

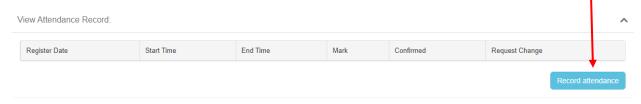
Recording work experience in C-Space

When work experience placements are arranged, you will see these when logging into C-Space and can then record your attendance.

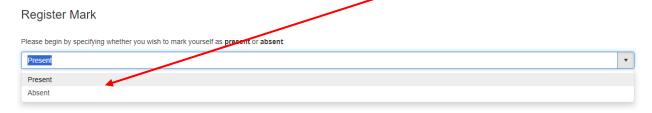
Click on **Select** next to the relevant placement activity.



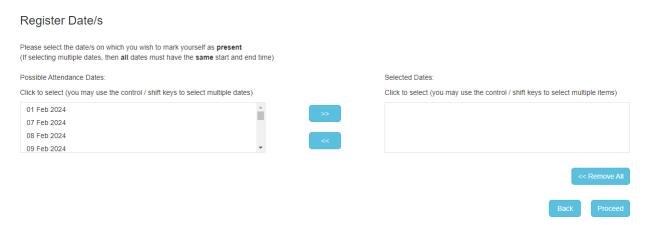
When the view attendance record section is showing, click on Record Attendance



Select whether you are marking yourself as Present or Absent and then click on Proceed



All the possible dates for the arranged work experience are listed on the left and you can select either one at a time or multiple dates together.

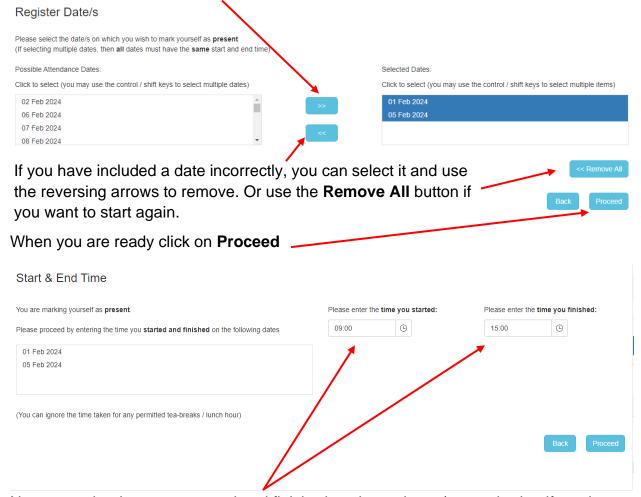


Student Guidance



Click on a date to select it, and for multiple date selections you can hold down the CTRL button on your keyboard. Note: all multiple date selections must have the same start and end time each day.

When ready click on the arrows to add the selected dates to the box on the right.



Next enter the times you started and finished on those dates (remembering if you have multiple dates showing they will all need to have the same times) and ignore the time taken for any breaks.

Click on Proceed

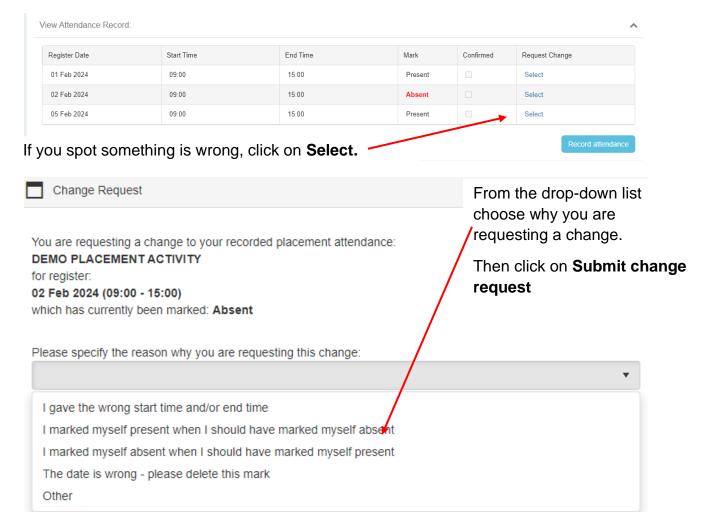
If you need to go back and correct anything, click on the **Back** button, make the corrections and **Proceed**.

Student Guidance





You can now view your attendance record and add more dates by clicking on the **Record** attendance button and go through the above steps again.



In the **attendance record** the request change column will show that line as pending until it has been confirmed. When dates on the register are confirmed by the experience placement team, you will see a tick in the confirmed column next to each one.