



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



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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

Reports					
Create Rep	ort 📳 Save Filter				
Reports:	Academic Report	Class Type:	Mandatory Non Mandatory All	Nationality:	Tier4 Students Non UKVI Students
Date:	19/03/2020 To 26/03/2020				
Schools:	LTI - Learning and Teaching Institute	Courses:	TE001 - Teaching and Learning in High	Modules:	TM001 - Teaching Module 1
College Year:	2019 🔻	Student Year:	[All] •	Tag:	Joe Bloggs 🔹
Study Level:	[All] •	Lesson Type:	Practical		

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

Module: IM001 - Teaching Module I				Mandatory Non Mandatory All	Nationality.	Tier4 Students Non UKVI Students
Tag: Joe Bloggs	Date:	19/03/2020 To 26/03/2020				
Nationality: Tier4 Students Class Type: [All]	Schools:	LTI - Learning and Teaching Institute	Courses:	TE001 - Teaching and Learning in High	Modules:	TM001 - Teaching Module 1
College Year: 2019 Student Year: [All]	College Year:	2019 *	Student Year:	[All]	Tag:	Joe Bloggs
Study Level: [All] Lesson Type: Practical	Study Level:	[All]	Lesson Type:	Practical		
○ 19/03/2020 - 20	/03/2020 🏛					



s.

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.

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

Cloud	Mobile	Reporting	Analytics



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 \times					
🛓 Export	Columns +		Academic Ren	ort		
			Academic Rep	JIC		
College	[AII]	School [All]	Cours	e [All]	Module [All]	
Period To	19/03/2020 26/03/2020	Student Year [All]	Colleg	ge Year 2019		
Class Type	[All]	Nationality [All]	Тад	[All]	Study Level [All]	
Lesson Type	[AII]	Generated 26/3/2020 - 1	6:14			
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
8545598985	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

🛓 Export Colu	umns -					
		Cancell	ed Class Rep	ort		
College [All]	School	[All]	Course	[AII]	Module	[All]
Period To	07/07/2019 Student 21/10/2019	Year [All]	College Y	ear 2018		
Class [All] Type	National	lity [All]	Tag	[All]	Study Level	[AII]
Generated 21/10	0/2019 - 11:54 Module Names	Date	Start Time	End Time	Lecturer	Cancelled By
Generated 21/10 Module Codes	D/2019 - 11:54 Module Names Computer Programming	Date 26/09/2019	Start Time 15:00	End Time 17:00	Lecturer Jack Fulton	Cancelled By SEAtS Admin
Generated 21/10 Module Codes 3CS100503 NUR10405	D/2019 - 11:54 Module Names Computer Programming Foundations of Nursing	Date 26/09/2019 25/09/2019	Start Time 15:00 09:00	End Time 17:00 11:00	Lecturer Jack Fulton Brenton Kirkland	Cancelled By SEAtS Admin SEAtS Admin
Generated 21/10 Module Codes 33CS100503 NUR10405 30US10125	D/2019 - 11:54 Module Names Computer Programming Foundations of Nursing Business Management	Date 26/09/2019 25/09/2019 16/09/2019	Start Time 15:00 09:00 15:00	End Time 17:00 11:00 17:00	Lecturer Jack Fulton Brenton Kirkland Caden Mejia	Cancelled By SEAtS Admin SEAtS Admin SEAtS Admin
Generated 21/10 Module Codes BCS100503 NUR10405 BUS10125 BCS100505 BCS100505	D/2019 - 11:54 Module Names Computer Programming Foundations of Nursing Business Management Effective Learning and Development	Date 26/09/2019 25/09/2019 16/09/2019 10/09/2019	Start Time 15:00 09:00 15:00 15:00 15:00	End Time 17:00 11:00 17:00 13:00	Lecturer Jack Fulton Brenton Kirkland Caden Mejia Dillon Carpenter	Cancelled By SEAtS Admin SEAtS Admin SEAtS Admin SEAtS Personal Tutor
Generated 21/10 Module Codes BCS100503 NUR10405 BUS10125 BCS100505	D/2019 - 11:54 Module Names Computer Programming Foundations of Nursing Business Management Effective Learning and Development	Date 26/09/2019 25/09/2019 16/09/2019 10/09/2019	Start Time 15:00 09:00 15:00 11:00 5 / 15	End Time 17:00 11:00 17:00 13:00	Lecturer Jack Fulton Brenton Kirkland Caden Mejia Dillon Carpenter	Cancelled By SEAtS Admin SEAtS Admin SEAtS Admin 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 Co	ommunications Report $ imes$						
🛓 Export	Columns -						
			Communic	ations Repo	rt		
College [All]		School [All]		Course [All]	I	Module [All]	
Period To	01/07/2019 21/10/2019	Student Year	[All]	College Year	2018		
Generated 21	1/10/2019 - 11:56						
Student Name	То		Student Number	Туре	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 (23/09/20 07:00 - 23:00). Absence Reque UKVI Student	9 st	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	Reports Long Term Absence Report ×						
L Export Columns →							
	I	Long Term Absenc	e Report				
College [All]	School [All]	Cou	irse [All]	Module [Al	1		
Period 12/04/2021 To 19/04/2021	1 Student Year 1	[All] Coll	ege Year 2020				
Class [All] Type	Nationality [All]	Тад	[All]	Study Level	[All]		
Generated 19/4/2021 - 13:15	5						
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		

6/15 Cloud Mobile Reporting Analytics



Reports Long Term	Absence Report ×	Long Term Absence Report \times				
Ł Export Columns	•					
		Long Term	n Absence Repo	ort		
College [All]		School [All]	Course [All]	I	Module [All]	
Period 12 To 19	/04/2021 /04/2021	Student Year [All]	College Year	2020		
Class [All] Type		Nationality [All]	Tag	[All]	Study [A Level	ll
Generated 19/4/202	1 - 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 $ imes $	Long Term Absence Report	× Long Ter	rm Absence Report 🗙			
🛓 Export	Columns 🗸						
		Long	Term Abs	ence Report			
College [All]	School [All]		Course [All]		Module [All]	
Period To	12/04/2021 19/04/2021	Student Year [All]		College Year 2020)		
Class Type	[AII]	Nationality [All]		Tag [All]		Study [Al Level	נו
Generated	19/4/2021 - 13:27						
School	Course	Module	Total Students	2 weeks abs	4 weeks abs	% 2 week	% 4 week
School of Arts 8 Humanities	A BAPolitics	Introduction to sociology	95	95	95	100	100
School of Arts 8 Humanities	BAPolitics	Introduction to economic policy	95	95	95	100	100
School of Arts 8 Humanities	BAPolitics	Introduction to geography I (Physical)	95	95	95	100	100
School of Arts 8 Humanities	BAPolitics	Introduction to geography II (Human-physical environment interface)	95	95	95	100	100
School of Arts 8 Humanities	BAPolitics	Introduction to political science	95	95	95	100	100

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

Cloud Mobile

Reports	Long Term Absence Report ×	Long Term Absence Report ×	Long Term /	Absence Report $ imes$	Long Term Absence Report $ imes$	
Ł Export	Columns -					
		Long Te	rm Abse	nce Report		
College	[All]	School [All]		Course [All]	Module	[AII]
Period To	12/04/2021 19/04/2021	Student Year [All]		College Year	2020	
Class Type	[All]	Nationality [All]		Tag [All]	Study Level	[All]
Generated	19/4/2021 - 13:33					
Course	Student No	Student Name	Туре	Last Attended	Weeks Absent	Comment
BAPolitics	1537502641	Tobias Carson	ABS	12/04/2021	1	1 weeks

Reporting Analytics



Overall Attendance Report

The attendance report provides individual students percentage attendance over a specified period of time. This report can be defined by criteria shown and additionally by Tags, if configured.

Reports	Overall Attendance Report \times			
🛓 Export	Columns +		andanza Danavt	
		Overall Atte	endance Report	
College	[All]	School [All]	Course [All]	Module [All]
Period To	19/03/2020 26/03/2020	Student Year [All]	College Year 2019	
Class Type	[All]	Nationality [All]	Tag [All]	Study Level [All]
Lesson Type	[All]	Generated 26/3/2020 - 16:16		
Student No		Student Name		% Attended
4223475633		Jordan Alvarado		21.34
4825386966		Jordyn Ashley		34.49
4582494512		Teagan Austin		8.66
5962634652		Sarai Barnett		0
8859273368		Taryn Browning		79.77

Pastoral by Module Report

This report displays students' attendance for a selected module. List of attendances can be filtered by School, Course and Module. The resultant enquiry could be multipage and can be printed on request. The codes in the attendance pattern can be:

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

Reports	Pastoral	By Module Re	port \times										
🛓 Export	Colum	ns -											
				Pasto	oral By Modu	le Rep	ort						
College [[AII]		Schoo	I [AII]	Co	urse [All]	Module	[All]				
Period To	01/ 21/	/08/2019 /10/2019	Stude	nt Year [All]	Co	llege Year	2018						
Class Type	[All]		Nation	nality [All]	Та	g	[All]	Study Level	[A]	1			
Generated	21/10/20)19 - 12:08											
Student Number	Student Name	Last Class	Attendance P	attern				Po Att	ssible tendance	Total Attendance	Authorised Absence	Unauthorised Absence	% Attended
1723487556	Aden Fox	30/08/2019	0////0/0LL//	0///000L000000/	0/0/0/0/00L/L//LL00C	0/00//0/00	D/LOO/LLLO	66		35	0	31	49.67
7651959689	Aliyah Keller	30/08/2019	/U//0//////	/L///L/LLLL/LO///LL	///0///////////////////////////////////	//0/		66		61	0	5	87.71
		Clou	d	Мо	bile	1	Reporting			Ana	lyti	cs	



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
- 0 = 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

Cloud

Mobile

Reports	Pastoral By Stud	ent Report	×						
🛓 Export	Columns -								
				Pastoral By	Student I	Report			
College [/	All]		School [A	II]	Course	[AII]		Module [All]	
Period To	01/07/2019 21/10/2019	9 9	Student Year	r [All]	College	Year 2018			
Class Type	[AII]		Nationality	[AII]	First Name	Aden		Surname Fox Tag [All]	
Study Level	[All]		Generated	21/10/2019 - 12:14					
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	/0000000/	9	2	0	7	22.22
BUS10125	Business Management	Tuesday	11:00- 13:00	A000/0L0/	9	4	1	5	42.13

Reporting Analytics



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.

Reports	Rooms Repo	rt ×				
🛓 Export	Columns -					
			Roc	oms Report		
College	[All]		School [All]	Course	[All]	Module [All]
Period To	14/10/2 21/10/2	2019 2019	Student Year [All]	College Ye	ear 2018	
Site	[AII]		Building [All]	Room	[AII]	Generated 21/10/2019 - 12:17
Room	Room Id	Capacity	Device Serial Number		Device IP	Device MAC
Room127	127	50	WXWAmz1vFB2O2dSHHWdWiSEK	QbuKl09T	250.166.217.178	08:F6:34:04:C6:CE
Room125	125	50	PGcvoaV6GnBPT9qoRmrr6FJXxKx1	Tz2is	178.3.252.205	6C:E4:8E:82:4E:02
Room129	129	50	12dRtxXtxfEUX3Cs71S2nZbgVX2U	UqzP	249.82.97.39	18:F9:20:5E:85:37
Room126	126	50	qXappdPVgKVqYJ6F8enCHNFTiT92	2×NGL	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.

Reports Space Utilisation Report	×		
L Export Columns -			
	Space Ut	ilisation Report	
College [All]	School [All]	Course [All]	Module [All]
Period 01/08/2019 To 21/10/2019 Generated 21/10/2019 - 12:19	Student Year [All]	College Year 2018	
chool Name	Scheduled	Capacity	% Utilisation
chool of Business	660	39000	1.69
chool Of Computing Science	661	39700	1.66
chool of Nursing	663	33150	2

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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 \times								
🛓 Export	Columns 🗸								
				Student Ab	sence Repor	t			
College	[AII]	School	[All]		Course [A	II]	Module	e [All]	
Period To	19/03/2020 26/03/2020	Student Yea	r I	[All]	College Year	2019			
Class Type	[All]	Nationality	[All]		Тад	[All]	Study I	evel [All]	
Lesson Type	[All]	Generated	26/3/20	20 - 16:17					
Course	Student Number	Name	Туре	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 \times								
🛓 Export	Columns -								
				Student Ab	osence Repor	t			
College	[AII]	School	[All]		Course [/	uıj	Module	[AII]	
Period To	19/03/2020 26/03/2020	Studen	t Year	[AII]	College Year	2019			
Class Type	[AII]	Nationa	ality [All]		First Name	Natalie	Surnam	e Skinne	er
Tag	[All]	Study L	evel [All]		Lesson Type	[All]	Generat	ted 26/3/2	2020 - 16:18
Course	Student Number	Name	Туре	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	BC5100502	Brice Edwards	13:00	ABSENT

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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.

Cre	eate Repo	rt 🖪 Save Filter										
Reports:	[Student Attendance R	eport 🔻	Class Type:	Mandato	ry Non Mar	ndatory All	Nationality:	Tier4	Students	Non UKVI Student	s
Date:		19/03/2020 To	6/03/2020						All			
Schools:				Courses:				Modules:	[IIA]			
College Yea	ar:	2019		Student Yea	r: [All]			Student:	Search	student		
Tag		2015		Type				Study Level	Searci	Istudent		
1 ag.		[AII]	¥	Type.			•	Study Level.	[AII]			Ŧ
Lesson Typ	pe:	[All]	٣		Absent							
					Attended	d						
					Authoris	ed Absent						
					Absent -	Swiped Elsewh	nere					
ports Export	Student Colum	Attendance Report 🗙										
ports Export	Student Colum	Attendance Report ×	School	C	Student At	ttendanc	ce Report			Madula	rain.	
Exports Export blege eriod	Colum	Attendance Report ×	School Student	[All] :Year [Al	Student At	ttendanc Cou Col	ce Report urse [All] Ilege Year	2019		Module	[AII]	
Exports Export sillege priod	Student Colum [All]	Attendance Report × ns - 19/03/2020 26/03/2020	School Student Nationa	[All] Year [Al lity [All]	Student At ារ	ttendand Col Col Tag	ce Report urse [All] llege Year	2019		Module	[AII]	
Exports Export bilege criod ass Type udy Level	Colum [All] [All]	Attendance Report × ns - 19/03/2020 26/03/2020	School Student Nationa Lesson Type	[All] :Year [Al lity [All] [All]	Student At ៣	ttendand Cou Col Tag Ger	ce Report urse [All] llege Year 3 [All] nerated 26/	2019 1 3/2020 - 16:19		Module	[IIA]	
Exports Export Illege riod ass Type udy Level e Stu	Colum [All] [All] [All]	Attendance Report × ns - 19/03/2020 26/03/2020]	School Student Nationa Lesson Type	[All] :Year [Al lity [All] [All] Room	Student At	ttendanc Cou Col Tag Ger Course	Ce Report urse [All] llege Year 3 [All] nerated 26/2 Module	2019] 3/2020 - 16:19 Lecturer	Start	Module Type End	[AII] [AII] Swipe Time	% Attended
Exports Export Illege riod asss Type udy Level a Sta 17	Colum [All] [All] [All] [All] udent No 723487556	Attendance Report × ns 19/03/2020 26/03/2020	School Student Nationa Lesson Type Surname Fox	[AII] :Year [AI lity [AII] [AII] Room Room125	Student At	ttendanc Cou Col Tag Ger BAF	ce Report urse [All] llege Year g [All] nerated 26/ Module BUS10125	2019] 3/2020 - 16:19 Lecturer Hayes Watkins	Start 11:00	Module Type End 13:00	[All] [All] Swipe Time	% Attended 0
Exports Export llege riod ass Type udy Level 17 17	Student Colum [All] [All] [All] 223487556 723487556	Attendance Report × ns • 19/03/2020 26/03/2020 First Name Aden Aden	School Student Nationa Lesson Type Surname Fox Fox	[AII] :Year [AI] Ility [AII] [AII] [AII] Room125 Room125	Student At II] Date 19/03/2020 19/03/2020	ttendanc Cou Tag Ger BAF BAF	Ce Report urse [All] ilege Year 3 [All] nerated 26/ BUS10125 BUS10125	2019 J 3/2020 - 16:19 Lecturer Hayes Watkins Anthony Madden	Start 11:00 13:00	Module Type End 13:00 15:00	[AII] [AII] Swipe Time	% Attended 0 0
Export Export llege riod ass Type ady Level 17 17 17	Student Colum [All] [All] [All] 223487556 223487556	Attendance Report × ns - 19/03/2020 26/03/2020 J First Name Aden Aden Aden Aden	School Student Nationa Lesson Type Sumane Fox Fox Fox	[AII] :Year [AI] [AI] [A	Student At IJ 19/03/2020 19/03/2020 19/03/2020	ttendanc Cou Tag Ger EAF BAF BAF	Ce Report urse [All] llege Year 3 [All] nerated 26/ Module BUS10125 BUS10125 BUS10127	2019 3/2020 - 16:19 Lecturer Hayes Watkins Anthony Madden Juan Thomas	Start 11:00 13:00 09:00	Module Type End 13:00 15:00 11:00	[AII] [AII] Swipe Time	% Attended 0 0 100
Exports Export Illege riod ass Type udy Level 17 17 17 17 17	Student Colum [All] [All] [All] [All] 223487556 223487556 223487556	Attendance Report × ns	School Student Nationa Lesson Type Surname Fox Fox Fox Fox	[AII] Year [AI] Ility [AII] Room125 Room126 Room127 Room127	Date 19/03/2020 19/03/2020 20/03/2020	Course Course BAF BAF BAF BAF BAF	CE Report urse [All] llege Year 3 [All] as [All]	2019 3/2020 - 16:19 Lecturer Hayes Watkins Anthony Madden Juan Thomas Gaige Drake	Start 11:00 13:00 09:00 15:00	Module Type End 13:00 15:00 11:00 11:00	[AII] [AII] Swipe Time	% Attended 0 100 0 100 0
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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 Absen	ce Comment Report ×								
Ł Export	Columns -									
			Studen	nt Created Absen	ce Comn	nent Re	port			
College	[All]	Schoo	l [All]		Course	[All]		Module	[All]	
Period To	19/03/2020 26/03/2020	Stude	nt Year	[All]	College Year		2019			
Class Type	[AII]	Natio	nality [All]		Тад	[All]		Study Leve	el [All]	
Generated	26/3/2020 - 17:14									
Student No	Student Name	School Co	urse Module	Title Module Code	Created	Date	Start Date	End Date	Absence Type	Comment
4223475633	Jordan Alvarado	School Of BC Computing Science	Sc Comput Program	ter BCS100503 mming	26/03/2	020	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 S	tudent Created Abse	ence Report 🗙					
🛓 Export	Columns -						
		Stu	dent Creat	ed Absence R	eport		
College [All]		School [All]		Course [All]		Module [All]	
Period To	01/05/2019 21/10/2019	Student Year	[All]	College Year	2018		
Class Type	[All]	Nationality	All]	Tag [,	AII]	Study [All] Level	
Generated 2	1/10/2019 - 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	Aliyah 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 ×			
La Export Columns -			
	Student Lat	es Report	
College [All]	School [All]	Course [All]	Module [All]
Period 14/10/2019 To 21/10/2019	Student Year [All]	College Year 2018	
Class [All] Type	Nationality [All]	Tag [All]	Study [All] Level
Generated 21/10/2019 - 13:21			
Student Number	Surname	First Name	Number of Lates
3511987119	Kirby	Luz	9
3524227239	Gutierrez	Lawrence	7
2136437248	Patrick	Maliah	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.

	Student	Loan Report	
College [All]	School [All]	Course [All]	Module [All]
Period 01/04/2019 To 21/10/2019	Student Year [All]	College Year 2018	
Class [All] Гуре	Nationality [All]	Tag [All]	Study [All] Level
Generated 21/10/2019 - 13:24			
tudent Number	Student Name		Allow Loan
223475633	Jordan Alvarado		false
325386966	Jordyn Ashley		false
582494512	Teagan Austin		false
	1	4 / 15	



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 Uni	matched Report $ imes$								
🛓 Export	Columns -		Stud	dent Unma	atched Rep	port			
College [All]		School	[AII]		Course	[All]		Module [All]	
Period (01/01/2019 08/08/2019	Student Ye	ear [All]						
Class Type [All]		Nationality	[All]		Тад	[All]		Study Level [Al	0
Generated 8/8/201	9 - 13:44								
Student Number	Name	Туре	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

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 U	nused Scheduled Room	Report ×								
🛓 Export	Columns -									
				Unused	Schedule	d Roor	n Report			
College [A	Iŋ		School [All]		Course	[AII]		Module	[All]
Period To	01/09/2018 29/05/2020		Student Year	[All]		College	'ear 2019			
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
_					15 / 1	15				
	Clor	rd		Mobile		R	eporting		And	alytics