



St Mary's
University
Twickenham
London

ATTENDANCE MONITORING

Staff User Guide

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Version 0.10

20 February 2019

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1 Background

1.1 Why Monitor Attendance

To give us the information to be able to SUPPORT students: NOT to punish them

The key drivers are:

- Retention / Academic Success
- UKVI obligations
 - Students on Tier4 visas or under Immigration Control
 - However, we have to treat all students the same
 - Failure to comply could result in our visa granting powers being withdrawn
- Programme requirements
- Student Finance requirements

For full details please refer to:-

<http://staffnet/academic-services/Registry/Pages/Academic-Regulations.aspx>

<http://simmspace.stmarys.ac.uk/prog-admin/registry-policies/policies-complaints-disciplinary/Pages/Policies-Regulations.aspx>

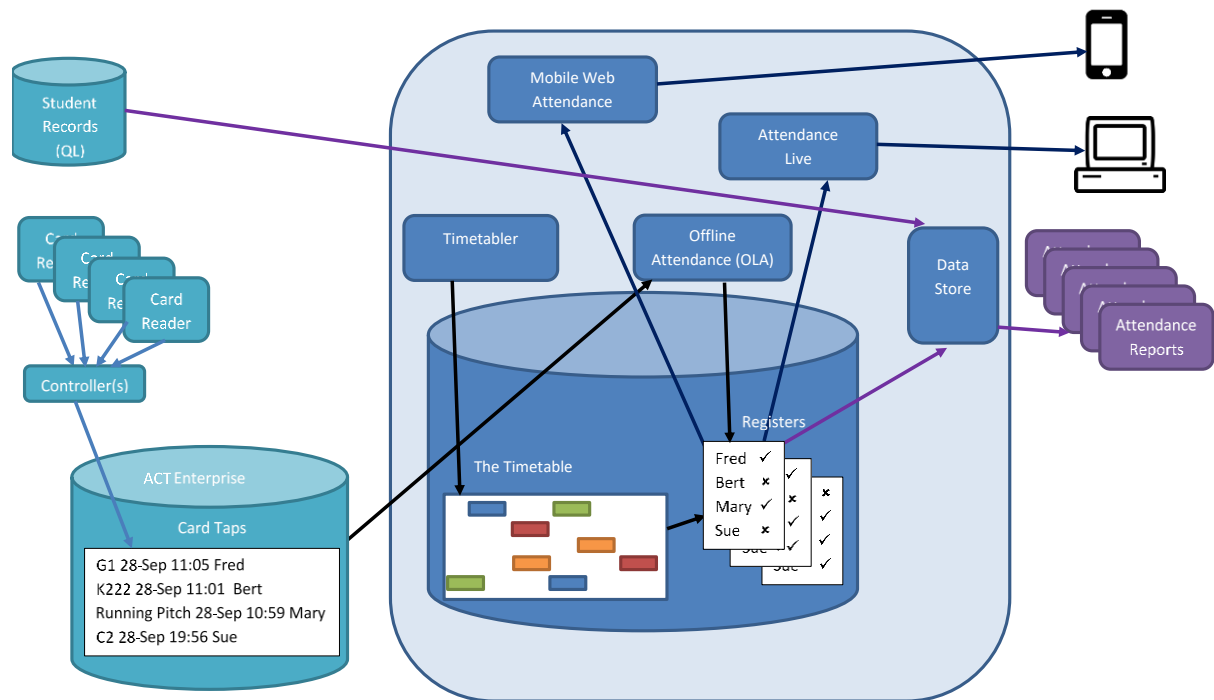
We already do this – we're just changing how we do it

2 How will it work?

2.1 Overview

- Students tap-in to Card-readers.
- The Timetable (in CELCAT) gives the definitive list for each session of who should be where and when.
- Card taps are matched against the session details and used to mark each student Present/Absent/Late in the Register for that session.
- No staff intervention required
 - Other than to deal with exceptions – see below

2.2 Diagram



2.3 Speed of Updates

It's not instant!

Marks will not instantly appear in a register as soon as a student has tapped their card.

This is because the card tap data is copied to CELCAT every 5 mins – and then CELCAT takes time to match card taps to registers.

Usually it takes 5-10 mins for a card-tap to reflect in a register but could take longer (40+ mins)

Students who did not tap will not be marked Absent immediately - they'll just be unmarked (blank).

Blanks are turned Absents 25 hours from the end of the session

Late Card Taps which are >30 min from the start of the session may take a few days to be reflected in the registers

This is a side effect of other settings which are necessary to allow 1 card reader to cover multiple location (see later slide)

3 Benefits

- No more manually transposing hand-written registers into Excel
- Reduces admin overhead on staff
- Register marking for the majority of students will be automatic. Staff intervention only required to handle exceptions – see following slides
- Quicker reporting
- Better visibility across modules / programmes/ faculties / departments

4 Exceptions

- Unsurprisingly, there are some situations where it is not possible for the attendance monitoring system to mark registers automatically based on a card-tap. E.g.
 - Forgotten or Lost Card
 - Card Not Working
 - Card-reader Not Working
 - Agreed Absences
 - Extended Absence (e.g. sickness/medical)
 - Ad-hoc Change to Session
 - Off-site Location
 - Whole Cohort Not Required
- In such circumstances, staff intervention is required to update the registers in the system

See Frequently Asked Questions for full details

5 How To Use CELCAT from a PC (desktop/laptop) or Mac

NB: The system addresses for accessing CELCAT and screen layouts differ depending upon whether you are on a PC (desktop/laptop) or a Mobile device (smartphone/tablet).

For details of how to do this using a Mobile device (smartphone/tablet), please see Section 6.

5.1 Log in

Open the web browser on your device.

Either (a) Type in the system address from the table below:-

Device type	Address
PC or Mac (desktop/laptop)	http://ical.stmarys.ac.uk/live/

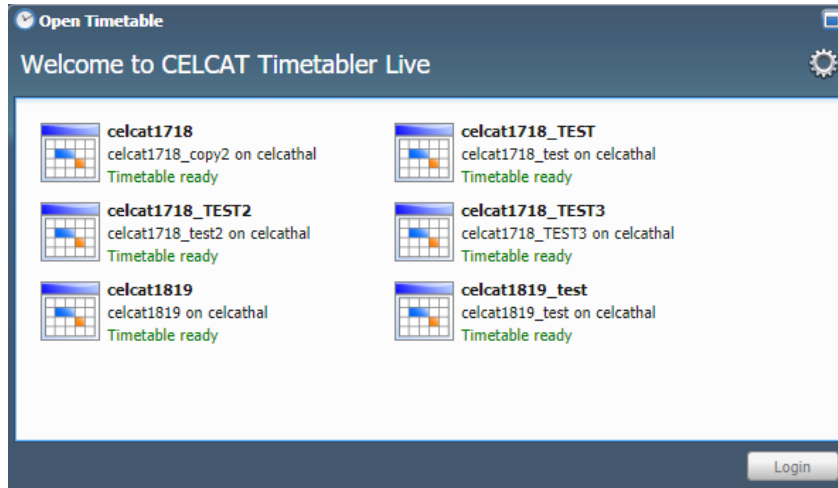
Or (b) If you have Staffnet open in your browser,

Click Quick Links

then click Business Intelligence and Reporting

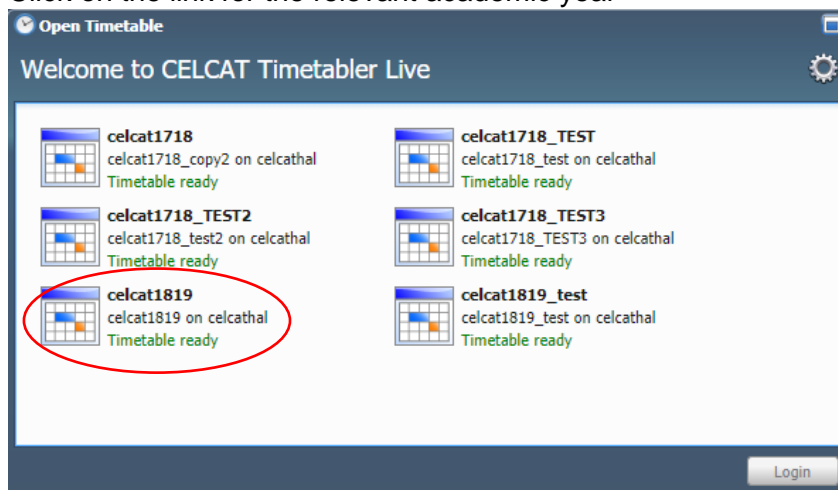
then under the Student Attendance section, click CELCAT desktop.

You will see the Welcome to CELCAT screen, as follows:-



Hint: You may want to add it to your browser favourites/bookmarks at this point to make it easier to get to next time.

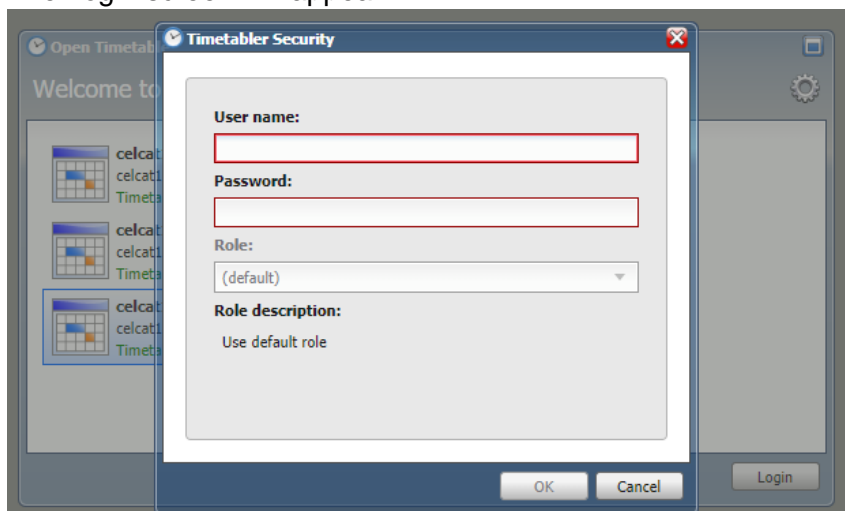
Click on the link for the relevant academic year



i.e. This year click on the “celcat1819” link. Next year you’ll need to click on the “celcat1920” link

Click the Login button.

The Login screen will appear:



Enter your User name and Password

Note: These are the same username and password that you use to log onto your main St Mary's account e.g. username = 12345.

Click OK.

5.2 Find a Register

There are various ways to find a Register in CELCAT e.g.

- via My Registers
- via My Timetable
- via Modules.

Each gives you a similar display but affects which registers you see as follows:-

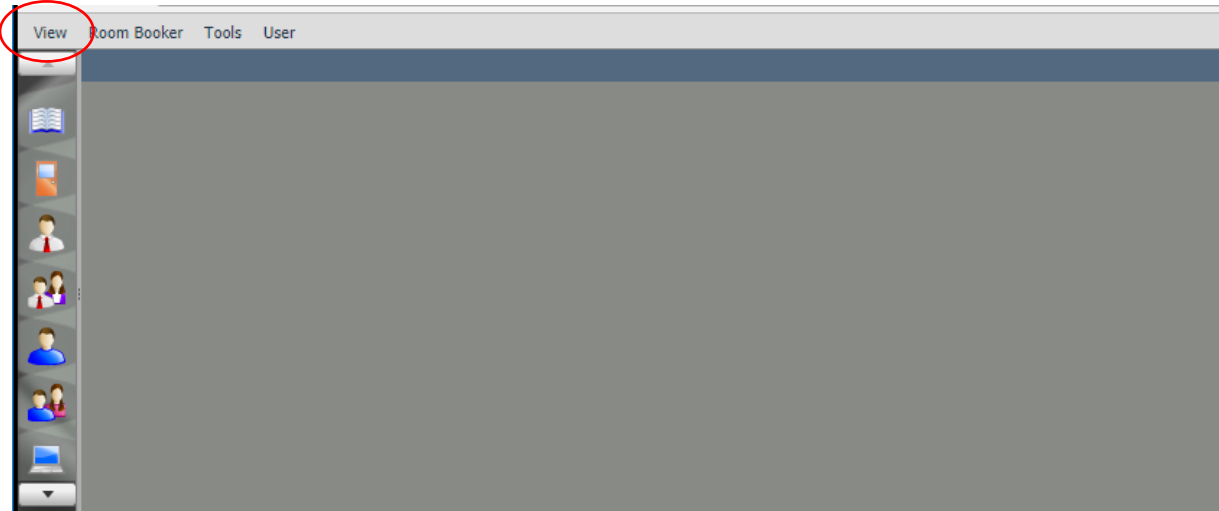
- via My Registers – shows all the registers (to which you have access) either (a) today or (b) overdue (aka. past).
- via My Timetable – another way to get to all the registers (to which you have access) – but without the today/overdue filter
- via Modules – shows the registers for a particular module (without cluttering up the view with registers for other modules).

Details of each of these ways are describe below.

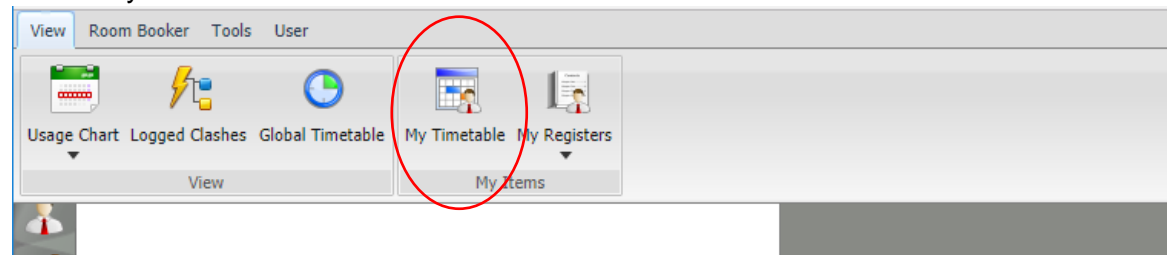
Whichever way you get to a register list/view, the process for viewing and updating a register are the same.

5.2.1 Find a Register – via My Timetable

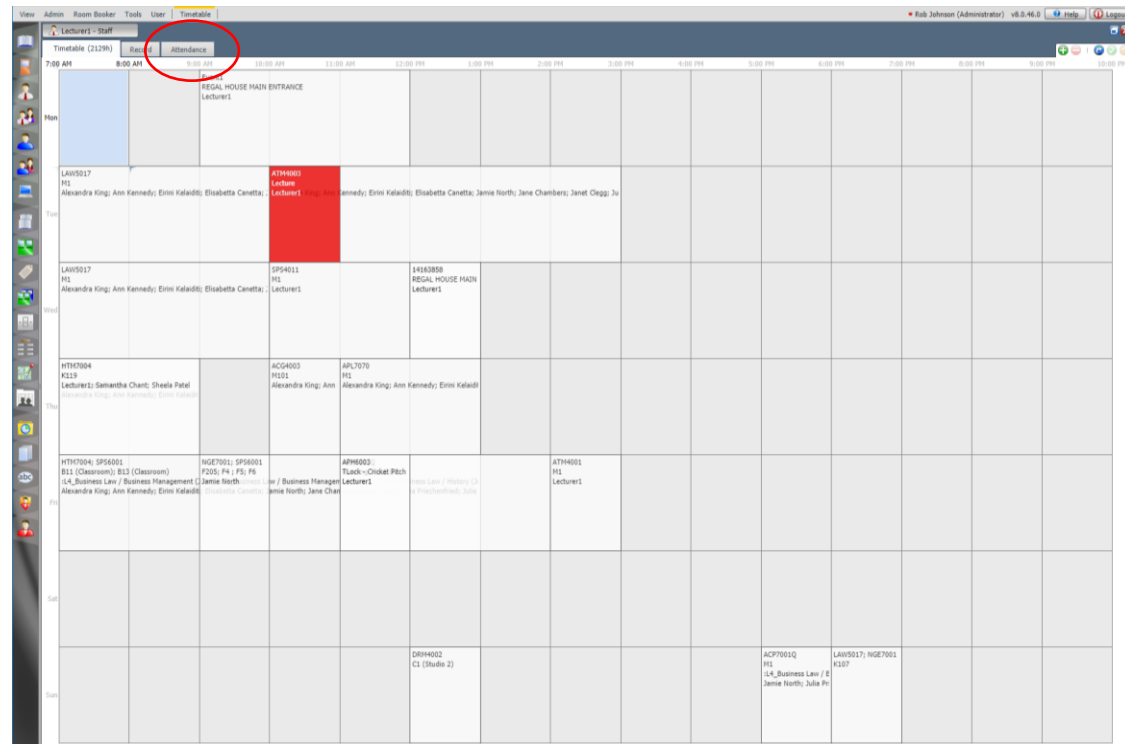
Click on View



Select My Timetable



Click on the Attendance tab



The Registers to which you have access will be listed as follows:-

The screenshot shows the 'Lecturer1 - Staff' interface. At the top, there's a menu bar with 'View', 'Room Booker', 'Tools', 'User', and 'Attendance'. Below this, there's a sub-menu with 'Timetable', 'Record', and 'Attendance'. The 'Attendance' sub-menu is active, showing options to 'Add Students' and 'Withdraw Students'. The main area displays a list of registers for the date 9/7/18. The registers are listed with columns for Status, Register ID, Day, Time, Date, Students, Modules, Staff, Groups, and Rooms. Below this list, there's a detailed view of the '28518204' register, showing a table of student attendance records. The table has columns for Student, 1, 2, 3, 4, Min, Comment, Notification Message, Absent, Late, and Att %. The 'Absent' column shows the number of absent students, and the 'Late' column shows the number of late students. The 'Att %' column shows the attendance percentage. At the bottom, there's a 'Register Notes' section and a legend for the attendance symbols: 'P' (Present), 'L' (Late), 'N' (Not required), 'A' (Absent), and 'W' (Withdrawn).

Student	1	2	3	4	Min	Comment	Notification Message	Absent	Late	Att %
AttMon_Test_Rob_Johnson	P	N	N							100%
DEEDSS_18P95_Foley_James_002342	P	L							1 / 2	100%
DEEDSS_18P95_KEHOE_NICHOLAS_036774	P	P								100%
DEEDSS_18P95_Wills_Nigel_Iv_135734	N	A						1		0%
DEEDSS_18P95_Woodward_Katharin_050333	P	P	N							100%
DEEDSS_18P95_Zaremba-Byrne_Kasia_176541	P	P	P			8/30/18 10:48 AM (uatest)				100%
DEEDSS_28P95_Edmondson_Sam_093500	P	A	P			8/30/18 10:46 AM (uatest)		1		75%
DEEDSS_28P95_Lanigan_Patrick_040052	A	N	N					1		0%
DEEDSS_28P95_Robinson_Philip_H_167009	A	N	N					1		0%
DEEDSS_28P95_Sheehan_Kieran_166926	A	N	P			8/30/18 10:48 AM (uatest)		1		67%
DEEDSS_28P95_Spurling_Kate_145465	P	P	N							100%
DEEDSS_28P95_Strachan_Amy_167010	P	P								100%
DEEDSS_38P95_Griffiths_Zoe_012366	A	N	N					1		0%
DEEDSS_38P95_Mills_Timothy_157293	P	P	P			8/30/18 10:48 AM (uatest)				100%
DPHDEED_Y1P_Gaffney_David_070396	P	P	N							100%
DPHDEED_Y1P_Spencer_Julie_176290	P	P	N							100%
DPHDEED_Y2P_Croucher-Wright_Cindy_157577	P	P								100%
DPHDEED_Y3_Nolan_Darren_155082	P	P	N							100%
DPHDEED_Y5P_Hookoomsing_Helina_146058	P	P	N							100%
DPHDEND_Y2P_Ridgers_Brian_166842	P	P								100%
DPHDMGD_Y2_Maheswaran_Lakshmi_176070	P	P								100%
DPHDPLD_Y4_Westin_Anna_093194	P	P								100%
DPHDSSD_Y2P_Sorensen_Britta_M_176564	P	L							1 / 2	100%
DPHDSSD_Y3_Omrani_Atefeh_157483	P	P								100%
DPHDSSD_Y3_Ryan-Moore_Edward_G_111453	P	P								100%
Absent	4	2	0	0	25			6	2	86%

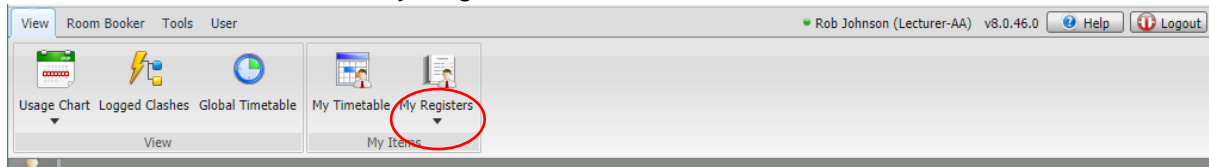
Please go to Section 5.3.

5.2.2 Find a register - via My Registers

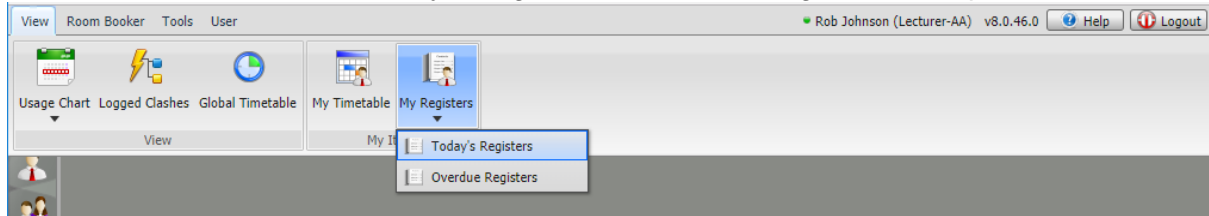
Click View

The screenshot shows the 'View' button in the 'Room Booker' interface. The button is highlighted with a red circle. The interface includes a menu bar with 'View', 'Room Booker', 'Tools', and 'User'. Below the menu bar, there's a sidebar with icons for various functions. The main area is currently blank.

Click the down arrow below My Registers



From the dropdown, select Today's Registers or Overdue Registers as required



The Registers to which you have access will be listed as follows:

View Room Booker Tools User Attendance | Rob Johnson (Lecturer-AA) v8.0.46.0 Help Logout

Lecturer1 - Staff

Timetable Record Attendance

Show registers from 9/7/18 to 9/7/18 (today) Apply

Status	Register ID	Day	Time	Date	Students	Modules	Staff	Groups	Rooms
	28518204	Fri	7:00 AM - 1:00 PM	9/7/18	25	HTM7004:SP96...	Alexandra King...	:L4_Business La...	B11 (Classroom...
	28525404	Fri	9:00 AM - 10:00 AM	9/7/18	3	ATM4002	Lecturer1	:L4_Attendance...	F5
	28521004	Fri	11:00 AM - 1:00 PM	9/7/18	1	ACP7001Q	Lecturer1		Running Track ...
	28521104	Fri	11:00 AM - 1:00 PM	9/7/18	3	APH6003	Lecturer1		TLock - Cricket ...
	28520904	Fri	11:00 AM - 2:00 PM	9/7/18	3	ACP7001Q	Lecturer1		Running Track B1
	28521304	Fri	2:00 PM - 3:00 PM	9/7/18	3	ATM4001	Lecturer1		M1

1 of 6 records

Register Details (ID: 28518204)

Register Locked Fri, 9/7/18, 7:00 AM - 1:00 PM

Student	1	2	3	4	Min	Comment	Notification Message	Absent	Late	Att %
AttMon_Test_Rob_Johnson										100%
DEDEDSS_18P95_Foley_James_002342									1 / 2	100%
DEDEDSS_18P95_KEHOE_NICHOLAS_036774										100%
DEDEDSS_18P95_Wills_Nigel_Iv_135734									1	0%
DEDEDSS_18P95_Woodward_Katharin_050333										100%
DEDEDSS_18P95_Zaremba-Byrne_Kasia_176541						8/30/18 10:48 AM (uatest)				100%
DEDEDSS_28P95_Edmondson_Sam_093500						8/30/18 10:46 AM (uatest)		1		75%
DEDEDSS_28P95_Lanigan_Patrick_040052								1		0%
DEDEDSS_28P95_Robinson_Philip_H_167009								1		0%
DEDEDSS_28P95_Sheehan_Kieran_166926						8/30/18 10:48 AM (uatest)		1		67%
DEDEDSS_28P95_Spurling_Kate_145465										100%
DEDEDSS_28P95_Strachan_Amy_167010										100%
DEDEDSS_38P95_Griffiths_Zoe_012366								1		0%
DEDEDSS_38P95_Mills_Timothy_157293						8/30/18 10:48 AM (uatest)				100%
DPHDEED_Y1P_Gaffney_David_070396										100%
DPHDEED_Y1P_Spencer_Julie_176290										100%
DPHDEED_Y2P_Croucher-Wright_Cindy_157577										100%
DPHDEED_Y3_Nolan_Darren_155082										100%
DPHDEED_Y5P_Hookoomsing_Hellina_146058										100%
DPHDEED_Y2P_Ridgers_Brian_166842										100%
DPHDMGD_Y2_Maheswaran_Lakshmi_176070										100%
DPHDPDLD_Y4_Westin_Anna_093194										100%
DPHDPDLD_Y2P_Sorensen_Britta_M_176564									1 / 2	100%
DPHDPDLD_Y3_Omran_Atefeh_157483										100%
DPHDPDLD_Y3_Ryan-Moore_Edward_G_111453										100%
Absent	4	2	0	0	25			6	2	86%

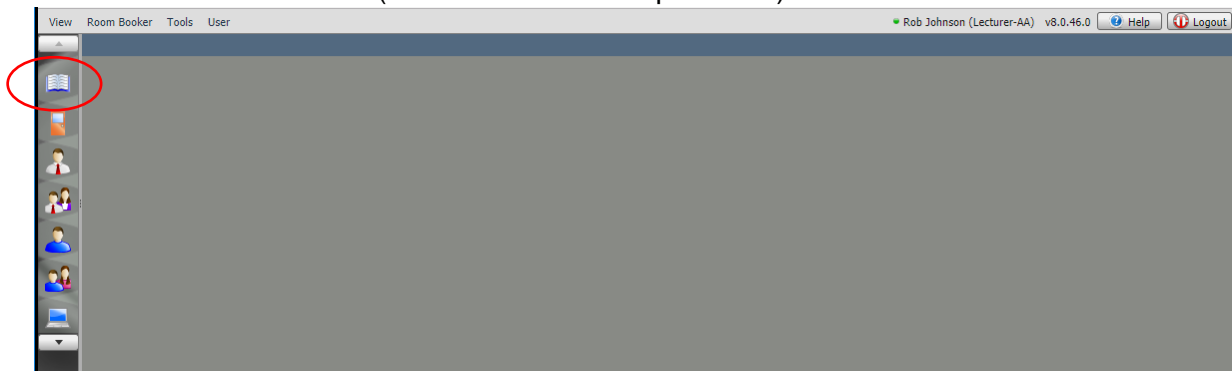
Register Notes

'P' (J) Present
 'T' (L) Late
 'N' (N) Not required
 'A' (A) Absent
 'W' (W) Withdrawn

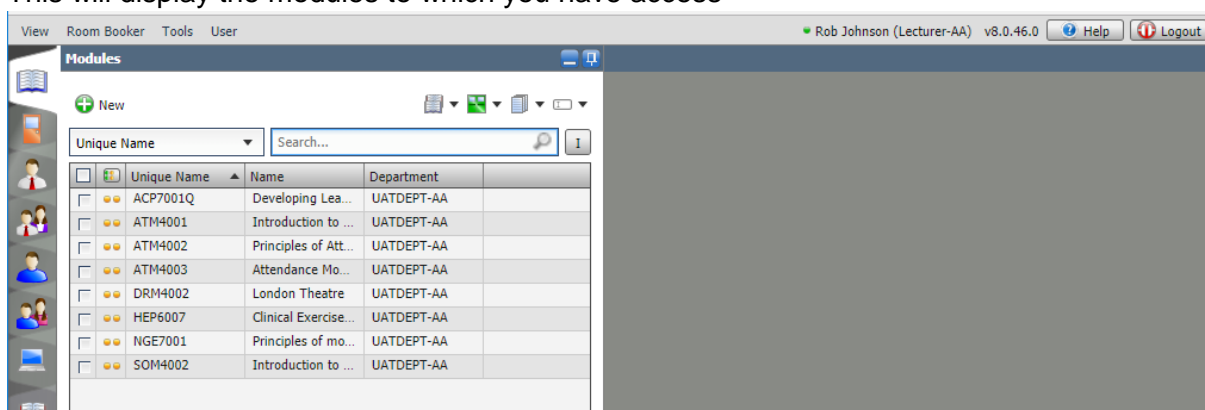
Please go to Section 5.3.

5.2.3 Find a Register – via Modules

Click on the Modules icon (which looks like an open book) on the left of the window



This will display the modules to which you have access

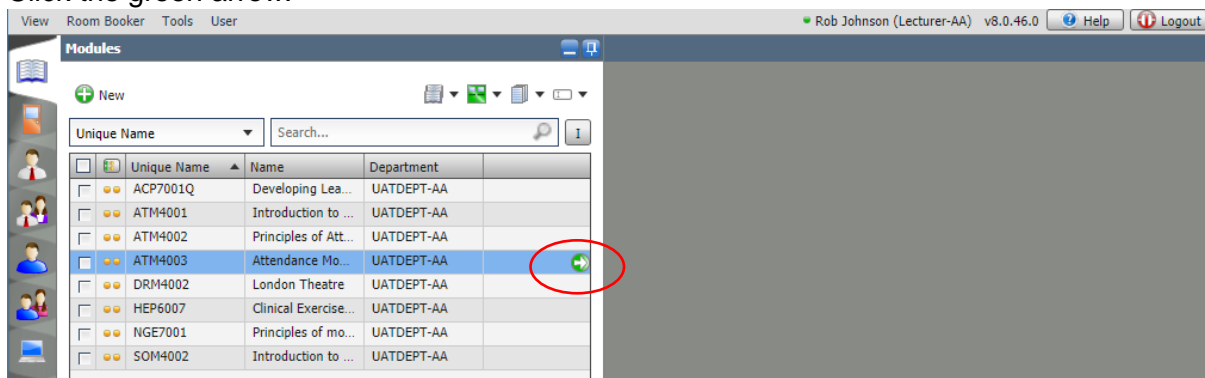


Hint: You can click between the column headings and drag left/right to make the columns wider/narrower if necessary.

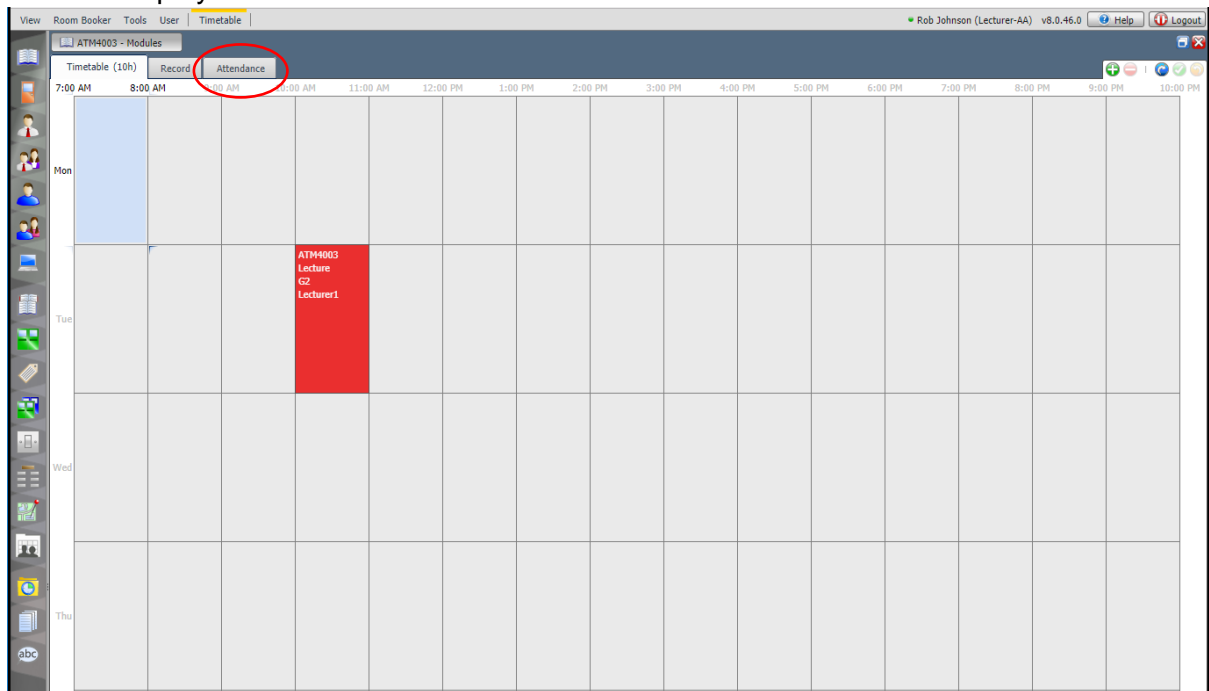
Hover over the module whose register you want to view.

A green arrow will appear to the right.

Click the green arrow.

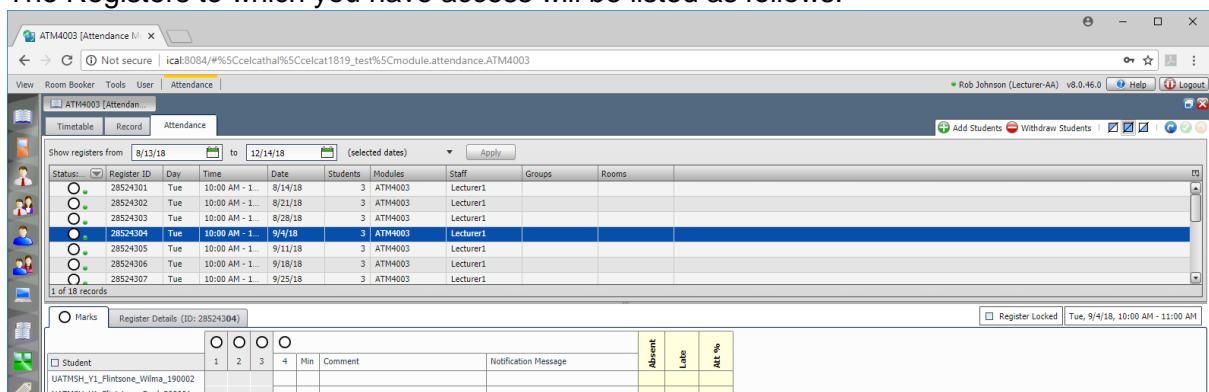


This will display the Timetable for that session.



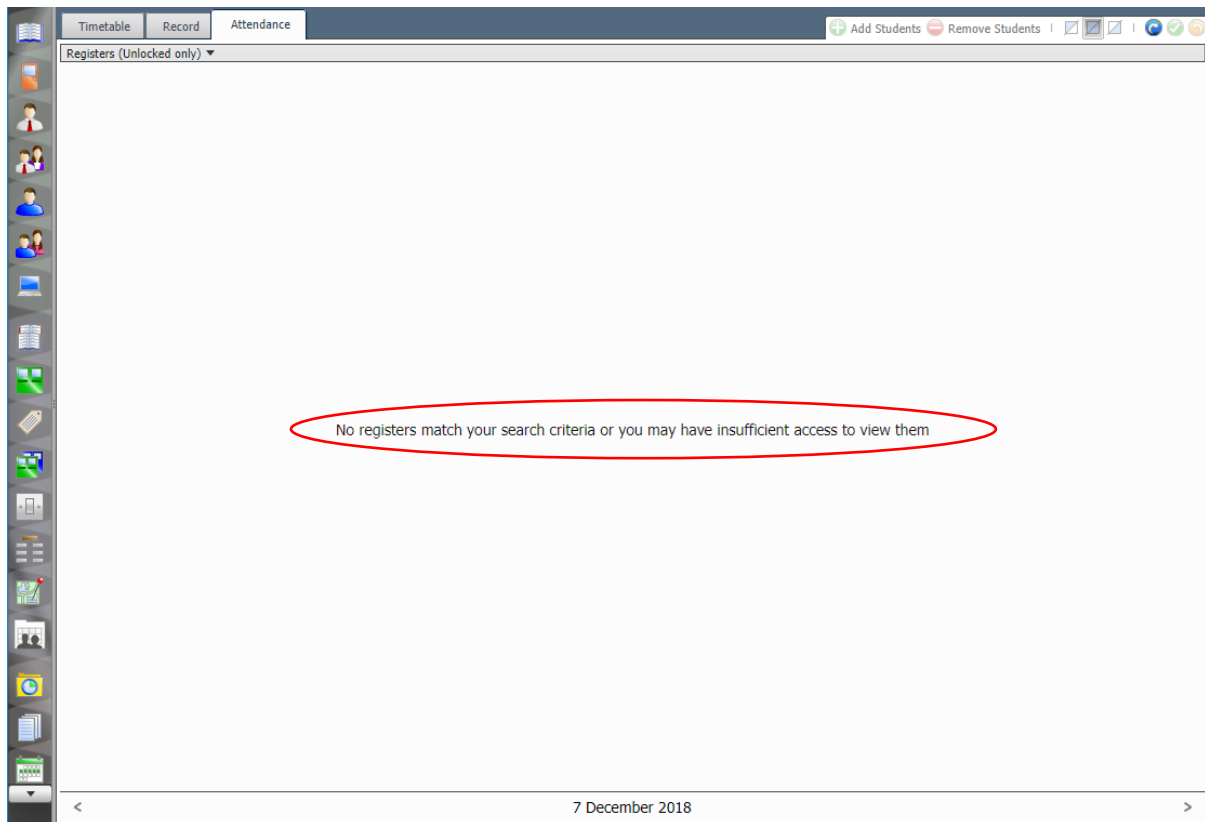
Click on the Attendance tab.

The Registers to which you have access will be listed as follows:



5.3 If your registers aren't displayed immediately

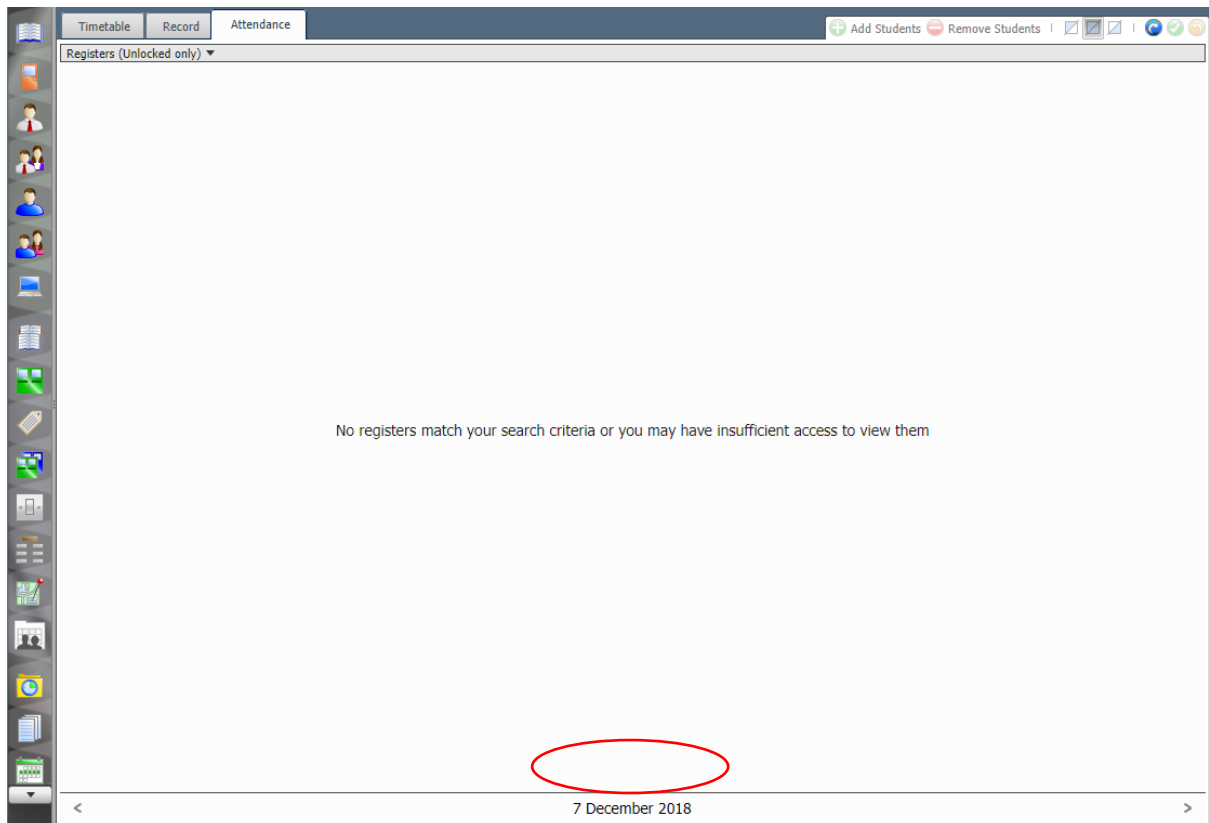
If once you've selected the module and clicked on the Attendance tab, you get the following message: *"No registers match your search criteria or you may have insufficient access to view them"*



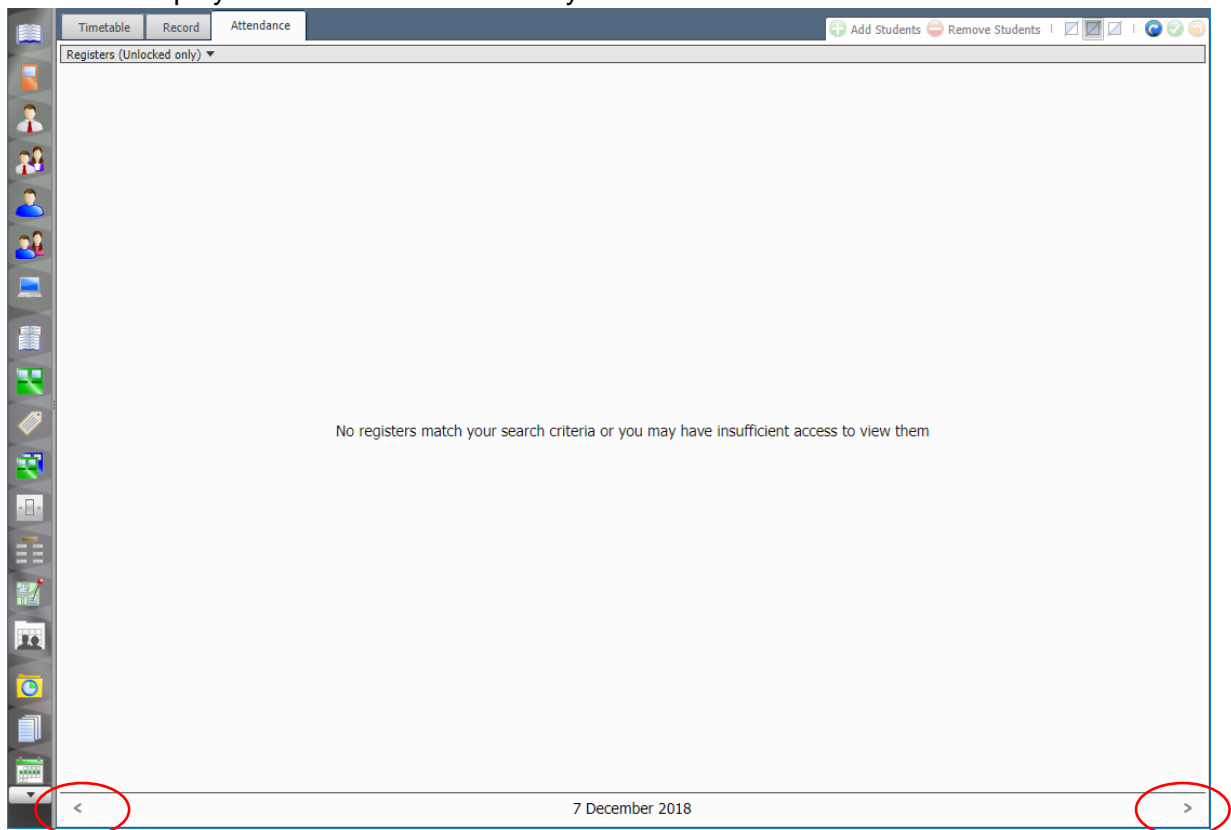
this is due to a mismatch of dates.

This happens when the date that CELCAT is looking at (usually today) is a day of the week when there are no sessions for that module.

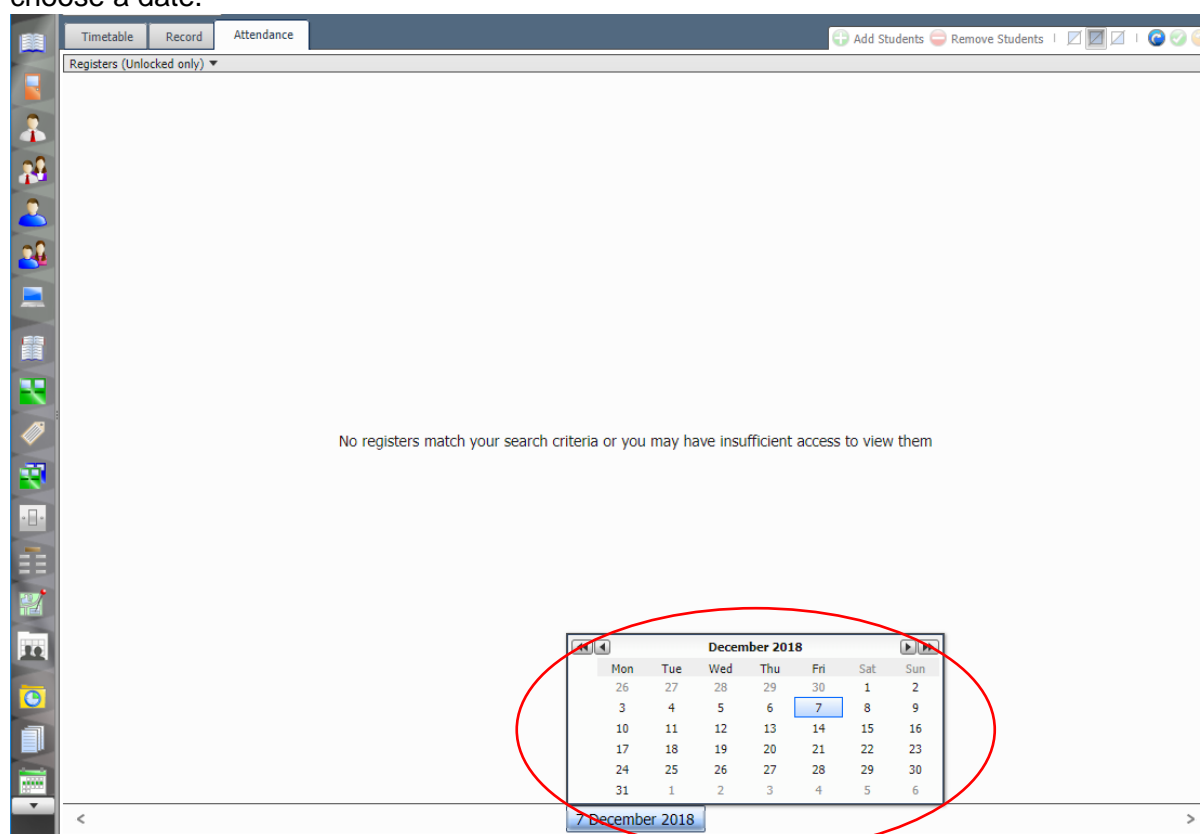
If you look at the bottom of the screen, you'll see the date the CELCAT is looking at registers for.



You can change the date by either clicking the < or > arrows to the left / right of the date to move the display backward/forward one day at a time.



Or if you click on the date itself, you'll get a calendar style pop-up from which you can choose a date.



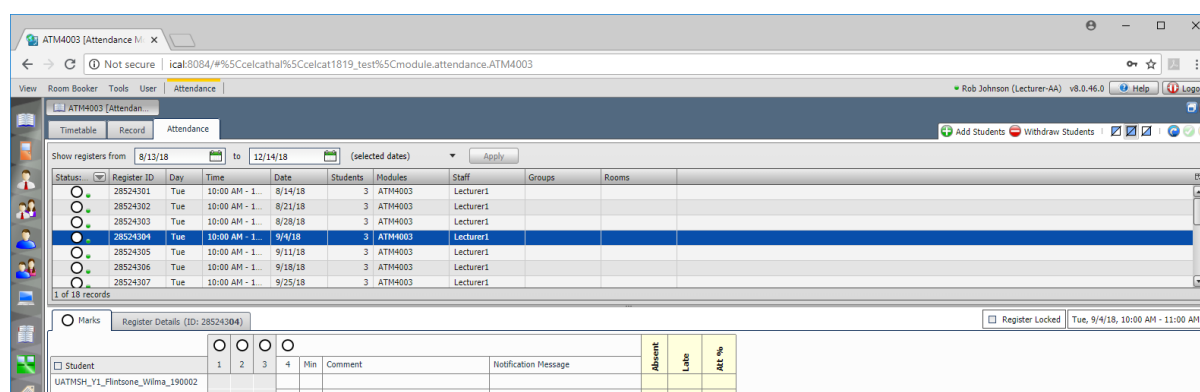
Note: You need to double-click on a date (in the pop-up calendar) to select it.

Once the date selected matches a day of the week when the module has sessions, the registers will be displayed.

Please go to Section 5.4.

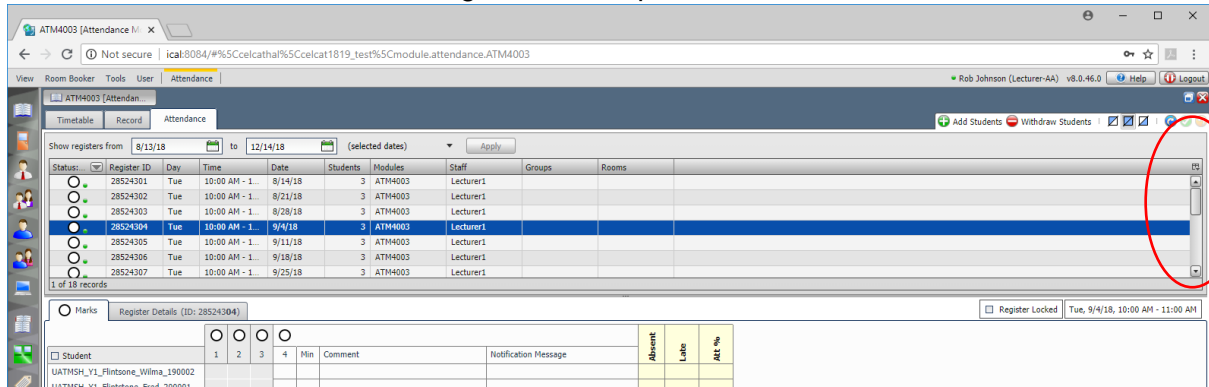
5.4 Navigate the Register List

NB: Remember, which register(s) are listed will depend upon the route you took to generate the register list.

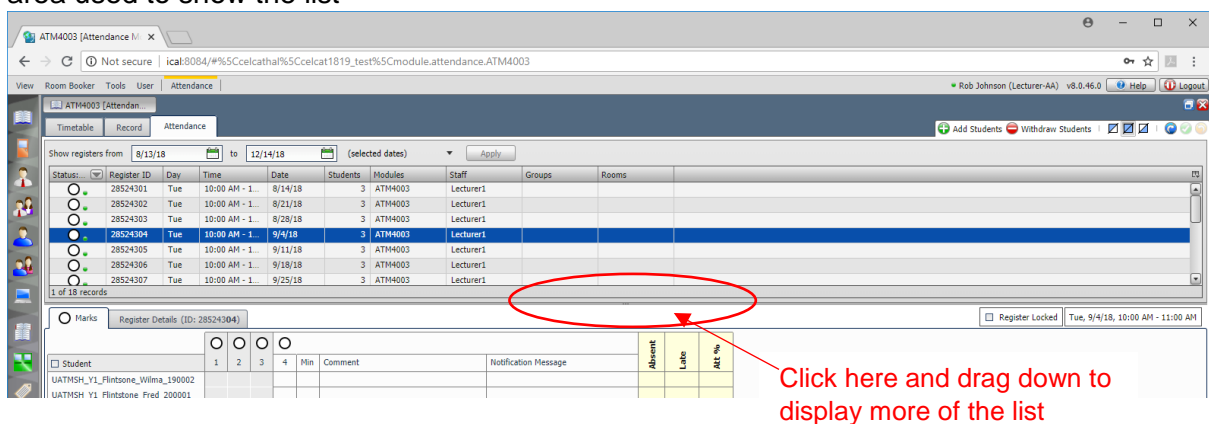


The top half of the screen shows a list of the available registers.

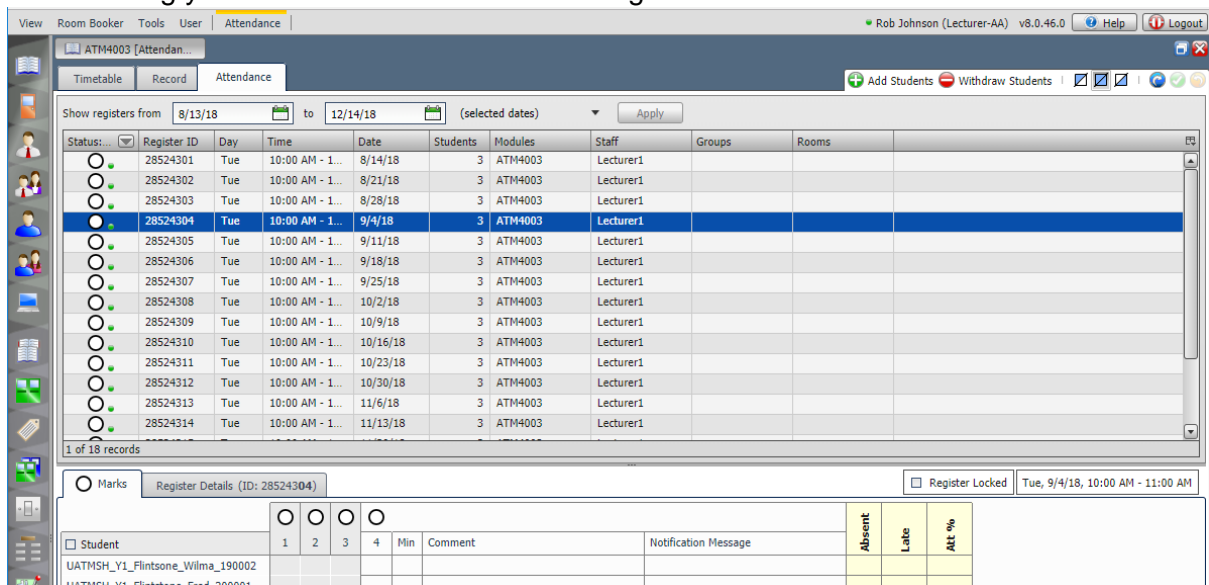
You can use the scroll bar on the right to move up and down this list.



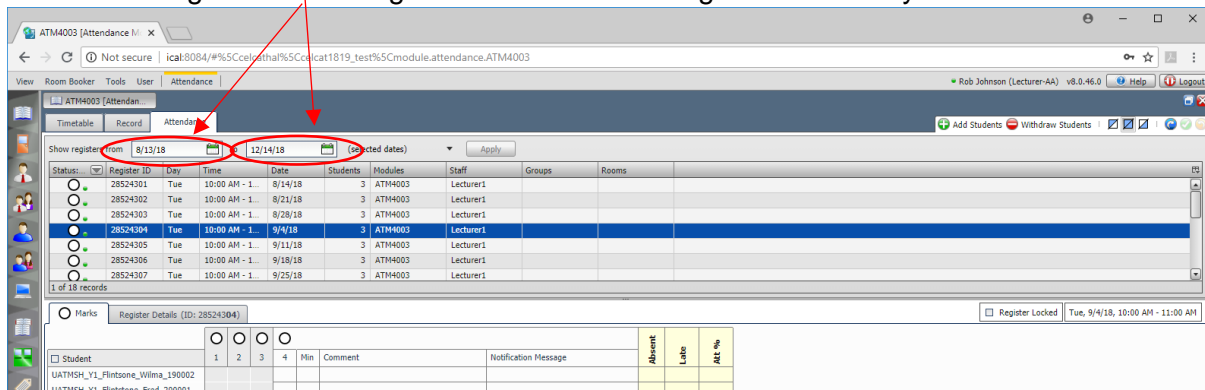
Also, if you click on and drag downwards the bar below the list, it will increase the size of the area used to show the list



thus allowing you to view more of the list in one go.

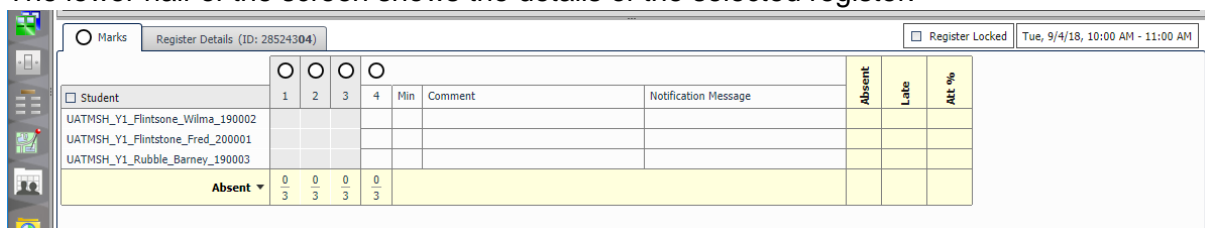


You can change the dates to grow/shrink the list of registers shown by date



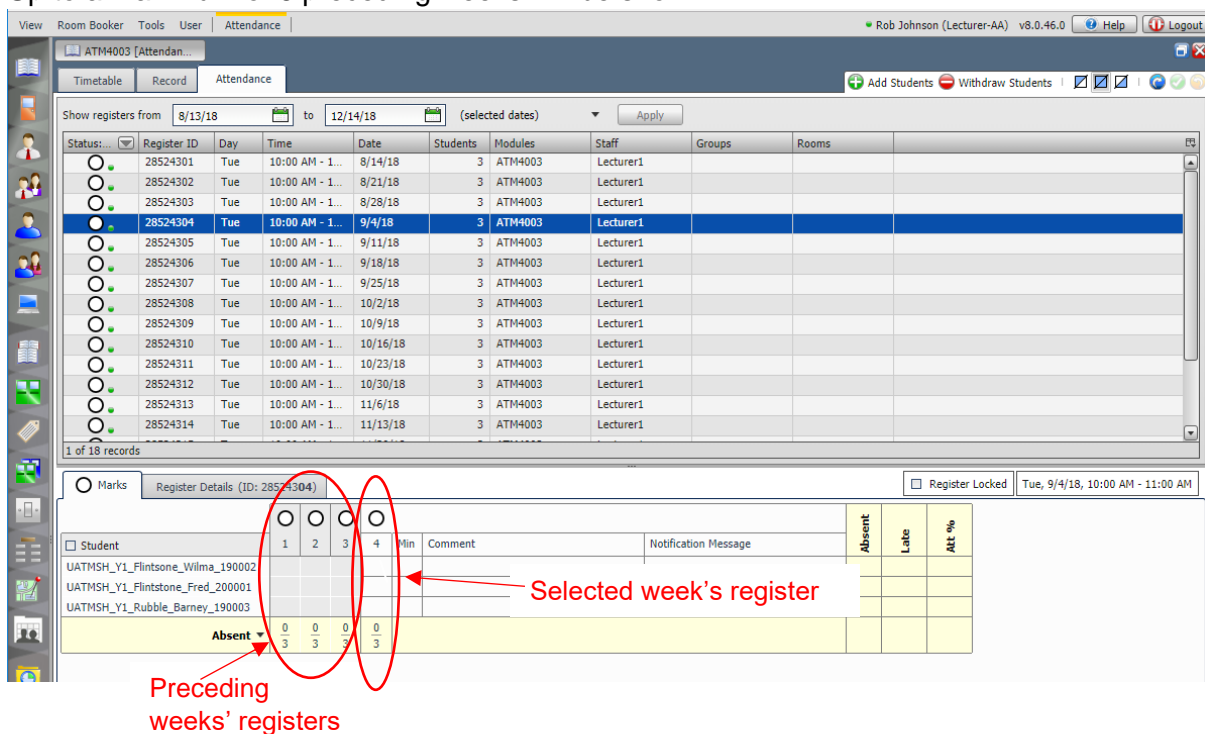
NB: If you do not have any registers today, this list will be blank.

The lower half of the screen shows the details of the selected register.

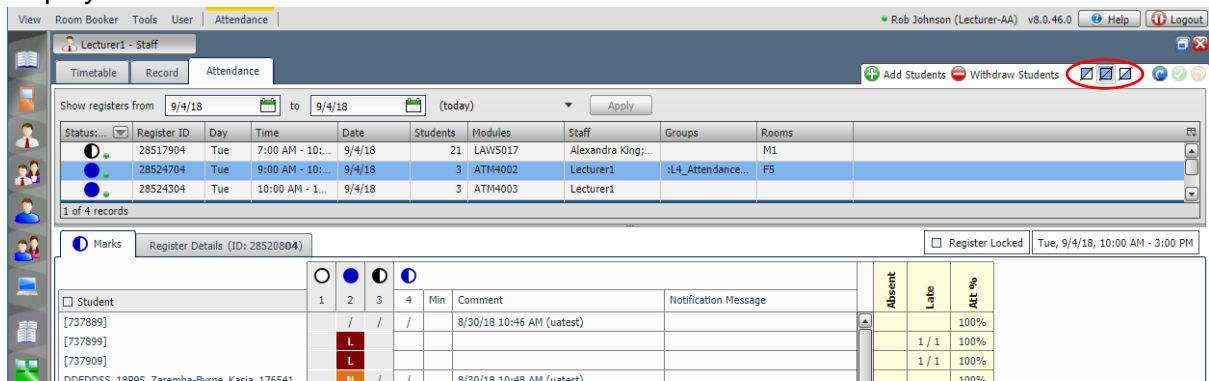


Note: You can only select and view one register at a time.

If the session you've selected repeats across multiple weeks, the week you have selected will show as white boxes, whereas preceding weeks will be shaded grey. Up to a maximum of 6 preceding weeks will be shown.



You can use the three square icons  top right to change the way this window displays



i.e.

- Show register list only
- Show register list and marking panel
- Show register editor only

5.5 Update a Register

5.5.1 Update a Register for an Individual Student

Click in the box next to the student's name

Register Details (ID: 28524303) [Register Locked] Tue, 8/28/18, 10:00 AM - 11:00 AM

Student	1	2	3	Min	Comment	Notification Message	Absent	Late	Att %
UATMSH_Y1_Flintstone_Wilma_190002									
UATMSH_Y1_Flintstone_Fred_200001									
UATMSH_Y1_Rubble_Barney_190003									
Absent							0/3	0/3	0/3

A dropdown will appear

Register Details (ID: 28524303) [Register Locked] Tue, 8/28/18, 10:00 AM - 11:00 AM

Student	1	2	3	Min	Comment	Notification Message	Absent	Late	Att %
UATMSH_Y1_Flintstone_Wilma_190002									
UATMSH_Y1_Flintstone_Fred_200001									
UATMSH_Y1_Rubble_Barney_190003									
Absent							0/3	0/3	0/3

- Present
- Late
- Absent
- Withdrawn
- Not required
- Revert Mark

Click on the appropriate register mark (e.g. Present / Absent / Late / Excused) from the dropdown.

The selected register mark will now appear next to that student

Register Details (ID: 28524303) [Register Locked] Tue, 8/28/18, 10:00 AM - 11:00 AM

Student	1	2	3	Min	Comment	Notification Message	Absent	Late	Att %
UATMSH_Y1_Flintstone_Wilma_190002			P						100%
UATMSH_Y1_Flintstone_Fred_200001									
UATMSH_Y1_Rubble_Barney_190003									
Absent							0/3	0/3	0/3

Click the little green tick button (top right) to Save the change.

View Room Booker Tools User Attendance Rob Johnson (Lecturer-AA) v8.0.46.0 Help Logout

ATM4003 - Modules

Timetable Record Attendance Add Students Withdraw Students

Show registers from 8/13/18 to 8/11/19 (all timetable weeks) Apply

Status	Register ID	Day	Time	Date	Students	Modules	Staff	Groups	Rooms
	28523406	Tue	10:00 AM - 1...	9/18/18	3	ATM4003	Lecturer1		G2

[Or the little orange button to Cancel the change].

5.5.2 Update a Register for Multiple Students

Click on the first student's name

Register Details (ID: 28524303)

Student	1	2	3	Min	Comment	Notification Message	Absent	Late	Att %
UATMSH_Y1_Flintstone_Wilma_190002									
UATMSH_Y1_Flintstone_Fred_200001									
UATMSH_Y1_Rubble_Barney_190003									
Absent	0/3	0/3	0/3						

Hold down the Ctrl key on your keyboard and click on the names of the other students whose register marks you wish to update.

A window will appear

2 Students Selected

Mark: Present

Apply Mark

Click the down arrow.

Select the appropriate register mark (e.g. Present / Absent / Late / Not required) from the dropdown.

2 Students Selected

Mark: Present

- / Present
- L Late
- A Absent
- W Withdrawn
- N Not required

Click Apply Mark.

The register marks of the selected students will be updated

Register Details (ID: 28524303)

Student	1	2	3	Min	Comment	Notification Message	Absent	Late	Att %
UATMSH_Y1_Flintstone_Wilma_190002									100%
UATMSH_Y1_Flintstone_Fred_200001									100%
UATMSH_Y1_Rubble_Barney_190003									100%
Absent	0/3	0/3	0/3						100...

Click the little green arrow (top right) to Save the change.

View Room Booker Tools User Attendance

Rob Johnson (Lecturer-AA) v8.0.46.0 Help Logout

ATM4003 - Modules

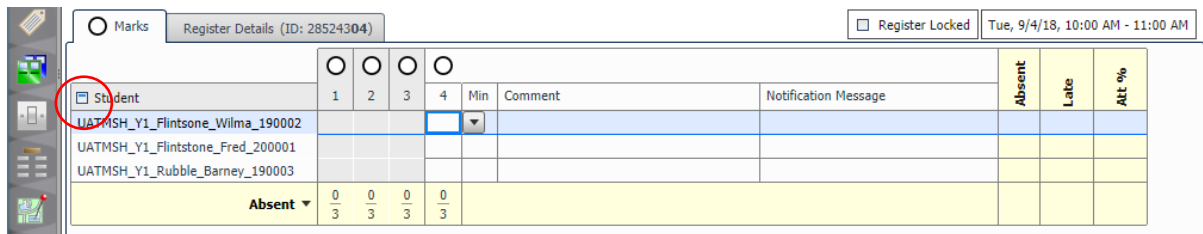
Timetable Record Attendance

Show registers from 8/13/18 to 8/11/19 (all timetable weeks) Apply

Status	Register ID	Day	Time	Date	Students	Modules	Staff	Groups	Rooms
	28523406	Tue	10:00 AM - 1...	9/18/18	3	ATM4003	Lecturer1		G2

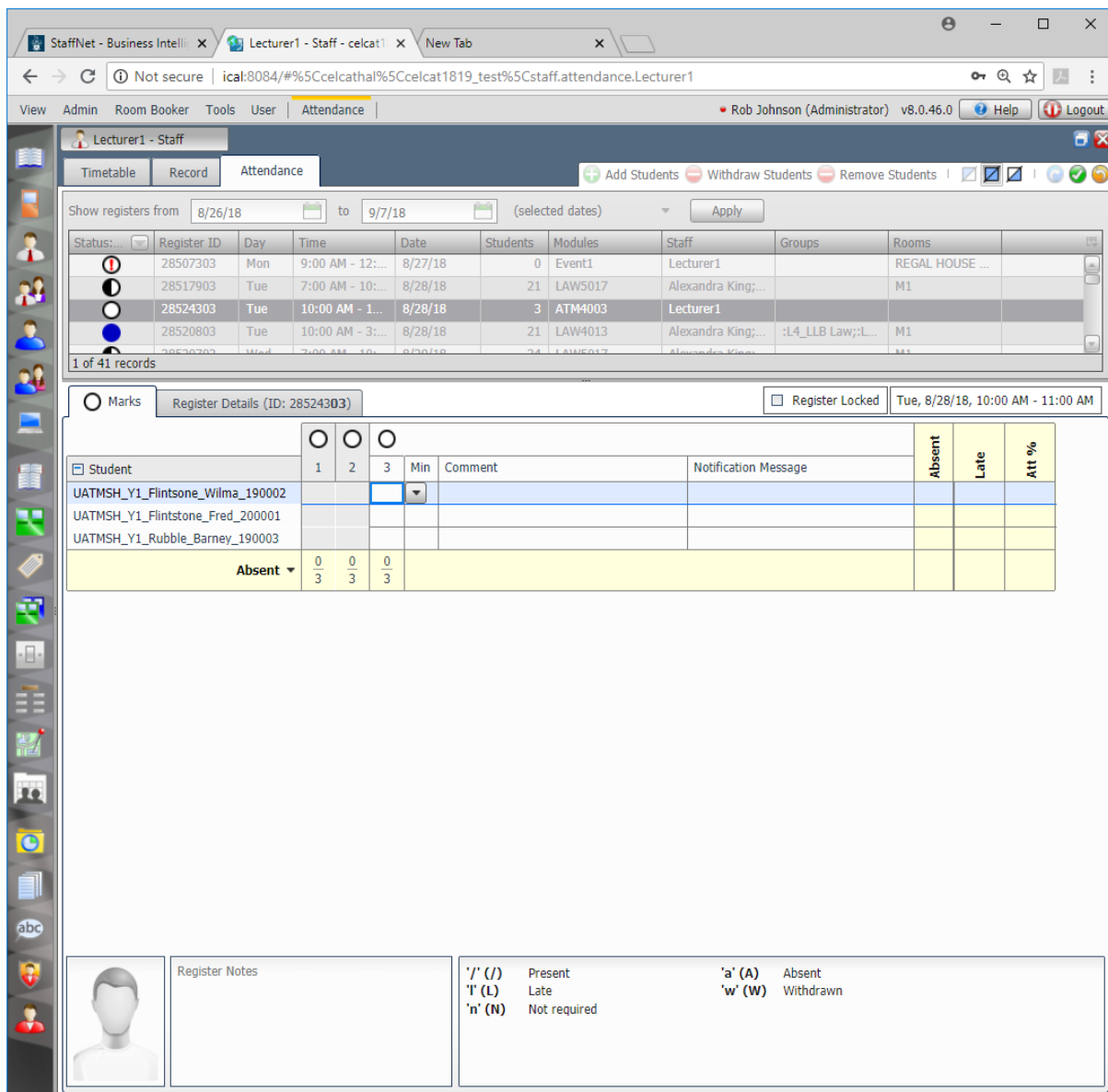
5.5.3 Update a Register for All Students

Click in the little box above the first student's name



Register Details (ID: 28524304) Register Locked Tue, 9/4/18, 10:00 AM - 11:00 AM

Student	1	2	3	4	Min	Comment	Notification Message	Absent	Late	Att %
UATMSH_Y1_Flintstone_Wilma_190002										
UATMSH_Y1_Flintstone_Fred_200001										
UATMSH_Y1_Rubble_Barney_190003										
Absent	0/3	0/3	0/3	0/3						



StaffNet - Business Intelligence | Lecturer1 - Staff - celcat1 | New Tab

Not secure | ical:8084/#%5Ccelcathal%5Ccelcat1819_test%5Cstaff.attendance.Lecturer1

View Admin Room Booker Tools User Attendance | Rob Johnson (Administrator) v8.0.46.0 | Help Logout

Lecturer1 - Staff

Timetable Record Attendance | Add Students Withdraw Students Remove Students

Show registers from 8/26/18 to 9/7/18 (selected dates) Apply

Status	Register ID	Day	Time	Date	Students	Modules	Staff	Groups	Rooms
!	28507303	Mon	9:00 AM - 12:00 PM	8/27/18	0	Event1	Lecturer1		REGAL HOUSE ...
!	28517903	Tue	7:00 AM - 10:00 AM	8/28/18	21	LAW5017	Alexandra King;...		M1
!	28524303	Tue	10:00 AM - 11:00 AM	8/28/18	3	ATM4003	Lecturer1		
!	28520803	Tue	10:00 AM - 3:00 PM	8/28/18	21	LAW4013	Alexandra King;...	:L4_LLB Law;L...	M1

1 of 41 records

Register Details (ID: 28524303) Register Locked Tue, 8/28/18, 10:00 AM - 11:00 AM

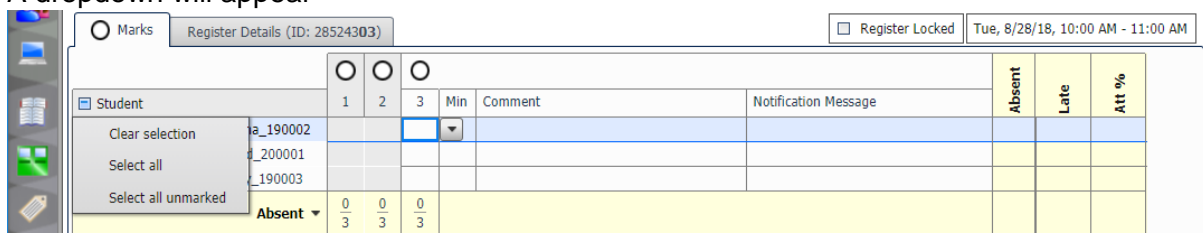
Student	1	2	3	Min	Comment	Notification Message	Absent	Late	Att %
UATMSH_Y1_Flintstone_Wilma_190002									
UATMSH_Y1_Flintstone_Fred_200001									
UATMSH_Y1_Rubble_Barney_190003									
Absent	0/3	0/3	0/3						

Register Notes

'/' (J) Present
'T' (L) Late
'n' (N) Not required

'a' (A) Absent
'w' (W) Withdrawn

A dropdown will appear



Register Details (ID: 28524303) Register Locked Tue, 8/28/18, 10:00 AM - 11:00 AM

Student	1	2	3	Min	Comment	Notification Message	Absent	Late	Att %
UATMSH_Y1_Flintstone_Wilma_190002									
UATMSH_Y1_Flintstone_Fred_200001									
UATMSH_Y1_Rubble_Barney_190003									
Absent	0/3	0/3	0/3						

Click Select all

The screenshot shows the 'Marks' window for Register Details (ID: 28524303). The window has a 'Register Locked' checkbox and a date/time stamp 'Tue, 8/28/18, 10:00 AM - 11:00 AM'. Below this is a table with columns: Student, 1, 2, 3, Min, Comment, Notification Message, Absent, Late, and Att %. The table contains three rows of student data. A context menu is open over the table, showing options: 'Clear selection', 'Select all' (highlighted with a red circle), and 'Select all unmarked'.

A window will appear

The screenshot shows the 'Marks' window with a '3 Students Selected' dialog box open. The dialog box has a 'Mark:' dropdown menu with 'Present' selected (highlighted with a red circle) and an 'Apply Mark' button. The background table shows the same student data as the previous screenshot.

Click the down arrow.

Select the appropriate register mark (e.g. Present / Absent / Late / Not required) from the dropdown.

The screenshot shows the 'Marks' window with the '3 Students Selected' dialog box open. The 'Mark:' dropdown menu is open, showing a list of options: 'Present' (highlighted), 'Late', 'Absent', 'Withdrawn', and 'Not required'. The background table shows the same student data as the previous screenshots.

Click Apply Mark.

The register marks of all the students will be updated

Student	1	2	3	Min	Comment	Notification Message	Absent	Late	Att %
UATMSH_Y1_Flintstone_Wilma_190002			✓						100%
UATMSH_Y1_Flintstone_Fred_200001			✓						100%
UATMSH_Y1_Rubble_Barney_190003			✓						100%
Absent	0/3	0/3	0/3						100...

Click the little green tick (top right) to Save the change.

Status	Register ID	Day	Time	Date	Students	Modules	Staff	Groups	Rooms	
✓	28523406	Tue	10:00 AM - 1...	9/18/18	3	ATM4003	Lecturer1		G2	
Absent										

5.6 Add a Comment against a Student in a Register

When updating a register, you have the option of adding a comment against a student.

If/when a student tells you the reason for their absence/lateness, it is helpful to record that in the register so that it can be viewed by other staff members who may also have a role in the student's welfare.

Plus, by producing summary reports of these comments (i.e. explanations for absence/lateness) it will enable us to identify any trends.

To do so, simply, click in the Comment box next to the student's name

Student	1	2	3	Min	Comment	Notification Message	Absent	Late	Att %
UATMSH_Y1_Flintstone_Wilma_190002			A		MEDIC	[New] Absent	1		0%
UATMSH_Y1_Flintstone_Fred_200001			/						100%
UATMSH_Y1_Rubble_Barney_190003			/						100%
Absent	0/3	0/3	1/3				1		67%

and type away

Student	1	2	3	Min	Comment	Notification Message	Absent	Late	Att %
UATMSH_Y1_Flintstone_Wilma_190002			A		MEDIC	[New] Absent	1		0%
UATMSH_Y1_Flintstone_Fred_200001			/						100%
UATMSH_Y1_Rubble_Barney_190003			/						100%
Absent	0/3	0/3	1/3				1		67%

Hit the Enter key or click elsewhere on the screen to complete your comment

Student	1	2	3	Min	Comment	Notification Message	Absent	Late	Att %
UATMSH_Y1_Flintstone_Wilma_190002			A		MEDIC	[New] Absent	1		0%
UATMSH_Y1_Flintstone_Fred_200001			/						100%
UATMSH_Y1_Rubble_Barney_190003			/						100%
Absent	0/3	0/3	1/3				1		67%

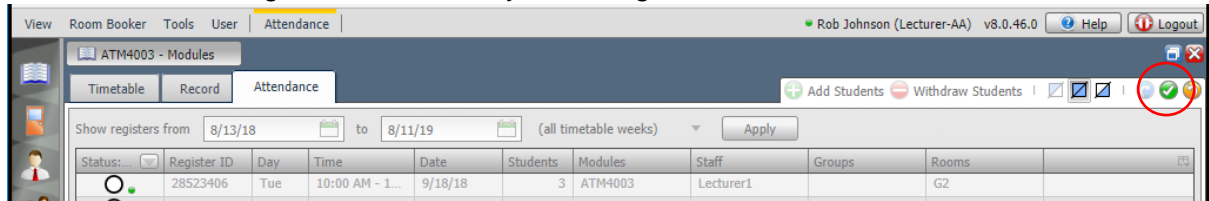
NB: The comment field is a 'free text' field which means you could write anything you like – but please do not. Please use one of the agreed list of reason codes instead, as follows:

ACCESS	CARD	CARE	CHOSE	DEPART
DIST	HANGOV	LEAVE	MEDIC	OVERRUN
PARK	QUEUE	STAFFERR	SYSTEM	TIMEMGMT
TIMETAB	TRAV	USERERR	VISA	WORK

Using these standard conventions will make it easier to produce summary reports of the reasons for absence/lateness and thus enable us to identify any trends.

For further details about Comment Codes please see section 9.2.

As before, click the green tick to Save your change.



5.7 Add a Comment against a Register

This adds a comment against the register as a whole, rather than against a particular student.

This can be a handy way to keep a note of something for future reference. For example to note a student who attended but wasn't listed in the register.

When displaying the register, at the bottom of the screen is a box entitled Register Notes

The screenshot shows the 'Attendance' tab of the software. At the bottom, the 'Register Notes' box is highlighted with a red circle. The box contains a text area for notes and a legend for attendance codes: 'J' (J) Present, 'T' (L) Late, 'n' (N) Not required, 'a' (A) Absent, and 'w' (W) Withdrawn.

Click in the box and type your text

The screenshot shows the 'Register Notes' box with the text 'Betty Rubble 190004 attended but is not listed in the register' entered. The legend for attendance codes is visible on the right.

As before, click the green tick to Save your change.

The screenshot shows the 'Attendance' tab with the green tick button in the top right corner circled in red, indicating the 'Save' action.

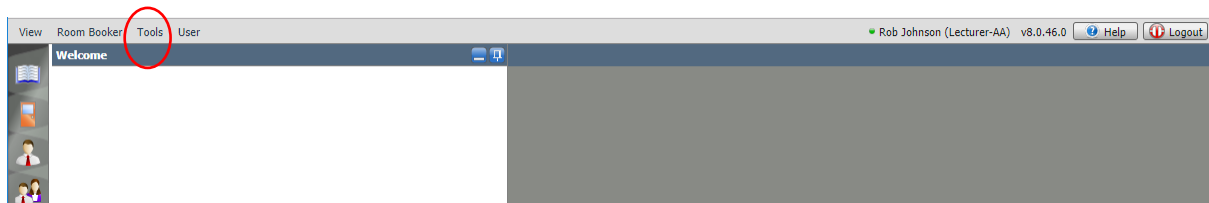
5.8 Update Multiple Registers (using Extended Absence)

The main reasons for using this feature are to:-

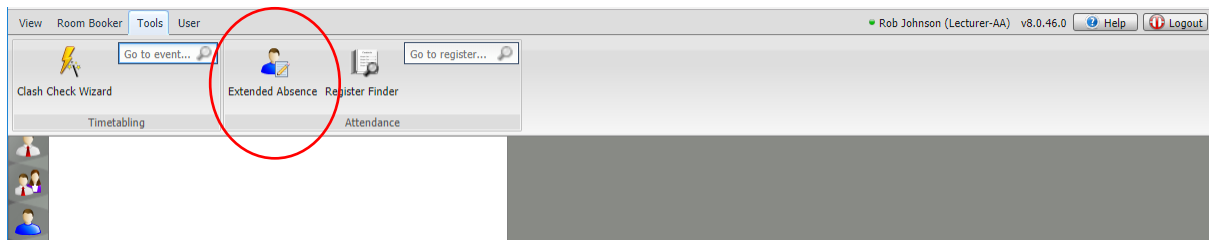
- Mark an individual student as Absent for a number of days/weeks when we know that they are going to be absent E.g. when they're off sick.
[This will usually be done by Faculty admins]
- Mark a group of students as 'Present' when they will be at (timetabled) sessions off site for a number of days/weeks. E.g. When they are on a work placement or a Field Trip.
In these situations it is easier to mark them all Present in advance and then record any individual absences later if/when they occur.

5.8.1 Create a new Extended Absence record

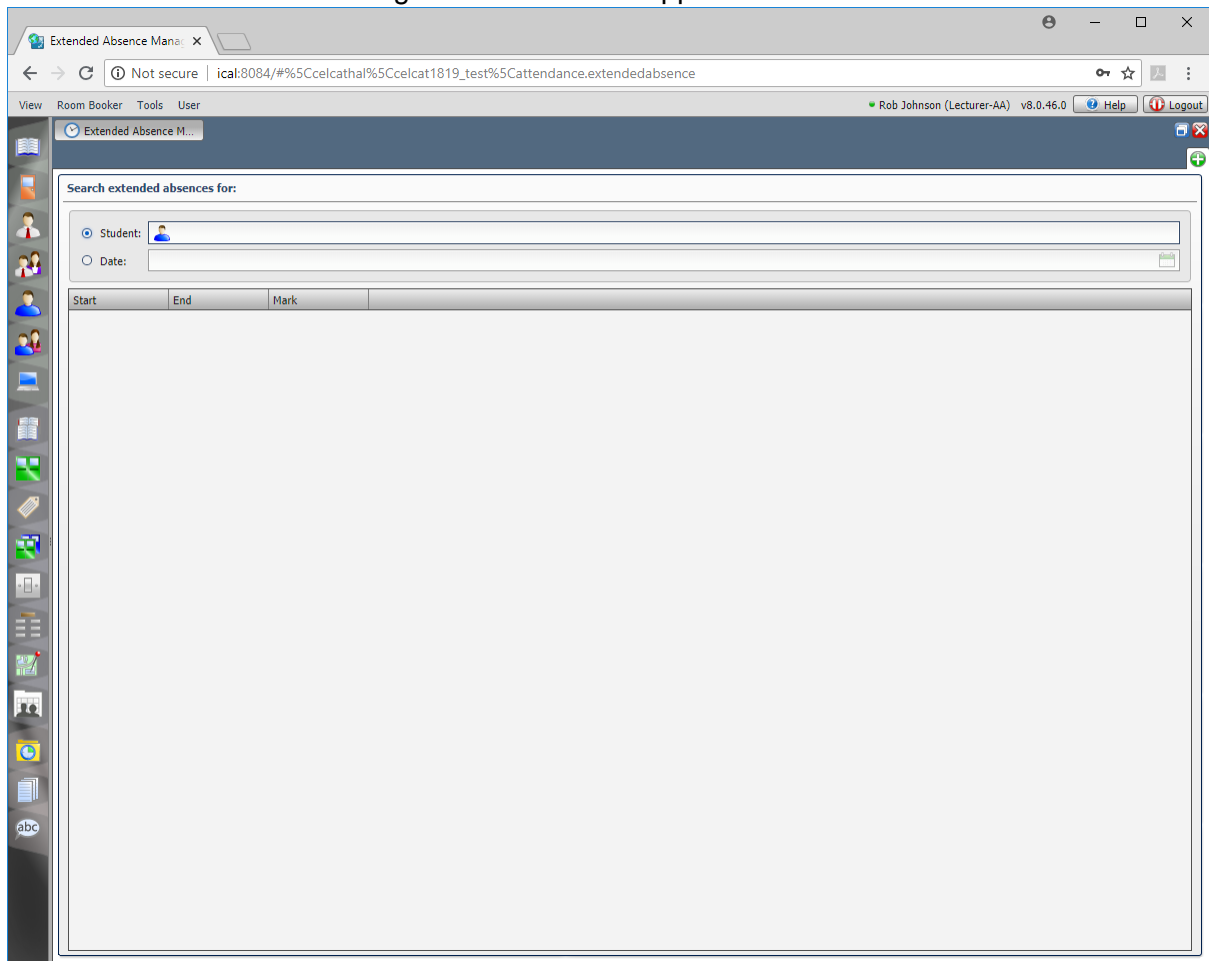
In CELCAT, click Tools



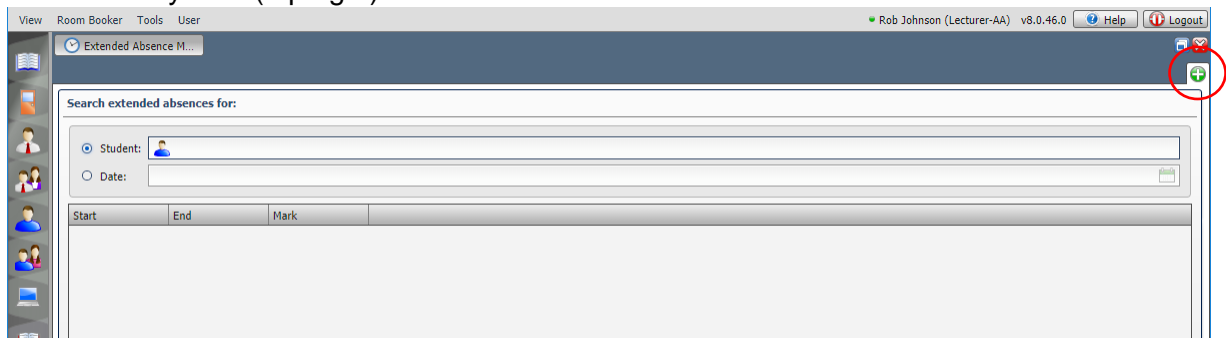
then click Extended Absence



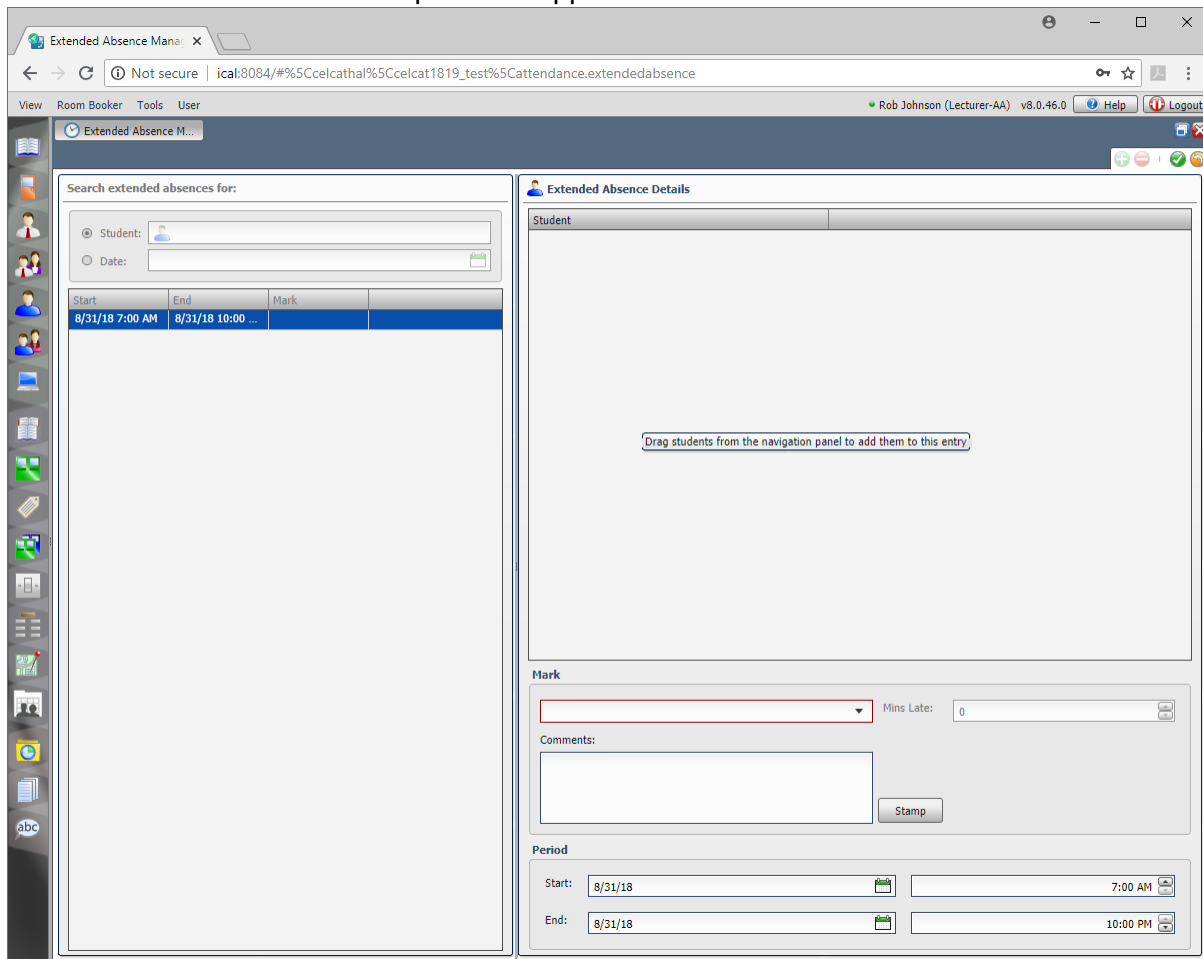
The Extended Absence Management screen will appear



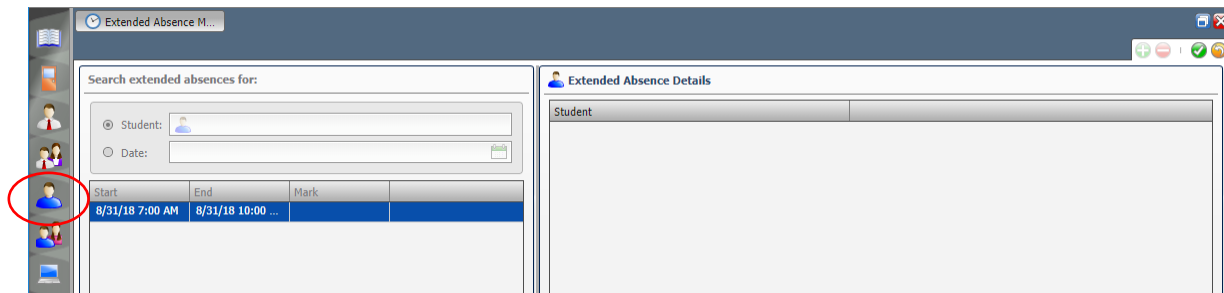
Click the + symbol (top right) to Create New Absence record



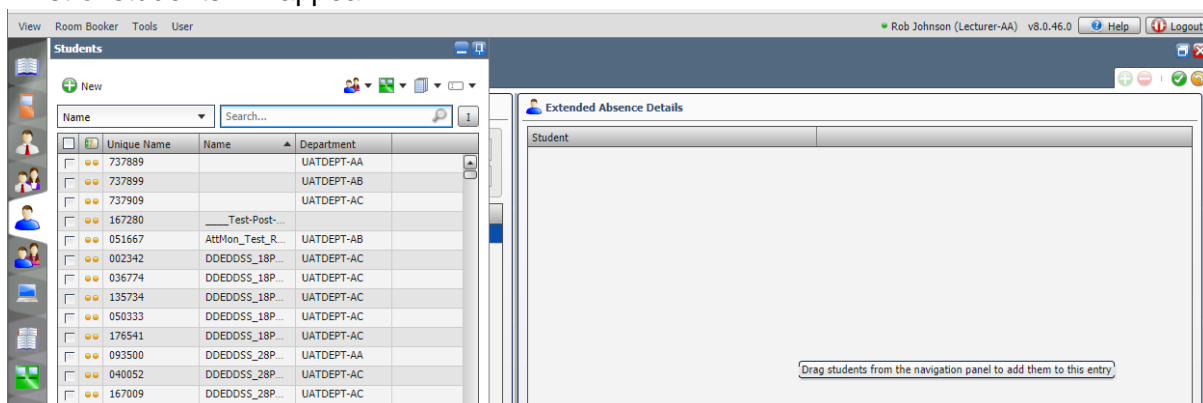
The extended Absence Details pane will appear



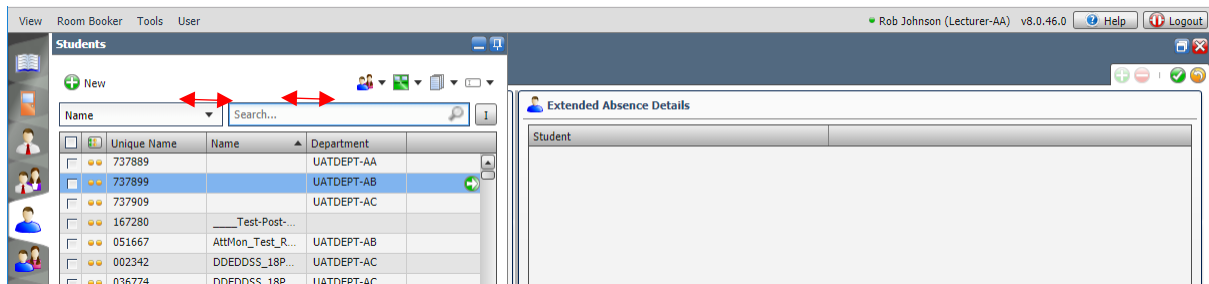
Click on the Student tab.



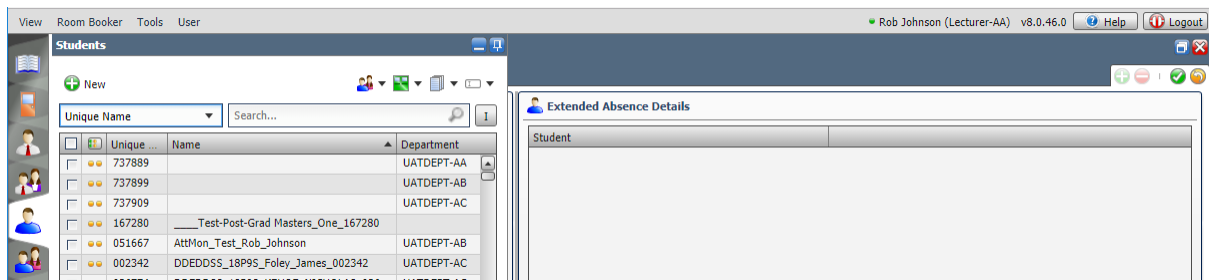
A list of students will appear



You may want to click and drag left/right the column headings to resize the columns to make it easier to view the contents



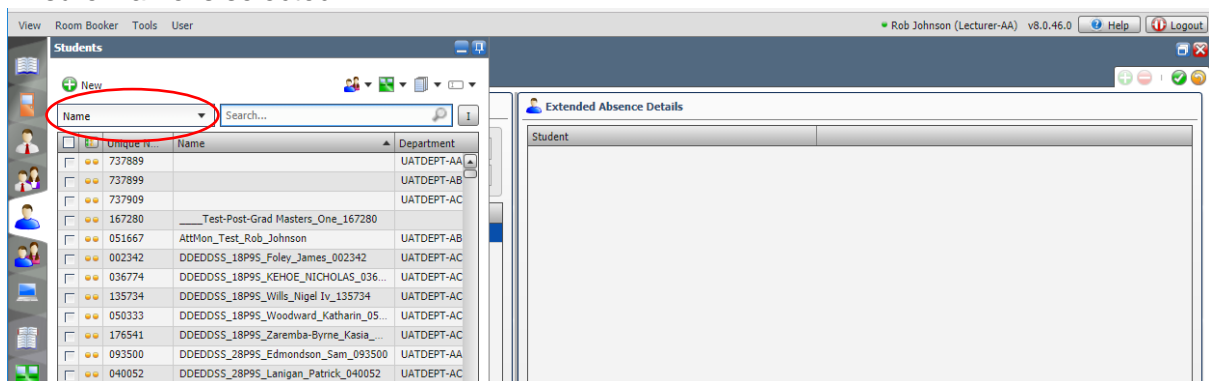
like so



5.8.2 For an Individual Student

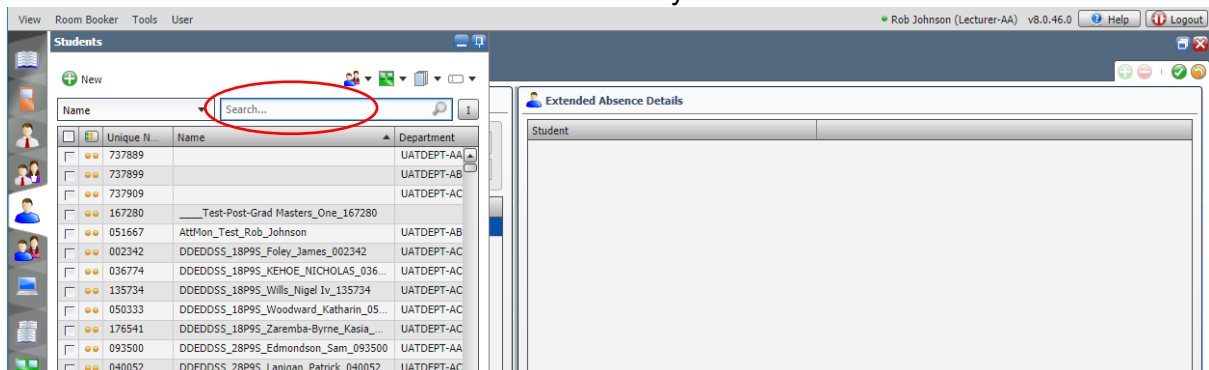
5.8.2.1 Search by Name

Ensure Name is selected

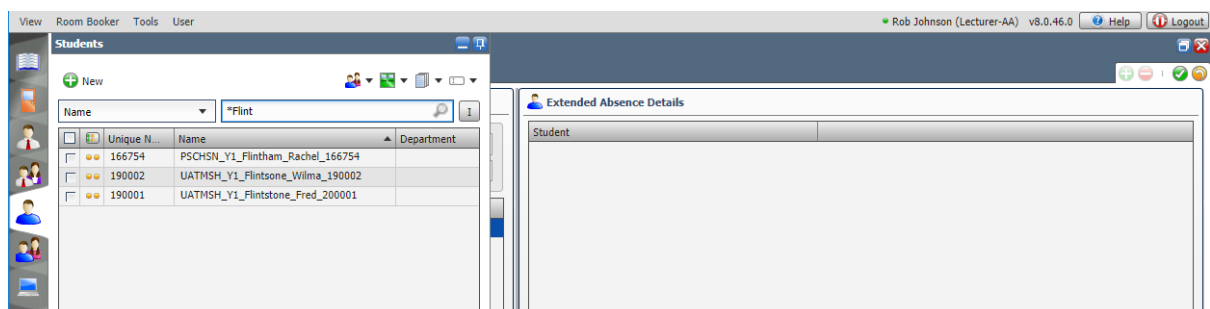
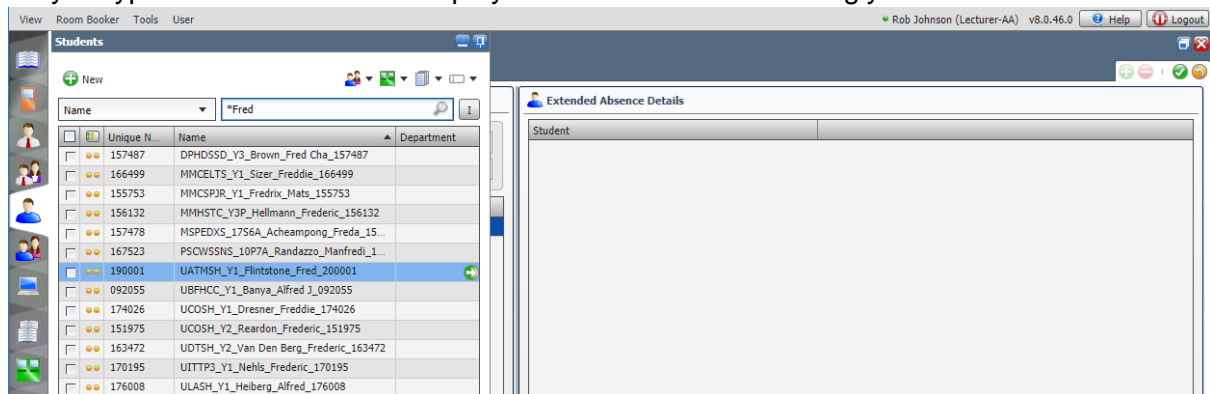


Xx

Then in the Search bar enter an asterisk followed by the student's surname or forename



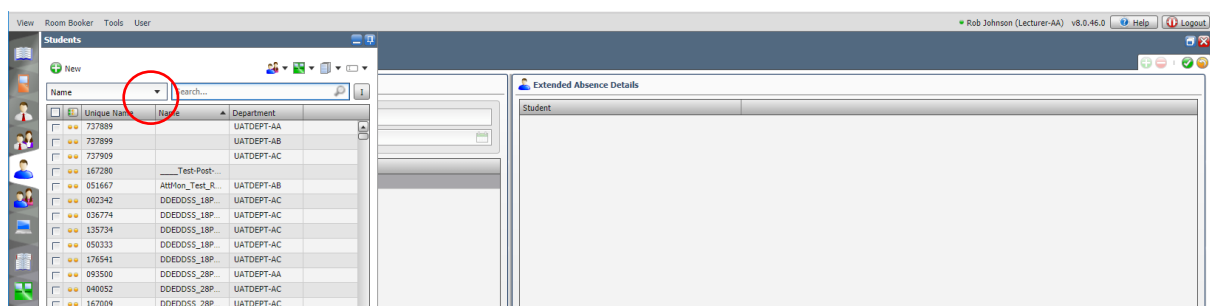
As you type the list of students displayed will be filtered accordingly



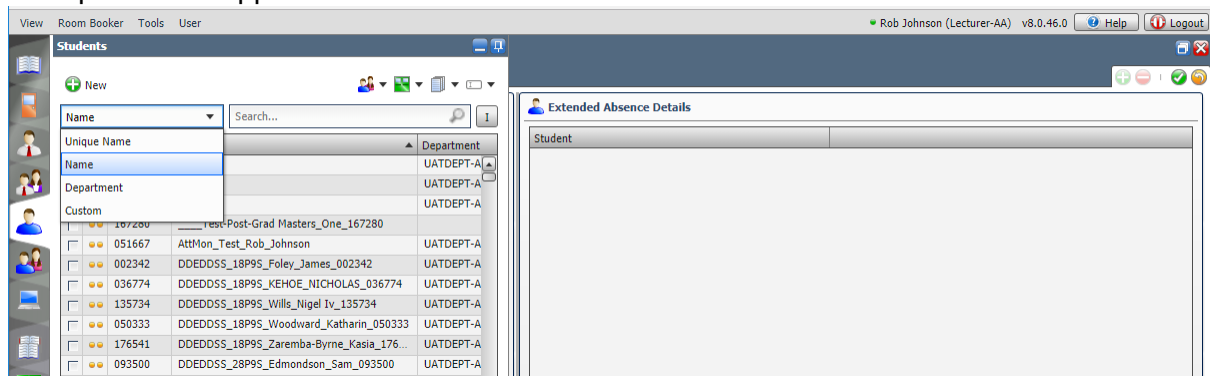
Please go to section 5.7.2.3

5.8.2.2 Search by Regnum

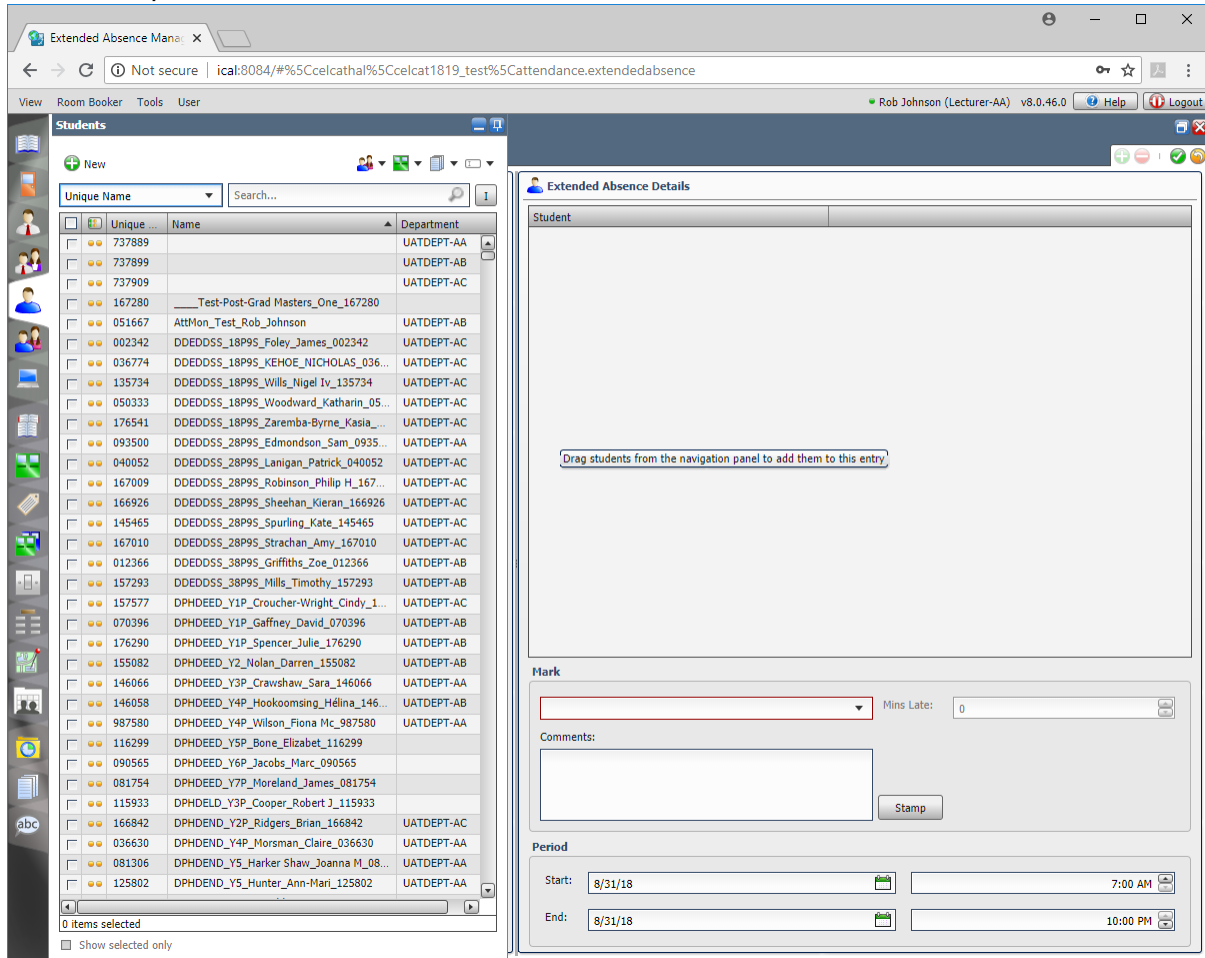
If you know the student's regnum, click the down arrow next to the Name heading



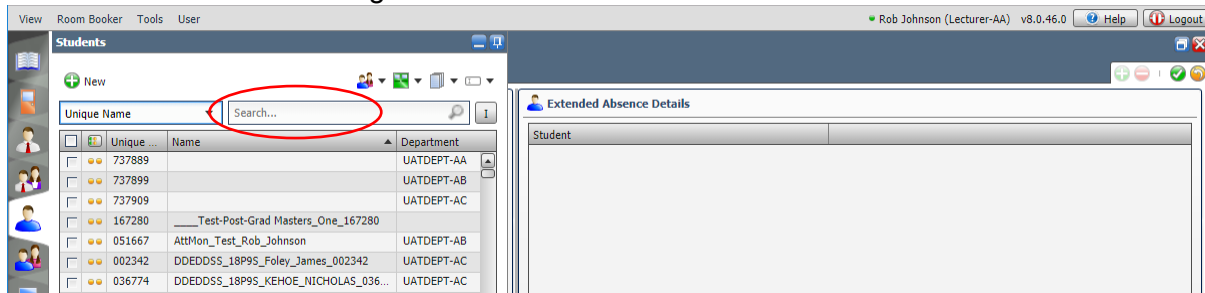
A dropdown will appear



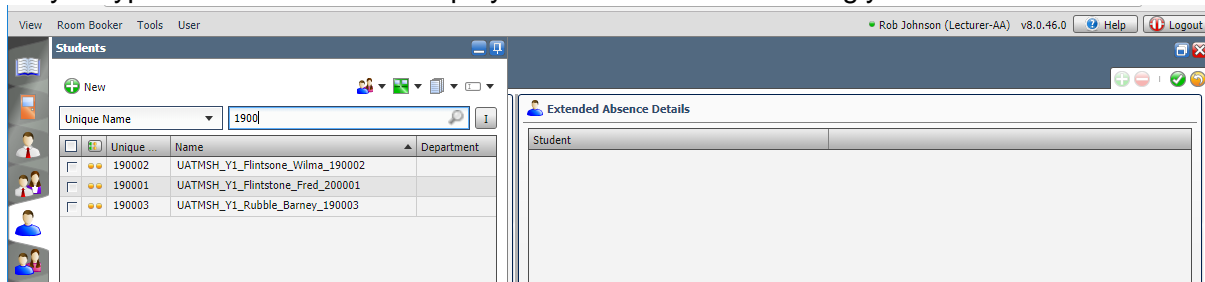
Select Unique Name



Then enter the student's RegNum in the Search bar



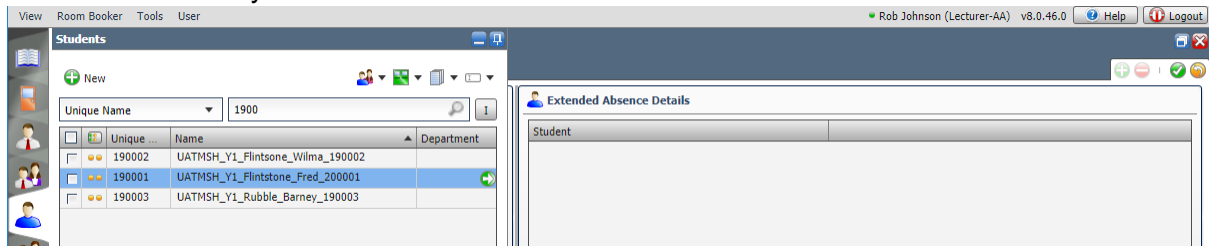
As you type the list of students displayed will be filtered accordingly



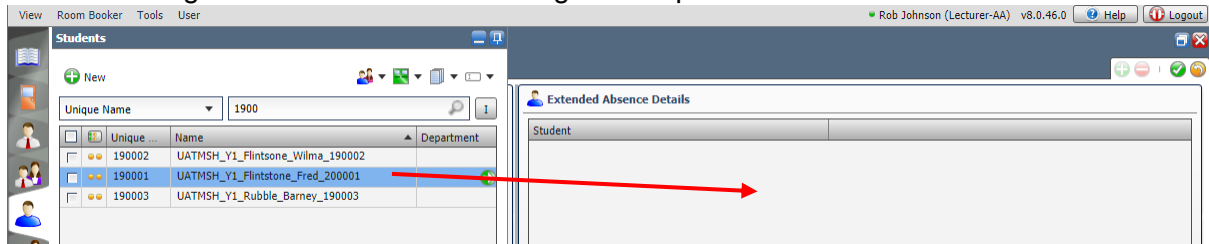
Please go to section 5.7.2.3.

5.8.2.3 Select Student

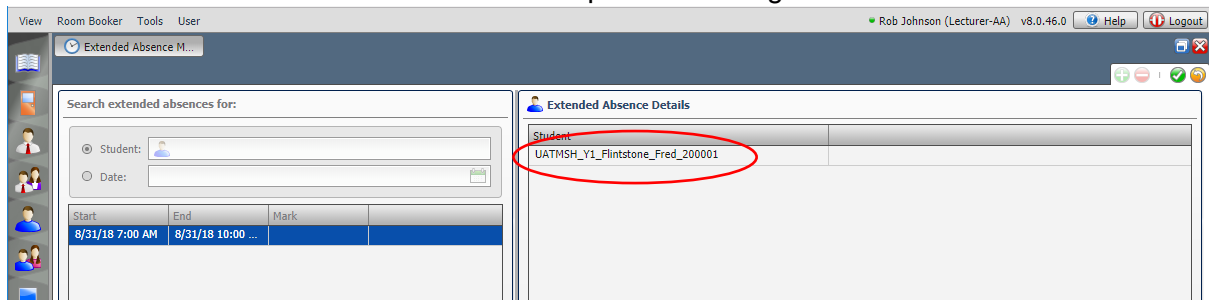
Select the student you want



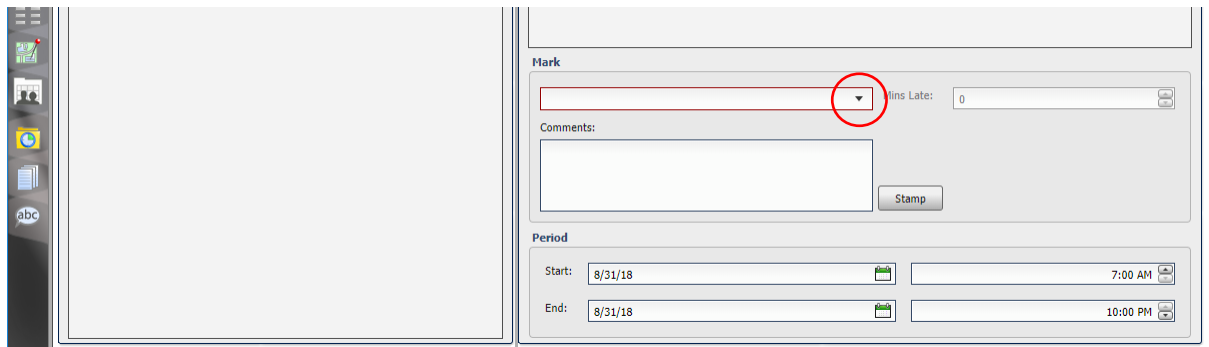
Click and Drag the student across to the right hand pane



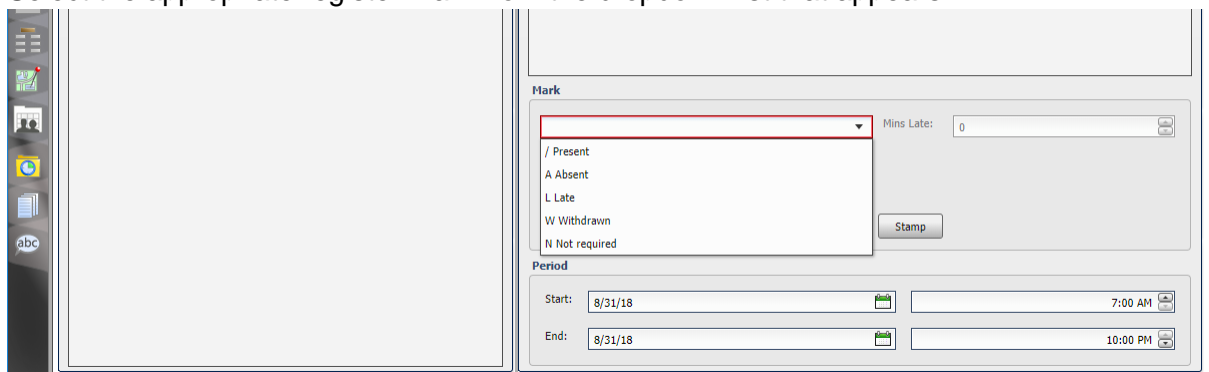
The student will now be listed in the Student pane on the right



Click the down arrow next to the Mark box



Select the appropriate register mark from the dropdown list that appears



Mark

A Absent Mins Late: 0

Comments:

Stamp

Period

Click in the Comments section

Mark

A Absent Mins Late: 0

Comments:

Stamp

Period

Type the relevant Comment Code (if applicable) in the Comments box.
See section 9.2 for details of Comment Codes.

Mark

A Absent Mins Late: 0

Comments:

MEDIC Stamp

Period

Optionally, if you then click the Stamp button

Mark

A Absent Mins Late: 0

Comments:

MEDIC Stamp

Period

The date, time and your user name will be added to the comment.

Mark

A Absent Mins Late: 0

Comments:

MEDIC 8/31/18 5:13 PM (Rob Johnson) Stamp

Period

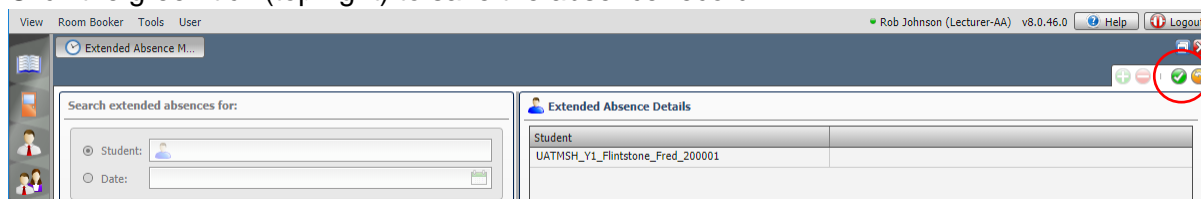
Set the Start Date and End Date [and, if applicable, the Start Time and End Time]

Period

Start: 9/3/18 7:00 AM

End: 9/14/18 10:00 PM

Click the green tick (top right) to save the absence record

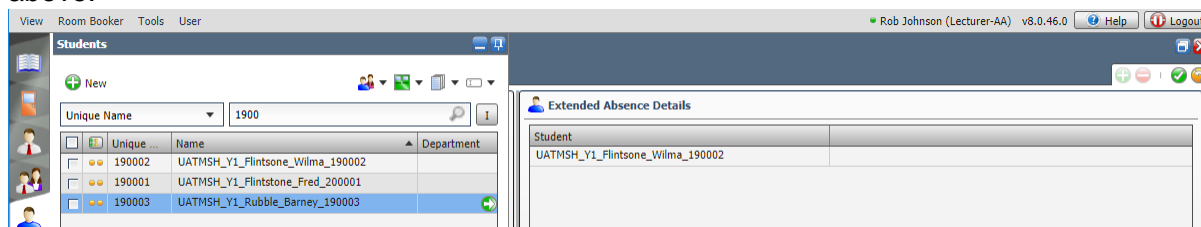


The selected register mark and comment (if specified) will be added to the student in all registers between the selected start date & time and the end date & time.

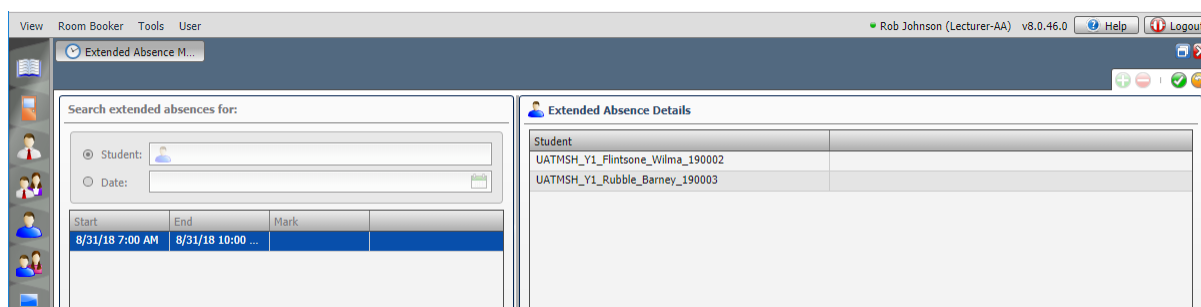
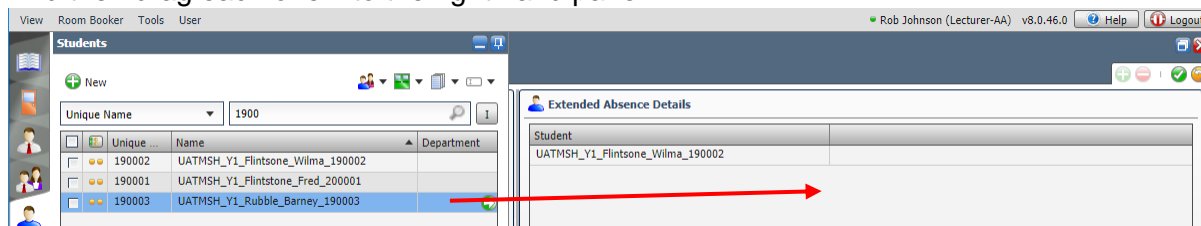
5.8.3 For Multiple Students

5.8.3.1 Search by Regnum

You can search for students one-by-one e.g. by searching for their RegNum as described above.



And then drag each one into the right hand pane



However, if you have a lot of students this will be time consuming.

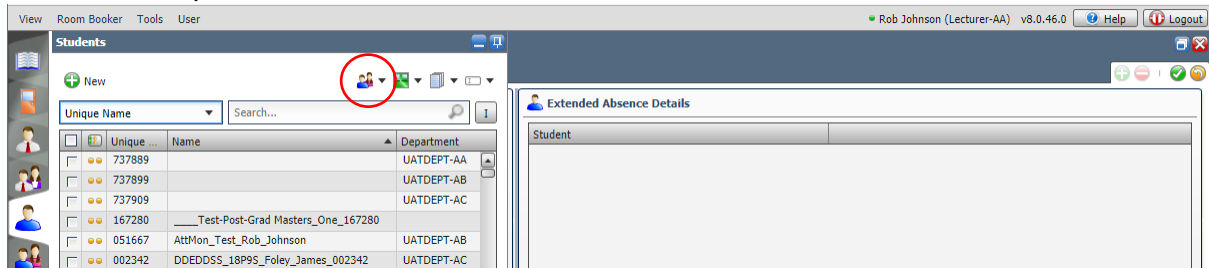
So you may want to use other ways to filter the list of students.

Please go to section 5.6.3.4.

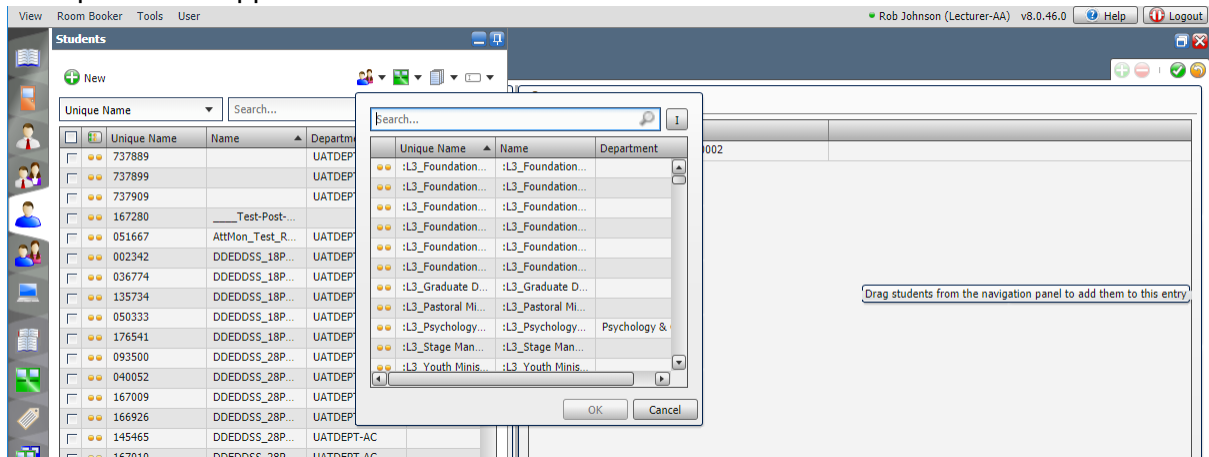
5.8.3.2 Filter by Group

In timetabling, students are allocated to Groups, and Groups are allocated to Sessions. So groups can be used to refine the list of students you're looking for, as follows:-

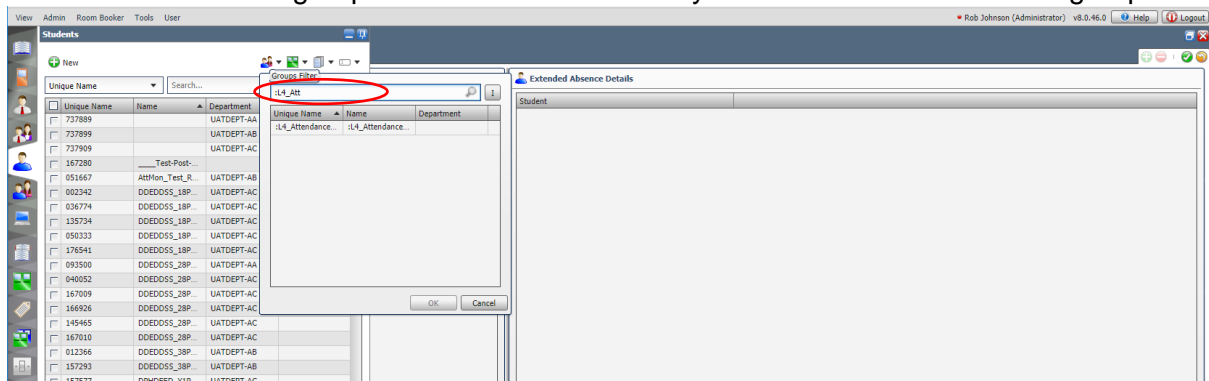
Click the Groups filter icon



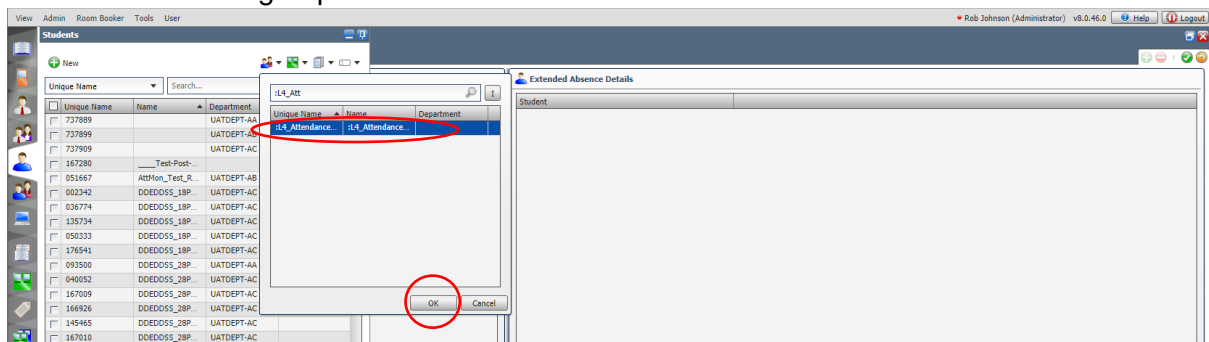
A dropdown will appear



Scroll down the list of groups or use the search facility to find the relevant module group.

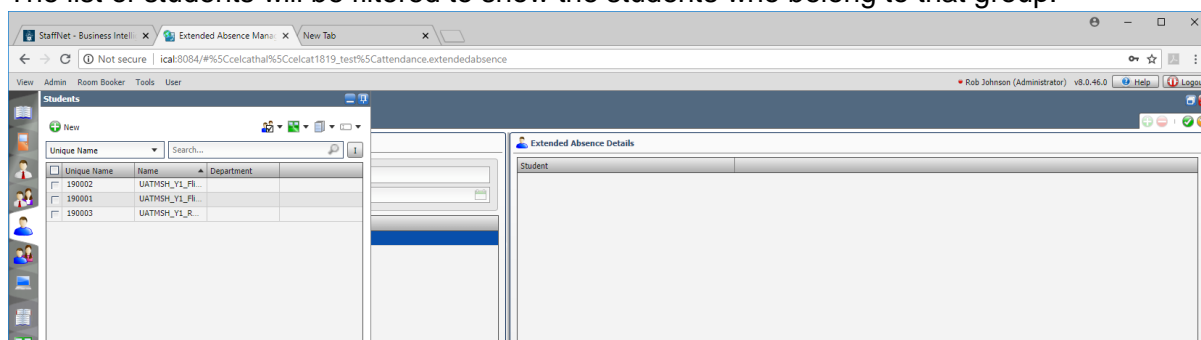


Select the relevant group



and click OK.

The list of students will be filtered to show the students who belong to that group.



Please go to section 5.6.3.4.

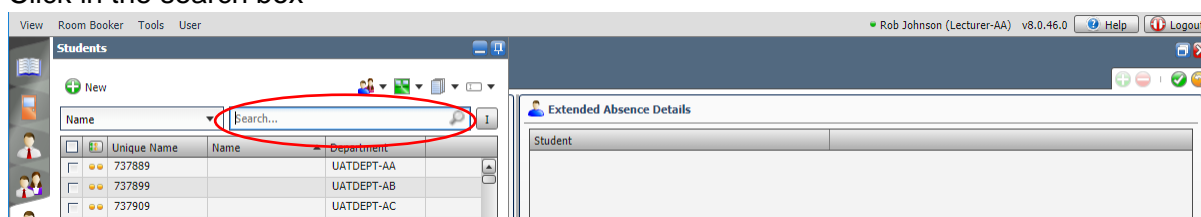
5.8.3.3 Search by Programme

You will notice that each student's Name is prefixed by their Programme code and Year

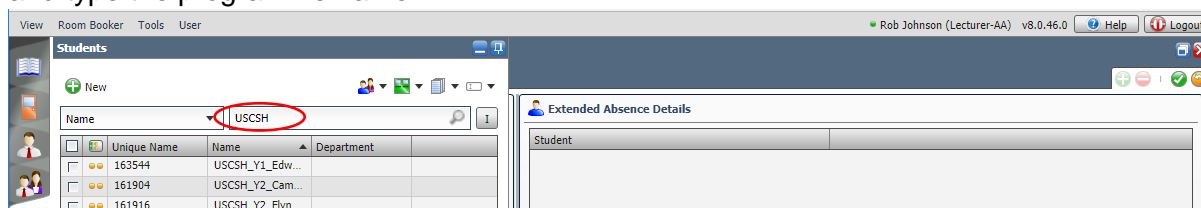
So, if you know your programme code, you can filter the lists to show all students whose names begin with that programme code (i.e. all students on that programme).

Just remember that joint honours students will have a different programme name to single honours students.

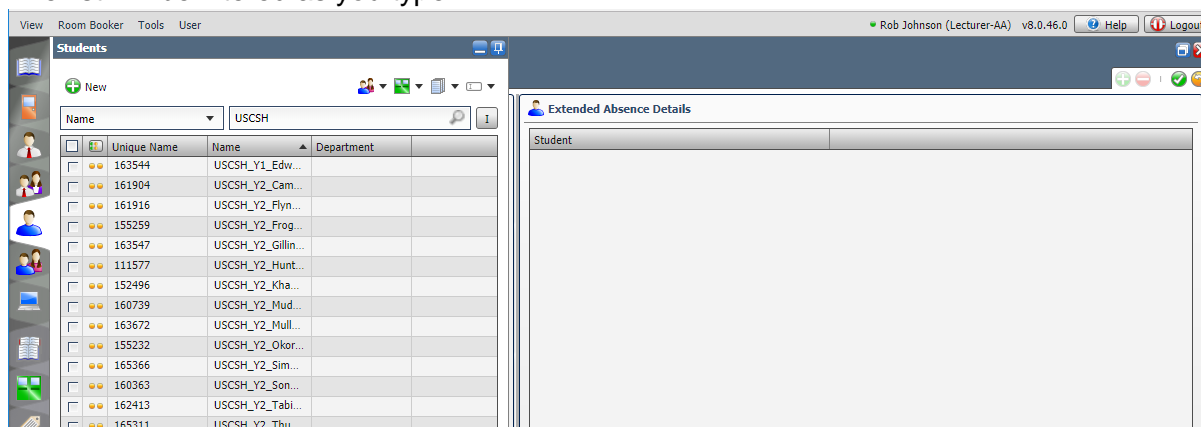
Click in the search box



and type the programme name



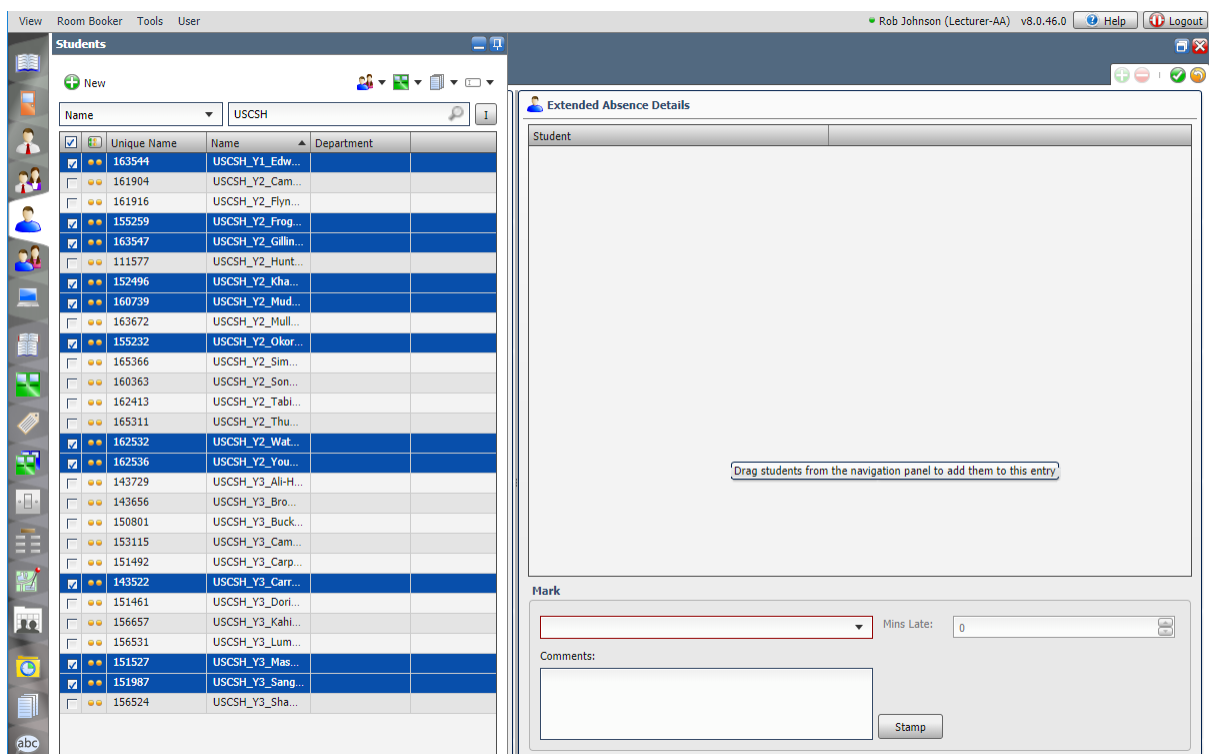
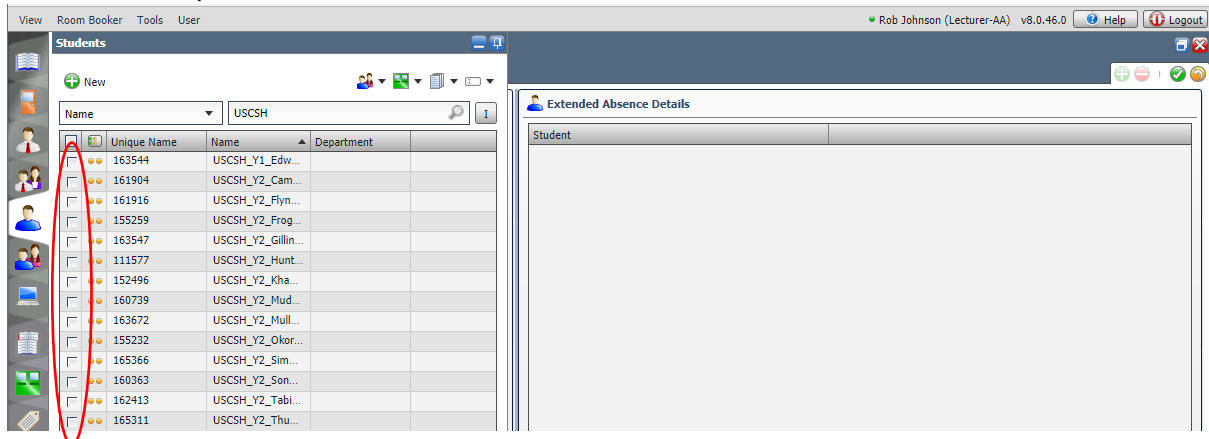
The list will be filtered as you type



Please go to section 5.6.3.4.

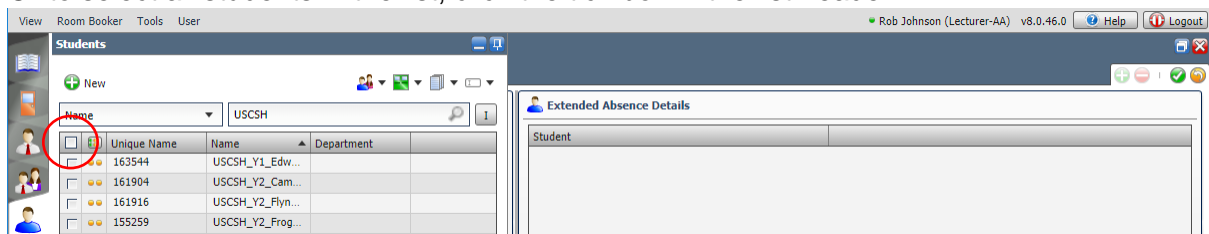
5.8.3.4 Select Multiple Students from a filtered list.

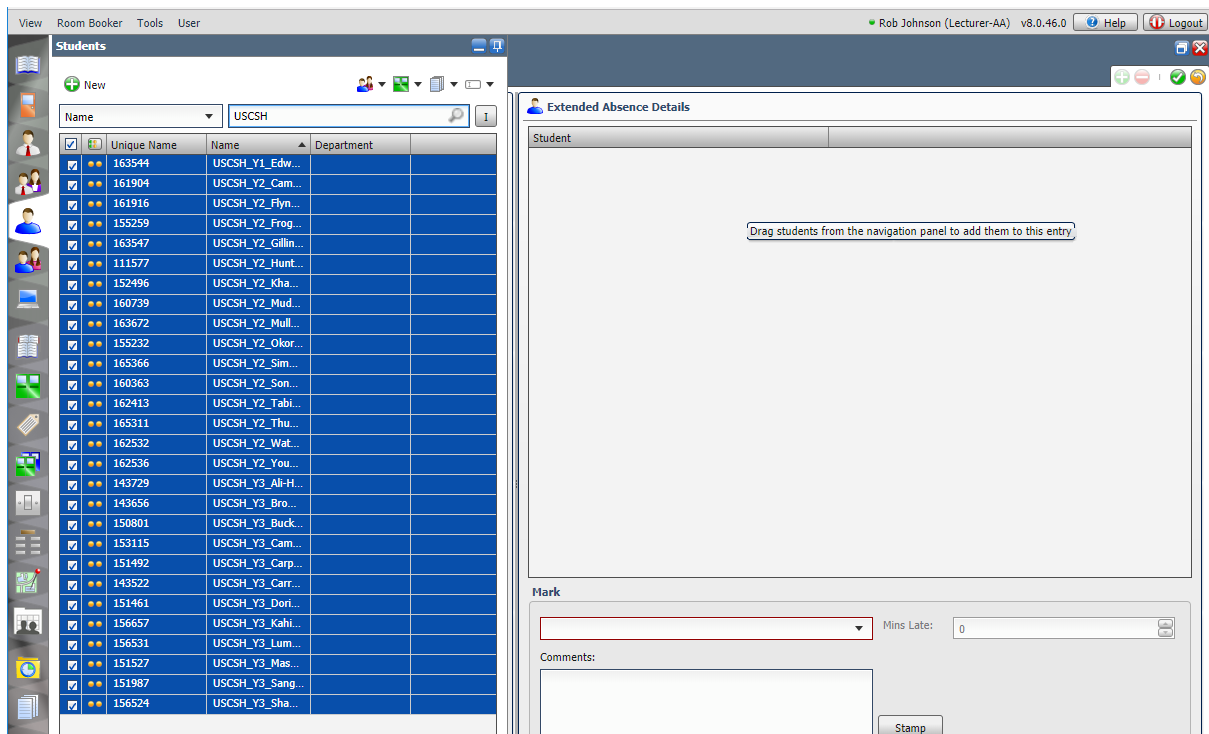
To select multiple students in the list click the tick box to the left of each students' name.



Then click and drag the selected students to the right hand pane.

Or to select all students in the list, click the tick box in the list header

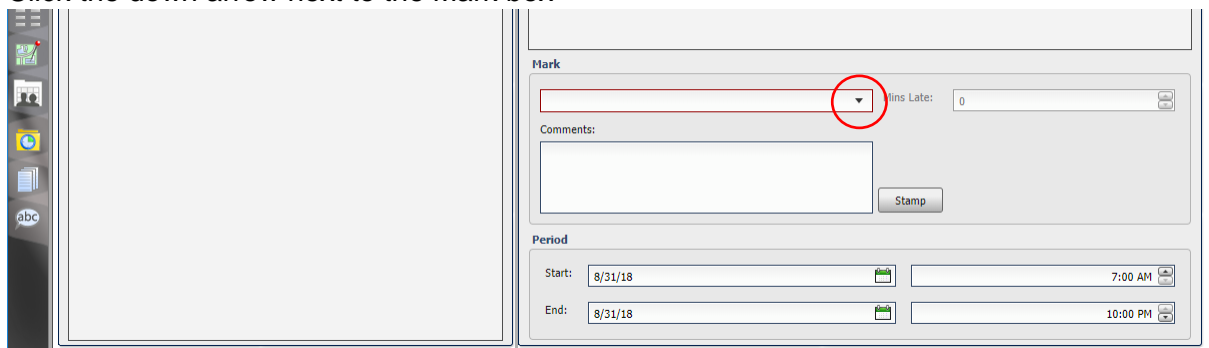




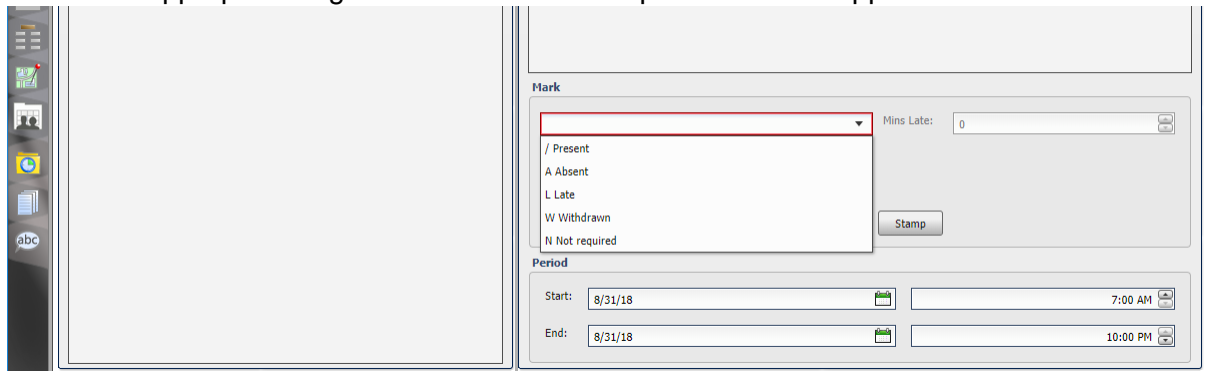
Then click and drag the selected students to the right hand pane.

Once you've got the correct list of students in the right hand pane ...

Click the down arrow next to the Mark box



Select the appropriate register mark from the dropdown list that appears



Mark

/ Present Mins Late: 0

Comments:

Stamp

Period

Set the Start Date and End Date [and, if applicable, the Start Time and End Time]

Period

Start: 9/3/18 7:00 AM

End: 9/14/18 10:00 PM

Click the green tick (top right) to save the absence record

View Room Booker Tools User Rob Johnson (Lecturer-AA) v8.0.46.0 Help Logout

Extended Absence M...

Search extended absences for:

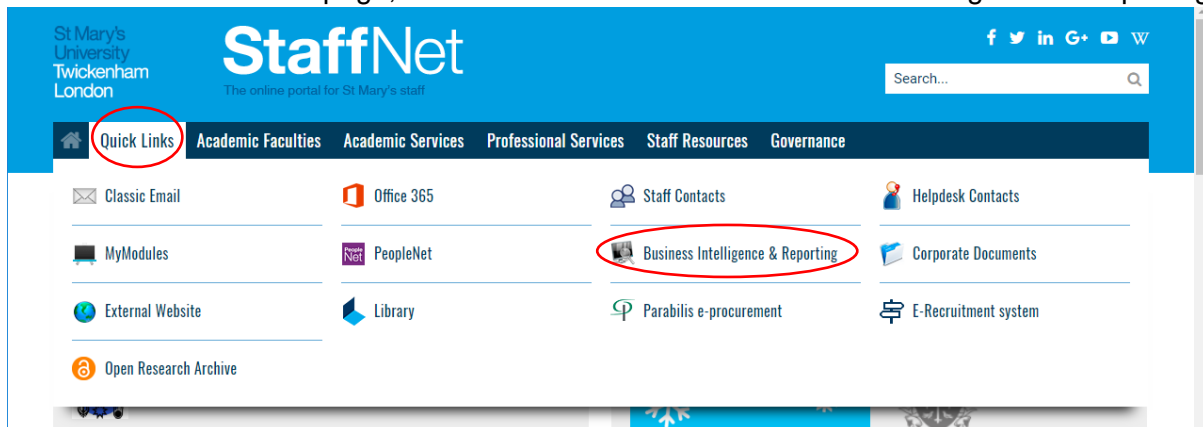
Extended Absence Details

Student

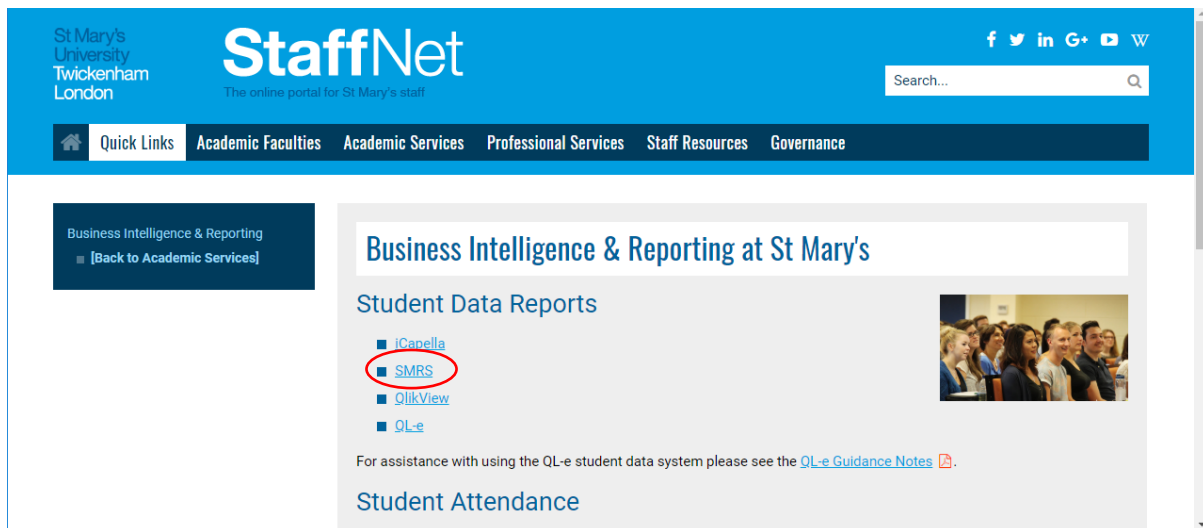
The selected register mark will be added to all the selected students in all registers between the start date & time and the end date & time.

5.9 View Reports

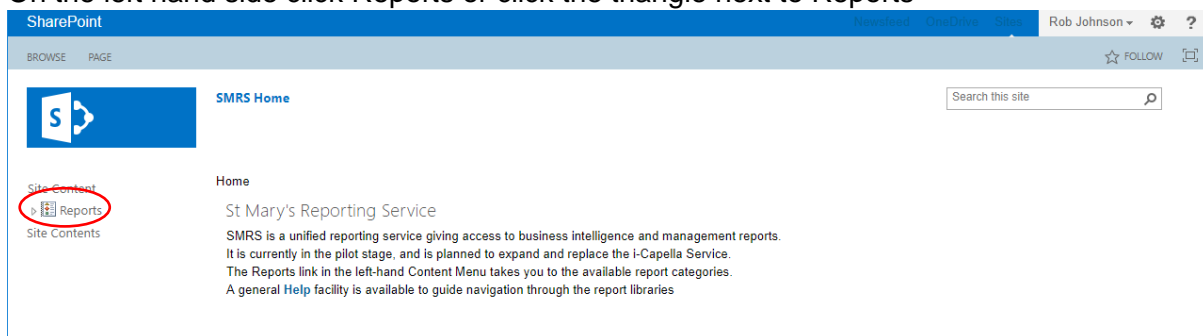
From the Staffnet home page, select Quick Links and then Business Intelligence & Reporting



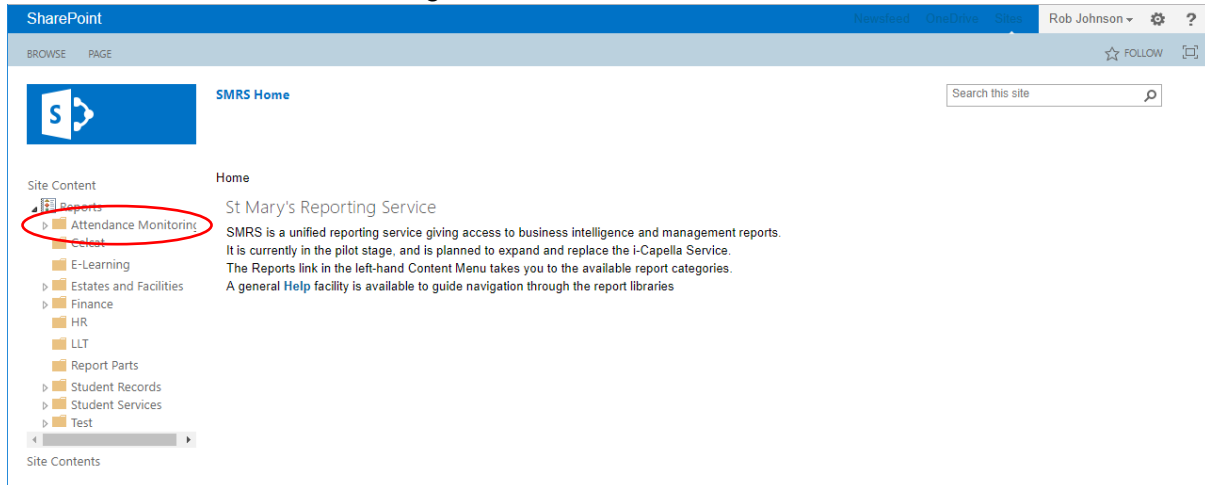
Then select SMRS



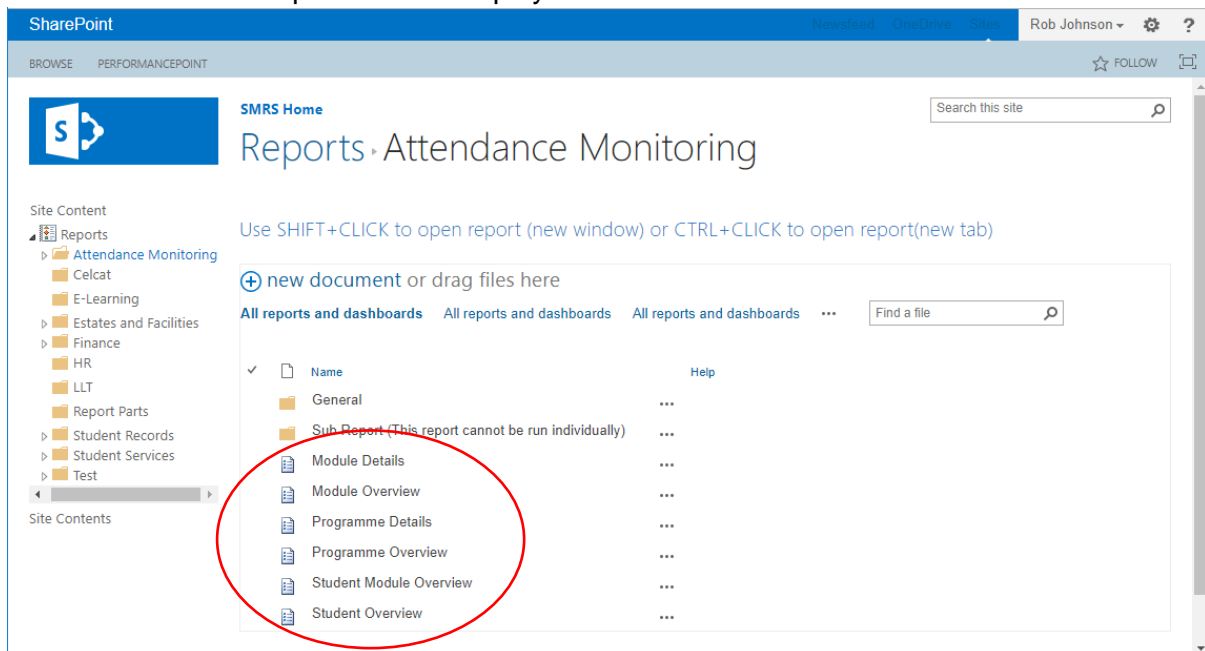
On the left hand side click Reports or click the triangle next to Reports



Then click Attendance Monitoring



The list of available reports will be displayed:



Click on any of the reports to open the report.

5.9.1 Generating the Reports

For all of these reports, before any data can be displayed you must select the relevant Parameters using the drop-downs on the right hand side of the screen.

E.g.

SMRS Home > Reports > Attendance Monitoring > Celcat Attendance

Actions | [Icons] | [Page] of 0 | [Find] [Next] | [Print]

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Parameters

Academic Year: 2018

Faculty: Education, Humanities & Social Sc

Programme Type: Audit, Foundation, PGCE, PostGra

Programme Name: Acting Single Hons (ALRA North)

Year of Study: 1, 2, 3, 4, 5, 6, 7, 8

Incl. Acceptable Attendance: <Select a Value>

Each selection you make here will refine the options available for the other Parameters.

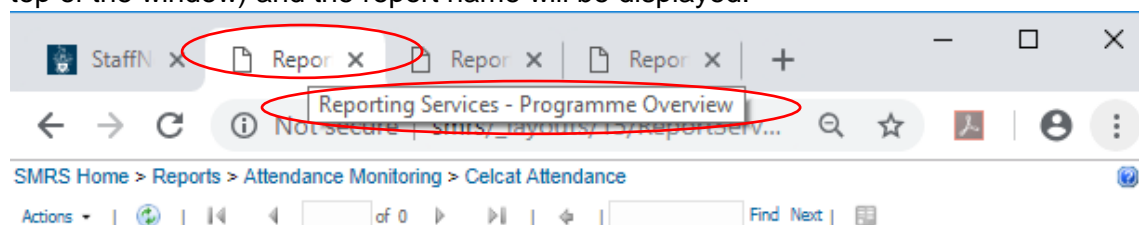
E.g. If under Faculty you select EHSS, then only the Programme Types and Programme Names that are in EHSS will be displayed for you to select from.

Once you've made selections within a Parameter, there will be a short delay whilst the drop-downs for the next Parameter are populated. Whilst this is happening the Parameters will be greyed-out and you will not be able to make any further selections.

NB: Within each Parameter, the more options you select the more options that will be displayed for other Parameters and, therefore, the longer they will take to populate.

If you do not select anything within a Parameter then the default will be All.

Until you click the Apply button, then name of the report is not displayed. So, if you want to check which report you're looking at, hover your mouse over the relevant browser tab (at the top of the window) and the report name will be displayed.

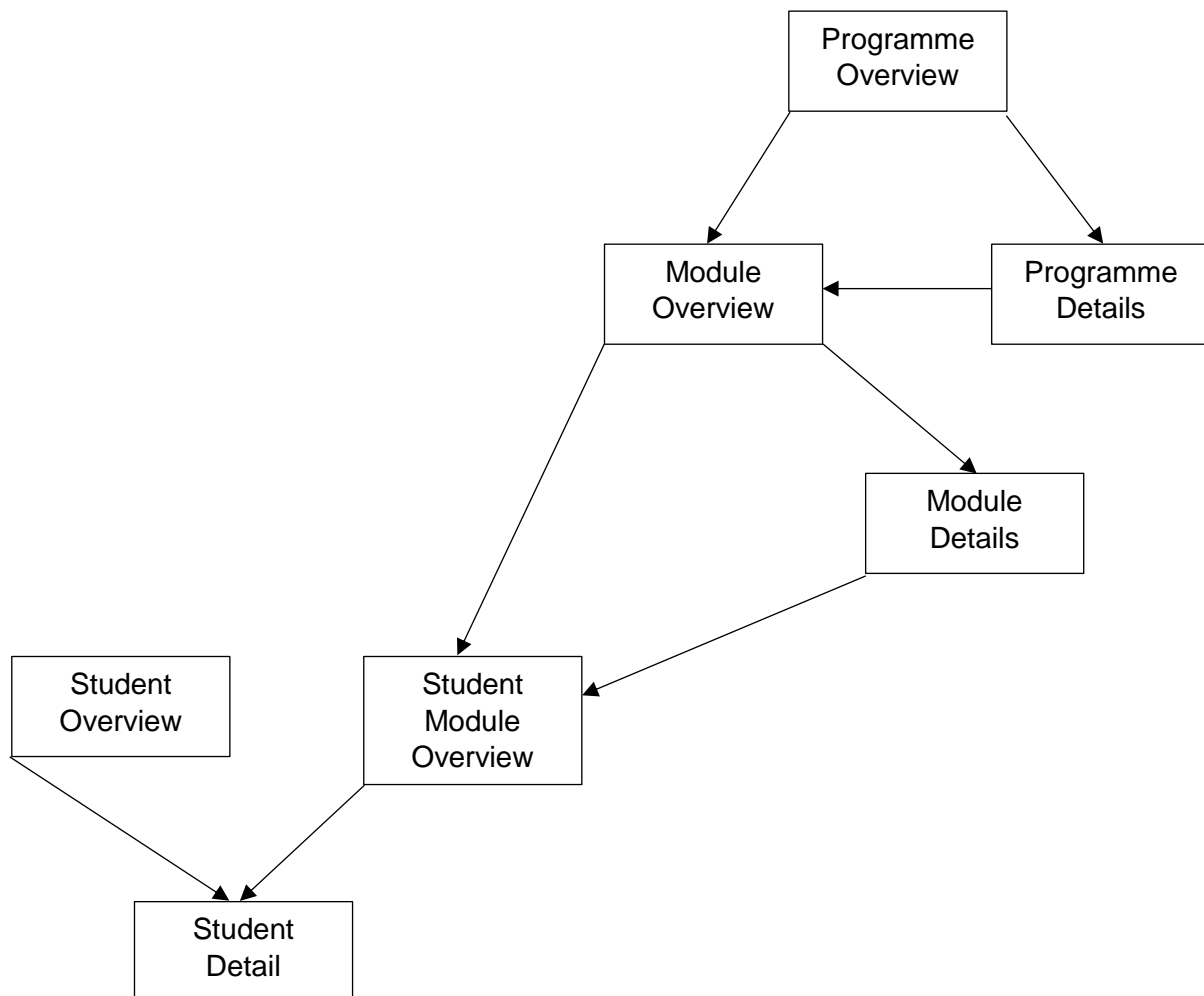


5.9.2 Navigating Between Reports

Within most of the reports you'll find hyperlinks which, when clicked, will take you to another (more detailed) report (and will automatically apply the relevant parameters to that report).

Therefore, you can drill down from one report to another using the hyperlinks.

The following diagram shows how the reports are linked:-



Most of the reports can also be run independently by launching the reports from the main menu and entering the required Parameters.

However, the Student Details Reports cannot be run independently.

You can only navigate to this using hyperlinks from the Student Overview or Student Module Overview reports.

5.9.3 Understanding the Reports

The “Attendance in last 28 Days” % figure in all reports excludes the day that you’re running the report on (i.e. today). So it is 28 days back from 23:59 yesterday.

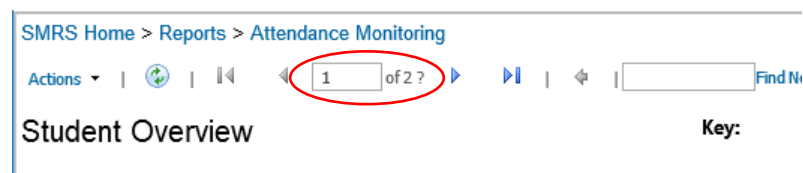
In the Programme Overview and Module Overview reports, a week by week attendance % figure is shown for the previous 4 whole weeks.

The current (partial) week is not displayed.

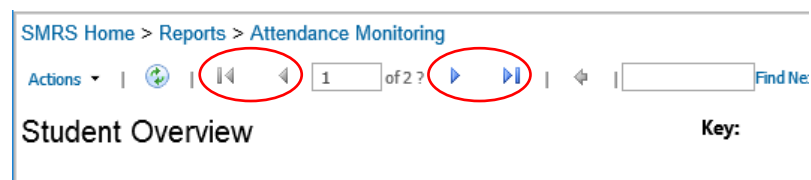
So if you run the reports on a Thursday in week 17, the reports will show figures for week 16, week 15, week 14 & week 13 but will not show week 17.

However, the “Attendance to date” and “Attendance in last 28 days” % figures do include week 17 attendance (up to 23:59 yesterday).

Within a report there may be more data than can be displayed on one page.
If so, the current page and number of pages will be displayed



Click the triangles to the right / left of the current page to move forwards / backwards between pages.



5.9.4 Programme Overview Report

StaffNet - Business Intelligence x Reporting Services - Programme x

SMRS Home > Reports > Attendance Monitoring > Celcat Attendance

Actions | 0 of 0 | Find Next |

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Parameters

Academic Year: 2018

Faculty: [Dropdown]

Programme Type: [Dropdown]

Programme Name: [Dropdown]

Year of Study: [Dropdown]

Incl. Acceptable Attendance: <Select a Value>

Apply

Using the Parameters section on the right hand side, from the Academic Period select the relevant year (if necessary). This will default to the current one.

From the Faculty dropdown select 1 or more options.

Parameters

Academic Year: 2018

Faculty

Education, Humanities & Social Science [v]

☒ (Select All)

☒ Education, Humanities & Social Science

☒ Institute of Theology

☒ International

☒ Sport, Health & Applied Science

☒ Unclassified

Incl. Acceptable Attendance: <Select a Value>

then click elsewhere on the screen.

The Parameters will be greyed out whilst the options are updated

Parameters

Academic Year: 2018

Faculty: Sport, Health & Applied Science [v]

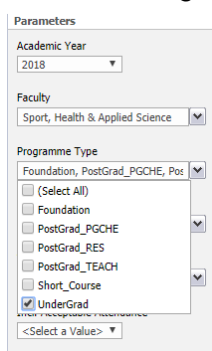
Programme Type: Foundation, PGCE, PostGrad_RES [v]

Programme Name: Acting Single Hons (ALRA North) [v]

Year of Study: 1, 2, 3, 4, 5, 6, 7 [v]

Incl. Acceptable Attendance: <Select a Value>

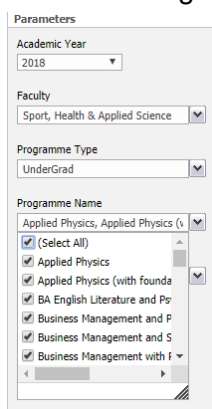
From the Programme Type dropdown select 1 or more options.



The screenshot shows the 'Parameters' form with the following fields: 'Academic Year' set to 2018, 'Faculty' set to 'Sport, Health & Applied Science', and 'Programme Type' dropdown menu open. The dropdown list includes: '(Select All)', 'Foundation', 'PostGrad_PGCH', 'PostGrad_RES', 'PostGrad_TEACH', 'Short_Course', and 'UnderGrad' (which is selected). At the bottom of the dropdown is a '<Select a Value>' option.

then click elsewhere on the screen.

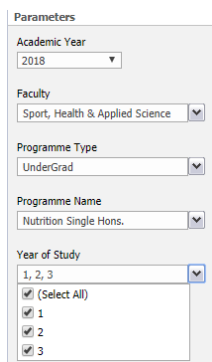
From the Programme Name dropdown select 1 or more options.



The screenshot shows the 'Parameters' form with the following fields: 'Academic Year' set to 2018, 'Faculty' set to 'Sport, Health & Applied Science', and 'Programme Type' set to 'UnderGrad'. The 'Programme Name' dropdown menu is open, showing a list of options with checkboxes: '(Select All)', 'Applied Physics', 'Applied Physics (with founda', 'BA English Literature and Po', 'Business Management and P', 'Business Management and S', and 'Business Management with f'. A horizontal scroll bar is visible at the bottom of the list.

Note the vertical scroll bar for scrolling up/down the lists and the horizontal scroll bar for scrolling left/right through the programme names.

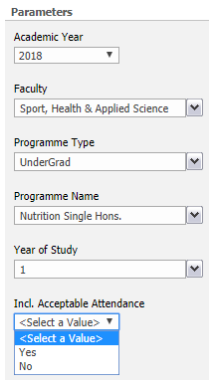
From the Year of Study select the Year(s).



The screenshot shows the 'Parameters' form with the following fields: 'Academic Year' set to 2018, 'Faculty' set to 'Sport, Health & Applied Science', 'Programme Type' set to 'UnderGrad', and 'Programme Name' set to 'Nutrition Single Hons.'. The 'Year of Study' dropdown menu is open, showing a list of options with checkboxes: '(Select All)', '1', '2', and '3'.

NB: These are years 1,2,3 not Levels (L3, L4, L5 etc.).
then click elsewhere on the screen.

Select a value for Incl. Acceptable Attendance



Parameters

Academic Year
2018

Faculty
Sport, Health & Applied Science

Programme Type
UnderGrad

Programme Name
Nutrition Single Hons.

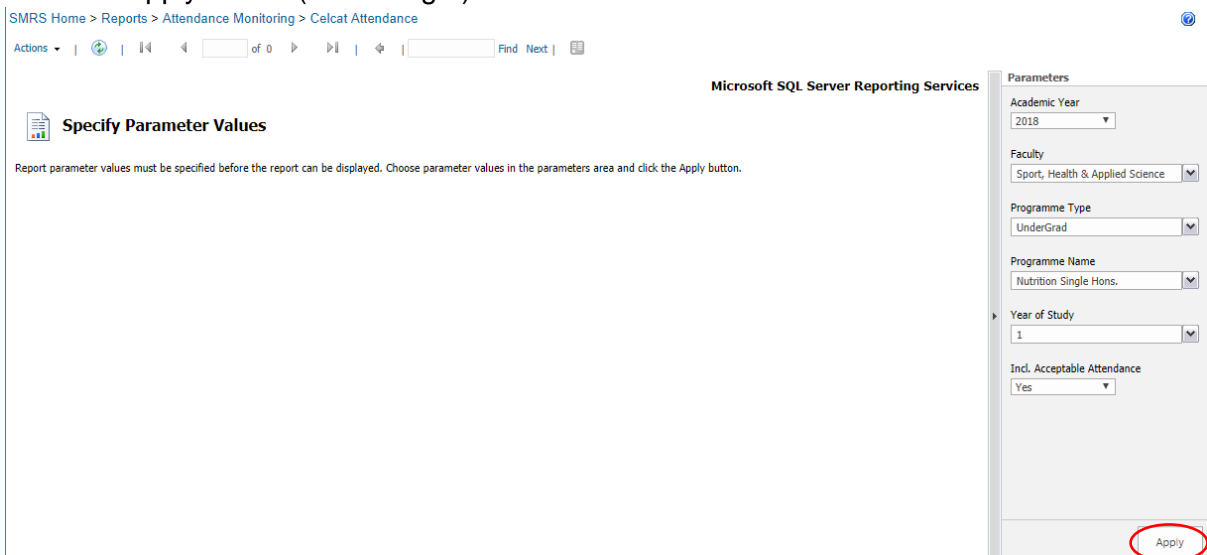
Year of Study
1

Incl. Acceptable Attendance
<Select a Value>
<Select a Value>
Yes
No

Selecting 'Yes' will include data for all programmes (within the selection criteria). I.e. it will include data for programmes for which the overall attendance is above the 80% threshold plus those for which the overall attendance is below the 80% threshold.

Selecting 'No' will exclude data for programmes where the overall attendance is above the 80% threshold. I.e. it will only show programmes (within the selection criteria) for which the overall attendance is below 80%.

Click the Apply button (bottom right)



SMRS Home > Reports > Attendance Monitoring > Celcat Attendance

Actions | [Refresh] | [Previous] | [Next] | [Find] | [Next] | [Print]

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Parameters

Academic Year
2018

Faculty
Sport, Health & Applied Science

Programme Type
UnderGrad

Programme Name
Nutrition Single Hons.

Year of Study
1

Incl. Acceptable Attendance
Yes

Apply

The report will be generated and displayed.

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100%

Programme Overview

Key:

- Attendance is below 50%
- Attendance between 50% & 69% incl.
- Attendance 70% & above

Programme Code	Programme	Programme Type	No. of Students Registered	Attendance to Date (this Academic Year)	Overall Attendance in last 28 days	
UNUSH	Nutrition Single Hons.	UnderGrad	102	45%	50%	See Programme Details

Parameters

Academic Year: 2018

Faculty: Sport, Health & Applied Science

Programme Type: UnderGrad

Programme Name: Nutrition Single Hons.

Year of Study: 1, 2, 3

Incl. Acceptable Attendance: Yes

Apply

If you click on a Programme Code,

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100%

Programme Overview

Key:

- Attendance is below 50%
- Attendance between 50% & 69% incl.
- Attendance 70% & above

Programme Code	Programme	Programme Type	No. of Students Registered	Attendance to Date (this Academic Year)	Overall Attendance in last 28 days	
UNUSH	Nutrition Single Hons.	UnderGrad	102	45%	50%	See Programme Details

Parameters

Academic Year: 2018

Faculty: Sport, Health & Applied Science

Programme Type: UnderGrad

Programme Name: Nutrition Single Hons.

Year of Study: 1, 2, 3

Incl. Acceptable Attendance: Yes

Apply

this will take you to the Module Overview Report for that programme.

If you click on See Programme Details,

SMRS Home > Reports > Attendance Monitoring

Actions | | | | 1 of 1 | | Find Next | 100% |

Programme Overview

Key:

	Attendance is below 50%
	Attendance between 50% & 69% incl.
	Attendance 70% & above

Programme Code	Programme	Programme Type	No. of Students Registered	Attendance to Date (this Academic Year)	Overall Attendance in last 28 days	
UNUSH	Nutrition Single Hons.	UnderGrad	102	45%	50%	See Programme Details

Parameters

Academic Year
2018

Faculty
Sport, Health & Applied Science

Programme Type
UnderGrad

Programme Name
Nutrition Single Hons.

Year of Study
1, 2, 3

Ind. Acceptable Attendance
Yes

Apply

this will take you to the Programme Details Report for that module.

5.9.5 Programme Details Report

SMRS Home > Reports > Attendance Monitoring > Celcat Attendance

Actions | [Refresh] | [Previous] | [Next] | [Find] | [Next] | [Print]

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Parameters
Academic Year
2018
Faculty
Education, Humanities & Social Sc
Programme Type
Audit, Foundation, PGCE, PostGrad
Programme Name
Acting Single Hons (ALRA North),
Year of Study
1, 2, 3, 4, 5, 6, 7, 8
Incl. Acceptable Attendance
<Select a Value>
Apply

Using the Parameters section on the right hand side, from the Academic Period select the relevant year (if necessary). This will default to the current one.

From the Faculty dropdown select 1 or more options.

Parameters

Academic Year
2018

Faculty
Education, Humanities & Social Sc
(Select All)
Education, Humanities & Social
Institute of Theology
International
Sport, Health & Applied Science
Unclassified

then click elsewhere on the screen.

The Parameters will be greyed out whilst the options are updated

From the Programme Type dropdown select 1 or more options.

Parameters

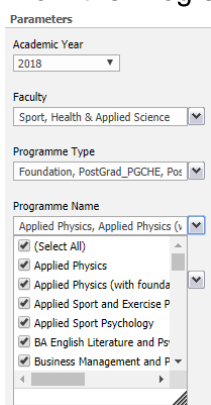
Academic Year
2018

Faculty
Sport, Health & Applied Science

Programme Type
Foundation, PostGrad_PGCE, Por
(Select All)
Foundation
PostGrad_PGCE
PostGrad_RES
PostGrad_TEACH
Short_Course
UnderGrad

then click elsewhere on the screen.

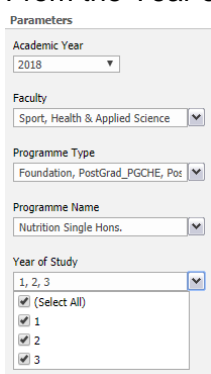
From the Programme Name dropdown select 1 or more options.



The screenshot shows the 'Parameters' form with the following settings: Academic Year: 2018, Faculty: Sport, Health & Applied Science, Programme Type: Foundation, PostGrad_PGCH, Pos. The 'Programme Name' dropdown is open, showing a list of options with checkboxes. The selected options are: (Select All), Applied Physics, Applied Physics (with founda), Applied Sport and Exercise P, Applied Sport Psychology, BA English Literature and Po, and Business Management and P.

Note the vertical scroll bar for scrolling up/down the lists and the horizontal scroll bar for scrolling left/right through the programme names.

From the Year of Study select the Year(s).



The screenshot shows the 'Parameters' form with the following settings: Academic Year: 2018, Faculty: Sport, Health & Applied Science, Programme Type: Foundation, PostGrad_PGCH, Pos. The 'Programme Name' dropdown is set to 'Nutrition Single Hons.'. The 'Year of Study' dropdown is open, showing a list of options with checkboxes. The selected options are: (Select All), 1, 2, and 3.

NB: These are years 1,2,3 not Levels (L3, L4, L5 etc.).
then click elsewhere on the screen.

Select a value for Incl. Acceptable Attendance



The screenshot shows the 'Parameters' form with the following settings: Academic Year: 2018, Faculty: Sport, Health & Applied Science, Programme Type: Foundation, PostGrad_PGCH, Pos. The 'Programme Name' dropdown is set to 'Nutrition Single Hons.'. The 'Year of Study' dropdown is set to '1'. The 'Incl. Acceptable Attendance' dropdown is open, showing a list of options with checkboxes. The selected option is 'Yes'.

Selecting 'Yes' will include data for all programmes (within the selection criteria). I.e. it will include data for programmes for which the overall attendance is above the 80% threshold plus those for which the overall attendance is below the 80% threshold.

Selecting 'No' will exclude data for programmes where the overall attendance is above the 80% threshold. I.e. it will only show programmes (within the selection criteria) for which the overall attendance is below 80%.

Click the Apply button (bottom right)

Parameters

Academic Year
2018

Faculty
Sport, Health & Applied Science

Programme Type
Foundation, PostGrad_PGCH, Pos

Programme Name
Nutrition Single Hons.

Year of Study
1

Incl. Acceptable Attendance
Yes

Apply

The report will be generated and displayed.

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100%

Programme Details

Key:

- Attendance is below 50%
- Attendance between 50% & 69% incl.
- Attendance 70% & above

Programme Code	Programme	Programme Type	No. of Students Registered	Attendance to Date (this Academic Year)	Overall Attendance in last 28 days	Week 27	Week 26	Week 25	Week 24
UNUSH	Nutrition Single Hons.	UnderGrad	102	56%	56%	56%	52%	63%	55%

Parameters

Academic Year
2018

Faculty
Sport, Health & Applied Science

Programme Type
Foundation, PostGrad_PGCH, Pd

Programme Name
Nutrition Single Hons.

Year of Study
1

Incl. Acceptable Attendance
Yes

Apply

If you click on a Programme Code, this will take you to the Module Overview Report for that programme.

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100%

Programme Details

Key:

- Attendance is below 50%
- Attendance between 50% & 69% incl.
- Attendance 70% & above

Programme Code	Programme	Programme Type	No. of Students Registered	Attendance to Date (this Academic Year)	Overall Attendance in last 28 days	Week 27	Week 26	Week 25	Week 24
UNUSH	Nutrition Single Hons.	UnderGrad	102	56%	56%	56%	52%	63%	55%

Parameters

Academic Year
2018

Faculty
Sport, Health & Applied Science

Programme Type
Foundation, PostGrad_PGCH, Pd

Programme Name
Nutrition Single Hons.

Year of Study
1

Incl. Acceptable Attendance
Yes

Apply

5.9.6 Module Overview Report

SMRS Home > Reports > Attendance Monitoring > Celcat Attendance

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Parameters

Academic Year: 2018

Faculty: Education, Humanities & Social Sc

Programme Type: Audit, Foundation, PGCE, PostGrad

Programme Name: Acting Single Hons (ALRA North)

Module: <MISSING D, <MISSING S, <MIS

Year of Study: 1, 2, 3, 4, 5, 6, 7, 8

Incl. Acceptable Attendance: <Select a Value>

Apply

Using the Parameters section on the right hand side, from the Academic Period select the relevant year (if necessary). This will default to the current one.

From the Faculty dropdown select 1 or more options.

Parameters

Academic Year: 2018

Faculty: Education, Humanities & Social Sc

(Select All)

Education, Humanities & Social

Institute of Theology

International

Sport, Health & Applied Science

Unclassified

then click elsewhere on the screen.

The Parameters will be greyed out whilst the options are updated

From the Programme Type dropdown select 1 or more options.

Parameters

Academic Year: 2018

Faculty: Sport, Health & Applied Science

Programme Type: Foundation, PostGrad_PGCE, PostGrad_RES

(Select All)

Foundation

PostGrad_PGCE

PostGrad_RES

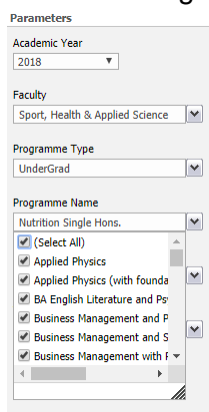
PostGrad_TEACH

Short_Course

UnderGrad

then click elsewhere on the screen.

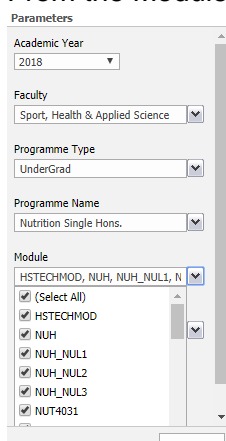
From the Programme Name dropdown select 1 or more options.



The screenshot shows the 'Parameters' form with the following fields: Academic Year (2018), Faculty (Sport, Health & Applied Science), Programme Type (UnderGrad), and Programme Name (Nutrition Single Hons.). The Programme Name dropdown is open, showing a list of options with checkboxes: (Select All), Applied Physics, Applied Physics (with founda), BA English Literature and Po, Business Management and P, Business Management and S, and Business Management with f. The list is scrollable, and a horizontal scroll bar is visible at the bottom.

Note the vertical scroll bar for scrolling up/down the lists and the horizontal scroll bar for scrolling left/right through the programme names.

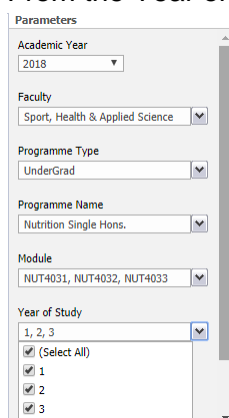
From the Module dropdown select 1 or more modules



The screenshot shows the 'Parameters' form with the following fields: Academic Year (2018), Faculty (Sport, Health & Applied Science), Programme Type (UnderGrad), and Programme Name (Nutrition Single Hons.). The Module dropdown is open, showing a list of options with checkboxes: (Select All), HSTECHMOD, NUH, NUH_NUL1, N, NUH_NUL2, NUH_NUL3, and NUT4031. The list is scrollable, and a vertical scroll bar is visible on the right.

then click elsewhere on the screen.

From the Year of Study select the Year(s).

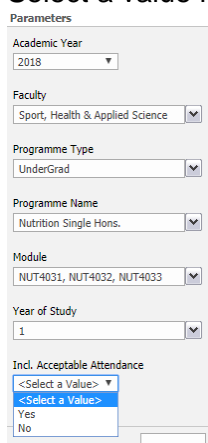


The screenshot shows the 'Parameters' form with the following fields: Academic Year (2018), Faculty (Sport, Health & Applied Science), Programme Type (UnderGrad), Programme Name (Nutrition Single Hons.), and Module (NUT4031, NUT4032, NUT4033). The Year of Study dropdown is open, showing a list of options with checkboxes: (Select All), 1, 2, and 3. The list is scrollable, and a vertical scroll bar is visible on the right.

NB: These are years 1,2,3 not Levels (L3, L4, L5 etc.).

then click elsewhere on the screen.

Select a value for Incl. Acceptable Attendance

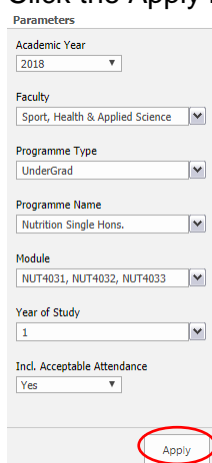


The screenshot shows a 'Parameters' form with the following fields: Academic Year (2018), Faculty (Sport, Health & Applied Science), Programme Type (UnderGrad), Programme Name (Nutrition Single Hons.), Module (NUT4031, NUT4032, NUT4033), and Year of Study (1). The 'Incl. Acceptable Attendance' dropdown menu is open, showing options: '<Select a Value>', '<Select a Value>', 'Yes', and 'No'.

Selecting 'Yes' will include data for all programmes (within the selection criteria). I.e. it will include data for programmes for which the overall attendance is above the 80% threshold plus those for which the overall attendance is below the 80% threshold.

Selecting 'No' will exclude data for programmes where the overall attendance is above the 80% threshold. I.e. it will only show programmes (within the selection criteria) for which the overall attendance is below 80%.

Click the Apply button (bottom right)



The screenshot shows the same 'Parameters' form as above, but with the 'Incl. Acceptable Attendance' dropdown menu set to 'Yes'. The 'Apply' button at the bottom right is circled in red.

The report will be generated and displayed.

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100% | 11

Module Overview

Key:

- Attendance is below 50%
- Attendance between 50% & 69% incl.
- Attendance 70% & above

Module Code	Module Title	No. of Registered Students	Attendance to Date (this Academic Year)	Overall Attendance in last 28 days	
NUT4031	Introduction to Research (NUT4031) 2018-2019	32	43%	N/a	See Module Details
NUT4032	Introduction to Nutrition I (NUT4032) 2018-2019	47	64%	N/a	See Module Details
NUT4033	Introduction to Nutrition II (NUT4033) 2018-2019	47	65%	65%	See Module Details

Parameters

Academic Year: 2018

Faculty: Sport, Health & Applied Science

Programme Type: UnderGrad

Programme Name: Nutrition Single Hons.

Module: NUT4031, NUT4032, NUT4033

Year of Study: 1, 2, 3

Incl. Acceptable Attendance: Yes

Apply

If you click on See Module Details, this will take you to the Module Details Report for that module.

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100% | 11

Module Overview

Key:

- Attendance is below 50%
- Attendance between 50% & 69% incl.
- Attendance 70% & above

Module Code	Module Title	No. of Registered Students	Attendance to Date (this Academic Year)	Overall Attendance in last 28 days	
NUT4031	Introduction to Research (NUT4031) 2018-2019	32	43%	N/a	See Module Details
NUT4032	Introduction to Nutrition I (NUT4032) 2018-2019	47	64%	N/a	See Module Details
NUT4033	Introduction to Nutrition II (NUT4033) 2018-2019	47	65%	65%	See Module Details

Parameters

Academic Year: 2018

Faculty: Sport, Health & Applied Science

Programme Type: UnderGrad

Programme Name: Nutrition Single Hons.

Module: NUT4031, NUT4032, NUT4033

Year of Study: 1, 2, 3

Incl. Acceptable Attendance: Yes

Apply

If you click on a Module Code, this will take you to the Student Module Overview Report for that module.

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100% |

Module Overview

Key:

- Attendance is below 50%
- Attendance between 50% & 69% incl.
- Attendance 70% & above

Module Code	Module Title	No. of Registered Students	Attendance to Date (this Academic Year)	Overall Attendance in last 28 days	
NUT4031	Introduction to Research (NUT4031) 2018-2019	32	43%	N/a	See Module Details
NUT4032	Introduction to Nutrition I (NUT4032) 2018-2019	47	64%	N/a	See Module Details
NUT4033	Introduction to Nutrition II (NUT4033) 2018-2019	47	65%	65%	See Module Details

Parameters

Academic Year: 2018

Faculty: Sport, Health & Applied Science

Programme Type: UnderGrad

Programme Name: Nutrition Single Hons.

Module: NUT4031, NUT4032, NUT4033

Year of Study: 1, 2, 3

Incl. Acceptable Attendance: Yes

Apply

5.9.7 Module Details Report

SMRS Home > Reports > Attendance Monitoring > Celcat Attendance

Actions | [Refresh] | [Previous] | [Next] | [Find] | [Next] | [Filter]

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Parameters

Academic Period
2018

Faculty
Education, Humanities & Social Sc

Programme Type
Audit, Foundation, PGCE, PostGrad

Programme Name
Acting Single Hons (ALRA North), .

Module
<MISSING D, <MISSING S, <MIS:

Year Of Study

Apply

Using the Parameters section on the right hand side, from the Academic Period select the relevant year (if necessary). This will default to the current one.

From the Faculty dropdown select 1 or more options.

Parameters

Academic Period
2018

Faculty
Education, Humanities & Social Sc

(Select All)
Education, Humanities & Social Sc
Institute of Theology
International
Sport, Health & Applied Science
Unclassified

then click elsewhere on the screen.

The Parameters will be greyed out whilst the options are updated

From the Programme Type dropdown select 1 or more options.

Parameters

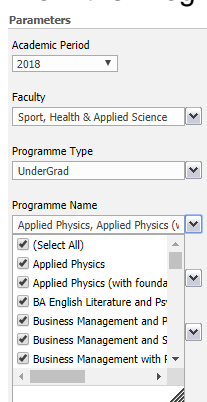
Academic Period
2018

Faculty
Sport, Health & Applied Science

Programme Type
Foundation, PostGrad_PGCE, PostGrad_RES, PostGrad_TEACH, Short_Course, UnderGrad

then click elsewhere on the screen.

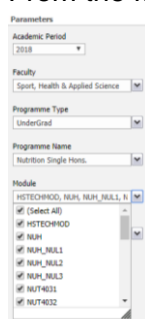
From the Programme Name dropdown select 1 or more options.



The screenshot shows a 'Parameters' form with the following fields: 'Academic Period' (2018), 'Faculty' (Sport, Health & Applied Science), 'Programme Type' (UnderGrad), and 'Programme Name'. The 'Programme Name' dropdown is open, displaying a list of options with checkboxes: (Select All), Applied Physics, Applied Physics (with founda), BA English Literature and Ps, Business Management and P, Business Management and S, and Business Management with f. A vertical scroll bar is visible on the right side of the list, and a horizontal scroll bar is at the bottom.

Note the vertical scroll bar for scrolling up/down the lists and the horizontal scroll bar for scrolling left/right through the programme names.

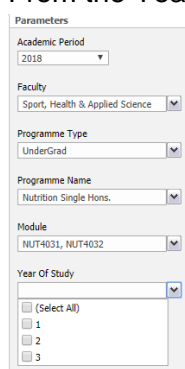
From the Module dropdown select 1 or more modules



The screenshot shows the same 'Parameters' form, but now the 'Module' dropdown is open. It displays a list of options with checkboxes: (Select All), H0TECHP0D, N0H, N0H_M0L1, N0H_M0L2, N0H_M0L3, NUT4031, and NUT4032. A vertical scroll bar is visible on the right side of the list.

then click elsewhere on the screen.

From the Year of Study select the Year(s).



The screenshot shows the 'Parameters' form with the 'Year of Study' dropdown open. It displays a list of options with checkboxes: (Select All), 1, 2, and 3.

NB: These are years 1,2,3 not Levels (L3, L4, L5 etc.).
then click elsewhere on the screen.

Click the Apply button (bottom right)

Parameters

Academic Period
2018

Faculty
Sport, Health & Applied Science

Programme Type
UnderGrad

Programme Name
Nutrition Single Hons.

Module
NUT4031, NUT4032

Year Of Study
1, 2, 3

Apply

The report will be generated and displayed.

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100%

Module Details

Key:

- Attendance is below 50%
- Attendance between 50% & 69% incl.
- Attendance 70% & above

Module Code	Module	No. of Registered Students	Attendance to Date (this Academic Year)	Overall Attendance in last 28 days	Week 27	Week 26	Week 25	Week 24
NUT4036	Food Science (NUT4036) 2018-2019	34	57%	57%	N/a	34%	72%	74%
NUT4033	Introduction to Nutrition II (NUT4033) 2018-2019	47	66%	66%	N/a	86%	80%	40%

Parameters

Academic Period
2018

Faculty
Sport, Health & Applied Science

Programme Type
UnderGrad

Programme Name
Applied Physics, Applied Physics

Module
NUT4033, NUT4036

Year Of Study
1, 2, 3

Apply

If you click on a Module Code, this will take you to the Student Module Overview Report for that module.

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100%

Module Details

Key:

- Attendance is below 50%
- Attendance between 50% & 69% incl.
- Attendance 70% & above

Module Code	Module	No. of Registered Students	Attendance to Date (this Academic Year)	Overall Attendance in last 28 days	Week 27	Week 26	Week 25	Week 24
NUT4036	Food Science (NUT4036) 2018-2019	34	57%	57%	N/a	34%	72%	74%
NUT4033	Introduction to Nutrition II (NUT4033) 2018-2019	47	66%	66%	N/a	86%	80%	40%

Parameters

Academic Period
2018

Faculty
Sport, Health & Applied Science

Programme Type
UnderGrad

Programme Name
Applied Physics, Applied Physics

Module
NUT4033, NUT4036

Year Of Study
1, 2, 3

Apply

5.9.8 Student Overview Report

StaffNet - Business Intelligence | Reporting Services - Student | Reporting Services - Module | David Adegbiyi | St Mary's U | +

← → ↻ ⓘ Not secure | smrs/_layouts/15/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/Reports/Attendance%20Monitoring/C... ☆ ⓘ

SMRS Home > Reports > Attendance Monitoring > Celcat Attendance

Actions | [Icons] | [Page] of 0 | [Find] [Next] | [List]

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Microsoft SQL Server Reporting Services

Parameters

Academic Year
2018

Faculty
Education, Humanities & Social Sc

Programme Type
Audit, Foundation, PGCE, PostGrad

Programme Name
Acting Single Hons (ALRA North), .

Module Code
<MISSING D>, <MISSING S>, <MIS:

Year of study
1, 2, 3, 4, 5, 6, 7, 8

Incl. Acceptable Attendance
Yes

UKVI students only
<Select a Value>

Apply

Using the Parameters section on the right hand side, from the Academic Period select the relevant year (if necessary). This will default to the current one.

From the Faculty dropdown select 1 or more options.

StaffNet - Business Intelligence | Reporting Services - Student | Reporting Services - Module | David Adegbiyi | St Mary's U | +

← → ↻ ⓘ Not secure | smrs/_layouts/15/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/Reports/Attendance%20Monitoring/C... ☆ ⓘ

SMRS Home > Reports > Attendance Monitoring > Celcat Attendance

Actions | [Icons] | [Page] of 0 | [Find] [Next] | [List]

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Microsoft SQL Server Reporting Services

Parameters

Academic Year
2018

Faculty
Education, Humanities & Social Sc
(Select All)
Education, Humanities & Social Sc
Institute of Theology
International
Sport, Health & Applied Science
Unclassified

Year of study
1, 2, 3, 4, 5, 6, 7, 8

Incl. Acceptable Attendance
Yes

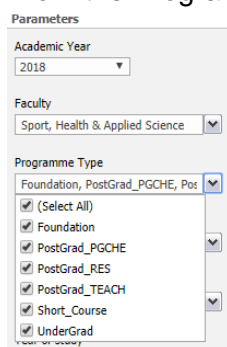
UKVI students only
<Select a Value>

Apply

then click elsewhere on the screen.

The Parameters will be greyed out whilst the options are updated

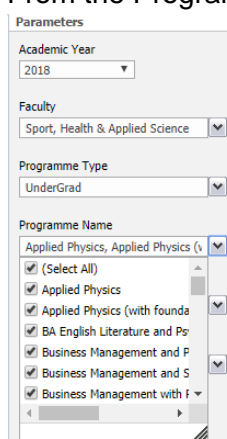
From the Programme Type dropdown select 1 or more options.



The screenshot shows the 'Parameters' form with the following fields: 'Academic Year' set to 2018, 'Faculty' set to 'Sport, Health & Applied Science', and 'Programme Type' dropdown open. The dropdown menu lists several options, all of which are checked: '(Select All)', 'Foundation', 'PostGrad_PGCH', 'PostGrad_RES', 'PostGrad_TEACH', 'Short_Course', and 'UnderGrad'.

then click elsewhere on the screen.

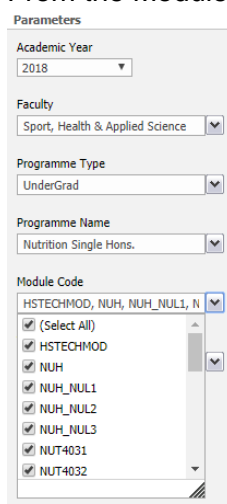
From the Programme Name dropdown select 1 or more options.



The screenshot shows the 'Parameters' form with the following fields: 'Academic Year' set to 2018, 'Faculty' set to 'Sport, Health & Applied Science', 'Programme Type' set to 'UnderGrad', and 'Programme Name' dropdown open. The dropdown menu lists several options, all of which are checked: '(Select All)', 'Applied Physics', 'Applied Physics (with founda', 'BA English Literature and Po', 'Business Management and P', 'Business Management and S', and 'Business Management with f'.

Note the vertical scroll bar for scrolling up/down the lists and the horizontal scroll bar for scrolling left/right through the programme names.

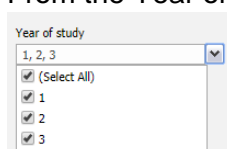
From the Module dropdown select 1 or more modules



The screenshot shows the 'Parameters' form with the following fields: 'Academic Year' set to 2018, 'Faculty' set to 'Sport, Health & Applied Science', 'Programme Type' set to 'UnderGrad', 'Programme Name' set to 'Nutrition Single Hons.', and 'Module Code' dropdown open. The dropdown menu lists several options, all of which are checked: '(Select All)', 'HSTECHMOD', 'NUH', 'NUH_NUL1', 'NUH_NUL2', 'NUH_NUL3', 'NUT4031', and 'NUT4032'.

then click elsewhere on the screen.

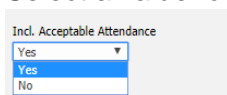
From the Year of Study select the Year(s).



The screenshot shows the 'Parameters' form with the following fields: 'Academic Year' set to 2018, 'Faculty' set to 'Sport, Health & Applied Science', 'Programme Type' set to 'UnderGrad', 'Programme Name' set to 'Nutrition Single Hons.', 'Module Code' set to 'HSTECHMOD, NUH, NUH_NUL1, N', and 'Year of study' dropdown open. The dropdown menu lists several options, all of which are checked: '(Select All)', '1', '2', and '3'.

NB: These are years 1,2,3 not Levels (L3, L4, L5 etc.).
then click elsewhere on the screen.

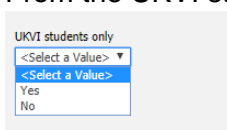
Select a value for Incl. Acceptable Attendance

A screenshot of a dropdown menu titled 'Incl. Acceptable Attendance'. The menu is open, showing three options: 'Yes' (highlighted in blue), 'Yes', and 'No'.

Selecting 'Yes' will include data for all programmes (within the selection criteria). I.e. it will include data for programmes for which the overall attendance is above the 80% threshold plus those for which the overall attendance is below the 80% threshold.

Selecting 'No' will exclude data for programmes where the overall attendance is above the 80% threshold. I.e. it will only show programmes (within the selection criteria) for which the overall attendance is below 80%.

From the UKVI student only dropdown, select Yes or No.

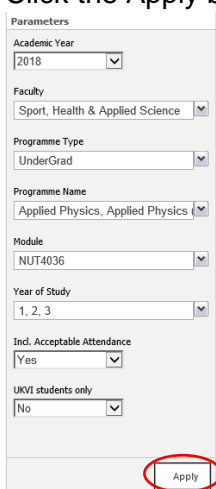
A screenshot of a dropdown menu titled 'UKVI students only'. The menu is open, showing three options: '<Select a Value>' (highlighted in blue), '<Select a Value>', and 'No'.

Selecting 'Yes' will include data for UKVI students only and will exclude any non-UKVI students.

Selecting 'No' will include data for all students.

Then click elsewhere on the screen.

Click the Apply button (bottom right)

A screenshot of a form titled 'Parameters'. It contains several dropdown menus: 'Academic Year' (2018), 'Faculty' (Sport, Health & Applied Science), 'Programme Type' (UnderGrad), 'Programme Name' (Applied Physics, Applied Physics), 'Module' (NUT4036), 'Year of Study' (1, 2, 3), 'Incl. Acceptable Attendance' (Yes), and 'UKVI students only' (No). At the bottom right, there is an 'Apply' button, which is circled in red.

The report will be generated and displayed.

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100%

Student Overview

Key:

- Attendance is below 95% AND a UKVI student
- Attendance is below 50% and NOT a UKVI student
- Attendance is between 50% & 69% incl. and NOT a UKVI student
- Attendance is 70% (95% UKVI) & above

* This figure is based only on the selected modules.

Reg Num	Forename	Surname	Title	Is UKVI	Visa End Date	Attendance To Date	Attendance in last 28 days
170137	George	Bradley		N		0% *	0% *
162890	Megan	Cadden		N		0% *	0% *
182253	Paul	Chappell		N		0% *	0% *
185653	Shani	Kaplan		N		0% *	0% *
172706	Rhiain	Wilkinson		N		0% *	0% *
185509	Sara	Bokri		N	14/12/2027	20% *	20% *
181782	Paige	Wilson		N		20% *	20% *
183687	Sarah	Lawson-Tilley		N		40% *	40% *
182622	Charlie	Mills-Baldock		N		40% *	40% *
171853	Saynab	Mohamed		N		50% *	50% *
184659	Selrida Mila Swiezal	Berne		N		60% *	60% *
182237	Lauryn	Calliste		N		60% *	60% *
181338	Alice Elizabeth Rose	Harper		N		60% *	60% *
176317	Lynn	Mooney		N		60% *	60% *
182781	Vittoria	Rossi Mori		N		60% *	60% *
182985	Anastasia	Teregulova		N	12/07/2027	60% *	60% *
183867	Marzia	Bognanno		N		80% *	80% *
185110	Holly Nicole	Christmann		N		80% *	80% *
183038	Jane	Cramb		N		80% *	80% *
182077	Matthew	Day		N		80% *	80% *
185577	Jesslyn	Florenca		Y	30/10/2021	80% *	80% *
181564	Joshua	Lawrence		N		80% *	80% *
185627	Chloe Paris	Montagnon		N		80% *	80% *
181975	Thanusiya	Nandakumar		N		80% *	80% *
173187	Harriet Sophie	Nichols		N		80% *	80% *
185229	Klaudia	Paluch		N		80% *	80% *
181239	Ella Louise	Phoenix-King		N		80% *	80% *
184597	Matthew	Russell		N		80% *	80% *
180780	Jessica	Seaman		N		80% *	80% *
180809	Michaela Aimee	Swart		N		80% *	80% *
175122	Camilla	Van-Haeften		N		80% *	80% *
182582	Samuel Casimir Bushby	Butcher		N		100% *	100% *

Parameters

Academic Year: 2018

Faculty: Sport, Health & Applied Science

Programme Type: Foundation, PostGrad_PGCH, Pc

Programme Name: Applied Physics, Applied Physics

Module Code: NUT4036

Year of study: 1, 2, 3

Incl. Acceptable Attendance: Yes

UKVI students only: No

Apply

NB: The list of students shown will be those who match the selected parameters (programme name(s), module(s) etc.)

The “% Attendance to Date” and “% Attendance figures in last 28 days” figures reflect the students’ attendance on the selected programme(s), module(s) etc. only. It is not showing each student’s overall attendance – for that you need to look at the Student Details report.

If you click on a student's RegNum, this will take you to the Student Details Report for that student.

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100%

Student Overview

Key:

- Attendance is below 95% AND a UKVI student
- Attendance is below 50% and NOT a UKVI student
- Attendance is between 50% & 69% incl. and NOT a UKVI student
- Attendance is 70% (95% UKVI) & above

* This figure is based only on the selected modules.

Reg Num	Forename	Surname	Title	Is UKVI	Visa End Date	Attendance To Date	Attendance in last 28 days
170137	George	Bradley		N		0% *	0% *
162890	Megan	Cadden		N		0% *	0% *
182253	Paul	Chappell		N		0% *	0% *
185653	Shani	Kaplan		N		0% *	0% *
172706	Rhain	Wilkinson		N		0% *	0% *
185509	Sara	Bokri		N	14/12/2027	20% *	20% *
181782	Paige	Wilson		N		20% *	20% *
183687	Sarah	Lawson-Tilley		N		40% *	40% *
182622	Charlie	Mills-Baldock		N		40% *	40% *
171853	Saynab	Mohamed		N		50% *	50% *
184699	Selrida Mila Swiezal	Beme		N		60% *	60% *
182237	Laurnyn	Calliste		N		60% *	60% *
181338	Alice Elizabeth Rose	Harper		N		60% *	60% *
176317	Lynn	Mooney		N		60% *	60% *
182781	Vittoria	Rossi Mori		N		60% *	60% *
182985	Anastasia	Teregulova		N	12/07/2027	60% *	60% *
183867	Marzia	Bognanno		N		80% *	80% *
185110	Holly Nicole	Christmann		N		80% *	80% *
183038	Jane	Cramb		N		80% *	80% *
182077	Matthew	Day		N		80% *	80% *
185577	Jesslyn	Florencia		Y	30/10/2021	80% *	80% *
181564	Joshua	Lawrence		N		80% *	80% *
185627	Chloe Paris	Montagnon		N		80% *	80% *
181975	Thanusiya	Nandakumar		N		80% *	80% *
173187	Harriet Sophie	Nichols		N		80% *	80% *
185229	Klaudia	Paluch		N		80% *	80% *
181239	Ella Louise	Phoenix-King		N		80% *	80% *
184597	Matthew	Russell		N		80% *	80% *
180780	Jessica	Seaman		N		80% *	80% *
180809	Michaela Aimee	Swart		N		80% *	80% *
175122	Camilla	Van-Haeften		N		80% *	80% *
182582	Samuel Casimir Bushby	Butcher		N		100% *	100% *

Parameters

Academic Year: 2018

Faculty: Sport, Health & Applied Science

Programme Type: Foundation, PostGrad_PGCHE, PgD

Programme Name: Applied Physics, Applied Physics

Module Code: NUT4036

Year of study: 1, 2, 3

Incl. Acceptable Attendance: Yes

UKVI students only: No

Apply

5.9.9 Student Module Overview Report

StaffNet - Business Intelligence x Reporting Services - Student Mo x attmon-reports | St Mary's Univer x

SMRS Home > Reports > Attendance Monitoring > Celcat Attendance

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Parameters

Academic Year
2018

Faculty
Education, Humanities & Social Sc

Programme Type
Audit, Foundation, PGCE, PostGrad

Programme Name
Acting Single Hons (ALRA North), .

Module
<MISSING D, <MISSING S, <MIS!

Year of Study
1, 2, 3, 4, 5, 6, 7, 8

Incl. Acceptable Attendance
Yes

UKVI students only
<Select a Value>

Apply

Using the Parameters section on the right hand side, from the Academic Period select the relevant year (if necessary). This will default to the current one.

From the Faculty dropdown select 1 or more options.

Parameters

Academic Year
2018

Faculty
Education, Humanities & Social Sc

(Select All)
Education, Humanities & Social
Institute of Theology
International
Sport, Health & Applied Science
Unclassified

then click elsewhere on the screen.

The Parameters will be greyed out whilst the options are updated

From the Programme Type dropdown select 1 or more options.

Parameters

Academic Year
2018

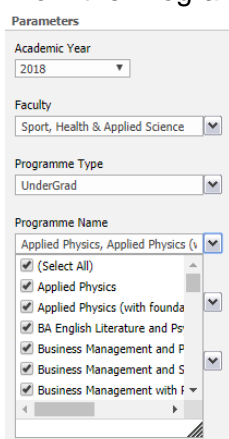
Faculty
Sport, Health & Applied Science

Programme Type
UnderGrad

(Select All)
Foundation
PostGrad_PGCE
PostGrad_RES
PostGrad_TEACH
Short_Course
UnderGrad

then click elsewhere on the screen.

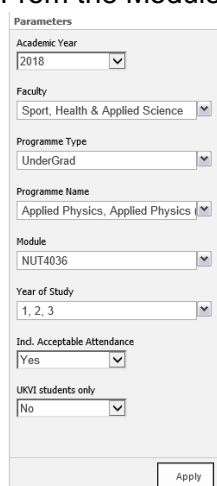
From the Programme Name dropdown select 1 or more options.



The screenshot shows the 'Parameters' form with the following fields: 'Academic Year' (2018), 'Faculty' (Sport, Health & Applied Science), 'Programme Type' (UnderGrad), and 'Programme Name'. The 'Programme Name' dropdown is open, showing a list of options with checkboxes: (Select All), Applied Physics, Applied Physics (with founda), BA English Literature and Po, Business Management and P, Business Management and S, and Business Management with f. The list has a vertical scroll bar on the right and a horizontal scroll bar at the bottom.

Note the vertical scroll bar for scrolling up/down the lists and the horizontal scroll bar for scrolling left/right through the programme names.

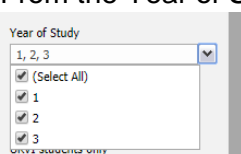
From the Module dropdown select 1 or more modules



The screenshot shows the 'Parameters' form with the following fields: 'Academic Year' (2018), 'Faculty' (Sport, Health & Applied Science), 'Programme Type' (UnderGrad), 'Programme Name' (Applied Physics, Applied Physics), 'Module' (NUT4036), 'Year of Study' (1, 2, 3), 'Incl. Acceptable Attendance' (Yes), and 'UKVI students only' (No). The 'Module' dropdown is open, showing a list of options with checkboxes: (Select All), 1, 2, 3. The list has a vertical scroll bar on the right and a horizontal scroll bar at the bottom.

then click elsewhere on the screen.

From the Year of Study select the Year(s).

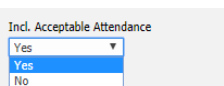


The screenshot shows the 'Year of Study' dropdown menu open, showing a list of options with checkboxes: (Select All), 1, 2, 3. The list has a vertical scroll bar on the right and a horizontal scroll bar at the bottom.

NB: These are years 1,2,3 not Levels (L3, L4, L5 etc.).

then click elsewhere on the screen.

Select a value for Incl. Acceptable Attendance

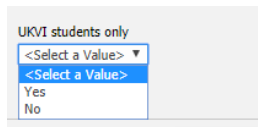


The screenshot shows the 'Incl. Acceptable Attendance' dropdown menu open, showing a list of options with checkboxes: Yes, No. The list has a vertical scroll bar on the right and a horizontal scroll bar at the bottom.

Selecting 'Yes' will include data for all programmes (within the selection criteria). I.e. it will include data for programmes for which the overall attendance is above the 80% threshold plus those for which the overall attendance is below the 80% threshold.

Selecting 'No' will exclude data for programmes where the overall attendance is above the 80% threshold. I.e. it will only show programmes (within the selection criteria) for which the overall attendance is below 80%.

From the UKVI student only dropdown, select Yes or No.

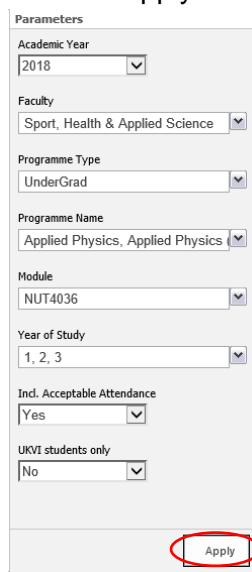
A screenshot of a dropdown menu titled "UKVI students only". The menu is open, showing three options: "<Select a Value>", "<Select a Value>", "Yes", and "No". The "Yes" option is highlighted in blue.

Selecting 'Yes' will include data for UKVI students only and will exclude any non-UKVI students.

Selecting 'No' will include data for all students

Then click elsewhere on the screen.

Click the Apply button (bottom right)

A screenshot of a form titled "Parameters". The form contains several dropdown menus: "Academic Year" (2018), "Faculty" (Sport, Health & Applied Science), "Programme Type" (UnderGrad), "Programme Name" (Applied Physics, Applied Physics), "Module" (NUT4036), "Year of Study" (1, 2, 3), "Ind. Acceptable Attendance" (Yes), and "UKVI students only" (No). The "Apply" button at the bottom right is circled in red.

The report will be generated and displayed.

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100%

Student Module Overview

Key:

- Attendance is below 95% AND a UKVI student
- Attendance is below 50% and NOT a UKVI student
- Attendance is between 50% & 69% incl. and NOT a UKVI student
- Attendance is 70% (95% UKVI) & above

Reg Num	Forename	Surname	Module Code	Module Title	Attendance To Date (this Academic Year)	Attendance in last 28 days
170137	George	Bradley	NUT4036	Food Science (NUT4036) 2018-2019	0%	0%
162890	Megan	Cadden	NUT4036	Food Science (NUT4036) 2018-2019	0%	0%
182253	Paul	Chappell	NUT4036	Food Science (NUT4036) 2018-2019	0%	0%
185653	Shani	Kaplan	NUT4036	Food Science (NUT4036) 2018-2019	0%	0%
172706	Rhiain	Wilkinson	NUT4036	Food Science (NUT4036) 2018-2019	0%	0%
185509	Sara	Bokri	NUT4036	Food Science (NUT4036) 2018-2019	20%	20%
181782	Paige	Wilson	NUT4036	Food Science (NUT4036) 2018-2019	20%	20%
183687	Sarah	Lawson-Tilley	NUT4036	Food Science (NUT4036) 2018-2019	40%	40%
182622	Charlie	Mills-Baldock	NUT4036	Food Science (NUT4036) 2018-2019	40%	40%
171853	Saynab	Mohamed	NUT4036	Food Science (NUT4036) 2018-2019	50%	50%
184659	Selrida Mila Swiezal	Berne	NUT4036	Food Science (NUT4036) 2018-2019	60%	60%
182237	Lauryn	Calliste	NUT4036	Food Science (NUT4036) 2018-2019	60%	60%
181338	Alice Elizabeth Rose	Harper	NUT4036	Food Science (NUT4036) 2018-2019	60%	60%
176317	Lynn	Mooney	NUT4036	Food Science (NUT4036) 2018-2019	60%	60%
182781	Vittoria	Rossi Mori	NUT4036	Food Science (NUT4036) 2018-2019	60%	60%
182985	Anastasia	Teregulova	NUT4036	Food Science (NUT4036) 2018-2019	60%	60%
183867	Marzia	Bognanno	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
185110	Holly Nicole	Christmann	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
183038	Jane	Cramb	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
182077	Matthew	Day	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
185577	Jesslyn	Florencia	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
181564	Joshua	Lawrence	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
185627	Chloe Paris	Montagnon	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
181975	Thanusiya	Nandakumar	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
173187	Harriet Sophie	Nichols	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
185229	Klaudia	Paluch	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
181239	Ella Louise	Phoenix-King	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
184597	Matthew	Russell	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
180780	Jessica	Seaman	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
180809	Michaela Aimee	Swart	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
175122	Camilla	Van-Haeften	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
182582	Samuel Casimir Bushby	Butcher	NUT4036	Food Science (NUT4036) 2018-2019	100%	100%

Parameters

Academic Year: 2018

Faculty: Sport, Health & Applied Science

Programme Type: UnderGrad

Programme Name: Applied Physics, Applied Physics

Module: NUT4036

Year of Study: 1, 2, 3

Incl. Acceptable Attendance: Yes

UKVI students only: No

Apply

NB: The list of students shown will be those who match the selected parameters (programme name(s), module(s) etc.)

The “% Attendance to Date” and “% Attendance figures in last 28 days” figures reflect the students’ attendance on the selected programme(s), module(s) etc. only. It is not showing each student’s overall attendance – for that you need to look at the Student Details report.

If you click on a student's RegNum, this will take you to the Student Details Report for that student.

SMRS Home > Reports > Attendance Monitoring

Actions | 1 of 1 | Find Next | 100%

Student Module Overview

Key:

- Attendance is below 95% AND a UKVI student
- Attendance is below 50% and NOT a UKVI student
- Attendance is between 50% & 69% incl. and NOT a UKVI student
- Attendance is 70% (95% UKVI) & above

Reg Num	Forename	Surname	Module Code	Module Title	Attendance To Date (this Academic Year)	Attendance in last 28 days
170137	George	Bradley	NUT4036	Food Science (NUT4036) 2018-2019	0%	0%
162890	Megan	Cadden	NUT4036	Food Science (NUT4036) 2018-2019	0%	0%
182253	Paul	Chappell	NUT4036	Food Science (NUT4036) 2018-2019	0%	0%
185653	Shani	Kaplan	NUT4036	Food Science (NUT4036) 2018-2019	0%	0%
172706	Rhiain	Wilkinson	NUT4036	Food Science (NUT4036) 2018-2019	0%	0%
185509	Sara	Bokri	NUT4036	Food Science (NUT4036) 2018-2019	20%	20%
181782	Paige	Wilson	NUT4036	Food Science (NUT4036) 2018-2019	20%	20%
183687	Sarah	Lawson-Tilley	NUT4036	Food Science (NUT4036) 2018-2019	40%	40%
182622	Charlie	Mills-Baldock	NUT4036	Food Science (NUT4036) 2018-2019	40%	40%
171853	Saynab	Mohamed	NUT4036	Food Science (NUT4036) 2018-2019	50%	50%
184659	Selrida Mila Swiezel	Berne	NUT4036	Food Science (NUT4036) 2018-2019	60%	60%
182237	Lauryn	Calliste	NUT4036	Food Science (NUT4036) 2018-2019	60%	60%
181338	Alice Elizabeth Rose	Harper	NUT4036	Food Science (NUT4036) 2018-2019	60%	60%
176317	Lynn	Mooney	NUT4036	Food Science (NUT4036) 2018-2019	60%	60%
182781	Vittoria	Rossi Mori	NUT4036	Food Science (NUT4036) 2018-2019	60%	60%
182985	Anastasia	Teregulova	NUT4036	Food Science (NUT4036) 2018-2019	60%	60%
183867	Marzia	Bognanno	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
185110	Holly Nicole	Christmann	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
183038	Jane	Cramb	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
182077	Matthew	Day	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
185577	Jesslyn	Florencia	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
181564	Joshua	Lawrence	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
185627	Chloe Paris	Montagnon	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
181975	Thanusiya	Nandakumar	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
173187	Harriet Sophie	Nichols	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
185229	Klaudia	Paluch	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
181239	Ella Louise	Phoenix-King	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
184597	Matthew	Russell	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
180780	Jessica	Seaman	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
180809	Michaela Aimee	Swart	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
175122	Camilla	Van-Haeften	NUT4036	Food Science (NUT4036) 2018-2019	80%	80%
182582	Samuel Casimir Bushby	Butcher	NUT4036	Food Science (NUT4036) 2018-2019	100%	100%

Parameters

Academic Year: 2018

Faculty: Sport, Health & Applied Science

Programme Type: UnderGrad

Programme Name: Applied Physics, Applied Physics

Module: NUT4036

Year of Study: 1, 2, 3

Incl. Acceptable Attendance: Yes

UKVI students only: No

Apply

5.9.10 Student Details Report

This report gives the details of an individual student's attendance.

This report cannot be run in isolation – it can only be obtained by click through from either the Student Overview or Student Module Overview reports.

SMRG Home > Reports > Attendance Monitoring > Celat Attendance > Sub Report (This report cannot be run individually)

Student Details

Key:

- Attendance is below 80%
- Attendance is above 80%
- Present
- Late
- Absent
- Unmarked
- N/A Not applicable
- Week # Current week

Reg Num	Stage Code	Forename	Surname	Programme Code	Programme	Programme Type	Visa End Date	Attendance to date (This Academic Year)	Attendance in last 28 days
183587	C	Sarah	Lawson-Tiley	UNUSH	Nutrition Single Hons	UnderGrad		54%	28%

	Week 19	Week 18	Week 17	Week 16	Week 15	Week 14	Week 13	Week 12	Week 11	Week 10	Week 9	Week 8	Week 7	Week 6	Week 5	Week 4	Week 3	Week 2	Week 1	Total
NU74031	N/A	N/A	100%	0%	100%	50%	50%	0%	0%	N/A	0%	50%	50%	0%	100%	100%	N/A	N/A	N/A	42%
NU74032	N/A	N/A	0%	100%	100%	100%	0%	50%	50%	N/A	0%	100%	100%	100%	100%	N/A	N/A	N/A	N/A	11%
NU74033	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
NU74034	N/A	N/A	0%	0%	0%	0%	100%	50%	100%	N/A	100%	N/A	100%	0%	100%	N/A	N/A	N/A	N/A	50%
NU74035	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
NU74036	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Session	Week 19	Week 18	Week 17	Week 16	Week 15	Week 14	Week 13	Week 12	Week 11	Week 10	Week 9	Week 8	Week 7	Week 6	Week 5	Week 4	Week 3	Week 2	Week 1	Total Present	Total Absent	Total Late
NU74031 Thu 09:00 11:00	N/A	N/A	/	A	/	/	/	A	A	N/A	A	/	/	A	/	N/A	N/A	N/A	N/A	7	5	0
NU74031 Thu 11:00 12:00	N/A	N/A	/	UM	/	A	A	UM	A	N/A	UM	UM	UM	A	L	N/A	N/A	N/A	N/A	3	4	1
NU74032 Tue 09:00 10:00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	/	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	0	0
NU74032 Tue 09:00 11:00	N/A	N/A	A	L	/	/	N/A	N/A	/	N/A	A	/	/	/	/	N/A	N/A	N/A	N/A	8	2	1
NU74032 Tue 09:00 13:00	N/A	N/A	N/A	N/A	N/A	N/A	UM	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
NU74032 Tue 10:00 11:00	N/A	N/A	N/A	N/A	N/A	N/A	A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	1	0
NU74032 Tue 11:00 12:00	N/A	N/A	N/A	N/A	N/A	/	N/A	/	A	N/A	A	N/A	N/A	/	/	N/A	N/A	N/A	N/A	4	2	0
NU74032 Tue 12:00 13:00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	/	N/A	/	N/A	N/A	N/A	N/A	N/A	2	0	0
NU74033 Tue 09:00 11:00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
NU74033 Tue 11:00 12:00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
NU74033 Tue 11:00 13:00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
NU74033 Tue 12:00 13:00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
NU74034 Fri 14:00 15:00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	/	/	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2	0	0
NU74034 Fri 14:00 16:00	N/A	N/A	A	A	N/A	A	/	N/A	N/A	N/A	N/A	N/A	/	A	/	N/A	N/A	N/A	N/A	3	4	0
NU74034 Fri 14:00 17:00	N/A	N/A	N/A	N/A	A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	1	0
NU74034 Fri 14:00 18:00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	/	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	0	0
NU74034 Fri 15:00 16:00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	/	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	1	0
NU74034 Fri 16:00 17:00	N/A	N/A	N/A	A	N/A	N/A	UM	N/A	N/A	N/A	N/A	N/A	N/A	A	/	N/A	N/A	N/A	N/A	1	2	0
NU74034 Fri 16:00 18:00	N/A	N/A	UM	N/A	N/A	N/A	/	N/A	/	N/A	N/A	N/A	/	N/A	N/A	N/A	N/A	N/A	N/A	3	0	0
NU74034 Fri 17:00 18:00	N/A	N/A	N/A	N/A	UM	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
NU74035 Thu 09:00 11:00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
NU74035 Thu 09:00 12:00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
NU74035 Thu 09:00 13:00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

The Student Details Report has 3 sections as follows:

Section 1 (Top) = basic information about the student plus summary figures for % Attendance to date (this academic year) and % Attendance in last 28 days.

NB: These %s are not broken down by semester.

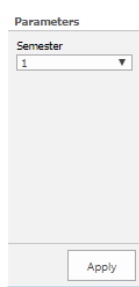
Section 2 (Middle) = A week by week % attendance figure for each module the student is registered on.

Section 3 (Bottom) = The week by week attendance marks for the student against each session of each module they're registered on.

This list is ordered by Module Code then by Day of the week, then by Time.

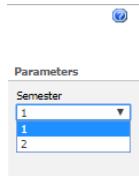
In order to avoid this report becoming too large and unwieldy, the attendance data in section 2 & section 3 is for one semester only. The report defaults to the current semester.

To view the student's details for another semester, using the Parameters section on the right hand side



The image shows a 'Parameters' section on the right side of a screen. It contains a 'Semester' dropdown menu with '1' selected. Below the dropdown is a large, empty rectangular area. At the bottom right of this section is an 'Apply' button.

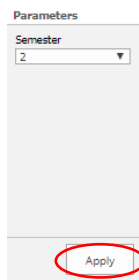
From the Semester dropdown select the relevant semester



The image shows the 'Parameters' section with the 'Semester' dropdown menu open. The dropdown menu displays two options: '1' and '2'. The '1' option is highlighted in blue. Above the dropdown menu is a small blue icon with a white 'i' inside a circle.

then click elsewhere on the screen.

Click the Apply button (bottom right)



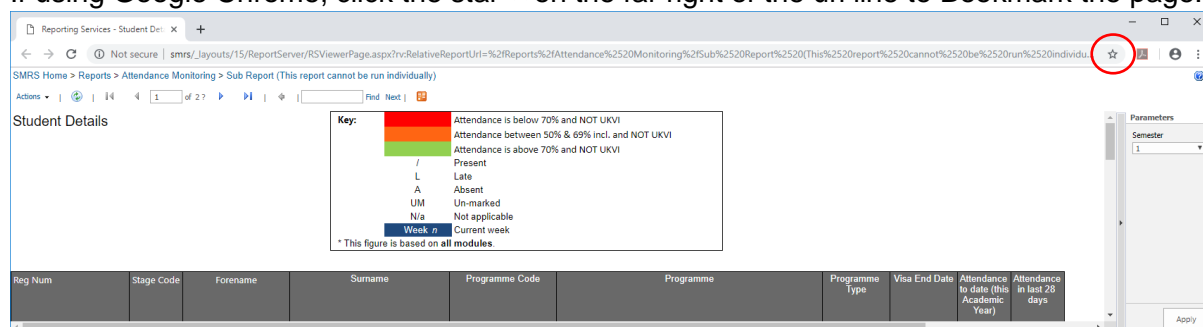
The image shows the 'Parameters' section with the 'Semester' dropdown menu set to '2'. The 'Apply' button at the bottom right is circled in red.

5.9.10.1 Returning to individual Student Detail reports

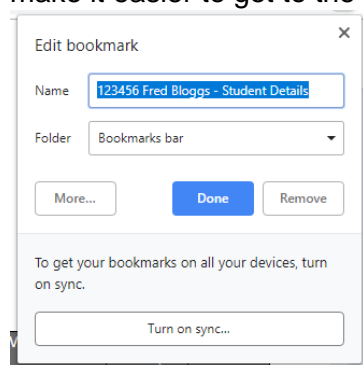
Should you wish to quickly get to a Student Details Report for a particular student - e.g. if you're a personal tutor and want to more easily get to the reports for your tutees – this can be achieved using the Favourites (in Internet Explorer) or Bookmarks (in Google Chrome) facility of your web browser - as follows:-

Navigate to the Student Details report (via the Student Overview report or the Student Module Overview report) for the student you're interested in.

If using Google Chrome, click the star ★ on the far right of the url line to Bookmark the page.

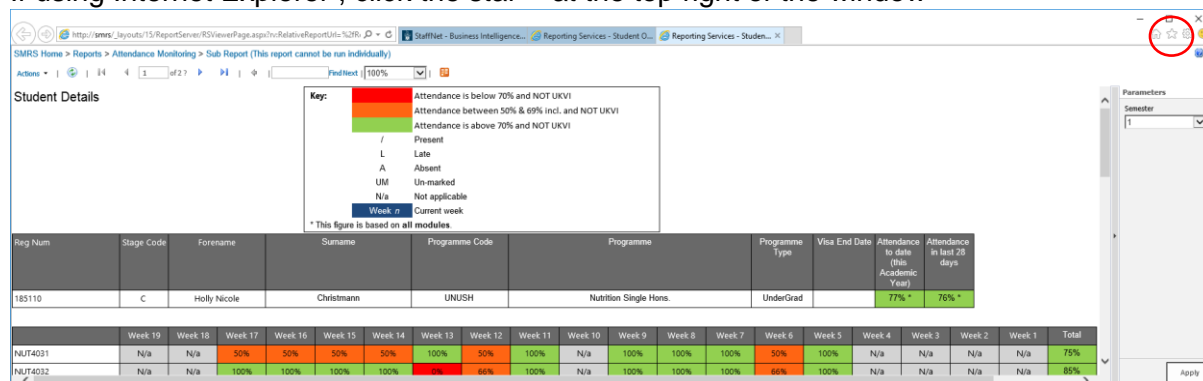


Give the bookmark a Name. It is recommended that you include the student's name and regnum in the name in order to (i) to avoid overwriting previously saved bookmarks and (ii) make it easier to get to the report you're interested in.



Then click Done.

If using Internet Explorer , click the star ★ at the top right of the window



then click, 'Add to favorites'.

SMRS Home > Reports > Attendance Monitoring > Sub Report (This report cannot be run individually)

Actions | 100% | Find/Next | 100%

Student Details

Key:

- Attendance is below 70% and NOT UKVI
- Attendance between 50% & 69% incl. and NOT UKVI
- Attendance is above 70% and NOT UKVI
- Present
- Late
- Absent
- Unmarked
- Not applicable
- Current week

* This figure is based on all modules

Reg Num	Stage Code	Forename	Surname	Programme Code	Programme	Programme Type	Visa End Date	Attendance to date (9th Academic Year)	Attendance in last 28 days
185110	C	Holly Nicole	Christmann	UNUSH	Nutrition Single Hons	UnderGrad		77% *	76% *

	Week 19	Week 18	Week 17	Week 16	Week 15	Week 14	Week 13	Week 12	Week 11	Week 10	Week 9	Week 8	Week 7	Week 6	Week 5	Week 4	Week 3	Week 2	Week 1	Total
NUT4031	N/a	N/a	50%	50%	50%	50%	100%	50%	100%	N/a	100%	100%	100%	50%	100%	N/a	N/a	N/a	N/a	75%
NUT4032	N/a	N/a	100%	100%	100%	100%	2%	66%	100%	N/a	100%	100%	100%	66%	100%	N/a	N/a	N/a	N/a	85%

Turn on Suggested Sites...

Apply

Give the favorite a Name. It is recommended that you include the student's name and regnum in the name in order to (i) to avoid overwriting previously saved favorites and (ii) make it easier to get to the report you're interested in.

Add a Favorite

Add this webpage as a favorite. To access your favorites, visit the Favorites Center.

Name: 123456 Fred Bloggs - Student Details

Create in: Favorites New folder

Add Cancel

Then click Add.

5.9.11 Saving Reports

In all of the reports it is possible to export a copy of the data and save it as a file.

NB: Please ensure any reports you export are securely stored in line with data protection (including GDPR) regulations & policies.

Click the downward pointing triangle next to Actions (at the top left of the window)

SMRS Home > Reports > Attendance Monitoring > Celcat Attendance

Actions ▾ | | | | 1 of 1 | | Find Next |

Module Details

Key: Attendance is below 80%
 Attendance is above 80%

Module Code	Module	Attendance to Date (this	Overall Attendance in	Week 20	Week
-------------	--------	--------------------------	-----------------------	---------	------

Then, for the menu that appears, click Export

SMRS Home > Reports > Attendance Monitoring > Celcat Attendance

Actions ▾ | | | | 1 of 1 | | Find Next |

Open with Report Builder
Export

Key: Attendance is below 80%
 Attendance is above 80%

Module Code	Module	Attendance to Date (this	Overall Attendance in	Week 20	Week
-------------	--------	--------------------------	-----------------------	---------	------

A menu of file formats in which you can save the reports will be displayed

SMRS Home > Reports > Attendance Monitoring > Celcat Attendance

Actions ▾ | | | | 1 of 1 | | Find Next |

Open with Report Builder
Export

Key: Attendance is below 80%
 Attendance is above 80%

XML file with report data
CSV (comma delimited)
PDF
Excel
TIFF file
Word
MHTML (web archive)

Module Code	Module	Attendance to Date (this Academic Year)	Overall Attendance in last 28 days	Week 20	Week
119		24%	22%	N/a	N/a

Select the relevant option.

The file will be saved to the Downloads folder of your computer.

6 How To Use CELCAT from a Mobile device (smartphone / tablet)

NB: The system addresses for accessing CELCAT and screen layouts differ depending upon whether you are using a PC (desktop/laptop) or a Mobile device (smartphone/tablet).

For details of how to do this using a PC (desktop/laptop), please see Section 5.

6.1 Log in

Open the web browser on your device.

Either (a) Type in the relevant system address from the table below:-

Device type	Address
Mobile device (smartphone/tablet)	https://ical.stmarys.ac.uk/live/ssrp

Or (b) If you have Staffnet open in your browser,

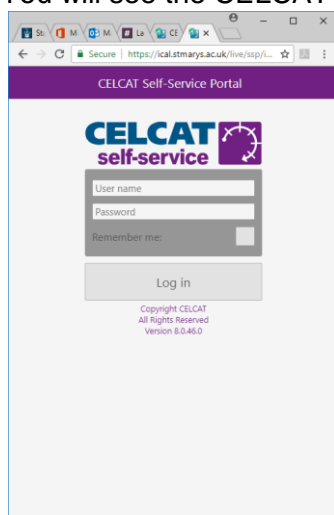
Click Quick Links

then click Business Intelligence and Reporting

then under the Student Attendance section, click CELCAT mobile.

Note: It is possible to use the mobile address from some web browsers on a PC (desktop/laptop) HOWEVER it will not work with Internet Explorer.

You will see the CELCAT Self-Service Portal screen, as follows:-



If you are doing this on your personal device, you may want to add it to your favourites/bookmarks at this point to make it easier to get to next time.

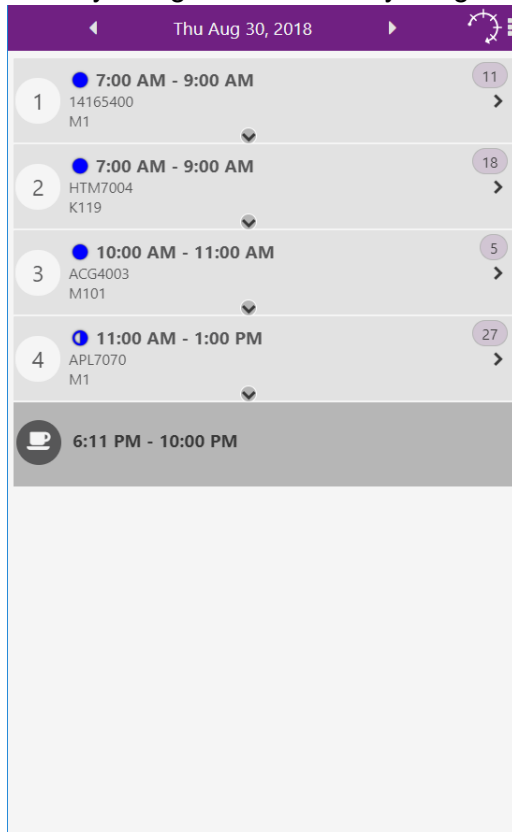
Enter your username and password

Note: These are the same username and password that you use to log onto your main St Mary's account e.g. username 123456.

Tap Log in.

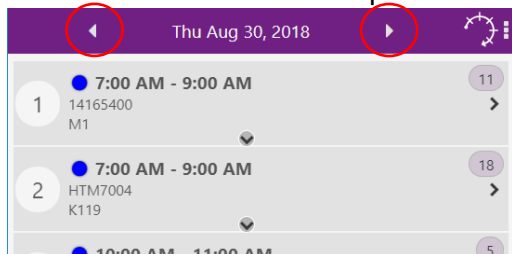
6.2 Find and View a Register

When you log in a list of today's registers, to which you have access, will be displayed

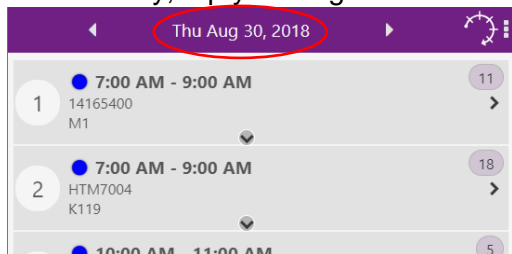


NB: If you don't have any registers today, this list will be blank.

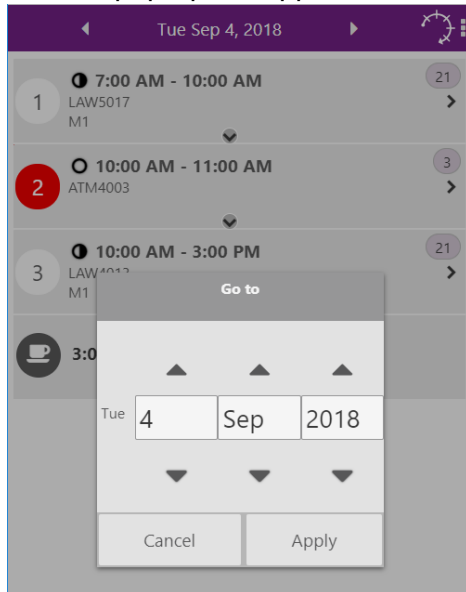
To switch to another date tap the left / right arrows either side of the date



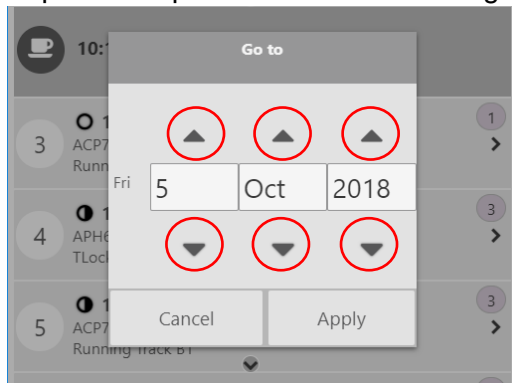
Alternatively, tap your finger on the date for a few seconds



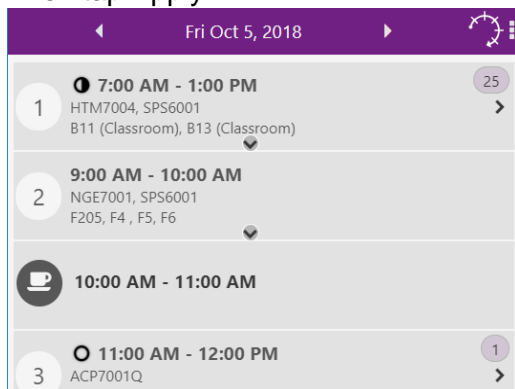
A Go to pop-up will appear



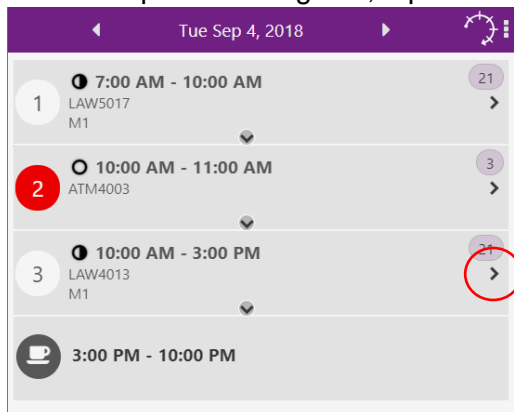
Tap on the up / down arrows to change the day / month / year



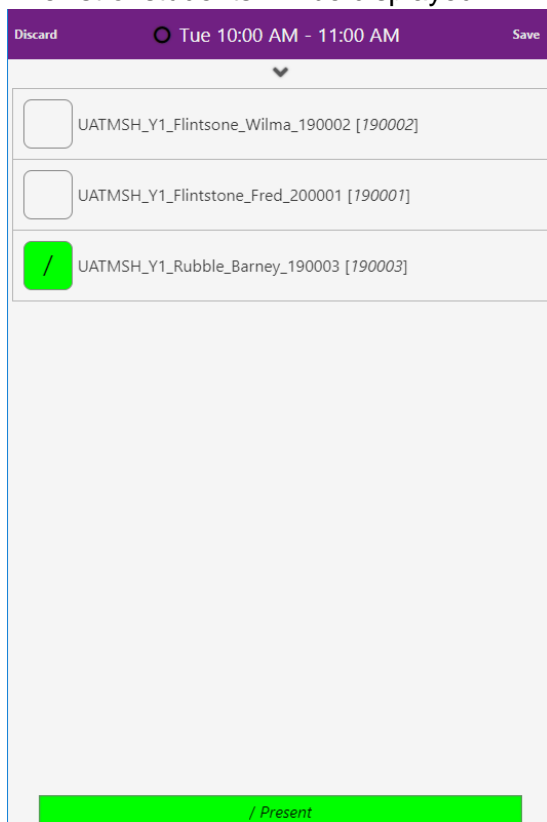
Then tap Apply



To view a particular register, tap on the right arrow (on the right)



The list of students will be displayed

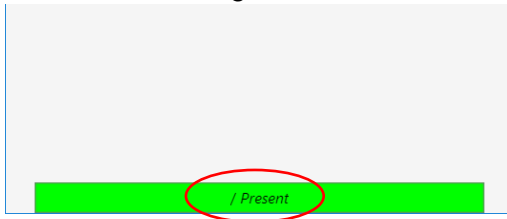


Any registers marks that have already been set e.g. by a card tap will appear next to the students' names.

6.3 Update a Register

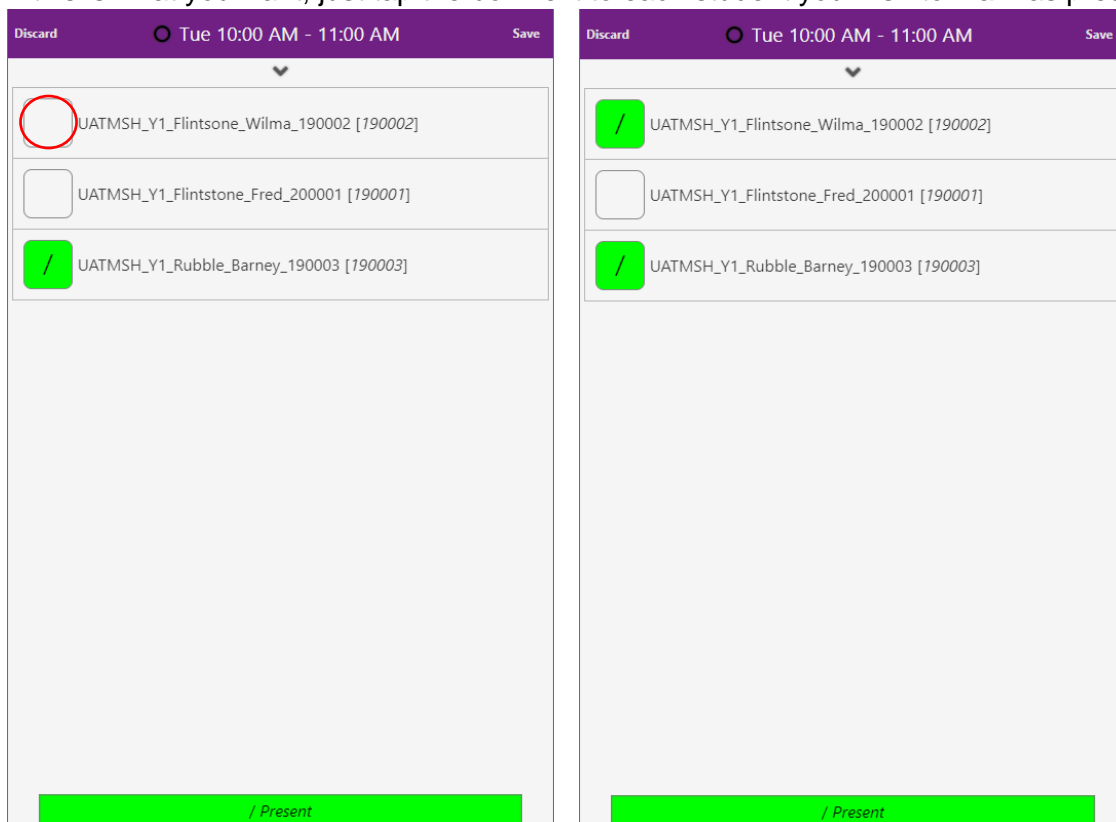
6.3.1 Update a Register for an Individual Student or Multiple Students

First check the register mark button at the bottom of the screen

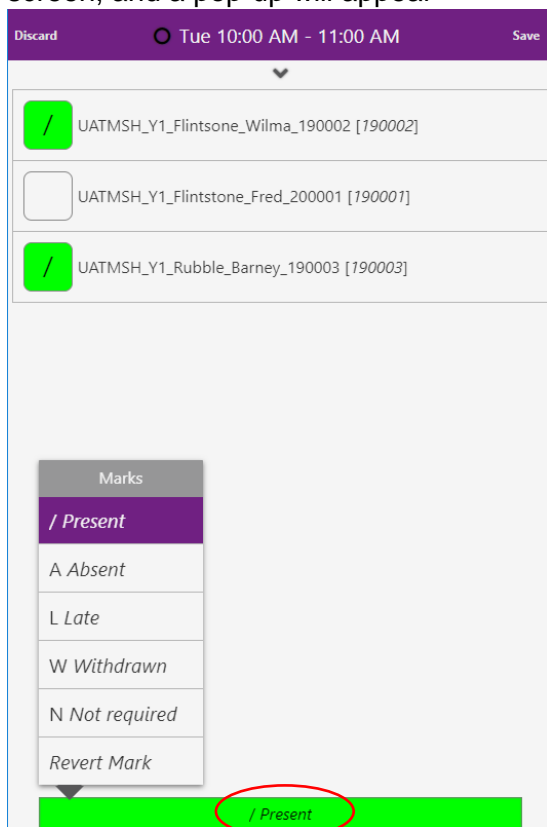


This defaults to “/ Present”

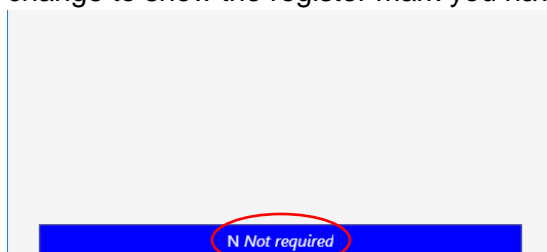
If this is what you want, just tap the box next to each student you wish to mark as present



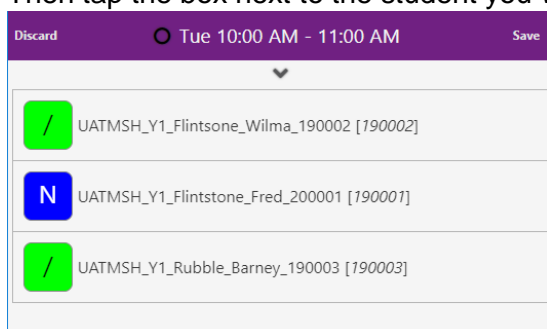
If you wish to use a different register mark, tap the register mark button at the bottom of the screen, and a pop-up will appear



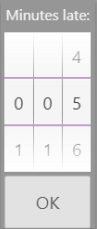
Tap on the register mark you want. The register mark button at the bottom of the screen will change to show the register mark you have selected



Then tap the box next to the student you wish to apply the register mark to




If you choose a register mark of Late, when you tap on a student, a pop-up will appear to allow you to specify how many minutes late the student was



The dialog box is titled 'Minutes late:'. It contains a numeric keypad with three rows of buttons: the first row has a single '4' button; the second row has '0', '0', and '5' buttons; the third row has '1', '1', and '6' buttons. Below the keypad is an 'OK' button. At the bottom of the screen, a dark red bar displays 'L Late'.

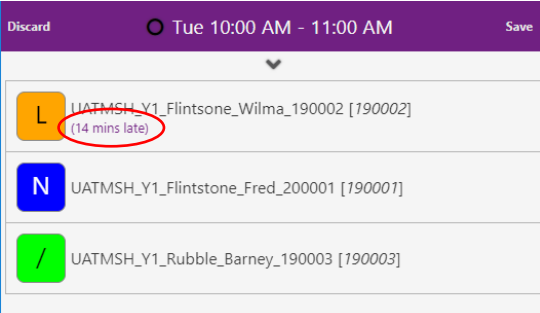
Scroll up/down to adjust the time



The dialog box is shown with red arrows indicating scroll actions. Three red arrows point upwards from the bottom of the keypad area, and three red arrows point downwards from the top of the keypad area. The keypad buttons are '0', '1', and '4' in the top row, and '0', '1', and '4' in the bottom row. An 'OK' button is at the bottom.

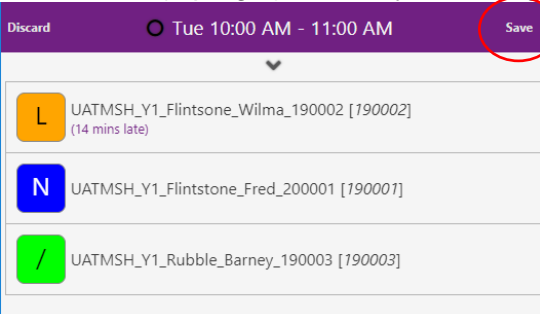
then tap OK.

The minutes late will be displayed below the student's name



The interface shows a list of students. The first student is 'UATMSH_Y1_Flintstone_Wilma_190002 [190002]' with a yellow 'L' icon and '(14 mins late)' displayed below their name. The second student is 'UATMSH_Y1_Flintstone_Fred_200001 [190001]' with a blue 'N' icon. The third student is 'UATMSH_Y1_Rubble_Barney_190003 [190003]' with a green '/' icon. At the top, there is a purple bar with 'Discard', 'Tue 10:00 AM - 11:00 AM', and 'Save' buttons.

Press Save (top right) to save your changes.



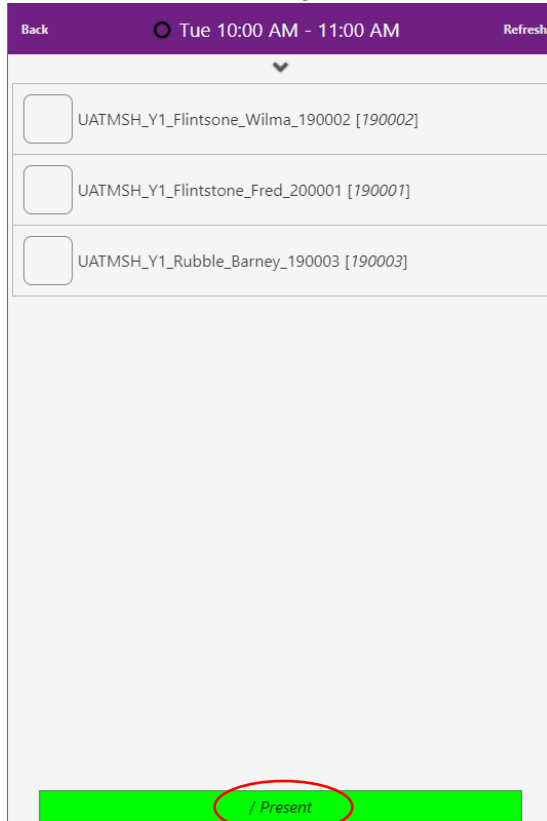
The interface is the same as the previous one, but the 'Save' button in the top right corner of the purple bar is circled in red.

6.3.2 Update a Register for All Students

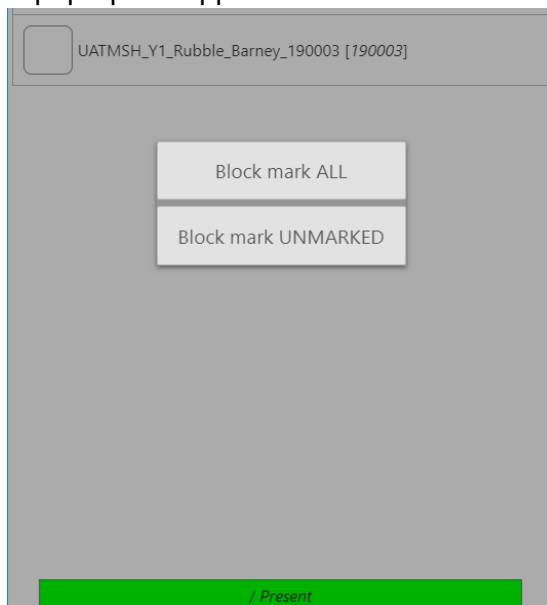
Firstly, ensure that the selected register mark (at the bottom of the screen) is the one you want.

If not, see above for details of how to select a different register mark.

Press and hold the Register Mark button



A pop-up will appear



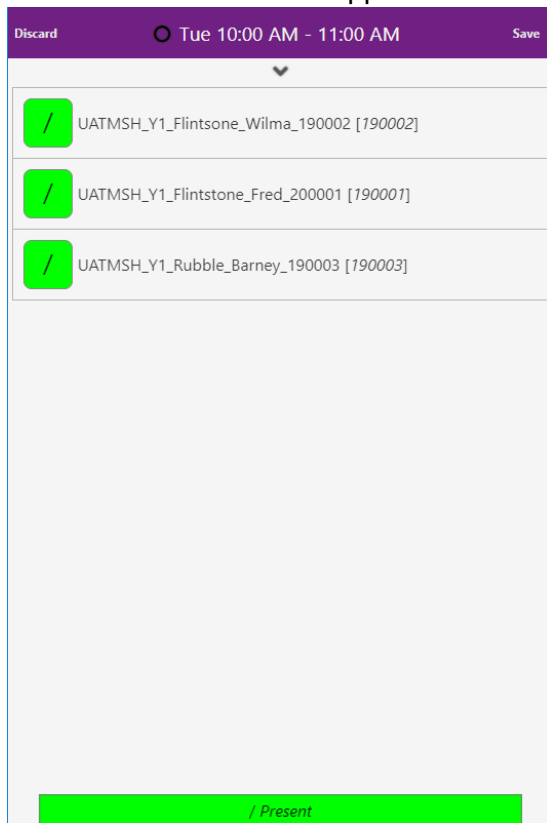
Tap on the appropriate option.

Note:

Block mark ALL will apply your selected register mark to ALL students (even if they already have a mark).

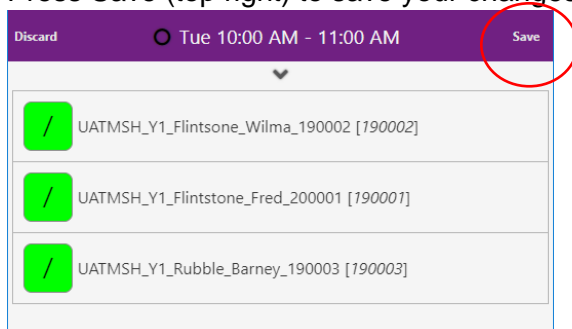
Block mark UNMARKED will apply your selected register mark to only those students who do not already have a mark.

The chosen mark will be applied to the relevant students



The screenshot shows a mobile application interface for marking students. At the top, there is a purple header bar with the text "Discard" on the left, a radio button followed by "Tue 10:00 AM - 11:00 AM" in the center, and "Save" on the right. Below the header is a list of three students, each with a green square containing a white slash (/) and their name and ID in brackets: "UATMSH_Y1_Flintstone_Wilma_190002 [190002]", "UATMSH_Y1_Flintstone_Fred_200001 [190001]", and "UATMSH_Y1_Rubble_Barney_190003 [190003]". At the bottom of the screen, there is a green bar with the text "/ Present".

Press Save (top right) to save your changes.



This screenshot is identical to the one above, showing the same student marking interface. However, the "Save" button in the top right corner of the purple header bar is circled in red, highlighting it as the action to be taken.

6.4 Add a Comment against a Student in a Register

When viewing/updating a register, you have the option of adding a comment against a student.

If/when a student tells you the reason for their absence/lateness, it is helpful to record that in the register so that it can be viewed by other staff members who may also have a role in the student's welfare.

Plus, by producing summary reports of these comments (i.e. explanations for absence/lateness) it will enable us to identify any trends.

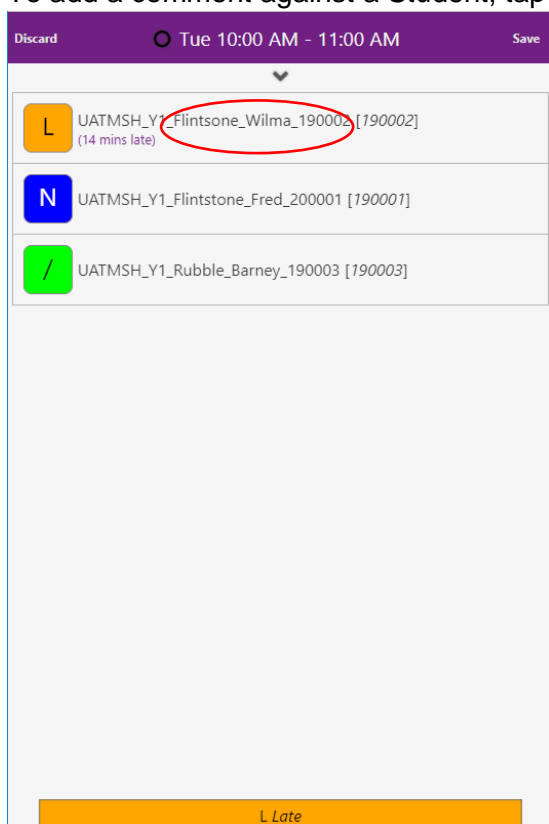
NB: The comment field is a 'free text' field which means you could write anything you like – but please do not. Please use one of the agreed list of reason codes instead, as follows:

ACCESS	CARD	CARE	CHOSE	DEPART
DIST	HANGOV	LEAVE	MEDIC	OVERRUN
PARK	QUEUE	STAFFERR	SYSTEM	TIMEMGMT
TIMETAB	TRAV	USERERR	VISA	WORK

Using these standard conventions will make it easier to produce summary reports of the reasons for absence/lateness and thus enable us to identify any trends.

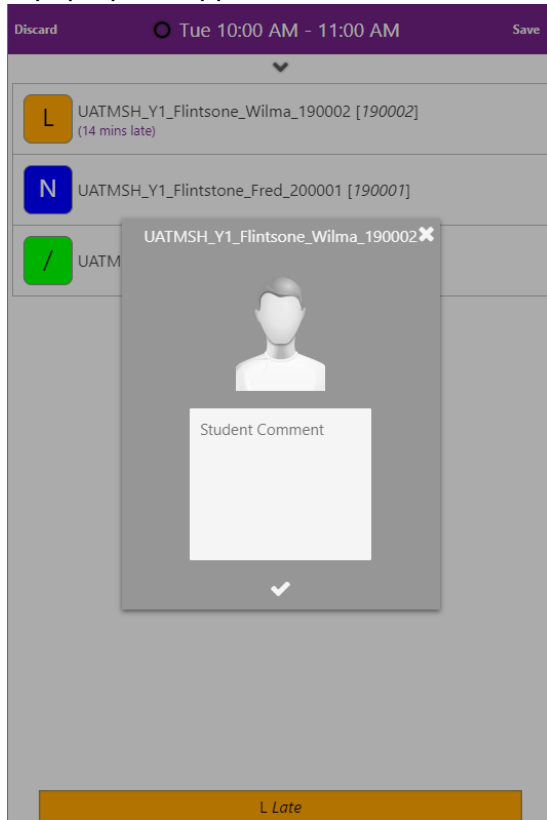
For further details about Comment Codes please see Section 9.2.

To add a comment against a Student, tap on the Student

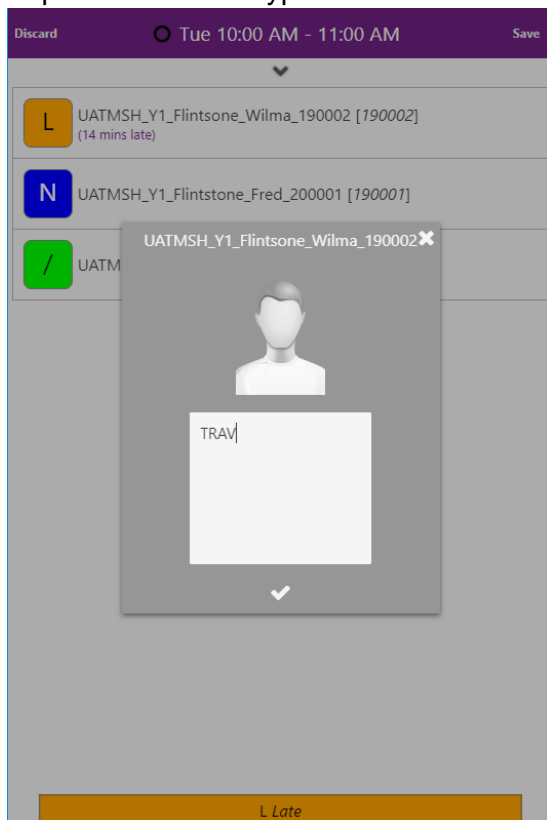


The screenshot shows a mobile application interface for adding a comment against a student. The interface has a purple header bar with 'Discard' on the left, a radio button and 'Tue 10:00 AM - 11:00 AM' in the center, and 'Save' on the right. Below the header is a list of students. The first student is highlighted with a red circle around their name: 'UATMSH_Y1_Flintstone_Wilma_190002 [190002]'. Below this list is a large text input field for adding a comment. At the bottom of the screen, there is a button labeled 'L Late'.

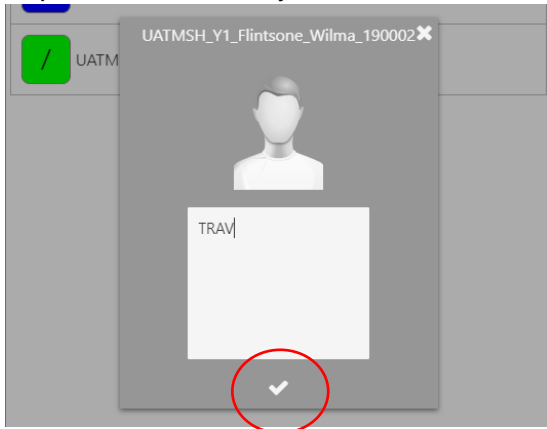
A pop-up will appear



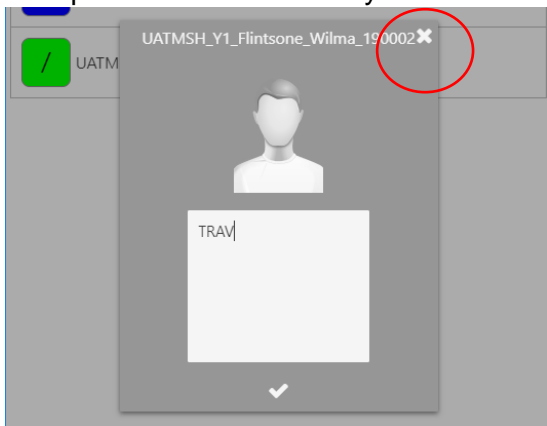
Tap in the box and type in the relevant comment code



Tap the Tick to save your comment



Or tap the Cross to discard your comment



The comment will appear below the student's name

Discard

Tue 10:00 AM - 11:00 AM

Save

L

UATMSH_Y1_Flintstone_Wilma_190002 [190002]
(14 mins late) TRAV

N

UATMSH_Y1_Flintstone_Fred_200001 [190001]

/

UATMSH_Y1_Rubble_Barney_190003 [190003]

L Late

Press Save (top right) to save your changes.

Discard

Tue 10:00 AM - 11:00 AM

Save

L

UATMSH_Y1_Flintstone_Wilma_190002 [190002]
(14 mins late) TRAV

N

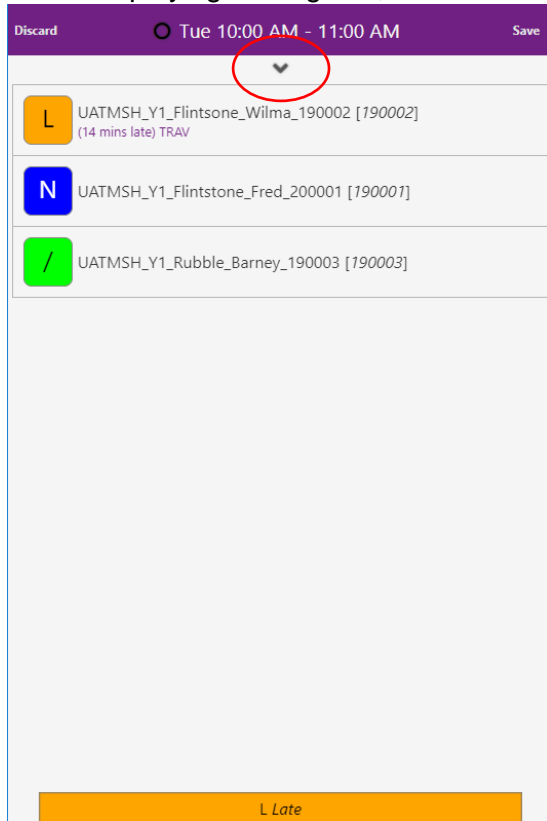
UATMSH_Y1_Flintstone_Fred_200001 [190001]

6.5 Add a Comment to a Register

This adds a comment against the register as a whole, rather than against a particular student.

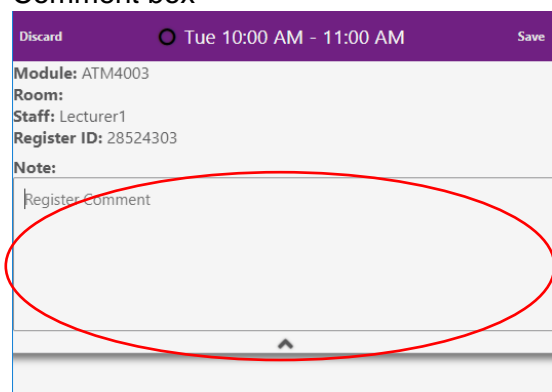
This can be a handy way to keep a note of something for future reference. For example to note a student who attended but wasn't listed in the register.

When displaying the register, click the down arrow below the session day & times



The screenshot shows a mobile application interface for a register. At the top, there is a purple header bar with the text "Discard" on the left, "Tue 10:00 AM - 11:00 AM" in the center, and "Save" on the right. Below the header, there is a list of students. Each student entry consists of a colored square icon (L, N, or /) followed by the student's name and ID in brackets, and a status in brackets. The first student is "UATMSH_Y1_Flintstone_Wilma_190002 [190002]" with a status of "(14 mins late) TRAV". The second student is "UATMSH_Y1_Flintstone_Fred_200001 [190001]". The third student is "UATMSH_Y1_Rubble_Barney_190003 [190003]". Below the list, there is a large empty space. At the bottom, there is a yellow bar with the text "L Late". A red circle highlights a small down arrow icon located below the session header.

A drop-down will displayed additional information about the session along with a Register Comment box



The screenshot shows the same mobile application interface as the previous one, but with additional session details. Below the student list, there is a section with the following information: "Module: ATM4003", "Room:", "Staff: Lecturer1", and "Register ID: 28524303". Below this, there is a "Note:" label followed by a text input field labeled "Register Comment". A red oval highlights the "Register Comment" text input field. At the bottom, there is a small up arrow icon.

Click in the box and type your text

Discard ☐ Tue 10:00 AM - 11:00 AM Save

Module: ATM4003
Room:
Staff: Lecturer1
Register ID: 28524303
Note:
Betty Rubble 190004 attended but is not listed in the register|

Click the up arrow to hide the drop-down

Discard ☐ Tue 10:00 AM - 11:00 AM Save

Module: ATM4003
Room:
Staff: Lecturer1
Register ID: 28524303
Note:
Betty Rubble 190004 attended but is not listed in the register|

Click Save to save your change.

Discard ☐ Tue 10:00 AM - 11:00 AM Save

UATMSH_Y1_Flintsone_Wilma_190002 [190002]
(14 mins late) TRAV

6.6 Update Multiple Registers (using Extended Absence)

The Extended Absence feature is not available via a mobile device – so you will need to do this via a PC / Mac (desktop / laptop).

6.7 View Attendance Reports

t.b.c.

7 Problem Reporting

- There's new icon on the desktop of all lecturers' PCs in teaching rooms.



Click this and it will take you straight the online IT Helpdesk System

- Alternatively ... from the Staffnet home page
 - Select [Quick Links](#)
 - Select [Helpdesk Contacts](#)
 - Scroll down the page
 - Select [Click here to log an IT call online](#)
- Once in the IT Fault Reporting System
 - Enter your Room Number/Location
 - Under Call Type: select [Attendance Monitoring Problems](#) from the dropdown list

St Mary's University - New Help Desk Ticket

Create New Help Desk Ticket

Name:

Rob Johnson

Room Number/Location:

M1

Call Type:

Description:

{select type}

1st Line

Attendance Monitoring Problems

Change Request

Classroom Callout

Collect parcel

Computer

- Under Sub Call Type: select the appropriate option from the dropdown list

Call Type:	Attendance Monitoring Problems ▼
Sub Call Type:	▼
Description:	<div>Problem Editing Attendance Register</div> <div>Problem Logging-in to Attendance Monitoring</div> <div>Problem Viewing Attendance Monitoring</div> <div>Problem with Attendance Card-reader</div> <div>Problem with Attendance Register data</div> <div>Problem with Attendance Reports</div>

- Enter a Description
- Click Submit

8 Register Marks Explained

8.1 / Present

Students who tap-in any time from 15 minutes before the scheduled start of the session to 10 minutes after the scheduled start of the session will be marked as 'Present'.

The same criteria should, therefore, be applied to any register marks which are entered by a staff member.

8.2 L Late

Students who tap-in more than 10 minutes after the scheduled start of the session (and before the scheduled end of the session) will be considered to have attended but will be marked as 'Late'.

The same criteria should, therefore, be applied to any register marks which are entered by a staff member.

8.3 A Absent

Students who tap-in too early i.e. more than 15 minutes before the scheduled start of the session will not be marked as having attended the session and will be marked as 'Absent'.

Students who tap-in after the scheduled end of the session will not be marked as having attended the session and will be marked as 'Absent'.

The same criteria should, therefore, be applied to any register marks which are entered by a staff member.

8.4 N Not required

This status will not be entered by the system as a result of card taps (or a lack thereof). It can only be entered by staff.

'Not required' is used to denote a student who is listed in the Timetable as attending a session but who does not actually need to attend that session.

Examples of this are:

- (i) Drama rehearsals, where the whole cohort are rostered to attend but the lecturer decides on a session-by-session basis which cast members to call/not call.
- (ii) A student who has to retake module assignments but who has the choice whether or not to re-attend the lectures.

NB: 'Not required' should not be used denote Absences which are explained or allowed.

It is not meant to cover students who are supposed to attend a session but who we reluctantly accept will not attend e.g. because they're sick, on compassionate leave, representing St Mary's at University Challenge or whatever.

In these cases, the student is missing something that they really shouldn't be missing. So it is correct to record them as Absent.

Comment codes can be used to record the reason for the student's absence (if known).

9 Additional Info

9.1 Frequently Asked Questions (FAQs)

<https://staffnet.stmarys.ac.uk/services-departments/cio-project-office/Documents/Attendance-Monitoring-FAQs.pdf>

9.2 Attendance Monitoring Comment Codes

<https://staffnet.stmarys.ac.uk/services-departments/cio-project-office/Documents/Attendance-Monitoring-Comment-Codes.pdf>

9.3 St Mary's Attendance Policy

<insert link>