

Combined Attendance Reporting

User Guide & FAQs



Student Services: Student Attendance & Engagement

Contents

Contents	2
1. What is Combined Attendance Reporting?	2
2. What attendance & absence information is included?	3
3. How can the report be accessed?	4
4. What are the key features of the reports?	4
5. How can the report be used?	6
6. Decision Tree	7

1. 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. It has been developed as part of work delivered through the Attendance & Engagement project within Student Services. It is one of a suite of reports that can be used together to build a picture of a student's attendance & engagement to trigger appropriate interventions.

What reports are available?

There are 3 reports that have been developed:

	Report Name	Filter by	Available to
1	Combined attendance report with drilldown	School / Dept / Course / Part	Support Centre Teams Henley, ISLI & UoRM Programme Teams Schools: DATs & DTLs
2	Combined attendance report for individual student	Student	As above + Academic Tutors
3	Combined attendance report with drilldown (VISA holders)	Tier 4/Student Route Students	International Student Advisory & Home Office Compliance Team

Please note that existing reports, such as [View module attendance](#), 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.

Student Services: Student Attendance & Engagement

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.

2. 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 ¹ & the duration ²	Absences
Method of joining a session	Students who joined via Blackboard Collaborate ³	Students who joined via a guest link or watch in a group
Session Types	Blackboard Courses (inc. Merged Courses) ⁴ Collaborate sessions that are 'scheduled' or via a 'course room'	Blackboard Organisations & Supplementary Courses

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

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

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

⁴If 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 report?

All Undergraduate and Post Graduate Taught students who are studying a programme based in either the Whiteknights or London Road campuses, or at the University of Reading Malaysia, and are enrolled on at least one module, are included in the reports. Visiting students are also included in the reports for the period of time they are studying with the University.

The [Combined attendance report with drilldown](#) shows 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.

Student Services: Student Attendance & Engagement

3. How can the report be accessed?

The reports are accessed through RISIS. Go to 'Working with Modules' and then select 'Attendance and Engagement'.

The Combined attendance report for individual student is also available to Academic Tutors via 'My Students'.

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) or Henley/ISLI/UoRM Programme Administrator.

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 necessary to support the relevant student(s).

4. What are the key features of the reports?

Combined attendance report with drill down

Report Data

RISIS				Blackboard		Total
RISIS entries	Att.	Exc.	Abs.	Att.	Duration (h:m)	Attended
19	11	-	8	13	11:17	24
25	20	-	5	5	3:59	25
17	14	-	3	9	5:26	23

The report data shows, for the selected time frame:

- **RISIS entries:** The total number of entries on RISIS for a student, of either attendances or absences.
- **RISIS attendances (Att.):** The number of attendances entered on RISIS for the student.
- **RISIS excused absences (Exc.):** The number of excused absences entered on RISIS for the student.
- **RISIS absences (Abs.):** The number of absences entered on RISIS for the student.

RISIS entries = attendances + excused absences + absences

- **Blackboard attendances (Att.):*** The number of attendances captured for Blackboard Collaborate sessions for the student, within the time frame selected.
- **Blackboard duration (Duration (h:m))*:** The total time the student was in the Collaborate sessions shown in the attendances column. This is displayed in hours and minutes.

**Please note that these columns will only be displayed if there is data for one or more students in the selected cohort & time frame.*

Total attended = RISIS attendances + BB Collaborate attendances

Student Services: Student Attendance & Engagement

The report data also shows, for the selected academic year:

- **Total Submissions*** of assignments in the academic year to date.
*For more detail, clicking on the total submissions for an individual student will take you to the relevant Coursework Submissions report.

Student Code	Surname	Preferred Name	Status	Attendance Overview	RISIS			Blackboard		Total		
					RISIS entries	Att.	Exc.	Abs.	Att.	Duration (h:m)	Attended	2024/2 Submissions
.XXXXXXXXX/1	Surname	Name	C		18	17	-	1			17	4
.XXXXXXXXX/1	Surname	Name	C		16	3	-	13			3	1
.XXXXXXXXX/1	Surname	Name	C		18	18	-	-			18	4
.XXXXXXXXX/1	Surname	Name	C		18	15	-	3			15	4
.XXXXXXXXX/1	Surname	Name	C		18	11	-	7			11	3
.XXXXXXXXX/1	Surname	Name	C		14	9	-	5			9	3
.XXXXXXXXX/1	Surname	Name	C		18	18	-	-			18	4





Annotations: "Attendances in the selected time period" points to the Attendance Overview column. "Year to date submissions" points to the 2024/2 Submissions column. "Link to combined attendance report for individual student" points to the Student Code column. "Link to coursework submissions report" points to the 2024/2 Submissions column.

Other Features

- **Drill Down:** If you want to look in more detail at the attendance data for an individual student, you can use the hyperlink on the relevant student code. This will take you to the [Combined attendance report for individual student](#).
- **Export to Excel:** Data can also be exported to Excel using the icon at the top of the report.
The exported file may appear in your Downloads folder. If you want to save the file, you will need to provide an appropriate name and secure storage location. Please avoid using file names that contain personal information. This file must then be deleted from your Downloads folder as soon as possible. If you need to share data with other colleagues, please consider the best way of doing this, ideally avoiding using email attachments and creating duplicate copies.

Combined attendance report for individual student

Report Data

- **Breakdown by Module:** On this report, you can see a breakdown by module of any attendance data that is available for the student, within the time frame selected. Use the expand option against the module code.
- **Breakdown by Week:** You can also see a breakdown by week of any attendance data that is available for the student, within the time frame selected. Use the 'Show/Hide Weeks' expand option. If you have chosen to show the colour on detail rows, then:
 - Online attendances (BB Collaborate) will show in blue 
 - Attendances entered in RISIS will show in green 
 - Excused absences entered in RISIS will show in yellow 
 - Absences entered in RISIS will show in red 

Student Services: Student Attendance & Engagement

5. How can the report be used?

If you are a Student Support Co-ordinator (SSC) or Henley/ISLI/UoRM 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/ISLI/UoRM Programme 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)* as needed throughout the academic year for students holding a Tier 4/Student Route visa to help as an indicator of engagement.
- 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 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.

Student Services: Student Attendance & 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').

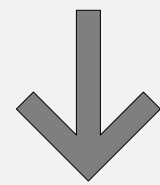
6. Decision Tree

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

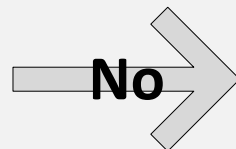
1. **Decision Tree 1:** Helps you identify which is the most suitable report to use
2. **Decision Tree 2:** Helps with how to determine whether the data indicates that the student may need further investigation / intervention of support

Which Combined Attendance report should I use?

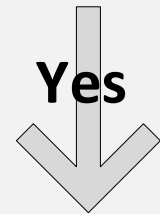
I would like to review attendance for a group of students



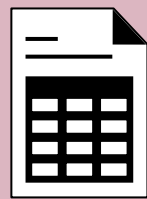
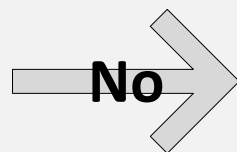
I am carrying out an Attendance review for a School/Department



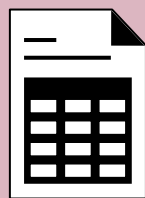
Yes



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

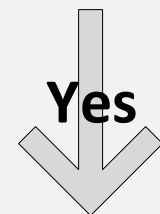


Combined Attendance Report With drilldown



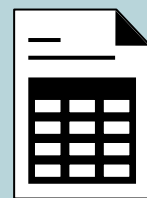
I am an SDTL/DDTL/SDAT/DDAT

Combined Attendance Report With drilldown



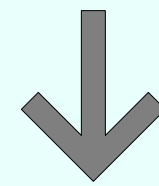
Yes

I work for the International Student Advisory team

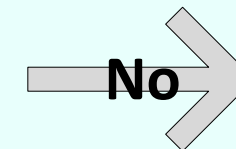


Combined Attendance Report (VISA)

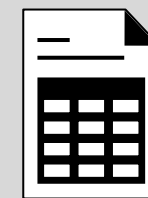
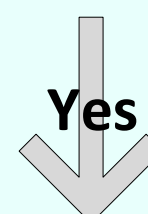
I am looking for information about compliance with Visa Sponsorship conditions



I am an Academic Tutor

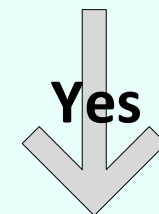


Yes



Combined Attendance Report by Student

I also have access to the other Combined Attendance Reports



Yes

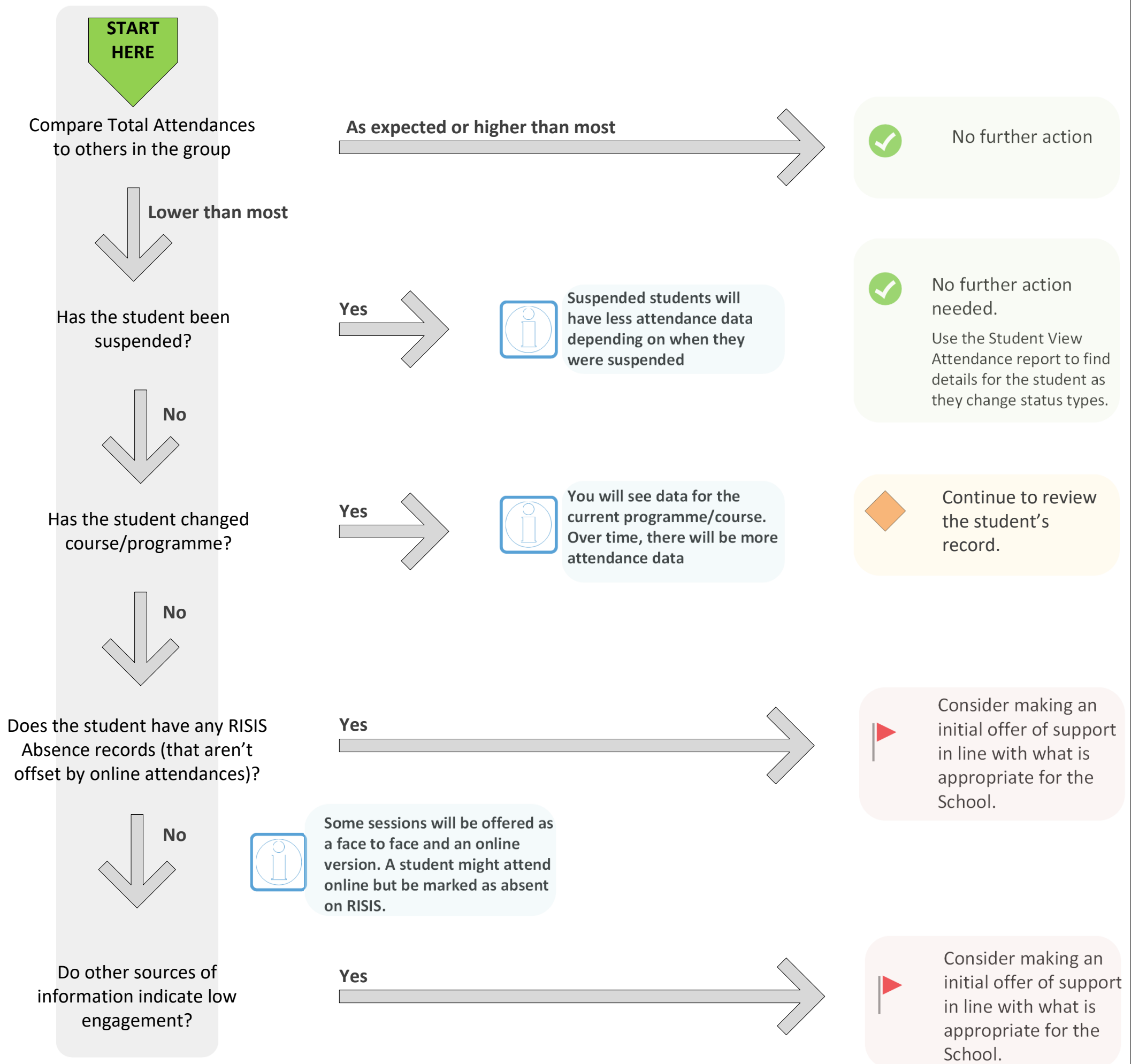


Combined Attendance Report by Student Or With drilldown

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

1. Blackboard Collaborate sessions are picked up automatically. RISIS data is manually entered and may cover both face to face sessions, as well as those taught using MS Teams. If Blackboard online sessions have been entered into RISIS, there is a risk of double counting – please check with your School / Programme team to clarify what has been agreed.
2. Continue to be cautious in the way you use Absence data in RISIS during the academic year 2021/22. If a student is absent from a RISIS session, they might have attended online instead.
3. 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.
4. The information in the Combined 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.