

Reports



Version Control

Date	Version	Change Summary	Created By
16/10/18	10.1	Updating to current version. Addition of version control and TOC	Neil Trueman
15/11/18	10.1	Update to include new reports available	Neil Trueman
15/02/19	11.1	Updated text and screenshot of Student Unmatched Report	Neil Trueman
26/02/19	11.1	Student Attendance Report Updated with Attendance Types added	Neil Trueman
01/03/19	11.1	Added screenshot and text on removal of processed reports from notifications	Neil Trueman
07/05/19	11.2	Addition of Absent Swiped Elsewhere – Pastoral Reports	Neil Trueman
07/05/19	11.2	Document refresh including update of some screenshots	Neil Trueman
06/08/19	11.3	Update screenshots with the addition of Study Level Field	Neil Trueman
17/10/19	11.4	Added Attendance Calculation text added in overview	Neil Trueman
21/10/19	11.5	Updated entire document relating to report Exports	Neil Trueman
26/03/20	11.6	Updated screenshots with added filtering by Lesson Type added	Neil Trueman
19/04/21	11.7	Updated screenshots and verbiage relating to Long term Absence report	Neil Trueman
07/09/21	11.8	Addition of Report Expiry	Neil Trueman
04/10/21	11.9	Removal of Export function to separate functional guide	Neil Trueman



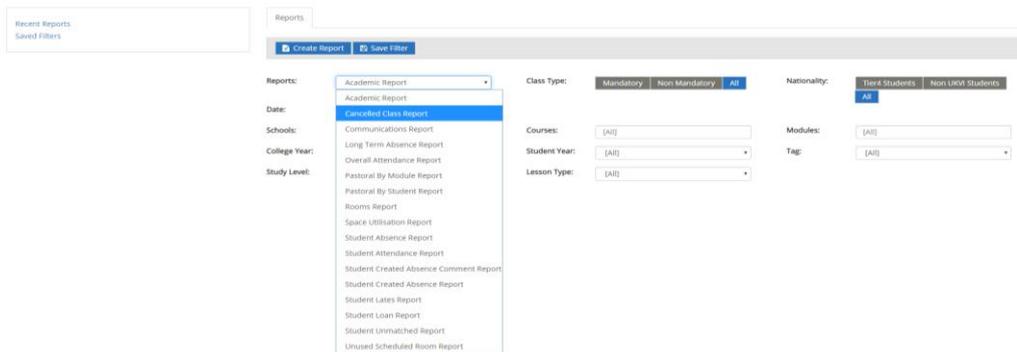
Contents

Version Control	1
Reports Overview	3
Academic Report	5
Cancelled Class Report	5
Communications Report	6
Long Term Absence Report	6
Overall Attendance Report	8
Pastoral by Module Report	8
Pastoral by Student Report	9
Rooms Report	10
Space Utilisation Report	10
Student Absence Report	11
Student Attendance Report	12
Student Created Absence Comment Report	13
Student Created Absence Report	13
Student Lates Report	14
Student Loan Report	14
Student Unmatched Report	15

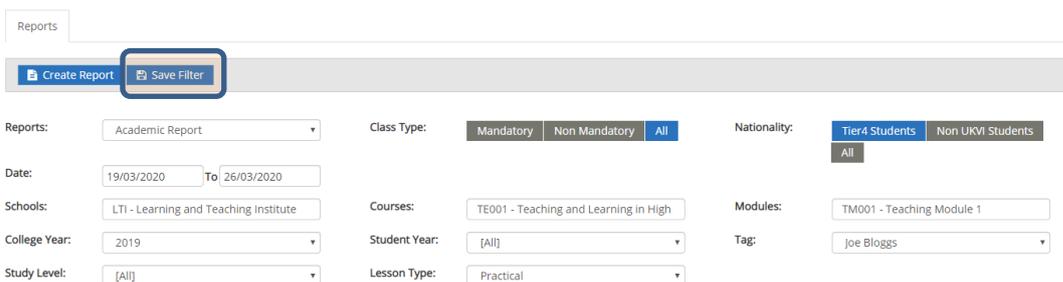
Reports Overview

- These reports and screenshots are for illustration purposes. The formats are flexible; the content is mandatory. Where reports contain subtotals and totals there will be an option to omit the detailed line items from the report however their values are accumulated in the totals and subtotals. Attendance criteria is by default based on Frequency (Total Number of ATTENDED Scheduled classes in current Academic Year (or date range filter) DIVIDED BY Total Number Scheduled classes in current Academic Year (or date range filter)) * 100
The way this calculation is configured can be changed to Duration by request to SEATS.

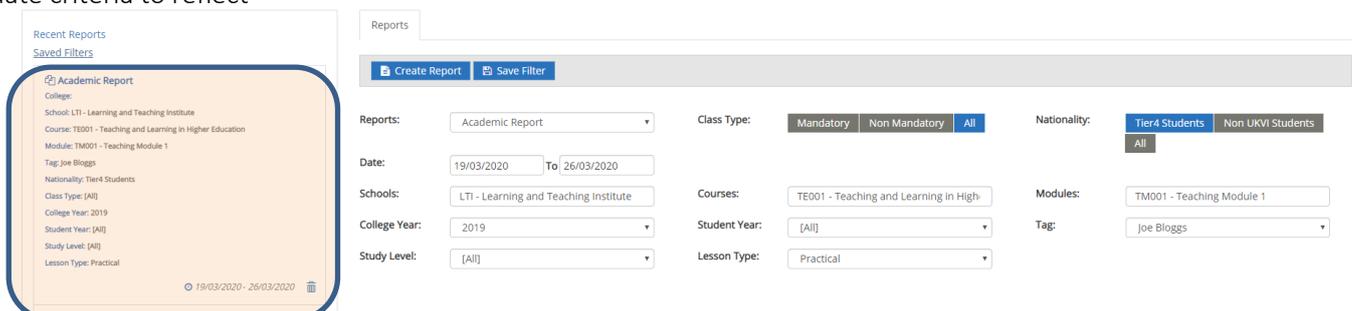
To access the Reporting Section please click on the Reporting Tab;



Frequently used reports can be saved with your own criteria. Complete the fields followed by clicking on the 'Save Filter' button



Click on the Saved Filters link to view. Click on the report title to apply the report criteria. Note – you may have to change the date criteria to reflect





Depending on the report, data items may be sorted ascending/descending by clicking in the column header where your mouse pointer changes to a hand. Items that can generally be sorted in this manner are student ID, student name (first and last) course/module name and date.

Type	Student No	First Name	Surname	Room	Date	Course	Module	Lecturer	Start	End	Swipe Time	% Attended
------	------------	------------	---------	------	------	--------	--------	----------	-------	-----	------------	------------

Academic Report

This report is run to list students' attendance over a selected date range. The report will show possible against actual as a percentage.

List of students optionally filtered by School and/or Course and/or Module and/or date with summation attendance statistics that each student should have or has attended.

Reports Academic Report ×

[Export](#) [Columns](#)

Academic Report

College	[All]	School	[All]	Course	[All]	Module	[All]
Period	19/03/2020	Student Year	[All]	College Year	2019		
To	26/03/2020						
Class Type	[All]	Nationality	[All]	Tag	[All]	Study Level	[All]
Lesson Type	[All]	Generated	26/3/2020 - 16:14				

Student No	Student Name	Possible Attendance	Total Attendance	Authorised Absence	Unauthorised Absence	% Attended
8859273368	Taryn Browning	18	15	0	3	79.77
8827988419	Matteo Waters	18	17	0	1	91.57
8545598085	Erika Gordon	18	4	0	14	21.34
8295455895	Natalie Skinner	18	9	0	9	43.8
8176254191	Nikolai Hopper	18	0	0	18	0

Cancelled Class Report

A report detailing any classes/lectures that have been cancelled within a defined time period

Reports Cancelled Class Report ×

[Export](#) [Columns](#)

Cancelled Class Report

College	[All]	School	[All]	Course	[All]	Module	[All]
Period	07/07/2019	Student Year	[All]	College Year	2018		
To	21/10/2019						
Class Type	[All]	Nationality	[All]	Tag	[All]	Study Level	[All]
Generated	21/10/2019 - 11:54						

Module Codes	Module Names	Date	Start Time	End Time	Lecturer	Cancelled By
BCS100503	Computer Programming	26/09/2019	15:00	17:00	Jack Fulton	SEATS Admin
NUR10405	Foundations of Nursing	25/09/2019	09:00	11:00	Brenton Kirkland	SEATS Admin
BUS10125	Business Management	16/09/2019	15:00	17:00	Caden Mejia	SEATS Admin
BCS100505	Effective Learning and Development	10/09/2019	11:00	13:00	Dillon Carpenter	SEATS Personal Tutor



Communications Report

This report will provide a list of students who have had communications sent to them from the system such as workflow emails, appointments and SMS Messages.

It can be filtered by School, Course, Module, College Year and Student Year. A date or date range can be set.

Reports | Communications Report x

Export Columns

Communications Report

College [All] School [All] Course [All] Module [All]

Period 01/07/2019 Student Year [All] College Year 2018
To 21/10/2019

Generated 21/10/2019 - 11:56

Student Name	To	Student Number	Type	Details	Errors	Date
Jaylee Gaines	afiorini@seatssoftware.com	8135872852	Email	Student Absence Request		30/08/2019
Jaylee Gaines	afiorini@seats.software	8135872852	Email	Student Absence Request		30/08/2019
Natalie Skinner	Natalie Skinner	8295455895	Letter	Scheduled Absence (23/09/2019 07:00 - 23:00). Absence Request UKVI Student		30/08/2019
Nikolai Hopper		8176254191	Appointment			30/08/2019

Long Term Absence Report

This report lists long term absence by School as a percentage at 2 and 4 week period. The report additionally provides drill down functionality. By clicking on a specific school, a new report will open with courses that are associated to the school.

Reports | Long Term Absence Report x

Export Columns

Long Term Absence Report

College [All] School [All] Course [All] Module [All]

Period 12/04/2021 Student Year [All] College Year 2020
To 19/04/2021

Class Type [All] Nationality [All] Tag [All] Study Level [All]

Generated 19/4/2021 - 13:15

School	Total Students	2 weeks abs	4 weeks abs	% 2 week	% 4 week
School of Arts & Humanities	188	188	188	100	100
School of Business	190	190	190	100	100
School Of Computing Science	96	96	96	100	100



Reports Long Term Absence Report x Long Term Absence Report x

Export Columns

Long Term Absence Report

College [All] School [All] Course [All] Module [All]
 Period 12/04/2021 Student Year [All] College Year 2020
 To 19/04/2021
 Class Type [All] Nationality [All] Tag [All] Study Level [All]
 Generated 19/4/2021 - 13:18

School	Course	Total Students	2 weeks abs	4 weeks abs	% 2 week	% 4 week
School of Arts & Humanities	BAPolitics	95	95	95	100	100
School of Arts & Humanities	BAPsych	93	93	93	100	100

By selecting the 'Course' link, will list open a new report with all modules associated to the course.

Reports Long Term Absence Report x Long Term Absence Report x Long Term Absence Report x

Export Columns

Long Term Absence Report

College [All] School [All] Course [All] Module [All]
 Period 12/04/2021 Student Year [All] College Year 2020
 To 19/04/2021
 Class Type [All] Nationality [All] Tag [All] Study Level [All]
 Generated 19/4/2021 - 13:27

School	Course	Module	Total Students	2 weeks abs	4 weeks abs	% 2 week	% 4 week
School of Arts & Humanities	BAPolitics	Introduction to sociology	95	95	95	100	100
School of Arts & Humanities	BAPolitics	Introduction to economic policy	95	95	95	100	100
School of Arts & Humanities	BAPolitics	Introduction to geography I (Physical)	95	95	95	100	100
School of Arts & Humanities	BAPolitics	Introduction to geography II (Human-physical environment interface)	95	95	95	100	100
School of Arts & Humanities	BAPolitics	Introduction to political science	95	95	95	100	100

By selecting a 'module' link will display all students enrolled on the module.

Reports Long Term Absence Report x Long Term Absence Report x Long Term Absence Report x Long Term Absence Report x

Export Columns

Long Term Absence Report

College [All] School [All] Course [All] Module [All]
 Period 12/04/2021 Student Year [All] College Year 2020
 To 19/04/2021
 Class Type [All] Nationality [All] Tag [All] Study Level [All]
 Generated 19/4/2021 - 13:33

Course	Student No	Student Name	Type	Last Attended	Weeks Absent	Comment
BAPolitics	1537502641	Tobias Carson	ABS	12/04/2021	1	1 weeks



Pastoral by Student Report

This report is run against a single student showing their attendance for assigned modules and times.

List of attendances presented by Module ID, sorted chronologically for any class that the student should or has attended.

The codes in the attendance pattern will be:

- = not scheduled
- / = attended
- L = Late (More than 10 minutes)
- A = Approved Absence
- O = Absent (Unauthorised)
- X = Session did not run
- S = Absent – Swiped Elsewhere

By default, the report will be sorted by Time of Day within Day order

Reports
Pastoral By Student Report ×

Export
Columns ▾

Pastoral By Student Report

College [All]

Period 01/07/2019
To 21/10/2019

Class Type [All]

Study Level [All]

School [All]

Student Year [All]

Nationality [All]

Generated 21/10/2019 - 12:14

Course [All]

College Year 2018

First Name Aden

Module [All]

Surname Fox

Tag [All]

Module Code	Module Name	Day	Time	Attendance Pattern	Possible Attendance	Total Attendance	Authorised Absence	Unauthorised Absence	% Attended
BUS10125	Business Management	Monday	15:00-17:00	/OOOOOOO/	9	2	0	7	22.22
BUS10125	Business Management	Tuesday	11:00-13:00	AOOO/OLO/	9	4	1	5	42.13



Rooms Report

This report is run to get a list of Rooms and the devices attached to them and the device details and room Capacity.

Can be requested by an authorised user for the specified date, sorted by either building and or room. The report can be filtered by School, Course and Module.

Rooms Report

College [All] School [All] Course [All] Module [All]

Period 14/10/2019 To 21/10/2019 Student Year [All] College Year 2018

Site [All] Building [All] Room [All] Generated 21/10/2019 - 12:17

Room	Room Id	Capacity	Device Serial Number	Device IP	Device MAC
Room127	127	50	WXWAmz1vFB2O2d5HHWdWISEKQbuKI09T	250.166.217.178	08:F6:34:04:C6:CE
Room125	125	50	PGcvoaV6GnBPT9qoRmrr6FjXxKtZ2is	178.3.252.205	6C:E4:8E:82:4E:02
Room129	129	50	12dRbxXtxfEUX3C571S2nZbgVX2UUqzP	249.82.97.39	18:F9:20:5E:85:37
Room126	126	50	qXappdPVgKvQyJ6F8enCHNFTIT92xNGL	109.243.102.197	93:34:30:4D:5A:3C

Space Utilisation Report

This report will display the number of scheduled classes per school against the capacity of the school. This will indicate where schools can be utilised more effectively capacity wise.

Can be requested by an authorised member of staff; filtered by school, course and module. This report will display Schools name, the number of scheduled classes and the capacity. The utilisation percentage is calculated by the number of rooms use against those that were not used.

Space Utilisation Report

College [All] School [All] Course [All] Module [All]

Period 01/08/2019 To 21/10/2019 Student Year [All] College Year 2018

Generated 21/10/2019 - 12:19

School Name	Scheduled	Capacity	% Utilisation
School of Business	660	39000	1.69
School Of Computing Science	661	39700	1.66
School of Nursing	663	33150	2

Student Absence Report

This report is run to get a list of students who have been marked as absent.

Can be requested by an authorised member of staff; filtered by school, optionally by course, optionally by module, with date range to be selected. The report will contain the dates selected, sorted by Start Time, within Date, within Module ID, within Course, within Student ID. The results may be printed.

You can select all Students by leaving the filter blank

Reports Student Absence Report x

Export Columns -

Student Absence Report

College [All] School [All] Course [All] Module [All]
 Period 19/03/2020 Student Year [All] College Year 2019
 To 26/03/2020
 Class Type [All] Nationality [All] Tag [All] Study Level [All]
 Lesson Type [All] Generated 26/3/2020 - 16:17

Course	Student Number	Name	Type	Date	Room	Module	Lecturer	Start	Comment
BCSc	5617512961	Damari Contreras	ABS	19/03/2020	Room501	BCS100501	Javier Buck	09:00	ABSENT
BScGN	2916841415	Cara Evans	ABS	19/03/2020	Room405	NUR10405	Bryce Bernard	09:00	ABSENT
BCSc	4825386966	Jordyn Ashley	ABS	19/03/2020	Room501	BCS100501	Javier Buck	09:00	ABSENT
BScGN	8135872852	Jaylee Gaines	ABS	19/03/2020	Room405	NUR10405	Bryce Bernard	09:00	ABSENT

Below you can select by Student. This report is run to obtain a list of lectures that a student has been absent from.

Reports Student Absence Report x

Export Columns -

Student Absence Report

College [All] School [All] Course [All] Module [All]
 Period 19/03/2020 Student Year [All] College Year 2019
 To 26/03/2020
 Class Type [All] Nationality [All] First Name Natalie Surname Skinner
 Tag [All] Study Level [All] Lesson Type [All] Generated 26/3/2020 - 16:18

Course	Student Number	Name	Type	Date	Room	Module	Lecturer	Start	Comment
BCSc	8295455895	Natalie Skinner	ABS	19/03/2020	Room503	BCS100503	Jack Fulton	15:00	ABSENT
BCSc	8295455895	Natalie Skinner	ABS	20/03/2020	Room502	BCS100502	Jaxton Harris	09:00	ABSENT
BCSc	8295455895	Natalie Skinner	ABS	23/03/2020	Room505	BCS100505	Keyon Alford	15:00	ABSENT
BCSc	8295455895	Natalie Skinner	ABS	24/03/2020	Room505	BCS100505	Dillon Carpenter	11:00	ABSENT
BCSc	8295455895	Natalie Skinner	ABS	24/03/2020	Room502	BCS100502	Brice Edwards	13:00	ABSENT

Student Attendance Report

This report shows students' attendance for their scheduled classes. If student filter is left empty, the report will list all students. Enter student name to filter by student.

Can be requested by an authorised member of staff; filtered by school, optionally by course, module, date range (default to the previous week's date) by student, Tags and Type (Absent/Attended/Authorised Absent). The report will contain the dates selected upon report generation.

Reports

[Create Report](#) [Save Filter](#)

Reports:
Class Type: Mandatory Non Mandatory All

Date: To
Nationality: Tier4 Students Non UKVI Students All

Schools:
Courses:
Modules:

College Year:
Student Year:
Student:

Tag:
Type:
Study Level:

Lesson Type:

[All]

Absent

Attended

Authorised Absent

Absent - Swiped Elsewhere

Reports Student Attendance Report ✕

[Export](#) [Columns](#)

Student Attendance Report

College [All]	School [All]	Course [All]	Module [All]
Period 19/03/2020 To 26/03/2020	Student Year [All]	College Year 2019	
Class Type [All]	Nationality [All]	Tag [All]	Type [All]
Study Level [All]	Lesson Type [All]	Generated 26/3/2020 - 16:19	

Type	Student No	First Name	Surname	Room	Date	Course	Module	Lecturer	Start	End	Swipe Time	% Attended
ABS	1723487556	Aden	Fox	Room125	19/03/2020	BAF	BUS10125	Hayes Watkins	11:00	13:00		0
ABS	1723487556	Aden	Fox	Room126	19/03/2020	BAF	BUS10126	Anthony Madden	13:00	15:00		0
IN	1723487556	Aden	Fox	Room127	19/03/2020	BAF	BUS10127	Juan Thomas	09:00	11:00	09:14	100
ABS	1723487556	Aden	Fox	Room125	20/03/2020	BAF	BUS10125	Gaige Drake	15:00	17:00		0
IN	1723487556	Aden	Fox	Room126	20/03/2020	BAF	BUS10126	Makhi Carr	09:00	11:00	08:53	100
ABS	1723487556	Aden	Fox	Room129	20/03/2020	BAF	BUS10129	Xzavier Lamb	11:00	13:00		0



Student Created Absence Comment Report

If your university permits students to add certain types of absence, this report will detail the absence with any additional comments provided.

Reports Student Created Absence Comment Report x

Export Columns

Student Created Absence Comment Report

College [All] School [All] Course [All] Module [All]
 Period 19/03/2020 Student Year [All] College Year 2019
 To 26/03/2020
 Class Type [All] Nationality [All] Tag [All] Study Level [All]
 Generated 26/3/2020 - 17:14

Student No	Student Name	School	Course	Module Title	Module Code	Created Date	Start Date	End Date	Absence Type	Comment
4223475633	Jordan Alvarado	School Of Computing Science	BSc	Computer Programming	BCS100503	26/03/2020	26/03/2020	26/03/2020	Covid 19 Related Absence	In self isolation

Student Created Absence Report

A similar report to the one showing above however this report provides high level attendance v's absence statistics for individual students either by college/department/programme/module or if configured, Tags

Reports Student Created Absence Report x

Export Columns

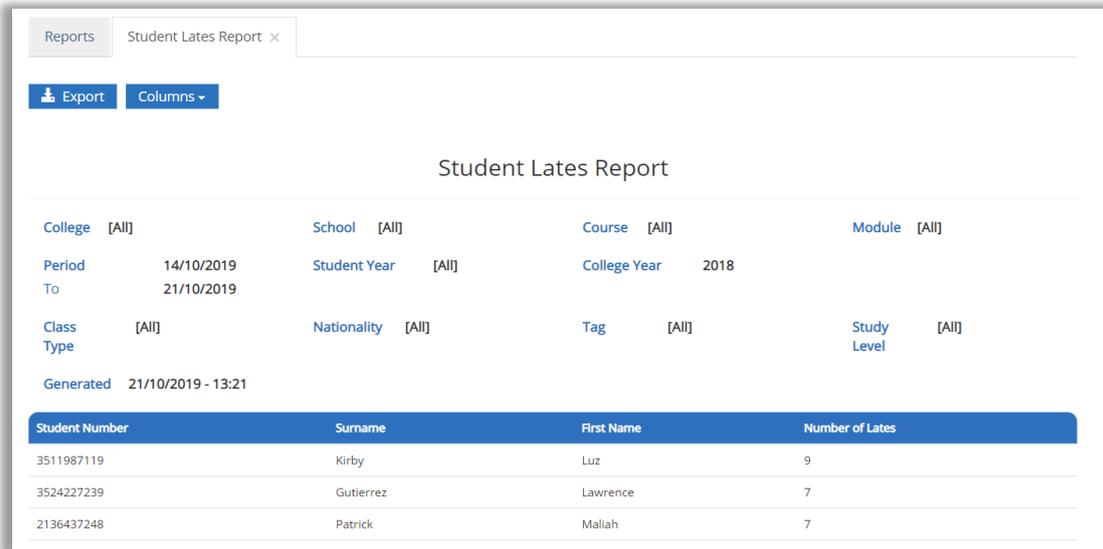
Student Created Absence Report

College [All] School [All] Course [All] Module [All]
 Period 01/05/2019 Student Year [All] College Year 2018
 To 21/10/2019
 Class Type [All] Nationality [All] Tag [All] Study Level [All]
 Generated 21/10/2019 - 13:19

Student No	Student Name	Possible Attendance	Total Attendance	Authorised Absence	Unauthorised Absence	Student Created Absence	% Attended
1723487556	Aden Fox	263	56	5	207	0	20.4
7651959689	Allyah Keller	264	69	0	195	0	24.91

Student Lates Report

A report that details all students and if they were marked as being late for a lecture. This can be filtered in the normal way by criteria shown below.



Reports Student Lates Report ×

Export Columns

Student Lates Report

College [All] School [All] Course [All] Module [All]

Period 14/10/2019 Student Year [All] College Year 2018
To 21/10/2019

Class Type [All] Nationality [All] Tag [All] Study Level [All]

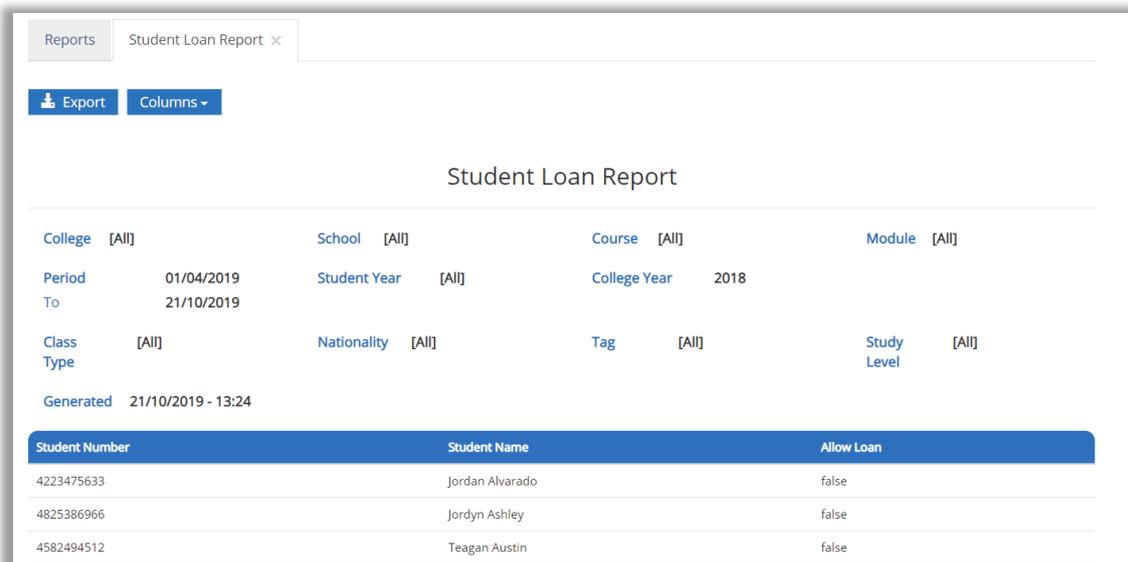
Generated 21/10/2019 - 13:21

Student Number	Surname	First Name	Number of Lates
3511987119	Kirby	Luz	9
3524227239	Gutierrez	Lawrence	7
2136437248	Patrick	Mallah	7

Student Loan Report

The report will give a list of all the students and those who are eligible for a loan. Eligibility is determined by the university.

Can be requested by an authorised member of staff; filtered by school, optionally by course, optionally by module, with date range to be selected.



Reports Student Loan Report ×

Export Columns

Student Loan Report

College [All] School [All] Course [All] Module [All]

Period 01/04/2019 Student Year [All] College Year 2018
To 21/10/2019

Class Type [All] Nationality [All] Tag [All] Study Level [All]

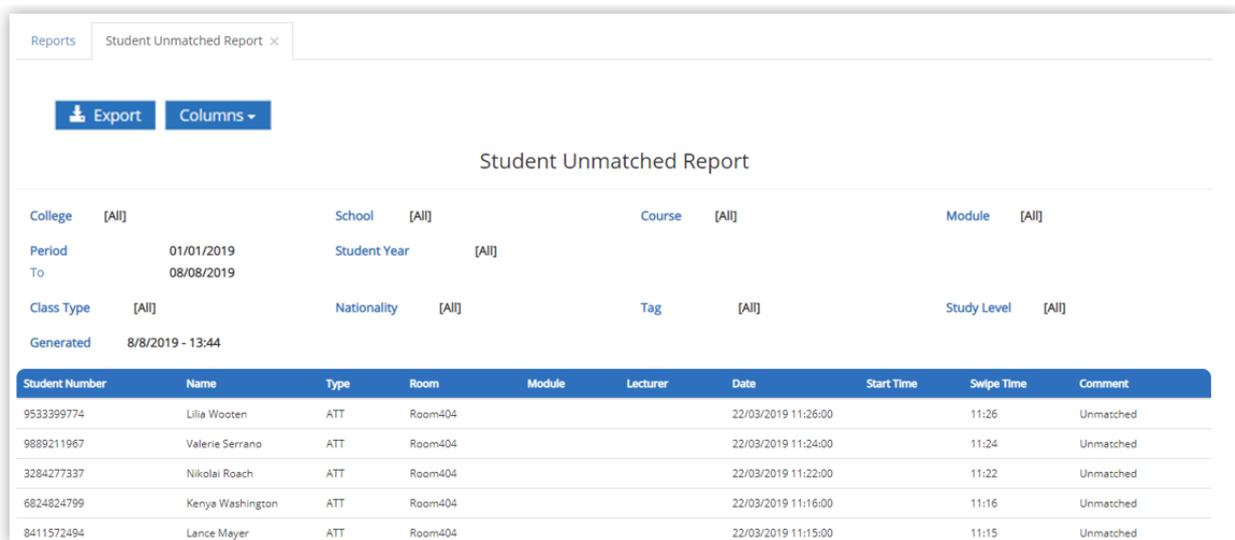
Generated 21/10/2019 - 13:24

Student Number	Student Name	Allow Loan
4223475633	Jordan Alvarado	false
4825386966	Jordyn Ashley	false
4582494512	Teagan Austin	false

Student Unmatched Report

This report is run to list active students who have (A) a schedule but they swipe into a Room that they are not scheduled for (Unexpected) or (B) where a Student swipes into a room but is not Scheduled for anything at that time (Unmatched)

Can be requested by an authorised member of staff; filtered by school, optionally by course, with the reporting date. The report will contain details of all students who have attended a lesson which was not timetabled for them during the preceding 7 days, sorted by Start Time, within Date, within Course, within Student ID. The results may be printed.



Reports Student Unmatched Report x

Export Columns

Student Unmatched Report

College [All] School [All] Course [All] Module [All]

Period 01/01/2019 Student Year [All]
To 08/08/2019

Class Type [All] Nationality [All] Tag [All] Study Level [All]

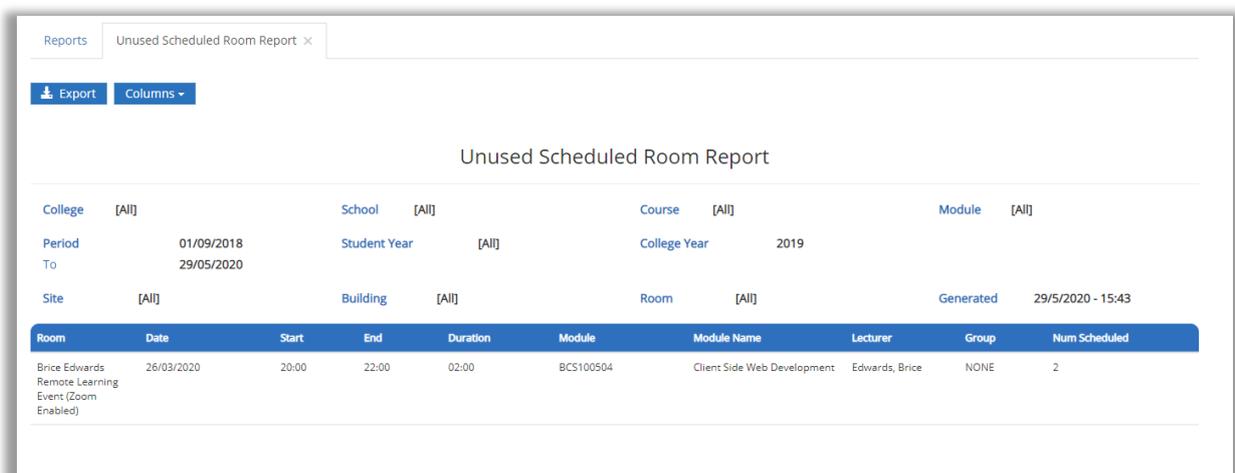
Generated 8/8/2019 - 13:44

Student Number	Name	Type	Room	Module	Lecturer	Date	Start Time	Swipe Time	Comment
9533399774	Lilia Wooten	ATT	Room404			22/03/2019	11:26:00	11:26	Unmatched
9889211967	Valerie Serrano	ATT	Room404			22/03/2019	11:24:00	11:24	Unmatched
3284277337	Nikolai Roach	ATT	Room404			22/03/2019	11:22:00	11:22	Unmatched
6824824799	Kenya Washington	ATT	Room404			22/03/2019	11:16:00	11:16	Unmatched
8411572494	Lance Mayer	ATT	Room404			22/03/2019	11:15:00	11:15	Unmatched

Unused Scheduled Room Report

The report will give a list of all the Unused Scheduled Rooms. This report can be used to determine if no students were manually Marked as attended or due to a potential equipment issue.

Can be filtered by various metrics including a point in time during the day.



Reports Unused Scheduled Room Report x

Export Columns

Unused Scheduled Room Report

College [All] School [All] Course [All] Module [All]

Period 01/09/2018 Student Year [All] College Year 2019
To 29/05/2020

Site [All] Building [All] Room [All] Generated 29/5/2020 - 15:43

Room	Date	Start	End	Duration	Module	Module Name	Lecturer	Group	Num Scheduled
Brice Edwards Remote Learning Event (Zoom Enabled)	26/03/2020	20:00	22:00	02:00	BCS100504	Client Side Web Development	Edwards, Brice	NONE	2