

# Combined Attendance Reporting User Guide & FAQs

## What is Combined Attendance Reporting?

The new Combined Attendance Reports bring together attendance data that has been recorded on RISIS with automatically captured data from Blackboard Collaborate taught sessions.

## What reports are available?

There are 3 reports that have been developed:

	Report Name	Filter by	Available to
1	<b>Combined attendance report with drill down</b>	School / Dept / Course / Part	Support Centres Henley & ISLI Programme Admin Schools: SDATs, DDATs, SDTLs, DDTLs
2	<b>Combined attendance report for individual student</b>	Student	As above + Academic Tutors
3	<b>Combined attendance report with drilldown (VISA holders)</b>	Tier 4 Students	International Student Advisory & Home Office Compliance Team

Please note that existing RISIS reports, such as [View module attendance](#), will continue to be available to use when there is a requirement to review only RISIS attendance data for a specific module in a term.

## What do the reports show?

The reports show attendance data, collated for all of a student's modules, across a selected date range, within an academic year. This includes:

- Data from RISIS records: number of attendances, absences & excused absences,
- Data from Blackboard Collaborate sessions: number & duration of attendances.

Data for a student is available at module level and by week, as well as at summary level.

Please note that the reports are not integrated with the timetable, and therefore will need to be interpreted based on the knowledge of how many attendances would be expected for a student or programme cohort.

## What attendance & absence information is included?

The following information is automatically captured from **Blackboard Collaborate** taught sessions:

	In Scope	Out of Scope
Student Attendance at taught sessions	Number of attendances <sup>1</sup> & the duration <sup>2</sup>	Absences
Method of joining a session	Students who joined via Blackboard Collaborate <sup>3</sup>	Students who joined via a guest link or watch in a group
Session Types	Blackboard Courses (inc. Merged Courses) <sup>4</sup> Collaborate sessions that are 'scheduled' or via a 'course room'	Blackboard Organisations & Supplementary Courses

<sup>1</sup> Attendances for students who are enrolled on the relevant course/module.

<sup>2</sup> Duration is measured as the time a student is in a session. Any time that they drop off a call is not included.

<sup>3</sup> BB Collaborate attendances include where a student used the mobile app or accessed the session through a web browser.

<sup>4</sup> If a Blackboard Collaborate session is linked to a programme rather than a specific module it will show as a course/programme code.

All attendances, absences & excused absences that have been manually entered into **RISIS** will be included in the reports. Depending on agreed practices within your School or Department, this may include data from attendance registers taken at face-to-face sessions on campus and/or data from manually downloaded MS Teams attendance registers.

*Please note that the reports update overnight, so information entered into RISIS or from a Blackboard Collaborate session on Day 1 will show in the reports on Day 2.*

## Which students are included in the reports?

All Undergraduate and Post Graduate Taught students who are studying a programme based in either the Whiteknights or London Road campuses, and are enrolled on at least one module, are included in the reports.

The **Combined attendance report with drilldown** show data for Current (C), Provisional (P) and Suspended Current (SEC & SWC) students. If data is required for students with other suspended, withdrawn, or left statuses, this can be retrieved via the **Combined attendance report for individual student**.

Academic staff accessing the **Combined attendance report with drilldown** will only be able to search for students studying programmes owned by their School, i.e. their 'home' School. For students within your School, you will be able to see attendance records across all their modules, even if they are taught by another School.

## How can the reports be accessed?

The reports are accessed through RISIS. Go to **'Working with Modules'** and select the **'Module Attendance'** container.

The **Combined attendance report for individual student** will also be available to Academic Tutors via **'My Students'** from February 2021.

Access to the reports will be based on your role and is granted for your use only. The information contained in the reports can only be shared with other UoR staff who are directly involved in the support of the student(s) to whom the data relates. These staff are; the relevant SDAT/DDAT, SDTL/DDTL, Academic Tutor, Student Advice & Support Manager (SASM), Student Support Co-ordinator (SSC), Henley Programme Administrator or ISLI Programme Co-ordinator.

*Please remember that the reports contain personal data and therefore must be adequately protected. You are only authorised to access the reports that are necessary for the performance of your role and you must only look up students that you have good cause to within your remit. Please ensure any information that is being shared, or held in spreadsheets, is done so securely, and limited to what is absolutely necessary to support the relevant student(s).*

## How can the reports be used?

### If you are a Student Support Co-ordinator (SSC) or Henley Programme Administrator:

- In conjunction with your School, run the **Combined attendance report with drilldown** for each student cohort to help identify students whose attendance may indicate a cause for concern, and therefore may warrant further investigation and/or an initial intervention email.
- Look for students who have low numbers of recorded attendances and/or higher than average absences (especially if there isn't evidence of corresponding online attendances). The report can be sorted by total attendances if required.

- Use the drill down option to see the detail for an individual student if needed.
- Put this information together with other indicators to build up a picture of engagement if there is a concern that may require follow up through the usual academic engagement processes.

**If you are a Student Advice & Support Manager (SASM) or Henley Programme Area Manager:**

- Run the *Combined attendance report for individual student* for a student who has been escalated for follow up as part of the formal academic engagement procedures.
- Use the information, along with other indicators, to help build up a picture of engagement and follow the usual academic engagement processes.

**If you are in the International Student Advisory & Home Office Compliance team:**

- Run the *Combined attendance report with drilldown (VISA holders)* for students holding a Tier 4 visa to help as an indicator of engagement, especially for those students who are learning at a distance.
- Use the information, along with other indicators, to help build up a picture of engagement in line with Home Office requirements. Work with the Support Centre teams should you have any specific queries about individual students where additional information is needed.

**If you are an Academic Tutor:**

- Run the *Combined attendance report for individual student* in preparation for a follow up discussion with tutees who have been highlighted by the SSC (or Programme Administrator) as a potential cause for concern, or as part of a review of engagement in an Academic Tutor meeting.
- Use the information, along with other indicators, to help build up a picture of engagement. Discuss areas of potential concern, or opportunities for development, with individual tutees.

**If you are an SDAT, DDAT, SDTL or DDTL:**

- Working with your Support Centre or Programme Administration team, run the *Combined attendance report with drilldown* for a cohort within your Department or School to help identify students for whom a follow up intervention may be beneficial.
- Run the report for an individual student who has been escalated for follow up as part of the formal academic engagement procedures.
- Use the information, along with other indicators, to help build up a picture of engagement.

**If you are a Module Convenor:**

- Please continue to use the existing RISIS reports, such as *View attendance for a module*, as well as information in Blackboard Collaborate, such as the *Session Attendance Report*.

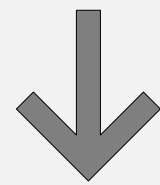
More information and guidance can be found in the Attendance Management & Engagement Guide (please see 'Attendance on campus and online' and 'use of attendance and engagement data').

**The Decision Tree diagrams below can be used to help select and use the data as follows:**

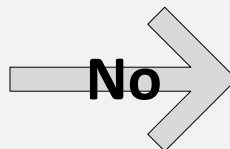
- 1. Decision Tree 1: Helps you to identify which is the most suitable report to use**
- 2. Decision Tree 2: Helps with how to determine whether the data indicates that the student may need further investigation / intervention of support**

# Which Combined Attendance report should I use?

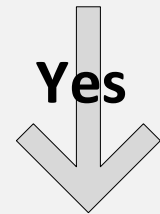
## I would like to review attendance for a group of students



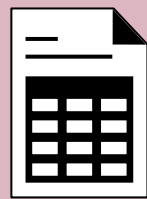
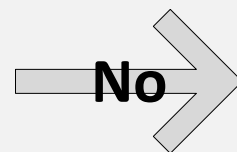
I am carrying out an Attendance review for a School/Department



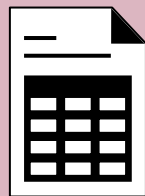
**Yes**



I work in Student Services as an SSC/SASM or Programme Manager/Admin

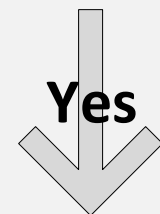


**Combined Attendance Report With drilldown**



I am an SDTL/DDTL/SDAT/DDAT

**Combined Attendance Report With drilldown**



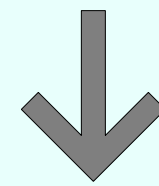
**Yes**

I work for the International Student Advisory team

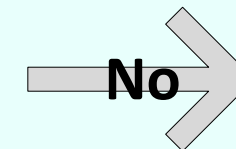


**Combined Attendance Report (VISA)**

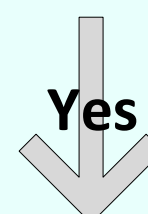
I am looking for information about compliance with Visa Sponsorship conditions



I am an Academic Tutor

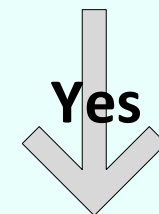


**Yes**



**Combined Attendance Report by Student**

I also have access to the other Combined Attendance Reports



**Yes**

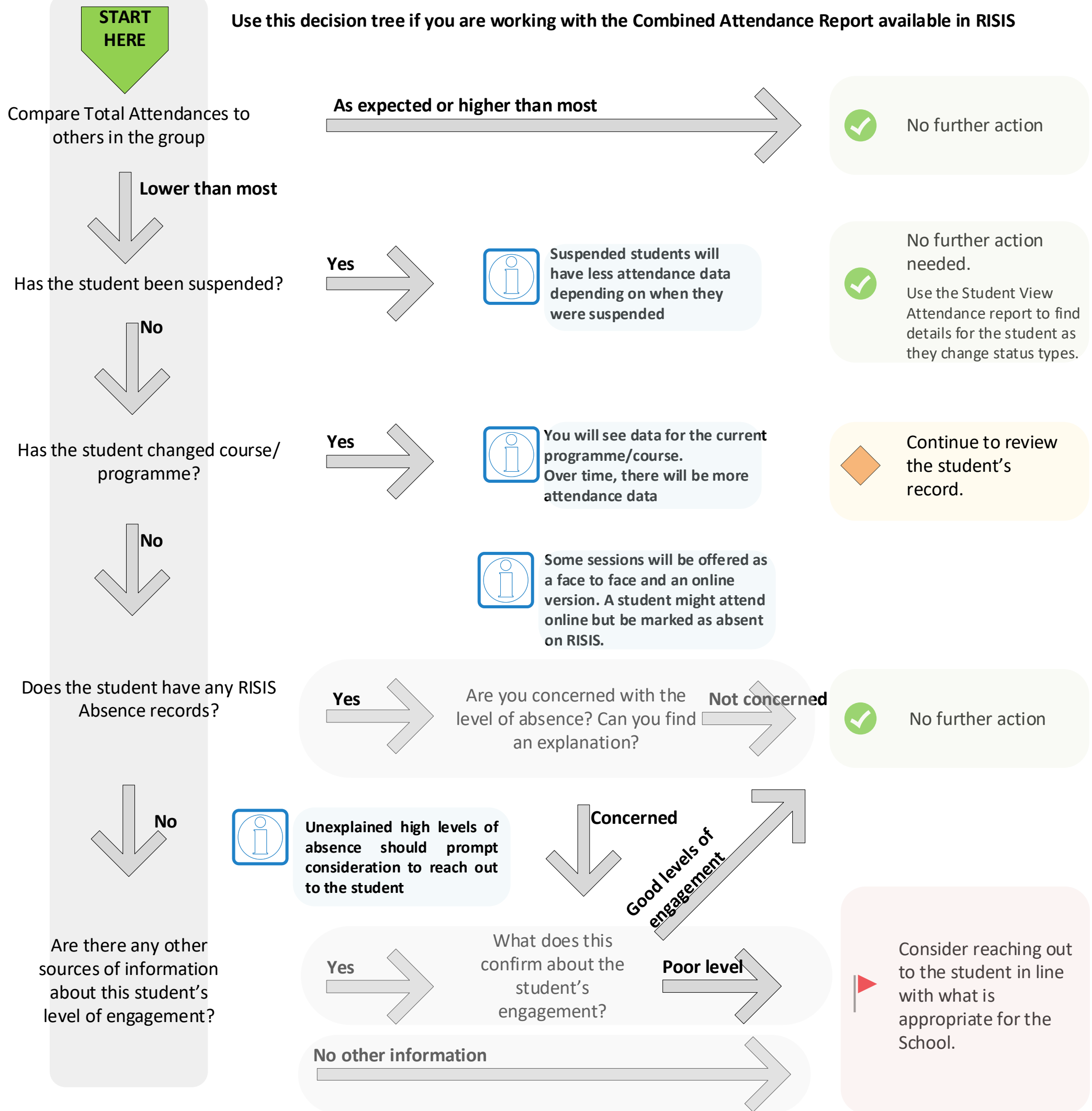


**Combined Attendance Report by Student Or With drilldown**

**Any concerns identified on the Combined Attendance Report must be validated against other available sources of information before formal academic engagement action is taken.**

# Deciding if the student requires follow up support based on attendance

Use this decision tree if you are working with the Combined Attendance Report available in RISIS



## Notes about using the Attendance data

- Blackboard Collaborate sessions are picked up automatically. RISIS data is manually entered and should cover face to face sessions, as well as those taught using MS Teams. If Blackboard online sessions are being entered into RISIS, there is a risk of doublecounting – please raise with your School/Programme Administrator team to clarify what has been agreed.
- Be cautious in the way you use Absence data in RISIS during the academic year 2020/21. If a student is absent from a RISIS session, they might have attended online instead. Consider if the student is learning on campus or at a distance. Even where the student is on campus, they might be self-isolating and temporarily attending sessions remotely.
- This report is not linked to timetabling information. **You will need to use your own knowledge of what level of attendance you would expect to see for the course and for time period you are working with.**
- The information in the Attendance Report is an indicator of engagement. There are other sources of information about the student which should be used to create a fuller view of their attendance and engagement before taking any further action.