classes.

-By clicking on the black printed word '**Attendance**' to the extreme right of each student's name (in the Action Column)-a summary of the attendance can be manipulated.

It also provides two downloads--a '**Statistical Attendance**' report and a '**Calendar Summary**' of each student's attendance.

Click on each of the above and a '**Statistical Attendance**' report (in an excel spreadsheet) and a '**Calendar Summary**' (colour coded detailed information about attendance) will be downloaded and available to be viewed and printed.

To refine the search, select the '**Course**' then '**Class**' or select '**Student**' then '**Search**' and this will bring up details for the selection made.

**VETiS Web Portal**

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**Attendance Report**

Course:  Find

Class:

Student:

[Statistical Attendance](#) [Calendar Summary](#) [Print Report](#)

Student	Course	Class	Present%	Explained Absent%	Unexplained Absent%	Action
17Masoomah Ahmadi	2017 Cert III in Health Services Assistance (1st Year)	Health EXT Yr 1	94.44%	0.00%	11.11%	<a href="#">Attendance View Note</a>
17Gabrielle Alcock	2017 Cert III in Automotive Studies (1st Year)	Auto EXT Yr 1	63.16%	0.00%	36.84%	<a href="#">Attendance View Note</a>
7Tiara-Jayne Andersson	2017 Cert III in Screen & Media (1st Year)	Media EXT Yr 1	15.79%	10.53%	73.68%	<a href="#">Attendance View Note</a>
7Micheal (Michelle) Aridge-Cooke	2017 Cert III in Health Services Assistance (2nd Year)	Health EXT Yr 2	14.29%	14.29%	71.43%	<a href="#">Attendance View Note</a>
17Jason Armstrong-Kirkpatrick	2017 Cert III in B&C Carpentry (1st Year)	B & C EXT Yr 1	94.74%	0.00%	5.26%	<a href="#">Attendance View Note</a>
7Shridar Aryal	2017 Cert III in Community Services (1st Year)	Comm Services EXT Yr 1	31.58%	15.79%	52.63%	<a href="#">Attendance View Note</a>
17CHELSEA ATKINS	2017 Cert III in Hairdressing (One year)	Hairdressing	89.75%	12.50%	0.00%	<a href="#">Attendance View Note</a>

## Placed Student Attendance for Home School students

To view your **Home school students' attendance at your own VET courses and at other Host schools**, click on '**Placed Students Attendance**' from the menu on the left. This does not show the external VET students who may be enrolled into the VET Courses you run in your school.

**Diamond Valley College**

School Super Admin

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[My Teachers](#) [Home Approvals](#) [My Students](#) [Application editor](#) [Upload Students](#) [Application Status](#)

[Course Report](#) [Home Approval Report](#) [Placed Student Report](#) [Placed Student Attendance](#)

**Placed Student Attendance Report**

Student:

Course:

Class:

From Date:  To Date:

[Statistical Attendance](#) [Calendar Summary](#) [Print Report](#)

Student	Course	Class	Present%	Explained Absence%	Unexplained Absence%	Action
6Mykalea Smith	2016 Allied Health Assistance (2nd Year)	2016 Allied Health Assistance 2nd Year	50.0%	0%	50.0%	<a href="#">Attendance View Note</a>
6Owain Ennis	2016 Automotive (1st Year)	2016 Automotive 1st Year Wed A.M.	100%	0%	0%	<a href="#">Attendance View Note</a>
6Siddhanta Gurung	2016 Automotive (2nd Year)	2016 Automotive 2nd Year Fri P.M.	100%	0%	0%	<a href="#">Attendance View Note</a>
6Tyler Gentsch	2016 Automotive (1st Year)	2016 Automotive 1st Year Wed A.M.	50.0%	0%	50.0%	<a href="#">Attendance View Note</a>
6Adam Chrystle	2016 Carpentry (1st Year)	2016 Carpentry 1st Year Wed A.M.	100%	0%	0%	<a href="#">Attendance View Note</a>
6Ben Wingrave	2016 Carpentry (1st Year)	2016 Carpentry 1st Year Wed A.M.	50.0%	0%	0%	<a href="#">Attendance View Note</a>



-The information on the screen gives you the attendance for all **your** students attending courses at **other Host Schools as well as your own**. This report can be exported to an excel spreadsheet or printed.

-You can also manipulate the **'From Date'** and **'To Date'** then **'Search'** to refine the selection of attendance dates you wish to view below.

-It also provides a **'Statistical Attendance'** report and a **'Calendar Summary'** of each student's attendance.

A1		StudentName														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Student	CourseName	ClassName	Present%	Explained	Unexplained	Absence%									
2	6Mykale	2016 Allied Health Assistance	2016 Allied Health Assistance 2nd Year	50	50	0										
3	6Owain	2016 Automotive	2016 Automotive 1st Year Wed A.M.	100	0	0										
4	6Siddhai	2016 Automotive	2016 Automotive 2nd Year Fri P.M.	100	0	0										
5	6Tyler G	2016 Automotive	2016 Automotive 1st Year Wed A.M.	50	50	0										
6	6Adam C	2016 Carpentry	2016 Carpentry 1st Year Wed A.M.	100	0	0										
7	6Ben W	2016 Carpentry	2016 Carpentry 1st Year Wed A.M.	50	0	0										
8	6Chris M	2016 Carpentry	2016 Carpentry 1st Year	0	0	0										
9	6Jack Ar	2016 Carpentry	2016 Carpentry 1st Year Wed A.M.	100	0	0										
10	6Jarred C	2016 Carpentry	2016 Carpentry 1st Year Wed A.M.	100	0	0										
11	6Joel Bri	2016 Carpentry	2016 Carpentry 2nd Year Fri P.M.	100	0	0										
12	6Lachlan	2016 Carpentry	2016 Carpentry 1st Year Wed A.M.	100	0	0										
13	6Max Gu	2016 Carpentry	2016 Carpentry 1st Year Wed A.M.	100	0	0										
14	6Ryan D	2016 Carpentry	2016 Carpentry 1st Year Wed A.M.	100	0	0										
15	6Alicia T	2016 Cert II in Hairdressing	2016 Cert II in Hairdressing A.M.class	100	0	0										
16	6Indigo I	2016 Dance	2016 Dance 1st Year	0	0	0										
17	6Jade Br	2016 Early Child.Edu.& Care	2016 Early Childhood Ed & Care 2nd Yea	0	50	0										
18	6Jessica	2016 Early Child.Edu.& Care	2016 Early Childhood Ed & Care 2nd Yea	0	50	0										
19	6Kaitlin	2016 Early Child.Edu.& Care	2016 Early Childhood Ed & Care 2nd Yea	0	50	0										
20	6Adam H	2016 Electro.Career Start	2016 Electrotech. 1st Year Wed A.M.	100	0	0										
21	6Bailey C	2016 Electro.Career Start	2016 Electrotech. 1st Year Wed A.M.	100	0	0										
22	6Callum	2016 Electro.Career Start	2016 Electrotech. 1st Year Wed A.M.	100	0	0										
23	6Hamish	2016 Electro.Career Start	2016 Electrotech. 1st Year Wed A.M.	100	0	0										
24	6Joshua	2016 Electro.Career Start	2016 Electrotech. 1st Year Wed A.M.	100	0	0										

-Click on and download a **'Statistical Attendance'** report (in an excel spreadsheet) and a **'Calendar Summary'** (colour coded detailed information about attendance)  
Both are available to be viewed and printed. These are also seen in the **'Attendance Report'**.

	A	B	C	D	E	F	G	H	I	J	K	L
131												
132												
133		School: Diamond Valley College										
134		Host School: Outer Northern Trade Training Centre										
135		Course: 22015VIC - 2016 Automotive										
136		Class: 2016 Automotive 1st Year Wed A.M.										
137		Start Date: Monday, February 01, 2016										
138		Stop Date: Monday, October 31, 2016										
139	Class Day/ Student	6Owain Ennis	6Tyler Gentsch									
140	Wednesday, February 03, 2016	Present	Absent									
141	Wednesday, February 10, 2016	Present	Present									
142												
143												
144												
145		School: Diamond Valley College										
146		Host School: Northern College of the Arts and Technology										
147		Course: 22071VIC - 2016 Integrated Technologies										
148		Class: 2016 Integrated Technologies 2nd Year										
149		Start Date: Monday, February 01, 2016										
150		Stop Date: Monday, October 31, 2016										
151	Class Day/ Student	6Brendan Carstairs										
152	Thursday, February 04, 2016	Absent										
153	Thursday, February 11, 2016	Present										
154												

