



Lecture Index



Version Control

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

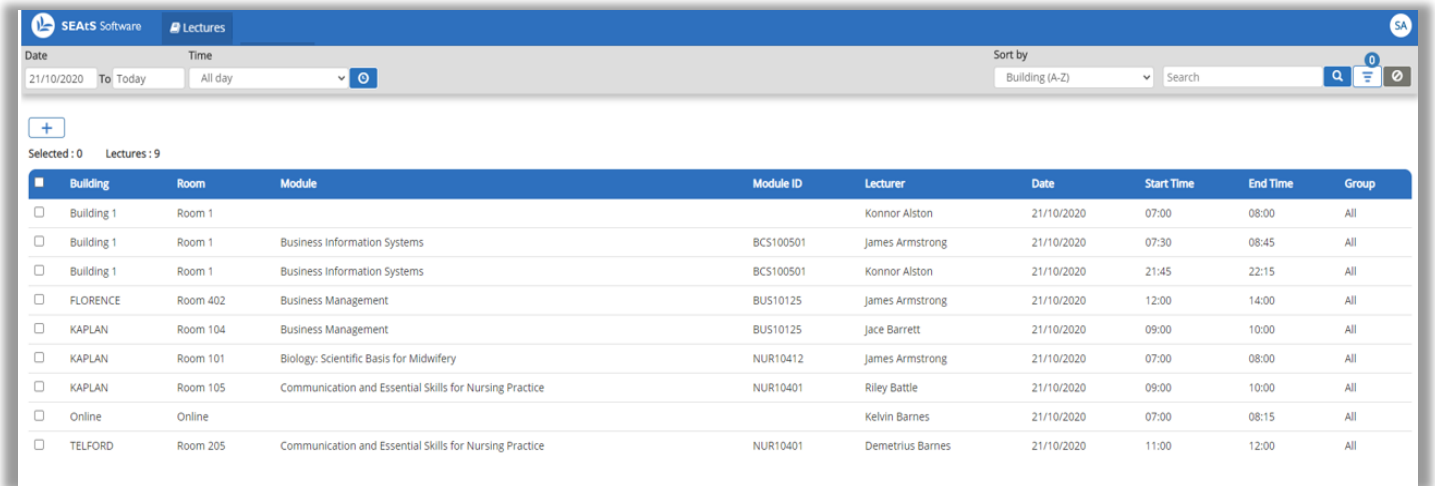


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Lecture Index – Home Page

On selecting the lecture tab, you will be taken to a list of lectures/timetabled activities across your organisation scheduled for that day.

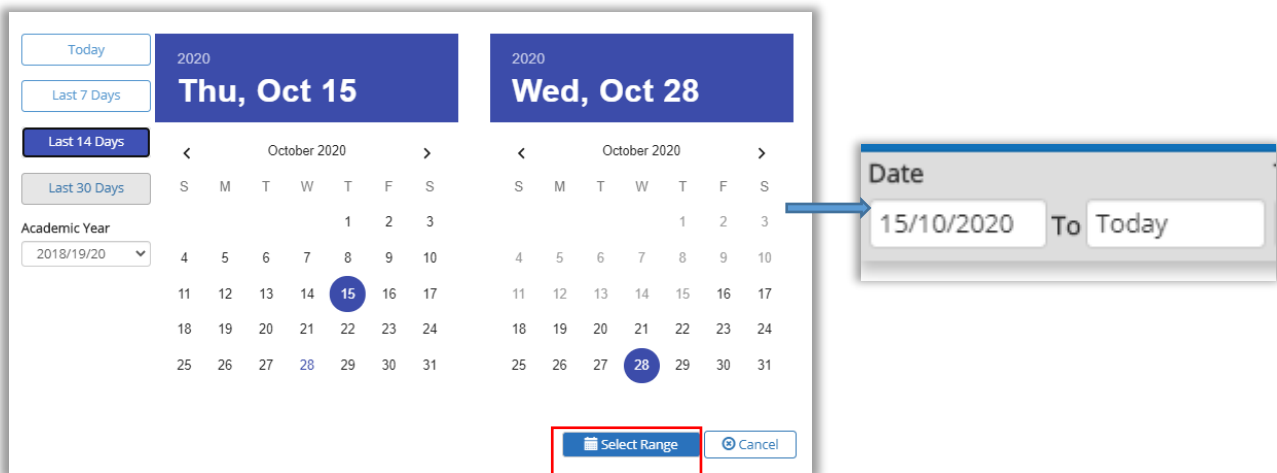


Building	Room	Module	Module ID	Lecturer	Date	Start Time	End Time	Group
Building 1	Room 1			Konnor Alston	21/10/2020	07:00	08:00	All
Building 1	Room 1	Business Information Systems	BCS100501	James Armstrong	21/10/2020	07:30	08:45	All
Building 1	Room 1	Business Information Systems	BCS100501	Konnor Alston	21/10/2020	21:45	22:15	All
FLORENCE	Room 402	Business Management	BUS10125	James Armstrong	21/10/2020	12:00	14:00	All
KAPLAN	Room 104	Business Management	BUS10125	Jace Barrett	21/10/2020	09:00	10:00	All
KAPLAN	Room 101	Biology: Scientific Basis for Midwifery	NUR10412	James Armstrong	21/10/2020	07:00	08:00	All
KAPLAN	Room 105	Communication and Essential Skills for Nursing Practice	NUR10401	Riley Battle	21/10/2020	09:00	10:00	All
Online	Online			Kelvin Barnes	21/10/2020	07:00	08:15	All
TELFORD	Room 205	Communication and Essential Skills for Nursing Practice	NUR10401	Demetrius Barnes	21/10/2020	11:00	12:00	All

Note: The list of teaching events listed in the application are derived from your source timetabling system. Incorrect data displayed in the application should in the first instance be escalated to your own internal teams to review and resolve.

Filter by Date Range

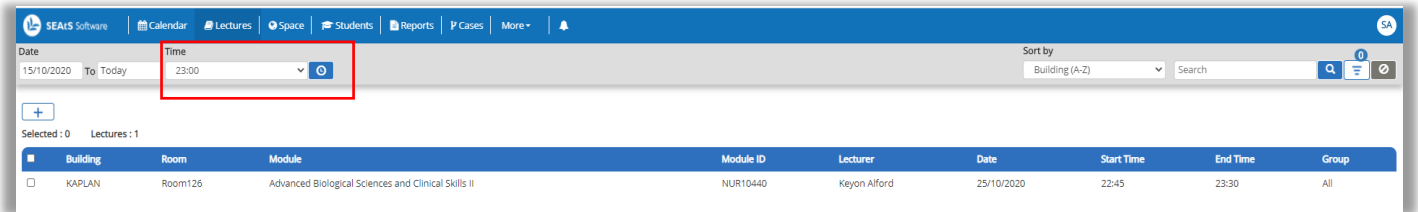
On initial login (first time use) the default date will = today. By clicking into either the 'from' or 'To' date, will populate a date picker. The date picker allows you to select a defined date range such as current academic year or last 30 days, from current date. Custom date ranges may also be selected. Click 'Select Range' to apply the date range to update the date range.



The screenshot shows a date picker interface with two calendar views for October 2020. The left view shows 'Thu, Oct 15' and the right view shows 'Wed, Oct 28'. A 'Date' field is highlighted with a blue arrow pointing to the date '15/10/2020' in the 'To' field. A 'Select Range' button is highlighted with a red box.

Filter by Point in Time

Events listed can be listed at a specific point in time during a day. When using this option, events that also span the selected time will also be listed. In the example shown, one event has been listed that has been scheduled commencing at 23:00 from the 15th October.

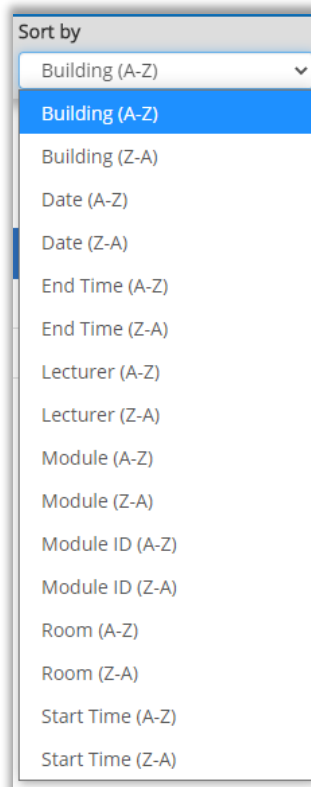


The screenshot shows the SEAtS Software interface with a navigation bar at the top containing 'Calendar', 'Lectures', 'Space', 'Students', 'Reports', 'P Cases', and 'More'. Below the navigation bar, there are filters for 'Date' (15/10/2020 to Today) and 'Time' (23:00). The 'Time' filter is highlighted with a red box. To the right, there is a 'Sort by' dropdown menu set to 'Building (A-Z)' and a search bar. Below the filters, a table displays one event:

Building	Room	Module	Module ID	Lecturer	Date	Start Time	End Time	Group
KAPLAN	Room126	Advanced Biological Sciences and Clinical Skills II	NUR10440	Keyon Afford	25/10/2020	22:45	23:30	All

Sort By

Items within a returned list of events may be sorted to ease viewing.




The screenshot shows the 'Sort by' dropdown menu with the following options:

- Building (A-Z) (selected)
- Building (Z-A)
- Date (A-Z)
- Date (Z-A)
- End Time (A-Z)
- End Time (Z-A)
- Lecturer (A-Z)
- Lecturer (Z-A)
- Module (A-Z)
- Module (Z-A)
- Module ID (A-Z)
- Module ID (Z-A)
- Room (A-Z)
- Room (Z-A)
- Start Time (A-Z)
- Start Time (Z-A)

Search

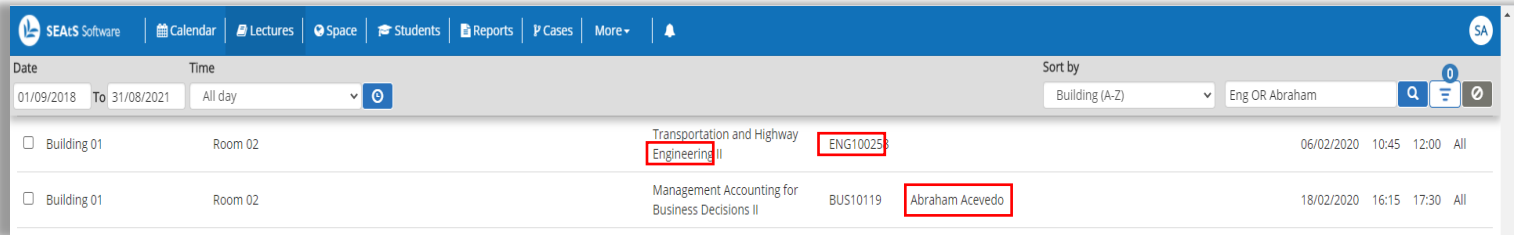
The search option allows the user to search across returned items such as a specific building or room or lecturer. Enter the criteria followed by search. A list of all events listed for this room based on the date range set will be returned.



The screenshot shows a search bar with the text 'Room 126' and a search icon (magnifying glass) to the right, which is highlighted with a red box.

To clear the search retaining other parameters (date and filter builder) delete the criteria and carry out a 'blank' search. More advance searching can be carried out using an 'OR' statement within the search. When searching, narrowing the search criteria will provide better results.

In the example shown, by searching for 'Eng' OR 'Abraham' has returned 2 results - an Engineering course and a lecture being conducted by Abraham Acevedo for the selected date range.



The screenshot shows the SEAtS Software search results interface. The top navigation bar includes 'SEAtS Software', 'Calendar', 'Lectures', 'Space', 'Students', 'Reports', 'Cases', and 'More'. The search criteria are set to 'Date: 01/09/2018 To 31/08/2021', 'Time: All day', and 'Sort by: Building (A-Z)'. The search results are filtered by 'Eng OR Abraham'. Two results are displayed:

Building	Room	Course/Event	Code	Date	Time	Duration	Attendees
Building 01	Room 02	Transportation and Highway Engineering II	ENG10025	06/02/2020	10:45	12:00	All
Building 01	Room 02	Management Accounting for Business Decisions II	BUS10119	18/02/2020	16:15	17:30	All

Clear All

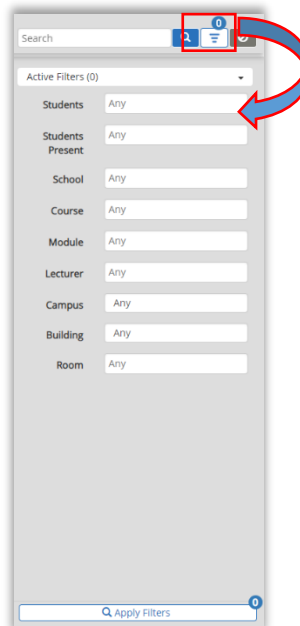
Selecting the clear



button will default all filters back to default including returning the date to 'today's date.'

Filter Builder

The filter builder provides extensive filtering ability. Available options within the filter are shown below.



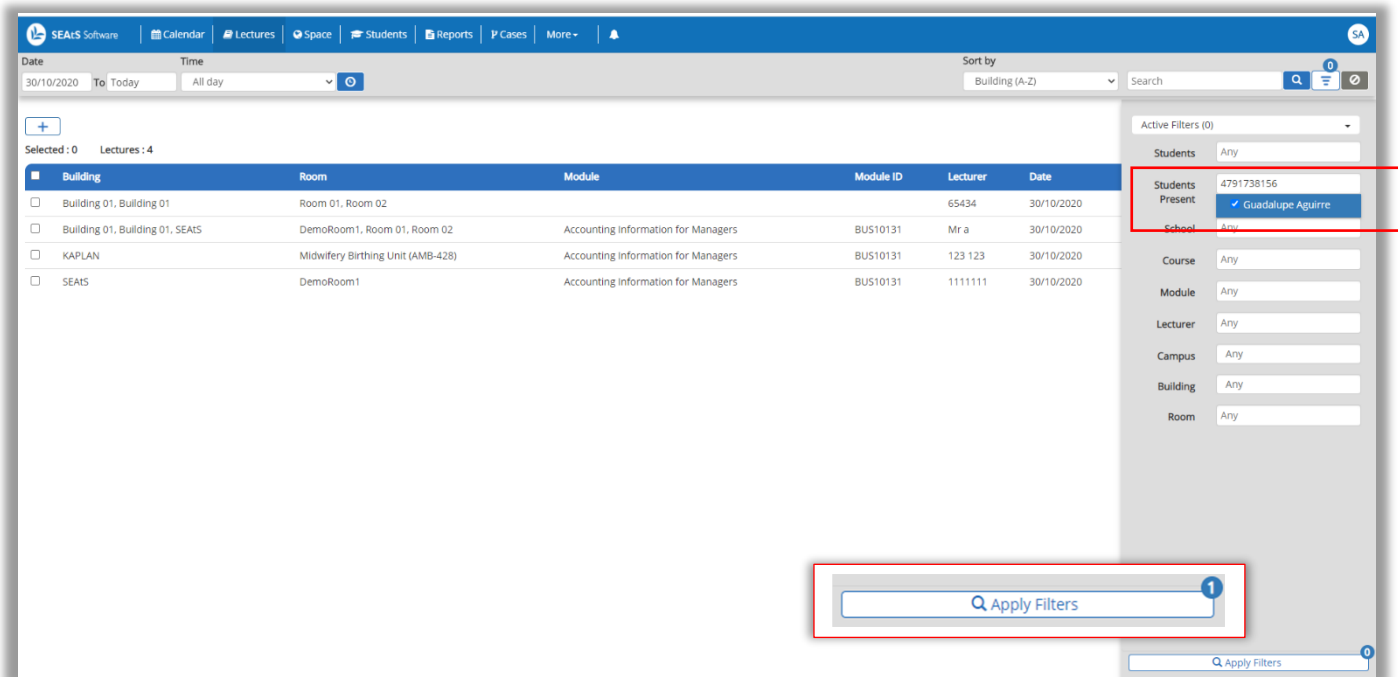
The screenshot shows the Filter Builder interface. It features a search bar at the top with a 'Clear' button and a 'Filter' button. Below the search bar, there is a section for 'Active Filters (0)'. The filter builder includes several fields for filtering results:

- Students: Any
- Students Present: Any
- School: Any
- Course: Any
- Module: Any
- Lecturer: Any
- Campus: Any
- Building: Any
- Room: Any

At the bottom of the filter builder, there is an 'Apply Filters' button.

To search for a student who was physically present at a teaching event, search using their student ID or name in the 'Student Present' field. Note: The application will search across attendance status = Attended/Marked as Attended/Late and Marked as Late. Results will display based on date and time set. If the event is still running, or has yet to occur, the student event will not be displayed.

In the example shown, there are 4 events listed for the 30th October. The student ID has been entered to the 'Students Present' field. Select the name from the list and click within the grey space. On doing so, the Apply filter bubble will increment to '1'. Click on 'Apply Filters' to apply.



The screenshot shows the SEAtS Software interface with the following details:

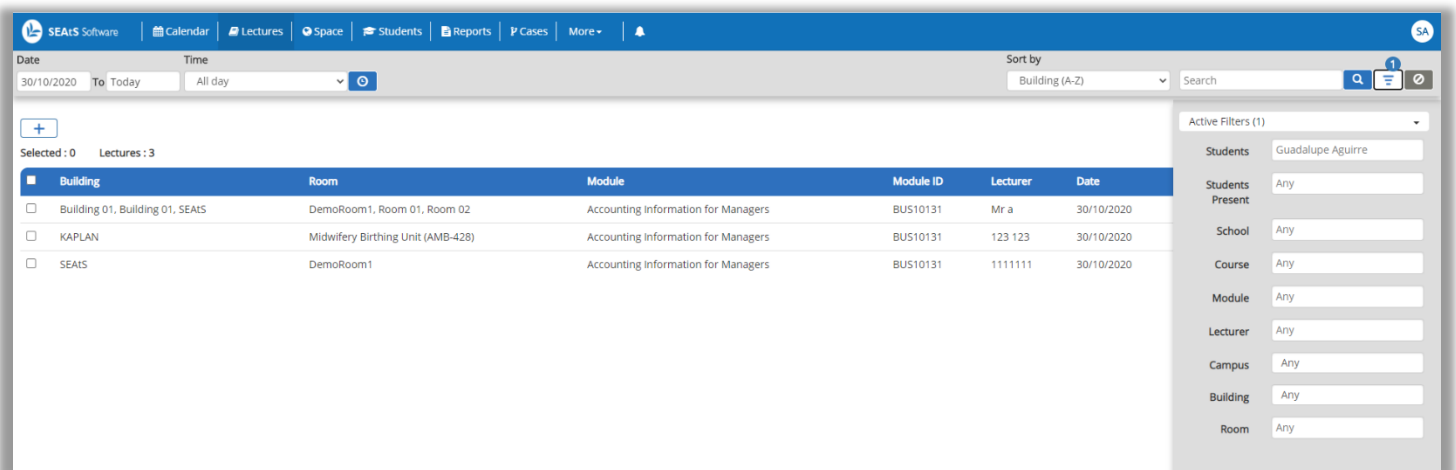
- Date:** 30/10/2020 To Today, All day
- Sort by:** Building (A-Z)
- Active Filters (0):** Students: 4791738156, Students Present: **Guadalupe Aguirre** (selected), School: Any
- Table:**

Building	Room	Module	Module ID	Lecturer	Date	
<input type="checkbox"/>	Building 01, Building 01	Room 01, Room 02		65434	30/10/2020	
<input type="checkbox"/>	Building 01, Building 01, SEAtS	DemoRoom1, Room 01, Room 02	Accounting Information for Managers	BUS10131	Mr a	30/10/2020
<input type="checkbox"/>	KAPLAN	Midwifery Birthing Unit (AMB-428)	Accounting Information for Managers	BUS10131	123 123	30/10/2020
<input type="checkbox"/>	SEAtS	DemoRoom1	Accounting Information for Managers	BUS10131	1111111	30/10/2020
- Apply Filters:** A button with a search icon and a bubble showing '1'.

The list above has updated to display the event(s) that the student was present at.

If you want to search for the same student however search across all events including absent, searching within the 'Student's' field will provide the desired results.

Using the same credentials as previous example, the returned results = 3 events for the same date range. (1 event = Attended 2 events = Absent)



The screenshot shows the SEAtS Software interface with the following details:

- Date:** 30/10/2020 To Today, All day
- Sort by:** Building (A-Z)
- Active Filters (1):** Students: Guadalupe Aguirre, Students Present: Any, School: Any, Course: Any, Module: Any, Lecturer: Any, Campus: Any, Building: Any, Room: Any
- Table:**

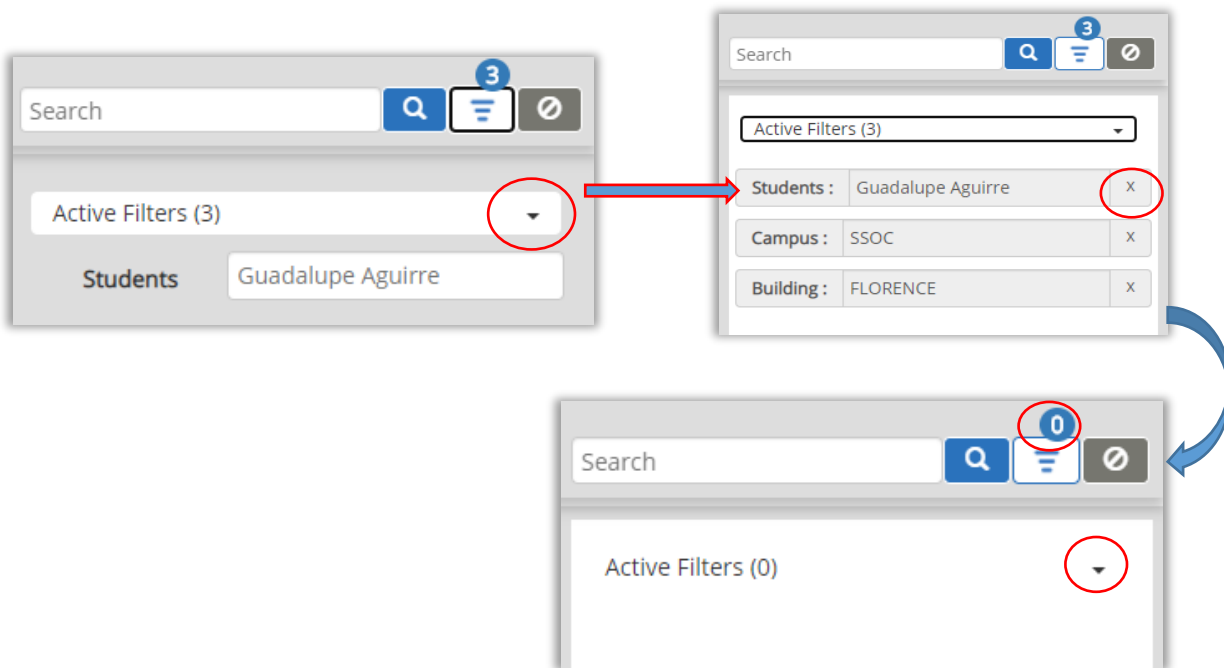
Building	Room	Module	Module ID	Lecturer	Date	
<input type="checkbox"/>	Building 01, Building 01, SEAtS	DemoRoom1, Room 01, Room 02	Accounting Information for Managers	BUS10131	Mr a	30/10/2020
<input type="checkbox"/>	KAPLAN	Midwifery Birthing Unit (AMB-428)	Accounting Information for Managers	BUS10131	123 123	30/10/2020
<input type="checkbox"/>	SEAtS	DemoRoom1	Accounting Information for Managers	BUS10131	1111111	30/10/2020
- Apply Filters:** A button with a search icon and a bubble showing '1'.

Active Filters

Filters that are active are displayed in a bubble over the filter builder button. The filters remain active, unless cleared and as such an academic can search for themselves, apply the filter and this will persist. (logging out and back in)

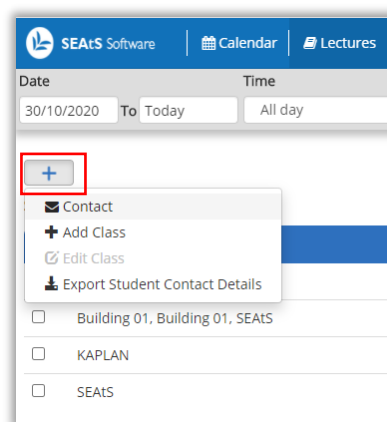
Filters can be cleared using the 'Clear' Button or via the active filters list – useful if you wish to clear one of multiple filters applied.

Click on the drop-down option in the Active Filters field and click on the 'x' for each individual filter to be removed. The results list will update accordingly each time you remove an item. Click on the filters drop down to return to the main filter builder once cleared.



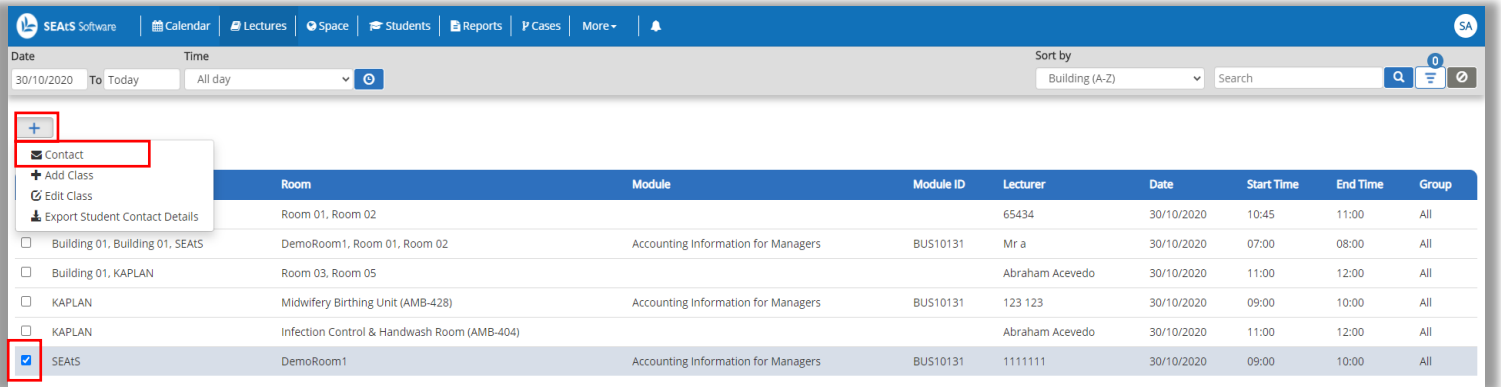
Action Button

The Action button provides the ability to Add/Edit a class, Contact and Export Student contact details. Each of the options are enabled by a separate permission and as such, your organisation may not have provided users with the ability to carry out some or all of the options. The options to Add/Edit and Export contact details are covered in the Lecture Administration Guide.



Contact

To contact a class, a class first must be selected from the list. Multiple classes can be selected to send a communication. Select the class followed by 'Contact'.



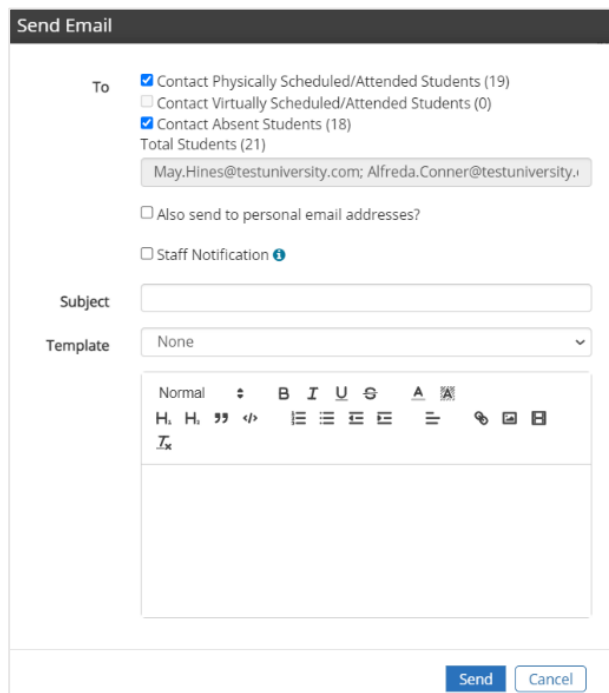
The screenshot shows the SEAtS Software interface with a navigation bar at the top containing 'Calendar', 'Lectures', 'Space', 'Students', 'Reports', 'Cases', and 'More'. Below the navigation bar, there are filters for 'Date' (30/10/2020) and 'Time' (All day). A 'Sort by' dropdown is set to 'Building (A-Z)'. A search bar is also present. A dropdown menu is open from the top left, showing options: '+', 'Contact', '+ Add Class', 'Edit Class', and 'Export Student Contact Details'. The 'Contact' option is highlighted with a red box. Below the menu is a table of classes with columns: Room, Module, Module ID, Lecturer, Date, Start Time, End Time, and Group. The 'SEATS' class is selected with a blue checkmark in the first column, highlighted with a red box.

Room	Module	Module ID	Lecturer	Date	Start Time	End Time	Group	
Room 01, Room 02			65434	30/10/2020	10:45	11:00	All	
Building 01, Building 01, SEATS	DemoRoom1, Room 01, Room 02	Accounting Information for Managers	BUS10131	Mir a	30/10/2020	07:00	08:00	All
Building 01, KAPLAN	Room 03, Room 05	Accounting Information for Managers	BUS10131	Abraham Acevedo	30/10/2020	11:00	12:00	All
KAPLAN	Midwifery Birthing Unit (AMB-428)	Accounting Information for Managers	BUS10131	123 123	30/10/2020	09:00	10:00	All
KAPLAN	Infection Control & Handwash Room (AMB-404)			Abraham Acevedo	30/10/2020	11:00	12:00	All
<input checked="" type="checkbox"/> SEATS	DemoRoom1	Accounting Information for Managers	BUS10131	1111111	30/10/2020	09:00	10:00	All

A pop-up window will be displayed with a basic text editor to allow you to formulate a message to the students. From the example shown, some students did not attend the selected event. You have a choice to communicate to all scheduled students or just to the attending or just to the absent. This is particularly useful if you want to reach out to absent students only, with support material or a link to the session if it had been recorded. De select by clicking the check box.

Although email addresses are visible to the user, individual students do not see other student email addresses. Additionally, selecting the 'send to personal email addresses' will only apply if your university are importing that detail into the application.

As standard, no templates are configured however your organisation may configure templates to be used in conjunction with this functionality. On composing the communication, click on the 'Send' button.



The 'Send Email' window has a dark header. It contains the following fields and options:

- To:**
 - Contact Physically Scheduled/Attended Students (19)
 - Contact Virtually Scheduled/Attended Students (0)
 - Contact Absent Students (18)
 - Total Students (21)
 - May.Hines@testuniversity.com; Alfreda.Conner@testuniversity.
 - Also send to personal email addresses?
 - Staff Notification ⓘ
- Subject:** [Empty text field]
- Template:** [None dropdown menu]
- Text Editor:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Text Color (A), Background Color (A), Bulleted List, Numbered List, Indent, Outdent, Link, Image, and Table. The text area is currently empty.
- Buttons:** 'Send' and 'Cancel' buttons at the bottom right.

Notify Staff

An option within the Send Email modal is to contact staff. On selecting the option, a new email field will display, allowing the user to add multiple staff email addresses. A copy of the message will be sent to the staff email addresses along with a list of students. Note: If your organisation has opted to use SEAtS GDPR option, the students personal email addresses will be hidden from view.

Send Email

To

- Contact Physically Scheduled/Attended Students (19)
- Contact Virtually Scheduled/Attended Students (0)
- Contact Absent Students (18)

Total Students (21)

May.Hines@testuniversity.com; May.Hines@test.com; Alfreda.C

Also send to personal email addresses?

Staff Notification ⓘ

ntrueman@seatssoftware.com

Subject Covid Advice

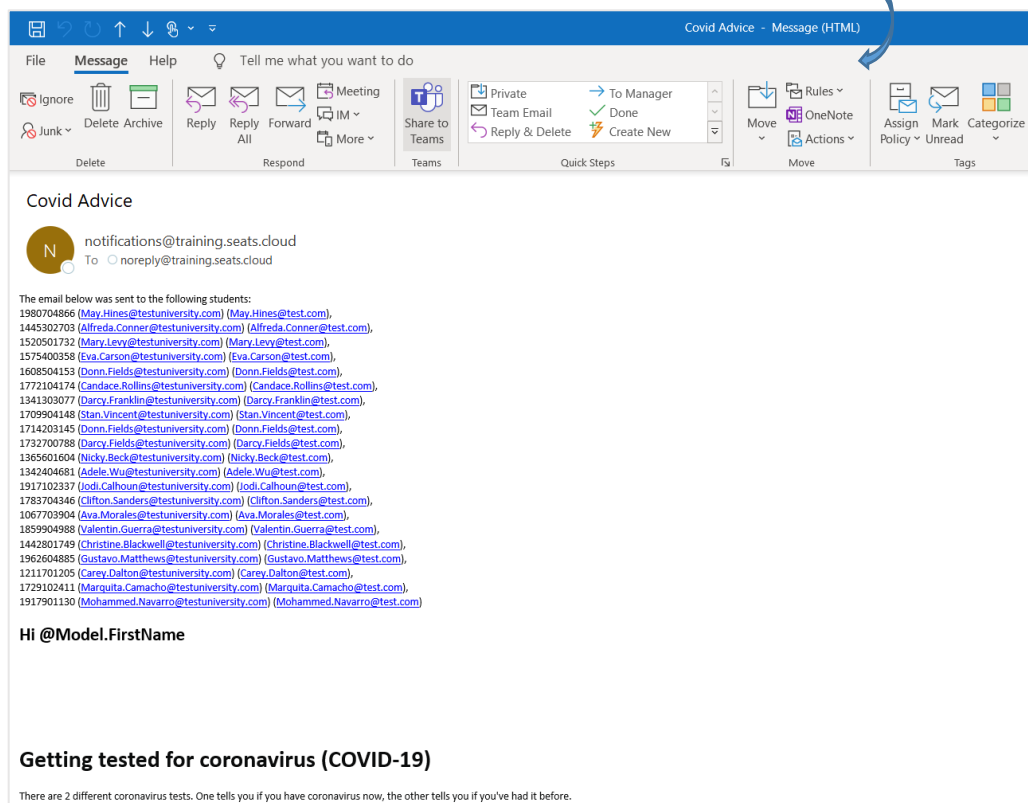
Template Covid Advice

Normal **B I U S A**

Hi @Model.FirstName

Getting tested for coronavirus (COVID-19)

Send Cancel



Covid Advice - Message (HTML)

File Message Help Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward Meeting Share to Teams Private Team Email Reply & Delete To Manager Done Create New Move Rules v OneNote Assign Policy Unread Categorize F

Covid Advice

notifications@training.seats.cloud
To noreply@training.seats.cloud

The email below was sent to the following students:
 1980704866 (May.Hines@testuniversity.com) (May.Hines@test.com),
 1445302703 (Alfreda.Conner@testuniversity.com) (Alfreda.Conner@test.com),
 1520501732 (Mary.Levy@testuniversity.com) (Mary.Levy@test.com),
 1575400358 (Eva.Carson@testuniversity.com) (Eva.Carson@test.com),
 1608504153 (Donn.Fields@testuniversity.com) (Donn.Fields@test.com),
 1772104174 (Candace.Rollins@testuniversity.com) (Candace.Rollins@test.com),
 1341303077 (Darcy.Franklin@testuniversity.com) (Darcy.Franklin@test.com),
 1709904148 (Stan.Vincent@testuniversity.com) (Stan.Vincent@test.com),
 1714203145 (Donn.Fields@testuniversity.com) (Donn.Fields@test.com),
 1732700788 (Darcy.Fields@testuniversity.com) (Darcy.Fields@test.com),
 1365601604 (Nicky.Beck@testuniversity.com) (Nicky.Beck@test.com),
 1342404681 (Adele.Wu@testuniversity.com) (Adele.Wu@test.com),
 1917102337 (Jodi.Calhoun@testuniversity.com) (Jodi.Calhoun@test.com),
 1783704346 (Clifton.Sanders@testuniversity.com) (Clifton.Sanders@test.com),
 1067703904 (Ava.Morales@testuniversity.com) (Ava.Morales@test.com),
 1859904988 (Valentin.Guerra@testuniversity.com) (Valentin.Guerra@test.com),
 1442801749 (Christine.Blackwell@testuniversity.com) (Christine.Blackwell@test.com),
 1962604885 (Gustavo.Matthews@testuniversity.com) (Gustavo.Matthews@test.com),
 1211701205 (Carey.Dalton@testuniversity.com) (Carey.Dalton@test.com),
 17229102411 (Marquita.Camacho@testuniversity.com) (Marquita.Camacho@test.com),
 1917901130 (Mohammed.Navarro@testuniversity.com) (Mohammed.Navarro@test.com)

Hi @Model.FirstName

Getting tested for coronavirus (COVID-19)

There are 2 different coronavirus tests. One tells you if you have coronavirus now, the other tells you if you've had it before.