



Access All Areas

Student Handbook

Version 2.0

August 2016

Table of Contents

Introduction	3
Accessing the System	3
Logging in to the System	4
Home Page	4
Contact Details	5
Results	6
Record of Achievement	6
Attendance	7
Timetable	8
Submit Self-authorised Absences	10

Introduction

Access All Areas (AAA) is the secure section of the Student Intranet where you may view and edit your personal details that are stored in the student record system; view details of your timetable; view and print details of all courses you have undertaken at West College Scotland, including your results to date and submit self-authorized absences.

AAA is a secure area that may be accessed from inside and outside College. You must use your network credentials to login i.e. your 9-digit Student Enrolment No. and the password you use to login to College computers.

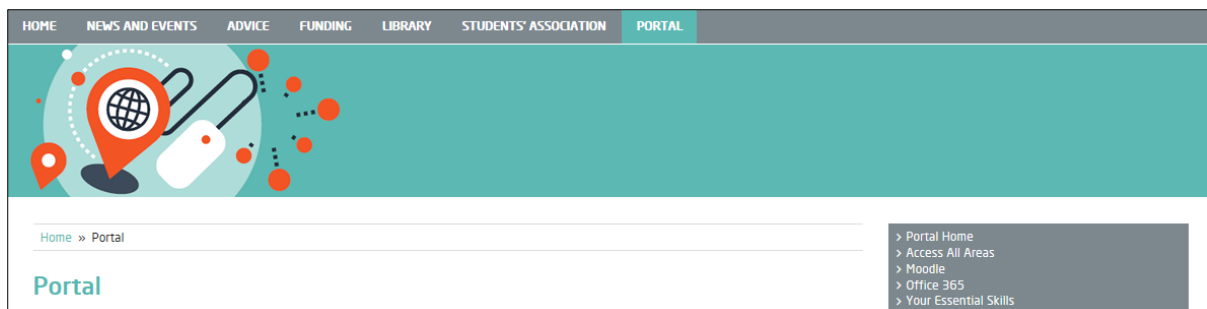
A quick guide to the system is available on the Student Intranet.

Accessing the System

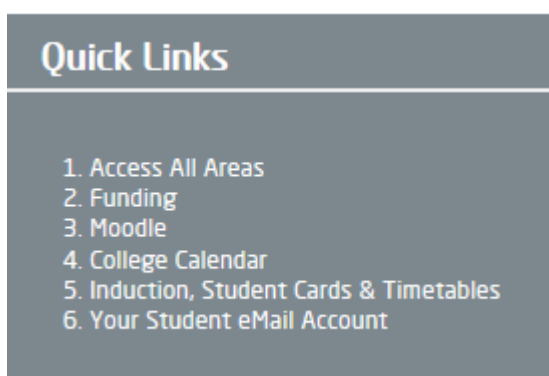
You may access the system directly at <https://aaa.westcollegescotland.ac.uk>

Alternatively, the system may be accessed via the Student Intranet at <http://student.westcollegescotland.ac.uk>

From the **Home** page of the Student Intranet select **Portal** then select **Access All Areas**:



Alternatively, click **Access All Areas** in the **Quick Links** section at the bottom of the Home page:



You will be taken to the login screen where you should enter your College network credentials i.e. your 9-digit student reference number and your network password.

If you require help with any aspect of the system you will find links to several support documents in the FAQs.

Logging in to the System

When the Login page opens enter your 9-digit Student Enrolment Number in the **Username** field and enter the password you use to login to College computers in the **College Password** field:

Access All Areas Login

Username (9 Digit Enrolment Number):

College Password:


Login

Please note: your account will be locked after five failed login attempts and you must contact I.T. to request that your account be unlocked or have your password reset.

On successful login you will be taken to the Home Page where you will see important information about your attendance since the start of your course. You will also see a list of menu options that will allow you to:

- View and edit your Personal details
- View details of your Timetable
- View your Attendance at each subject
- View your Enrolments and Results
- Print details of all courses you have undertaken at West College Scotland
- Submit Self-authorised Absences

Home Page

WEST COLLEGE SCOTLAND 

[Home](#) [Email](#) [Cloud](#) [Facebook](#) [LinkedIn](#) [Twitter](#)

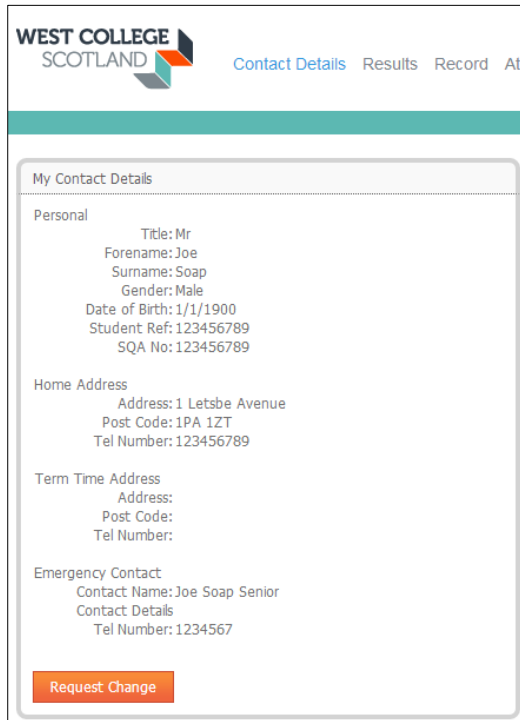
[Main](#) [Contact Details](#) [Results](#) [Record](#) [Attendance](#) [Timetable](#) [Self Cert](#) [Log Out](#)

Welcome to Access All Areas

Notice that it is possible to link to other College systems using the icons at the top right of the Home page.

Contact Details

Select **Contact Details** to view the personal information that is currently held on file. The information displayed in this section will be submitted to examining bodies such as SQA, it is important that you keep us updated on any changes to your details otherwise exam certificates may be sent to the wrong address.



WEST COLLEGE SCOTLAND

Contact Details Results Record Att

My Contact Details

Personal

Title: Mr
Forename: Joe
Surname: Soap
Gender: Male
Date of Birth: 1/1/1900
Student Ref: 123456789
SQA No: 123456789

Home Address

Address: 1 Letsbe Avenue
Post Code: IPA 12T
Tel Number: 123456789

Term Time Address

Address:
Post Code:
Tel Number:

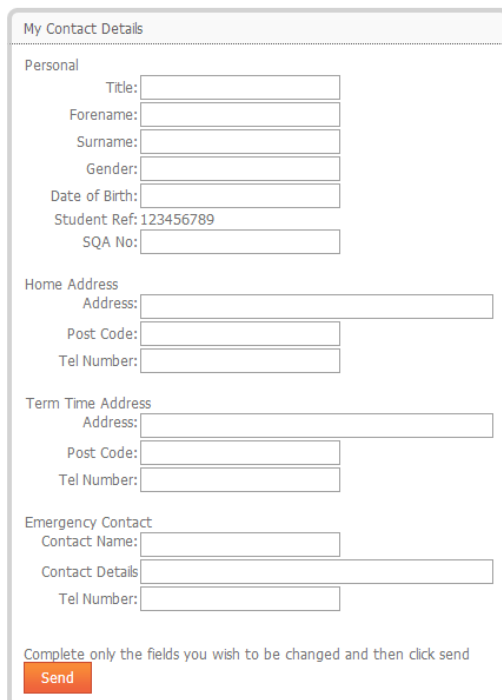
Emergency Contact

Contact Name: Joe Soap Senior
Contact Details
Tel Number: 1234567

Request Change

Most examining bodies charge a fee of £40 - £50 for re-issuing certificates.

If you need to tell us about a change or correction to any of your details click **Request Change**



My Contact Details

Personal

Title:
Forename:
Surname:
Gender:
Date of Birth:
Student Ref: 123456789
SQA No:

Home Address

Address:
Post Code:
Tel Number:

Term Time Address

Address:
Post Code:
Tel Number:

Emergency Contact

Contact Name:
Contact Details:
Tel Number:

Complete only the fields you wish to be changed and then click send

Send

A blank form will open and you are only required to submit the details you wish to change:

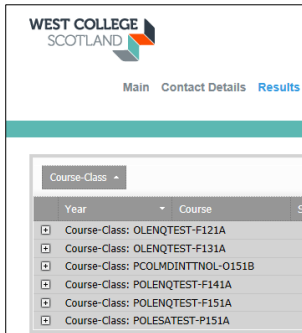
Type the details of the change(s) you wish to make in the appropriate field

Click **Send** to submit the changes

Please note: it may take up to 48 hours for the changes to be visible on your record.

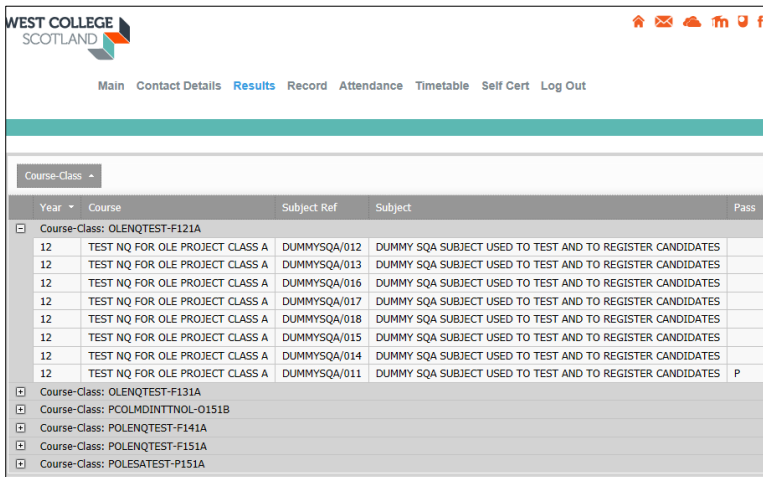
Results

Select **Results** to view a list of all classes you have enrolled on.



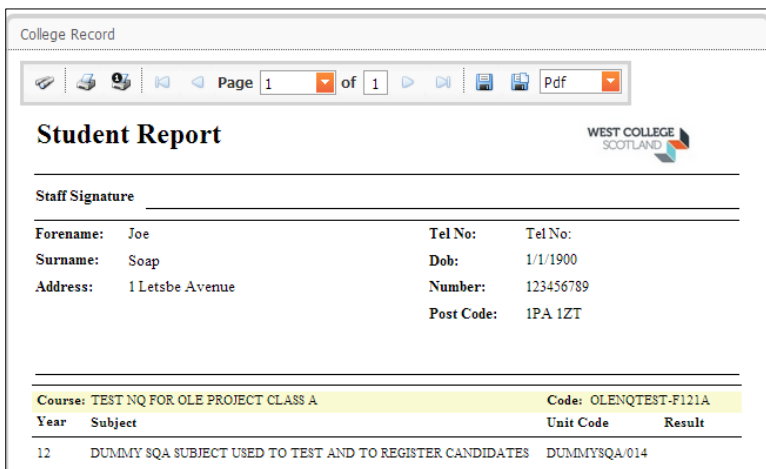
Click on the +plus sign to view details of the subjects you studied or will be studying on that class.

You will also see details of any results that have been entered to date:



Record of Achievement

Select **Record** to view details of all courses, classes and subjects you have taken during your time at WCS.



To print this report use the print controls at the top of the report. You will need to select your printer and the number of copies you wish to print.

The print facility is for your convenience; employers and other educational establishments will expect you to submit the original certificate issued by the examining body (e.g. SQA)

Attendance

Select **Attendance** to see an overview of your attendance at each of your subjects:

Class	Attendance	Absence	Possible	Perc	AttendanceGraph	Class Attendance
DUMMY SQA SUBJECT USED TO TEST AND TO REGISTER CANDIDATES	4	3	7	57		View
DUMMY SQA SUBJECT USED TO TEST AND TO REGISTER CANDIDATES	5	2	7	71		View
DUMMY SQA SUBJECT USED TO TEST AND TO REGISTER CANDIDATES	3	3	6	50		View
DUMMY SQA SUBJECT USED TO TEST AND TO REGISTER CANDIDATES	5	1	6	83		View
DUMMY SQA SUBJECT USED TO TEST AND TO REGISTER CANDIDATES	3	3	6	50		View

Click **View** in the column headed Class Attendance to see details of the attendance recorded for each date you were expected to attend the subject.

Colour coding may be switched on or off by clicking the toggle switch to the left of the heading.

Switching colour coding on may affect the way the class dates are displayed.

If you dont see dates in the heading please use another browser.

DUMMY SQA SUBJECT USED TO TEST AND TO REGISTER CANDIDATES

Colour Coding

Subject										
DUMMY SQA SUBJECT USED TO TEST AND TO REGISTER CANDIDATES	P	A	A	C	A					

Notice that the meaning of each register mark is displayed when a register is viewed.

Click **Attendance** on the Main menu to return to subject list

Timetable

Select **Timetable** to view details of your timetabled activities for the current week:

WEST COLLEGE SCOTLAND

Main Contact Details Results Record Attendance **Timetable** Self Cert Log Out

11 - 15 July 2016

	Mon-11/7	Tue-12/7	Wed-13/7	Thu-14/7	Fri-15/7
09:00	DUMMY MON AM SUBJECT FOR AAA DEMO (Paisley Campus Room Test)			DUMMY TUE AM SUBJECT FOR AAA I (Paisley C. Room Test)	DUMMY FRI AM SUBJECT FOR AAA DEMO (Paisley Campus Room Test)
10:00	Brown, Carole REG1216259 DUMMYSQA/035			Mooney, Eileen REG12161 DUMMYSQA/035	Mooney, Eileen REG1216247 DUMMYSQA/058
11:00					
12:00					DUMMY FRI GUIDANCE FOR AAA DEMO (Room)
13:00		DUMMY TUE PM SUBJECT FOR AAA DEMO (Paisley Campus Room Test)			DUMMY FRI PM SUBJECT FOR AAA DEMO (Paisley Campus Room Test)
14:00		Mooney, Eileen REG1216244 DUMMYSQA/051			Mooney, Eileen REG1216248 DUMMYSQA/059
15:00					
16:00					

Double click class (or right click) to view class details.

Print

Please note: timetables for future weeks may still be under development and are subject to change.

Hover over the activity or double click the activity to view menu options.

Today

	Mon-11/7	Tue-12/7
09:00	DUMMY MON AM SUBJECT FOR AAA DEMO (Paisley Campus Room Test)	
10:00	Brown, Carole REG1216259 DUMMYSQA/035	
11:00		
12:00		

Open
View Attendance

Select **Open** to view more details such as room details and class start and end times.

DUMMY MON AM SUBJECT FOR AAA DEMO - Appointment

Subject: DUMMY MON AM SUBJECT FOR AAA DEMO
View Attendance

Location: Paisley Campus Room Test Label: [Dropdown]

Start time: 18/07/2016 09:00 End time: 18/07/2016 12:00
 All day event

Brown, Carole
REG1216259
DUMMYSQA/035

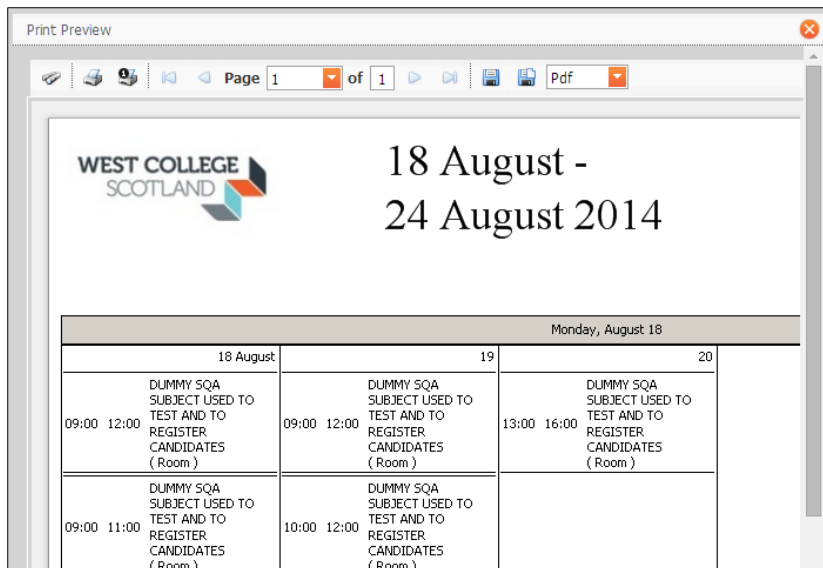
Ok

Select **View Attendance** to view details of your attendance at that subject:

Printing your Timetable

Click the **Print** button at the bottom left of the timetable to print a hard copy.

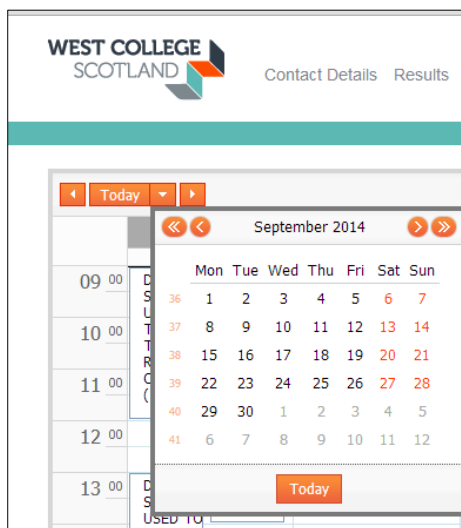
Use the print controls at the top of the Print Preview to select your printer and the number of copies you wish to print.



Viewing a timetable for a different week

The system will automatically display your timetable for the current week.

If, for example, you check your timetable during the October holiday week, most students will find that the system does not return any data. Use the forward or backward arrow keys to view a different week's timetable. Alternatively you may use the calendar option by clicking **Today** and selecting the week you wish to view.



Submit Self-authorised Absences

Select **Self Cert** to see the dates where you have been timetabled for classes in the current two week Funding Reporting Period. You will not see dates where you have already been marked present and you will not see {today's date}.

You cannot submit a self-cert on the date of the absence. Self-certs for planned absence may be submitted before the date of absence and unplanned absence should be submitted after the date of absence.

Notice that the system also displays a note of the total number of self-authorised absences you have used; the total number you have used in the current 12 weeks; the number you currently have available to use.

Self Certification

You are allowed a total of 15 self certificated absences (SCA) over the period of an academic year. You are also limited to taking a maximum of 5 SCA days over a period of 12 weeks.
Part Time students will have 8 SCA over a year, and 3 in any 12 week period.

Total: 15
Used: 0
Remaining: 15
Can currently use: 5 [How was this calculated?](#)

You may only submit self-authorized absences for any absence that occurred within the current Student Funding reporting period which is 16/08/2016 to 22/08/2016

Tick one or more days to use your available SCA's. You can currently tick a maximum of 5
Note: You can only update a register if it has been marked up by the lecturer.

<input type="checkbox"/> Tue - 16/08/2016	Note: If you are unable to submit a self-authorized absence please contact your Course Leader. Student Funding staff do not have access to your registers and cannot discuss your attendance or assist you with completion of self-authorized absences.
<input type="checkbox"/> Mon - 22/08/2016	

Select the date(s) of absence

Select a reason for your absence from the list provided

Reason:

- Caring Responsibility
- Doctor/Dentist/Hospital
- Ill Health
- Personal

Click **Submit**

You must be careful and only select the date(s) of **absence**, do not select any other dates from the list..

Each date you select will count as one absence no matter the number of classes you were due to attend on that date.

It is the responsibility of every to ensure that self-certs are submitted before the end of each funding period otherwise funding payments may be delayed or stopped.