

THE ASDAN REGISTER — STAFF GUIDE

What this is. A free tool for running an ASDAN provision day to day: it takes the lesson register, banks pupils' hours towards their credits automatically, stores photo evidence of their work, and prints claim paperwork with your school's header already on it.

THE PROMISE — PLEASE READ FIRST

Everything lives **on the device you use it on**. Nothing is uploaded, there are no accounts, and no pupil data ever leaves the room. That also means: **always use the same device** (the classroom iPad or laptop), and move data between devices only with a backup file (page 3).

Getting started

- 1. Open the app.** Go to madebymatt.uk/asdan/app.html on the classroom device and add it to the home screen or bookmarks. After the first visit it keeps working even when the Wi-Fi doesn't.
- 2. Fill in the centre details.** Tap **Settings**. Under *Centre details*, enter your centre name, ASDAN centre number and tutor name — these print on every document.
- 3. Set your school header.** Under *Paperwork branding*, tick "Show school header" and type your school's name. Every printed document then carries it, ready for the school file.

One-time setup: terms and lesson slots

- 1. Add the terms.** Settings → *Terms*: each term's name and dates. Courses carry on across terms — **credits always count the whole course**; terms just organise the register and the printouts.
- 2. Add the lesson slots.** Settings → *Lesson slots*: for each ASDAN lesson on the timetable — a name, the programme it belongs to, the lesson length, and the days it runs. These slots become the Today page each morning.
- 3. Pupils and programmes.** Add pupils under **Pupils**, enrol them onto programmes under **Programmes** — set these up once with whoever leads your provision.

THE REGISTER THAT DOES THE PAPERWORK FOR YOU

DURING THE LESSON — THE TODAY PAGE

The app opens on **Today**: the current term, today's lesson slots, and every enrolled pupil as a large tile. This page *is* the register.

Taking the register

1. **Tap a pupil once — PRESENT** (green). Their full lesson minutes are banked towards their credits automatically. 10 hours = 1 ASDAN credit, so every register mark is real progress.
2. **Tap again — LATE** (amber). Half the lesson's minutes are banked.
3. **Tap again — ABSENT** (grey). No minutes banked.
4. **Tap once more** — the mark clears (made a mistake? just keep tapping round).

THE POINT OF ALL THIS

Marking the register **is** the hours paperwork. There is nothing to write up afterwards — the credit tallies, readiness board and printouts all update from these taps.

The small extras on each tile

1. **The corner dot** cycles an engagement RAG — green / amber / red — for your own notes on how the session went. It doesn't change the attendance mark.
2. **The session note** under each slot is a one-line note ("worked outside, group task"). Optional, saved as you type.
3. **Projector privacy** — the tick-box at the top right. Turn it on whenever the screen is on the board: surnames become initials ("Jayden C.").

The "Needs attention" panel

Under the register, the app quietly flags what matters: a pupil **less than two hours from their next credit**, anyone with **hours but no evidence yet**, and anyone with **no new evidence in a fortnight**. If it says "Nothing outstanding" — the paperwork is keeping up with the teaching.

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EVIDENCE, PRINTING & KEEPING IT SAFE

Capturing evidence

When a pupil produces something worth keeping, open **Programmes**, choose the programme and the challenge it belongs to, and add a **work example** — a photo straight from the device camera, with the pupils involved ticked and a one-line caption. The app assigns an evidence reference automatically and it appears in that pupil's portfolio from then on.

Printing the paperwork

1. **Open Print & PDF** and choose the programme and pupil.
2. **Pick the document: Portfolio audit, Hours tally** (with a by-term breakdown and the whole-course total the credits come from), or **Tutor record**.
3. **Print or save as PDF.** Every document opens with your school's header followed by the centre line — ready for the file or an ASDAN claim, no re-typing.

Backups — the one habit that matters

1. **Once a week** (Friday is perfect): Settings → **Export backup**. One file, containing everything — pupils, hours, evidence photos, the register.
2. **Keep it** in your school's usual secure storage.
3. **To restore or move devices:** Settings → **Import backup** on the new device. It replaces what's there, completely.

GOLDEN RULES

- Same device every lesson — the data lives there, nowhere else.
- Tap the register every session — it's the whole hours record.
- Privacy toggle ON when the screen's on the board.
- Export a backup every Friday.
- Credits count the whole course — nothing resets between terms.
- Agree changes to pupils, programmes or levels with your provision lead.