



ALTERNATIVE PROVISION  
**ATTENDANCE**

[ap.dcpro.co.uk](http://ap.dcpro.co.uk)

**Alternative Provision Attendance  
Help Documentation**

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**Mobile App**



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## Current Version – 1.0

Version	Date	Author
1.0	06/09/2024	T.W., J.S.

## Alternative Provision Attendance Help – Mobile App

### 1. Download the App

If you have an Apple device, search for it on the app store or use this link: [DCPro Alternative Provision on the App Store \(apple.com\)](#)

If you have an Android device, search for it on the Google Play store or use this link: [DCPro Alternative Provision - Apps on Google Play](#)

### 2. Sign In

Open the app, then click the **Sign In** button.

On the next screen enter your **email and password** then click the **“Sign In”** button to login. **(Please note your login details will be provided by your organisation).**

If you have forgotten your password, click the **“Forgot Password”** button.

#### 2.1 Two Factor Authentication

If you have Two Factor Authentication enabled for your login you will receive an email or SMS after entering your username and password. Place your code into the entry box and click **“Sign In”** to continue.

#### 2.2 Reset Your Password

After clicking the **“Forgot Password”** button, you will be presented a screen asking you for your Username or Email. Enter your Username or Email address in the entry box and you will be sent an email with a link inside. Clicking that link will open a page and allow you to set a new password for this account.

### 3. Lesson Schedule

After you have signed in, your lesson schedule will appear. This is where all of your assigned lessons will appear.

### 4. Change Lesson Schedule

Click the **“Cog”** icon  in the top right of your screen.

If you toggle the **“Show Only Un-Marked”** button, it will only show lessons that have missing attendance marks.

You can also use the quick select buttons at the bottom to choose a date range.

After you have selected a date click the **“X”** to close the pop-up.



Change Date Range

Last Week	Yesterday
Today	Tomorrow
This Week	This Month
Next Month	

## 5. Assign attendance marks | Quick Attendance Marks

On a pupil card that you wish to quickly amend or change attendance by swiping left or right on a pupil card.

**Swiping left** will bring the option to mark a pupil as **Present**. Click the green **“Present”** button to mark this pupil as present. If you swipe all the way left it will also mark this pupil as **“Present”**.



If you swipe right, it will bring up the options to select **“No Reason”**, **“Late”** or **“Absent”**. If you swipe all the way right, it will mark the pupil as **“Absent”**.



## 6. Assign attendance marks | Choose attendance marks and add attendance comments

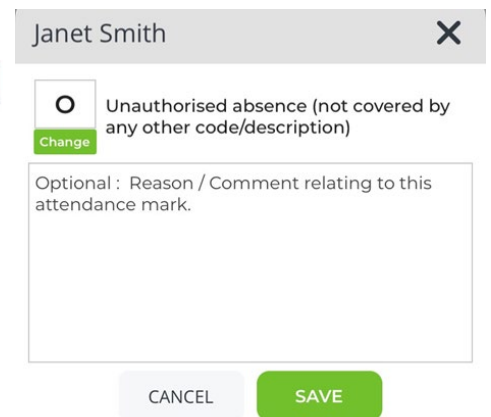
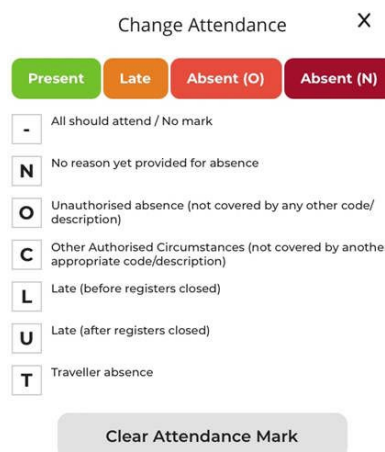
If you need to mark a pupil with a different attendance mark or need to add a comment along with the attendance mark, click the square on the right of the pupil card.



It will bring up the **“Change Attendance”** pop-up

Here you can select from the previous mentioned attendance marks, as well as many more. You can also clear the attendance mark if you need it by pressing the **“Clear Attendance Mark”** at the bottom.

Select an attendance mark, then the pop-up will appear. This allows you to give a comment/reason why the pupil is receiving this attendance mark. Make sure to click the **“Save”** button.



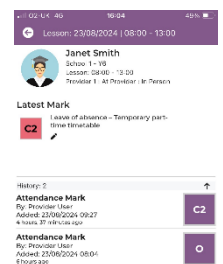
## 7. Look at a pupil's lesson in detail | Change attendance, add comments and view comment/attendance history

Click a pupil-lesson card on the schedule screen to be taken to that pupil's lesson.

Here you can amend a pupil's attendance or add a comment. These work the same as before.

If no comment has been added, you can click the **“Add Lesson Comment”**.

Click the **“History”** downwards arrow to view the history of attendance marks here.



## 8. View Messages

To view messages within the app, click the message symbol on the bottom toolbar.

This will bring up the message screen. Click on any message to view the contents of the message.



Messages

