WORKING WITH ATTENDANCE SHEET REPORTS

(MODERN VIEW)

A number of Attendance Sheet reports are available to run via the BI Suite (SAP BusinessObjects).

The attendance sheet reports can be generated for courses which have their group allocation executed via Enterprise timetabling system. The reports can be useful for providing an off-EUCLID class list for attendance recording or provide group allocation information for staff members without accessing Enterprise student allocator tool.

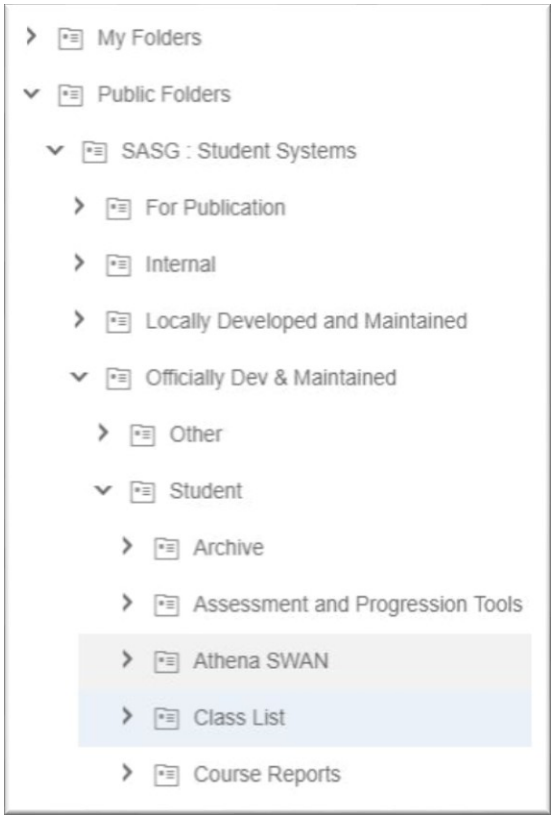
How to access Attendance Sheet reports

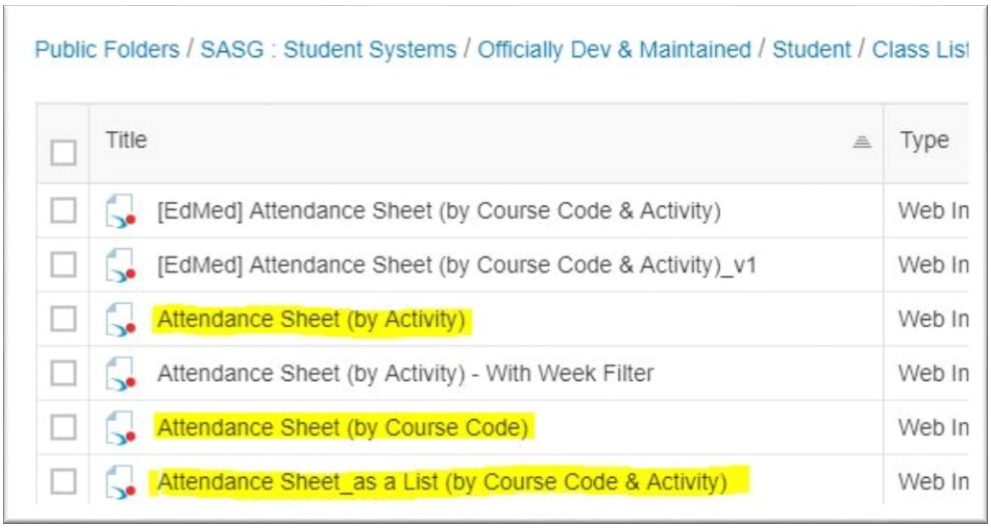
The report can be accessed via **BI Suite**, through the following pathway: Folders >> Public Folders >> SASG: Student Systems >> Officially Dev & Maintained >> Student >> Class List.

There are various types of reports available with **different prompts**, allowing the user to tailor the attendance sheet.

The three main reports are:

- **Attendance Sheet (by Activity)**
- **Attendance Sheet (by Course Code)**
- **Attendance Sheet as a List (by Course Code & Activity)**

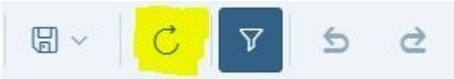




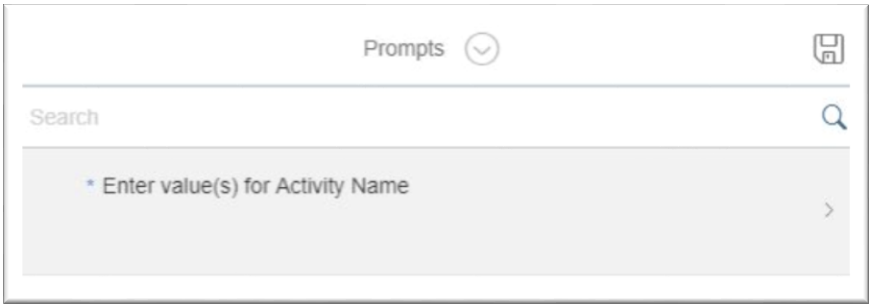
Attendance Sheet (by Activity)

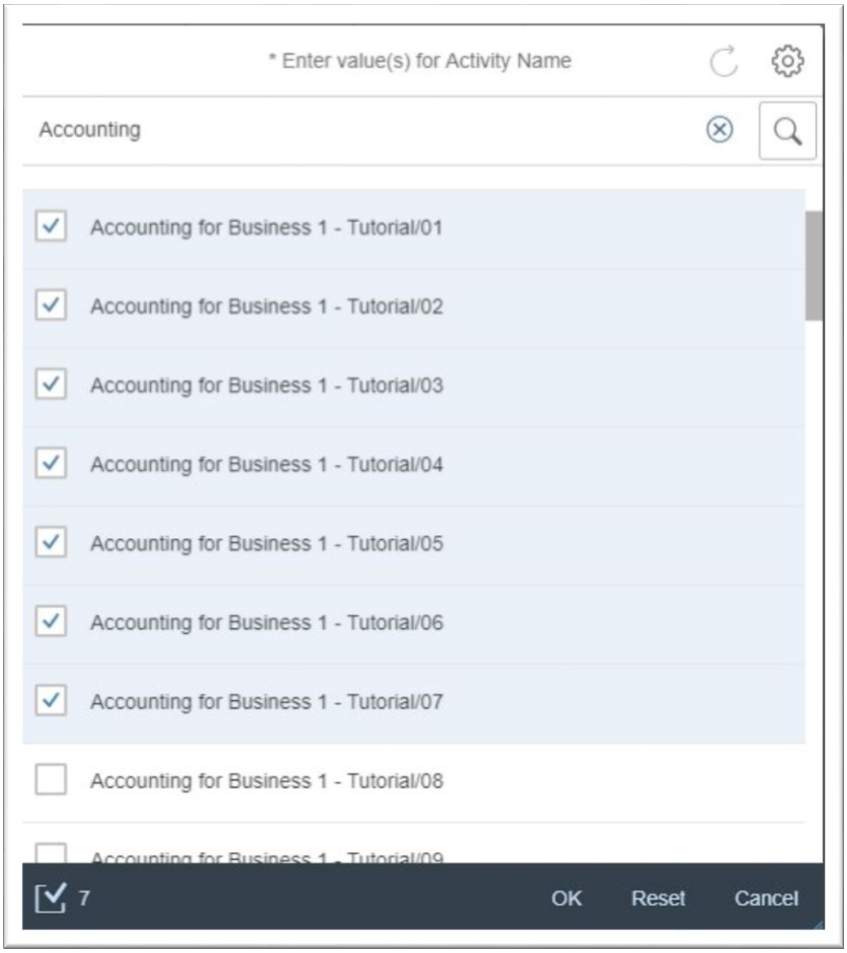
Attendance Sheet (by Activity) returns data on selected activities and groups: it is useful if the user is looking to generate a class list of tutorials only, or for specific tutorial groups.

Refresh the report to open the most up to date version. The Refresh button can be found in the left side of the screen, in the top tools ribbon.



After you hit refresh, you will be invited to **fill in the required prompt:** Enter value(s) for Activity Name**.**





You can manually **enter** the values, **select** from a list or use the **search** function. We recommend using the search option to look for the activities. You don't have to enter the full title, and can search by key words.

You can **choose as many activities as you want**: it can be just one group or all groups

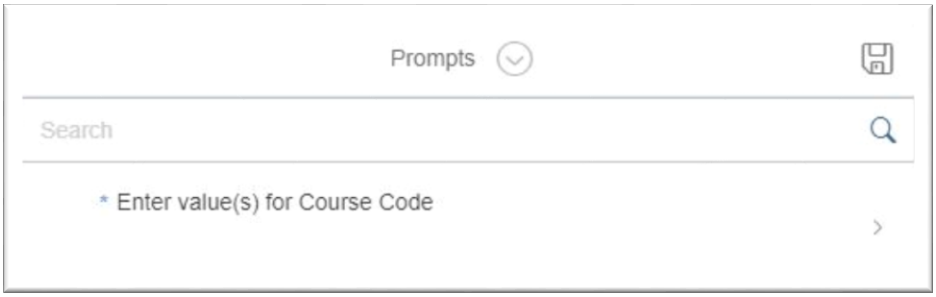
Click **OK,** followed by **Run** to run the report based on your selections.

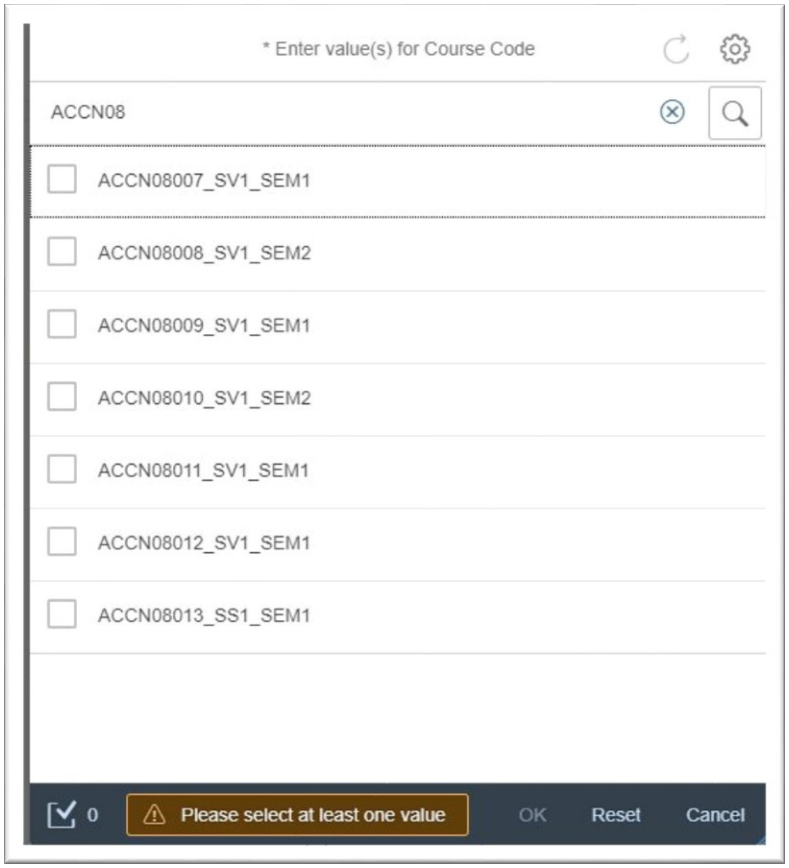
Attendance Sheet (by Course Code)

Attendance Sheet (by Course Code) returns data all activities associated with the course (module), e.g. if a course has lectures and tutorials, it will generated attendance sheets for all.

Refresh the report to open the most up to date version. The Refresh button can be found in the left side of the screen, in the top tools ribbon.

After you hit refresh, you will be invited to **fill in the required prompt:** Enter value(s) for Course Code.





You can type in the full course code (including instance and semester) or use the **search function** to find the relevant course.

Click **OK,** followed by **Run** to run the report based on your selections.

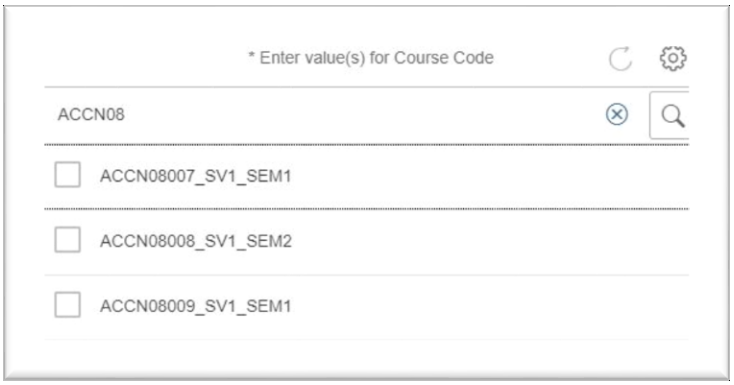
Attendance Sheet as a List (by Course Code & Activity)

Attendance Sheet as a List (by Course Code & Activity) is a simplified report that returns data in a list format of all students enrolled on either all activities in the course, or specific activities selected in one of the prompts.

Refresh the report to open the most up to date version. The Refresh button can be found in the left side of the screen, in the top tools ribbon.

After you hit refresh, you will be invited to **fill in the required prompt:** Enter value(s) for Course Code**.** You can also you the **optional prompt** Activity Name to narrow your search down to specific activities only.

You can type in the full name for course code or activity name, or use the search function for either of them.



Click **OK,** and either complete the other prompt, or click **Run** to run the report based on your selections.

You can either work with the report in the BI Suite environment, or download it in a different format, e.g. **Excel**. Click the three dots in the top ribbon and choose Export >> Export to Excel.

You can use the filtering and/or search options in Excel, or other functionalities to facilitate your interaction with the report.

If you have any further questions on the contents of these reports or how to use them, please get in touch with timetabling@ed.ac.uk