

Student Schedule



Version Control

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



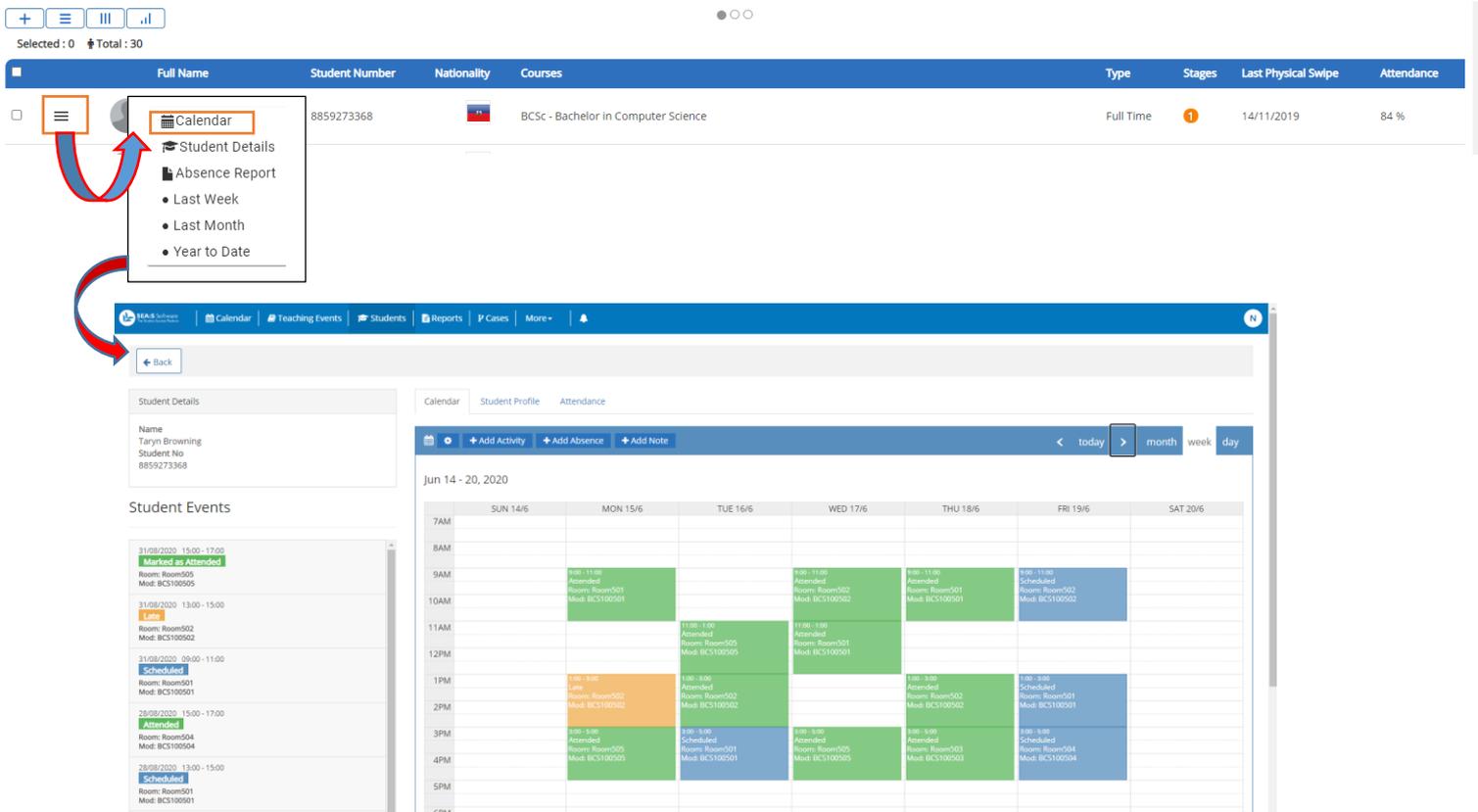
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Student Calendar

By clicking on the ☰ icon next to the relevant student, additional options will appear: The Student’s Calendar, Student Details and Student Absence Report which can be run for the last week, month or year to date.

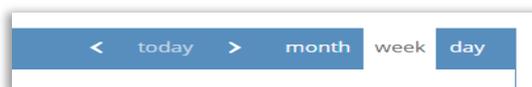
By clicking on the “Student Calendar” you will be taken to the default calendar view below:



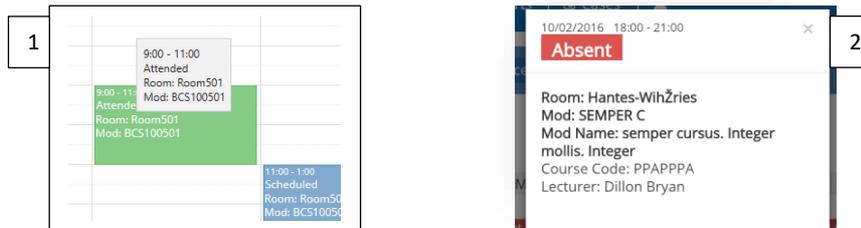
Note: On the left-hand side of the screen you will see the student’s events, you can click on “show more” for further, future scheduled events.



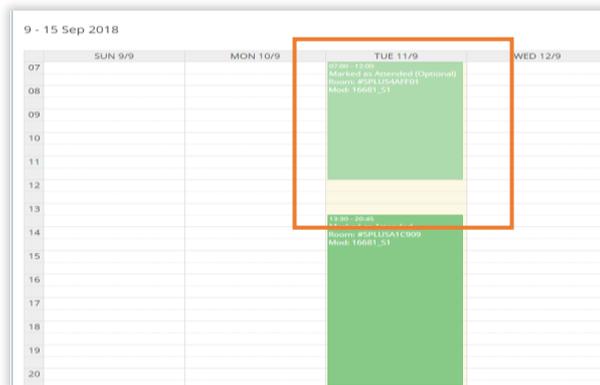
In the calendar view you can display the student’s events in a daily, weekly or monthly format.



Note: 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 “Absent”.

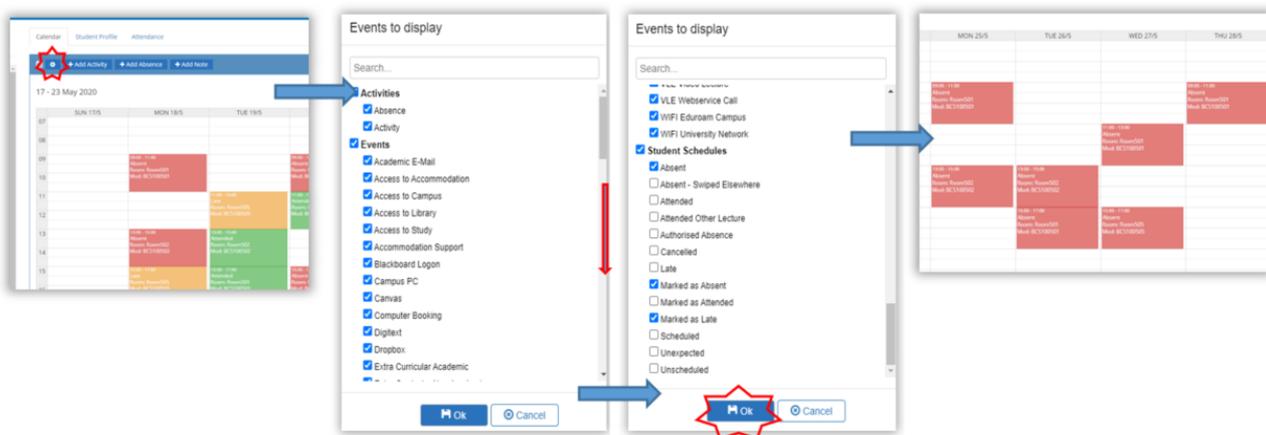


Note: Non-mandatory student events may additionally be shown in the calendar with text being lighter with the wording ‘optional’ in brackets.



Events to Display

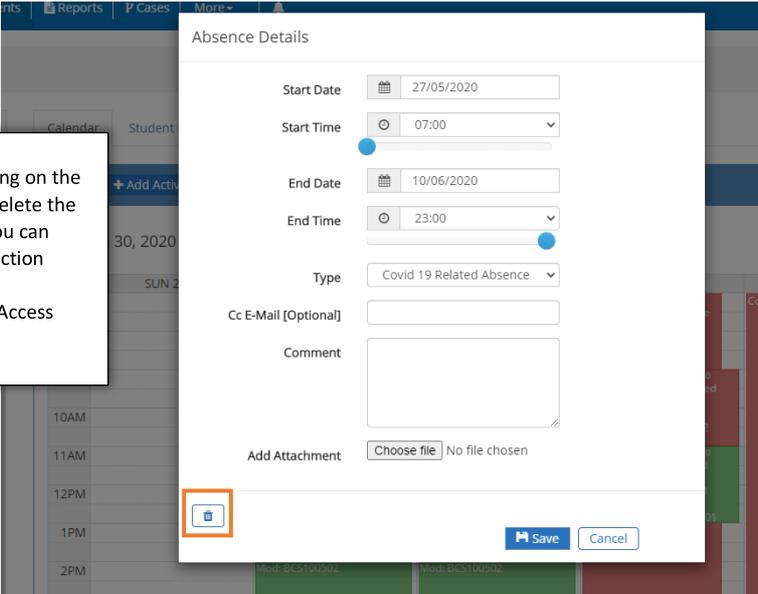
You may wish to filter the view of the calendar to display Absences and/or Activities. The visible list available is loaded by default and as such may not be indicative of your organisations configuration of the system. Un checking each category followed by OK, will update your calendar view.



Amending Activities/Absences from Calendar

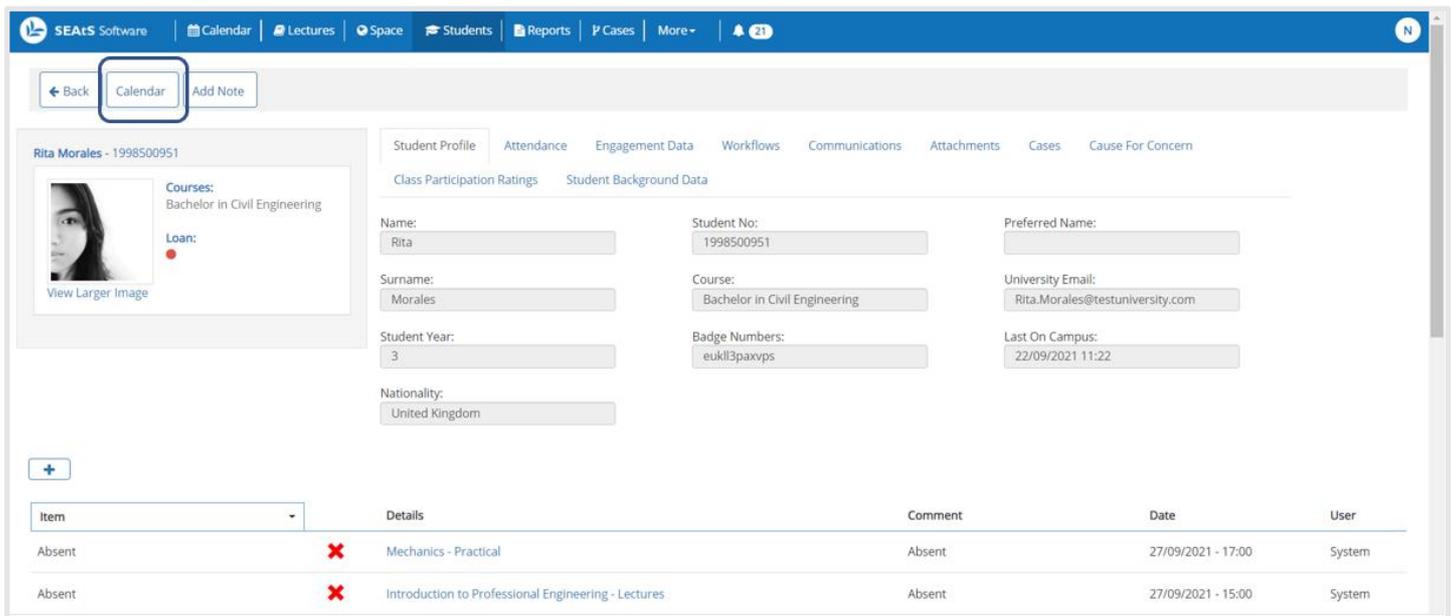
Once you have created and saved an activity/absence, the calendar will be updated to reflect this. If you wish to add any comments or attach support documents or edit the detail (date and/or time) you will be able to access by clicking on the relevant activity/absence within the calendar.

 **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.



View Student Schedule from their profile

The same detail as described can be accessed from a student's profile.



Item	Details	Comment	Date	User
Absent	 Mechanics - Practical	Absent	27/09/2021 - 17:00	System
Absent	 Introduction to Professional Engineering - Lectures	Absent	27/09/2021 - 15:00	System