

# *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

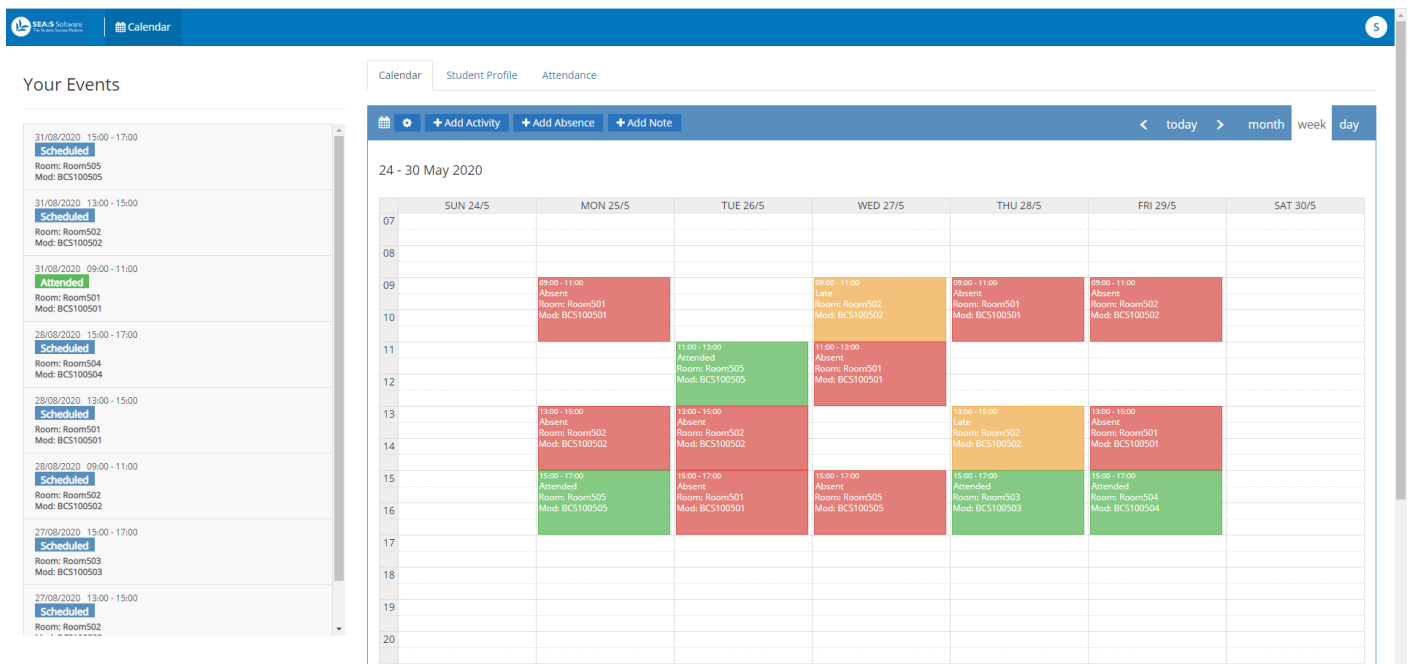
Green – Attended, Marked as Attended

Orange – Late, Marked as Late

Red – Absent, Marked as Absent

Grey – Cancelled

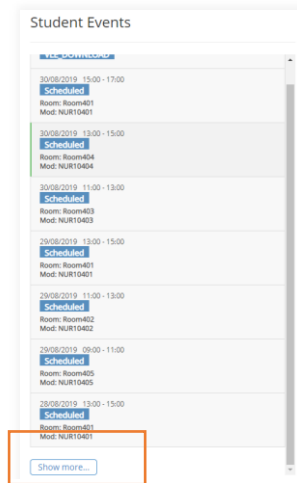
Purple – Unexpected/Unscheduled Attendance



The screenshot displays the SEAtS Student Calendar interface. On the left, a list of events is shown with their status (Scheduled, Attended, Absent, Late) and details like room and module. On the right, a weekly calendar grid for May 24-30, 2020, shows events plotted by time slot and color-coded by attendance status.

Time	SUN 24/5	MON 25/5	TUE 26/5	WED 27/5	THU 28/5	FRI 29/5	SAT 30/5
07							
08							
09		Absent (Red)		Late (Orange)	Absent (Red)	Absent (Red)	
10							
11			Attended (Green)	Absent (Red)			
12							
13		Absent (Red)	Absent (Red)		Late (Orange)	Absent (Red)	
14							
15		Attended (Green)	Absent (Red)	Absent (Red)	Absent (Red)	Absent (Red)	
16							
17					Attended (Green)	Attended (Green)	
18							
19							
20							

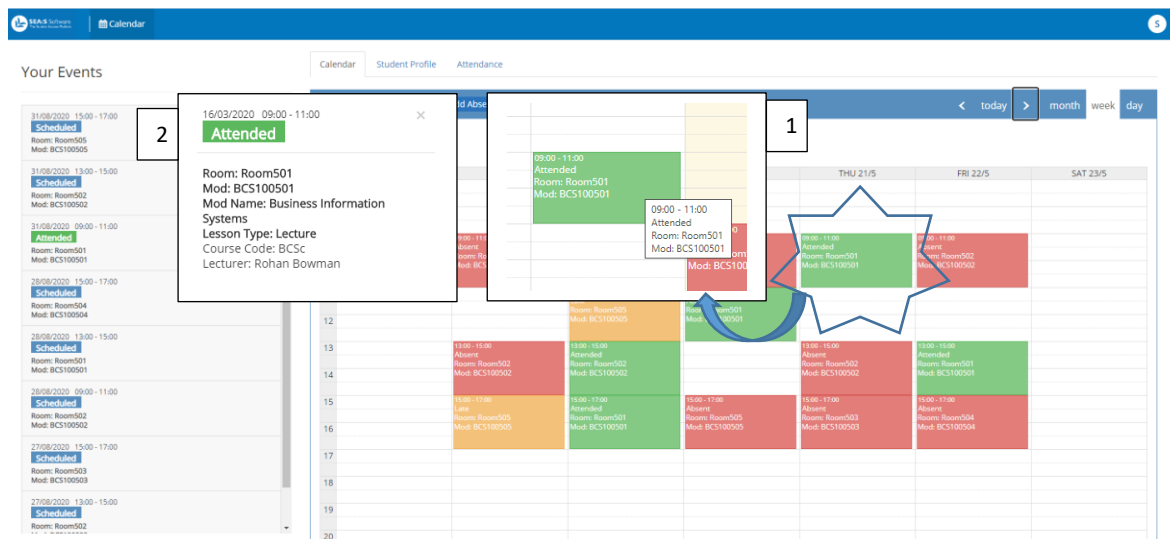
**Note:** On the left-hand side of the screen you will see your events. You can click on “show more” to view future scheduled events.



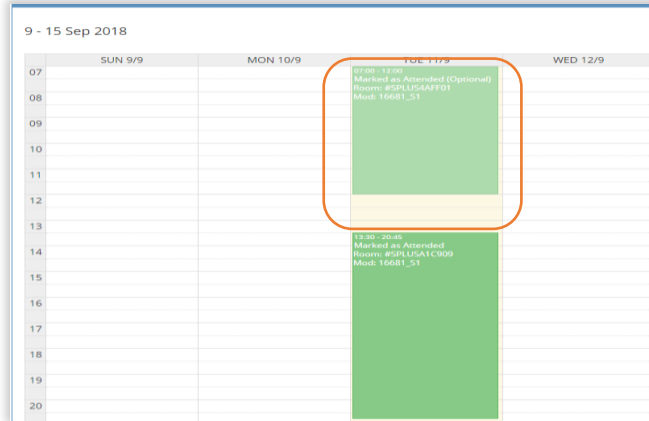
You can display your events in a daily, weekly or monthly format.



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”.

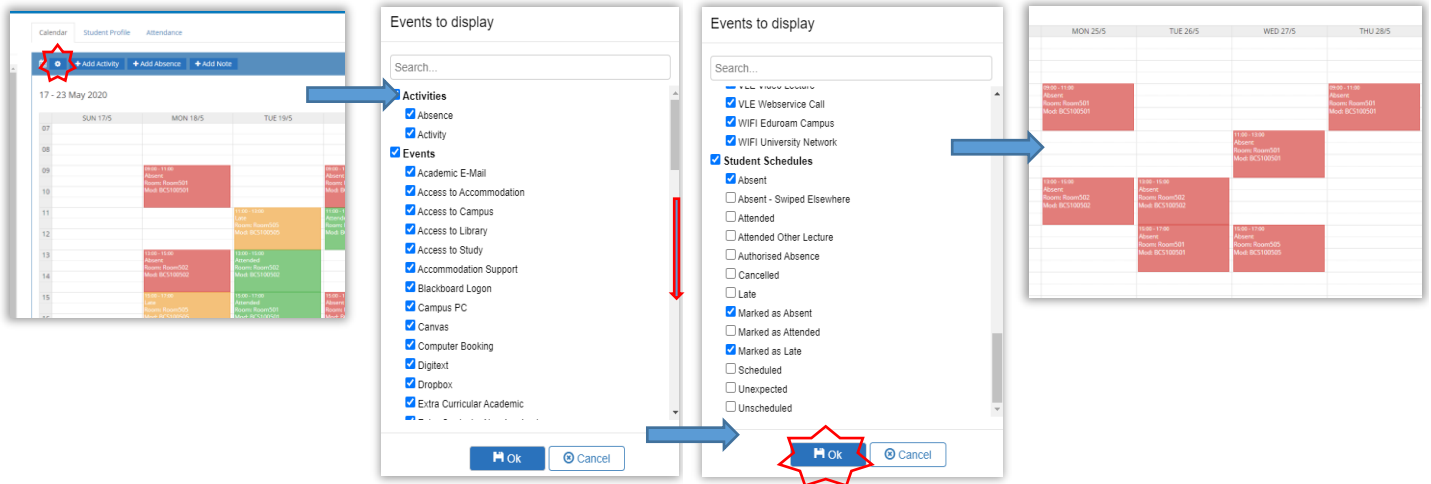


**Note:** Non-mandatory events may additionally be shown in your calendar with text being lighter with the wording 'optional' in brackets.



## 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.

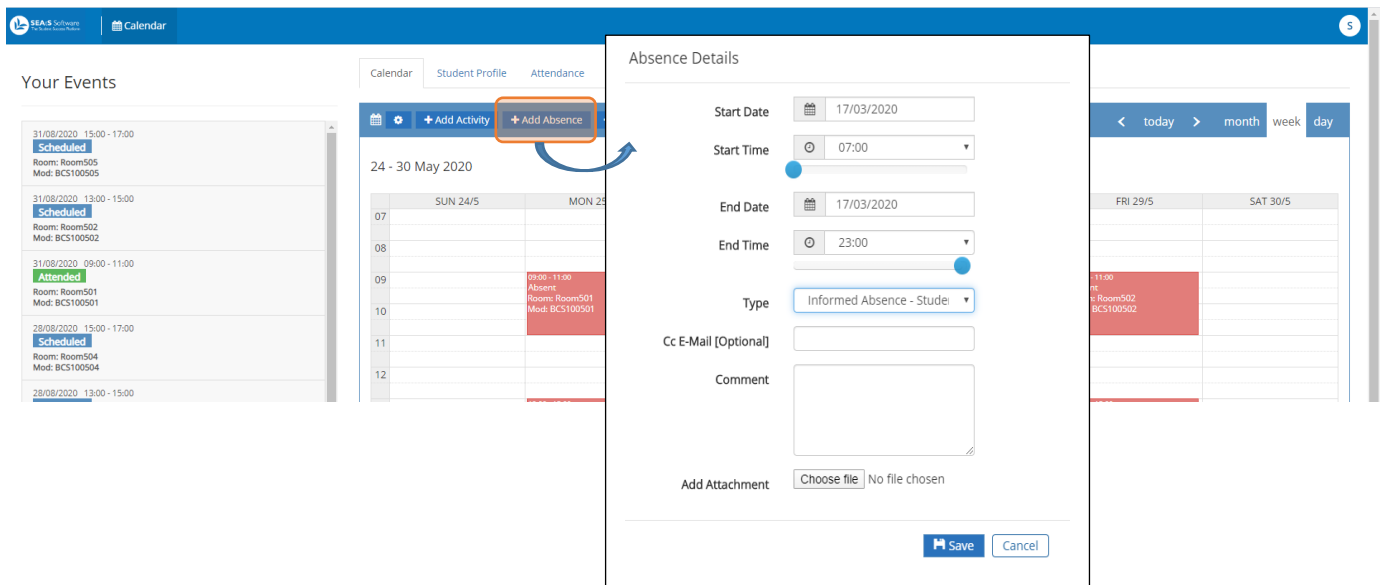


## Add Absence

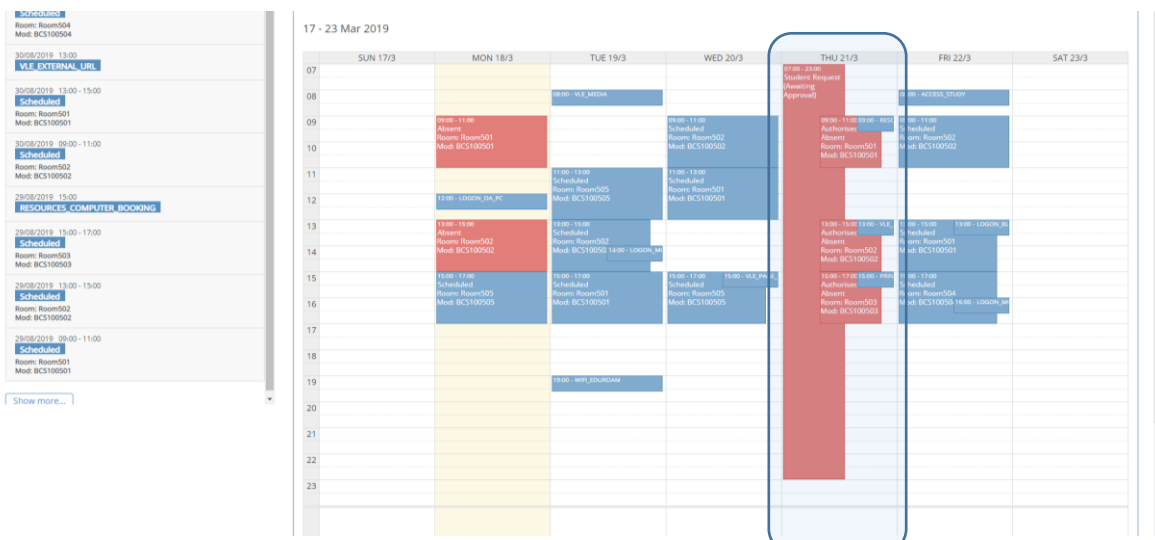
If configured, you may be permitted to add certain absences into the system. Additionally, the absence request can be sent for approval along with an automated email.

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.

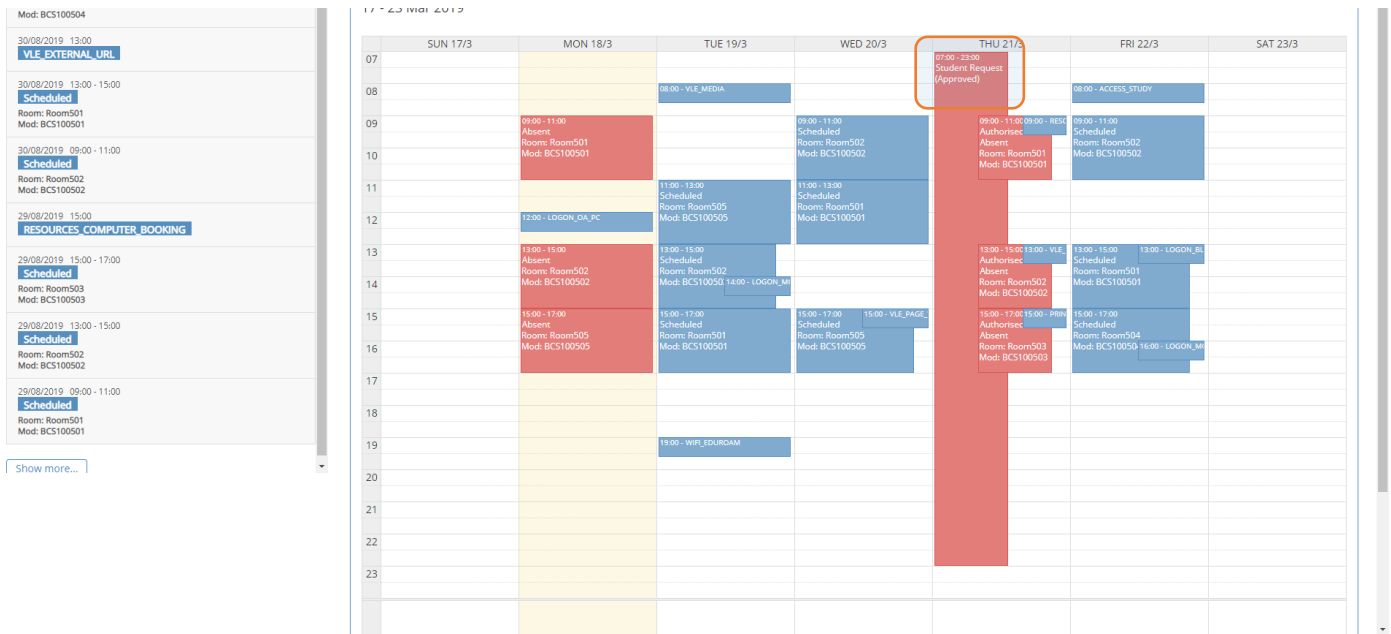
The ability to add Attachments is controlled locally and as such, if visible will allow you to add supporting documents relating to the Absence. Accepted formats are: csv, xml, gif, png, jpg, html, xhtml, odp, pps, ppt, pptx, ods, xls, xlsx, odt, doc, docx, pdf, txt



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.



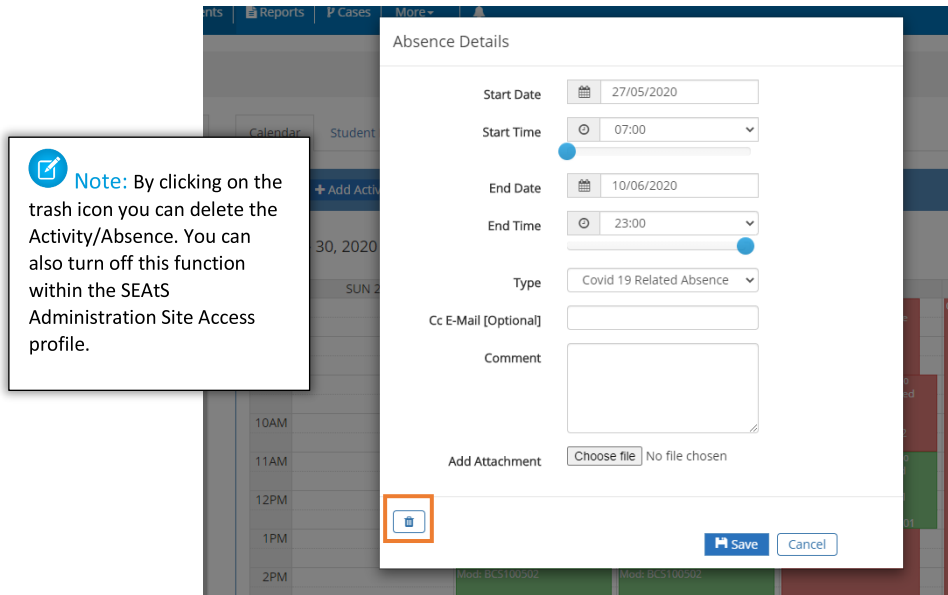
In the screen below, the calendar has been updated due to the Absence being approved.



The screenshot displays a calendar interface. On the left, a list of activities is shown, including 'VLE\_EXTERNAL\_URL', 'RESOURCES\_COMPUTER BOOKING', and several 'Absent' entries for Room501 and Room502. On the right, a calendar grid shows the week from Sunday 17/3 to Saturday 23/3. A prominent red bar on Thursday 21/3, from 07:00 to 23:00, is labeled '07:00 - 23:00 Student Request (Approved)'. Other activities are shown in blue blocks across the days.

## 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.

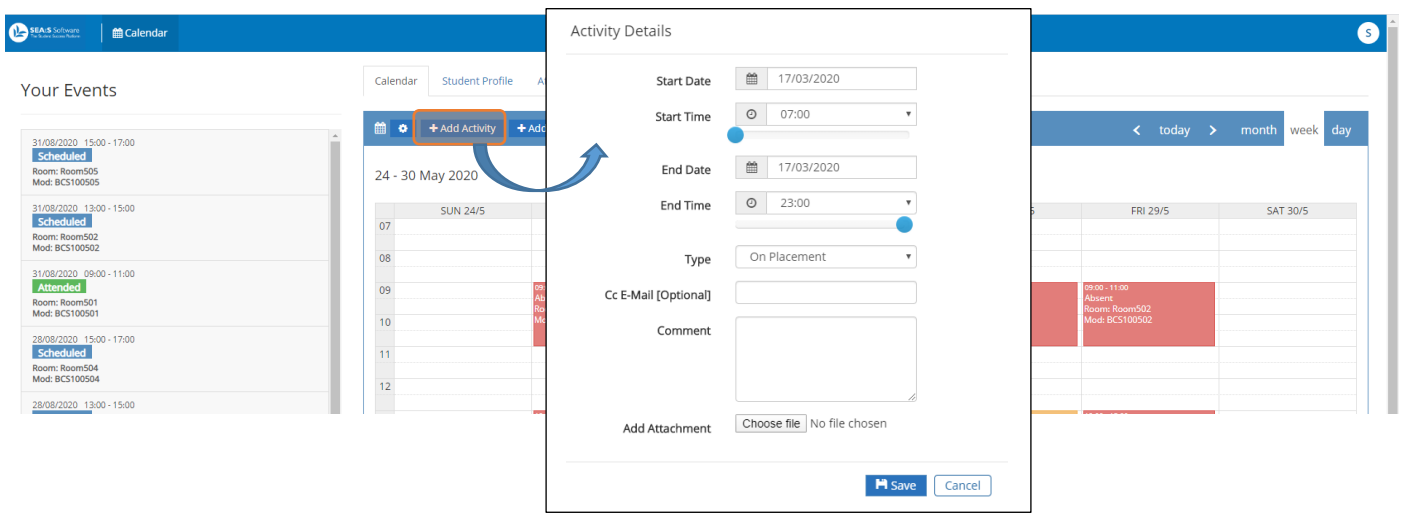


The screenshot shows the 'Absence Details' form. The form includes fields for Start Date (27/05/2020), Start Time (07:00), End Date (10/06/2020), End Time (23:00), Type (Covid 19 Related Absence), Cc E-Mail [Optional], Comment, and Add Attachment (Choose file). A trash icon is highlighted with a red box at the bottom left of the form. A note box on the left states: '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.'



## 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.



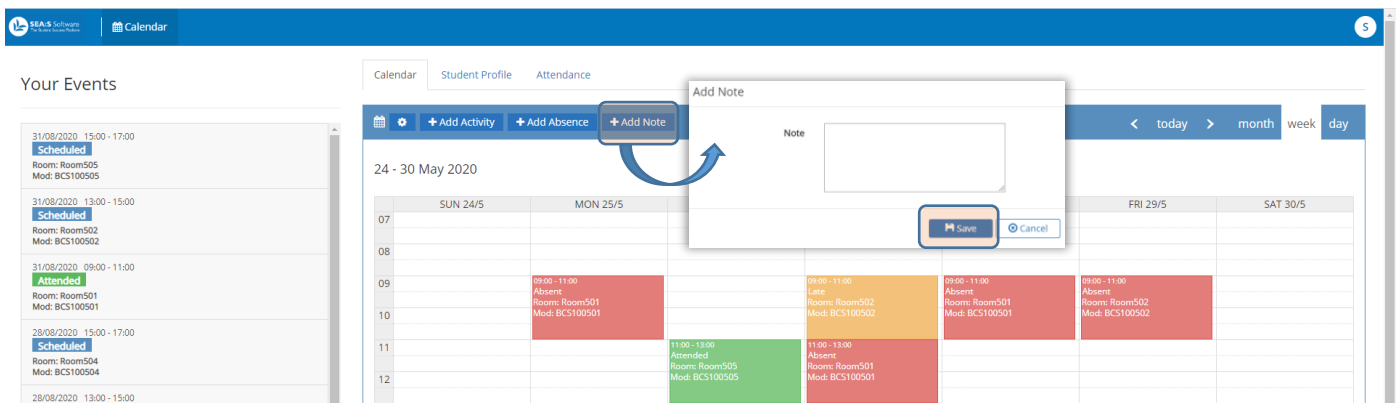
The screenshot shows the 'Add Activity' dialog box in the SEAtS Software interface. The dialog is titled 'Activity Details' and contains the following fields:

- Start Date: 17/03/2020
- Start Time: 07:00
- End Date: 17/03/2020
- End Time: 23:00
- Type: On Placement
- Cc E-Mail [Optional]:
- Comment:
- Add Attachment: Choose file (No file chosen)

Buttons for 'Save' and 'Cancel' are located at the bottom right of the dialog. A blue arrow points from the '+ Add Activity' button in the calendar to the dialog box.

## 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.



The screenshot shows the 'Add Note' dialog box in the SEAtS Software interface. The dialog is titled 'Add Note' and contains a text area for the note and 'Save' and 'Cancel' buttons. A blue arrow points from the '+ Add Note' button in the calendar to the dialog box.



## 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.

**Your Events**

- 30/08/2019 15:00 - 17:00 **Scheduled**  
Room: Room504  
Mod: BCS100504
- 30/08/2019 13:00 **VLE\_EXTERNAL\_URL**
- 30/08/2019 13:00 - 15:00 **Scheduled**  
Room: Room501  
Mod: BCS100501
- 30/08/2019 09:00 - 11:00 **Scheduled**  
Room: Room502  
Mod: BCS100502
- 29/08/2019 15:00 **RESOURCES\_COMPUTER\_BOOKING**
- 29/08/2019 15:00 - 17:00 **Scheduled**  
Room: Room503  
Mod: BCS100503
- 20/08/2019 13:00 - 15:00 **Scheduled**  
Room: Room502  
Mod: BCS100502
- 29/08/2019 09:00 - 11:00 **Scheduled**  
Room: Room501  
Mod: BCS100501

**Student Profile**

Name: Tyrell  
Surname: Stuart  
Badge Number: zoh15q1gridy7  
Date Started:

University Email: stuart.tyrell@seleniumuniversity.com  
Preferred Name:   
Score:

Student No: 4469795224  
Course: Bachelor in Computer Science  
Last Physical Swipe: 28/09/2018 13:21  
Personal Email: stuart.tyrell@test.com  
Contact Number: 00447413491258

Gender: Male  
Date of Birth: 12/12/1996  
Student Year: 1  
Nationality: United Kingdom

## 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.

**Your Events**

- 30/08/2019 15:00 - 17:00 **Scheduled**  
Room: Room504  
Mod: BCS100504
- 30/08/2019 13:00 **VLE\_EXTERNAL\_URL**
- 30/08/2019 13:00 - 15:00 **Scheduled**  
Room: Room501  
Mod: BCS100501
- 30/08/2019 09:00 - 11:00 **Scheduled**  
Room: Room502  
Mod: BCS100502
- 29/08/2019 15:00 **RESOURCES\_COMPUTER\_BOOKING**
- 29/08/2019 15:00 - 17:00 **Scheduled**  
Room: Room503  
Mod: BCS100503
- 29/08/2019 13:00 - 15:00 **Scheduled**  
Room: Room502  
Mod: BCS100502
- 29/08/2019 09:00 - 11:00 **Scheduled**  
Room: Room501  
Mod: BCS100501

**Attendance**

**Overall Attendance:**

Days/Term:

Attended: 7.34%  
Absent: 92.66%

**Lectures:**

Module	Last Class	Last Swipe	Last Class	Last Swipe	Last Class	Last Swipe	Last Class	Last Swipe	Last Class	Last Swipe				
Business Information ...	7.2%	92.8%	18/03/2019	28/09/2018	Computer Hardware 0	8%	92%	18/03/2019	26/09/2018	Computer Programmi...	15.8%	84.2%	14/03/2019	27/09/2018
Client Side Web Devl...	7.1%	92.9%	15/03/2019	21/09/2018	Effective Learning and...	3.5%	96.5%	18/03/2019	24/09/2018					