GROUP AND REGISTER UPLOAD TO EUCLID

(Modern View)

Instructions for generating Group and Register files from Timetabling student allocation data

To record attendance online, it is required to first upload groups and registers to EUCLID. It is possible to generate these files via BI Suite Reporting tool (SAP BusinessObjects) if the student allocation to groups is executed through the Timetabling systems.

Groups are the individual teaching activities for which an attendance register is required. These must be uploaded first.

Registers are the lists of students attending a given group and should be uploaded after the group file.

Creating Groups file

1. Find the report on BI Suite. See tab Folder, then on the left side dashboard select Private Folders >> Officially Dev & Maintained >> Student >> Engagement Monitoring >> **Course Group Upload File**

Public Folders / SASG : Student Systems / Officially Dev & Maintained / Student / Engagement Monitoring /

	Title	≜	Type
☐	Archive 2015-6		Folder
☐	Course group upload file		Web Intelligence
☐	Course Tutor Report		Web Intelligence
☐	Current Non-EU/EEA Students by School and Programme		Web Intelligence
☐	Group Register Check		Web Intelligence
☐	Group Register check (All)		Web Intelligence
☐	Personal Tutor / Supervisor Engagement Report		Web Intelligence
☐	Register upload file - course events (all)		Web Intelligence
☐	Register upload file - course events (ungrouped)		Web Intelligence
☐	Register upload file - parent course and child events		Web Intelligence

> ▸ 🗒 My Folders
> ▾ 🗒 Public Folders
>   ▾ 🗒 SASG : Student Systems
>   ▸ 🗒 For Publication
>   ▸ 🗒 Internal
>   ▸ 🗒 Locally Developed and Maintained
>   ▾ 🗒 Officially Dev & Maintained
>   ▸ 🗒 Other
>   ▾ 🗒 Student
>   ▸ 🗒 Archive
>   ▸ 🗒 Assessment and Progression Tools
>   ▸ 🗒 Athena SWAN
>   ▸ 🗒 Class List
>   ▸ 🗒 Course Reports
>   ▾ 🗒 Engagement Monitoring

2. Enter **the prompts** to find the activities that require a group file. Please note that prompts with the asterisk (*) are compulsory.

- You must enter (Parent) course code
- You must enter Y/N to specify if the course is jointly taught (i.e. Does this course have children?)
- You can narrow down the search by listing specific Activity Names (as they appear on Timetabling) and/or Activity Type (e.g. Tutorial, Laboratory)

> Prompts ⌄   🖫
>
> Search   🔍
>
> Activity Names   >
>
> * Parent Course   >
>
> Actvity Types   >
>
> * Does this course have children? Y/N   >
>
> Mandatory (2)   Run   Reset All   Cancel

3. The report will return data in the format needed for upload to EUCLID. The name field will be merged with the day and time for ease of use by the tutors.

NB: The group code generated should not be altered as it contains a link between the activity and the student on the register.

COURSE_CODE	GROUP_CODE	GROUP_NAME	TUTOR	PARENT_COURSE	PARENT_GROUP
ACCN08009	SPLS2514D0	Accountancy 2A Tutorial/12 Thursday 12:10			
ACCN08009	SPLS3ED3CA	Accountancy 2A Tutorial/11 Thursday 10:00			
ACCN08009	SPLS4DD704	Accountancy 2A Lecture Monday 9:00			
ACCN08009	SPLS4DD704	Accountancy 2A Lecture Thursday 9:00			
ACCN08009	SPLS4DD704	Accountancy 2A Lecture Tuesday 9:00			
ACCN08009	SPLSD56B67	Accountancy 2A Tutorial/02 Monday 12:10			
ACCN08009	SPLSD56B69	Accountancy 2A Tutorial/03 Monday 14:10			
ACCN08009	SPLSD56B6B	Accountancy 2A Tutorial/04 Monday 15:10			
ACCN08009	SPLSD56B6D	Accountancy 2A Tutorial/05 Monday 16:10			
ACCN08009	SPLSD56B71	Accountancy 2A Tutorial/07 Tuesday 12:10			
ACCN08009	SPLSD56B73	Accountancy 2A Tutorial/08 Tuesday 14:10			
ACCN08009	SPLSD56B75	Accountancy 2A Tutorial/09 Tuesday 15:10			
ACCN08009	SPLSD56B77	Accountancy 2A Tutorial/10 Tuesday 16:10			

4. Use the week filter to select only the **weeks for the relevant semester**. You may have to select a range of values. Click OK.
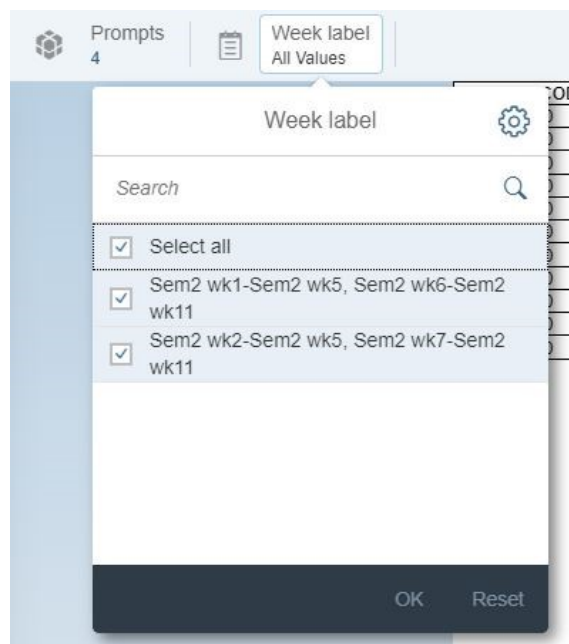
5. Click the three dots in the top ribbon and select Export >> Export to Excel.
   - Open this file.

6. If you are not using Timetabling Staff allocation service, **tutor** UUN information must be manually added. If more than one tutor is responsible for this group, duplicate the group line and add another tutor.

7. The updated file is **ready for upload** to EUCLID. Save it in the CSV format.

8. Instructions on how to upload the Group file to EUCLID can be found on the Student Systems website:
   http://www.studentsystems.is.ed.ac.uk/staff/user_guides/student_engagement/index.htm

9. Any error messages related to tutor UUNs are likely to mean that the staff member does not have Euclid access. Send an email to Student Systems to request this (student.systems@ed.ac.uk). Note that this may take several days to be effected.

Uploading Registers

1. Before beginning this process you should confirm with TTU that all sub-group allocations have been completed in Enterprise for all of the relevant semester's activities for the course.

2. Find the report on BI Suite. See tab Folder, then on the left side dashboard select Private Folders >> Officially Dev & Maintained >> Student >> Engagement Monitoring >> **Register upload file – course events (all)**

Public Folders / SASG : Student Systems / Officially Dev & Maintained / Student / Engagement Monitoring /

	Title	≜	Type
☐	📑 Archive 2015-6		Folder
☐	Course group upload file		Web Intelligence
☐	Course Tutor Report		Web Intelligence
☐	Current Non-EU/EEA Students by School and Programme		Web Intelligence
☐	Group Register Check		Web Intelligence
☐	Group Register check (All)		Web Intelligence
☐	Personal Tutor / Supervisor Engagement Report		Web Intelligence
☐	Register upload file - course events (all)		Web Intelligence
☐	Register upload file - course events (ungrouped)		Web Intelligence
☐	Register upload file - parent course and child events		Web Intelligence

3. Enter **the prompts** to generate the register. Please note that prompts with the asterisk (*) are compulsory.
   - You must enter Timetabling Course Code (it includes the course instance, e.g. TUUN11111_SV1_SEM1)
   - You must enter Course School
   - You must enter EUCLID Course Code (without instance)
   - You must enter Programme Status Description, e.g. 'Fully Matriculated'
   - You can narrow down your search with additional prompts:
     - Activity type (e.g. tutorial, laboratory, etc.)
     - Activity Names (as they appear on Timetabling)
     - Earliest week in range, e.g. Week 3 (start week)
     - Latest week in range, e.g. Week 11 (end week)
     - Course Level (PG or UG)

4. The **report** returns all students and their associated group codes in the correct format for upload.

COURSE_CODE	GROUP_CODE	UUN	Week label
ACCN08009	SPLS2514D0	S1421140	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS2514D0	S1424757	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS2514D0	S1433213	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS2514D0	S1525038	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS2514D0	S1525943	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS2514D0	S1529013	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS2514D0	S1529611	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS2514D0	S1539764	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS2514D0	S1539857	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS2514D0	S1541582	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS2514D0	S1557823	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS2514D0	S1581338	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS3ED3CA	S1334249	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS3ED3CA	S1417094	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS3ED3CA	S1420016	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS3ED3CA	S1513890	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS3ED3CA	S1515322	Sem1 wk2-Sem1 wk10
ACCN08009	SPLS3ED3CA	S1519984	Sem1 wk2-Sem1 wk10

5. Click the three dots in the top ribbon and select Export >> Export to Excel.

- Open this file

6. Delete 'Week Label column' from the uploaded file. Save the updated file as a CSV file. It is now **ready for upload** to EUCLID.

7. Instructions on how to upload the Group file to EUCLID can be found on the Student Systems website:
http://www.studentsystems.is.ed.ac.uk/staff/user_guides/student_engagement/index.htm

NB: If you require a register for a jointly taught activity and are looking for guidance, please contact timetabling@ed.ac.uk.