



Student Dashboard Add Activity



Version Control

Date	Version	Change Summary	Created By
27/09/2021	1.0	New Guide Created	Neil Trueman

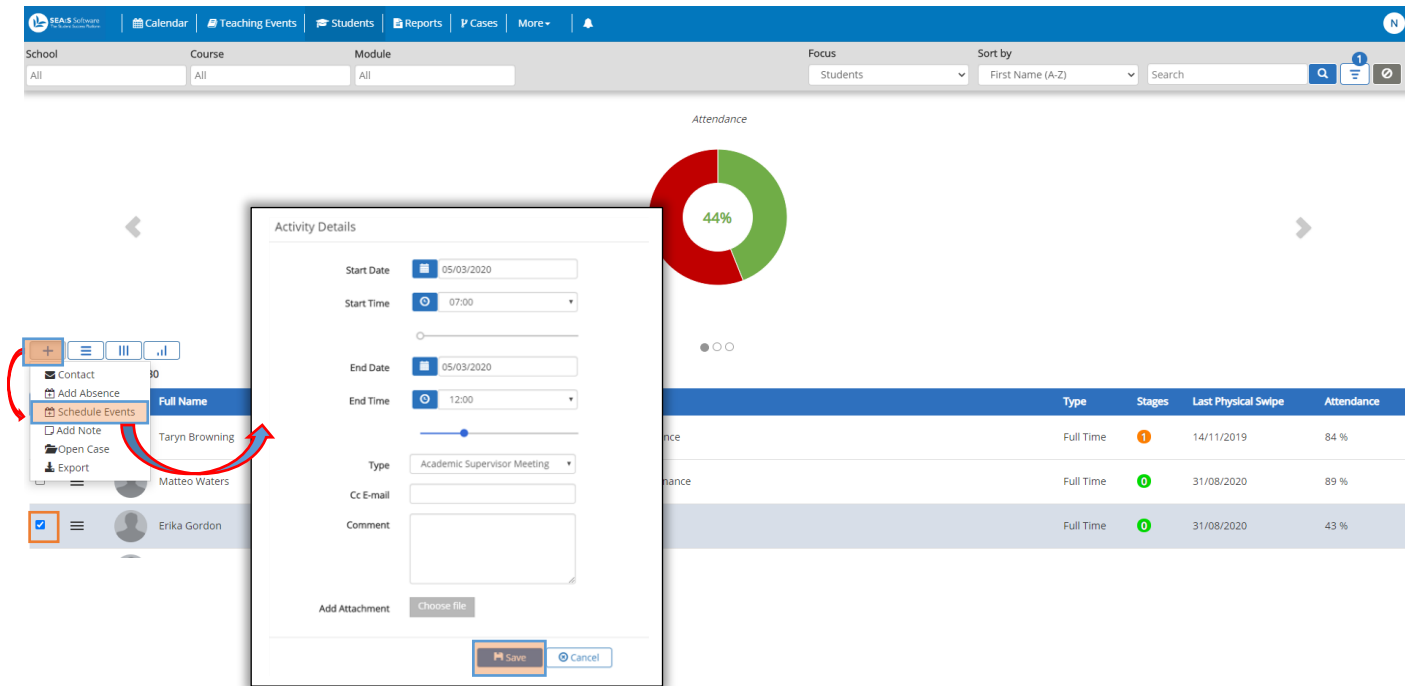


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Schedule an Event

From the student screen, you have the functionality to schedule an event against a student or multiple students. By selecting a student(s) and clicking on the + icon, you will be presented with the option to 'Schedule Events'.



The screenshot displays the SEAtS Software interface. At the top, there is a navigation bar with options like Calendar, Teaching Events, Students, Reports, Cases, and More. Below this is a search and filter section with dropdowns for School, Course, Module, Focus, and Sort by. The main content area shows a student profile for Erika Gordon. A menu is open over the profile, with 'Schedule Events' highlighted. An 'Activity Details' modal is open, showing the following fields:

- Start Date: 05/03/2020
- Start Time: 07:00
- End Date: 05/03/2020
- End Time: 12:00
- Type: Academic Supervisor Meeting
- Cc E-mail: (empty)
- Comment: (empty text area)

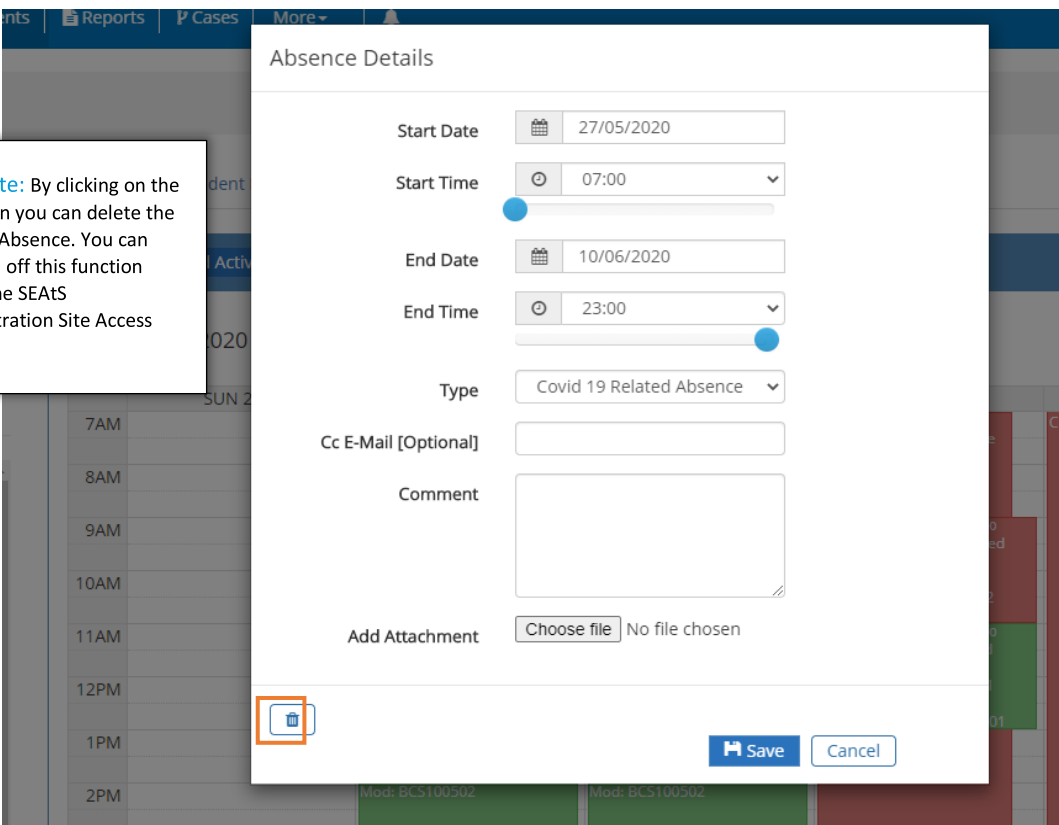
At the bottom of the modal are 'Add Attachment' and 'Choose file' buttons, and a 'Save' button. In the background, a donut chart shows 44% attendance, and a table lists student attendance records.

	Type	Stages	Last Physical Swipe	Attendance
nce	Full Time	0	14/11/2019	84 %
nance	Full Time	0	31/08/2020	89 %
	Full Time	0	31/08/2020	43 %

Complete the Start Date and Time along with the End Date and Time. By clicking in the **Type** field, you will be shown a default list of activity "types". Each University can add or configure these through the SEAtS Administration Site, guidance can be found in the Administration Manual. Activities typically span no longer than 1 day and are for information purposes only, they do not contribute to any workflow calculations. Activities added from the main screen may be edited and/or deleted directly from the student calendar for users with appropriate permissions. When completed click to **Save** the Activity.

Edit an Event

Once you have created and saved an activity, the student 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 access by clicking on the relevant activity within the calendar.



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.

Absence Details

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:

Add Attachment: Choose file No file chosen

Save Cancel