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_lgn

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

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

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	Absences submitted from date
	Footnotes
	[Top of Page] 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.

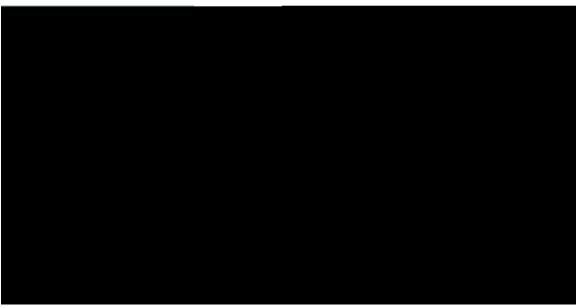
Click on the button to run the report.

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.

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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.



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'.

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Type in the Student ID (matriculation) number.

Click the 'Run Report' button to generate a list of the student's absences.

Business Improvements/NAR

Note

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



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