

Lecture Details



Version Control

Date	Version	Change Summary	Created By
22/11/21	1.0	Extracted from original guide	Neil Trueman

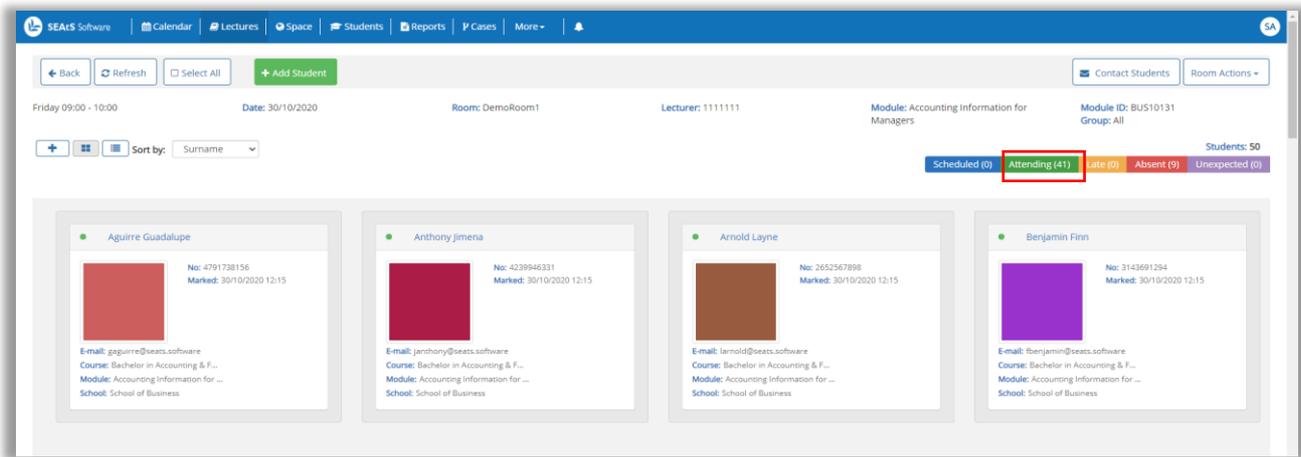


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Students Attending Lectures

By clicking on the relevant lecture within the lecture index page, you will be presented with the lecture details page. **Note:** The default landing area is 'Attending'



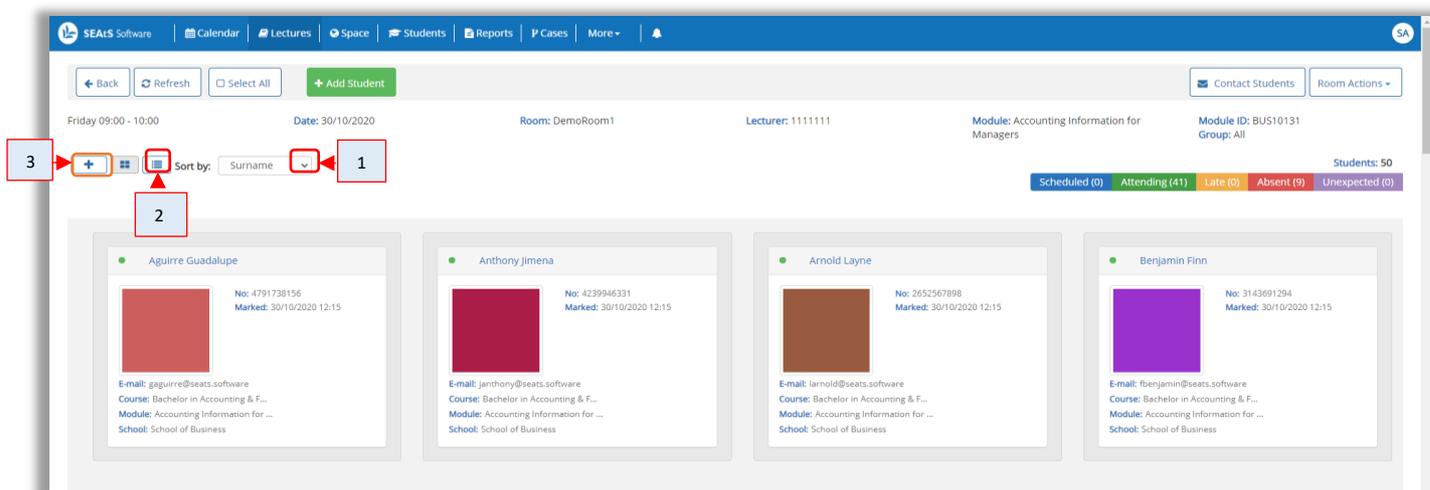
Note: If the lecture is yet to take place all students will appear in the "scheduled" tab. If the lecture has taken place, students may be found in the "attending", "late", "absent", or "unexpected" tabs.

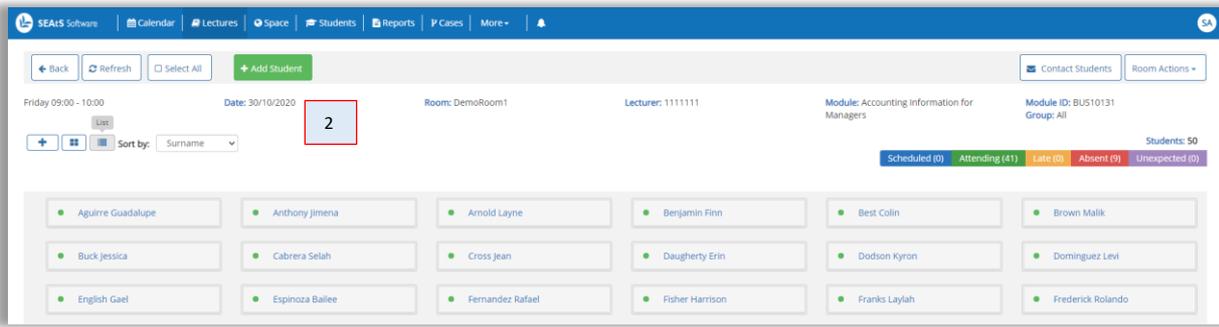


By clicking on the relevant tabs displayed above, you can see a list of associated students who are marked as "scheduled" (before the lecture has taken place), "attending", "late", "absent" and "unexpected" (not timetabled for that lecture but taps in).

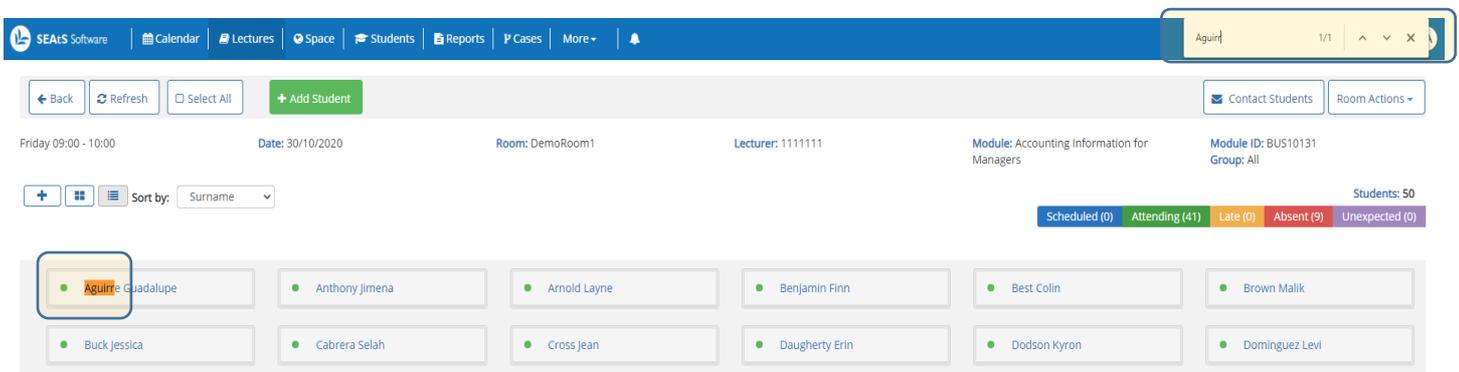
Note: "Late" boundaries are configurable for lectures.

Students can be sorted (1) by surname, forename and full name and can be viewed in tile format (default) or list format (2). Additionally, lists of students may be exported to PDF or CSV file format (3).





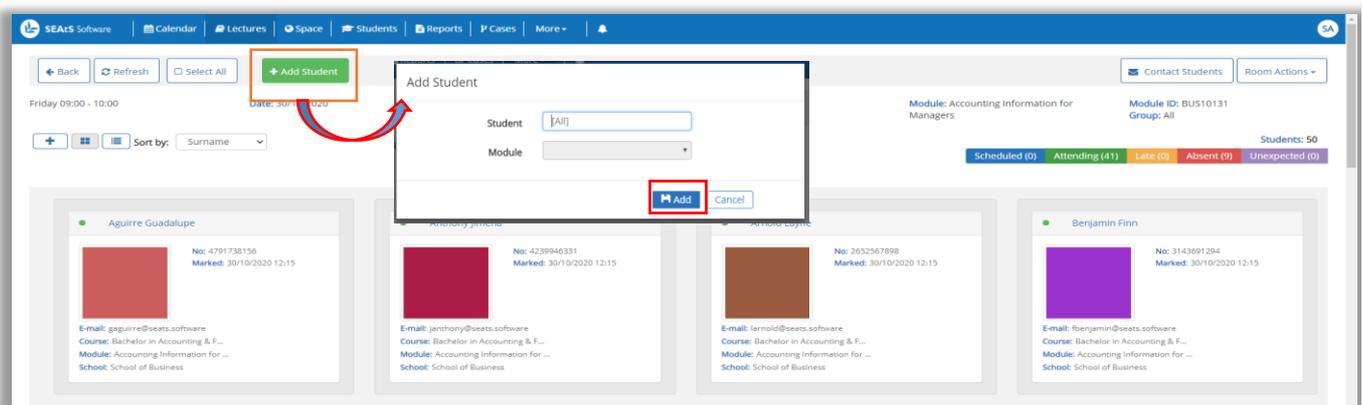
Note: Depending on what version of browser software your organisation is using, you may search for a student using CTRL + F functionality. This is particularly useful if there are a large number of students in the list.



Add a student to a lecture

A configurable feature is the ability to add a student to the lecture. **Note:** Your organisation may not use this feature and as such may not be available to you.

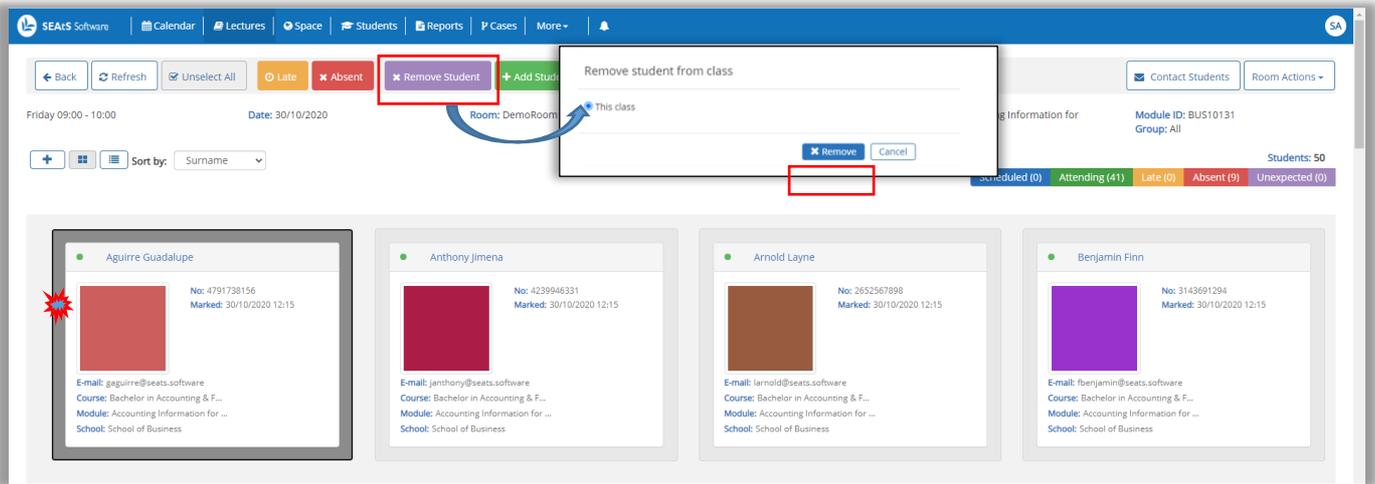
Click the '**Add Student**' button. Search for and select the correct student. Choose the correct module from the drop-down option. Click to **Add**. **Note:** By adding a student in this manner, will add them to the class as **Attended** or if occurring in the future will add to the Scheduled list.



Remove a student from a Lecture

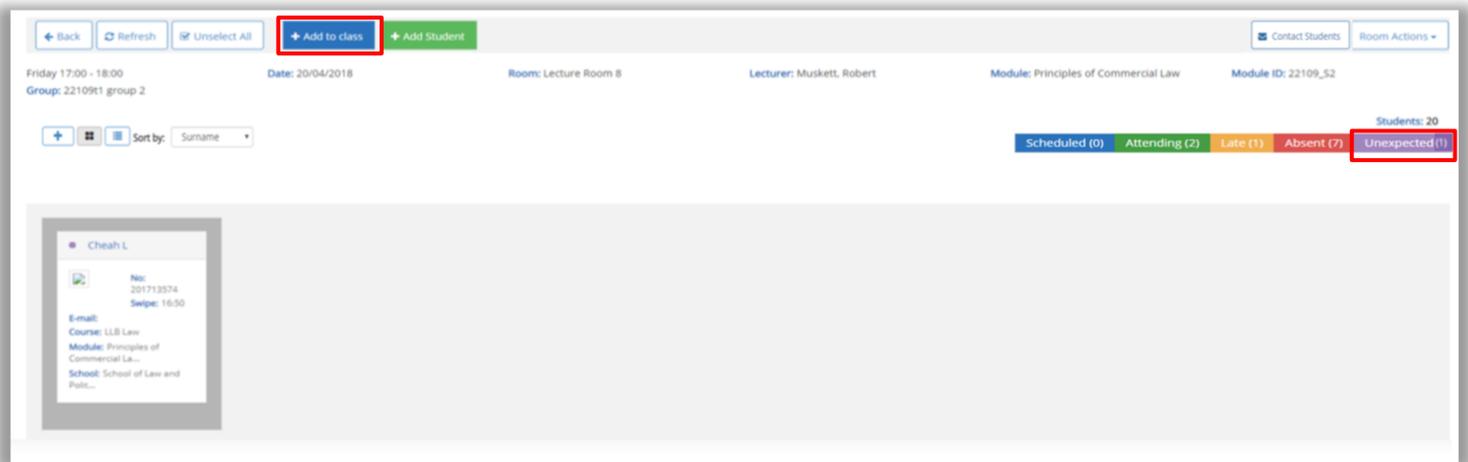
An additional feature is the ability to remove a student from the lecture. **Note:** Your organisation may not avail of this feature and as such may not be visible to you or may be reserved for administrators.

Select the student that you wish to remove. Select the Remove student option. Select the Remove button.



Add a student to a lecture – Unexpected Attendance

If your organization is using card readers and a student taps into your class that they were not scheduled to attend, they will be visible in the Unexpected area. If configured by your organization, you can move any students from this area to the attending area as shown by selecting Add to Class



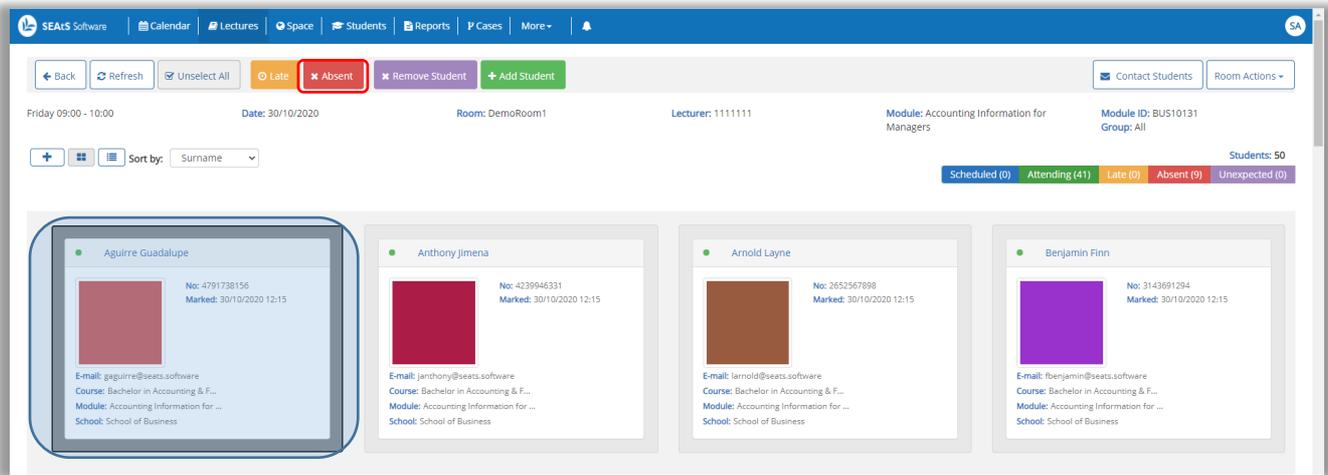
Changing a Students Attendance Status

There may be times where you will need to change the student's status, for example if a student turns up to a lecture and forgot their student ID card.

You will have the option to change the student's status by clicking on the relevant student's details from the lecture screen.

Note: The options available depend on the student's status and your organisations configuration.

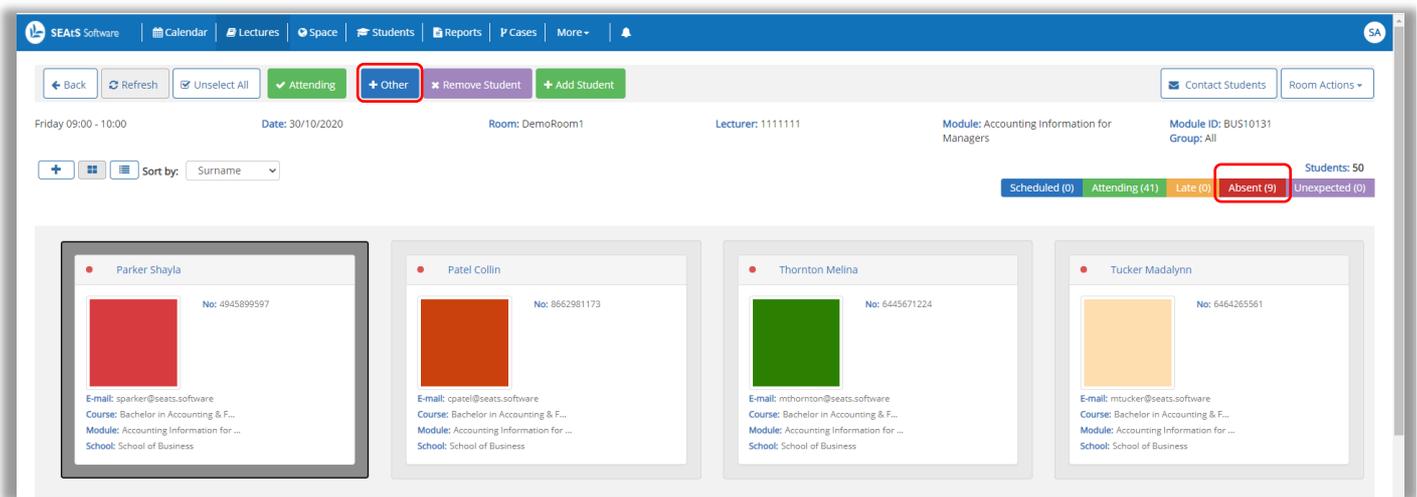
For example, if a student is marked as **“attending”** by selecting the student, will activate two options that you can move the student to: **Late** or **Absent** (Remove if enabled)



Swipes that were recorded after the absence cut off time for the lecture but before the end of the timetable event will be recorded as 'absent' but will have the swipe time displayed. If a student is showing as **“Absent”**, they can be marked as **‘Attending’** or **‘Other’ – Other Absence (if configured by your organisation)**.

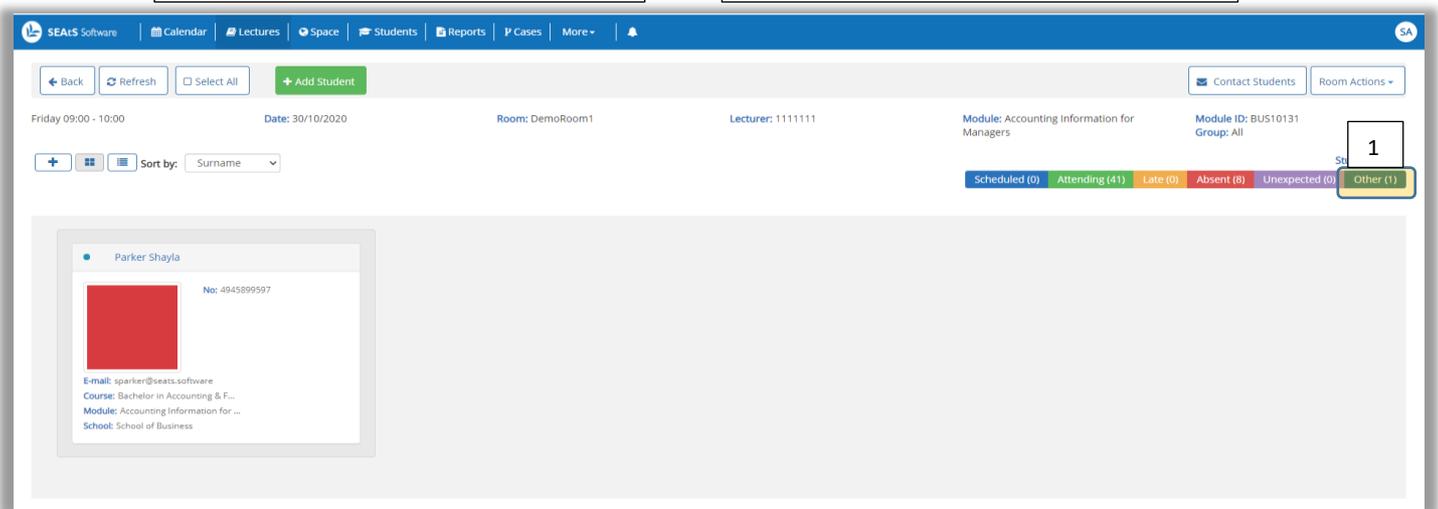
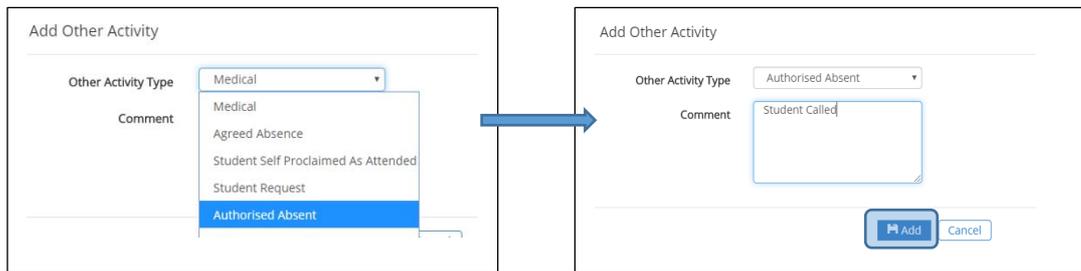
Changing a Students Attendance Status – Authorised Absence

If configured by your organisation, Authorised absence may be applied from the Absent area. Select the student followed by **‘Other’**.



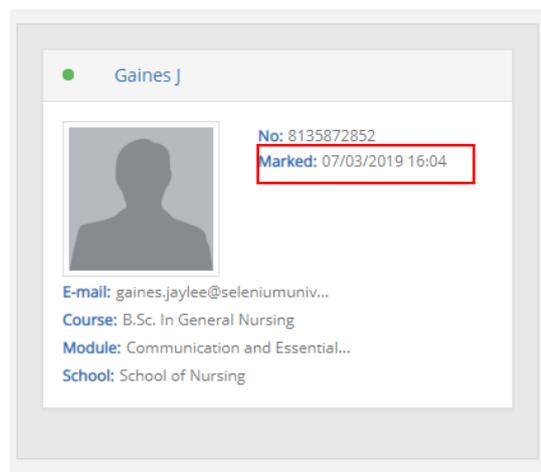
Note: The dropdowns under **“Other”** are locally configured to determine system behaviour in line with your Attendance Policy. If for example you select Authorised Absent and the system is configured locally to mark the student as Absent, the student will be moved to a new area called 'other'(1) Alternatively the system may be configured to Act as Attended on selection of the Activity type, therefore the student would be moved to the Attending area. Select the Appropriate Activity Type, Add any Comments and Click to **Add**.

Students that have Authorised absences applied from other areas of the system will still be displayed in the 'other' area. This is particularly useful for academics to see ahead of a teaching event, what students will not be present.



Student Attendance Audit

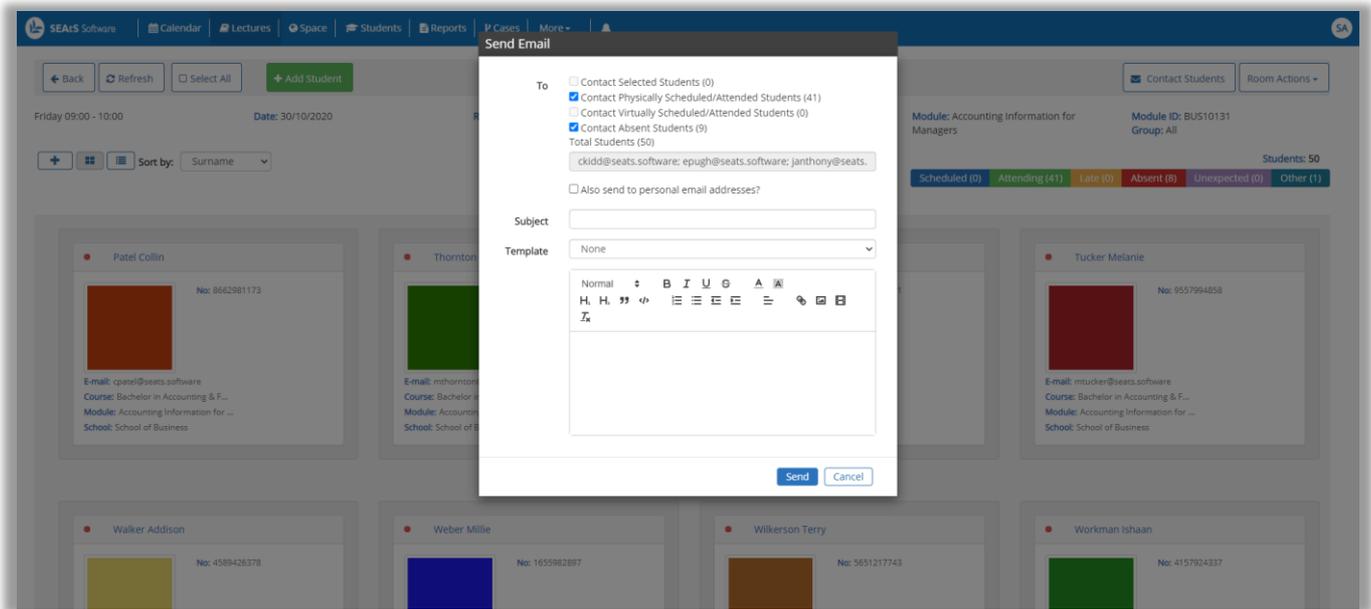
The student card provides details of the student that is attending. A time stamp of when the student swiped or checked in is provided. If the student attendance is manually updated, the wording is changed to 'Marked'. Although not visible in the card, the name of the person who updated the attendance/absence is recorded in the individual student profile timeline.



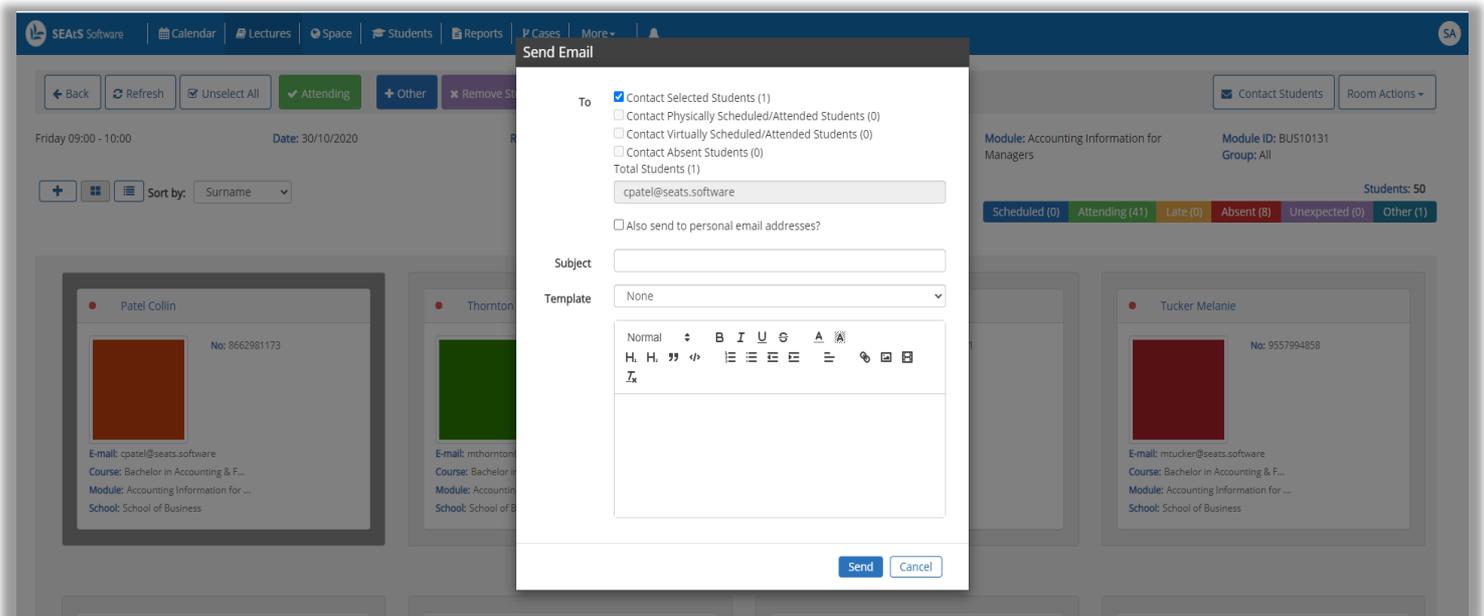
Contact Students

As described earlier in this guide, if configured to do so, a user can contact students from the main index page however it is also possible to send a communication from the details page. By selecting 'Contact Students' the same pop-up window will be displayed, providing options to contact the students. An additional feature from this page is to select an individual student or more to communicate to as shown.

No students selected

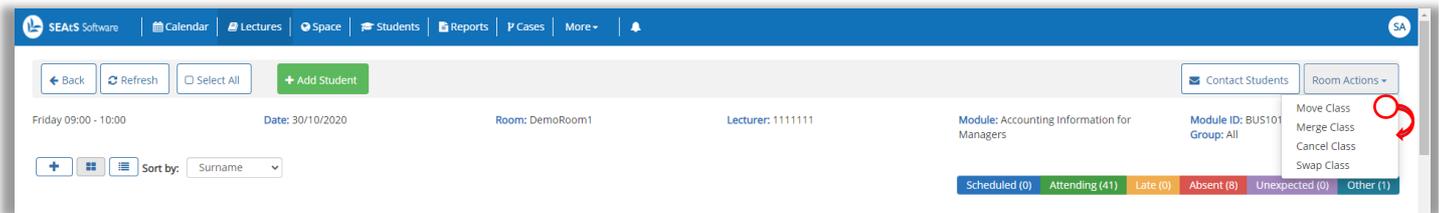


One student selected

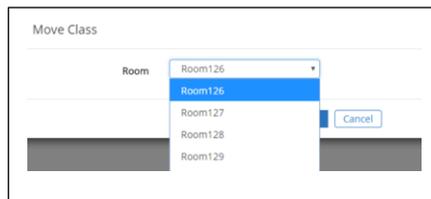


Room Actions

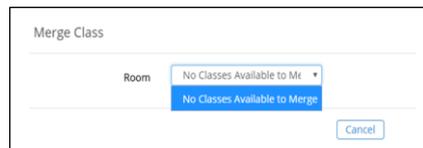
For scheduled lectures, there may be times that you will need to either move the class, merge, swap or even cancel it altogether. Shown below are some further examples of this functionality. In addition to this function, an additional SEAtS configuration can be applied that will allow notifications (email and/or SMS) to be sent to students and/or staff on triggering each of these actions. File templates can also be configured to enhance the notification.



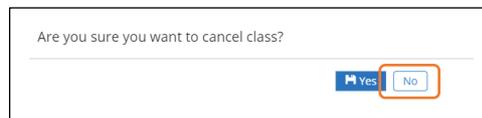
Move Class – the room that was initially timetabled for the lecture is unusable. By selecting the ‘Move Class’ option will provide you with a list of appropriate rooms which are available at that time within the same building. Once selected, click to **Save**



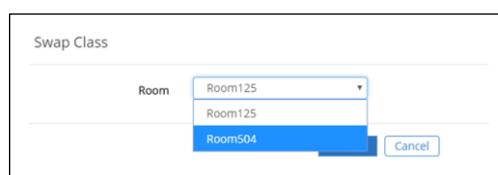
Merge Class – there is the ability to merge two classes that are timetabled for the same time. If there are no classes available to merge at that time, there will be no options available for selection.



Cancel Class – there is the ability to cancel classes, usually used for situations out of the universities control. It is advised that the universities timetabling system should be used as the driver for change however this function is typically used for short notice cancellations to prevent students from being marked as absent. Click **Yes** to Save and the lecture will display as being cancelled in the home page.

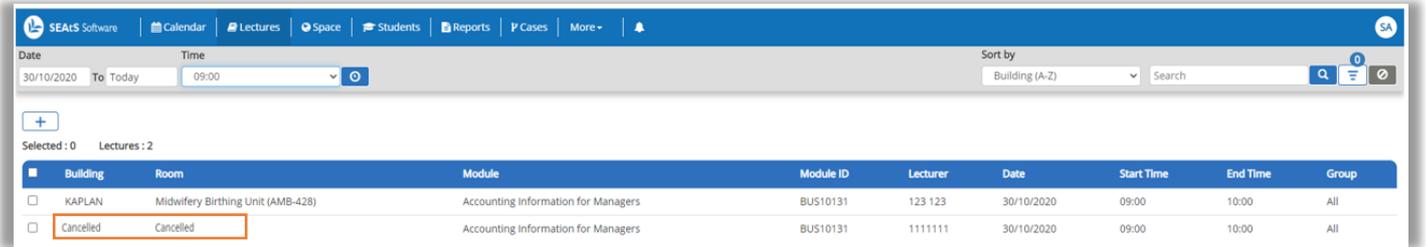


Swap Class – this function is used to accommodate issues with capacity. i.e. **Lecture A** has **10** students scheduled to attend in **Room A** which has a capacity of **50**. **Lecture B** has **50** students scheduled to attend in **Room B** which has a capacity of **10**. In the example below, the lesson is currently scheduled for room 125. Select the appropriate available room then click to **Save**.



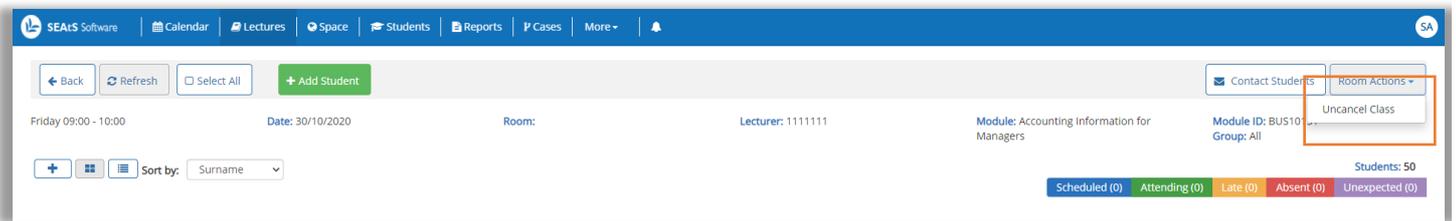
Un Cancel a Cancelled Class

Should the need arise, it is possible to reinstate a cancelled class if it has been cancelled. From your list of lectures, select the lecture that has been cancelled – as shown.



Building	Room	Module	Module ID	Lecturer	Date	Start Time	End Time	Group
KAPLAN	Midwifery Birthing Unit (AMB-428)	Accounting Information for Managers	BUS10131	123 123	30/10/2020	09:00	10:00	All
Cancelled	Cancelled	Accounting Information for Managers	BUS10131	1111111	30/10/2020	09:00	10:00	All

From within the details screen, select Room Actions and the option to Un cancel will be presented.



Friday 09:00 - 10:00 Date: 30/10/2020 Room: Lecturer: 1111111 Module: Accounting Information for Managers Module ID: BUS10131 Group: All Students: 50

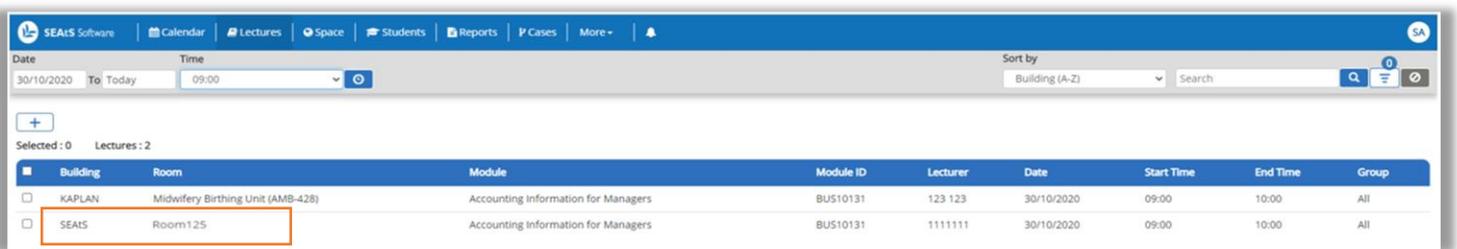
Scheduled (0) Attending (0) Late (0) Absent (0) Unexpected (0)

On selecting the option to Uncancel the class, a pop-up window will be displayed with the original Room location. If this room is still available, click to Save or choose a new room location from the drop-down list.

Uncancel Class

Room

The system will save the change and the class will now be displayed as normal in the list of lectures for the day.



Building	Room	Module	Module ID	Lecturer	Date	Start Time	End Time	Group
KAPLAN	Midwifery Birthing Unit (AMB-428)	Accounting Information for Managers	BUS10131	123 123	30/10/2020	09:00	10:00	All
SEAtS	Room125	Accounting Information for Managers	BUS10131	1111111	30/10/2020	09:00	10:00	All