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## **Reporting Absences Using Omnivox**

# Reporting Absences Using Omnivox

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## Purpose Of This Document

The purpose of this document is to provide teachers with step by step guidelines for reporting absences using Omnivox.



### Note

The first thing you will do is **report your absence**.

You will then decide whether or not to **cancel your class**.

Reporting an absence **without** cancelling your class implies that a substitute teacher will be present.

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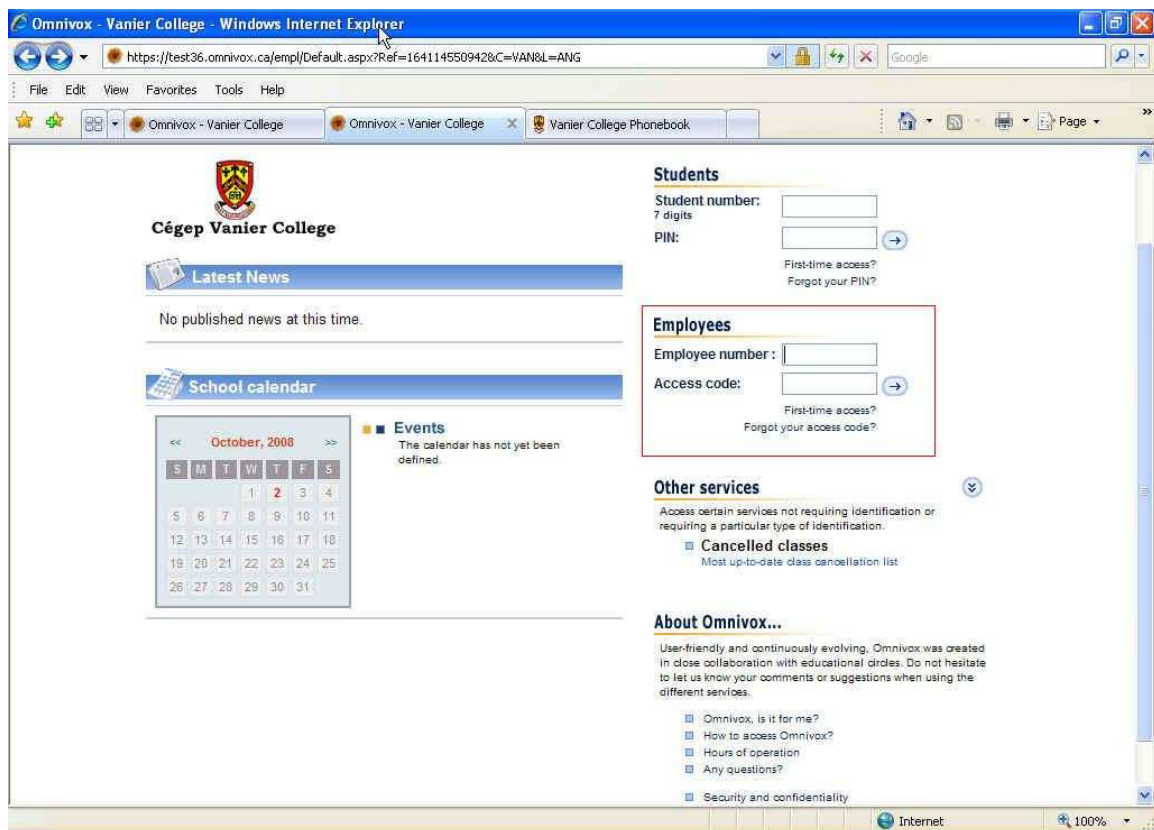
# Logon To Omnivox

You can reach the **Teachers absences** page by opening your web browser and going to the Vanier College home page. Once there, select **For Teachers Only** and then click on **Cancelling Classes**.

Click on **Omnivox** and you will go to the Omnivox logon page. If you wish, you can bookmark this page for faster access in the future.

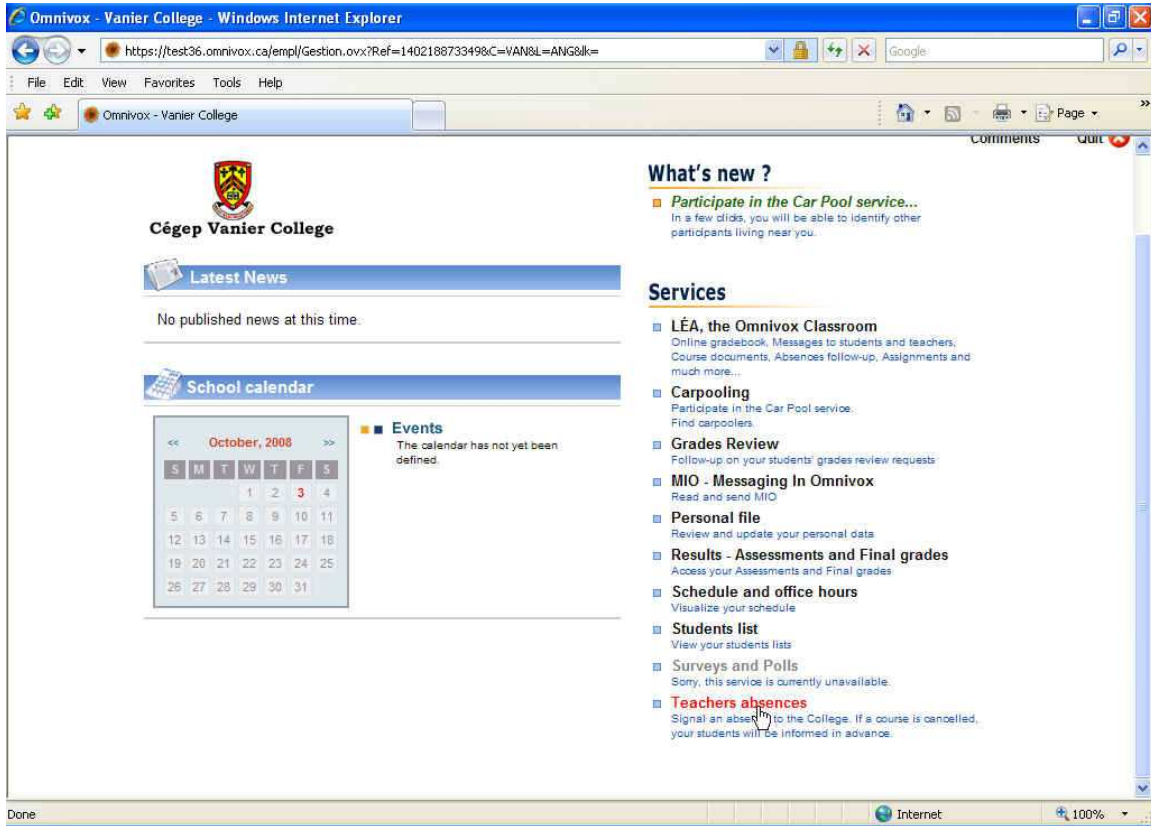
Type in your **Employee number** and **Access code** in the area reserved for **Employees**.

Click on the arrow immediately to the right of the **Access code** box.



## Select “Teachers absences” From The Services Menu

Click on **Teachers absences** at the bottom right hand side of your screen.



The screenshot shows the Omnivox - Vanier College website in Internet Explorer. The browser's address bar displays the URL: <https://test36.omnivox.ca/emp/Gestion.ovx?Ref=140218873349&C=VAN&L=ANG&lk=>. The page features the Cégep Vanier College logo and a navigation menu on the right side. The menu items are:

- What's new ?
- Services
  - LÉA, the Omnivox Classroom
  - Carpooling
  - Grades Review
  - MIO - Messaging In Omnivox
  - Personal file
  - Results - Assessments and Final grades
  - Schedule and office hours
  - Students list
  - Surveys and Polls
  - Teachers absences**

The main content area includes a 'Latest News' section with no published news at this time, and a 'School calendar' section for October 2008. The calendar shows the following dates:

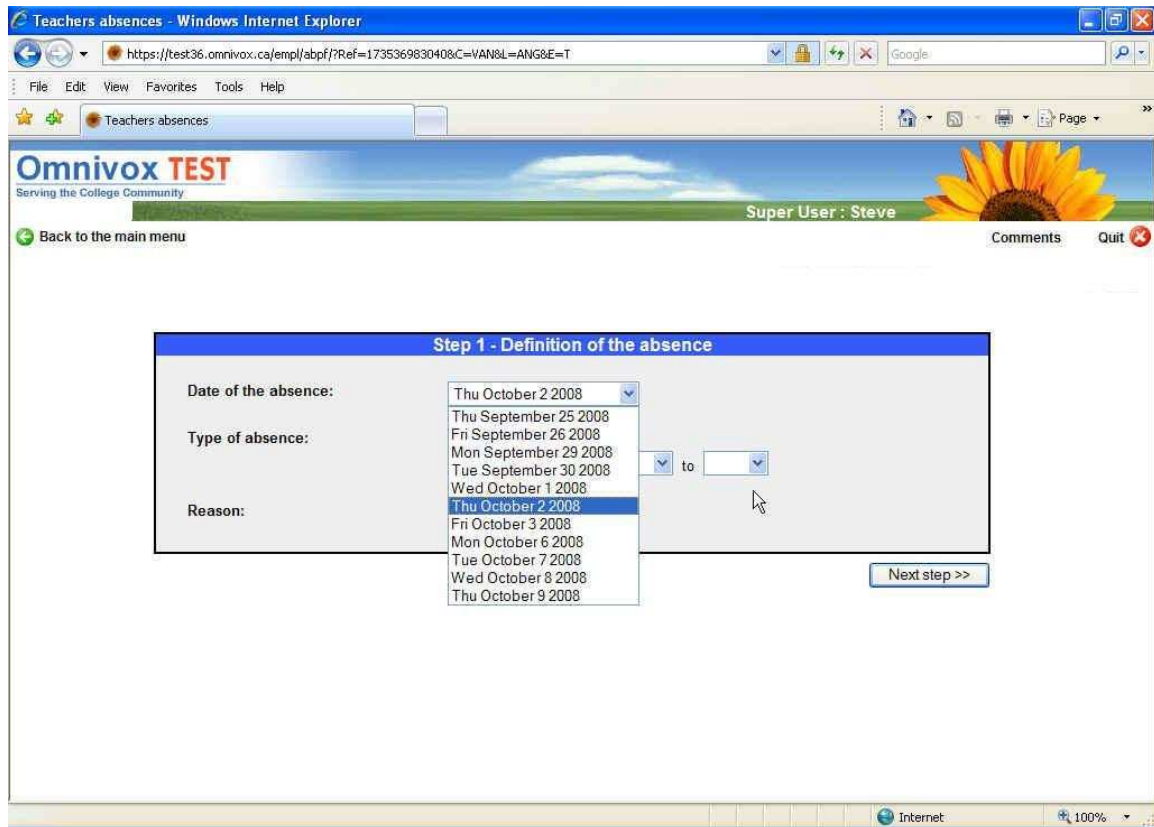
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

The 'Events' section indicates that the calendar has not yet been defined.

# Define Your Absence

## Select The Date Of The Absence

Click on the pull-down menu entitled **Date of the absence:** to select the date for which you will be absent.

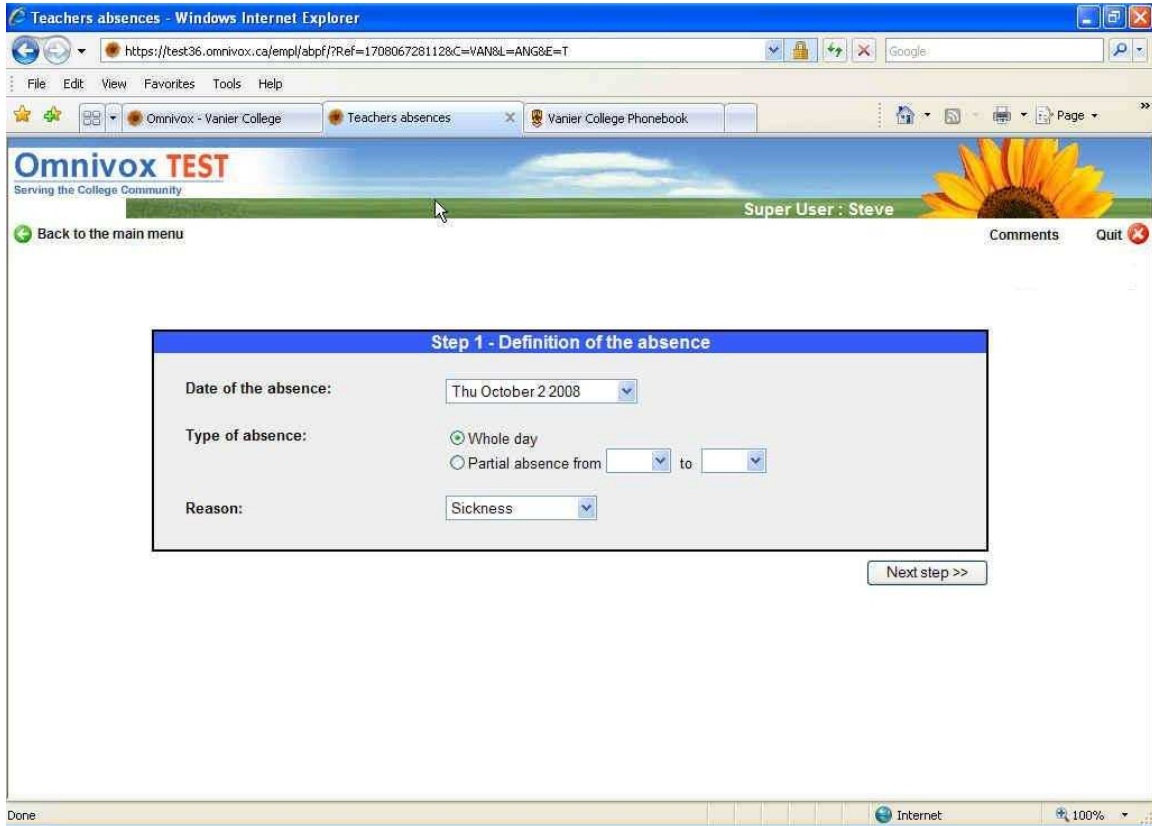


## Select The Type Of Absence

You have the option of reporting an absence for an entire day or for part of a day.

## Cancellation For An Entire Day

As **Type of absence**, select **Whole day** as shown below.



The screenshot shows a web browser window titled "Teachers absences - Windows Internet Explorer". The address bar contains the URL: <https://test36.omnivox.ca/emp/abpf/?Ref=1708067281128&C=VAN&L=ANG&E=T>. The browser tabs include "Omnivox - Vanier College", "Teachers absences", and "Vanier College Phonebook".

The main content area displays the "Omnivox TEST" logo with the tagline "Serving the College Community". A navigation bar includes a "Back to the main menu" link, the user name "Super User : Steve", and "Comments" and "Quit" buttons.

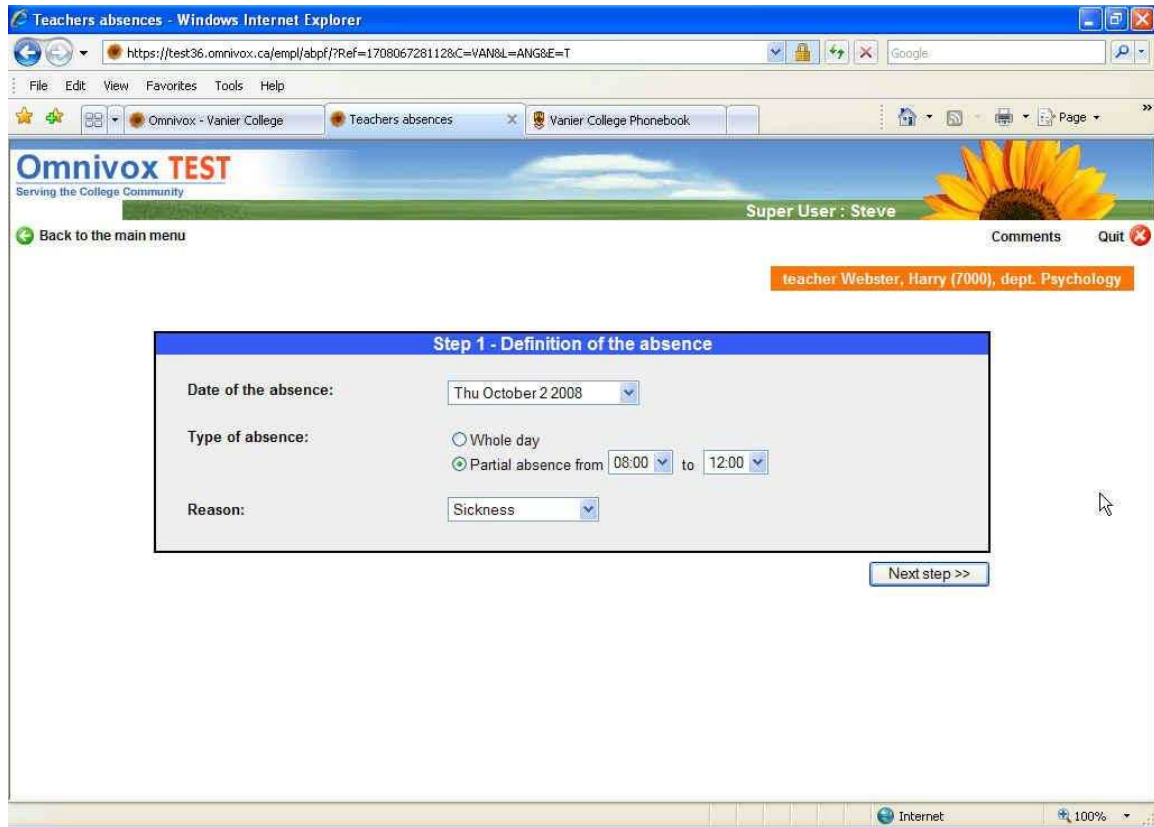
The central form is titled "Step 1 - Definition of the absence" and contains the following fields:

- Date of the absence:** A dropdown menu showing "Thu October 2 2008".
- Type of absence:** Two radio button options: "Whole day" (which is selected) and "Partial absence from" followed by two date dropdown menus.
- Reason:** A dropdown menu showing "Sickness".

A "Next step >>" button is located at the bottom right of the form area.

## Cancellation For Part Of A Day

As **Type of absence**, select **Partial absence from** as shown below.



The screenshot shows a web browser window titled "Teachers absences - Windows Internet Explorer". The address bar shows the URL: <https://test36.omnivox.ca/emp/abpf?Ref=170806728112&C=VAN&L=ANG&E=T>. The browser tabs include "Omnivox - Vanier College", "Teachers absences", and "Vanier College Phonebook". The page header for "Omnivox TEST" includes the tagline "Serving the College Community" and the user name "Super User : Steve". A navigation bar contains "Back to the main menu", "Comments", and "Quit". A user information bar identifies the user as "teacher Webster, Harry (7000), dept. Psychology". The main content area features a form titled "Step 1 - Definition of the absence" with the following fields:

- Date of the absence: Thu October 2 2008
- Type of absence:  Whole day,  Partial absence from 08:00 to 12:00
- Reason: Sickness

A "Next step >>" button is located at the bottom right of the form.

**If and only if** you have selected a partial absence, you must select starting and ending times for the absence.

## Select Starting Time

Select the starting time as shown below.

The screenshot shows a web browser window titled "Teachers absences - Windows Internet Explorer". The address bar contains the URL: <https://test36.omnivox.ca/emp/abpf/?Ref=173536983040&C=VAN&L=ANG&E=T>. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page title is "Teachers absences".

The main content area features the "Omnivox TEST" logo with the tagline "Serving the College Community". A "Back to the main menu" link is present. The central form is titled "Step 1 - Definition of absence" and includes the following fields:

- Date of the absence:** Text input field containing "Thu October 2 2008".
- Type of absence:** Radio button options for "Whole day" and "Partial absence from".
- Reason:** Dropdown menu with "Sickness" selected.

A vertical time selection list is positioned to the right of the form, showing times from 08:00 to 22:30 in 30-minute increments. The time "12:00" is highlighted, and a dropdown menu next to it shows "12:00".

At the bottom right of the form, there is a "Next step >>" button. The browser's status bar at the bottom indicates "Internet" and "100%" zoom level.

## Select Ending Time

Select the ending time as shown below.

Teachers absences - Windows Internet Explorer

https://test36.omnivox.ca/empl/abpf?Ref=1402181043488C=VAN&L=ANG&E=T

File Edit View Favorites Tools Help

Teachers absences

**Omnivox TEST**  
Serving the College Community

Back to the main menu

**Step 1 - Definition of the absence**

Date of the absence: Fri October 3 2008

Type of absence:  Whole day  Partial absence from 08:00 to

Reason: Sickness

Next step >>

08:30  
09:00  
09:30  
10:00  
10:30  
11:00  
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20:30  
21:00  
21:30  
22:00  
22:30  
23:00

Internet 100%

## Select The Reason For Your Absence

Now that you have selected the type of absence, it is time to indicate the reason for your absence. Choose from the options shown below.

The screenshot shows a web browser window titled "Teachers absences - Windows Internet Explorer". The address bar contains the URL: <https://test36.omnivox.ca/empl/abpf/?Ref=173536983040&C=VAN&L=ANG&E=T>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the "Omnivox TEST" logo with the tagline "Serving the College Community" and a sunflower image. The user is logged in as "Super User : Steve".

The main content area displays a form titled "Step 1 - Definition of the absence". The form contains the following fields:

- Date of the absence:** A dropdown menu showing "Thu October 2 2008".
- Type of absence:** Two radio buttons: "Whole day" (selected) and "Partial absence from" (unselected). The "Partial absence from" option is followed by two empty dropdown menus and the word "to".
- Reason:** A dropdown menu with a list of options: "Sickness", "Personal", "Death in the family", and "Other". The "Sickness" option is currently selected.

A "Next step >>" button is located at the bottom right of the form. At the bottom of the browser window, the status bar shows "Internet" and a zoom level of "100%".

You have now defined your absence.

Click on **Next step** to proceed to **Cancel Your Class**.

# Confirm Your Absence

The **Selection of the class cancellations** screen will appear.

Now that you have indicated the **date, time** and **reason** of your absence, you must **confirm** your absence(s).



## Note

The classes listed on the screen below are the classes that coincide with the date and time of your chosen absence(s).

**Step 2 - Selection of the class cancellations**

The system has detected that your absence coincides with the following classes which you were supposed to give.

If you wish, you can leave a detailed message to your students by clicking on the icon located to the right of a cancelled class.

Please check the courses which will not be taking place :

Date and time	Course number	Gr.	Course name	Message left to students
<input type="checkbox"/> October 3 2008 from 08h30 to 10h00	350-102-VA	00896	Introduction to Psychology	<input type="checkbox"/>
<input type="checkbox"/> October 3 2008 from 08h30 to 10h00	350-HSA-03	00896	Introductory Psychology	<input type="checkbox"/>

<< Previous step      Next step >>

## Select The Absence You Wish To Confirm

## Report Your Absence And Cancel Your Class

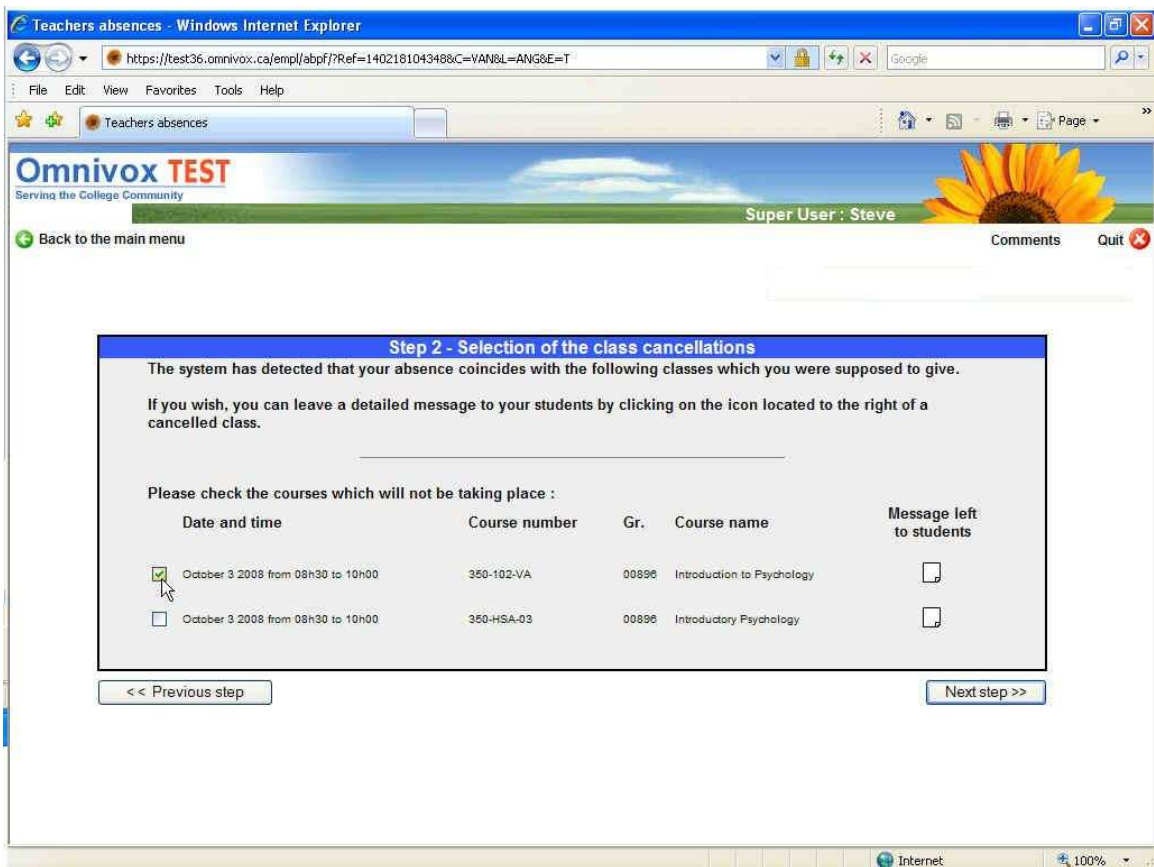
Click in the box beside the class you wish to cancel, as shown for the **first** class listed on the screen below. You can select one or more of the classes listed on your class cancellation screen.

## Report Your Absence With A Substitute Teacher Present

Reporting an absence **without** cancelling your class implies that a substitute teacher will be present.

Leave the box beside the class for which you will be absent **blank**, as shown for the **second** class listed on the screen below.

Omnivox will not allow you to leave a message for your students telling them that you have arranged for a teacher substitution.



The screenshot shows a web browser window titled "Teachers absences - Windows Internet Explorer". The address bar shows a URL from test36.omnivox.ca. The page header includes the Omnivox TEST logo and the text "Serving the College Community". The user is logged in as "Super User : Steve".

The main content area is titled "Step 2 - Selection of the class cancellations". It contains the following text:

The system has detected that your absence coincides with the following classes which you were supposed to give.

If you wish, you can leave a detailed message to your students by clicking on the icon located to the right of a cancelled class.

Please check the courses which will not be taking place :

Date and time	Course number	Gr.	Course name	Message left to students
<input checked="" type="checkbox"/> October 3 2008 from 08h30 to 10h00	350-102-VA	00896	Introduction to Psychology	<input type="checkbox"/>
<input type="checkbox"/> October 3 2008 from 08h30 to 10h00	350-HSA-03	00896	Introductory Psychology	<input type="checkbox"/>

Navigation buttons at the bottom include "<< Previous step" and "Next step >>".

## Add A Message For Your Students

If you wish, you may add a message for your students pertaining to a given class cancellation.

To do so, **after** selecting which class you wish to cancel, click on the message icon for that class under the **Message left to students** heading.



### Note

As mentioned in the previous section, You can only leave a message for your students if you are cancelling a class. You cannot leave a message regarding teacher substitution because the class has not been cancelled.

The screenshot shows a web browser window titled "Teachers absences - Windows Internet Explorer". The address bar shows the URL: <https://test36.omnivox.ca/empl/abpf/?Ref=0902365904478&C=VAN&L=ANG&E=T>. The browser has two tabs: "Vanier College Phonebook" and "Teachers absences".

The main content area of the browser displays the "Omnivox TEST" logo and the text "Serving the College Community". The user is logged in as "Super User : Steve". There are links for "Back to the main menu", "Comments", and "Quit".

The central part of the screen is a pop-up window titled "Step 2 - Selection of the class cancellations". It contains the following text:

The system has detected that your absence coincides with the following classes which you were supposed to give.

If you wish, you can leave a detailed message to your students by clicking on the icon located to the right of a cancelled class.

Please check the courses which will not be taking place :

Date and time	Course number	Gr.	Course name	Message left to students
<input checked="" type="checkbox"/> October 6 2008 from 10h00 to 11h30	350-102-VA	00895	Introduction to Psychology	
<input type="checkbox"/> October 6 2008 from 10h00 to 11h30	350-HSA-03	00895	Introductory Psychology	
<input type="checkbox"/> October 6 2008 from 08h30 to 10h00	350-102-VA	00897	Introduction to Psychology	
<input type="checkbox"/> October 6 2008 from 08h30 to 10h00	350-HSA-03	00897	Introductory Psychology	

At the bottom of the pop-up window, there are two buttons: "<< Previous step" and "Next step >>".

This will open the **Leave a message to the students** window below. Type in whatever message you wish to leave for them and click **Ok**.

Teachers absences - Windows Internet Explorer

https://test36.omnivoxx.ca/empl/abpf/SaisieCommentaire.ovx?ndx=0&Ref=172122260724&...

### Leave a message to the students

Please enter the message below:

Gone fishin'

This message will be addressed:

only to the current class

to all the currently selected classes

Ok Cancel

Internet 100%

Once you have submitted your message to the students, you will see the **Message to the students** icon change to yellow. The message will appear under the **Date and time** column of the appropriate course with an arrow pointing to it.

**Step 2 - Selection of the class cancellations**

The system has detected that your absence coincides with the following classes which you were supposed to give.

If you wish, you can leave a detailed message to your students by clicking on the icon located to the right of a cancelled class.

Please check the courses which will not be taking place :

Date and time	Course number	Gr.	Course name	Message left to students
<input checked="" type="checkbox"/> October 9 2008 from 08h30 to 10h00 <a href="#">Gone fishin'</a>	350-102-VA	00897	Introduction to Psychology	
<input type="checkbox"/> October 9 2008 from 08h30 to 10h00	350-HSA-03	00897	Introductory Psychology	

<< Previous step      Next step >>

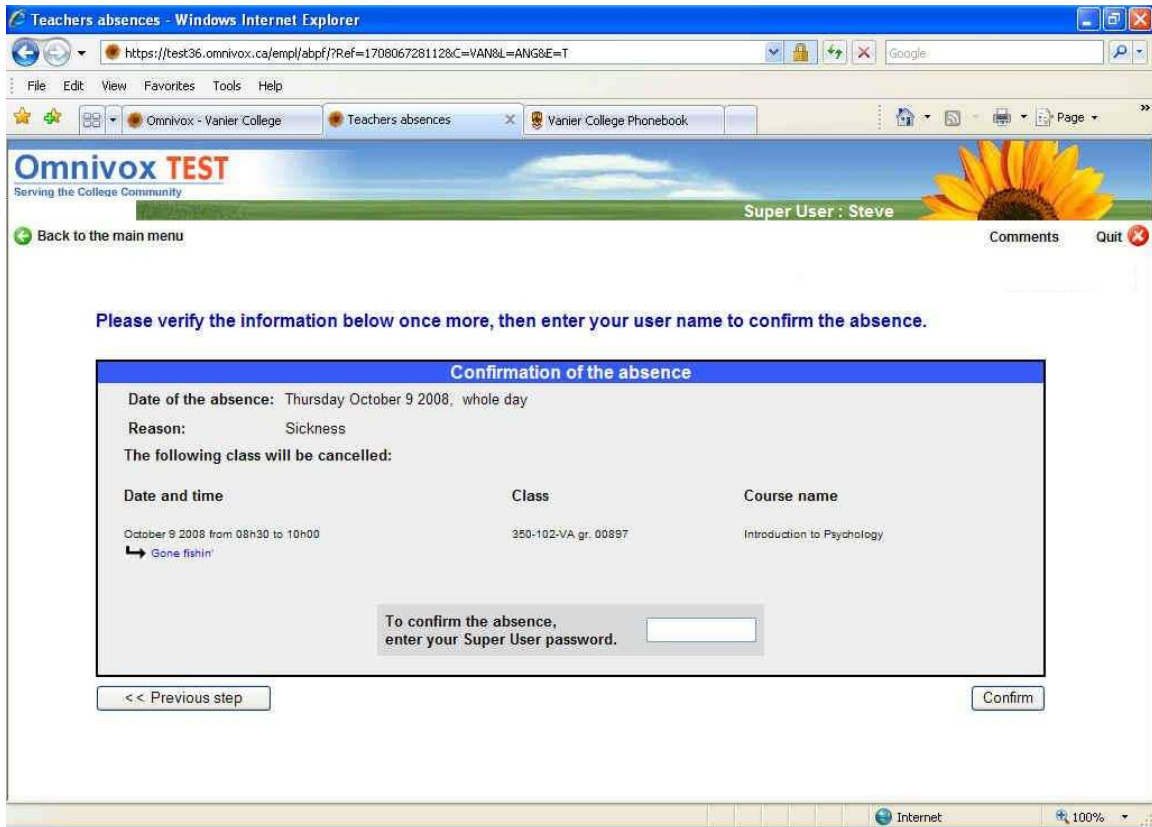


### Note

If you have more than one absence to confirm, repeat the steps outlined on pages 11 to 16. Once you have completed these steps for all the absences you wish to confirm, proceed to **Confirmation of the absence**.

## Confirmation Of The Absence

Click on **Next step** to proceed to the **Confirmation of the absence** page. You will see an absence summary. To confirm your absence(s), enter your Super User password in the box provided.



The screenshot shows a web browser window titled "Teachers absences - Windows Internet Explorer". The address bar contains the URL: <https://test36.omnivox.ca/empl/abpf?Ref=170806728112&C=VAN&L=ANG&E=T>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The tabs show "Omnivox - Vanier College", "Teachers absences", and "Vanier College Phonebook".

The page header features the "Omnivox TEST" logo with the tagline "Serving the College Community" and a sunflower graphic. The user is logged in as "Super User : Steve". A "Back to the main menu" link is visible on the left, and "Comments" and "Quit" links are on the right.

The main content area contains the instruction: "Please verify the information below once more, then enter your user name to confirm the absence."

A central box titled "Confirmation of the absence" displays the following information:

- Date of the absence: Thursday October 9 2008, whole day
- Reason: Sickness
- The following class will be cancelled:

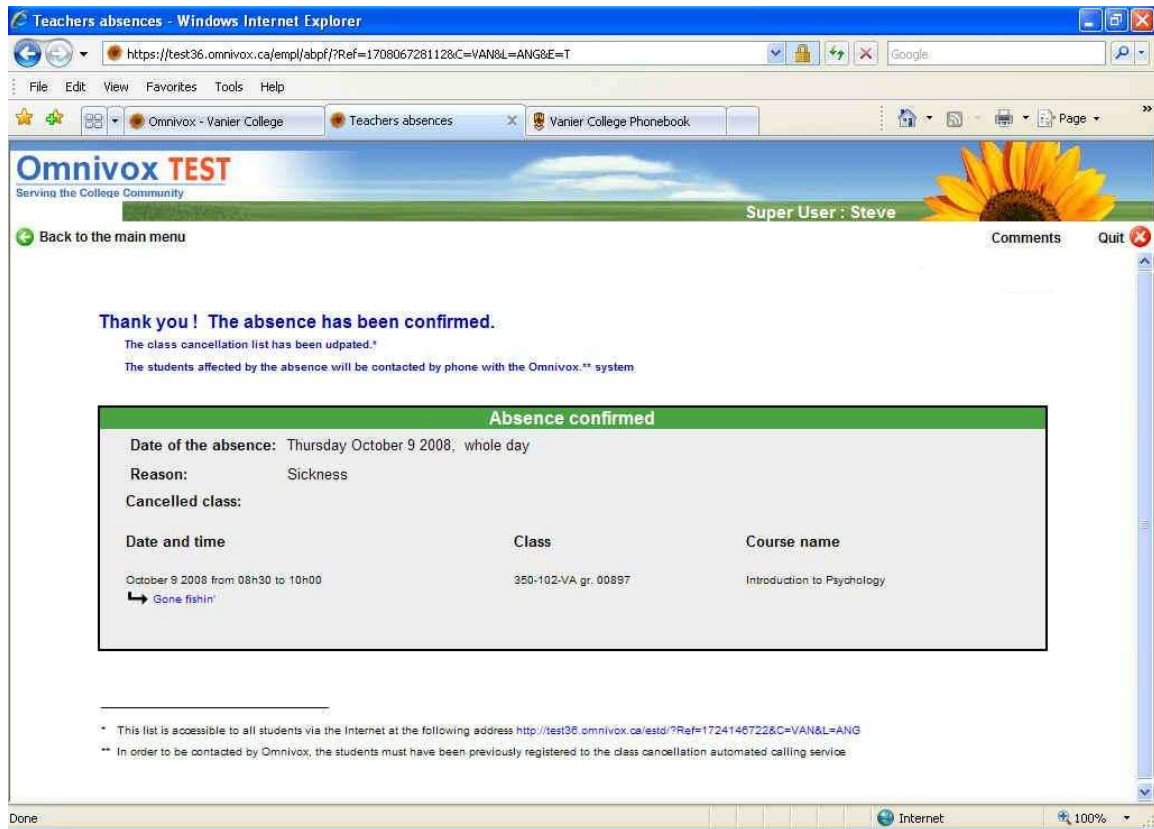
Date and time	Class	Course name
October 9 2008 from 08h30 to 10h00 <a href="#">↳ Gone fishin'</a>	350-102-VA gr. 00897	Introduction to Psychology

Below the table, a text box prompts the user: "To confirm the absence, enter your Super User password." with an adjacent input field.

Navigation buttons include "<< Previous step" and "Confirm".

Now click on **Confirm**.

The **Absence confirmed** page will appear.



Print this page if you wish to retain a record of your absence(s).

Click on **Quit** in the upper right corner of your browser window to exit Omnivox.

## What If I Make A Mistake?



### Caution

Once you submit your absence(s) via Omnivox, you cannot undo your choice. If you make a mistake, please contact the people listed in the table below and inform them of your error.

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Contact List		
Name	Internal Number	E-mail
Danielle Villemaire	7208	villemad@vaniercollege.qc.ca
Angela Pacitto	7205	pacitto@vaniercollege.qc.ca