Attendance Lists and Register Reports Guidance

The attendance sheet reports can be generated for courses which have their group allocation executed in the EventMap timetabling system. The reports can be useful for providing an off-EUCLID class list for attendance recording or provide group allocation information for staff members.

Using the Attendance Lists report, you can generate and export:

- Class attendance information (for students and staff if recorded)
- Register upload exports for EUCLID
- Group information exports for EUCLID

To access these reports, log-in to your Timetabler account through MyEd. Search for 'Timetables' and log-in as required below.

Timetables ☆

Timetabler

- To login to Timetabler, enter your username in the format uun@ed.ac.uk, e.g jbloggs@ed.ac.uk or s1234567@ed.ac.uk. Then select your Microsoft account uun@ed.ac.uk on the Microsoft O365 login page.
- Please contact timetabling@ed.ac.uk for all support queries.
- Timetabler Guidance videos
- If your login is unsuccessful, and you are asked to login via your external provider, please amend the URL so it only shows https://timetabler.is.ed.ac.uk/ - you should then be able to successfully login, again using your: uun@ed.ac.uk.

➡ Timetabler

Then, use the top tool bar of the Timetabling Tool to navigate to '**Scheduling**' and then '**Attendance Lists**'.
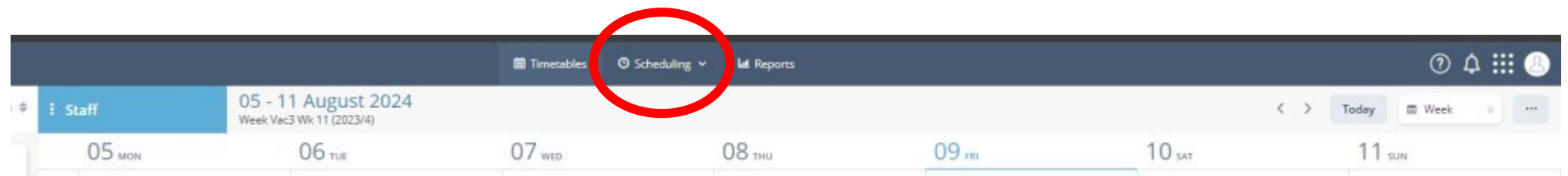
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The attendance list report can filter through students' classes over date, department, course, group, and event

Search in these drop-down columns to filter the information by Course, Group and Event:
- If searching for a 'Group', searching by the course name and Type of event can return sub-group activities for registers, eg, "Accountancy 1A – Tutorial".
- **Do Not** Filter by Department

Click here to open a calendar, to filter by date

Attendance Lists

Viewing all Event dates

Departments

Business School s21

Courses

No Courses selected

Groups

No Groups selected

Events

No Events selected

Other Exports | Export | Generate

This button opens a drop-down list to select the information, and order, that you want to display. Tick and drag boxes to select what you need.

This button will allow you to export your class list as a **EUCLID Group or Register upload**

Exports your report as an excel document

✔ Programmes Id
✔ Programmes Description
✔ Courses Id
✔ Courses Description
✔ Event Id
✔ Event Description
✔ Event Type
✔ Day
✔ Date
✔ Start Time
✔ End Time

Generates a report with the settings selected

Export
Choose the export type

Groups | Registers

The current courses filter will be applied to the export

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If Exported as a standard Excel **Attendance List**, your excel report will have all the columns which you have selected on the page. **Note**: there is a line per student, per week of the teaching event.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Course Id	Course Description	Module Id	Module Description	Event Id	Event Description	Event Type	Day	Date	Start Time	End Time	Group Id	Group Description
2	UTMAHACCBU1F_YR2_2024/5	Accounting and Business MA (Hons) (Year 2)	ACCN08009_SV1_SEM1_2024/5	Accountancy 2A	E:81A6HRQKBX	Accountancy 2A - Lecture	Lecture	Wednesday	25/09/2024	09:00	09:50	G:3P7FWKBTES	Accountancy 2A - Lecture
3	UTACCFIMAH_YR2_2024/5	Accounting and Finance (MA Hons) (Year 2)	ACCN08009_SV1_SEM1_2024/5	Accountancy 2A	E:81A6HRQKBX	Accountancy 2A - Lecture	Lecture	Wednesday	25/09/2024	09:00	09:50	G:3P7FWKBTES	Accountancy 2A - Lecture
4	UTACCFIMAH_YR2_2024/5	Accounting and Finance (MA Hons) (Year 2)	ACCN08009_SV1_SEM1_2024/5	Accountancy 2A	E:81A6HRQKBX	Accountancy 2A - Lecture	Lecture	Wednesday	25/09/2024	09:00	09:50	G:3P7FWKBTES	Accountancy 2A - Lecture
5	UTACCFIMAH_YR2_2024/5	Accounting and Finance (MA Hons) (Year 2)	ACCN08009_SV1_SEM1_2024/5	Accountancy 2A	E:81A6HRQKBX	Accountancy 2A - Lecture	Lecture	Wednesday	25/09/2024	09:00	09:50	G:3P7FWKBTES	Accountancy 2A - Lecture
6	UTACCFIMAH_YR2_2024/5	Accounting and Finance (MA Hons) (Year 2)	ACCN08009_SV1_SEM1_2024/5	Accountancy 2A	E:81A6HRQKBX	Accountancy 2A - Lecture	Lecture	Wednesday	25/09/2024	09:00	09:50	G:3P7FWKBTES	Accountancy 2A - Lecture
7	UTACCFIMAH_YR2_2024/5	Accounting and Finance (MA Hons) (Year 2)	ACCN08009_SV1_SEM1_2024/5	Accountancy 2A	E:81A6HRQKBX	Accountancy 2A - Lecture	Lecture	Wednesday	25/09/2024	09:00	09:50	G:3P7FWKBTES	Accountancy 2A - Lecture
8	UTACCFIMAH_YR2_2024/5	Accounting and Finance (MA Hons) (Year 2)	ACCN08009_SV1_SEM1_2024/5	Accountancy 2A	E:81A6HRQKBX	Accountancy 2A - Lecture	Lecture	Wednesday	25/09/2024	09:00	09:50	G:3P7FWKBTES	Accountancy 2A - Lecture

If Exported as a **Register List,** your excel report will show the course code, group number and UUN, and list of assigned weeks to upload:

	A	B	C	D
1	COURSE_CODE	GROUP_CODE	UUN	Week label
2	ACCN08009	14738	▇▇▇▇	(2024/5) S1 Wk 2 , (2024/5) S1 Wk 3 , (2024/5) S1 Wk 4 , (2024/5) S1 Wk 5, (2024/5) S1 Wk 7, (2024/5) S1 Wk 8, (2024/5) S1 Wk 9 , (2024/5) S1 Wk 10, (2024/5) S1 Wk 11, (2024/5) S1 Wk 1
3	ACCN08009	14738	▇▇▇▇	(2024/5) S1 Wk 2 , (2024/5) S1 Wk 3 , (2024/5) S1 Wk 4 , (2024/5) S1 Wk 5, (2024/5) S1 Wk 7, (2024/5) S1 Wk 8, (2024/5) S1 Wk 9 , (2024/5) S1 Wk 10, (2024/5) S1 Wk 11, (2024/5) S1 Wk 1
4	ACCN08009	14738	▇▇▇▇	(2024/5) S1 Wk 2 , (2024/5) S1 Wk 3 , (2024/5) S1 Wk 4 , (2024/5) S1 Wk 5, (2024/5) S1 Wk 7, (2024/5) S1 Wk 8, (2024/5) S1 Wk 9 , (2024/5) S1 Wk 10, (2024/5) S1 Wk 11, (2024/5) S1 Wk 1
5	ACCN08009	14738	▇▇▇▇	(2024/5) S1 Wk 2 , (2024/5) S1 Wk 3 , (2024/5) S1 Wk 4 , (2024/5) S1 Wk 5, (2024/5) S1 Wk 7, (2024/5) S1 Wk 8, (2024/5) S1 Wk 9 , (2024/5) S1 Wk 10, (2024/5) S1 Wk 11, (2024/5) S1 Wk 1
6	ACCN08009	14738	▇▇▇▇	(2024/5) S1 Wk 2 , (2024/5) S1 Wk 3 , (2024/5) S1 Wk 4 , (2024/5) S1 Wk 5, (2024/5) S1 Wk 7, (2024/5) S1 Wk 8, (2024/5) S1 Wk 9 , (2024/5) S1 Wk 10, (2024/5) S1 Wk 11, (2024/5) S1 Wk 1
7	ACCN08009	14738	▇▇▇▇	(2024/5) S1 Wk 2 , (2024/5) S1 Wk 3 , (2024/5) S1 Wk 4 , (2024/5) S1 Wk 5, (2024/5) S1 Wk 7, (2024/5) S1 Wk 8, (2024/5) S1 Wk 9 , (2024/5) S1 Wk 10, (2024/5) S1 Wk 11, (2024/5) S1 Wk 1

If Exported as a **Group List,** your excel report will show the course code, the group code, the event name and time, and the tutor (if this is recorded in Timetabler):

A	B	C	D
COURSE_CODE	GROUP_CODE	GROUP_NAME	TUTOR
ACCN08009	13876	Accountancy 2A - Tutorial/01 Monday 14:10	fhay1
ACCN08009	13877	Accountancy 2A - Tutorial/02 Monday 15:10	fhay1
ACCN08009	13878	Accountancy 2A - Tutorial/03 Monday 16:10	fhay1
ACCN08009	13879	Accountancy 2A - Tutorial/04 Monday 17:10	fhay1
ACCN08009	13880	Accountancy 2A - Tutorial/05 Thursday 09:00	fhay1
ACCN08009	13881	Accountancy 2A - Tutorial/06 Thursday 10:00	fhay1
ACCN08009	13882	Accountancy 2A - Tutorial/07 Thursday 11:10	fhay1
ACCN08009	13883	Accountancy 2A - Tutorial/08 Thursday 12:10	fhay1
ACCN08009	14738	Accountancy 2A - Lecture Monday 11:10	fhay1
ACCN08009	14739	Accountancy 2A - Lecture Friday 10:00	fhay1
ACCN08009	14740	Accountancy 2A - Lecture Wednesday 09:00	fhay1

EUCLID Upload Guidance:

Register List Upload file:

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

2. Instructions on how to upload the Group file to EUCLID can be found on the Student Systems website: Course Registers | Student Administration (ed.ac.uk)

Group List Upload file:

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

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

3. Instructions on how to upload the Group file to EUCLID can be found on the Student Systems website: Course Groups | Student Administration (ed.ac.uk)

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.

If you have any further questions on the contents of these reports or how to use them, please get in touch with timetabling@ed.ac.uk or studentanalytics@ed.ac.uk

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