

Quick guide

Using attendance exports and imports

When and why?

From academic year 2018/19, part-time students will have 3 attendance confirmations in line with the full-time process. Students will populate the **Attendance Worklist** on the first day of each of their 3 terms, unless they have withdrawn, suspended or transferred out. You need to confirm their attendance at these three separate liability periods in the academic Year. You should confirm attendance when the student has started attending the course and is liable for fees – a minimum two-week period of attendance is required for PT and PGNI students in term one.

You are only entitled to receive the full Tuition Fee Loan or Tuition Fee Grant (Welsh) if the student is confirmed as attending at each of these liability periods.

You are able to export and import attendance confirmations between your organisation's internal systems and the Student Information Service (SIS) via a bulk file. You can export the **Attendance Worklist** from SIS into your systems, add the attendance confirmation as necessary, and import the updated file back into SIS to confirm attendance in bulk.

All students receiving tuition fee loan funding will require attendance confirmation.

Access

You must hold Attendance Administrator access to the HE Gateway to confirm attendance. If you need this to be added to your account you should contact the User Administrator at your university or college.

Attendance Worklist Export

You can export your attendance filter worklist results directly (without viewing the results on screen) by selecting the **Filter & Export Results** button. The following screen is then displayed:

You will only be able to export the results in the **Summary Student Information** format; this will be selected by default. The filename will be defaulted to **Attendance Confirmation Report**, you can change this by overtyping the filename if you need to. The maximum number of records that can be exported is 50,000. If the filter returned contains more than that, an error message will be shown on the screen when you select the **Export** option.

When you export the results, the filter criteria are still shown on screen, but will be in read-only format. You can cancel the export by selecting the **Cancel** button.

The exported file is in the same format as the ACR file which was used in the previous attendance confirmation process. If you do not want the final column of the file export to contain saved attendance codes you should use the status filter – set the attendance status filter to show the **Attendance Unconfirmed** students only.

Once you have exported the Attendance Confirmation Report, you should add the relevant attendance codes before importing the file back into SIS.

Import Attendance Confirmations

The **Import Attendance Confirmation** option lets you import attendance confirmations from your organisation's internal systems into the SIS in bulk, using the **Attendance Confirmation Report** file format.

Your file can contain a combination of both full-time and part-time students.

To import an attendance confirmation file, select **Import Attendance Confirmations** from the **Attendance Home** tab of SIS. This will take you to the following screen.

Import Attendance Confirmations

Academic Year: 17-18 ▾

Please specify a file (.out or .txt): Choose File No file chosen

YOU MUST ENSURE THAT THE ATTENDANCE CODES YOU SUBMIT ARE ACCURATE AND FOR THE CORRECT ACADEMIC YEAR. PLEASE NOTE THAT THE ATTENDANCE CODE IMPORTED WILL APPLY TO THE EARLIEST OUTSTANDING PERIOD.

Import and Save Import and Submit

This image above shows the import attendance screen.

We expect you will generally be importing an Attendance Confirmation File that you have previously exported from SIS using the **Attendance Worklist Export**. However, you can also create a file from scratch to import.

To import an Attendance Confirmation File you will need to:

- select the single academic year that the file contents relate to
- select the **Browse** button and navigate to the file
- select either the **Import & Save** or **Import & Submit** button to import all records in the file. Submitting the file will trigger the payment process

Once you have imported the file, real-time processing will only check the file type, the number of rows in the file and that the file has not already been imported into SIS. You will receive an on-screen message, which will either acknowledge successful receipt of the file or an error message saying that the file has failed validation. If the file passes the real-time validation steps, the system will perform a detailed format and business rule validation. All of this will be deferred and take place offline. The results of the detailed file validation will be available within 24 hours of importing the file into SIS.

If you enter an invalid file path into the text box and then click on one of the import buttons, no error will be displayed and you will be directed to the **Attendance Home** page.

The course code used in the Attendance Import File is populated with the UCAS course code if applicable. If the course is not a UCAS course then the SLC course code will be added instead. If the UCAS course code and the course name used are not unique then the system will not update the record and will return an error saying 'The course cannot be uniquely identified in SIS'. If this happens, you need to update the attendance code manually through the screens. Or you could opt to rename the course with a unique course name and then re-promote it.

File validations

When you import an attendance confirmation file, the real-time online validation will check the following:

- the file is of the expected type ('txt' or 'out')
- the number of records in the file does not exceed 50,000
- a file containing identical content has not already been imported

The file validation only looks at the file content and not the file name. An imported file that has the exact same content as a previously imported file but a different filename would not pass this stage of validation. If the file passes the real-time validations, SIS will store the basic file data and you will see the following message:

File received successfully for academic year 00/00

If any of the real-time validations fail then details of the file will not be saved in SIS and you will see one of the following messages:

- the file extension is not '.out' or '.txt'
- the number of records within the file exceeds 50,000
- the file content has already been imported into SIS

Format and business rule validations

Once an imported attendance confirmation file has passed real-time validation, the system will perform detailed format and business validation on the contents of the file. This is completed within 24 hours of importing the file.

The detailed format validation checks the following:

- the file contains all expected fields and they are in the correct order
- the file contains a minimum of one record
- the HEI code in the file header matches that of your organisation
- the number of records and totals of the **Tuition Fee Loan, Tuition Fee Grant** or **Tuition Fee Student to Pay** in the header are equal to the sum of all records for those fields. This checks that no rows have been deleted by accident

The business rule validation will check the following:

- the record can be matched to a unique HEI, course, course year, academic year and student in the Student Information Service
- an attendance confirmation is required for that record
- the attendance confirmation code is A, C, F, L, N, S, X, D or NULL
- The attendance confirmation has been provided against the most recent tuition fee data. So that the amount in the **Tuition Fee Loan, Tuition Fee Grant** and **Tuition Fee Student to Pay** fields in the Attendance Confirmation File match those in SIS. This validation is only relevant where the attendance code is not NULL

If a single record within a file fails format validation this will not cause the file to fail. It depends on the nature of the format failure and whether this is serious enough to fail only the record or the integrity of the whole file. If one or more records have any mandatory fields missing then only these records will fail. Validation checks that the contents of all fields across every record in the imported file match those in SIS. Only

the contents of the fields which are relevant to the attendance confirmation process will be verified such as tuition fee amounts, but not date of birth.

After validation

Once a file has been validated successfully the following happens:

For **Saved** records:

- the **Attendance Confirmation Code** field is updated with the attendance code you have added
- the **Attendance Confirmation Status Type** is updated to **Attendance Confirmation Saved**

For **Submitted** records:

- the **Attendance Confirmation Code** field is updated with the attendance code you have added
- the **Attendance Confirmation Status Type** is updated to either **Attendance Confirmed** (if you have submitted a fee-paying attendance code) or **Awaiting Reassessment** (if you have submitted a non-fee paying attendance code)
- SIS then notifies all of our relevant internal systems of the submitted attendance confirmations, which will follow processes to ensure payments are made (where you have submitted a fee-paying attendance code)

Monitor upload submissions

Once you have imported a file you will be able to view its status in SIS. The detailed results will be available to view within 24 hours.

You can use the following filters to choose the files that you want to view:

- **Academic Year**
- **Last Updated From** and **Last Updated To**
- Import type (**Saved** or **Submitted**)
- File import status (**Processing**, **Failed** or **Successful**)

When you click the **Filter** button, you will see the submitted files that match the filter criteria. You will see the filename and the date the file was submitted, the academic year, import type and file import status. The filename is a hyperlink to the **Attendance Confirmation Import Results** page (shown below).

If the file is still processing, the filename link will not be available as you can only view the detailed results once all processing has been completed.

The screenshot shows the 'Attendance Import Results Filter' interface. At the top, there are filter fields: HEI Code (empty), Academic Year (09-10), Date From (17/06/2010), Date To (18/06/2010), Import Type (Submitted), and File Import Status (Successful). Below the filters is a table with the following data:

HEI Code	Filename	Date File Imported	Academic Year	Import Type	File Import Status
	POLC HEI Mismatch.out	17/06/2010	2009	Submitted	Successful
	Attendance Code A.out	17/06/2010	2009	Submitted	Successful
	Attendance Code C.out	17/06/2010	2009	Submitted	Successful
	Attendance Code L.out	17/06/2010	2009	Submitted	Successful
	Attendance Code F.out	17/06/2010	2009	Submitted	Successful
	Attendance Code N.out	17/06/2010	2009	Submitted	Successful
	Attendance Code S.out	17/06/2010	2009	Submitted	Successful
	Attendance Code X.out	17/06/2010	2009	Submitted	Successful
	Attendance Code _.out	17/06/2010	2009	Submitted	Successful
	Submitted Successfully.out	17/06/2010	2009	Submitted	Successful
	Submit Attendance Code F.out	17/06/2010	2009	Submitted	Successful
	Submit Attendance Code N.out	17/06/2010	2009	Submitted	Successful
	Submit Attendance Code X.out	17/06/2010	2009	Submitted	Successful
	Most Recent.out	17/06/2010	2009	Submitted	Successful
	attendance code null.out	17/06/2010	2009	Submitted	Successful

Below the table, it indicates '28 records found' and 'Displaying page 1 of 2'. There are navigation buttons for page 1 and 2, and arrows for next and previous page.

This image shows the attendance file import page on SIS.

Attendance Confirmation Import Results

The **Attendance Confirmation Import Results** screen breaks down each imported file that has passed file validation. The filter criteria you entered on the previous page is displayed in read-only format in the top half of the screen.

The remainder of the screen is split between an **Overview** and **Import Error Details**.

Attendance Confirmation File Import Results

Filter Criteria Help

HEI Code:

Academic Year: Date From: Date To:

Import Type: File Import Status:

Failed Import File

THE CONTENT OF THE FILE WILL BE AVAILABLE FOR 30 DAYS BY CLICKING ON THE FILE NAME

File Name	Date File Imported	Available Until	Days Left	Import Type	File Import Status
Attendance 12.txt	16/07/2013	15/08/2013	10	Submitted	Failed

Overview

Total Records in File: 6
 Number Invalid Attendance Codes: 2
 Number Blank Attendance Codes: 0

Attendance Code	Number Successful	Number Failed (shown below)	Total
A	0	0	0
C	0	0	0
F	0	0	0
L	0	0	0
N	0	0	0
S	0	0	0
X	0	0	0

Import Error Details

Row Number ↑	SSN	Error Type	Error Details
2		File Format Error	The format of the file does not match that expected
3		File Format Error	The format of the file does not match that expected
4	SFDU13104003E	Business Rule Error	Invalid attendance code
5	SFDU13104000L	Business Rule Error	Invalid attendance code
6		File Format Error	The format of the file does not match that expected

5 records found
 Displaying page 1 of 1

The image above shows the **Attendance Confirmation Import Results** screen.

Overview

The overview breaks down the file by the total number of records within the file, the number of invalid attendance codes and the number of blank attendance codes submitted. A blank attendance code refers to blank, NULL or _. A breakdown of the number of each code is also provided.

Import error details

Each error in the file is detailed by

- the **Row Number** in the file where the error appears and the student's **SSN**, that was originally populated in the imported file. If the error relates to the header row or the structure of any other row where the SSN is unobtainable, the SSN will be left blank.
- the **Error Type** (**File Format Error** or **Business Rules Error**) and a brief explanation of the **Error Details**. You can export these error details by selecting the **Export Results** button so you can review and correct the errors before resubmitting the file.

The **Error Details** given will be one of the following:

File Format Errors

The format of the file does not match that expected for an Attendance Confirmation File

The file contains no records
The filename exceeds 100 characters

The HEI code in the file header does not match the HEI the user is logged in as

Either the number of records or the tuition fee loan, grant or student pays totals in the file header do not agree with the details in the file

Business Rule Errors

When an SSN cannot be matched –**This student cannot be matched in SIS**

When an attendance code is provided for a student who does not need their attendance confirmed –**Attendance Confirmation is not required for this student**

When an incorrect attendance code is submitted – Invalid Attendance Code

Where no course matching the course in the file can be found in the Courses Management Service – No course found in SIS

Where the course matching the course in the file cannot be identified uniquely in the Courses Management Service – The course cannot be uniquely identified in SIS, multiple courses found

Where the student's attendance has already been confirmed for this period – Confirmation has already been submitted for this student

*Where the student's application has not yet reached a status of **Approved** – Confirmation can't be provided at this time as the Application Status is not yet approved*

Where the student has not yet become available for attendance confirmation – Confirmation is not yet due for this Student. Please check the appropriate worklist for currently outstanding confirmations