



Student Schedule











Version Control

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

2/6





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Student Calendar

By clicking on the \equiv 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:

(+) ≡) Ш	al (• • • •							
Selected : 0 🛉 Total	: 30												
•	Full Name	Student Number	Nationality	Courses						Туре	Stages	Last Physical Swipe	Attendance
	Calendar	8859273368		BCSc - Bachel	lor in Computer S	cience				Full Time	0	14/11/2019	84 %
\bigcup	Absence Report												
_	Last Work Last Month Year to Date												
	SEASSotvers marcalendar Pateori	hing Events	B Reports P Case	es Morey 🔺									
	 ← Back 												
	Student Details		Calendar Stude	ent Profile Attenda	ance								
	Name Taryn Browning Student No 8859273368		🗎 o 🕇 Add A	Add Abse	ence + Add Note				< toda	y > mont	h week da	y .	
	Student Events		Jun 14 - 20, 202 SU	0 IN 14/6	MON 15/6	TUE 16/6	WED 17/6	THU 18/6	FRI 19/6		5AT 20/6		
	31/08/2020 15:00 - 17:00 Marked as Attended Room: Room505	*	8AM MAR	9:00 - 1 Atten	11:00 ded		9:00 - 11:00 Attended	9:00 - 11:00 Attended	9:00 - 11:00 Scheduled				
	31/08/2020 13:00 - 15:00 Late Room: Room502 Mod: BCS100502		10AM 11AM	Room Mod: I	n: Room501 BC5100501	11:00 - 1:00 Attended	Room: Room502 Mod: BCS100502 11:00 - 1:00 Attended	Room: Room501 Mod: BCS100501	Room: Room502 Mod: BCS100502				
	31/08/2020 09:00 - 11:00 Scheduled Room: Room501 Mod: BC5100501		12PM	1.60 - 1 Late	100	Roam: Roam505 Mod: BCS100505 1:00 - 3:00 - Attended	Room: Room501 Mod: BCS100501	1.00 - 3.00 Attended	1:00 - 1:00 Scheduled				
	28/08/2020 15:00 - 17:00 Attended Room: Room504 Mod: BcS100504		2PM 3PM	Room Mod: I 3:00 - I Atten		Mode BCS100502 3:00 - 5:00 Scheduled Boom: Boom:501	1:00 - 5:00 Attended Room Room%05	Mod: BCS100502 3:00 - 5:00 Attended Boom: Room 503	Mod: BCS100501 1:00 - 5:00 Scheduled Room: Room:504				
	28/08/2020 13:00 - 15:00 Scheduled Room: Room501 Mod: BCS100501		4PM SPM	Mod: I	BC5100505	Mod: BCS100501	Mod: BCS100505	Mod: BCS100503	Mod: BCS100504				
			6PM										

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

Cloud

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 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.



Reporting

Analytics

Mobile



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.

nts 聲Reports 化Cases	Absence Details		
	Start Date	27/05/2020	
Calendar Studen	t Start Time	◎ 07:00 ~	
Note: By clicking on the	tiv End Date	10/06/2020	
Activity/Absence. You can 30, 202	End Time	☑ 23:00 	
also turn off this function within the SEAtS Administration Site Access	12 Type Cc E-Mail [Optional]	Covid 19 Related Absence 🗸	Cor
profile.	Comment		
10AM			
11AM	Add Attachment		
12PM		Save Cancel	
2PM	Mod: BCS100502	Mod: BCS100502	

View Student Schedule from their profile

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

Cloud

Back Cale	ndar Add Note					
Morales - 1998	500951 Courses:	Student Profile Attendance Engagement Class Participation Ratings Student Backgroun	Data Workflows Communication	ns Attachments Cases	Cause For Concern	
	Bachelor in Civil Engineering	Name: Rita	Student No: 1998500951	Preferred Na	me:	
View Larger Image		Surname: Morales	Course: Bachelor in Civil Engineering	University Em Rita.Morale	ail: s@testuniversity.com	
		Student Year: 3	Badge Numbers: eukll3paxvps	Last On Camp 22/09/2021	ous: 11:22	
		Nationality: United Kingdom				
כ						
n	-	Details		Comment	Date	User
ant	×	Mechanics - Practical		Absent	27/09/2021 - 17:00	System
		Internal values to Desferational Frankrishing I and			37/00/2021 15:00	

Reporting

Mobile

Analytics