

# Student Attendance Tracking In PeopleSoft for Lecturers

## Document Control

### Document History

Date	Version	Author	Comments
12/07/2018	0.1	Jane Hall	Initial draft
20/07/2018	0.2	Jane Hall	Further updates

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## 1 Overview

Changes have been identified around the entry of student attendance data into PeopleSoft for non-timetabled classes, both Domestic and International, once the SEAtS application goes live.

The SEAtS application will go live on the 23<sup>rd</sup> July.

All data relating to classes currently entered into the timetabling system (and then into PeopleSoft) will be interfaced to the SEAtS application. Students will be able to register for these classes using the SEAtS app on their phone.

However, classes that are not timetabled will need to continue to use the existing process of paper registers which are created from PeopleSoft. Attendance data is entered into PeopleSoft at a later time.

On the 31<sup>st</sup> July the ATO team, who currently manage all paper registers, will cease to exist and the function of entering class attendance data from paper registers will be carried out by Academic staff.

## 2 Unitec Attendance Homepage

This page contains all the required menu items for Lecturers to:

- Enter class attendance data for **non-timetabled** classes in PeopleSoft.
- Print paper copies of class registers from PeopleSoft if required
- Make changes to class attendance data after initial entry if required
- Access Detail and Summary attendance reports if required

The menu path to find the page in PeopleSoft is



**Main Menu > SEAtS (Attendance Tracking) > Attendance Home Page**



## Unitec Attendance HomePage

[SEAts /Attendance:](#)

[Help](#)

Class Register Entry

[Class Attendance \(Add\)](#)

Reporting/Enquiries

[Student Attendance Summary Rpt](#)

[Student Attendance Detail Rpt](#)

Class Attendance Register Print

\*Term

Subject Area

Catalog Nbr

Date From  Date-To

Get Register(s)


Student Details

Empl ID ( Student ID):  [View Photo](#)

Login:

Name:

[Student Attendance Maintenance](#)

Printable Register(s)					Find    	First 	1 of 1 	Last
	Class Mtg Date	Class Time	Transfer File Name				URL	
1							URL	

## 2.1 External Links

### 2.1.1 SEAtS (Attendance)

This link opens the SEAtS application.

### 2.1.2 Help

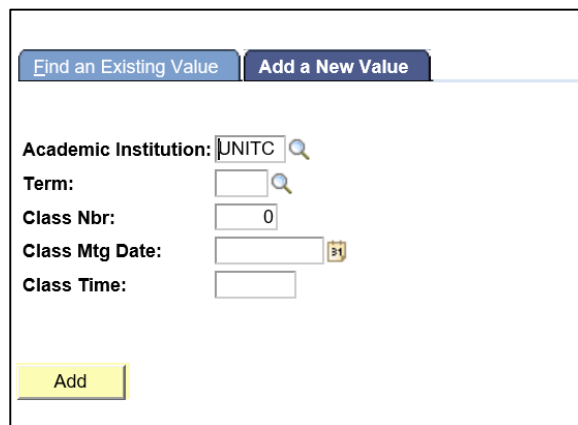
This link goes to Help information for Attendance Tracking.

## 2.2 Class Attendance (Add)

This section contains the link to the page used to record attendance data for a **non-timetabled** class and/or to look up a class register that has already been entered in PeopleSoft.

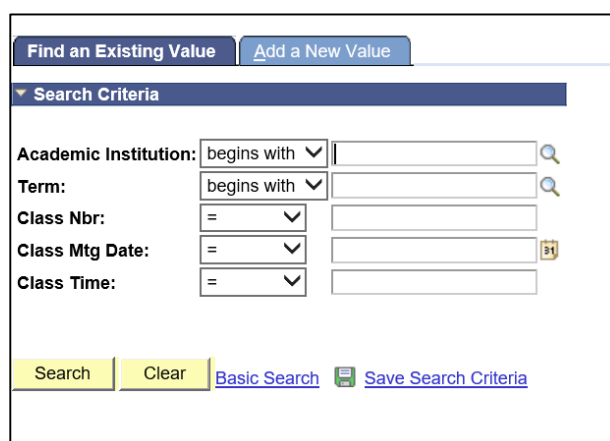
The following tabs are displayed:

- **Add a New Value tab(default)**



All fields in this search tab are mandatory.

- **Find an Existing Value**

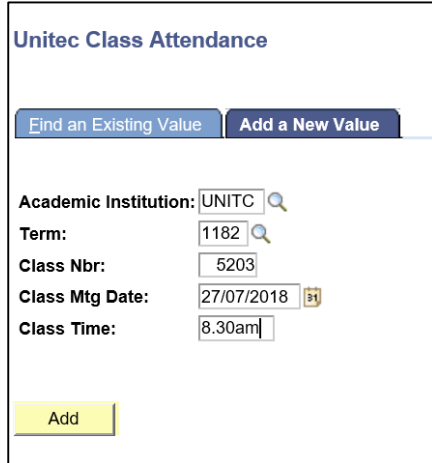


Users can enter details of an existing non-timetabled class to view the data for that class.

**Note:** *There are no mandatory fields in this search, but it is recommended that you fill in what you know to make the search process more efficient.*

### 2.2.1 Creating a new Class Attendance record

The user must enter the required details in each field for the class they want to enter attendance data for.



**Unitec Class Attendance**

Find an Existing Value Add a New Value

Academic Institution: UNITC

Term: 1182

Class Nbr: 5203

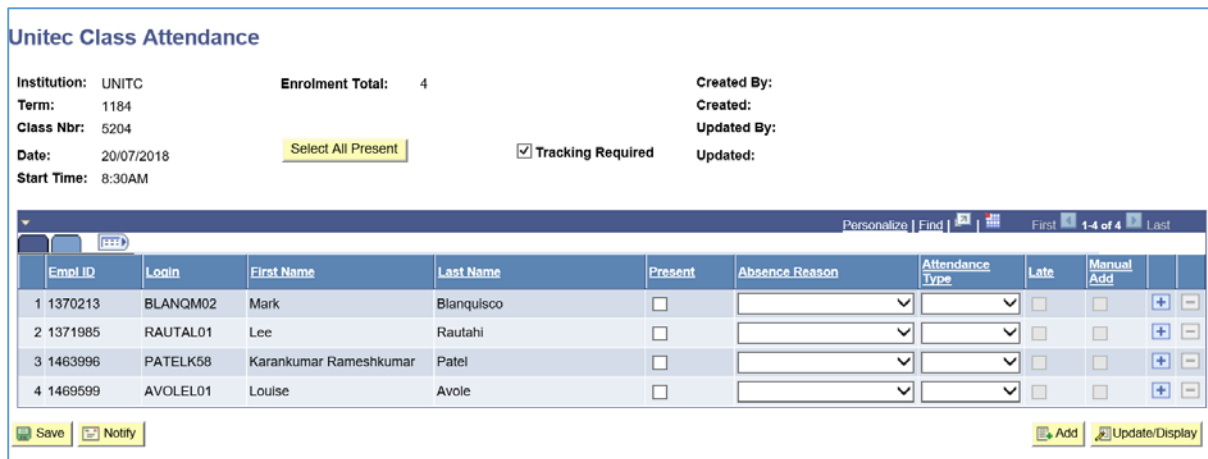
Class Mtg Date: 27/07/2018

Class Time: 8.30am

Add

- Click Add to create a class attendance record

PeopleSoft displays all details entered for the class, and a list of the students enrolled in that class.



**Unitec Class Attendance**

Institution: UNITC Enrolment Total: 4 Created By:

Term: 1184 Created:

Class Nbr: 5204 Updated By:

Date: 20/07/2018 Select All Present Tracking Required Updated:



Start Time: 8:30AM

Empl ID	Login	First Name	Last Name	Present	Absence Reason	Attendance Type	Late	Manual Add
1 1370213	BLANQM02	Mark	Blanquisco	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
2 1371985	RAUTAL01	Lee	Rautahi	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
3 1463996	PATELK58	Karankumar Rameshkumar	Patel	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
4 1469599	AVOLEL01	Louise	Avole	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Save Notify Add Update/Display

### 2.2.2 Student Search function - EmplID (Student ID)

If a student does not appear on the list for a class, the user can add them manually as follows:

- Click on the  button at the right hand end of the last line. A new line is added
- Enter the Student ID number of the student , if known, or
- Click the Search button in the EmplID field

The Look Up EmplID form displays

- Enter any details that you have relating to the student and click **Look Up**

**Look Up Empl ID** [Help](#)

**Empl ID:** begins with ▼ 1474747  
**Login:** begins with ▼   
**First Name:** begins with ▼   
**Last Name:** begins with ▼

Look Up Clear Cancel [Basic Lookup](#)

**Search Results**

View 100 First 1 of 1 Last

Empl ID	Login	First Name	Last Name
1474747	MIA01	ANG	MI

PeopleSoft returns any values it finds based on the search criteria entered.

- Select the student record required

PeopleSoft populates the line with the Student information

Personalize   Find   First 1 of 1 Last									
Empl ID	Login	First Name	Last Name	Present	Absence Reason	Attendance Type	Late	Manual Add	
1 1474747	MIA01	Mi	Mi	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ -

- Proceed to complete the attendance entry.

**Note:** The Manual Add checkbox is populated to indicate that this line was added by the user, not by the system.



## 2.3 Class Attendance Register Print

This section provides functionality to print a paper copy of a class register or registers.

**Note:** *This can be used for timetabled or non-timetabled classes*

Class Attendance Register Print

\*Term

1184

🔍

Subject Area

ACTY

🔍

Catalog Nbr

5206

🔍

Date From

19/07/2018

🔍

Date-To

26/07/2018

🔍

Get Register(s)

- Enter details in all fields for the register wanted and click the **Get Register(s)** button

**Note:** *The Date From and Date To fields default to a seven-day period and will display all registers it finds for that period. If another week is required, re-enter the Date From value*

When the **Get Register(s)** button is clicked, PeopleSoft returns all register(s) relating to the search criteria entered.

A list of any printable registers displays below with a column containing a URL link to any items listed.

Printable Register(s)				Find	First	1-18 of 18	Last
	Class Mtg Date	Class Time	Transfer File Name				URL
1	16/07/2018	3:56PM	/mnt/usrio/cs/attendance/cstst01/20180716/x_4542308/HCBN-5101_Unscheduled___5430-6486-6487.pdf				<a href="#">URL</a>
2	16/07/2018	3:56PM	/mnt/usrio/cs/attendance/cstst01/20180716/x_4542308/HCBN-5101_Unscheduled___5431.pdf				<a href="#">URL</a>
3	16/07/2018	3:56PM	/mnt/usrio/cs/attendance/cstst01/20180716/x_4542308/HCBN-5101_Unscheduled___5430.pdf				<a href="#">URL</a>
4	16/07/2018	3:57PM	/mnt/usrio/cs/attendance/cstst01/20180716/x_4542308/HCBN-5101_Unscheduled___5430-6486-6487.pdf				<a href="#">URL</a>
5	16/07/2018	3:57PM	/mnt/usrio/cs/attendance/cstst01/20180716/x_4542308/HCBN-5101_Unscheduled___5431.pdf				<a href="#">URL</a>
6	16/07/2018	3:57PM	/mnt/usrio/cs/attendance/cstst01/20180716/x_4542308/HCBN-5101_Unscheduled___5430.pdf				<a href="#">URL</a>

- Click the URL link to print a PDF copy of a register.


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## 2.4 Reporting /Enquiries

This section contains links to the following Student Attendance reports

### 2.4.1 Student Attendance Summary Rpt



**Student Attendance Summary Report**

Semester:  Semester 1 - 2018  
 Student ID:  Ang Mi  
 Pathway:    
 Programme:    
 Search

All / International / Domestic

- Enter details for a student, or all students for a Semester/Pathway/Programme
- A selection for the type of Student can also be made. A blank selection defaults to all Student types

PeopleSoft returns summary data based on the search criteria entered.

#### Example:

Search for Student 147474 for Semester 1182 – All Student types

Student ID	Name	% Attended	Int	Visa Status	Semester	Pathway	Pathway Description	Programme	Programme Description	Person's Classes Attended
1 1474747	Mi,Mi	89.11	Y	Granted	1182	31EG	Engineering	NZDE	NZDip Engineering	90

PeopleSoft returns one line for this student showing Classes attended = 90

- Click on the Student ID field [1474747](#) if you want to drill down into the detail of the 90 classes found.

Student ID	Name	% Attended	Int	Visa Status	Semester	Pathway	Pathway Description	Programme	Programme Description	Person's Classes Attended
1 1474747	Mi,Mi	89.11	Y	Granted	1182	31EG	Engineering	NZDE	NZDip Engineering	90

## 2.4.2 Student Attendance Detail Rpt

This report displays details of all classes for a student, or students, based on the search criteria entered.

### Student Attendance Detail Report

Semester:  Semester 1 - 2018  
 Student ID:  Ang Mi  
 Pathway:   
 Programme:  NZDip Engineering  
 Subject Area:   
 Catalog Nbr:   
 Class Nbr:   
 Class Date:

Student ID	Name	Int	Semester	Pathway	Pathway Description	Programme	Programme Description	Subject Area	Catalog Nbr	Class Nbr	Enrolment Status	Class Date	Class Time	Attended	Non-Attendance Reason
1 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG5008	1808 E		28/02/2018	8:30AM	Y	
2 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG6103	1810 E		28/02/2018	1:00PM	Y	
3 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	DE5204	1788 D		28/02/2018	1:30PM	N	
4 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG6008	1821 E		27/02/2018	10:30AM	Y	
5 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG6012	1814 E		27/02/2018	1:00PM	Y	
6 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG5008	1808 E		28/02/2018	10:30AM	Y	
7 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG6012	1814 E		01/03/2018	1:30PM	Y	
8 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG6008	1821 E		01/03/2018	3:00PM	Y	
9 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG6103	1810 E		01/03/2018	5:00PM	Y	
10 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG6012	1809 E		02/03/2018	1:00PM	Y	
11 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG6008	1808 E		05/03/2018	8:30AM	Y	
12 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG6103	1810 E		05/03/2018	1:00PM	Y	
13 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	DE5204	1788 D		05/03/2018	1:30PM	Y	
14 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG6008	1821 E		06/03/2018	10:30AM	Y	
15 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG6012	1814 E		06/03/2018	1:00PM	Y	
16 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG5008	1808 E		07/03/2018	10:30AM	Y	
17 1474747	MLMi	Y	1182	31EG	Engineering	NZDE	NZDip Engineering	ENGG	MG6012	1814 E		08/03/2018	1:00PM	Y	

## 2.5 Student Details

This section contains functionality to allow the user to find information about a student from the Homepage.

### Student Details

Empl ID ( Student ID):  [View Photo](#)

Login:

Name: **Ang Mi**

[Student Attendance Maintenance](#)

### 2.5.1 Student Search function

### Student Details

Empl ID ( Student ID):  [View Photo](#)

Login:

Name:

- Enter the Student's ID, and/or Login details if known, and search for a student

If the student record is found the Name field is populated.

Student Details	
Empl ID ( Student ID):	1474747  <a href="#">View Photo</a>
Login:	<input type="text"/> 
Name:	Ang Mi

- Click the [View Photo](#) link to view a picture of the student

## 2.5.2 Student Attendance Maintenance

[Student Attendance Maintenance](#)






This link opens a form that allows a lecturer to search for a student and see their attendance for all classes, based on entered search criteria.


**Student Attendance Maintenance**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Institution:	begins with ▼	UNITC	
Term:	begins with ▼	1182	x 
Student ID:	begins with ▼	1474747	
Academic Career:	begins with ▼		
Programme:	begins with ▼		

[Search](#)
[Clear](#)
[Basic Search](#)

[Save Search Criteria](#)

## Student Attendance Maintenance

**Institution:** UNITC Unitec Institute of Technology  
**Term:** 1182 Semester 1 - 2018  
**Student ID:** 1474747 Ang Mi  
**Academic Career:** UGRD Undergraduate  
**Programme:** NZDE NZDip Engineering

**Int'l Indicator:** Y

Personalize   Find   First 1-101 of 101 Last								
	Class Nbr	Subject Area	Catalog Nbr	Class Mtg Date	Class Time	End Time	Present	Absence Reason
1	1808	ENGG	MG5008	26/02/2018	8:30AM	10:30AM	<input checked="" type="checkbox"/>	
2	1810	ENGG	MG6103	26/02/2018	1:00PM	3:00PM	<input checked="" type="checkbox"/>	
3	1788	ENGG	DE5204	26/02/2018	1:30PM	5:30PM	<input type="checkbox"/>	
4	1821	ENGG	MG6008	27/02/2018	10:30AM	12:30PM	<input checked="" type="checkbox"/>	
5	1814	ENGG	MG6012	27/02/2018	1:00PM	3:00PM	<input checked="" type="checkbox"/>	
6	1808	ENGG	MG5008	28/02/2018	10:30AM	12:30PM	<input checked="" type="checkbox"/>	
7	1814	ENGG	MG6012	01/03/2018	1:30PM	3:30PM	<input checked="" type="checkbox"/>	
8	1821	ENGG	MG6008	01/03/2018	3:00PM	5:00PM	<input checked="" type="checkbox"/>	
9	1810	ENGG	MG6103	01/03/2018	5:00PM	7:00PM	<input checked="" type="checkbox"/>	
10	1809	ENGG	MG5012	02/03/2018	1:00PM	5:00PM	<input checked="" type="checkbox"/>	

- Select an entry, correct attendance if required, and select an absence reason if applicable