# Monitoring student attendance at workshops

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# Session outline

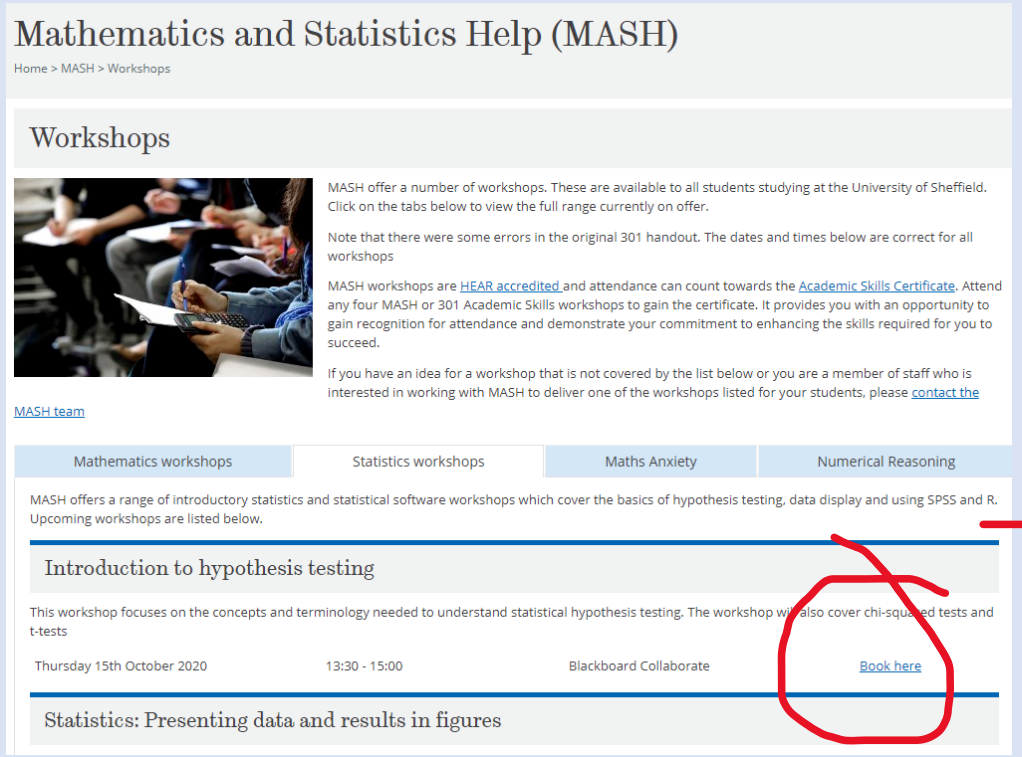
What is the problem?

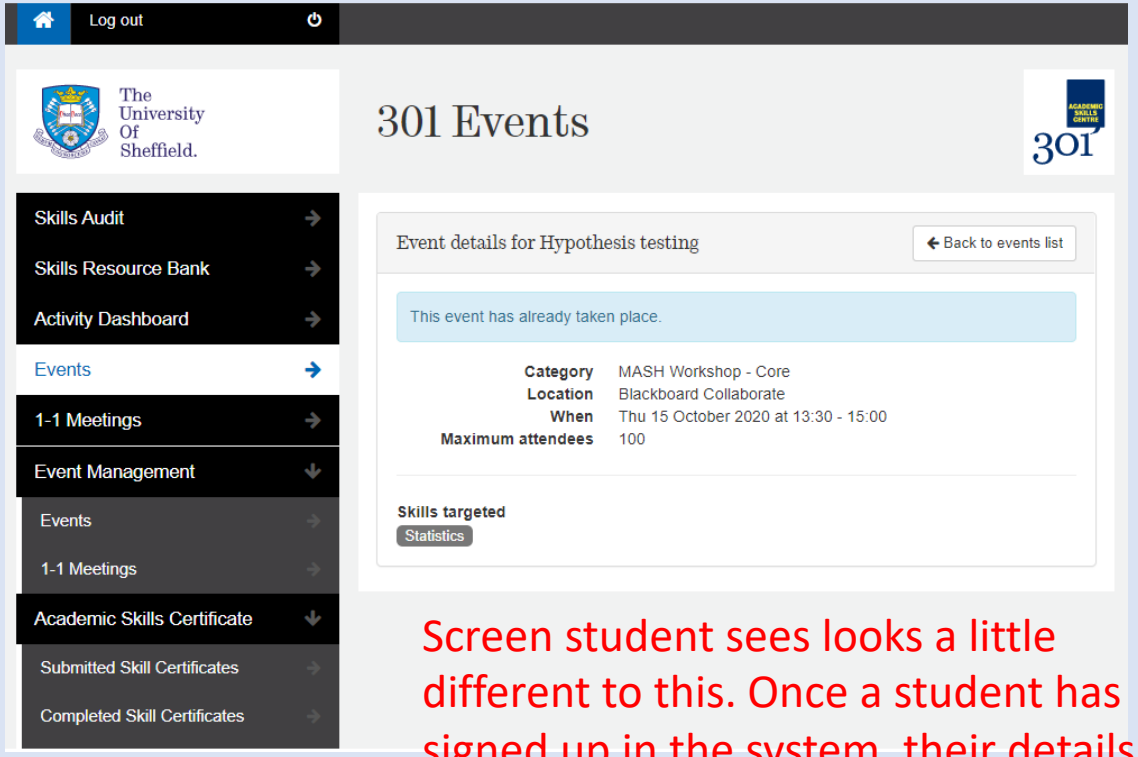
Why is it a problem?

What has been done to overcome it?

# The problem

- Students sign up to workshops via our [bespoke student management system]



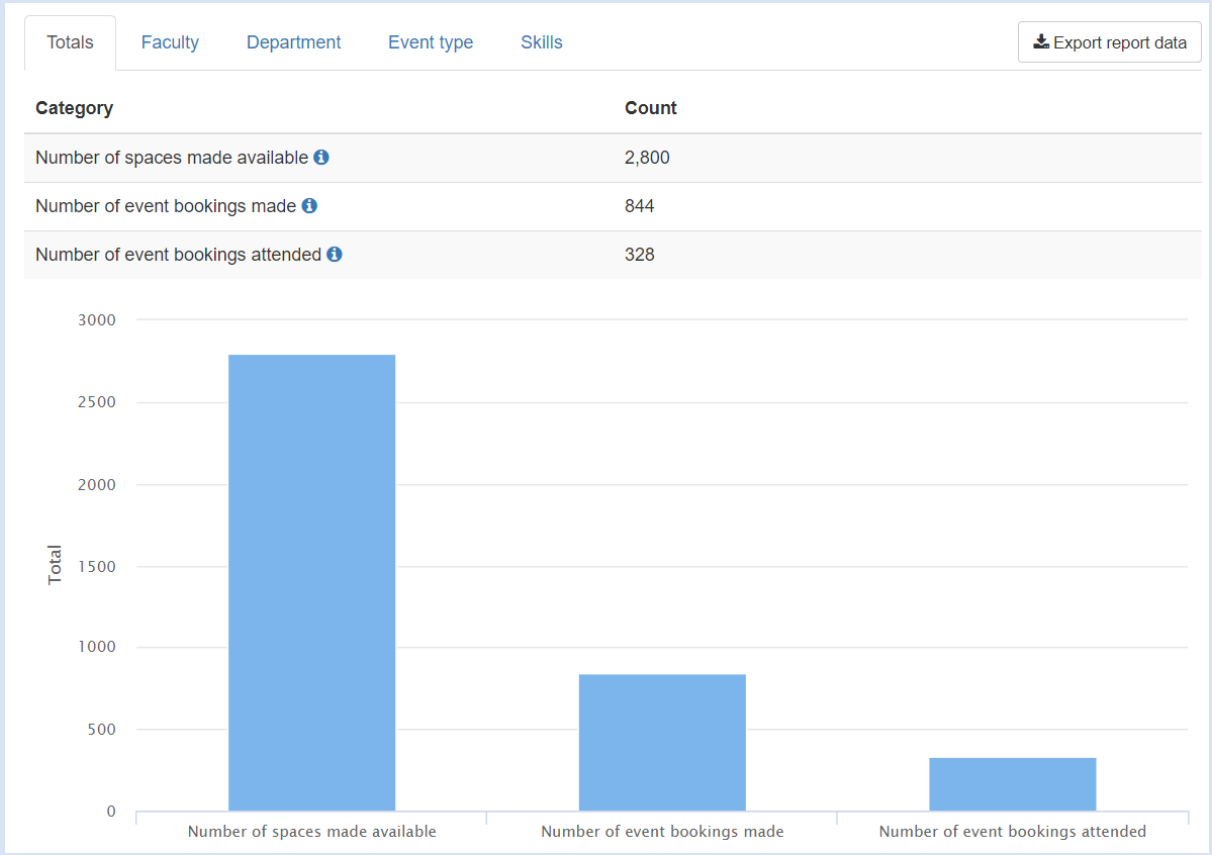

Screen student sees looks a little different to this. Once a student has signed up in the system, their details are stored and linked to lots of useful reporting info

# The problem

- Workshops are run as open sessions in Blackboard. This means that students don't need to be registered through a module/course to attend
- No way to automatically harvest their data as the two systems don't talk to each other!

# Why is it a problem?

- Number of students who have attended is a KPI
- Plus once they are logged on the system, we get lots of useful information that can be used for general service monitoring purposes
- We can survey them for feedback on our services



# What have we done?

## Before the session:

All info emails contain request for students to use their real name or uCard number

**Impact statement for initial reminder email**

This session will be held on Blackboard Collaborate. The session link is: https://eu.bbcollab.com/guest/5a27b3216f834c519b46fe1c578e1b7

Upon joining the session, please sign in with your full name. If you would prefer not to disclose your name, please use a nickname followed by your uCard no. This will allow us to record your attendance and share relevant resources with you following the session.

Please contact 301@sheffield.ac.uk with any queries.

# What have we done?

## During the session:

- Students are reminded to contact the presenter with their name if they haven't signed in with it
- Second staff member present at the start to reconcile the names on the sign-up with the names in the session

## After the session:

- Final check between the sign-up and the session report in Blackboard

# Reflection

Not ideal system, but seems to be working and looking back over the course of the semester, can think of only one student whose details we couldn't reconcile

# Questions/thought?

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