

e:Register and student/module attendance reports: NEW system

1. View and print register

The new register could be accessed in one of the following ways.

1.1 For academic staff: via "View My Modules" link

If a member of staff is enrolled on a module in the timetabling system (i.e. their PRS records have been linked to the event instance in EVA), the module will be available for him/her to retrieve the blank register.

1. The following container will shown in the "Staff Views" page in e:Vision:

Module Attendance Information

Print blank module register and fill in register

[View My Modules](#)

2. Clicking on the above link for "View My Modules", all modules are scheduled will be displayed:

Modules enrolled for 2010/1						
Module Code	Title	Occ.	Year	Period	Register	Report
ENV-3F0Y	RESEARCH SKILLS	A	2010/1	YEAR	Details	Email me the report
ENV-3F02	ENVIRONMENTAL SCIENCES PROJECT	B	2010/1	SEM2	Details	Email me the report

3. The link "Details" for each module will take the user to the page with all set up sessions:

ENV-3F02, ENVIRONMENTAL SCIENCES PROJECT								
Academic Year		2010/1						
Period		SEM2						
Occ.		B						
Date	Day	Activity	Session	Start Time	End Time	Duration	Register Status	Student List
18/Oct/2010	Mon	Lecture	1	16:00	17:00	01:00	In progress	Display
25/Oct/2010	Mon	Lecture	1	16:00	17:00	01:00		Display
02/Nov/2010	Tue	Lecture	1	16:00	17:00	01:00		Display
08/Nov/2010	Mon	Lecture	1	16:00	17:00	01:00		Display
15/Nov/2010	Mon	Lecture	1	16:00	17:00	01:00		Display
30/Nov/2010	Tue	Lecture	1	16:00	17:00	01:00		Display
07/Dec/2010	Tue	Lecture	1	16:00	17:00	01:00		Display
14/Dec/2010	Tue	Lecture	1	16:00	17:00	01:00		Display
15/Dec/2010	Wed	Lecture	1	17:00	17:30	00:30		Display
22/Dec/2010	Wed	Lecture	1	17:00	17:30	00:30		Display
29/Dec/2010	Wed	Lecture	1	17:00	17:30	00:30		Display
05/Jan/2011	Wed	Lecture	1	17:00	17:30	00:30		Display
12/Jan/2011	Wed	Lecture	1	17:00	17:30	00:30		Display
19/Jan/2011	Wed	Lecture	1	17:00	17:30	00:30		Display

4. Clicking on the link "Display" at the end of each session, the register will be displayed:

e:Register				
Module	AHP-1PPY			
Ref Nos	20100528120901265 / 2013/4 / A / YEAR			
Activity	Laboratory			
Group	1			
Room	QUEENS 01.09			
Date / Time	Tue 19/Oct/2010 15:00 - 17:00			
Tutor	[Name]			
Register	Not Taken Yet			

[Is someone missing from the list?](#)

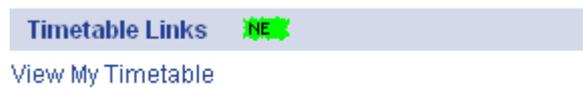
Select	Student No.	Name	Signature	Comments (will not print out)
<input type="checkbox"/>	4000000	AAAAAAAAAAAAA		
<input type="checkbox"/>	4650000	BBBBBBBBBBBBB		
<input type="checkbox"/>	4000000	CCCCCCCCCCCCC		
<input type="checkbox"/>	4000000	DDDDDDDDDDDD		
<input type="checkbox"/>	4000000	EEEEEEEEEEEE		
<input type="checkbox"/>	4000000	FFFFFFFFFFFF		
<input type="checkbox"/>	4000000	GGGGGGGGGGGG		

5. The user could choose to print a blank register by clicking the "Print register" button.

Note: there is no longer an option for academic staff to email the list to oneself, as that functionality was not commonly used.

1.2 For academic staff: via "View My Timetable" link

1. Alternatively, academic staff could search for their modules on their personal timetable in the following container:



2. Users could navigate through the calendar to the date of their choice, their module session will be displayed:

Timetable for MST Record - S072						
October 2010						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 16:00-17:00 EIV-3F02 Lecturer:A SMITH (ENV) Room:MED 0.07 Ref: ENV3F02B10N001 Register	19	20	21	22	23	24
25 16:00-17:00 EIV-3F02 Lecturer:A SMITH (ENV) Room:MED 0.07 Ref: ENV3F02B10N001 Register	26	27 12:00-13:00 EIV-3F0Y Lecturer:A SMITH (ENV) Ref: ENV3F0YA10T002 Register	28	29	30	31

3. The link "Register" will take the user to the same "eRegister" page as above:

Select	Student No.	Name	Signature	Comments (will not print out)
<input type="checkbox"/>	4000000	AAAAAAAAAAAAA		
<input type="checkbox"/>	4650000	BBBBBBBBBBBBB		
<input type="checkbox"/>	4000000	CCCCCCCCCCCCC		
<input type="checkbox"/>	4000000	DDDDDDDDDDDD		
<input type="checkbox"/>	4000000	EEEEEEEEEEEE		
<input type="checkbox"/>	4000000	FFFFFFFFFFFF		
<input type="checkbox"/>	4000000	GGGGGGGGGGGG		

Because the eRegister page opens in a new browser tab, closing the tab returns the user to the previous page (ie in this case the member of staff's timetable). One way of closing the tab is to click the "quit this page" button – although the browser then generates an "are you sure?" dialog. Alternatively the user could just click the "close tab" button on his/her browser.

1.3 Admin and academic staff (see section 1) via "Module search for register" link

1. Click on the "Search Register by Module" on the "Staff Views" page.
2. A screen will open in which you can put search criteria including DPT and MOD CODE.
3. This produces a list of modules. A "display" link on each row links to the screen below.
4. Next, all the sessions for that module are displayed.

Module Search Results									
Module	Date	Day	Activity	Session	Start Time	End Time	Duration	Register Status	Student List
ENV-3F02	18/Oct/2010	Mon	Lecture	1	16:00	17:00	01:00	In progress	Display

5. If you click on the link "Display", the register will be displayed:

e:Register

Module	AHP-1PPY
Ref Nos	20100528120901265 / 2013/4 / A / YEAR
Activity	Laboratory
Group	1
Room	QUEENS 01.09
Date / Time	Tue 19/Oct/2010 15:00 - 17:00
Tutor	DR. JANE SMITH (AHP)
Register	Not Taken Yet

Is someone missing from the list? Print register

Select	Student No.	Name	Signature	Comments (will not print out)
<input type="checkbox"/>	4000000	AAAAAAAAAAAAA		
<input type="checkbox"/>	4650000	BBBBBBBBBBBBB		
<input type="checkbox"/>	4000000	CCCCCCCCCCCCC		
<input checked="" type="checkbox"/>	4000000	DDDDDDDDDDDD		
<input type="checkbox"/>	4000000	EEEEEEEEEEEE		
<input type="checkbox"/>	4755000	FFFFFFFFFFFF		
<input type="checkbox"/>	4000000	GGGGGGGGGG		

Take Register (mark any selected students absent)
Quit this Page

Again, the user can print this out by clicking the "print register" button.

Both academic staff and administrative staff will see the same register page for teaching events.

To update registers

The process to update the register information will be the same for both teaching staff and administrative staff.

Access the register using any of the routes:

- Academic staff via "View My Modules" link
- Academic staff via "View My Timetable" link
- Admin staff via "Module search for register" link

If any students were absent, click the checkbox next to their name(s).

Then click the "Take Register" button.

e:Register

Module	AHP-1PPY
Ref Nos	20100528120901265 / 2013/4 / A / YEAR
Activity	Laboratory
Group	1
Room	QUEENS 01.09
Date / Time	Tue 19/Oct/2010 15:00 - 17:00
Tutor	TOBY SMITH (AHP)
Register	Not Taken Yet

Is someone missing from the list?

Select	Student No.	Name	Signature	Comments (will not print out)
<input type="checkbox"/>	4000000	AAAAAAAAAAAAA		
<input type="checkbox"/>	4650000	BBBBBBBBBBBBB		
<input type="checkbox"/>	4000000	CCCCCCCCCCCCC		
<input checked="" type="checkbox"/>	4000000	CCCCCCCCCCCCC		
<input type="checkbox"/>	4000000	CCCCCCCCCCCCC		
<input type="checkbox"/>	4755000	CCCCCCCCCCCCC		
<input type="checkbox"/>	4000000	CCCCCCCCCCCCC		

The screen will now update to show who was present or absent:

e:Register

Module	AHP-1PPY
Ref Nos	20100528120901265 / 2013/4 / A / YEAR
Activity	Laboratory
Group	1
Room	QUEENS 01.09
Date / Time	Tue 19/Oct/2010 15:00 - 17:00
Tutor	TOBY SMITH (AHP)
Register	Taken

Is someone missing from the list?

Select	Student No.	Name	Signature	Comments (will not print out)
<input type="checkbox"/>	46000001	REBECCA A. BROWN	PRESENT	
<input type="checkbox"/>	46000011	KATHERINE BROWN	PRESENT	
<input type="checkbox"/>	49000044	J. BROOKS	PRESENT	
<input type="checkbox"/>	46000006	HANNAH BROOKS	ABSENT	
<input type="checkbox"/>	46000071	NICHOLAS BROWN	PRESENT	
<input type="checkbox"/>	46000050	GEMMA C. BROWN	PRESENT	
<input type="checkbox"/>	46000000	DAISY C. BROWN	PRESENT	

You can now quit the e:Register page by clicking the “Quit this page” button (which leads to an “are you sure?” dialog) or just closing the browser tab. You will see that the timetable page etc from which you navigated to the e:Register is still showing, so you can easily go on to complete another register.

If you made a mistake when you entered the register, and marked somebody present who was actually absent, just click next to the student in question and click on the “mark selected students absent” button. Students who were already marked absent are not affected.

Similarly, if you marked somebody as absent who was actually present, click next to their name and click the “mark selected students present” button.

2. View absence reports

The “report by student code” and “report by module code” links have been replaced by the new “students most absent” report and the “student absence history”

These reports are made available to most academic staff as well as administrative staff in LTS.

Academic Staff have access to two reports about students’ attendance:

- 1) “Students most absent” report – lists the 50 students most frequently absent on a particular module in a particular year;
- 2) “Student absence history” report – shows the absence history for a particular student.

You can view the “students most absent” report via the “View My Modules” link. This link lists all modules on which you either (i) have taught or are scheduled to teach, or (ii) are the module organiser.

You will find the “View My Modules” link on your “staff views” page in e:Vision:

Module Attendance for Academic staff

[Print blank module register and fill in register](#)

[View My Modules](#)

When you click on “the “View My Modules” link you see your modules listed like this:

Modules enrolled for 2013/4 Are some of your modules missing?						
Module Code	Title	Occ.	Year	Period	eRegister	“Students Most Absent” Report
LAW-213Y	DEVELOPMENT SKILLS YEAR 2	A	2013/4	YEAR	eRegister	Report
AMSA2H23	THE AMERICAN REVOLUTION	A	2013/4	SEM1	eRegister	Report

If you click on the “Report” link you will see the “students most absent” report.

You can select the academic year, School etc. in the “students most absent” report history” report.

You may also select whether you wish to see only those students who have met the system’s threshold for display. The thresholds are:

UG (excluding professional schools) = 9 absences overall

Professional Schools = 3 absences overall

PG (excluding professional schools) = 2 consecutive absences on a module

Students Most Absent report

Which teaching events do you want to report on?

Absences during Year	<input type="text" value="2014/15"/>
School	<input type="text"/>
Module	<input type="text"/> <input type="button" value="List"/>
Level	<input type="text"/>
Route	<input type="text"/> <input type="button" value="List"/>
Cohort	<input type="text"/> <input type="button" value="List"/>
Threshold	<input type="radio"/> Threshold Met <input type="radio"/> Threshold Not Met <input checked="" type="radio"/> Both
	<input type="button" value="Continue"/>

The above thresholds have been put in place as a pilot exercise in 2014-15, to gather data on the number of cases that would have arisen if the University had standard trigger points that would result in a meeting with the student. You should select "both" as this would enable you to view students who have and have not met the system's thresholds.

The report will indicate the counts of absence for the top 50 students who have the most absences.

Students Most Absent report
School: BIO / Year:2013/4 / Level: 3 / Threshold: All

Student		NOT reported	Reported absence							Request for leave of absence			Total absences	Remove from report?
(Click for student page)	(Click for absence rpt)		Medical			Dependent	Other	Misc	Total Reported	Approved	Not approved	Pending		
			Satisfactory Evidence	Unsatisfactory Evidence	No Evidence									
		14	0	0	0	0	0	0	0	0	0	0	14	Yes
		14	0	0	0	0	0	0	0	0	0	0	14	Yes
		13	0	0	0	0	0	0	0	0	0	0	13	Yes
		9	0	0	1	0	0	0	1	0	0	0	10	Yes
		8	0	0	0	0	0	0	0	0	0	0	8	Yes
		6	0	0	0	0	0	0	0	0	0	0	6	Yes
		4	0	0	0	0	0	0	0	0	0	0	4	Yes
		2	0	0	0	0	0	0	0	0	0	0	2	Yes

Report shows 8 out of 8 records

Note: in order to exclude intercalating students etc from the report, absences during periods of intercalation are not counted. Also, students are only shown if they have an SCE record for the year shown above with status C (current).

The total absences will be displayed in red for students at or above the absence threshold.

Exit

The learning & Teaching Service could also provide senior academic staff (e.g. Senior Advisers, Year leads etc) with absence reports from the Cube on Attendance Monitoring, which would include the counts of absences for all students and not just the top 50. Please contact your LTS hub for further information.