

Student Engagement Reporting – Attendance Report Guide

v1.2 15/09/22

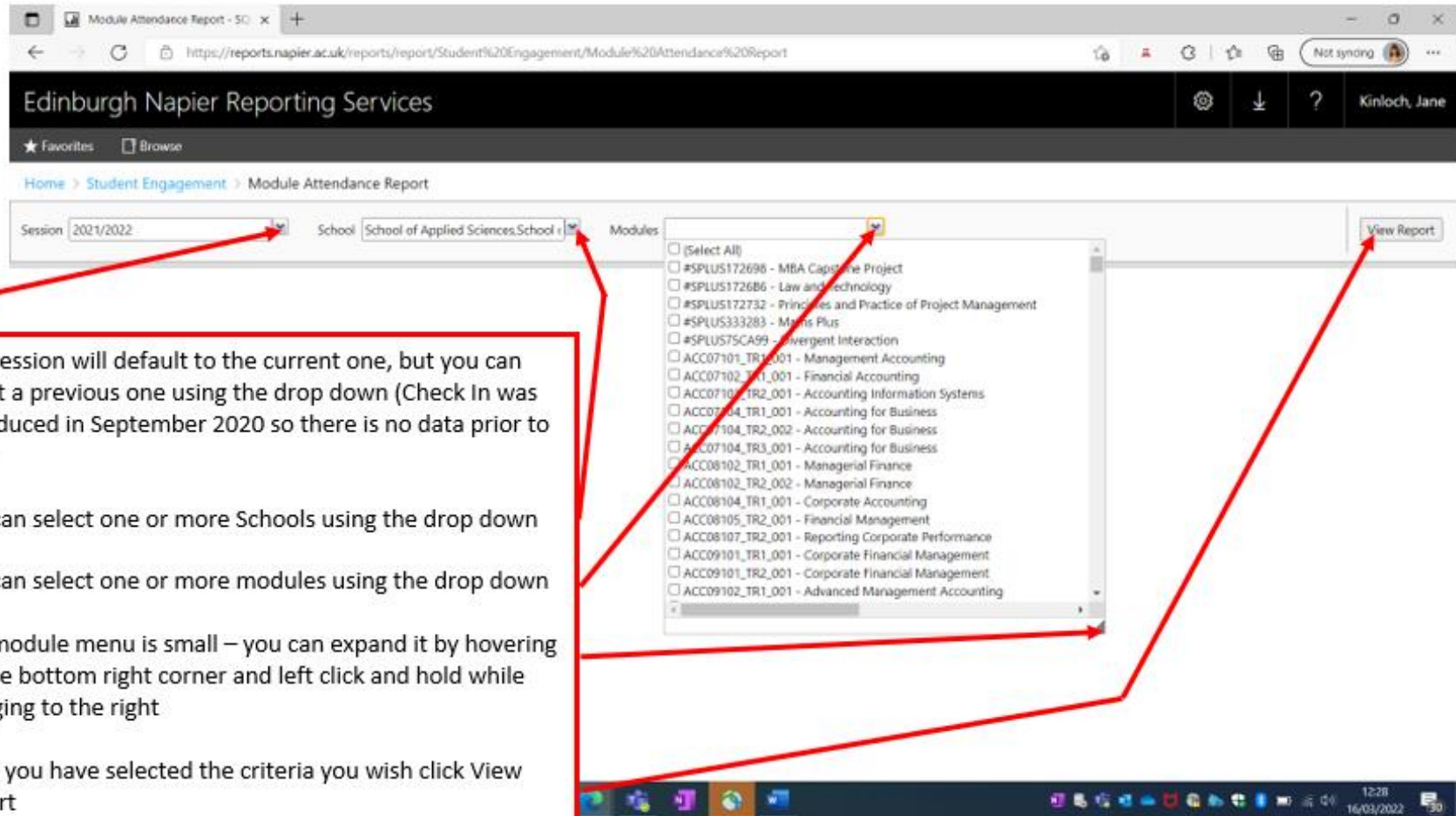
1.1. Available reports

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

Module Attendance Report

	Total Expected	Total Checked In	% Checked In	Tri 2 2021/2022, Week 2		Tri 2 2021/2022, Week 3		Tri 2 2021/2022, Week 4				Tri 2 2021/2022, Week 5			
				24/01/2022 09:00		31/01/2022 09:00		07/02/2022 09:00		07/02/2022 11:00		07/02/2022 14:00		14/02/2022 10:00	
				Expected	Checked In	Expected	Checked In	Expected	Checked In	Expected	Checked In	Expected	Checked In	Expected	Checked In
[Redacted]	14	0	0	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
[Redacted]	14	7	50	Y	Y	Y	N	Y	N	Y	N	Y	N	Y	N
[Redacted]	14	6	42.86	Y	N	Y	N	Y	Y	Y	N	Y	N	Y	Y
[Redacted]	14	6	42.86	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Y	N
[Redacted]	14	3	21.43	Y	N	Y	Y	Y	Y	Y	N	Y	N	Y	N
[Redacted]	14	6	42.86	Y	N	Y	Y	Y	Y	Y	N	Y	Y	Y	N
[Redacted]	14	5	35.71	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
[Redacted]	14	9	64.29	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
[Redacted]	14	10	71.43	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
[Redacted]	14	5	35.71	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Y	N
[Redacted]	14	6	42.86	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Y	N
[Redacted]	14	7	50	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N
[Redacted]	14	0	0	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
[Redacted]	14	1	7.14	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
[Redacted]	14	2	14.29	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
[Redacted]	14	9	64.29	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
[Redacted]	14	6	42.86	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Y	N
[Redacted]	14	3	21.43	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Y	N
Total	252	86	34.13		18	11									
				61.11%	Checked In										

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

1.3. What the Student Attendance Report looks like

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

Edinburgh Napier Reporting Services

Home > Student Engagement > Student Attendance Report

Session: 2022/2023 Student No: View Report

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

Student Attendance Report - SC x +

https://reports.napier.ac.uk/reports/report/Student%20Engagement/Student%20Attendance%20Report

Edinburgh Napier Reporting Services

Kinloch, Jane

Home > Student Engagement > Student Attendance Report

Session: 2021/2022 Student No: [REDACTED] View Report

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Student Attendance Report (Summary)

[REDACTED] The Business School) - 2021/2022

	Total Expected	Total Checked In	% Checked In	Total Expected Per Week	Total Checked In Per Week	% Checked In Per Week
TBS09104_TR1_002 Work Based Learning	10	0	0	10	0	0
TBS09106_TR1_001 TSM - Employability Skills Programme (TBS09106)	9	3	33.33			
TSM08111_TR1_002 Airport Management	22	17	77.27			
TSM09103_TR1_001 International Tourism Policy and Planning	22	19	86.36			
TSM09126_TR1_001 Global Service Management	22	19	86.36			
Trimester 1 Total	85	58	70.73			
Trimester 2 Total		0	0			
Trimester 3 Total	0	0	0			
Trimester OT (Out of Trimester) Total	0	0	0			
Total	85	58	70.73			

Use the arrow buttons [Navigation icons] to page back and forwards through the report

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12:13 07/09/2022

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:

Edinburgh Napier Reporting Services

Home > Student Engagement > Summary Attendance Report

Start Date: 3/21/2022 End Date: 3/21/2022 Campus: CRL - Craiglockhart,EXT - External School: School of Computing View Report

Summary Attendance Report

Module code	Module name	Event type	School	Lecturer name	Campus code	Campus description	Date	Start time	End time	Duration in mins	Duration in hours	Location	Room capacity	Event size	Checked in	% checked in	Mark abs
CS107104_TR2_001	Introduction to Interactive Audio	Practical	School of Computing		MER	Merchiston	2022-03-21	09:00	11:00	120	2	MER_D36	24	15	0	0	

The report will default to the date you access the report and show all teaching events across all Schools

You can amend the selection criteria using the date pickers and drop downs

Once you have selected the criteria you wish click View Report

The report will show details about each learning event and expected and Checked In totals

1.5. Exporting report

Edinburgh Napier Reporting Services

Home > Student Engagement > Non Engagement PDT Report

Non Engagement Start Date: 9/1/2022
Systems: Moodle.Active Directory.Class Che
Student Visa (Y/N): All Students
School: 001 - The Business School.002 - S
UG/PG: Undergraduates (All years) Only
Status: C - Current

View Report

Non Engagement PDT Report - from 1 S 22

Student matriculation number	No. of weeks since last interaction	Last system interaction	ENU email	email	Mobile phone no.	Student name	Under 18	Status code	Status description	Mode of Attendance code	Mode of attendance
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Word
Excel
PowerPoint
PDF
TIFF file
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed

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.