



Lecture Details









Version Control

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



2/11





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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'

← Back Sefersh Select All + Add Student			Contact Students Room Actions -
day 09:00 - 10:00 Date: 30/10/2020	Room: DemoRoom1	Lecturer: 1111111 Module: Acco Managers	ounting Information for Module ID: BUS10131 Group: All
Sort by: Surname		I	Scheduled (0) Attending (41) Late (0) Absent (9) Unexpected (0
Aguirre Guadalupe	Anthony Jimena	Arnold Layne	Benjamin Finn
No: 4791728156 Marked: 30/10/2020 12:15	No: 4239946331 Marked: 30/10/2020 12:15	No: 2632567898 Marked: 30/10/2020 12:15	Ne: 3143691294 Market: 30/19/2020 12:15
E-mail: gaguirre@seats.software Course: Bachelor in Accounting & F	E-mail: Janthony@seats.software Course: Bachelor in Accounting & F	E-mail: larnold@seats.software Course: Bachelor in Accounting & F	E-mail: fbenjamin@seats.software Course: Bachelor in Accounting 8. F
School: School of Business	School: School of Business	School: School of Business	School: School of Business

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.

Scheduled (0) Attending	2) Late (1)	Absent (7)	Unexpected (0)
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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)





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← Back ② Refresh □ Select All + Add Student				Contact Students Room Actions -
Friday 09:00 - 10:00 Date: 30/10/2020	Room: DemoRoom1	Lecturer: 1111111	Module: Accounting Information for Managers	Module ID: BUS10131 Group: All
+ II Sort by: Surname v			Scheduled (0) Attending (Students: 50 41) Late (0) Absent (9) Unexpected (0)
Aguirre Guadalupe Anthony Jimena	Arnold Layne	Benjamin Finn	Best Colin	Brown Malik
Buck Jessica Cabrera Selah	Cross Jean	Daugherty Erin	Dodson Kyron	Dominguez Levi
English Gael Espinoza Ballee	Fernandez Rafael	Fisher Harrison	Franks Laylah	Frederick Rolando

Note: Depdending 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.

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← Back ② Refresh □ Select All + Add Student				Contact Students Room Actions -
Friday 09:00 - 10:00 Date: 30/10/2020	Room: DemoRoom1	Lecturer: 1111111	Module: Accounting Information for Managers	Module ID: BUS10131 Group: All
+ II Sort by: Surname v			Scheduled (0) Attending (4	Students: 50 1) Late (0) Absent (9) Unexpected (0)
Aguirre Guadalupe Anthony Jimena	Arnold Layne	Benjamin Finn	Best Colin	Brown Malik
Buck jessica Cabrera Selah	Cross Jean	Daugherty Erin	Dodson Kyron	Dominguez Levi

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.

😢 SEAtS Software 🛛 🛱 Calendar 🖉 Lectures 🖉 Space 🖙 Students 📑 Reports 🛛 🗗 Cases 🛛 More -SA nove student from class ← Back ② Refresh ③ Unselect All ◎ Late Contact Students Friday 09:00 - 10:00 30/10/2020 odule ID: BUS1013 Cancel 🛨 📰 🔳 Sort by: Surname 🗸 Arnold Layne Benjamin Finn No: 4791738156 Marked: 30/10/2020 12:15 No: 4239946331 Marked: 30/10/2020 12:15 ar 3143691294 arked: 30/10/2020 12:15 ed: 30/10/2020 12:1

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

🗲 Back 🛛 🛱 Refresh 🖉 Unselect All	+ Add to class + Add Student				Contact Students	Room Actions -
Friday 17:00 - 18:00 Group: 22109t1 group 2	Date: 20/04/2018	Room: Lecture Room 8	Lecturer: Muskett, Robert	Module: Principles of Commercial Law	Module ID: 22109_52	
Sort by: Sumame				Scheduled (0) Attending (2)	Late (1) Absent (7)	Students: 20 Unexpected (1)
Cheah L Mar Mar						

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.

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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) Alternativley 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.

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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

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		То	Contact Selected Students (0) Contact Physically Scheduled/Attended Students (41) Contact Virtually Scheduled/Attended Students (0) Contact Absent Students (9) Total Students (50) Coldd@seats.software: pugh@seats.software: janthony@seats.	Module: Accounting Managers Scheduled (0)	Information for ttending (41)	Contact Students Room Actions - Module ID: BUS10131 Group: All Students: 50 Absent (8) Unexpected (9) Other (1)
		Subject	None			
Patel Collin No: 8662981173	Thornton		Normal ≎ BIUG AM H,H,39 4> E≣EE E % BB Z _k		Tucker Mo	lanie No: 9557994658
E-mail: cpatel@seats.software Course: Bachelor in Accounting & F	E-mail: mthornton Course: Bachelor in				E-mail: mtucker@se Course: Bachelor in	eats.software 1 Accounting & F
Modale: Accounting Information for School: School of Business	Module: Accountin School: School of B		Send Cancel		Module: Accountin School: School of B	g information for usiness
Walker Addison	Weber Mi	llie	Wilkerson Terry		Workman	Ishaan
Nex 4589426378		No: 16559	2897 No: 5651217	743		No: 4157924337

One student selected

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	То	Contact Selected Students (1) Contact Physically Scheduled/Attended Students (0) Contact Virtually Scheduled/Attended Students (0) Contact Absent Students (0) Total Students (1)	Module: Accounting Information for Managers	Contact Students Room Actions + Module ID: BUS10131 Group: All
+ III Sort by: Surname V		cpatel@seats.software	Scheduled (0) Attending (41) Late (0)	Students: 50 Absent (8) Unexpected (0) Other (1)
	Subject			
Patel Collin Thornton	Template	None	Tucker Me	elanie
No: 8662981173		Normal ≑ BIU ⊕ A∭ H.H.199 ¢P ⊫≣≣≣≣ ≣ % ⊠ B Zx		No: 9557994858
E-mail: cpatel@seats.software E-mail: mthornton Course: Bachelor in Accounting & F Course: Bachelor i			E-mail: mtucker@s Course: Bachelor in	eats.software n Accounting & F
Module: Accounting Information for Module: Accountin School: School of Business School: School of B			Module: Accountin School: School of B	g Information for Jusiness
		Send		





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.

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← Back 2 Refresh □ Select A	H Add Student				Contact Students Room Actions -
Friday 09:00 - 10:00	Date: 30/10/2020	Room: DemoRoom1	Lecturer: 1111111	Module: Accounting Information for Managers	Module ID: BUS101 Group: All Carcel Class Swan Class
Sort by: Surnar				Scheduled (0) Attending (41) Late (0)	Absent (8) Unexpected (0) Other (1)

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.

werge class		
Ro	om	No Classes Available to Me
		No Classes Available to Merge

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 cancelations to prevent students from being marked as absent. Click **Yes** to Save and the lecture will display as being cancelled in the home page.

Are you sure you want to cancel class?	
	M Yes No

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**.

nop class		
Room	Room125	*
	Room125	
	Room504	Cancel

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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.

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Date		Time				Sort by			
30/10/	2020 To Today	09:00 👻 🖸				Building (A-Z)	✓ Search		u = 0
+									
Selected : 0 Lectures : 2									
	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
0	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.

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← Back	+ Add Student				Contact Studer ts Room Actions -
Friday 09:00 - 10:00	Date: 30/10/2020	Room:	Lecturer: 1111111	Module: Accounting Information for Managers	Module ID: BUS101 Group: All
+ 📰 🗐 Sort by: Surname	~			Scheduled (0) Attending (0)	Students: 50 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	Room125	٣
		H Save Cancel

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

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Date 30/10	/2020 To Today	Time 09:00 🗸 💽				Sort by Building (A-Z)	✓ Search		Q = 0
+ Selected: 0 Lectures: 2									
	Building	Room	Module	Module ID	Lecturer	Date	Start Time	End Time	Group
0	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	BU510131	1111111	30/10/2020	09:00	10:00	All

