How to enter student absence on APPLinkup (FacCEC and CE)

Please ensure this is completed prior to 'submitting' the END APP.

- 1. Login to your APPLinkup account via <u>www.applinkup.com</u>
- 2. For FacCEC (select a relevant Facility first), then click on 'My Students'. For CE, click on 'My Students'



3. If no names appear under the tab 'Students on placement in this block', check the next tab 'Students on placement in a past or future block'

Students o	n placement	: in this bloc	k Stue	dents on placement i	n a past c	or future block						
Show All UniColor	entries UniCode	EXCEL Campus #	Allocation	Name		BlockName	🔶 Hours Absent	CE Notes	Mid APP Gend APP	Searc	ch: sarah kit	Å
I.	AUT		0	Sarah Bonham	0	P1 - Level 1 - PHTY701	0 hours	2 notes	VIEW MID APP		EXIT QUESTIONN/	
Showing 1	to 1 of 1 entri	ies (filtered	I from 10 t	otal entries)							Previous	1 Next

4. Click on the edit tool under 'Hours Absent'

Students on placement in this block Students on placement in a past or future	re block	Click on the edit tool	
Show All v entries CXCEL UniColor UniCode Campus Allocation Name 🔶 B	BlockName Hours Absent	CE Notes 🔶 Mid APP 🔶 End APP	Search: sarah
AUT o Sarah Bonham o p	21 - Level I - 2HTY70I 0 hours 2	VIEW MID APP [2] END APP	EXIT QUESTIONNAIRE LOCKED
Showing 1 to 1 of 1 entries (filtered from 10 total entries)			Previous 1 Next

5. Click on 'Add Entry +'

Student Absenteeism		
Absenteeism entries for	Sarah Bonham	×
Block Name	PI - Level I - PHTY701	
Block Start Date	19/02/2024	
BJeck End Date	12/04/2024 udent	
	Click on add entry	

6. For public holidays, follow the steps in the image below.

		1. Manually enter the relevant dates of absence (left) or use the calendar selector on the right	
Student Absenteeism			# Home > Student Absenteeism
Absent Entry			C.A.
Start Date	29/03/2024		
Number of Hours		SAVE	
	2. Enter the number of hours absent	3. Click Sa	ve

7. For any other dates of absence, either select the specific date of absence or if you don't recall the specific date, follow the steps in the image below to pick any date during the placement. Enter the relevant number of hours absent (8 hours for a full day for AUT).

		1. Select any date during the placement		
Student Absenteeism				# Home > Student Absenteeism
Absent Entry				C *
Start Date	11/04/2024			
Number of Hours	8	SAVE		
	2. Enter the number of hours absent		3. Click Save	

8. The total number of hours absent will show.

Show All ventries EXCEL Search: Search	Students on placemen	nt in this block	udents on placement in a pa	st or future block					
AUT • Sarah Bonham • Pl - Level 1 - PHTYZ01 24 hours 0 notes VIEW MID APP (2) END APP (2) EXT QUESTIONNAIRE LOCK	Show All • entries	EXCEL Campus Allocation	n Name	BlockName	Hours Absent	CE Notes	🕴 Mid APP 🔶 End /	Sean	ch: sarah
Showing 1 to 1 of 1 entries (filtered from 10 total entries) Previous 1 N	AUT	0	Sarah Bonham 🛛 🛛	P1 - Level 1 - PHTY701	24 hours	0 notes		END APP	EXIT QUESTIONNAIRE LOCKED
	Showing 1 to 1 of 1 entr	ries (filtered from 10	total entries)						Previous 1 Next