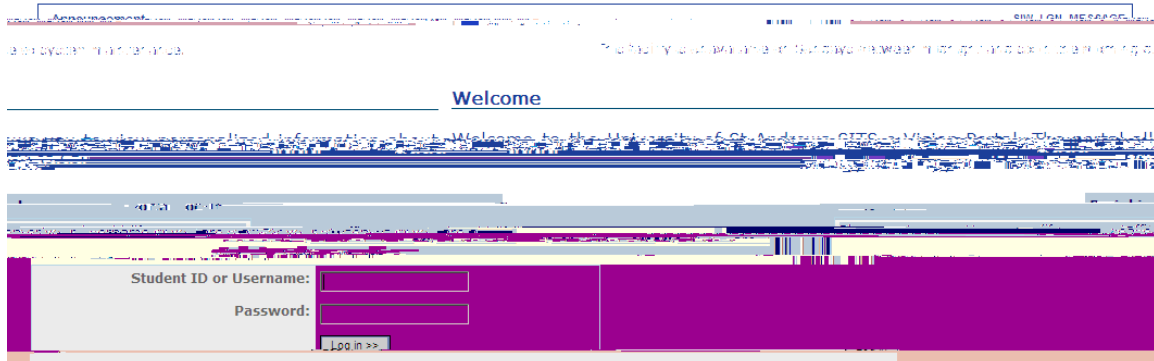


Student self-certificate of absence – School reports

Log into eVision using your normal email username and password at

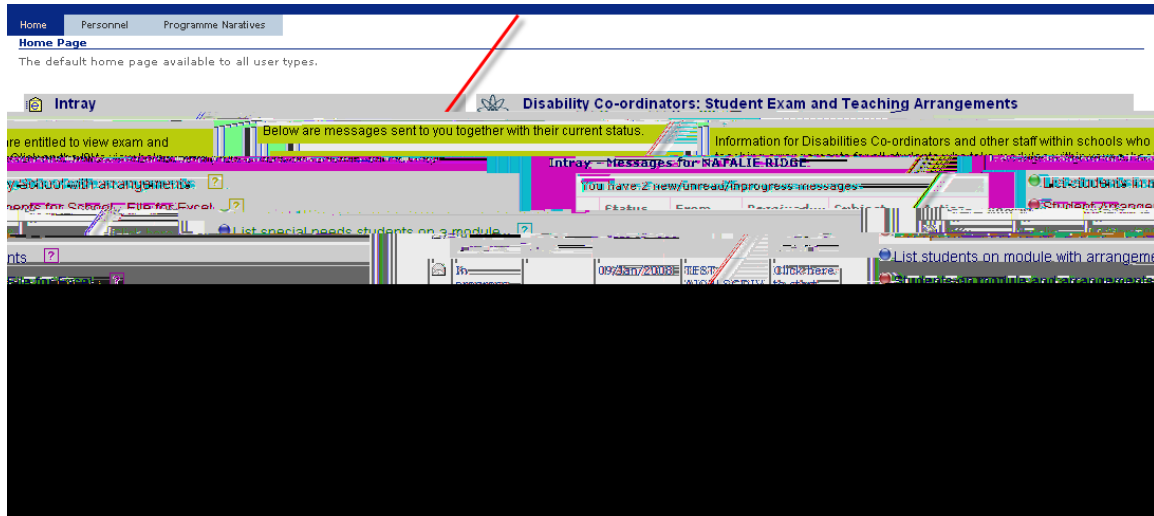
https://e-vision.st-andrews.ac.uk/urd/sits.urd/run/siw_ign

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



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’



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

Home Personnel Programme Narratives

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 Narratives

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 search facility to search for absences by student name.

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

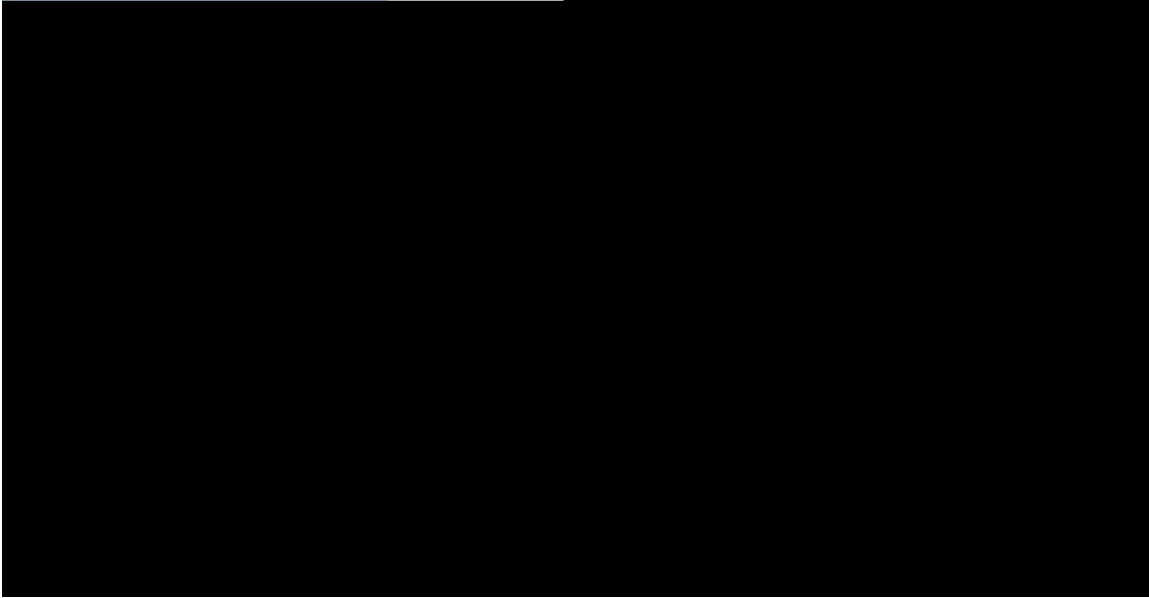
Record Bar

Showing page 1 of 1 of 100 records per page

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



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?			
<input type="text"/>			

Type in the Student ID (matriculation) number.

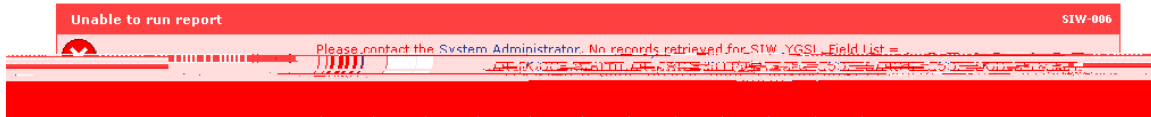
Click the 'Run Report' button to generate a list of the student's absences.

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