RISIS Module Attendance Data Entry Improvements

Guide contents:

1. Document History

Version number	Date	Change	Author
1.0	17/12/2020	Newly created	V Swales
1.1	07/01/2020	Final review and ready to issue	V Swales
1.2	27/01/2021	Updates to bring in line with Live environment	V Swales
1.3	27/09/2024	Updates to semester terminology	J Stevens

2. Why are improvements being rolled out?

Student attendance and engagement data is an important data set that can be used to help identify if a student is struggling to engage with their course. With the move to blended learning this academic year, it makes it even more difficult to understand the level of attendance and engagement from students, and arguably it is even more important in this blended environment to be able to identify students who are potentially struggling.

There are reporting tools available in RISIS (found under: Working with modules/Module attendance) *that use attendance data entered manually into RISIS and automatically detected from Blackboard Collaborate. These reports can only ever be useful if there is sufficient attendance data within them, and improvements to the RISIS data entry screens have the aim of making this data easier and more accurate to enter.

*For more information and guidance please see: Attendance Management & Engagement Guide
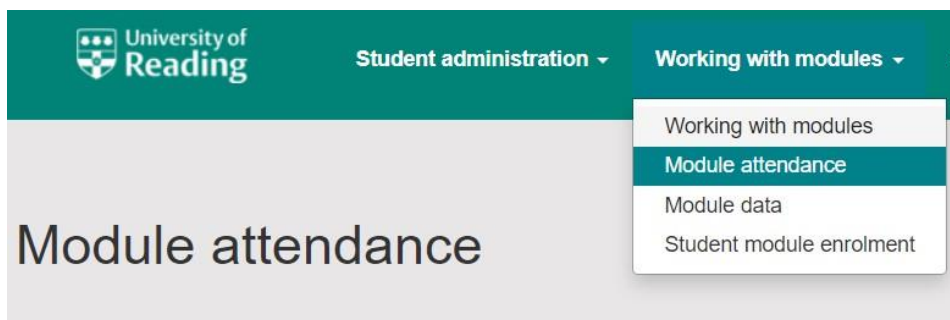
3. What improvements have been made?

Portal screens have been available for some years to record module attendance data for students on RISIS. These screens have now been updated and enhanced to provide a more streamlined entry for users. The improvements made to this process include:

1. A new value for online attendance to reflect the blended learning environment.
2. A pop-up screen to easily amend the name of the activity, e.g., Mon lecture.
3. Term weeks linked to specific dates to avoid confusion.
4. Responsive design
5. Apply a value to all selected records or manually update.
6. View any current value for the selected week before overwriting it.

In addition to the enhancements listed above, it will also be possible now to record attendance for modules with a different start date, e.g. on Foundation programmes, and for modules where the attendance is in blocks, e.g. 5 days a week for three weeks from a specific start date.

4. What is now available in RISIS and where can I find it?

The updated data entry screens on the portal are available in a new container on the Module Attendance page, under the menu "Working with Modules".
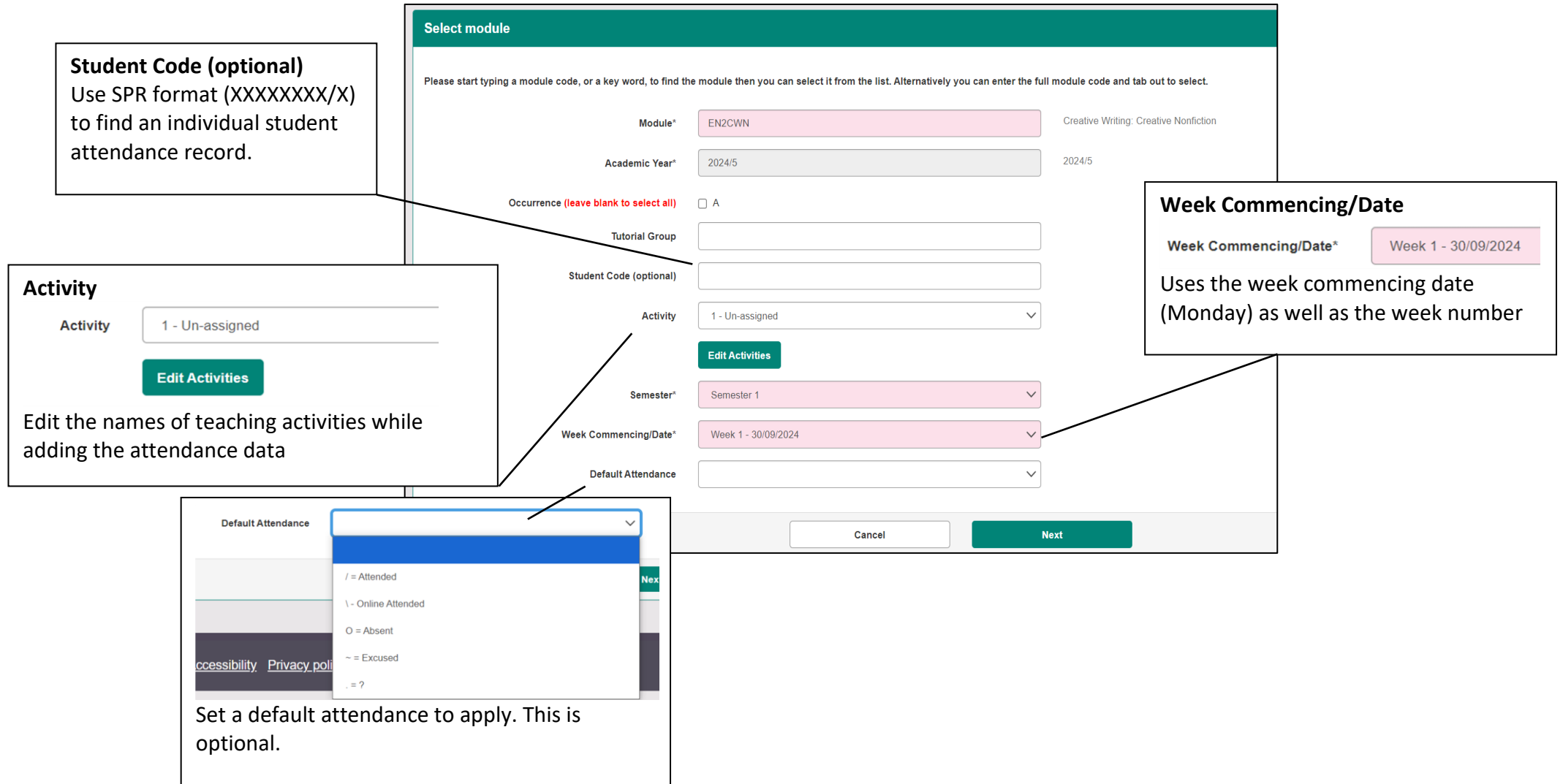

Screen Name		Available to
1	**Record module attendance (any School)**	All Support Centre and Programme Administration staff. All teaching staff and academic tutors
2	**Record module attendance for timetabling XXX modules (any School)**	All Support Centre and Programme Administration staff. All teaching staff and academic tutors
3	**Record attendance for individual student**	All Support Centre and Programme Administration staff. All teaching staff and academic tutors
4	**View module attendance**	As above

5. Visual Guides

Please see below for visual guides and notes as follows:

- Diagram 1: Module Attendance Data entry retrieval screen
- Diagram 2: Module Attendance Data entry

Diagram 1: Quick visual guide to new features: Module Attendance Data entry retrieval screen

Student Code (optional)
Use SPR format (XXXXXXXX/X) to find an individual student attendance record.

Activity

Activity | 1 - Un-assigned

Edit Activities

Edit the names of teaching activities while adding the attendance data

Week Commencing/Date

Week Commencing/Date* | Week 1 - 30/09/2024

Uses the week commencing date (Monday) as well as the week number

Set a default attendance to apply. This is optional.

Select module

Please start typing a module code, or a key word, to find the module then you can select it from the list. Alternatively you can enter the full module code and tab out to select.

Module* | EN2CWN | Creative Writing: Creative Nonfiction

Academic Year* | 2024/5 | 2024/5

Occurrence (leave blank to select all) | ☐ A

Tutorial Group |

Student Code (optional) |

Activity | 1 - Un-assigned

Edit Activities

Semester* | Semester 1

Week Commencing/Date* | Week 1 - 30/09/2024

Default Attendance |

Cancel | Next

Default Attendance |

/ = Attended
\ - Online Attended
O = Absent
~ = Excused
. = ?

Diagram 1: New features explained: Selection

Student Code

Enter a student code in the SPR format (XXXXXXXX/X) to see the attendance record for the selected module, week, and activity for that individual student only. This is an optional filter.

Week commencing date

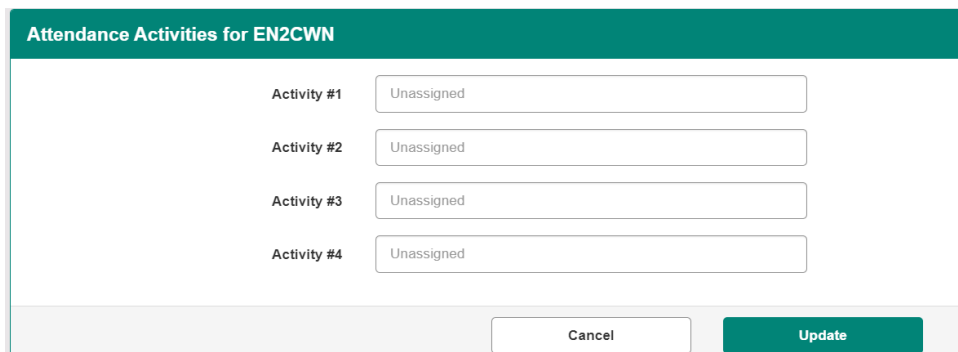Identify which week to work with by checking the week commencing date. This is always a Monday.

Different terms will be covered in a subsequent release of Screen 3 (see above)

Activity

There are three (3) opportunities to record Activity per week per module.

If you would like to rename one or all the activities for the selected module, it is possible to edit activity without having to leave the Module Attendance data entry screens.

Click on Edit Activity to open a new pop out window. Rename any of the activities, save and the new Activity name will apply with immediate effect.

Attendance Activities for EN2CWN

Activity #1	Unassigned
Activity #2	Unassigned
Activity #3	Unassigned
Activity #4	Unassigned

Cancel   Update

Please note that renaming an Activity will apply to any existing records and reporting. The name will appear in all terms, so consideration should be given to a name that can be used across terms where possible.

Default attendance

Select an attendance value to apply to records in the data entry screen that follows.

If data is being added for the first time, the default attendance selection will be presented for all records.

If data has already been added for that week and activity, the default attendance selection will be presented for records where there is a blank value/no data previously stored.

/= Attended
\=Online Attended
O=Absent
~ = Excused
. = ?

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Diagram 2: Quick Visual guide to new features: Module Attendance Data entry

Displays the selection criteria

Module Attendance for Week Commencing Week 6 - 04/11/2024

Now showing records 1 - 34 of 34

Module	EN2CWN Creative Writing: Creative No
Period	2024/5 - Semester 1
Activity	Lecture - for Week 6 - 04/11/2024

Sort by
Sort the records so that it is easier to find them.
Alternatively sort in the column header.

Attendance
Choose which attendance to apply to selected records.

Choose Attendance

Multi select
Select more than one record to work with at a time.

View weeks
Use the scroller arrows to view different weeks

Current Value	Week 6 04/11/2024
/	/ = Attended
O	O = Absent
O	O = Absent

Update Attendance
See the current attendance value for a record and change the

Module Attendance for Week Commencing Week 6 - 04/11/2024

Now showing records 1 - 34 of 34

Module	EN2CWN Creative Writing: Creative Nonfiction
Period	2024/5 - Semester 1
Activity	Lecture - for Week 6 - 04/11/2024

Please select the relevant attendance value for the week and then click 'Store'.

Sort By [   ] Sort

Choose Attendance [   ] Apply to Selected   Clear Selected

	Tutorial group	Occurr	Student (SPR)	Sort Name	Current Value	Week 6 04/11/2024	Week 1 30/09/2024	Week 2 07/10/2024	Week 3 14/10/2024	Week 4 21/10/2024	Week 5 28/10/2024	Week 6 04/11/2024	Week 7 11/11/2024	Week 8 18/11/2024	Week 9 25/11/2024
☐	B	A	32003913/1	BANNISTER-FIC	/	/ = Attended	/		/			/			
☐	A	A	32010230/1	BARTLETT S	O	O = Absent	O		/			O			
☐	A	A	32008840/1	BLACOE H	O	O = Absent	/		/	O		O			
☐	B	A	32006201/1	BURDEN C	/	/ = Attended	/		/	/		/			
☐			20650/1	BURROUGHS D	/	/ = Attended	/		/	/		/			
☐			2914/1	COLMAN A			/		/						
☐			06822/1	DAVIDSON T			/		/						
☐			20568/1	EASBY J			-		/						
☐			3944/1	GHALY Y			/		/						
☐	B	A	32005859/1	HALE C			/		/						

Diagram 2: New features explained: Module Attendance Data entry

Multiple selection

This allows you to record the attendance for several students at the same time.

Select the records you want to work with and then apply an attendance.

There is a select/deselect all feature at the header level of the table.

Choose attendance.

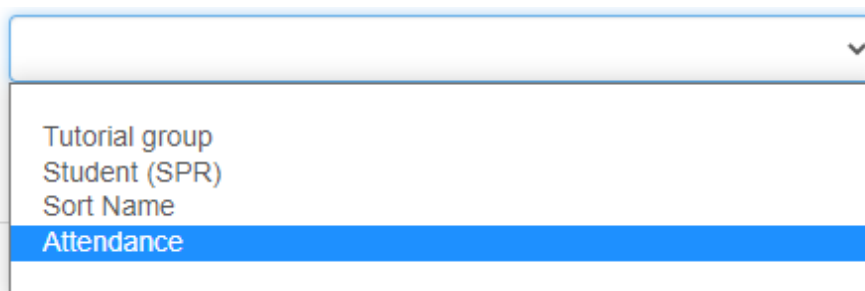This allows you to pick an attendance to apply to one or more selected records.

Each attendance, its symbol and when to use it is explained below.

Attendance	When to use
/= Attended	To record student attendance at a face-to-face teaching session
\=Online Attended	New. To record student attendance at an online teaching session e.g., a MS Teams session. Attendance at Blackboard Collaborate sessions is recorded automatically. You do not need to enter this again in RISIS unless there is a local arrangement to do so in your School/Department. If you enter Blackboard Collaborate sessions as a RISIS Online activity, this will appear as double counted in the new Combined Attendance reports.
Module O=Absent	To record absence by a student for either face to face or online teaching session
~ = Excused	To record excused absence by a student for either face to face or online teaching session
. = ?	To note that a student's attendance is unknown for that week's activity.

Sort by

Use this to sort the records into groups to work with but be aware that you should only sort before entering any data, since clicking the Sort button will re-load the page and lose any data amended or updated on screen.

Sort by options:

Alternatively, apply a sort by clicking on the column header.

Scroller arrows

View more weeks by scrolling right.

View currently stored attendance data for a record while adding or amending new attendances.

Current Value shows any attendance value that has been previously stored for the student record for that week, as a visual cue to avoid overwriting data by mistake.

Week 6 04/11/2019 shows the selected week to work with and allows a change in attendance if required.

Once Store has been pressed, the value selected will overwrite any existing data and become the new record.

Current Value	Week 6 04/11/2024
/	/ = Attended ⌄
O	O = Absent ⌄
O	
/	
/	

Dropdown options:
- / = Attended
- \ - Online Attended
- O = Absent
- ~ = Excused
- . = ?

6. Frequently Asked Questions

1. **I only need to enter Attendance data for one group in the week.**

   Use the selection filter to choose a Tutorial Group. Enter the Tutorial Group reference (for example "B"), continue to select which activity, the week and if you want to set a default attendance.

Module*	EN2CWN	Creative Writing: Creative Nonfiction
Academic Year*	2024/5	2024/5
Occurrence (leave blank to select all)	☐ A	
Tutorial Group	B	

   The data entry screen will only show student records for the selected Tutorial Group.

2. **I need to enter attendance for all students on a module for the week.**

   Use the selection filter to choose which Activity and week you are working with. Please note you can only select one activity at a time.

   Select a default attendance if appropriate.

   If you select a default attendance, it will only allocate this to blank records. You will have the chance to review and change the attendance in the data entry screen for each record

before storing it, so you may prefer to use the multi-select and update option on the data entry screen.

3. **I only have some attendance data and need to come back later to complete the records.**

   The attendance value called "?" which has the symbol of a full stop (.) may be used to indicate where there is unknown attendance for a student for that week's activity. Alternatively, you can leave the record blank.

   Once you have saved the attendance data you do have against the records for the selected week, it will not be accidentally overwritten should you or another person go back into it to complete the attendance data entry. Any default attendance selected will only be shown against blank records. The current attendance will be shown alongside the attendance entry field to assist with the process and to avoid having to scroll over to the right to see what had been saved for the week.

   If you only want to update attendance values for students whose attendance was previously recorded as unknown, you can use the sort button to group them together on screen before entering the new value.

4. **I need to change an attendance record for one student.**

   Use the new Student Code selection to bring back the attendance record for the student for a week and activity. Remember to use the SPR code format (XXXXXXXX/X)

5. **Can I amend data that was entered in the old version of the screen?**

   Yes. It is possible to amend data that was entered in the old version of the Module Attendance data entry screen.

   There has been a change to the Excused symbol and two new symbols have been introduced.

   The old Excused symbol will show initially in the new version of the screen (*). After any edits are made to the data and it is stored/saved, the new version of the Excused symbol (~) will be used instead.

   Online attendance is a new attendance and symbol. Previously entered data on the old version will be recorded as Attended (/). It would be possible to amend the Attended record to the new Online Attended (\) if that is needed.

   If you want to record data as Unknown rather than blank, you can overwrite previously entered data (which would be blank) with the new symbol (? =.)

6. **I want to enter attendance data for modules with "XXX" coding.**

   Modules with this type of coding are often used to distinguish groups for timetabling and scheduling. They are non-credit bearing modules. Use the 'Record module attendance for timetabling XXX modules (any School)' for this group of modules.

7. **I want to view module attendance data for a student, but I can no longer see the "View attendance for a student" screen.**

   View module attendance screen now provides information by module and by individual student.

8. **I want to change the names of activities.**

   The Update Attendance types screen has been removed and the functionality to change attendance types is moved into the Record Module Attendance screen.

   Note, the term 'Attendance' is now replaced with 'Activities'.