Student Engagement Reporting – Attendance Report Guide
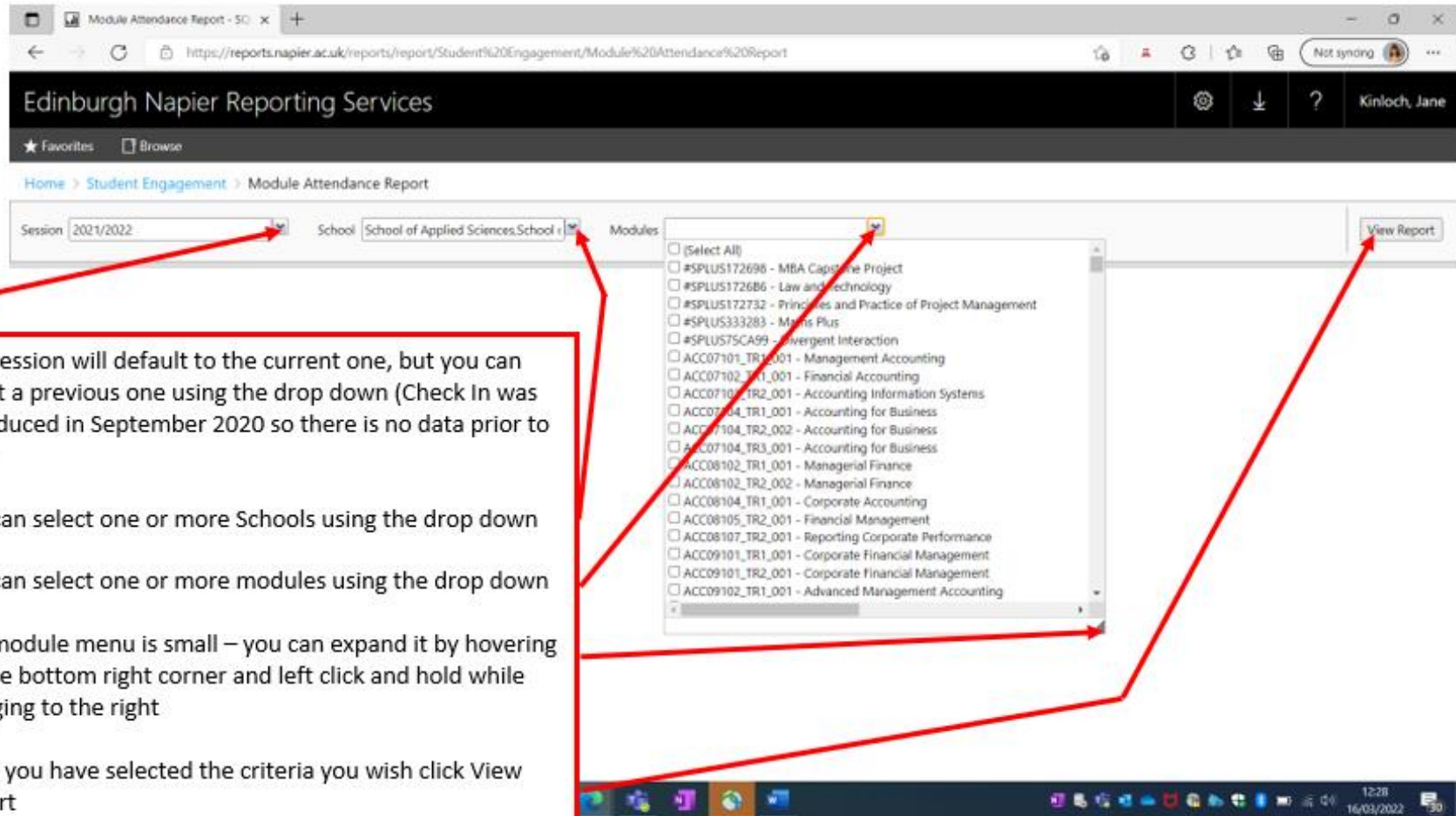v1.2 15/09/22

1.1. Available reports

There are 3 reports available on reporting services that you can use at any time if you have the necessary permissions (you must be on a managed laptop, the virtual or remote university desktop service to access them):

Report Name	Location	Description
Module Attendance Report	Module Attendance Report - SQL Server Reporting Services (napier.ac.uk)	For a selected module, it shows the associated students' attendance at each centrally timetabled learning event (excluding those events identified with a location of VLE - Not Live Event). It shows who is expected to Check In and actual Check Ins (i.e., Check Ins for each event recorded via the Check In function on My Account). All PDTs, Module Leaders, Programme Leaders and the Heads of Learning and Teaching have access to this report.
Student Attendance Report	Student Attendance Report - SQL Server Reporting Services (napier.ac.uk)	For a selected student, it shows their attendance by module for each centrally timetabled learning event (excluding those events identified with a location of VLE - Not Live Event). It shows what events they were expected to Check In for and actual Check Ins (i.e., Check Ins for each event recorded via the Check In function on My Account). All PDTs, Module Leaders, Programme Leaders and the Heads of Learning and Teaching have access to this report.
Summary Attendance Report	Summary Attendance Report - SQL Server Reporting Services (napier.ac.uk)	For a specified date range, it shows each centrally timetabled learning event with a total number of expected Check Ins (i.e., event size) and the number of Check Ins (i.e., the total number of Check Ins for the event recorded via the Check In function on My Account). It also shows the split of Check Ins between visa and non-visa students. Within each School, the Heads of Learning and Teaching have access to this report.

1.2. What the Module Attendance Report looks like

When you open the report, it will look like this:

The session will default to the current one, but you can select a previous one using the drop down (Check In was introduced in September 2020 so there is no data prior to this)

You can select one or more Schools using the drop down

You can select one or more modules using the drop down

The module menu is small – you can expand it by hovering on the bottom right corner and left click and hold while dragging to the right

Once you have selected the criteria you wish click View Report

Edinburgh Napier Reporting Services

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Session 2021/2022   School The Business School   Modules ▮▮▮▮▮

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Module Attendance Report

The student matriculation numbers and names will be displayed on the left-hand side

For each student it will show total number of events they were expected at and the number they Checked In for (this data will also be displayed on the far right of the report)

For each student it will then show, split by week, expected and Check In data for each event (if you are looking at a module during the trimester it will only show events that have taken place)

For each event it will show expected and Check In totals

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1.3. What the Student Attendance Report looks like

When you open the report, it will look like this:

The session will default to the current one, but you can select a previous one using the drop down (Check In was introduced in September 2020 so there is no data prior to this)

Enter a student ID (you can only view the report for one student at a time)

Click View Report

The student matriculation number and name will be displayed at the top

Summary information is displayed on the first page with details on the modules the student is enrolled in for the selected session. With totals by module and trimester

You can view a week by week break down of Check Ins by clicking on the Show/Hide cross

There will be a page for each module that you can scroll to using the arrows. The information on the individual module page shows attendance down to individual events

1.4. What the Summary Attendance Report looks like

When you open the report, it will look like this:

1.5. Exporting report

If you want to export the report, click the Save icon and select the desired format

If you are downloading data, please do so in line with GDPR principles. You should save it securely and delete it as soon as it is not required.

If you need to share reports, or data from a report, externally please seek line manager approval before doing so and ensure that there is a data sharing agreement in place. Ensure you share data securely e.g., via a non-editable copy in SharePoint or MS Teams.