

Personal Supervisor Guide: Check-In

For September 2024, there are new aspects of the Check In system. This document is a guide for Personal Supervisors and how these aspects impact you.

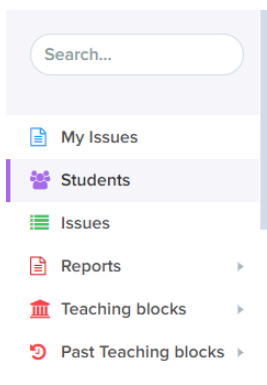
SITS integration

From September 2024, the following data from SITs has been integrated into the Check-In system. This data will enable users to utilise this information to assist with decision making regarding academic engagement, wellbeing and support.

- Disability flag indicating Yes/No
- SSP data (assessment linked) indicating Yes/No
- Absence - Self-cert date range: Each date period start/finish of approved self-certified absence for a student
- Year group/mode of study (Number format: 1, 2, 3, 4, etc)
- Full name of current assigned supervisor(s)
- Student Primary Department: A single home department for each student
- International/Home student
- College
- Campus Resident indicating Yes/No
- Main single Student Status
- Student course route: PG, UG
- UKVI (showing as Yes or No)
- Student phone number
- Full Time Abroad Study (FTOA) and any other FTO* statuses
- VLE Login data (last date and time the student logged in)

Supervisor Caseload

This will give Personal Supervisors the ability to see their student supervisees, with additional data in the Check-In system.

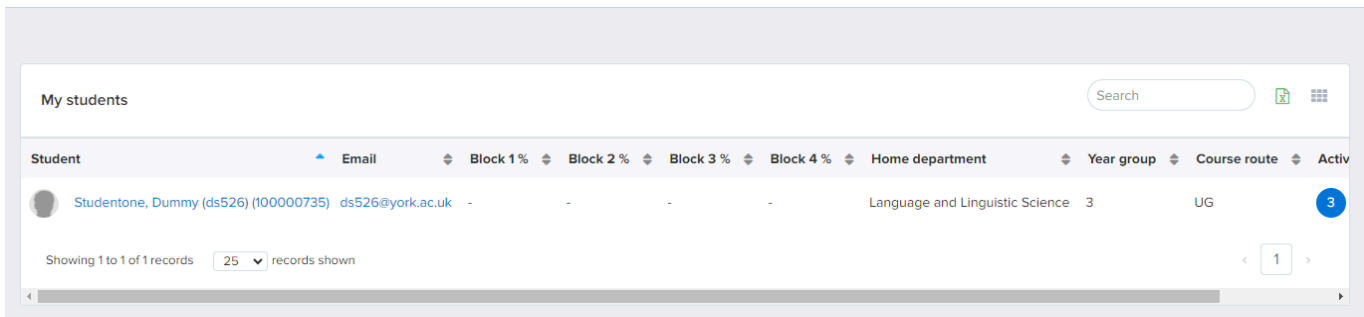


On the left of your screen on Check-In you will see options similar to the image on the left.

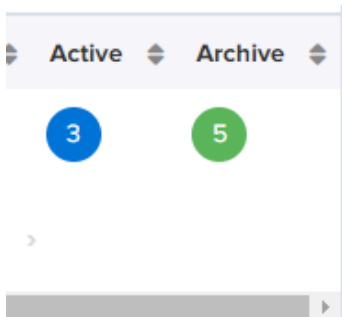
To access your caseload, click on the 'Students' tab (highlighted in grey) and you will then be presented with a list of your current student supervisees.

Your caseload will appear similar to the image below. Please note that some students/departments are still out of scope for Check-In, eg International Pathway College and HYMS.

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You will now be able to see the Block data percentages throughout the academic year. The data will start to appear as the academic year progresses. Note: a student will only appear on a block if their engagement is 49% or below for that teaching block.



Scrolling to the right, there are 'Active' and 'Archive' columns with a number underneath.


These will also update throughout the academic year and the number symbolises how many times a year the student has appeared on the blocks.



To find out more information about the student and their academic progress, click on their name highlighted in blue.

You will then be presented with two tabs named 'Information' and 'Issues'.

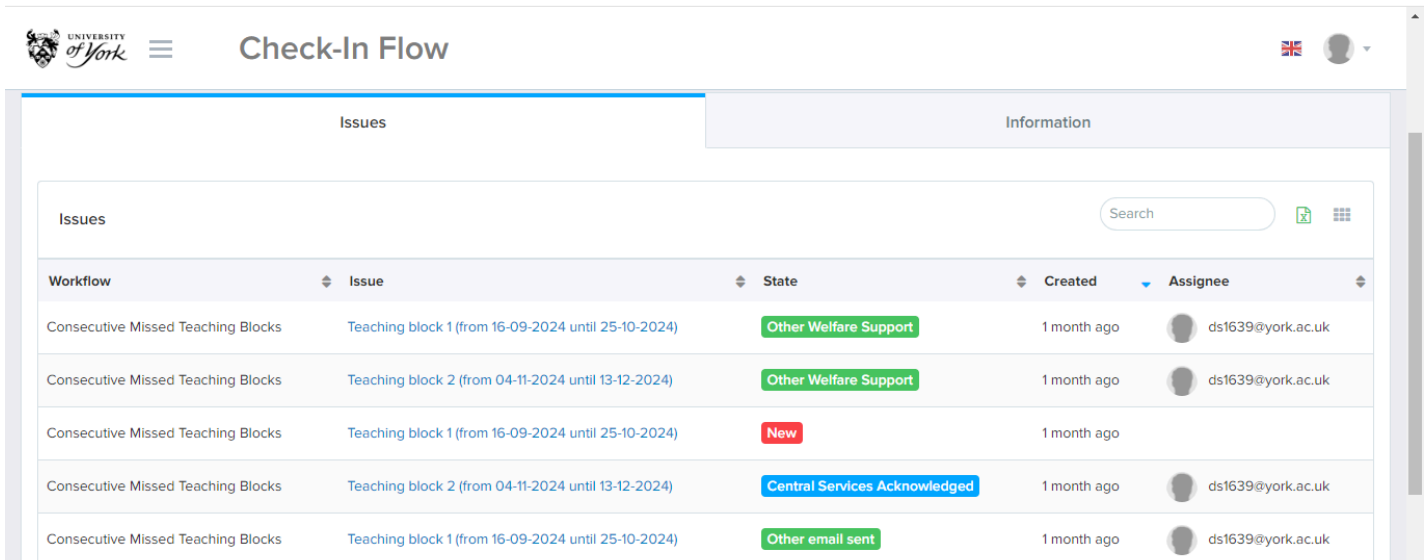
Information

StudentNumber	100000735
Username	ds526
Cohort Code	0053-Cohort
Course	0053-Cohort
Missed Weeks Count	9
Student Status	PSR
Year group	3
Course route	UG
Mode of study	in-york
Home department	Language and Linguistic Science
College	VANBRUGH
Campus resident	No
Student Support Plan	Yes
Disability	No
UKVI	No
International or Home student	Yes
Last VLE login date	
Phone number	07906432706
Supervisor	 ds1639@york.ac.uk

Information tab

The page will load directly to the 'Information' page and this is where you will be able to see the majority of the data referred to in the SITs integration above.

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The screenshot shows the 'Check-In Flow' interface with the 'Issues' tab selected. The table below represents the data shown in the interface.

Workflow	Issue	State	Created	Assignee
Consecutive Missed Teaching Blocks	Teaching block 1 (from 16-09-2024 until 25-10-2024)	Other Welfare Support	1 month ago	ds1639@york.ac.uk
Consecutive Missed Teaching Blocks	Teaching block 2 (from 04-11-2024 until 13-12-2024)	Other Welfare Support	1 month ago	ds1639@york.ac.uk
Consecutive Missed Teaching Blocks	Teaching block 1 (from 16-09-2024 until 25-10-2024)	New	1 month ago	
Consecutive Missed Teaching Blocks	Teaching block 2 (from 04-11-2024 until 13-12-2024)	Central Services Acknowledged	1 month ago	ds1639@york.ac.uk
Consecutive Missed Teaching Blocks	Teaching block 1 (from 16-09-2024 until 25-10-2024)	Other email sent	1 month ago	ds1639@york.ac.uk

Issues tab

This tab will show if a student appeared on a block and how the system has identified the student.

You can see which block of the academic year the student has been identified, including the date, status, the date the 'case' was created and the email address of who the case is allocated.

New/UKVI - the student has appeared as new on the block, meaning that they have been identified as not meeting the engagement criteria

Repeater/UKVI Repeater - the student is appearing on the block for a second consecutive time on a block in an academic year

Email sent/Other email sent - the professional services staff within the department have sent the student an email following their being identified on the block. The email is engaging and support-focused.

Other welfare support - the department is managing the student's wellbeing

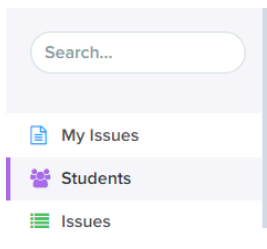
Flag for Central Services/ Central Services Acknowledged - the department has referred the student to Central Services (usually Student Life and Wellbeing) for a wellbeing intervention.

The outcome and any relevant information following the intervention will be returned to the department as feedback.

****Professional Services Staff in your department will send emails to students through the system or change their status****

New Search Function - Students Engagement Dashboard (this will be live towards the end of September 2024, further communication will be provided nearer the time).

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Using the search button on the main screen, you will be able to search for a student and it will provide you with the same information and issues screen.

This has been put in place for the occasions that the supervisor is unavailable and another member of staff is covering.

Reminder, some students and departments are out of scope for Check-In at this time:

- CPD students
- Postgraduate researchers (though first years will need to Check-In to taught classes)
- PGCE students
- International Pathway College
- Hull York Medical School
- York Online
- Lifelong Learning

If you have any questions, please contact check-in-support@york.ac.uk.

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Here's an example report generated using an activity name in the 'Activities' box and leaving the 'Students' search box blank:

Attendance by session

Overview from Sunday 27 August 2023 until Wednesday 27 September 2023 [Change](#)
 Filtered on activities: [View all activities](#)

	Total Activities		Key Activities	
Total Marks	147		147	
Present	49	33.3%	49	33.3%
Explained Absence	0	0.0%	0	0.0%
Unexplained Absence	98	66.7%	98	66.7%
Other	0		0	

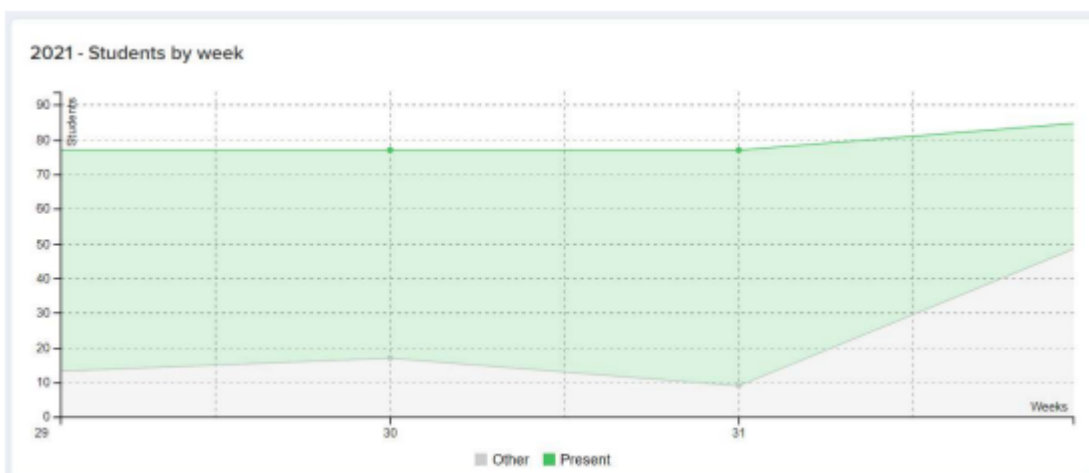
Student	Type	Summary	Present		Missed		20/09 Wed 10:00 Induction Activity
			Total	Key	Total	Key	Key
Abbasemirahmed@york.ac.uk		<div style="width: 100%; height: 10px; background-color: red;"></div>	0.0%	0.0%	100.0%	0.0%	AB
MubarekGindun@york.ac.uk		<div style="width: 100%; height: 10px; background-color: red;"></div>	0.0%	0.0%	100.0%	0.0%	AB
Abbasemirahmed@york.ac.uk		<div style="width: 100%; height: 10px; background-color: red;"></div>	0.0%	0.0%	100.0%	0.0%	AB
Rafiq@york.ac.uk		<div style="width: 100%; height: 10px; background-color: green;"></div>	100.0%	100.0%	0.0%	0.0%	PR

Key

- **Present:** Event was attended by the student
- **Explained absence:** Absence logged in the system/authorised absence recorded
- **Unexplained absence:** A missed event
- **Other/ND:** This stands for 'Not delivered' and is also called 'Unobserved' in the PSS reports. It's likely the event didn't go ahead or a code wasn't shared with students. This could also be an optional event which Check-In is not used for. This does not affect a student's attendance percentage as can be seen in the above example.

2. Weekly (Students and Percentage by Week)

The 'Weekly' report provides teaching staff with an overview of attendance at taught sessions over a week period. By default the system will display this week's data. If you wish to change to an alternative week in the calendar, select the 'Change' button at the top of the screen.



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2021 - Percentage by week					
Week	From	Until	Present		Difference
22	2021-05-31	2021-06-06	<div style="width: 78%; background-color: green;"></div> 78%		0%
23	2021-06-07	2021-06-13	<div style="width: 70%; background-color: green;"></div> 70%		-8% ▼
24	2021-06-14	2021-06-20	<div style="width: 80%; background-color: green;"></div> 80%		10% ▲

The 'Difference' column indicates whether student attendance has increased or decreased from the week prior, and by what percentage.

3. By activity

The 'By activity' report visualises a split of student attendance (following the same colours as the Sessions report) at all of your own timetabled teaching activities. The date range can be changed. Here is a sample pie chart of one particular activity:



Change the grouping to 'By activity type' to see an attendance split at different event types (Lectures, Seminars, Tutorials).