Student Access

Version Control

Date	Version	Change Summary	Created By
19/3/19	0.1	New Student Access User Guide Created	Neil Trueman
01/04/19	1.0	Document template refresh	Neil Trueman
08/04/19	1.1	Updated text on logging out and authentication timeout	Neil Trueman
13/08/19	1.2	Additional section added – optional Analytics tab	Neil Trueman
12/09/19	1.3	Addition of Add Note	Neil Trueman
12/09/19	1.3	Update login screen screenshots	Neil Trueman
17/03/20	1.4	Various updates to guide including Accessibility settings	Neil Trueman
01/06/20	1.5	Addition of Events to Display	Neil Trueman

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SEAtS Users/Audience

- Student Access to the main SEAtS Application

Student Calendar – Main Screen Functions

On accessing the SEAtS Application, you will be taken to your calendar. Within the calendar, you can view your scheduled activities for the week, activities that have been attended/not attended, your profile and your attendance. Note: As detailed above, your university will determine what you are permitted to view and as such may differ from what is described in this guide.

The colouring of events within the calendar has been made easy to identify attendance status.

Blue - Scheduled
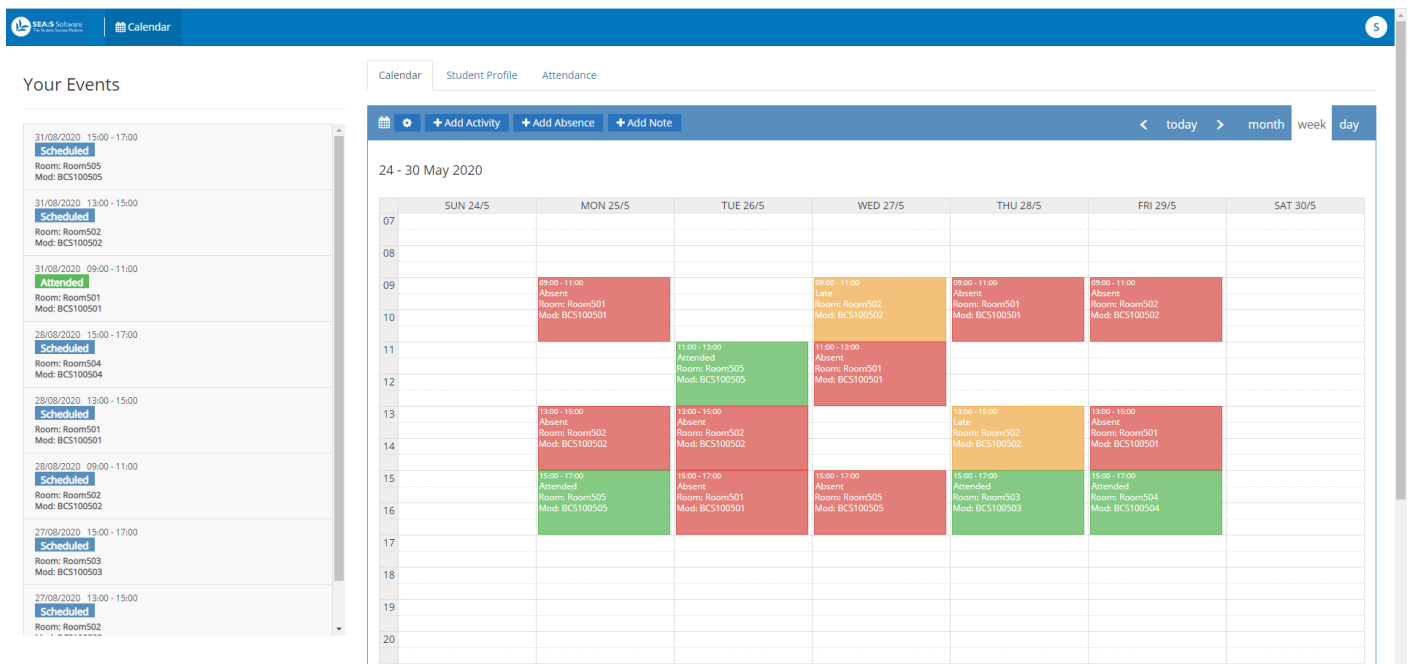
Green – Attended, Marked as Attended

Orange – Late, Marked as Late

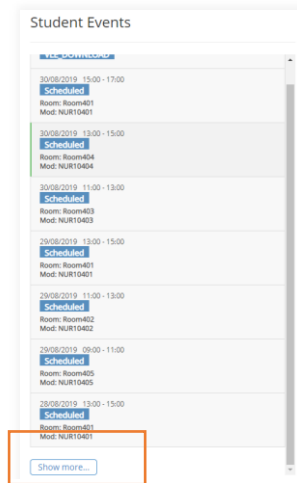Red – Absent, Marked as Absent

Grey – Cancelled

Purple – Unexpected/Unscheduled Attendance

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Note: On the left-hand side of the screen you will see your events. You can click on "show more" to view future scheduled events.


You can display your events in a daily, weekly or monthly format.

By hovering (1) over the event, details will be displayed and by clicking (2) on a timetabled event you will see further detail including the room, Module Code, Module Name, Course Code and Lecture as well as the associated date, time and status – in this case "Attended".

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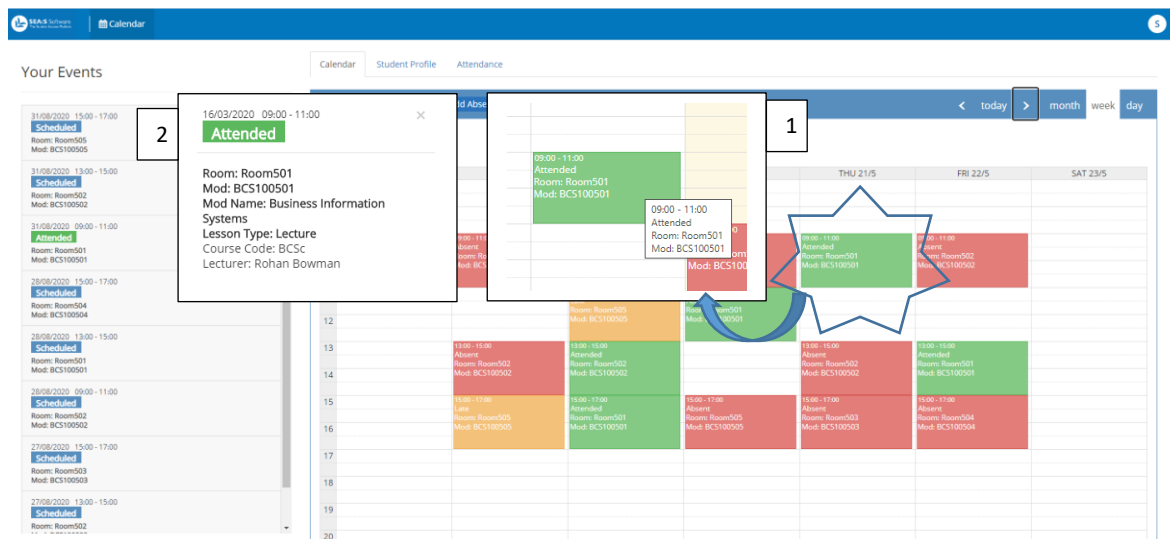
Note: Non-mandatory events may additionally be shown in your calendar with text being lighter with the wording 'optional' in brackets.
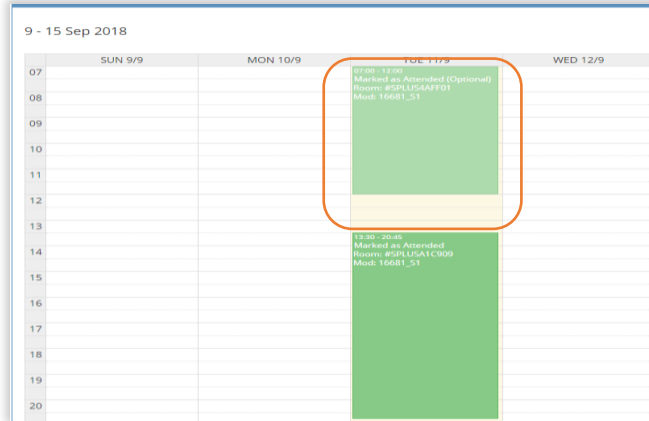
Events to Display

You may wish to filter the view of your calendar to display Absences and/or Activities. The visible list available is loaded by default and a such may not be indicative of your organisations configuration of the system. Un checking each category followed by OK, will update your calendar view.
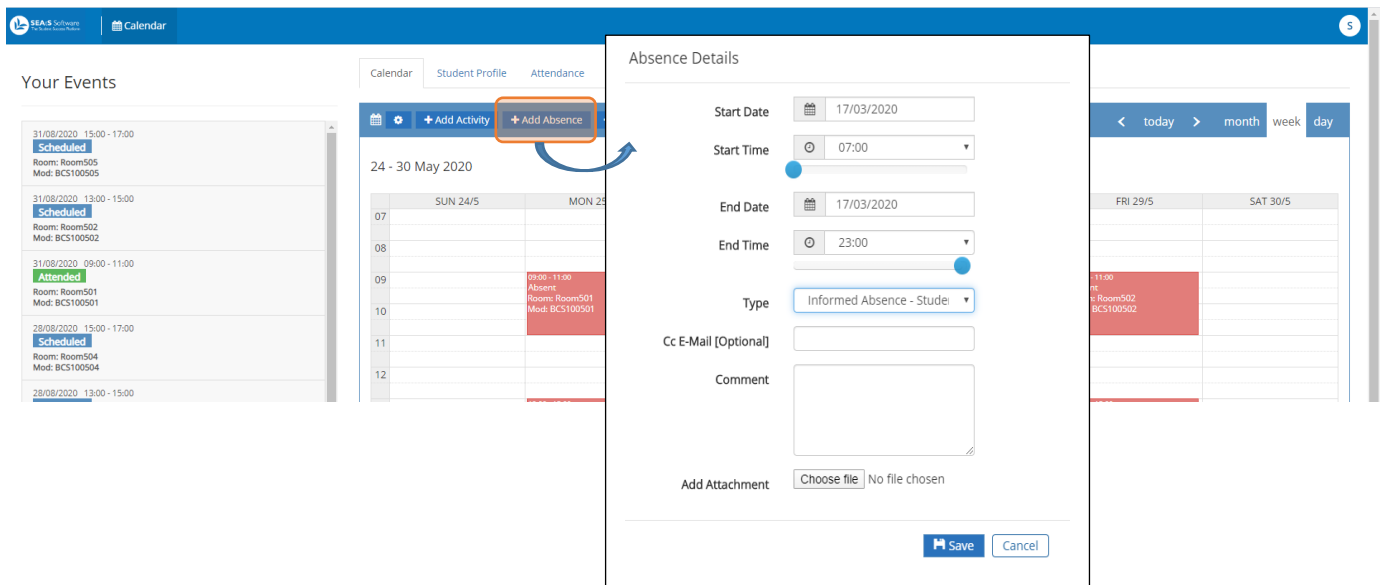
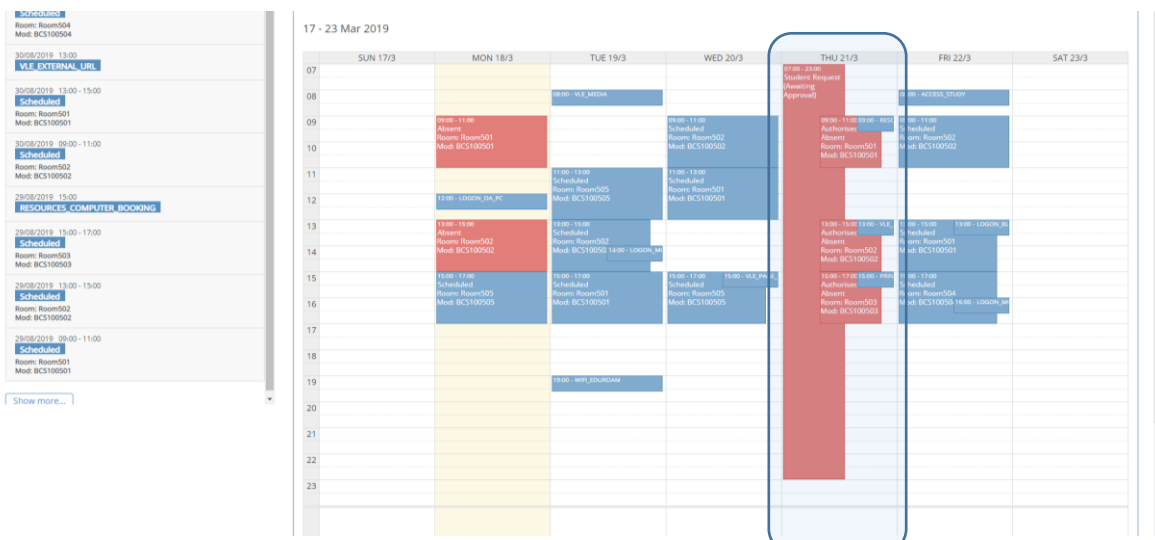Cloud | Mobile | Reporting | Analytics
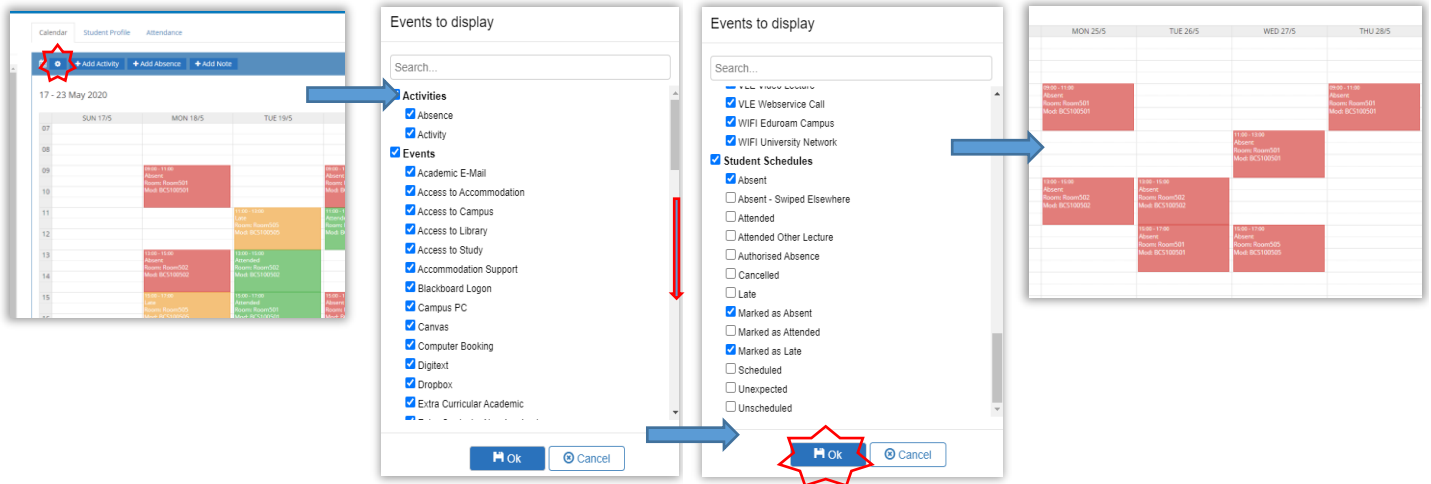
Add Absence

If configured, you may be permitted to add certain absences into the system. Additionally, the absence request can be sent for approval along with an automated email.

Click on the 'Add Absence' button and a new window will be presented. Complete the Start Date and Start Time and the End Date and End Time. The Type field may have more than one option to choose from. Please check your local policy if an email address is required (the system can, if configured, generate automatic notifications to staff) It is recommended to complete a reason within the Comment field however check again with your local university policy.
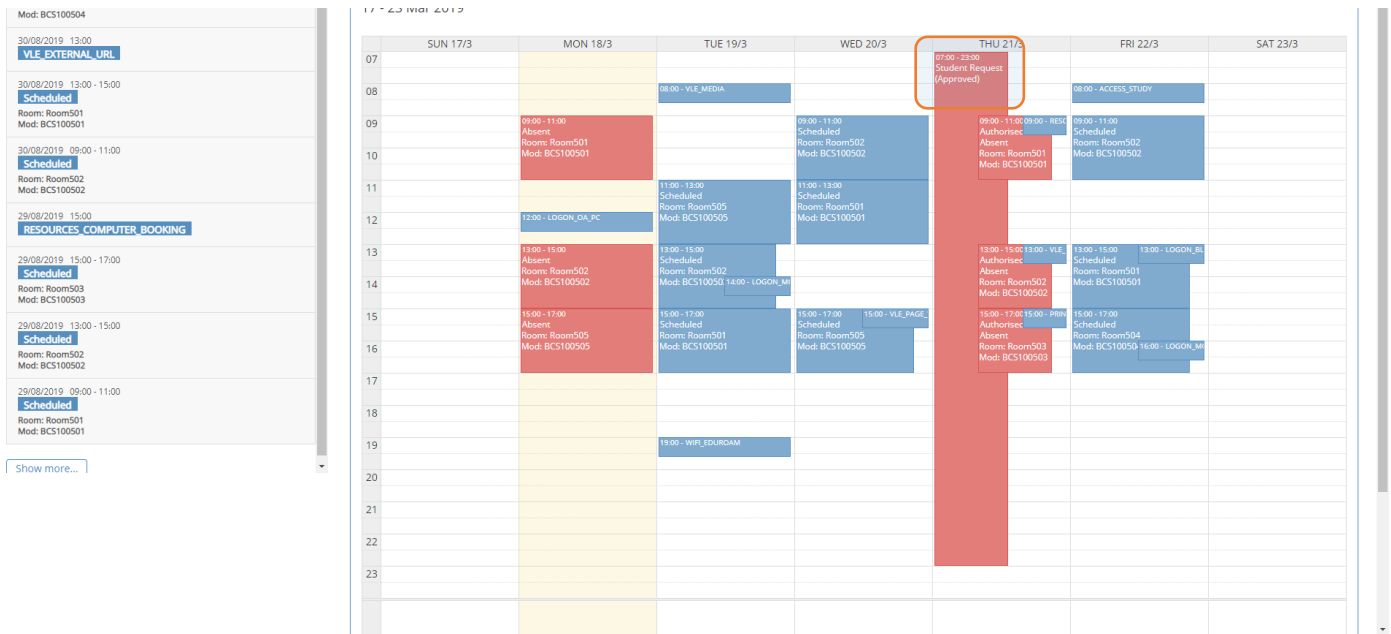
The ability to add Attachments is controlled locally and as such, if visible will allow you to add supporting documents relating to the Absence. Accepted formats are: csv, xml, gif, png, jpg, html, xhtml, odp, pps, ppt, pptx, ods, xls, xlsx, odt, doc, docx, pdf, txt

If your university has added an approval process, the absence will be added to your calendar as awaiting approval. If configured, any scheduled events during the requested time of absence will now display.
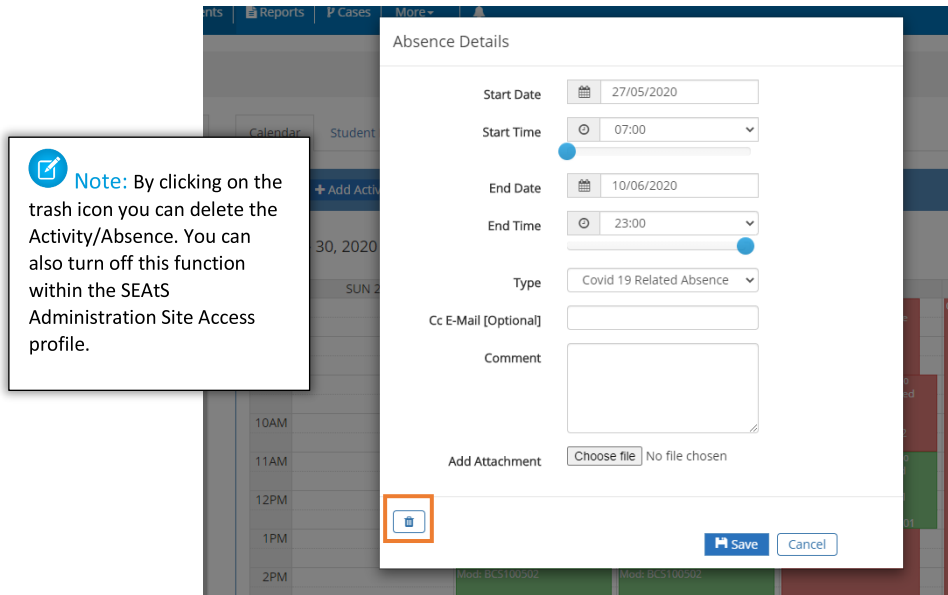
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In the screen below, the calendar has been updated due to the Absence being approved.

Amending Absences/Activities

Once you have created and saved an activity/absence, your calendar will be updated to reflect this. If you wish to add any comments or attach support documents or edit the detail (date and/or time) you will be able to edit (if configured to do so) by clicking on the relevant activity/absence within the calendar. Note: Activities subject to Approval that are amended after approval will be passed back for re approval.
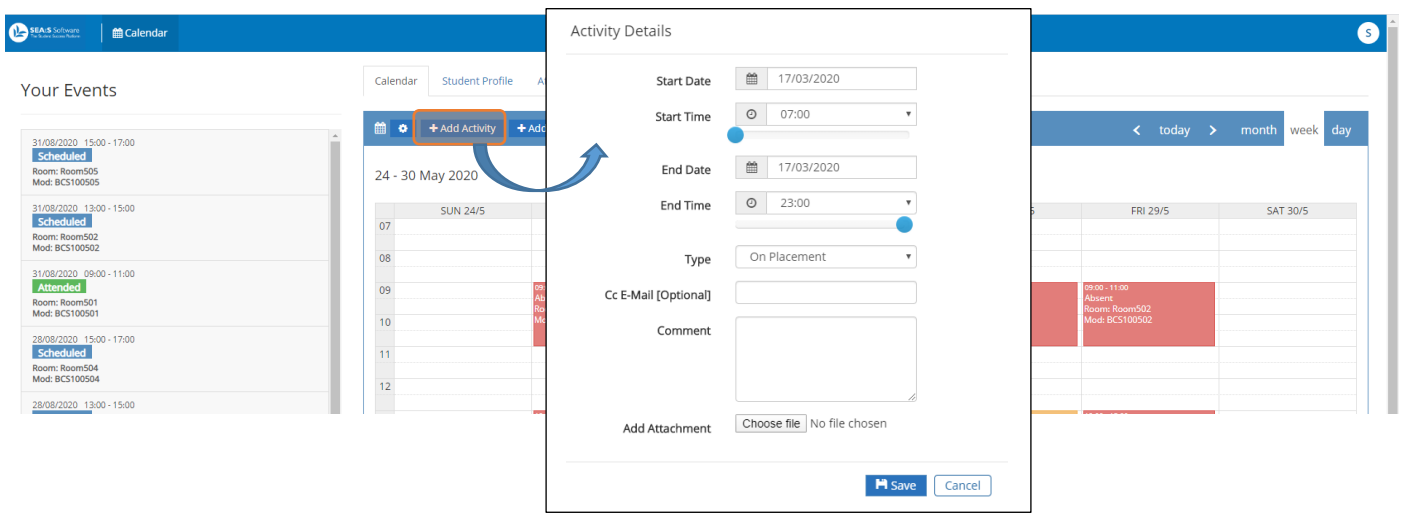
> Note: By clicking on the trash icon you can delete the Activity/Absence. You can also turn off this function within the SEAtS Administration Site Access profile.

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Add Activity

Activity types that can be added by students are defined by your university such as appointments. An activity is added in the exact same manner as an Absence. Various types may be configured, and their usage defined locally.
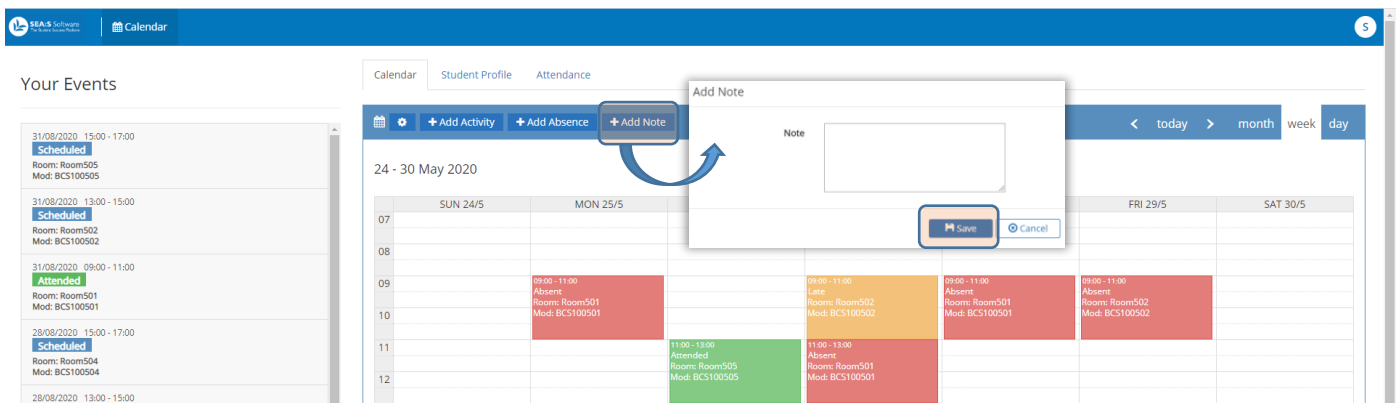

Add Note

It is possible to add the ability for a student to Add notes within their record. If this feature has been enabled, will be displayed as shown within the calendar. Enter text within the note followed by clicking the Save option. Note: Once a note has been added, it is not possible to edit or remove it.

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Student Profile

If your university has configured the system to allow you to view your own profile, the tab will be visible. By clicking on the tab, will take you to your details page.

Attendance

If your university has configured the system to allow you to view your own Attendance Statistics, the tab will be visible. By clicking on the tab, you can view your Attendance Record. Here you will see your overall attendance percentage, including a summary of attendance broken down by module for the current academic year.

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