



St Mary's
University
Twickenham
London

SITS at St Mary's e:Vision Guide

Student Profiles
Class Registers
Programme Lists
Leave of Absence Report
Module Details



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Access is via the staff
pages on the
University Website

Under Systems click
SITS e:Vision Portal

and enter your log in
details

3.2 How to view student records on e-Vision

Navigation to e-Vision

Academic colleagues only have access to e-Vision, this is the web-based version of the Student Record System and be accessed off campus, on mobile phones and macs.

Action 1: From the staff pages on St Mary's website: <https://www.stmarys.ac.uk/staff/links.aspx>

Action 2: Select SITS: E-Vision Portal

Systems

- [CELCAT timetables](#)
- [Moodle](#)
- [Office 365 \(Email\)](#)
- [Open Research Archive](#)
- [PeopleNet](#)
- [SimmPay: Cashless Cateri](#)
- [SITS: e:Vision Portal](#)
- [SMRS Reporting](#)





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This will take to you the main e-Vison page

Select the Admin tab from the top bar

Action 4: Select Admin from the top bar.



Clearing User Management Curriculum Management Staff Funding Admin Placement and Mo





View of the Admin tab

Reports that are available to you are listed on the Left Hand Side and Student Look up is located on the Right Hand Side

Admin

Admin Reports
Module Details
Class Register
Current Leave of Absence
Student on Module Report
Admissions Statistics Report

Module Registration Reports
Unregistered Students (Modules)
Low Population Modules

Programme Registration Reports

Student Look-up
<h3>Quick Search</h3> <p>If you know the regnum you can input it below and it will go straight to their profile when you click Search.</p>
<h4>Student Profile - Quick Lookup</h4>
Regnum <input type="text"/>
<input type="button" value="Clear Fields"/> <input type="button" value="Search"/>



Student Profile Search

Enter the regnum or part student name in the field and options will appear for you to select and confirm. This will take you to the student profile where you can view further student information: contact details, Modules, Assessments.

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An example of student profile
(redacted)

Student Profile Search

Natalia Page Details

Regnum	Name	Known As	Date of Birth
[REDACTED]	[REDACTED]	Natalia	[REDACTED]
QL ID	SLC SSN	UCAS ID	HESA ID
[REDACTED]	N/A	1 [REDACTED]	Not defined
SMU Email	Personal Email	Visa	SMULIC ID
[REDACTED]	[REDACTED]	N/A	N/A

This is not a current student.

This student was migrated from QL. As such some of the information in the student profile may not be available as it might not have been recorded in QL.

Overview | Addresses | Modules 1 | Assessments 2 | Applications 3



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Class Register Report

This extracts a list of students by module



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Class Register

Action 1: Select Class Registers from Reports that are listed on the left hand side of the Admin Tab in e-Vision

Action 2: Enter your request:

*Module Search eg NUT4031

*Academic Year from the drop down

*Period eg Sem 1 (from the drop down)

The screenshot shows the 'Class Register' form in e-Vision. The form has a dark blue header with the text 'Class Register'. Below the header, there is a instruction: 'Please complete the report options and click the 'Run Report' button.' The form contains three input fields: 'Module Search' with a magnifying glass icon and the text 'NUT4031', 'Academic Year' with a dropdown menu showing '2021/22', and 'Period (semester)' with a dropdown menu showing 'SEM1'. At the bottom of the form, there are two buttons: 'Clear Fields' and 'Search'.



Class Registers

Action 3: Once extracted, you can sort the list by Regnum, Name or Status by clicking in the white space next to the title and a grey arrow will appear as shown below

Year:2021/22

Module: NUT4031

Occurrence: SMF01

Period (Semester): SEM1 (SEM1)

Name: Introduction to Research

Copy CSV Excel PDF Print



Search:

Photo	↓ SPR Code	First Name	Surname	ROU Code	Fee Status	Mode of study	SCE Enrolment Status
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Student Programme List

This extracts a list of students by programme



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Student Programme List

Action 1: Select Student Programme List from the Reports listed on the left hand side of the Admin Tab in e-Vision

Action 2: Enter your request:

- * Academic Year from the drop down
- * Programme: Enter course code or programme name
- * Level of Study: select using the dropdown
- * Partner: this will default St Mary's Twickenham



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Student Programme List

Student Programme Report

Report Parameters are entered on this page.

Student Programme Report

Please complete the report options and click the 'Run Report' button.

Academic Year*	2021/22	▼
Programme*		
Level of Study		▼
Partner	St Mary's, Twickenham	▼

Clear Fields Exit View



Student Programme List

An example of a redacted student programme report. You can sort by using the grey arrows against Regnum and Name.

Student Programme Report - 2021/22

Report generated on 07/Sep/2021 at 14:46

Students on programme							
Export to Excel		Print...		Search: <input type="text"/>			
Regnum	Name	Programme	Level	MoA	Partner	Status	
[Redacted]	[Redacted]	Applied Sports Nutrition	FHEQ Level 7	Full-Time	St Mary's, Twickenham	C (Current Student)	
[Redacted]	[Redacted]	Applied Sports Nutrition	FHEQ Level 7	Full-Time	St Mary's, Twickenham	C (Current Student)	
[Redacted]	[Redacted]	Applied Sports Nutrition	FHEQ Level 7	Full-Time	St Mary's, Twickenham	C (Current Student)	
[Redacted]	[Redacted]	Applied Sports Nutrition	FHEQ Level 7	Full-Time	St Mary's, Twickenham	EE (Eligible for Enrolment)	
[Redacted]	[Redacted]	Applied Sports Nutrition	FHEQ Level 7	Part-Time	St Mary's, Twickenham	C (Current Student)	



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Leave of Absence Report

Following the same directions as per the Class Register you can view a LoA report, from the Admin tab which you can filter using your programme code

Clicking on the student regnum will take you to the relevant student profile page



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Module Details

Following the same directions as for the Class Register Report you can view Module Details, from the Admin tab

This will show you how the module is set up in SITS



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How to access e-Vison

<https://www.stmarys.ac.uk/taff/links.aspx>



Clearing

Study

Student life

International

Research

Sport

About

Full A-Z

Home > Information for staff

Information for staff (formerly StaffNet)

LATEST NEWS: [Interested in earning £10.85 per hour as a Support Worker?](#) [View all news...](#)

Search

Search this website

Search

Systems

- [CELCAT timetables](#)
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- [SMRS Reporting](#)
- [Zoom](#)



Coronavirus

- [Guidance for staff](#)
- [COVID-19 staff self-reporting form](#)

Forms and requests

- [IT Online Forms System](#)
- [Password Reset System](#)
- [Sundry Payment Request](#)

View all forms

Contacts and support

- **Fees:** feesoffice@stmarys.ac.uk (ext 4035)
- **Finance:** finance@stmarys.ac.uk
- **Housekeeping:** housekeeping@stmarys.ac.uk
- **HR:** hrhelpdesk@stmarys.ac.uk
- **IT:** [View self-service guides](#)
- **Maintenance:** fmhelp@stmarys.ac.uk (ext 4036)
- **Payroll:** payroll@stmarys.ac.uk (ext 4231)
- [Staff and student contacts](#)

Log in to SITS e:Vision Portal

Portal Login

Username

Password

[Log in](#)

Login Information

If you have forgotten your password please click the 'Forgotten your password?' button below to have a new password emailed to you.

[Applicants](#) ▲

[Student, Staff and Agents](#) ▲



Clearing

Clearing Call Centre

Clearing Call Centre

Clearing Outbound Call Centre


Clearing Outbound Call Centre



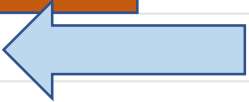


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Quick Search

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Student Profile - Quick Lookup

Regnum 

Clear
Fields

Search

Detailed Student Search