

Student self-certificate of absence – School reports

- Log into eVision using your normal email username and password at

https://e-vision.st-andrews.ac.uk/urd/sits.urd/run/siw_ign

You can also find an eVision link from a tab at top of the ‘Current Staff’ page of the University website.

Announcement	SIW_LGH_MESSAGE
This facility is unavailable on Sundays between midnight and six in the morning due to system maintenance.	

Welcome

Welcome to the University of St Andrews SITS e-Vision Portal. The portal allows you to view personalized information about study, teaching, administration and finance.

Portal Log-in

Please enter your Username (if you are staff) or your student id (if you are a student) and password here:

Student ID or Username:

Password:

Student self-cert absences by submission date

You will see a number of ‘Containers’ on the eVision Home page. One of these is entitled ‘Student self-certified absences’

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Home Page

The default home page available to all user types.

Intray

Below are messages sent to you together with their current status.

Intray - Messages for NATALIE RIDGE

You have 2 new/unread/inprogress messages

Status	From	Received	Subject	Action
In progress	Natalie Ridge	17/Mar/2008		Click here to start
In progress		09/Jan/2008	TEST A306LSCDIV	Click here to start

Open intray in full screen mode

Student self-certified absences NEWICON

Click help icon for more information

- Student self-cert absences by submission date
- Student self-cert absences by student id number ?
- Student self-cert absences by module code ?

Disability Co-ordinators: Student Exam and Teaching Arrangements

Information for Disabilities Co-ordinators and other staff within schools who are entitled to view exam and teaching arrangements for all students who take modules within your school. Click on the '?' to view help.

- List students in my School with arrangements ?
- Student Arrangements for School - File for Excel ?
- List special needs students on a module ?
- List students on module with arrangements ?
- Students on module and arrangements-File for Excel ?
- Student Arrangements memo ?
- View/Modify Lecturers and Module Coordinators ?
- [Disabilities Team Webpage](#)
- [Special Needs Support from IT Services](#)

VIEW ALL: Student Exam and Teaching Arrangements

Information for staff who are entitled to view exam and teaching arrangements for all students who have registered with Student Support. Click on the '?' to view help.



- List special needs students on a module ?
- List students on module with arrangements ?

- Click on the link ‘Student self-cert absences by submission date’

Home Personnel Programme Naratives

Absence report for the School of School of Physics and Astronomy

This screen shows a list of Absences for your School between the defined dates. There is a record bar at the top of the page that allows for navigation through the records.

Absences submitted from date  to date  >>>

Footnotes

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For support contact the Helpdesk, helpdesk@st-andrews.ac.uk

- Type in the dates you wish to see reports for (format e.g. 30/09/2008). You can also click on the calendar icon next to the date field and then click on a date to select it.
- Click on the button to run the report.

Note: These dates are the dates that self-certificates are *submitted* and the self-certs listed include those on the dates typed in the form.

Home Personnel Programme Naratives





Absence report for the School of School of Physics and Astronomy

This screen shows a list of Absences for your School between the defined dates. There is a record bar at the top of the page that allows for navigation through the records.




Absences submitted from date 12/Sep/2008 to date 19/Sep/2008

Record Bar

The record bar below can be used to move between the pages of records that you are permitted to view. Please note that any changes that have not yet been stored will be lost when moving between pages.

Start	Previous	Showing page 1 of 1 at 10 records per page	Next	Last	Go To Page
		1			<input type="text"/> <input type="button" value="Go"/>

Absences

Student	Matric. Number	Date absence reported	Start date of absence	End date of absence	Detailed Report
Students name	070005948	18/Sep/2008	15/Sep/2008	17/Sep/2008	
Students name	070005948	19/Sep/2008	17/Sep/2008	18/Sep/2008	
Students name	070005948	19/Sep/2008	17/Sep/2008	18/Sep/2008	

If there are more than 10 records, you can move between pages using the buttons indicated by the red arrows.

- Click on a button, next to a record to view details of a student's absence.

Student Self Certification of Absence

Absence Details			
Date of submission	18/Sep/2008		
NAME	Students name		
MATRICULATION NUMBER	070005948		
Dates of Absence (inclusive)	15/Sep/2008 - 17/Sep/2008	Total number of days absence (includes weekends)	3
Academic week number	7		
Reason for absence	Medical-Other (please provide extra details) - ADDITIONAL MEDICAL OTHER DETAILS		

Modules affected	
Modules	Activities
CH1004 Organic & Biological Chemistry	Class test
MT1002 Mathematics	Assignment submission Lecture
PH1012 Physics 1B	Lecture

- You can print out the report from your web browser if required.
- Use the web browser back button to return to the list of students.

Student self-cert absences by student id number

- Click on the link 'Student self-cert absences by student id number'.

Home Personnel Programme Narratives

Report Parameters

Report Parameters are entered on this page.

Student self-certificates of absence by student id

Please complete the report options and click the 'Run Report' button.

STUDENT ID NUMBER?

- Type in the Student ID (matriculation) number.
- Click the 'Run Report' button to generate a list of the student's absences.

Student self-cert absences by module code

- Click on the link 'Student self-cert absences by module code'

Home Personnel Programme Narratives

Report Parameters

Report Parameters are entered on this page.

Student self-certificates of absence by module

Please complete the report options and click the 'Run Report' button.

ACADEMIC YEAR	2008/9		
MODULE CODE?		List	

Clear Fields Run Report

- Type in the Module Code
or
Click on the 'List' button to see a list of your school's modules for the current academic year.

Home Personnel Programme Narratives

e:vision selection list

Choose the value required from the list below

Page Number Details

Use this record bar to navigate through the record pages

Start	Previous	Showing Page 1 of 7 @ 20 Records per Page	Next	End	Go to Page
<	<	1 2 3 4 5 6 7	>	>	Go

136 Records found for CAMS.MOD

Please select the required value:

Code	Short name	Full name	
AS1001		Astronomy & Astrophysics 1	Select
AS1901		The Physical Universe	Select
AS2001		Astronomy & Astrophysics 2	Select
AS3011		Galaxies	Select
AS3012		Exoplanetary Science	Select
AS3013		Computational Astrophysics	Select
AS4021		Gravitational Dynamics	Select
AS4022		Cosmology	Select

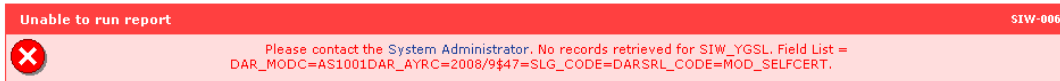
- Click on the 'Select' button to choose the module. This will return you to the 'Report Parameters' screen.
- Click the 'Run Report' button to generate a list of student absences associated with the module specified, for the current academic year.

Note

If you get a red warning message, similar to the following, when you run a report

System Message

A system message relating to your current request is displayed below -



This means that there are no records associated with a particular student/module. There is no need to contact the helpdesk unless you believe that these records actually exist.

Logout of eVision when you have finished, using the option at the top of the page