Lecture Index

Version Control

Date	Version	Change Summary	Created By
22/11/21	1.0	Extracted from original guide	Neil Trueman
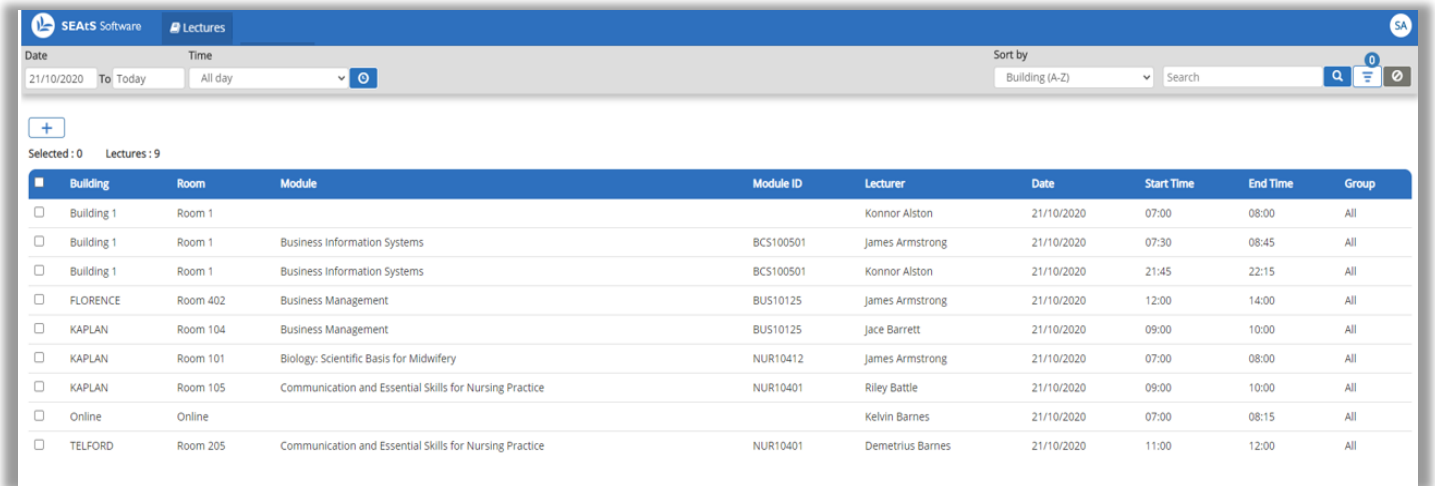
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Lecture Index – Home Page

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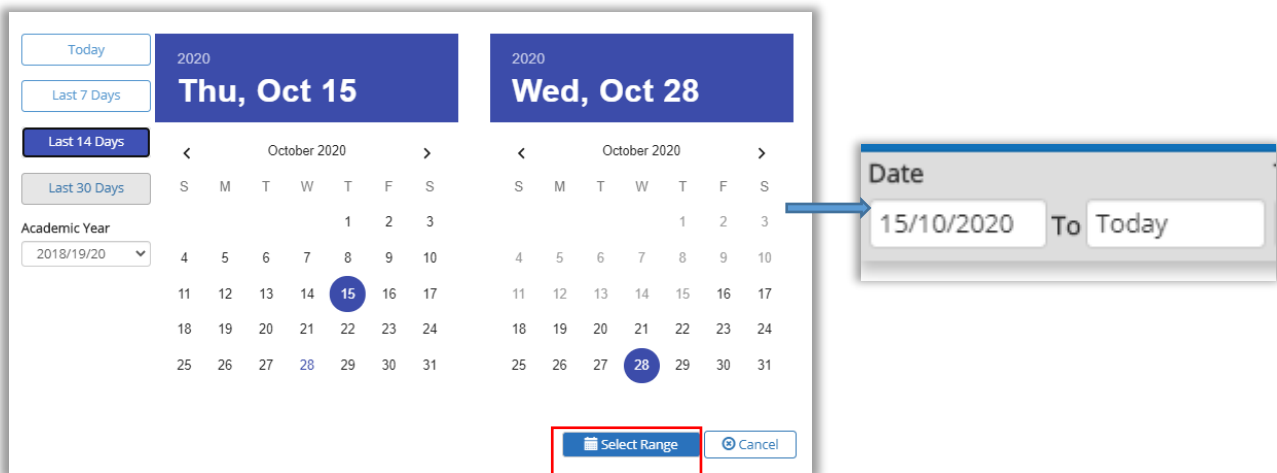

Note: The list of teaching events listed in the application are derived from your source timetabling system. Incorrect data displayed in the application should in the first instance be escalated to your own internal teams to review and resolve.
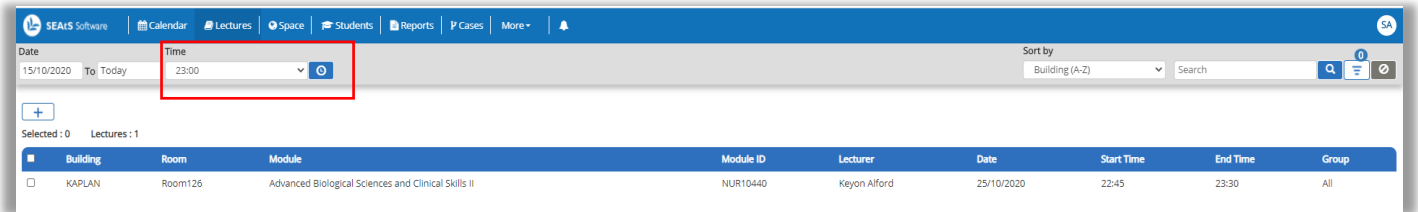
Filter by Date Range

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.

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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.
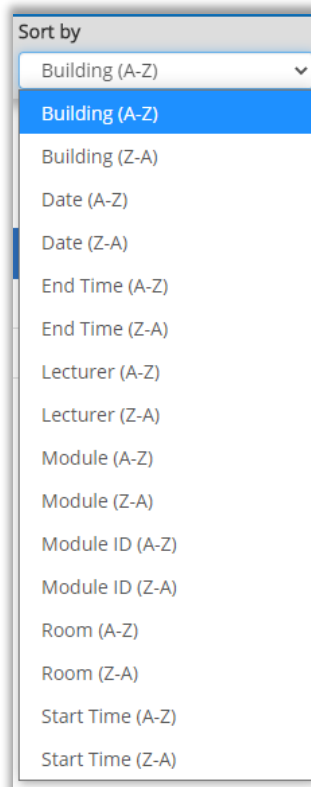

Sort By

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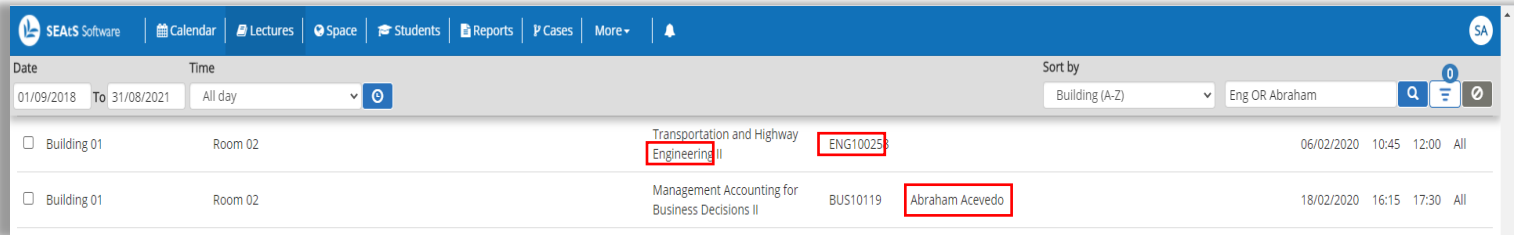

Search

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.

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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 Acevado for the selected date range.
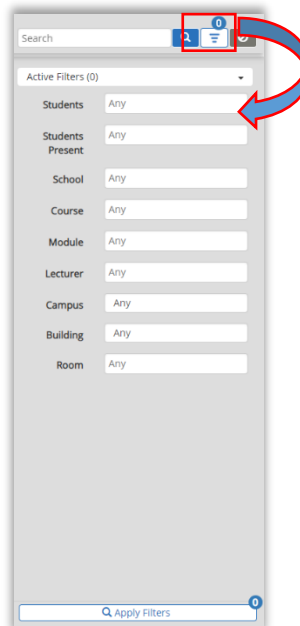

Clear All

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.
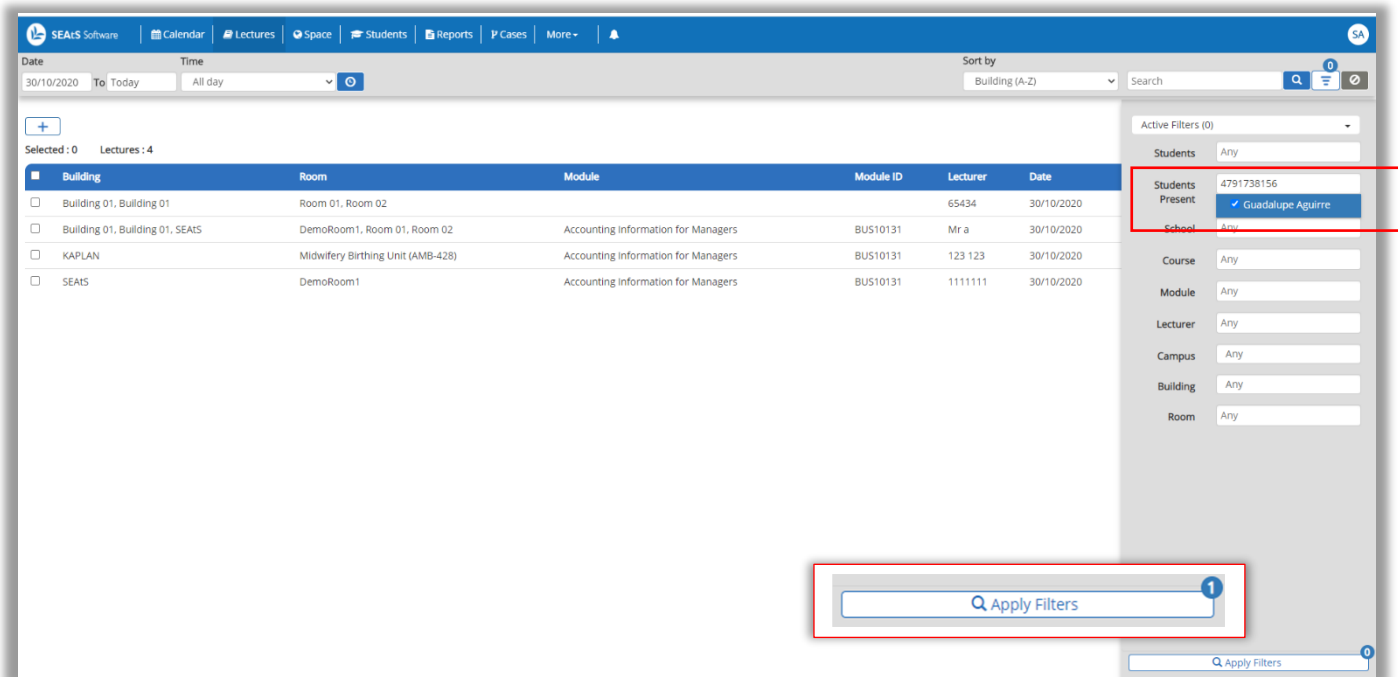

To search for a student who was physically present at a teaching event, search using their student ID or name in the 'Student Present' field. Note: The application will search across attendance status = Attended/Marked as Attended/Late and Marked as Late. Results will display based on date and time set.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

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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 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)

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)

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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.
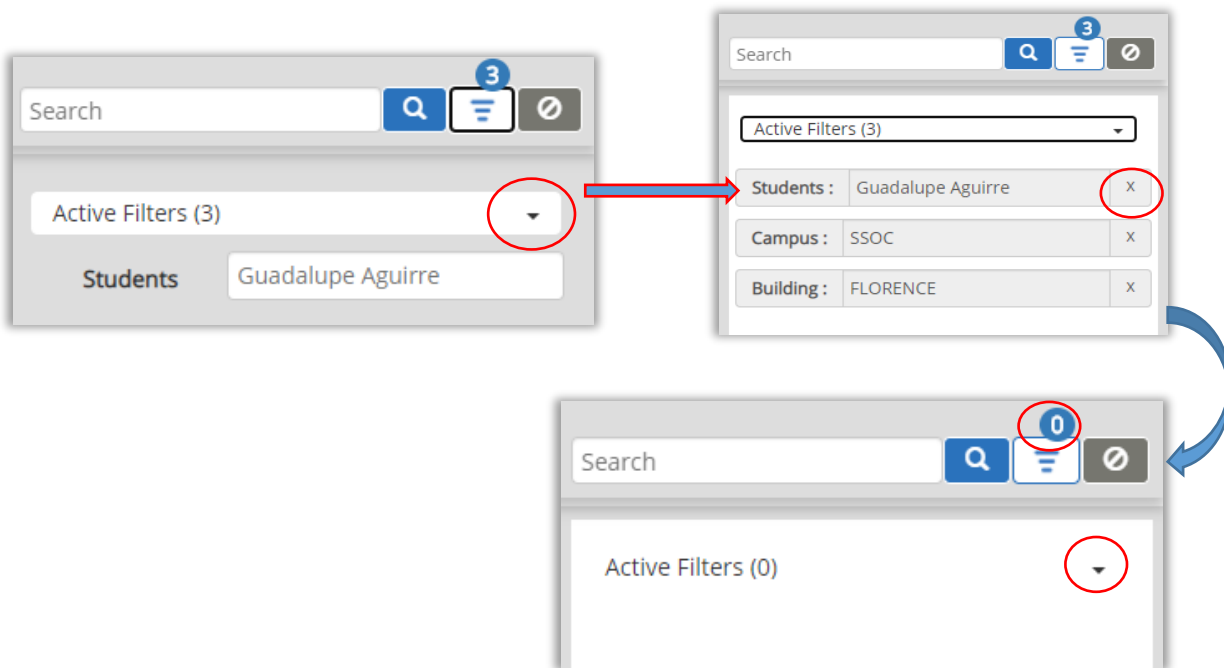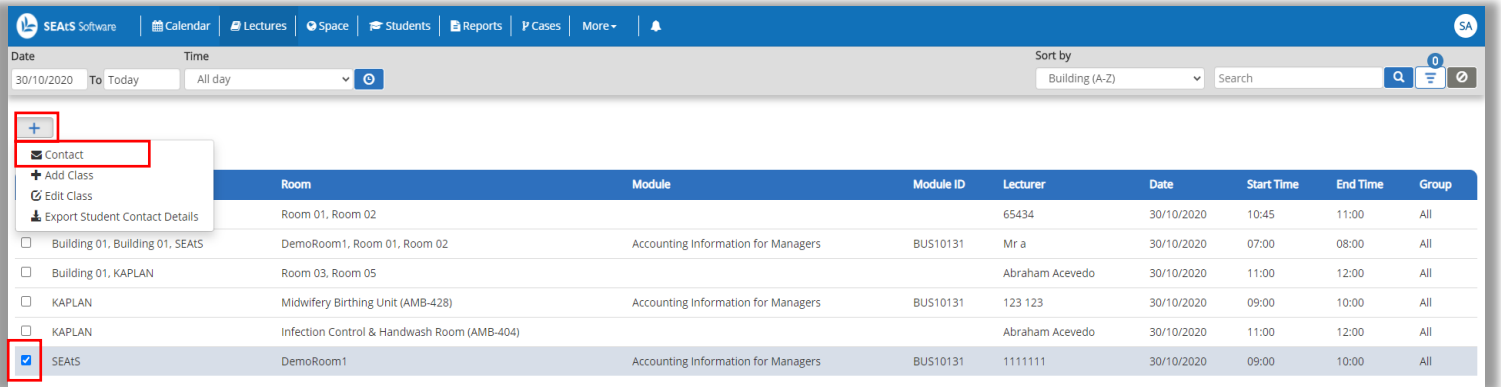

Action Button

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.

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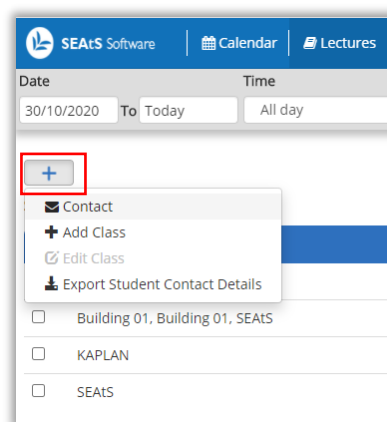
Contact

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'.
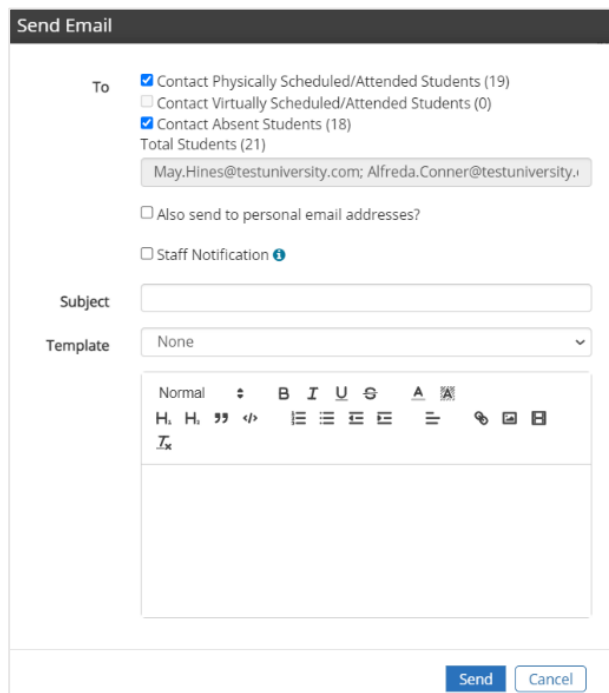

A pop-up window will be displayed with a basic text editor to allow you to formulate a message to the students. From the example shown, some students did not attend the selected event. You have a choice to communicate to all scheduled students or just to the attending or just to the absent. This is particularly 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.

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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.

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