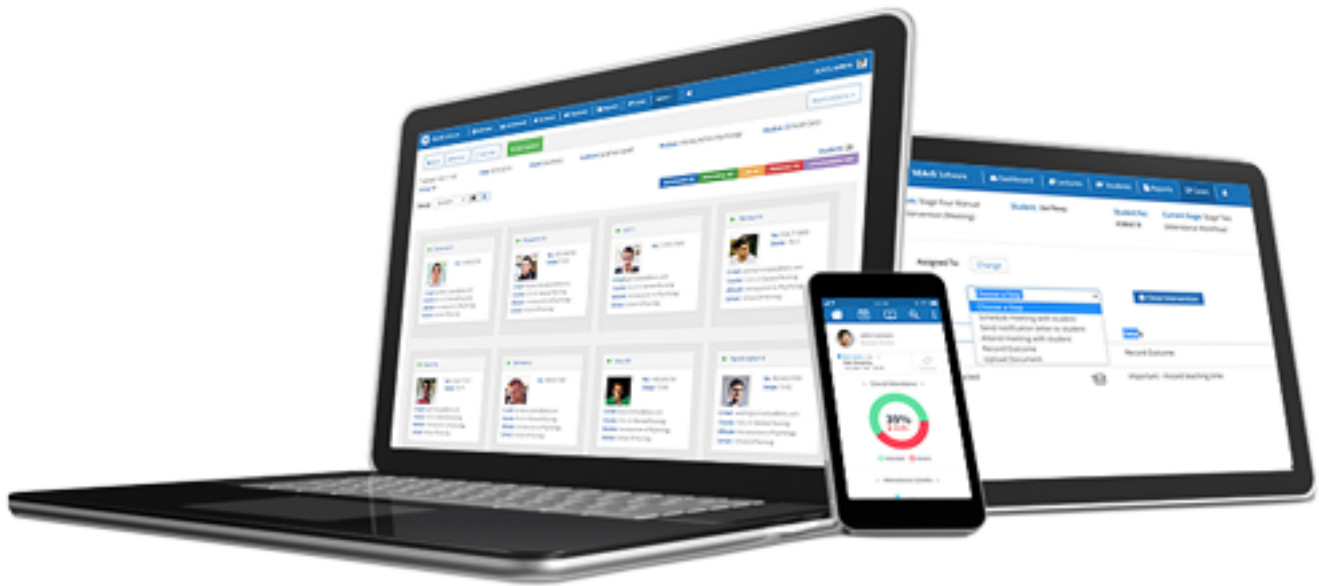




**SEAtS Software**  
The Student Success Platform

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# *Exporting Data*

Cloud | Mobile | Reporting | Analytics



## Version Control

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



## Contents

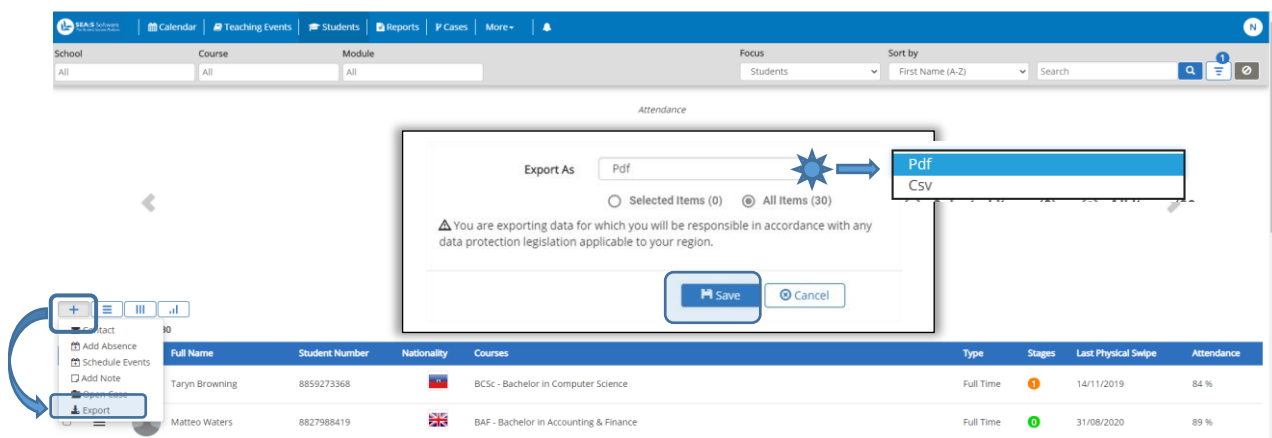
Version Control.....	2
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## Export Functionality

This guide explains all system areas where export functionality persists. Each system area with export capability can be controlled on an access profile permission. In addition to this, Notifications are controlled on a permission and as such should be enabled for any groups using exporting functionality. Exports run synchronously therefore large exports will process in the background with a notification alert prompting the user once the job has completed.

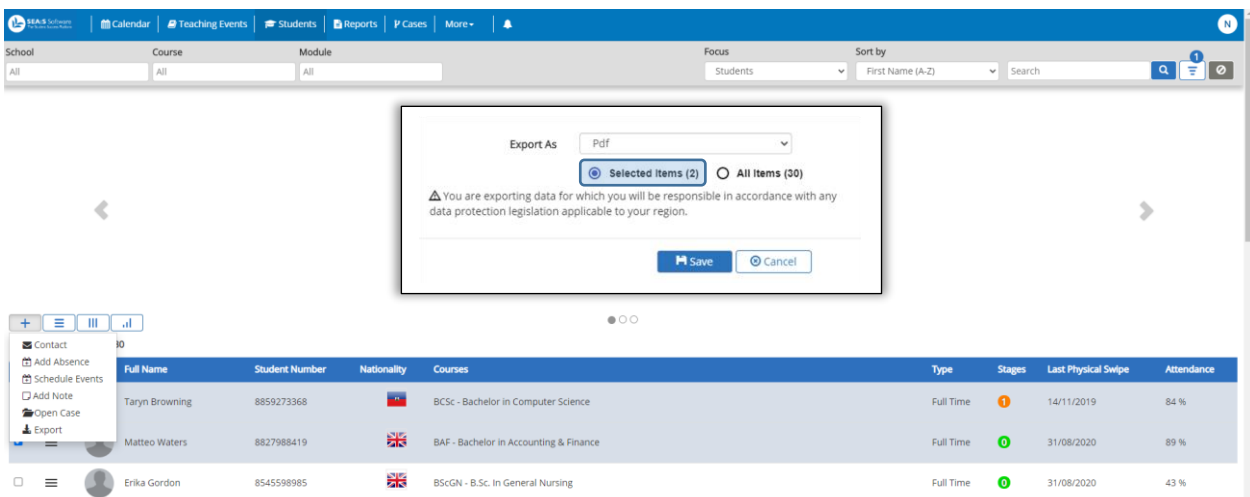
## Student Dashboard Export

Created lists within the student screen may be exported to CSV or PDF file format. Additionally, individual students from lists may be selected and exported. From the example below, no students have been selected. All students listed, will be exported. By clicking in the 'Export As' field, will allow you to select what format to export to. Once your selection is complete, click to **Save**.



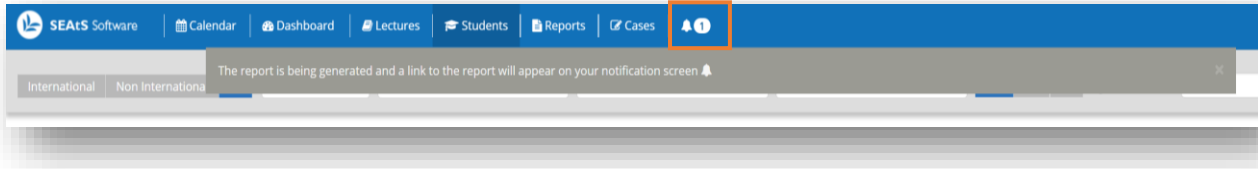
Full Name	Student Number	Nationality	Courses	Type	Stages	Last Physical Swipe	Attendance
Taryn Browning	8859273368		BCSc - Bachelor in Computer Science	Full Time		14/11/2019	84 %
Matteo Waters	8827988419		BAF - Bachelor in Accounting & Finance	Full Time		31/08/2020	89 %

By selecting a student or multiple students from your list, on selecting the export option, you will be notified in the Export dialogue box, the number of students that will be exported.








Full Name	Student Number	Nationality	Courses	Type	Stages	Last Physical Swipe	Attendance
Taryn Browning	8859273368		BCSc - Bachelor in Computer Science	Full Time		14/11/2019	84 %
Matteo Waters	8827988419		BAF - Bachelor in Accounting & Finance	Full Time		31/08/2020	89 %
Erika Gordon	8545598985		BSCGN - B.Sc. In General Nursing	Full Time		31/08/2020	43 %

Once generated the icon below will appear to let you know that the export is ready to view.



By clicking on the icon, you will be taken to the user notifications screen, this will show historic reports that you have generated as well as current. By clicking on the “details” icon you will be able to view the associated PDF/CSV. Once viewed, the report can be deleted by clicking on the red ‘bin’ icon or if left, will remain available for 60 days on which it will be removed automatically. This functionality persists across all export functionality.

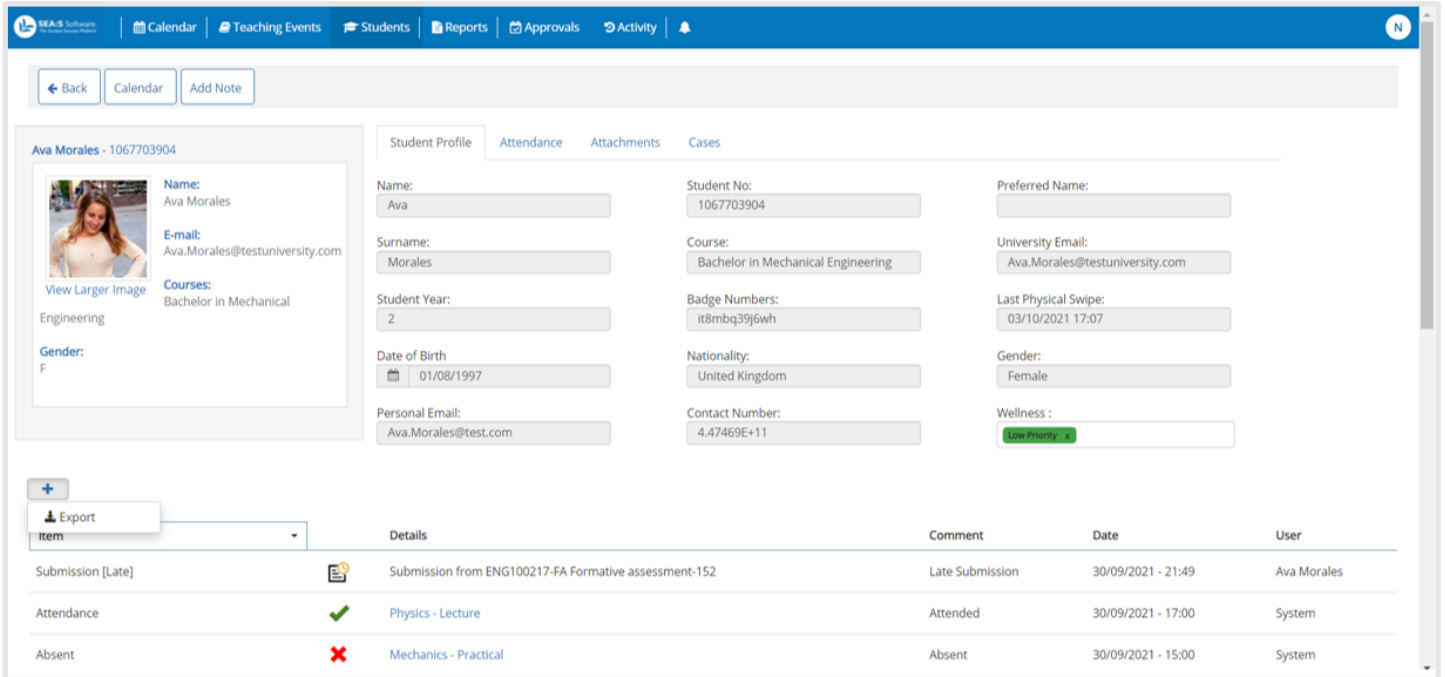
Type	Description	Status	Date Created	Expiration	Details
Report	Student Grid Export	Processed	10/09/2021 09:14	60 Days	 
Report	Update Classes	Processed	09/09/2021 15:33	59 Days	
Report	Space Export	Processed	09/09/2021 11:05	59 Days	 

**Note:** Please see example of CSV export below.

Students [Read-Only] - Excel																									Neil Trueman									
File Home Insert Draw Page Layout Formulas Data Review View Help Tell me what you want to do																																		
Clipboard										Font										Alignment					Number					Styles				
Cut Copy Paste Format Painter										Calibri 11 Wrap Text Merge & Center										General Conditional Formatting Check Cell Exploratory... Input Linked Cell Note					Normal Bad Good Neutral Calculation									
Insert Delete Format										Autosum Fill Clear										Sort & Filter														
A1 Name																																		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC						
1	Name	Surname	Full Name Preferred	Title	Gender	Date of Bi	Contact N	University Personal	Country	Nationalit	Country D	Visa Num	Faculty	Student T	Student F	Admin An	Student N	Budget N	Cas Num	Is Active	UKVI	LastPhysic	Create Date											
2																																		
3	Elsa	Acosta	Elsa Acosta	MRS	F	4.47E+11	acosta.els	acosta.els	United Kir	United Kir	United Kingdom		Part Time	Home	Undergrac	7.72E+09	3e309py4l	1.23E+13	Yes	No	#####	#####												
4	Landen	Adams	Landen Adams	MR	M	4.47E+11	adams.lan	adams.lan	Liechten	Liechten	Liechten	7.7E+13	Full Time	Overseas	Undergrac	2.33E+09	abbaibzya	4.28E+13	Yes	Yes	#####	#####												
5	Nehemiah	Aguilar	Nehemiah Aguilar	MR	M	4.47E+11	aguilar.ne	aguilar.ne	Eritrea	Eritrea	Eritrea	2.45E+13	Full Time	Overseas	Undergrac	6.9E+09	fgy0ewmt	5.62E+13	Yes	Yes	#####	#####												
6	Guadalupe	Aguirre	Guadalupe Aguirre	MRS	F	4.47E+11	aguirre.gu	aguirre.gu	United Kir	United Kir	United Kingdom		Full Time	Home	Undergrac	4.79E+09	4nbpmn4	2.79E+13	Yes	No	#####	#####												
7	Drake	Alford	Drake Alford	MR	M	4.47E+11	alford.dra	alford.dra	United Kir	United Kir	United Kingdom		Part Time	Home	Undergrac	5.72E+09	r39e4y6bl	2.67E+13	Yes	No	#####	#####												
8	Kade	Allison	Kade Allison	MR	M	4.47E+11	allison.ka	allison.ka	United Kir	United Kir	United Kingdom		Part Time	Home	Undergrac	5.16E+09	l0px4njni	7.22E+13	Yes	No	#####	#####												
9	Jaeden	Allison	Jaeden Allison	MR	M	4.47E+11	allison.jae	allison.jae	Cameror	Cameror	Cameror	1.44E+13	Part Time	Overseas	Undergrac	4.36E+09	8j9y6p3bl	2.97E+13	Yes	Yes	#####	#####												
10	Erik	Alvarado	Erik Alvarado	MR	M	4.47E+11	alvarado.x	alvarado.x	United Kir	United Kir	United Kingdom		Full Time	Home	Undergrac	3.89E+09	3bve7ie2j	5.99E+13	Yes	No	#####	#####												
11	Tia	Anderson	Tia Anderson	MRS	F	4.47E+11	anderson,	anderson,	United Kir	United Kir	United Kingdom		Full Time	Home	Undergrac	3.96E+09	lrv1756my	6.39E+13	Yes	No	#####	#####												
12	Jimena	Anthony	Jimena Anthony	MRS	F	4.47E+11	anthony.jj	anthony.jj	United Kir	United Kir	United Kingdom		Full Time	Home	Undergrac	4.24E+09	a1uokrhwy	7.87E+13	Yes	No	#####	#####												
13	Layne	Arnold	Layne Arnold	MR	M	4.47E+11	arnold.lay	arnold.lay	United Kir	United Kir	United Kingdom		Full Time	Home	Undergrac	2.65E+09	4zc6p23m	3.41E+13	Yes	No	#####	#####												
14	Rowan	Arnold	Rowan Arnold	MR	M	4.47E+11	arnold.rov	arnold.rov	United Kir	United Kir	United Kingdom		Full Time	Home	Undergrac	6.69E+09	la5r66gvy	9.87E+13	Yes	No	#####	#####												
15	Kendal	Arnold	Kendal Arnold	MRS	F	4.47E+11	arnold.kei	arnold.kei	United Kir	United Kir	United Kingdom		Part Time	Home	Undergrac	5.61E+09	mhsd8jvsj	4.65E+13	Yes	No	#####	#####												
16	Marianna	Ashley	Marianna Ashley	MRS	F	4.47E+11	ashley.ma	ashley.ma	United Kir	United Kir	United Kingdom		Full Time	Home	Undergrac	4.76E+09	d6wal4jwv	5.71E+13	Yes	No	#####	#####												
17	Zechariah	Ashley	Zechariah Ashley	MR	M	4.47E+11	ashley.zei	ashley.zei	United Kir	United Kir	United Kingdom		Part Time	Home	Undergrac	7.18E+09	92r5vxjnt	8.43E+13	Yes	No	#####	#####												
18	Avery	Ashley	Avery Ashley	MRS	F	4.47E+11	ashley.avi	ashley.avi	United Kir	United Kir	United Kingdom		Full Time	Home	Undergrac	8.29E+09	9ndmehpl	3.22E+13	Yes	No	#####	#####												

## Student Timeline Export

Items within an individual student timeline can be exported. By default, all items within will be exported.



**Ava Morales - 1067703904**

**Name:** Ava Morales  
**E-mail:** Ava.Morales@testuniversity.com  
**Courses:** Bachelor in Mechanical Engineering  
**Gender:** F

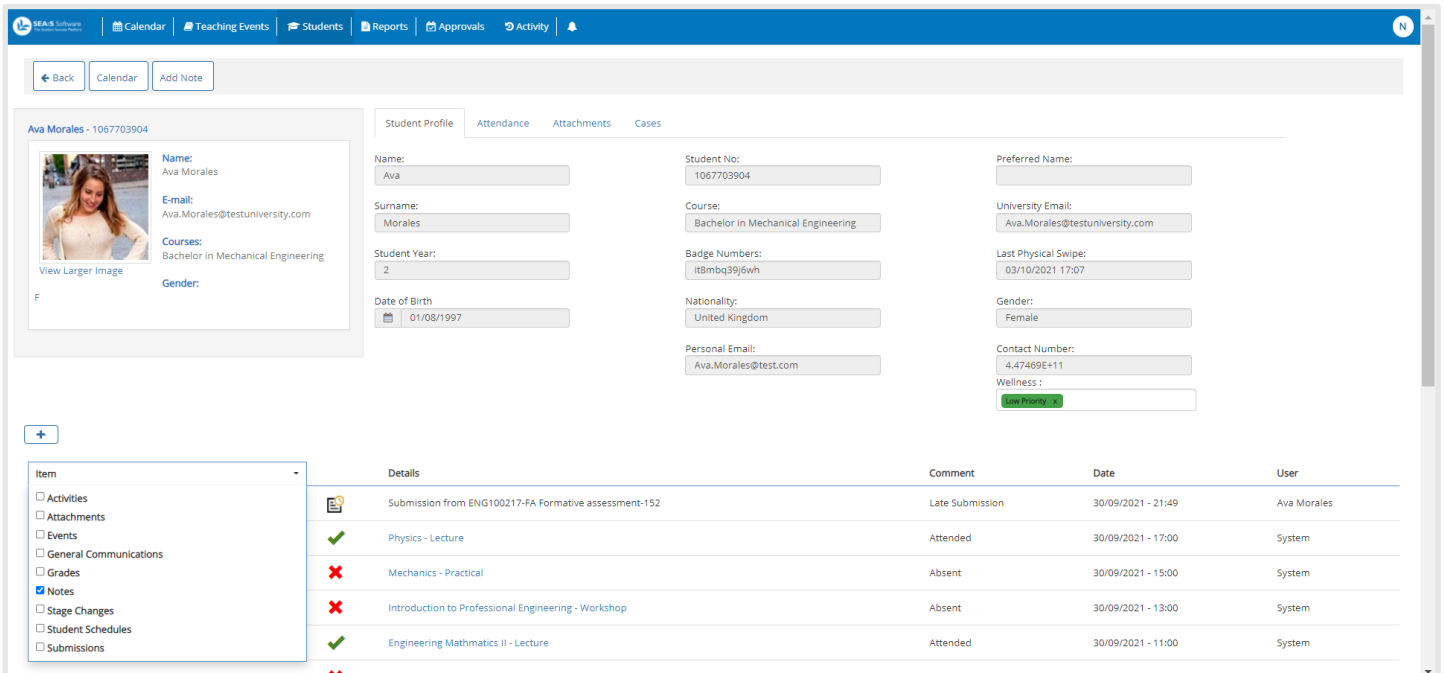
**Name:** Ava  
**Surname:** Morales  
**Student Year:** 2  
**Date of Birth:** 01/08/1997  
**Personal Email:** Ava.Morales@test.com

**Student No:** 1067703904  
**Course:** Bachelor in Mechanical Engineering  
**Badge Numbers:** it8mbq39j6wh  
**Nationality:** United Kingdom  
**Contact Number:** 4.47469E+11

**Preferred Name:**  
**University Email:** Ava.Morales@testuniversity.com  
**Last Physical Swipe:** 03/10/2021 17:07  
**Gender:** Female  
**Wellness:** Low Priority

Item	Details	Comment	Date	User
Submission [Late]	Submission from ENG100217-FA Formative assessment-152	Late Submission	30/09/2021 - 21:49	Ava Morales
Attendance	Physics - Lecture	Attended	30/09/2021 - 17:00	System
Absent	Mechanics - Practical	Absent	30/09/2021 - 15:00	System

If a partial timeline export is required such as notes, remove the individual items from the **Item** list followed by selecting Export.



**Ava Morales - 1067703904**

**Name:** Ava Morales  
**E-mail:** Ava.Morales@testuniversity.com  
**Courses:** Bachelor in Mechanical Engineering  
**Gender:** F

**Name:** Ava  
**Surname:** Morales  
**Student Year:** 2  
**Date of Birth:** 01/08/1997  
**Personal Email:** Ava.Morales@test.com

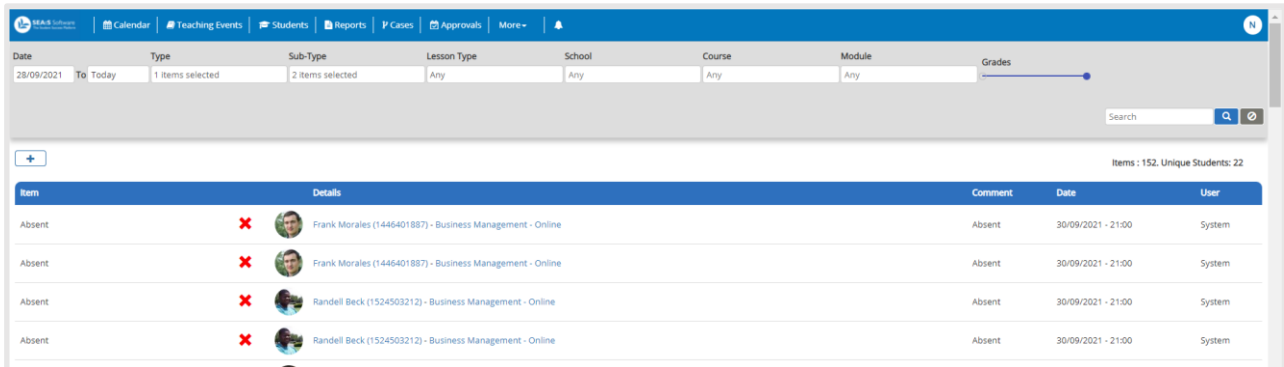
**Student No:** 1067703904  
**Course:** Bachelor in Mechanical Engineering  
**Badge Numbers:** it8mbq39j6wh  
**Nationality:** United Kingdom  
**Contact Number:** 4.47469E+11

**Preferred Name:**  
**University Email:** Ava.Morales@testuniversity.com  
**Last Physical Swipe:** 03/10/2021 17:07  
**Gender:** Female  
**Wellness:** Low Priority

Item	Details	Comment	Date	User
Submission [Late]	Submission from ENG100217-FA Formative assessment-152	Late Submission	30/09/2021 - 21:49	Ava Morales
Attendance	Physics - Lecture	Attended	30/09/2021 - 17:00	System
Absent	Mechanics - Practical	Absent	30/09/2021 - 15:00	System
	Introduction to Professional Engineering - Workshop	Absent	30/09/2021 - 13:00	System
	Engineering Mathematics II - Lecture	Attended	30/09/2021 - 11:00	System

## Activity Screen Export

Subtype: Absent/Marked as Absent



SEAtS Software

Calendar Teaching Events Students Reports P Cases Approvals More

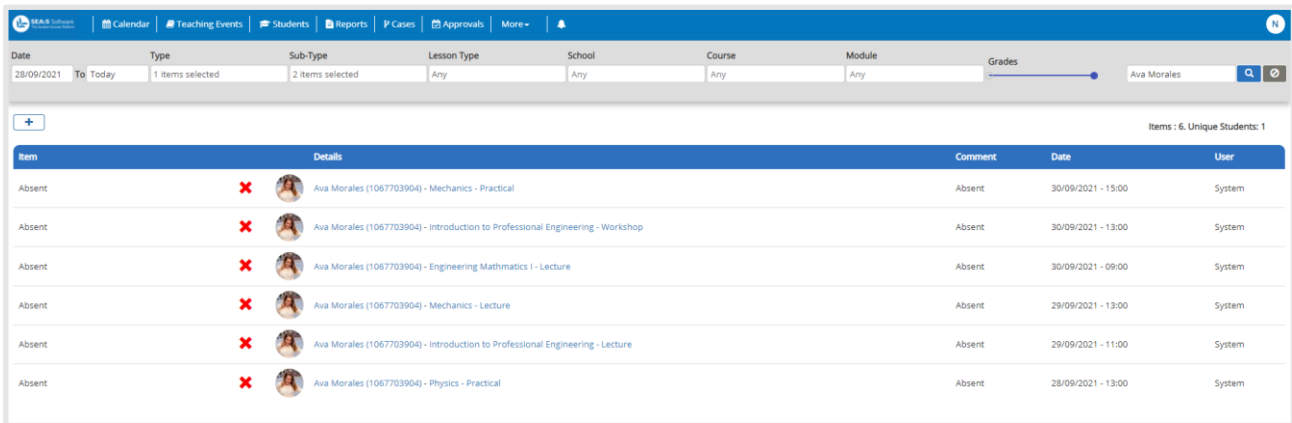
Date: 28/09/2021 To: Today Type: 1 items selected Sub-Type: 2 items selected Lesson Type: Any School: Any Course: Any Module: Any Grades: [Slider]

Search [Input] [Search] [Reset]

Items: 152, Unique Students: 22

Item	Details	Comment	Date	User
Absent	Frank Morales (1446401887) - Business Management - Online	Absent	30/09/2021 - 21:00	System
Absent	Frank Morales (1446401887) - Business Management - Online	Absent	30/09/2021 - 21:00	System
Absent	Randell Beck (1524503212) - Business Management - Online	Absent	30/09/2021 - 21:00	System
Absent	Randell Beck (1524503212) - Business Management - Online	Absent	30/09/2021 - 21:00	System

Search for the individual student



SEAtS Software

Calendar Teaching Events Students Reports P Cases Approvals More

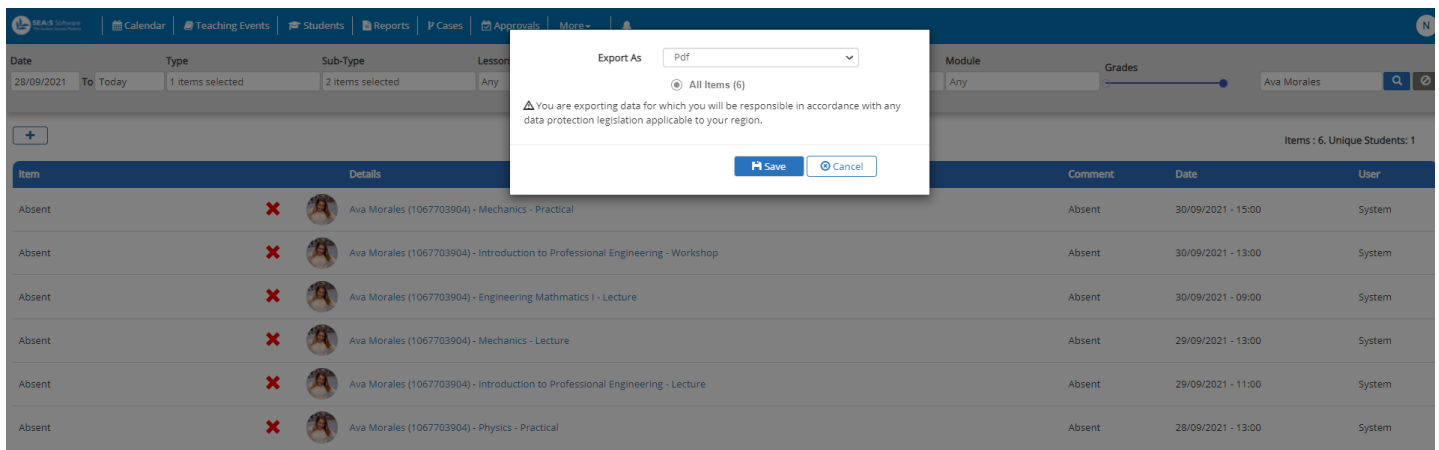
Date: 28/09/2021 To: Today Type: 1 items selected Sub-Type: 2 items selected Lesson Type: Any School: Any Course: Any Module: Any Grades: [Slider]

Search: Ava Morales [Search] [Reset]

Items: 6, Unique Students: 1

Item	Details	Comment	Date	User
Absent	Ava Morales (1067703904) - Mechanics - Practical	Absent	30/09/2021 - 15:00	System
Absent	Ava Morales (1067703904) - Introduction to Professional Engineering - Workshop	Absent	30/09/2021 - 13:00	System
Absent	Ava Morales (1067703904) - Engineering Mathematics I - Lecture	Absent	30/09/2021 - 09:00	System
Absent	Ava Morales (1067703904) - Mechanics - Lecture	Absent	29/09/2021 - 13:00	System
Absent	Ava Morales (1067703904) - Introduction to Professional Engineering - Lecture	Absent	29/09/2021 - 11:00	System
Absent	Ava Morales (1067703904) - Physics - Practical	Absent	28/09/2021 - 13:00	System

Note, the items for export have now been reduced to 6



SEAtS Software

Calendar Teaching Events Students Reports P Cases Approvals More

Date: 28/09/2021 To: Today Type: 1 items selected Sub-Type: 2 items selected Lesson Type: Any School: Any Course: Any Module: Any Grades: [Slider]

Search: Ava Morales [Search] [Reset]

Items: 6, Unique Students: 1

Export As: Pdf

☒ All Items (6)

⚠ You are exporting data for which you will be responsible in accordance with any data protection legislation applicable to your region.

Save Cancel

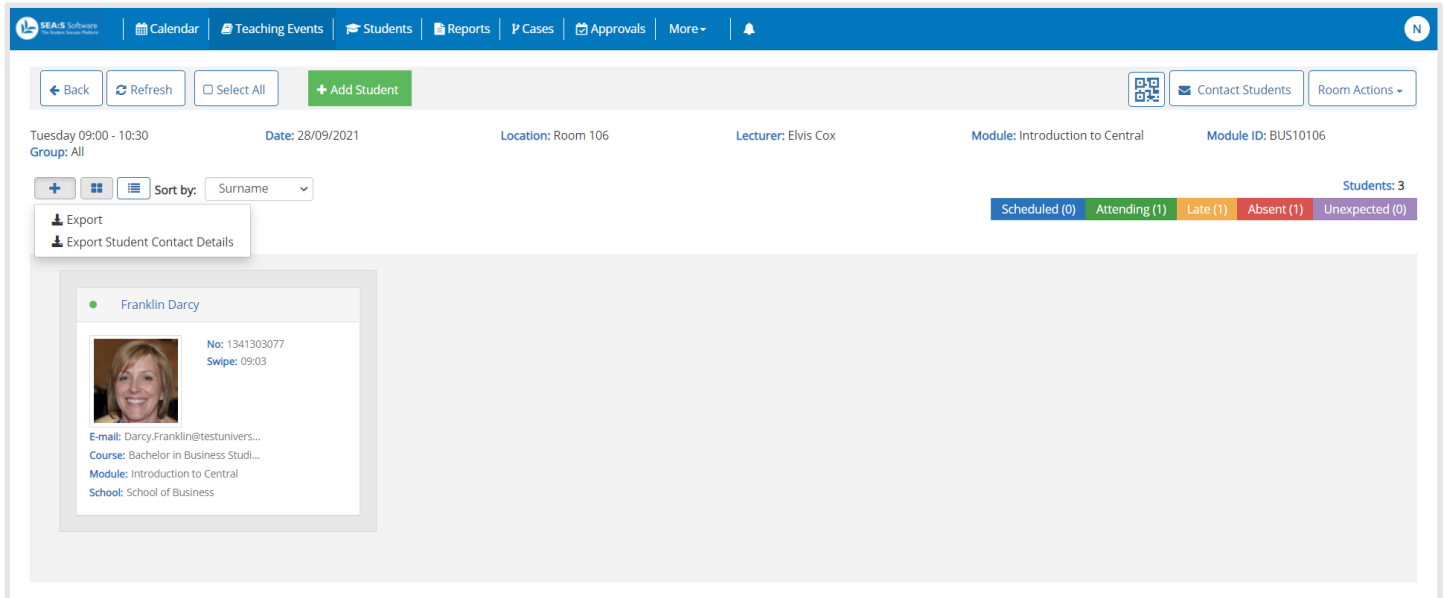
Item	Details	Comment	Date	User
Absent	Ava Morales (1067703904) - Mechanics - Practical	Absent	30/09/2021 - 15:00	System
Absent	Ava Morales (1067703904) - Introduction to Professional Engineering - Workshop	Absent	30/09/2021 - 13:00	System
Absent	Ava Morales (1067703904) - Engineering Mathematics I - Lecture	Absent	30/09/2021 - 09:00	System
Absent	Ava Morales (1067703904) - Mechanics - Lecture	Absent	29/09/2021 - 13:00	System
Absent	Ava Morales (1067703904) - Introduction to Professional Engineering - Lecture	Absent	29/09/2021 - 11:00	System
Absent	Ava Morales (1067703904) - Physics - Practical	Absent	28/09/2021 - 13:00	System

Example of the generated export:

Total Records: 6		Unique Students: 1		Activity		Generated: 04/10/2021 12:45:34	
Item	Student Number	Student Name	Details	Comment	Date	User Name	
Absent	1067703904	Ava Morales	Mechanics - Practical	Absent	30/09/2021 15:00:00	System	
Absent	1067703904	Ava Morales	Introduction to Professional Engineering - Workshop	Absent	30/09/2021 13:00:00	System	
Absent	1067703904	Ava Morales	Engineering Mathematics I - Lecture	Absent	30/09/2021 09:00:00	System	
Absent	1067703904	Ava Morales	Mechanics - Lecture	Absent	29/09/2021 13:00:00	System	
Absent	1067703904	Ava Morales	Introduction to Professional Engineering - Lecture	Absent	29/09/2021 11:00:00	System	
Absent	1067703904	Ava Morales	Physics - Practical	Absent	28/09/2021 13:00:00	System	

## Lecture Details Screen Export

Within an individual teaching event, selecting the Action button followed by 'Export' will export the class list with student attendance status.



Tuesday 09:00 - 10:30  
 Date: 28/09/2021  
 Location: Room 106  
 Lecturer: Elvis Cox  
 Module: Introduction to Central  
 Module ID: BUS10106

Group: All

Sort by: Surname

Students: 3

Scheduled (0) Attending (1) Late (1) Absent (1) Unexpected (0)

Export  
 Export Student Contact Details

Franklin Darcy

No: 1341303077  
 Swipe: 09:03

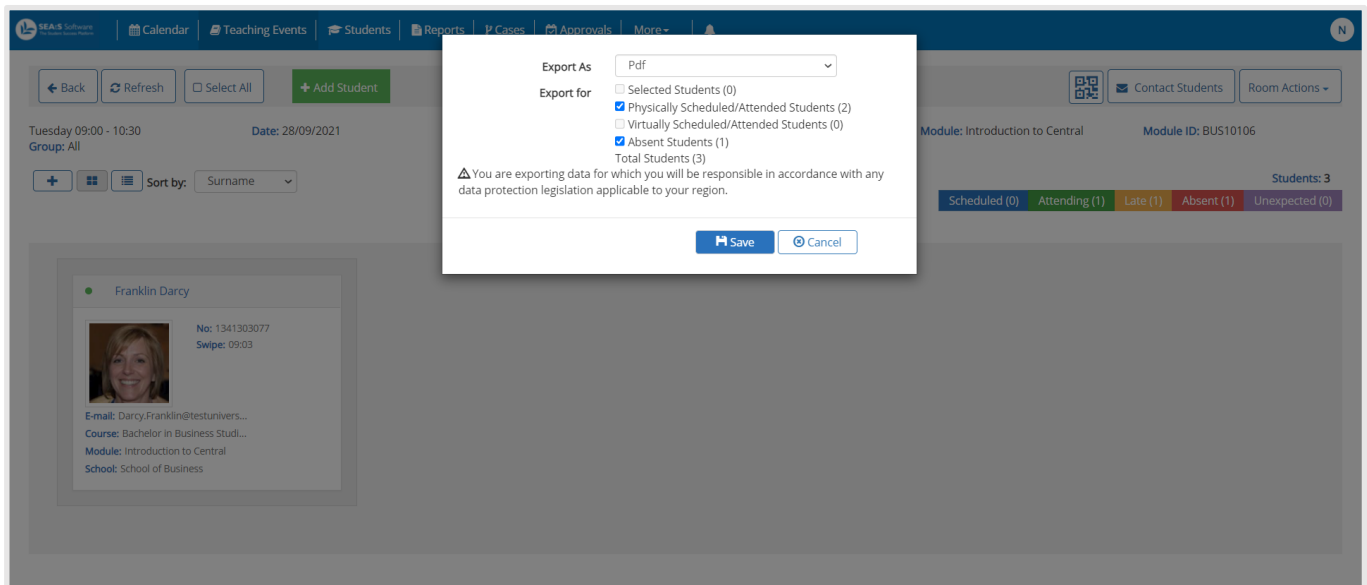
E-mail: Darcy.Franklin@testunivers...  
 Course: Bachelor in Business Studi...  
 Module: Introduction to Central  
 School: School of Business

Example of the generated export:

Generated: 04/10/2021 13:04:16		Class Date: 28/09/2021 09:00:00		Room: Room 106		Lecturer: Elvis Cox		Module: Introduction to Central	
Module Id: BUS10106				Groups:		Total Rows: 3			
Student No	First Name	Surname	University Email	Course	Module	School	Status		
1714203145	Donn	Fields	Donn.Fields@testuniversity.com	Bachelor in Business Studies	Introduction to Central	School of Business	Absent		
1365601604	Nicky	Beck	Nicky.Beck@testuniversity.com	Bachelor in Business Studies	Introduction to Central	School of Business	Late		
1341303077	Darcy	Franklin	Darcy.Franklin@testuniversity.com	Bachelor in Business Studies	Introduction to Central	School of Business	Attended		

## Lecture Details/Index Screen Export Contact Details

From the lecture index and details page it is possible to export the student contact details for contact tracing purposes. On selecting this option, a modal will be presented, providing the user the option to exclude Absent and/or virtually attended students. Note: Additional subscription may be required to eAttend functionality which provides the capability of scheduling virtual events.

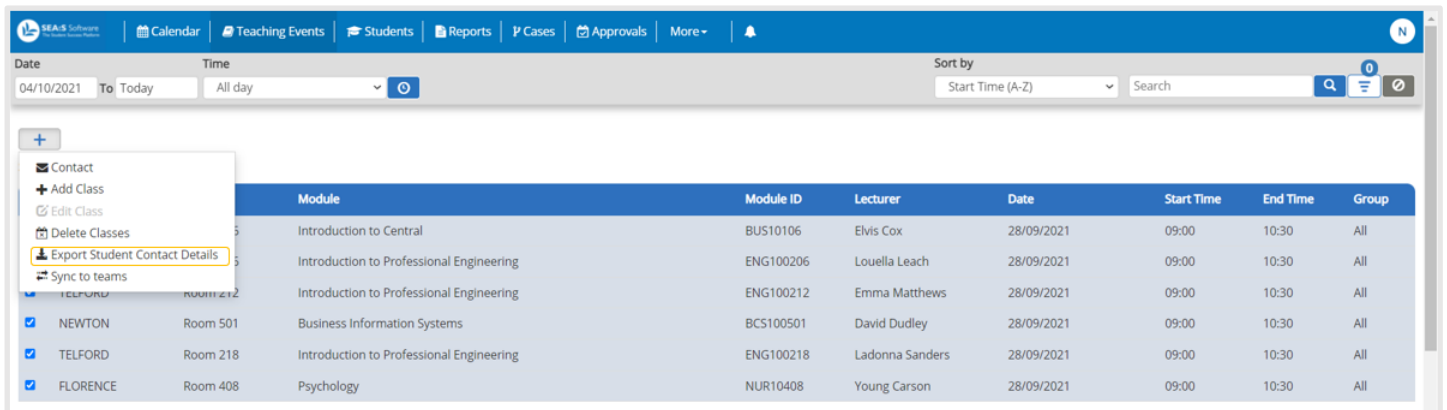


Example of the generated export:

Generated: 04/10/2021 13:51:52 Total Rows: 3

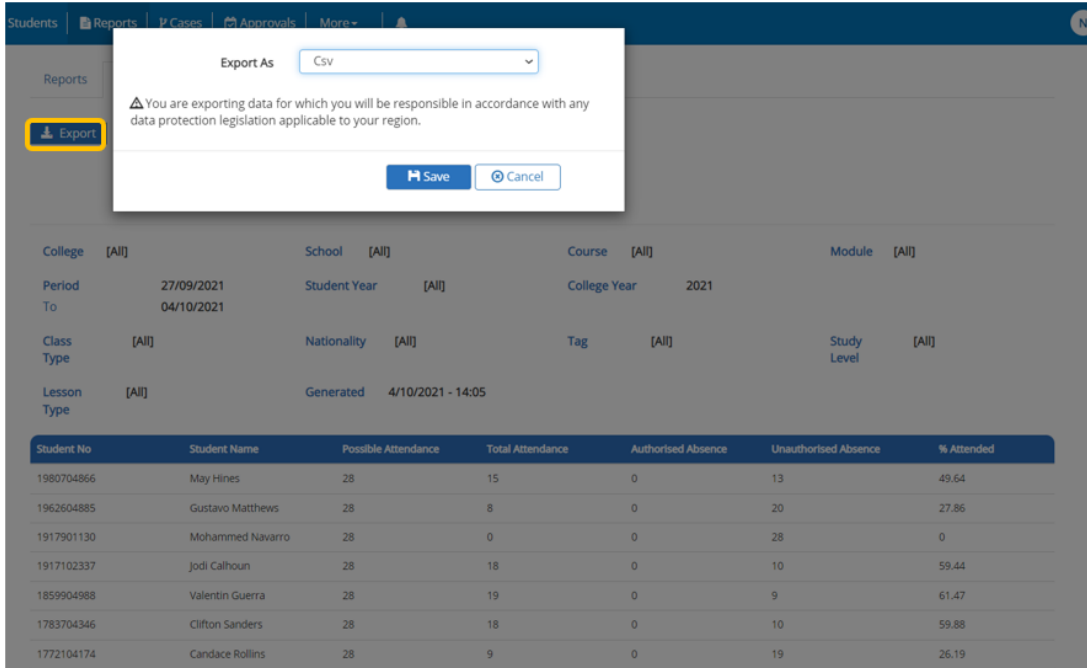
Student No	First Name	Surname	Email	Contact Number	Addresses
1341303077	Darcy	Franklin	Darcy.Franklin@test.com- Darcy.Franklin@testuniversity.com	4.4741E+11	No Data Available
1714203145	Donn	Fields	Donn.Fields@test.com- Donn.Fields@testuniversity.com	4.4747E+11	No Data Available
1365601604	Nicky	Beck	Nicky.Beck@test.com- Nicky.Beck@testuniversity.com	4.47481E+11	No Data Available

From the index page, additional filtering is available along with multiselect list items.



## Reports

All reports may be exported to .PDF or .CSV files. Once the report is generated on screen, select **Export**. Select your chosen format, followed by Save.



The screenshot shows the SEAtS Software interface. A modal dialog box is open, titled "Export As", with a dropdown menu set to "Csv". Below the dropdown, a warning message states: "⚠ You are exporting data for which you will be responsible in accordance with any data protection legislation applicable to your region." At the bottom of the dialog are "Save" and "Cancel" buttons. In the background, the "Reports" section is visible, with the "Export" button highlighted. Below the dialog, a table displays student attendance data.

Student No	Student Name	Possible Attendance	Total Attendance	Authorised Absence	Unauthorised Absence	% Attended
1980704866	May Hines	28	15	0	13	49.64
1962604885	Gustavo Matthews	28	8	0	20	27.86
1917901130	Mohammed Navarro	28	0	0	28	0
1917102337	Jodi Calhoun	28	18	0	10	59.44
1859904988	Valentin Guerra	28	19	0	9	61.47
1783704346	Clifton Sanders	28	18	0	10	59.88
1772104174	Candace Rollins	28	9	0	19	26.19

In addition to being able to export, you can remove columns that are not required in the exported report. Untick the fields that you do not wish to see.



Reports

Academic Report ×

Export

Columns

☒ Student No

☐ Student Name

☒ Possible Attendance

☒ Total Attendance

☒ Authorised Absence

☒ Unauthorised Absence

☒ % Attended

Academic Report

College

Period To

Class Type

Lesson Type

School

Student Year

Nationality

Generated

Course

College Year

Tag

4/10/2021 - 14:05

Module

Study Level