Introduction to SITS including QSV and SCE

Guide

V2.0 May 2021

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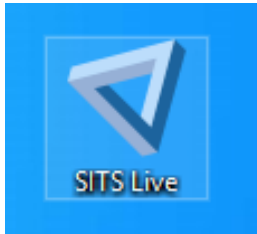
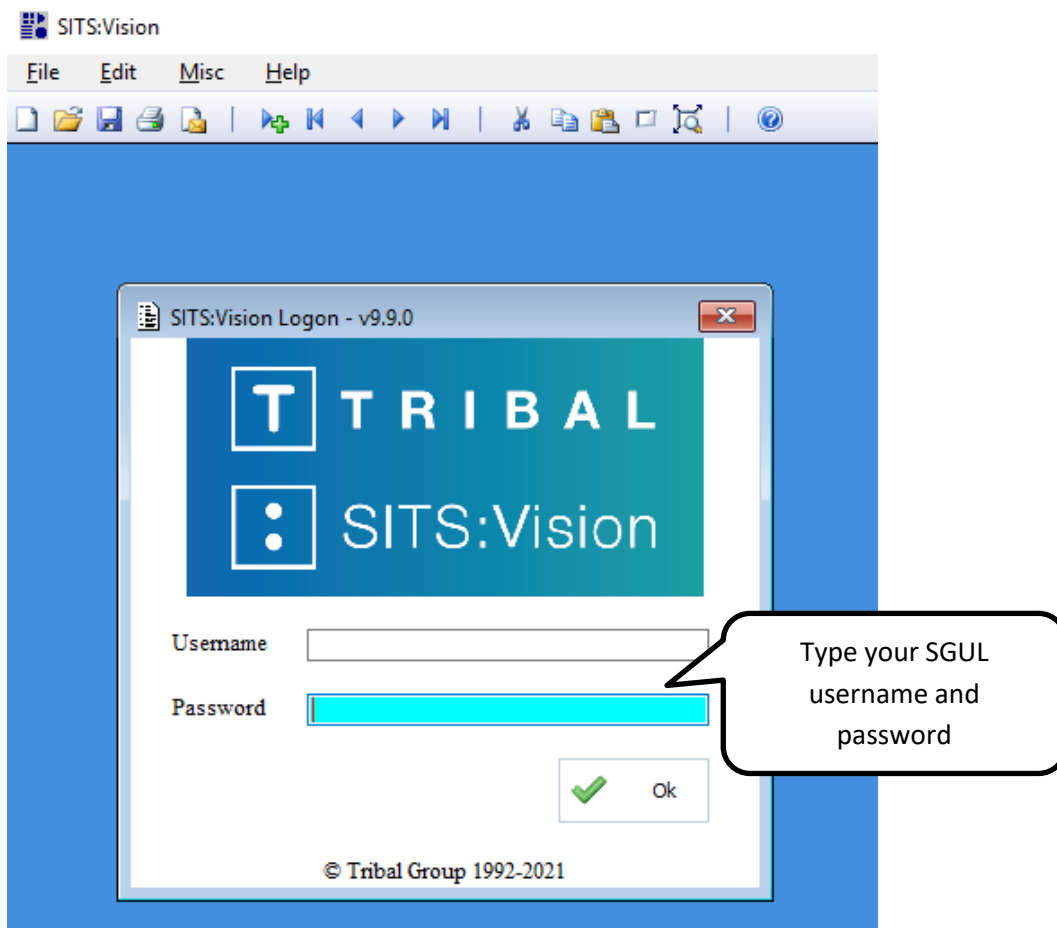## 1. Logging on to SITS

To log on to SITS double-click on the SITS Live icon on your desktop/laptop or access via www.mydesktop.sgul.ac.uk. If you have not been given access to SITS please speak to your manager so this can be organised.

Once you have double-clicked the icon the following screen should appear:

Type your SGUL username and password

- Enter your network user name
- Tab to the password box and enter your St George's IT password
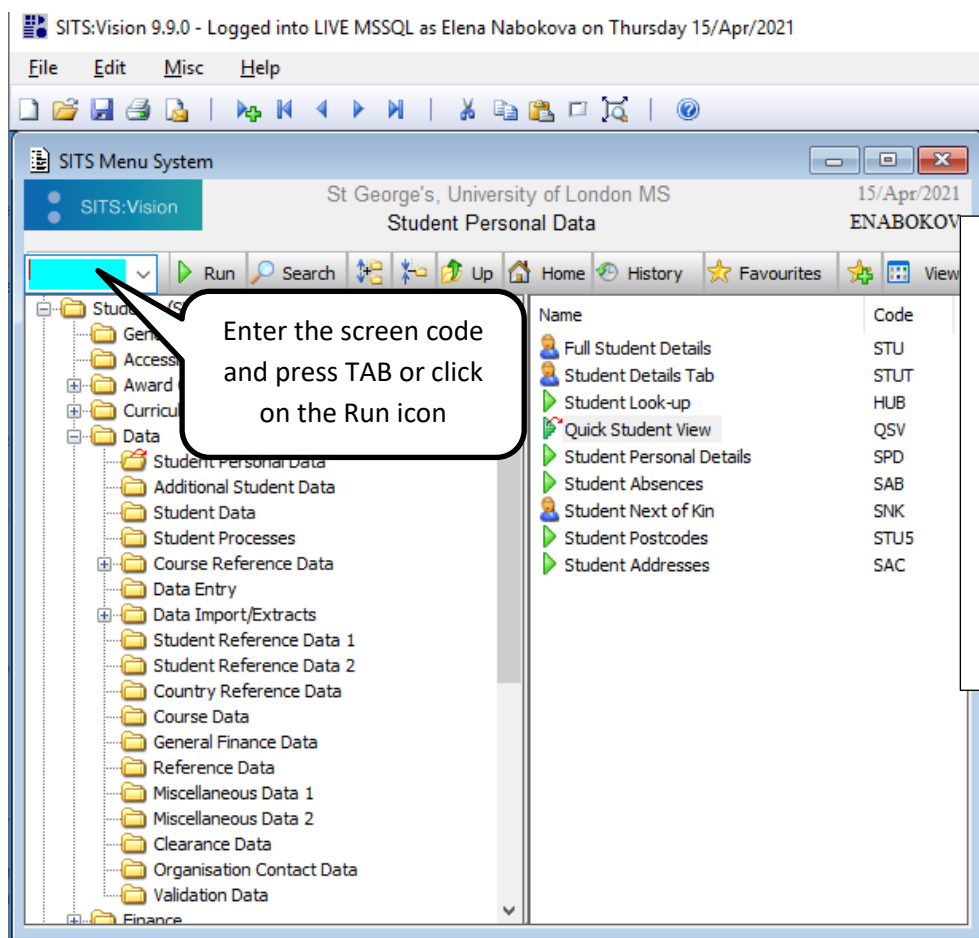- Tab to the "Ok" icon and click this to proceed

2. Navigating to Screens

Once you have logged in you will see the main SITS menu presented in a folder tree format of all available screens and tables. Your access rights will determine which of these you can open and use.

There are three ways to access a screen;

- Enter the screen name If known enter the screen code in the field highlighted below and either tab or click the Run icon ▷ Run ,
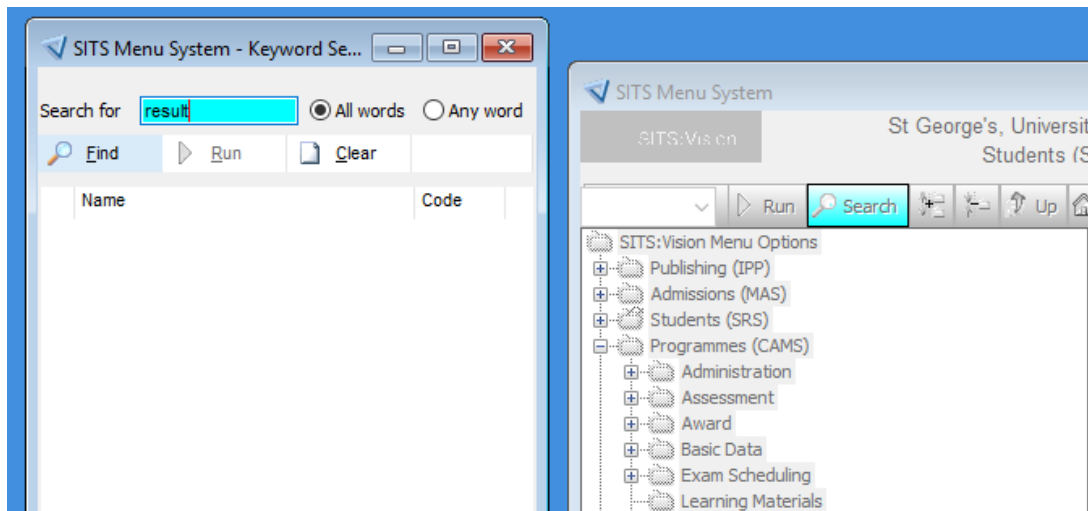- Use the Search icon button
- Use the folder buttons

Screen Example

Search Icon Example

- Click on the Search icon button
- Enter text in the *Search for* field
- Click on the Find button

The results will appear below. You can use the scroll bar on the right to go and down the options. When found you can double click on the green arrow button to get to the screen you want:
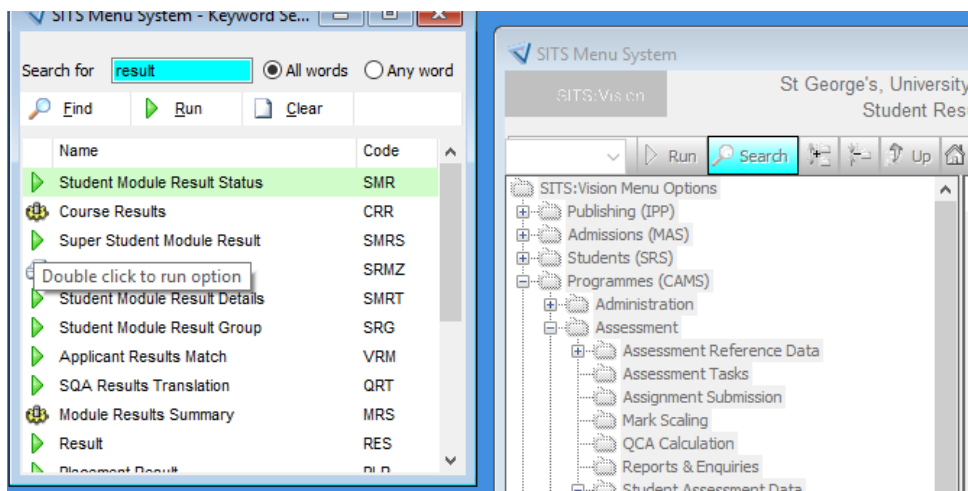
It remains open behind the screens you are in and can be returned to by either closing all the open screens (using the cross on each screen or F4 to quit out of the screen).

Alternatively, if you wish to keep a screen open and open up another screen if you hold CTRL and then press Tab you will be able to navigate through the open screens and also back to the menu.

Be aware that sometimes keeping screens open and then using other screens can affect other processes.

3. Quick Student View (QSV) and Full Student Record (STU)

This is the screen most commonly used. In QSV you can search for a student's details. This screen pulls information from the Full Student Details (STU) table and also displays information about the student's course enrolment status.

You can search by either:

- Entering the student number, if it is known, and pressing retrieve (F5); or
- Entering the student's name and pressing retrieve (F5) to bring up their information.

Via QSV you can also see a student's course enrolment record (SCE) by clicking on the >> icon highlighted.

However, to see the full detail of a student's course enrolment record or to retrieve details for students on a particular course it is advisable to do this directly from the SCE screen.

3.1 STU and STUT

As above this information comes from the Full Student Record STU screen shown below and this can be accessed by either **entering STU** for the first view which displays all the information on the screen and requires scrolling to see it all **or STUT** which displays the same information but with this categorised in tabs as shown.

These screens can be searched as QSV by entering student information either their number, or their name and any other key identifiers to bring up their information.

4. Student Course Enrolment (SCE)

This screen contains a student's enrolment records and it can also be used to retrieve either individual or groups of students by course, academic year etc as outlined later.

The key pieces of information on this screen are shown below

Student Course Join (SCJ) Code
Student's number with a /suffix to indicate their instance of study
(e.g. if they have been enrolled on two courses at SGUL they will have their student number /1 for the first course /2 for the second course)

Course
The course the student is/has been studying. This relates to the specific SCJ code that is being viewed.

Acad(emic) Year
States the academic year for which the information shown relates. This is in the form YYYY/Y i.e. 2020/1

Enrolment Status
The student's current enrolment status relates to the SCJ code / course that is being viewed.

Seq(uence) Number
Refers to the number of annual enrolment records the student has for the SCJ code and particular course being viewed.

Course Block
Refers to the year of study the student is in for the record being viewed.

Occurrence
Indicates the entry point when a student joined – particularly useful for courses with multiple intake points

When needing to enter codes for example course codes and/or enrolment statuses, you can double click in the relevant field to find a list of all the available codes and what they mean.

4.1 Using SCE to Retrieve students for a Particular Course

When wishing to retrieve a group of students, possibly for a particular year of study on a course, or by enrolment status, the parameters for the group to be retrieved need to be defined within SCE.

The parameters are set by entering the relevant information in the fields in SCE before retrieving

Below is a demonstration to retrieve all the students for Physiotherapy in 2009/0. This will retrieve all students who had an SCE record for Physiotherapy regardless of the year of study, enrolment status or any other information.

If wished, the retrieve could be refined by entering more information in the screen before pressing retrieve i.e. course block (for year of study), enrolment status etc.

5. Quick Analysis of Retrieved Information

Quick analysis is a useful function that allows a user to perform an analysis of the information retrieved. It can be used in most areas of SITS; the example shown is based on SCE.
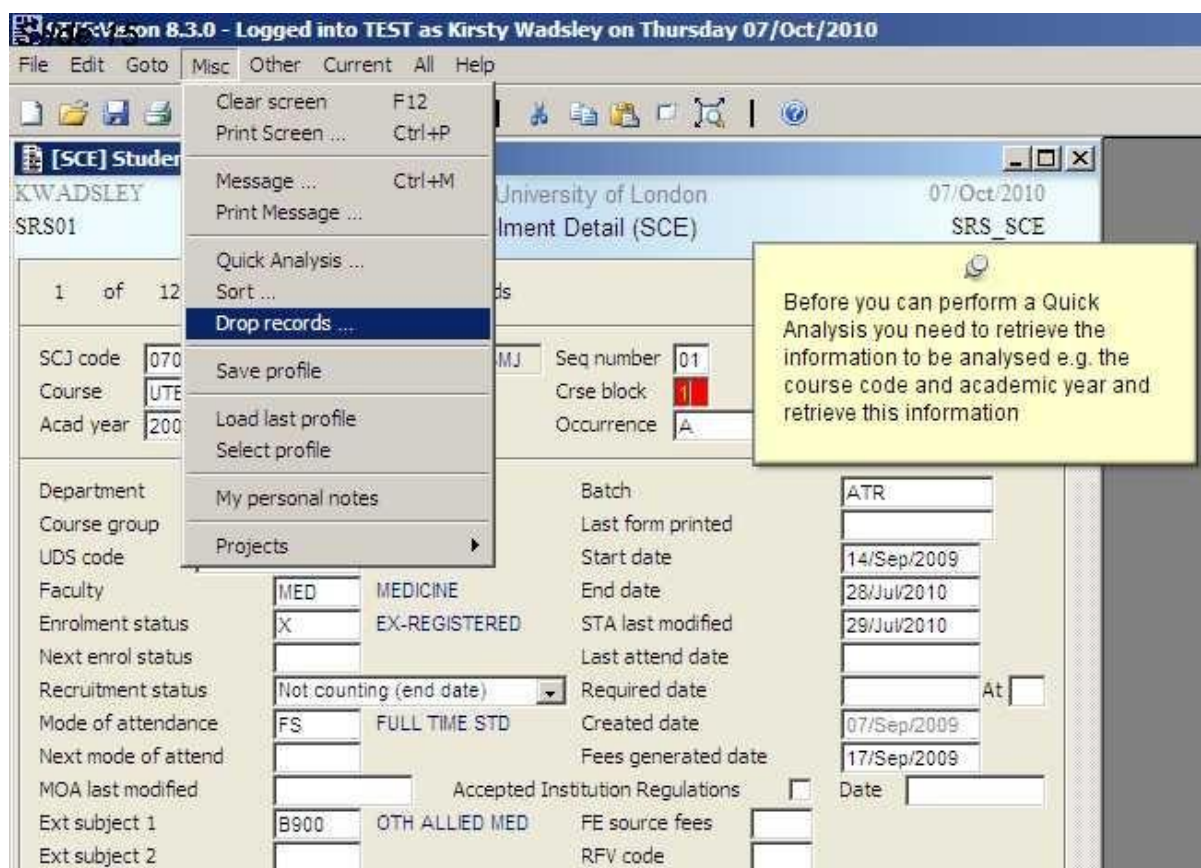
Once all the relevant data has been retrieved quick analysis is performed by highlighting the relevant field for which the analysis is to be performed (this is easier than having to search for it once in QA)

Select:
- Misc ... Quick analysis,
- Mathematical analysis
- Ensure the field is populated with the relevant heading e.g. STA_CODE.STA if you wish to review the different enrolment statuses in the data you have retrieved.
- Click Ok

The system will perform the analysis and output a simple list of the results, which can be exported into excel as a Bar delimited file if desired. In the example given it will output a list which shows all the different enrolment statuses e.g.:

Value	Count	Percentage
RE	64	52.03%
RF	1	0.81%
RI	1	0.81%
RN	1	0.81%
RR	8	6.50%
X	48	39.02%

5.1 Cross Reference Analysis

Performed by retrieving the relevant data as above, then select Misc… Quick Analysis and then select Cross Reference Analysis as shown below.

The two elements to be compared need to be populated in field 1 and field 2, the example below shows a comparison of the enrolment status and course block.
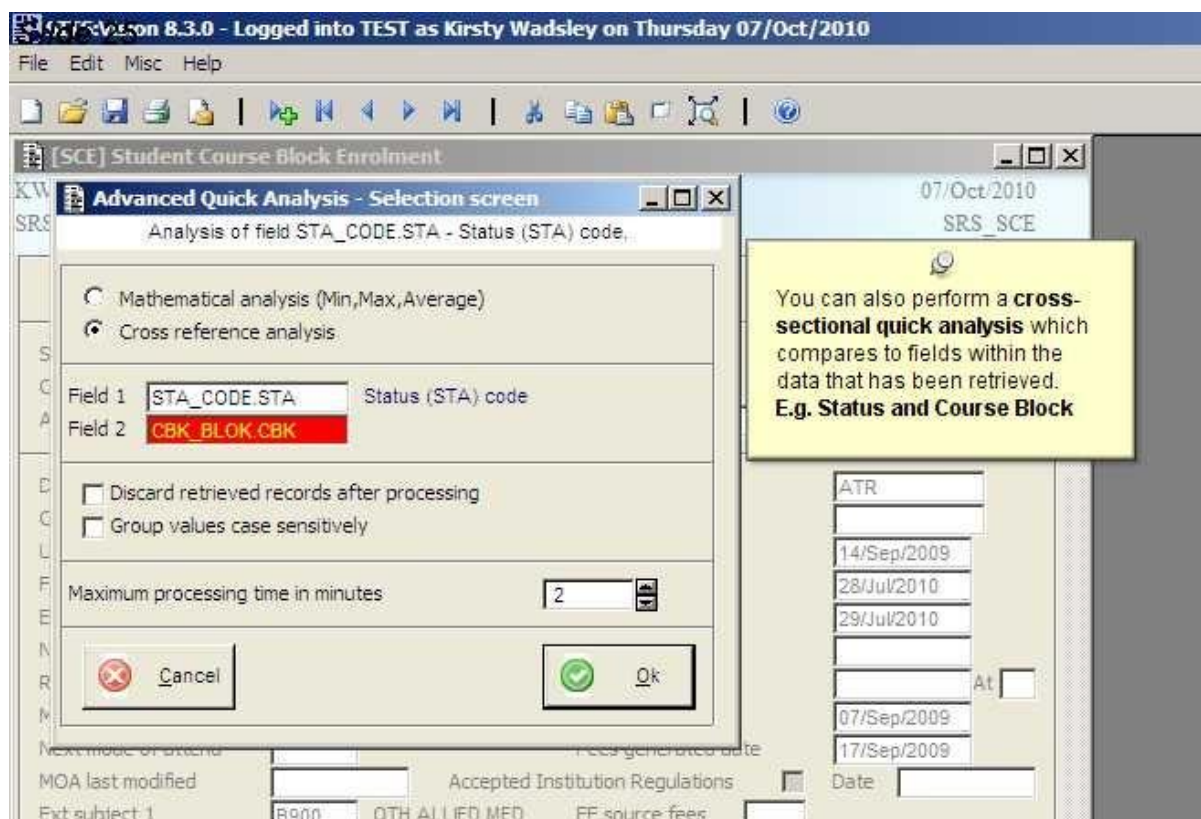
Once run the system will display a table with the cross reference analysis:

STA_CODE.STA	CBK_BLOK.CBK - Block				
Status (STA) code	1	2	3	TOTAL	PERCENTAGE
RE	31	32	1	64	52.00%
RF	1			1	0.80%
RI		1		1	0.80%
RN	1			1	0.80%
RR	1	4	3	8	6.50%
X	18		30	48	39.00%
TOTAL	52	37	34	123	
PERCENTAGE	42.30%	30.10%	27.60%		

This can be exported to excel as a bar delimited file if required.

6. Sorting Records

Once records have been retrieved these can be sorted using the sort function from the top menu. The easiest process is:
- Highlight the field with which the records are to be sorted (e.g. by course block)
- Select Misc... Sort
- In the sort by field the field you have highlighted should be displayed – you can also add further sort criteria in this area
- Select either ascending or descending
- Click Ok

The records on screen will then be sorted.

6.1 Keep/Drop Records Function

Where records have been retrieved with multiple values for example enrolment statuses and/or course blocks this information can be refined so that only records for students in course block one are displayed as shown below.
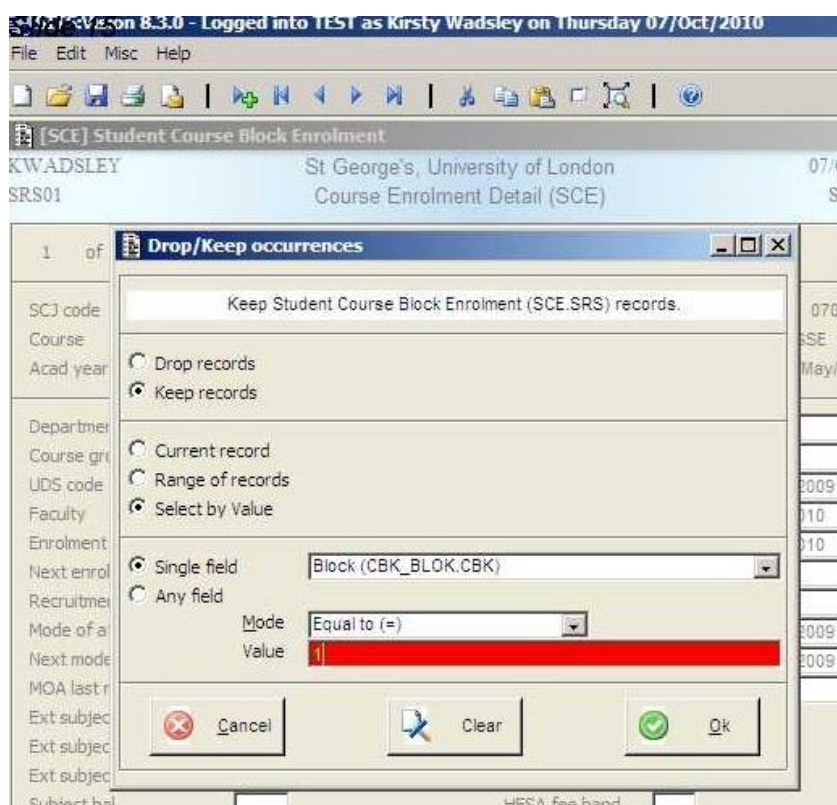
This action is performed by (for the specific example):
- Misc
- Drop Records
- Select keep records
- Select by value
- Select the value to be kept/dropped e.g. Course Block
- Enter the mode equal to
- Value 1 (Therefore keeping all records where course block is equal to one)
- Press OK to perform this action

7. Introduction to Running Standard Reports and Letters (SRLs)

As with most SITS functions to run an SRL the data to be displayed in the SRL needs to be retrieved first in the relevant screen.

Once retrieved select one of the following from the menu options
- Current if the SRL is only to contain information from the current record

Or
- All if the SRL is to contain all the retrieved records

The following options then appear as shown below
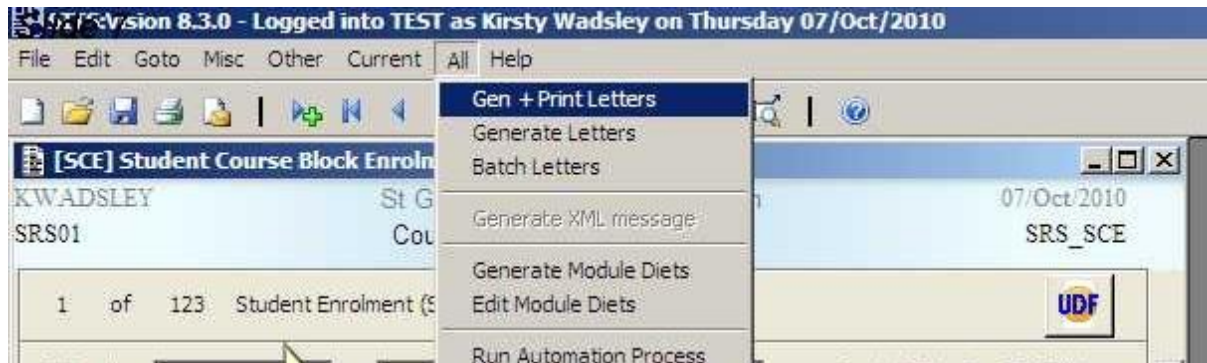
For a simple list SRL set up to run from SCE displaying a list of students by Course, Year, Status, Mode, SCJ Code and Full Name:
- Retrieve the relevant information in SCE
- Select Gen and Print Letters
- Select the relevant letter code (if this is not known, double click in the letter code to see a full list)
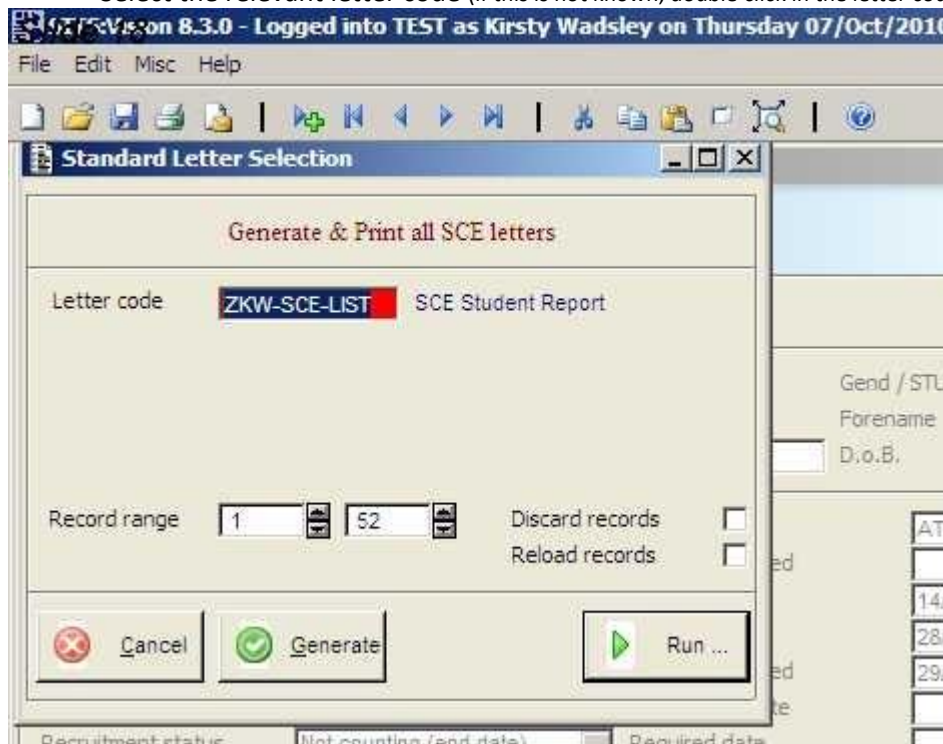
- Once selected click Run
- The list will open in excel

8. Wildcards

Wildcards allow more general or specific retrievals of data to be performed.

Wildcards can be entered using the system menu shown below:

Alternatively, wildcards can be entered using keyboard keys known as Gold Keys

Gold Keys – certain keys can be used for special purposes in SITS, e.g. as wildcard characters or Boolean operators. When keys are used for these purposes it is necessary to indicate this to SITS by preceding the keystroke with what is known as a SITS Gold key.

There are two alternative Gold keys that can be used for this purpose, the Escape key and the plus sign at the far right of the keyboard.

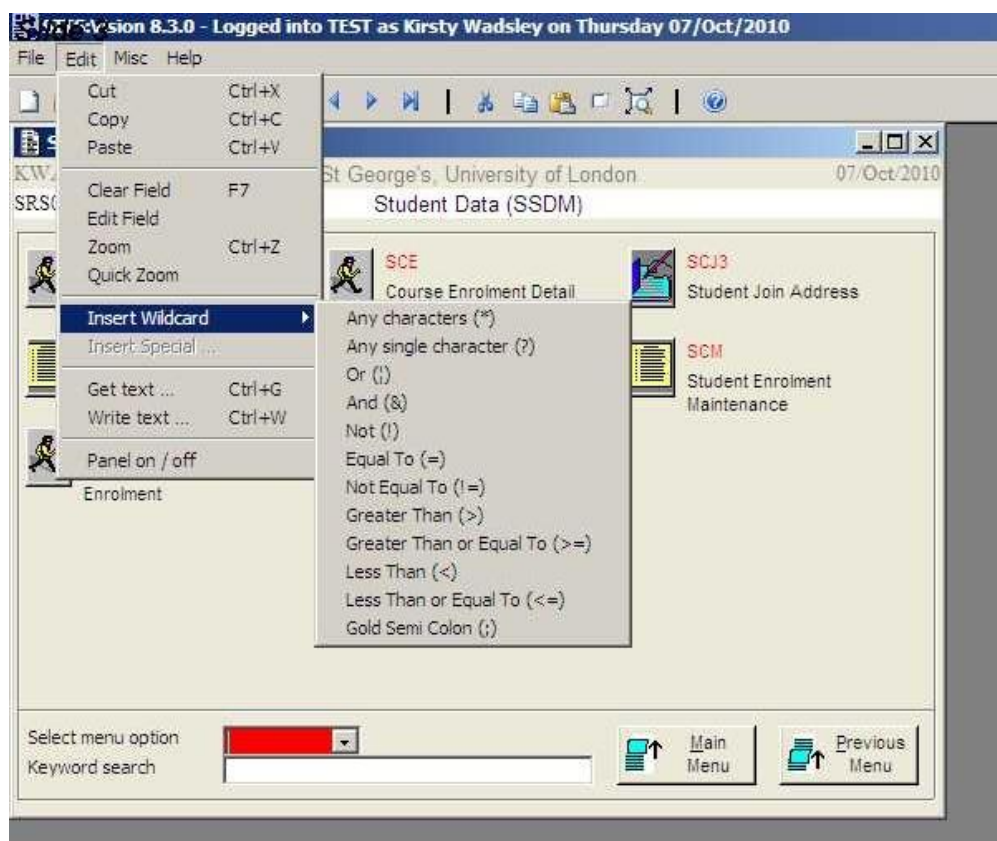When the Gold key is pressed followed by a valid wildcard character or operator, the character will be displayed preceded by a small dot. The general wildcard character '*' will therefore be displayed as '·*'.

Wildcard character * represents one or more characters that can be any value in a retrieval so retrieving on Surname of 'E·*' will select any students with a surname starting with E.

To retrieve all students with a surname starting 'Elli' enter 'Elli' followed by Gold asterisk, i.e. 'Elli·*'. This would retrieve, for example, both Ellis and Elliott.

Wildcard character ? represents a single character that can be of any value so 'Elli·?' would retrieve, for example, Ellis but not Elliott.

Notes:

i)   Because Gold * and Gold ? are frequently used there is a quick single key method or entering them.

        a. Gold * can be entered by pressing just the * key **on the numeric keypad to the right of the keyboard**, whereas the * on the main keyboard above the number 8 must be preceded by one of the Gold keys to make it a Gold *.

        b. Gold ? can be entered by pressing just the / key **on the numeric keypad to the right of the keyboard.**

ii)   If Gold * is the only character entered in a field, this will cause all records with a value in the field to be retrieved, i.e. where the field is not blank

Using Operators – operators representing 'equal to', 'not equal to' etc. can be used in retrievals. The full list of these operators is shown below. Again, the character used to represent the operator must be preceded by the SITS Gold key to indicate its special use. Examples are also shown below.

Character used	Function
=	Equal to a value
!	Not equal to a value
>	Greater than a value
<	Less than a value
|	"or" - this provides an "or" function between alternative search strings in the same field, e.g. field = A or B
&	- this provides an "and" function between multiple search strings in the same field, e.g. field < 100 & > 25 will retrieve entries where the field is in the range 26 to 99

Examples:

To retrieve all SCJ entries where SCJ Status is not 'X' enter '·!X' in SCJ Status and Retrieve.

To retrieve all SCE entries for current undergraduate students except those currently in block 1 enter 'U·*' in Course Code, '·>1' in Course Block and the current academic year in Academic Year.

Note: If Gold = is entered in a field on its own, this will cause only entries where that field is blank to be retrieved.