



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

London School of Economics & Political Science

# SITS Training Pack

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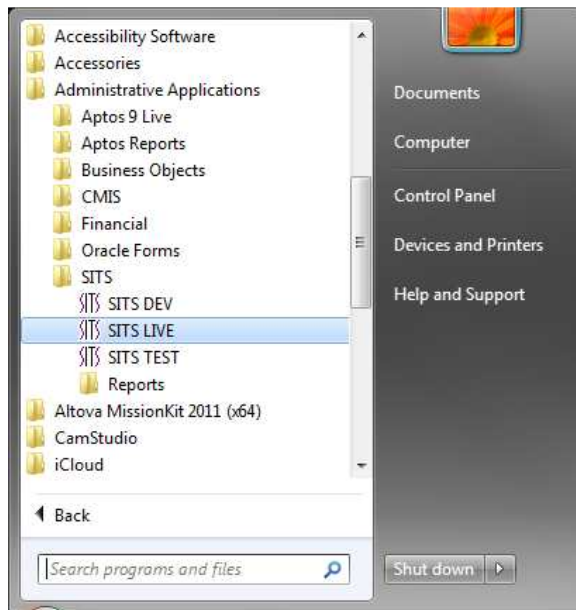
## 1. Getting Started

Before logging into SITS you will require a user account. The request form is available from the [Data Management webpage](#) and should be completed by your line manager.

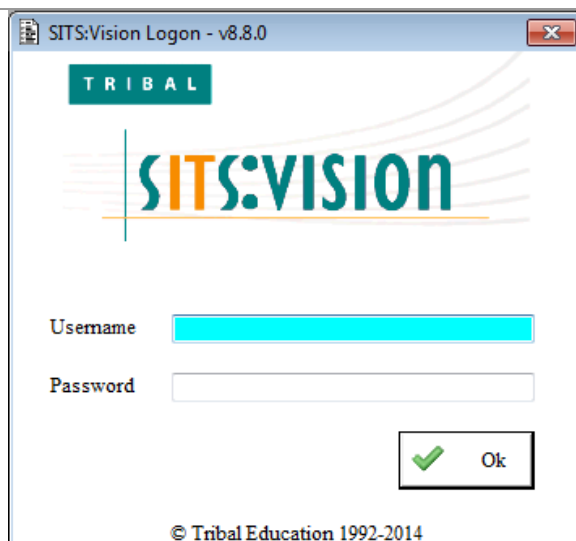
Your account will be activated by the Data Management team and you will be contacted via email with your username and password

Once your account is created to log into SITS go to:

*Start > All Programs > Administrative Applications > SITS > SITS LIVE*



Enter your username and password and click **OK**

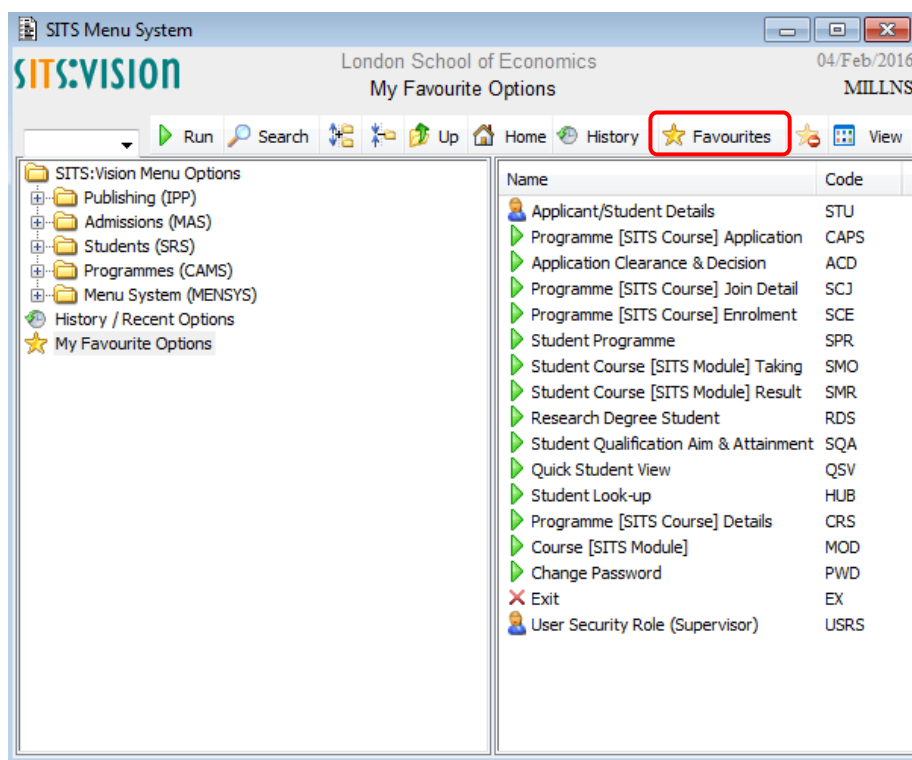


Your SITS menu will be constructed on your first login and will be periodically refreshed.

The right hand pane contains the Favourites List which lists the most commonly used screens in SITS. You can return to this list by clicking on the **Favourites** button circled below.

*NB. SITS terminology does not always match LSE terminology. In such cases the SITS terminology will be within square brackets e.g.*

**Programme [SITS Course] Application**



To access any screen just **double-click** on the name or the icon next to it: ▶

Alternatively if you know the code for the screen you are after you can enter it into the dropdown menu in the top left and either click **Run** or just tab out to load the page e.g. **STU**



The toolbar at the top of the screen can be used for common operations whilst in any of the screens.



### 1.1. *SITS Shortcuts*

A full list of these functions is in the table below. The three columns on the right hand side show various shortcuts that produce the same functionality as the icons.

Toolbar icon	Description	Function key	Ctrl	Gold (keypad +)
	Clear the screen	F12		C
	Retrieves records	F5	R	R
	Stores records for those who can update SITS	F6	S	S
	Prints records	F11	P	P
	Displays the SITS message details	F9	M	M
	Add record for those who can update SITS		N	
	First record		Page Up	Page Up
	Previous record (Page Up)			
	Next record (Page Down)			
	Last record		Page Down	Page Down
	Cut selected text		X	
	Copy selected text		C	
	Paste selected text		V	
	Clear field	F7		
	Zoom into field		Z	Z
	Help	F1	H	H

The top dropdown menu also provides this functionality with additional operations.

## 2. Viewing Students in SITS

When an applicant arrives on the SITS system (either from an external source such as UCAS or directly entered on the system) they are given a unique LSE ID number that will stay with them through their time at the LSE and can be used to access their records in most screens.

### 2.1. STU

STU is the student details screen. Student details covers all the basic information about a student, including names, addresses, emails, next of kin, nationality, fee status and UCAS number.

This screen does not state which course a student is on. To view which course a current student is on select "other" from the top menu bar then "course join". To view which course a prospective student has applied for select "other", followed by "application form" from the drop down menu, select "other" again and then "course application" from the drop down menu.

There are multiple ways to retrieve information on a student. If you know the LSE ID enter this into the **Student no.** field and press **Tab** to bring back the data.

[STU] Full Student Details

MILLNS SRS01 London School of Economics Full Student Details (STU)

1 of 0 Student (STU) records

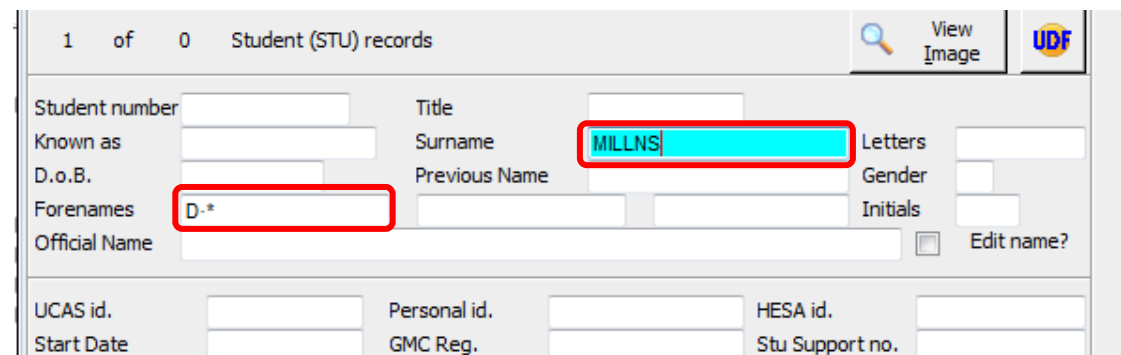
Student number	201699999	Title	
Known as		Surname	
D.o.B.		Previous Name	
Forenames			
Official Name			

If you do not know the LSE ID you can enter the surname in the **Surname** field and go to

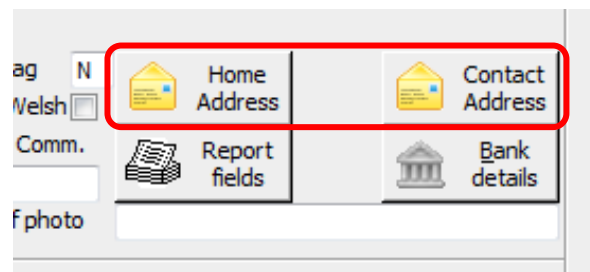
#### File > Retrieve

This may bring up multiple students who share that surname so you may need to check other details to ensure you are dealing with the correct student.

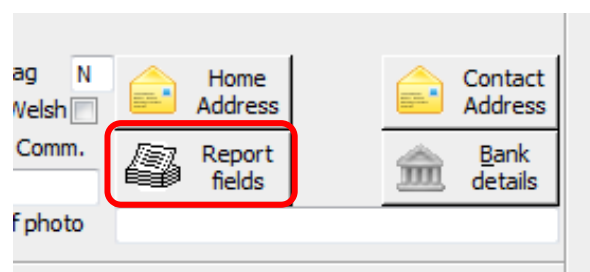
To narrow down the results before retrieving the record you can add additional details such as entering the first name into the 1<sup>st</sup> **Forename** field (if only the initial is known then this can be entered follow by the **Any Character** wildcard (\*). More information on use of wildcards can be found in chapter 5



To view address details click on either the **Home Address** or **Contact Address** button.



To view ethnicity, nationality and other HESA related fields click on the **Report fields** button.



## 2.2. Viewing applicant data

### 2.2.1. CAPS

CAPS provides complete picture of an applicants status along with decisions/confirmations.

To search for an individual applicant you can use either the LSE ID or, if it is an undergraduate applicant, the UCAS Personal ID. Once entered go to

**File > Retrieve (F5)**

Alternatively you can search in the field next to the Student ID and enter up to 12 characters of the student surname followed by the **Any character (\*)** wildcard and then the first initial and retrieve.

The screenshot shows a form with the following fields and controls:

- Student** (label)
- Personal id** (text input, highlighted with a red box)
- UCAS id** (text input)
- App Scheme code** (text input)
- Age on entry** (text input)
- Mature app** (checkbox)
- Seq** (text input with a slash separator)
- MAS Prog** (text input)
- Entry Year** (text input)
- Attend mode** (text input)
- Department** (text input)
- Faculty** (text input)
- Entry Month** (text input)
- Inc. EC400?** (checkbox)
- GTCE certif** (checkbox)
- Defer Entry** (checkbox)
- Prev Applied** (checkbox)

CAPS contains several fields including:

- Programme
- Entry Year
- Attendance mode
- Decision and response (see below)

Stage	Decision/Date	Response/Date	Reply By
<input type="radio"/> 1	C 26/Feb/2015	F 25/Apr/2015	
<input checked="" type="radio"/> 2	U 23/Jul/2015	F 23/Jul/2015	
<input type="radio"/> 3			



### 2.2.2.ACD

ACD is similar to the CAPS screen but has some additional fields spread out over various tabs. As with CAPS you can also retrieve a group of applicants by **Entry Year** and **Programme code**.

Applicant id <input type="text"/>	Seq <input type="text"/> / <input type="text"/>	App status <input type="text"/>	Pref / Rel? <input type="text"/>
P.id <input type="text"/>	D.O.B. <input type="text"/>	Qual status <input type="text"/>	Clearing status <input type="text"/>
UCAS id <input type="text"/>	App.id <input type="text"/>	RBD date <input type="text"/>	Adjustment status <input type="text"/>
AES <input type="text"/>	Age on entry <input type="text"/>	Choice <input type="text"/>	
MAS Prog <input type="text"/>	Inst <input type="text"/>	Mature app <input type="checkbox"/>	
UCAS crs <input type="text"/>	S. Direct <input type="text"/>	Stage	Decision / date
UCAS prog id <input type="text"/>	Cycle <input type="text"/>	Response / date	Reply by date
Entry year <input type="text"/>	Campus <input type="text"/>	Offer	
Attend mode <input type="text"/>	Month code <input type="text"/>	Keyword Search	
SCJ code <input type="text"/>	UTT Mod? <input type="checkbox"/>	MARVIN	
SRS Prog <input type="text"/>	Scheme <input type="text"/>		
Prog Awd <input type="text"/>	Block/Occ <input type="text"/> / <input type="text"/>		
Title <input type="text"/>			
FUF rec'd date <input type="text"/>	Interview time <input type="text"/>		
FUF <input type="text"/>	VCR flag <input type="checkbox"/>		
UG Ref <input type="text"/>	GSS points <input type="text"/>		
		Offer	ABB+ stat <input type="text"/>
		Offer note	
		Notes	
		Non-ac met <input type="text"/>	Total points <input type="text"/>
		Error <input type="text"/>	UCAS batch <input type="text"/>
			Dec/Rsp <input type="text"/>
<div> Other CAP fields Offer text Clearance Checks Course targets Other course applications Online Application SS Applicant Fees </div>			

## 2.3. Viewing Current Students

There are various different screens in which a student's information is held, depending on what you are looking for. Here is a breakdown of the screens and the respective data they can provide:

SITS Screen	Name	Description
SCJ	Student Programme Join	Overview of student's programme - when the student changes programme or leaves and comes back to a Graduate programme, additional SCJ records are created
SCE	Student Programme Enrolment	Breakdown of programme by year (block) - includes Student's enrolment status.
SPR	Student Programme Record	When a SCJ record is created a SPR record is also generated which is used to link to the students' course details.
SMO	Student Course Taking	Courses that the student is enrolled on.
SMR	Student Course Result	Similar to SMO but containing the students' exam results.

### 2.3.1. SCJ - Student Course Join

For applicants who have accepted their offer of admission, shortly before initial registration a Student Programme Join (SCJ) and Student Programme Enrolment record (SCE) are created.

The first 2 characters of the programme identify the particular programme type, in this case TM, which indicates it's a Taught Masters programme. A full list of programme types is available below.

Student Join Code	<input type="text"/>	SPR code	<input type="text"/>	STU code	<input type="text"/>
Sort name	<input type="text"/>	SCJ Seq no.	<input type="text"/>	Gender	<input type="text"/>
Entry year	<input type="text"/>			Forename	<input type="text"/>
SRS Programme code	<b>TMEC</b>	MSC ECONOMICS		D.o.B.	<input type="text"/>
Block / Occl.	<input type="text"/>			Age on entry	<input type="text"/>
Programme group	<input type="text"/>			Ext reference	<input type="text"/>
Original cohort	<input type="text"/>			Start date	<input type="text"/>
Current cohort	<input type="text"/>			HESA start date	<input type="text"/>

### 2.3.1.1. Programme Types

Prefix	Type
RO	Research Other
RP	Research degree Programme
TC	Masters Certificate
TD	Masters Diploma
TI	Masters Intercollegiate
TM	Taught Masters
TO	Masters Other
UB	Undergraduate Batchelor
UI	Undergraduate Intercollegiate
UO	Undergraduate Other

**Student join status** indicates the current student's status on this programme. A complete list of all statuses used for SCJ is available below.

Mode of attendance	<input type="text"/>	Length of study
Student join status	<input type="text" value="U"/> UNFINISHED	A level points
Entry status	<input type="text"/>	Highers points
RFT code	<input type="text"/>	Welsh Bacc. Ad. Dip.
Quals on entry	<input type="text"/>	No. A/AS levels
Destin. on completion	<input type="text"/>	A/AS core subject(s)
T-T indicator	<input type="text"/>	No. Highers
FE student flag	<input type="text"/>	No. Voc. quals

### 2.3.1.2. SCJ Status Codes

Status	Short name	Name
U	UNFINISHED	Unfinished on programme
NS	NEVER STARTED	Student did not arrive to start programme
TC	TRANS PROGRAMME	Student has transferred to another programme
W	WITHDRAWN	Student has withdrawn from programme of study
CC	COMPLETED PROG	Completed programme

### 2.3.2. SCE - Student Course Enrolment

The SCE screen contains similar information to the SCJ screen but breaks it down for each (or any) year that a student is at LSE, and for each of these years a new SCE record is created.

SCE allows you to search on each academic year that a student is at the School, as opposed to SCJ which only allows you to retrieve students by their Entry Year. You can also retrieve students by their year of study at LSE using the **Block** field (e.g. first year, second year etc)

SCJ code	<input type="text"/>	<input type="text"/>	Seq number	<input type="text"/>	Gend / STU	<input type="text"/>
Programme	<input type="text"/>		Block	<input type="text" value="2"/>	Forename	<input type="text"/>
Acad year	<input type="text" value="2015/6"/>	2015/16	Occurrence	<input type="text"/>	D.o.B.	<input type="text"/>

SCE also contains a field for the department and the enrolment status of the student, a list of commonly used codes can be found below this screenshot along with a list of **Mode of attendance** codes.

Department	<input type="text" value="EC"/> ECONOMICS	Batch	<input type="text"/>
Prog status	<input type="text"/>	Last form printed	<input type="text"/>
UDS code	<input type="text"/>	Start date	<input type="text"/>
Faculty	<input type="text"/>	End date	<input type="text"/>
Enrolment status	<input type="text" value="R"/> REGISTERED	STA last modified	<input type="text"/>
Next enrol status	<input type="text"/>	Start of Break (this session)	<input type="text"/>
Recruitment status	<input type="text"/>	End of Break (this session)	<input type="text"/> Bk <input type="checkbox"/>
Mode of attendance	<input type="text" value="F"/> Full-time	Created date	<input type="text"/>
Next mode of attend	<input type="text"/>	Fees generated date	<input type="text"/>

### **2.3.2.1. Common Status Codes**

Status	Short Name	Name
R	REGISTERED	Registered Student
RRT	REPEAT TUITION	Registered, Repeat Tuition & Exams
TM	TRANS MODE	Student has transferred to another mode of study
TC	TRANS PROGRAMME	Student has transferred to another programme
UAR	UNREG'D(RESET)	Unregistered, Awaiting Results (PG only)
UIC	UNREG'D(INTERC)	Unregistered, Intercollegiate Student
URE	UNREG'D (EXAMS)	Unregistered, Repeat Examinations
W	WITHDRAWN	Withdrawn

### **2.3.2.2. Common Mode of Attendance Codes**

Mode	Short name	Name
F	Full-time	Full-time
FF	FULL-TIME <24WK	Other Full-time (less than 24 weeks) - Used for Executive Programmes
DF	DORMANT PREV FT	Dormant, Previously Full-Time
P	Part-time	Part-time
DP	DORMANT PREV PT	Dormant, Previously Part-Time
A	ABROAD (COMPUL)	Abroad for year of Programme (Compulsory)

## 2.4. Student Courses and Awards

### 2.4.1. SPR - Student Programme Record

A SPR record is created at the same time as the SCJ and SCE records, however SPR is more closely tied to the students course details

On the right hand side is the **Batch ID** which is a concatenation of the **SCJ Status + Block Number + Programme Code**. In the case highlighted below it indicates the student is unfinished in their first year and is doing a BA in Social Anthropology.

1 of 1 Student Programme (SPR) Records

View Image UDF

SPR Code	900911147/1	Sort Name	BIMBLEFISH D	Batch	U1UBANA2
Surname	BIMBLEFISH	STU Code	900911147	External Ref	
Forenames 1	DUNKIE	2		3	
Known as	DUNKIE	Initials	D	Gender	F
Date of Birth	12/Mar/1990				

Study Details

Status	R	REGISTERED	Year	2009/0	Expected End	2011/2	Scheduling Grp	
Level	I	UG I	Period	Y			Working Grp	
Mode Attend	F	Full-time	Date	01/Oct/2009	01/Jul/2012		Quals on Entry	
Prog award	BA	Bachelor of Arts					BTEC Reg Type	
Title	ANA2	Social Anthropology						

The SPR screen also includes the students tutor along with Award information and a **Notes** field, allowing for information related to changes in the students situation at LSE to be recorded here.

Tutor 1	326479	GRISAFFI	Location	A	LSE
Tutor 2			Exam Centre		
Department	AN	ANTHROPOLOGY	PLC Cohort		
Faculty					

Award Details

Year	2011/2	Intended	BA	Bachelor of Arts
Period		Prog award	BA	Bachelor of Arts
Date		Title	ANA2	Social Anthropology

Marked for processing

Notes

### 2.4.2. SMO - Student Course Taking

When a student has made their course choices on LSEforYou their Student Course Taking records are created.

The **SMO** screen gives information on the courses a student is taking including the Course ID, Year and number of credits this course provides. An explanation of the other codes is available in the tables below.

1 of 4 Course Taking Records

Student (SPR)	Course	Occ	Year	Period	Scheme	Level	Exam	Credit	E1	E2	AG	RTS	Sort Name	SCE Details	Entry Date	Registration Status	Diet	Seq
900911147/1	AN100	U	2009/0	Y		I	A	1.00	5				BIMBLEFISH D		23Mar/2010			
900911147/1	AN101	U	2009/0	Y		I	A	1.00	2				BIMBLEFISH D		23Mar/2010			
900911147/1	AN102	U	2009/0	Y		I	A	1.00	2	3			BIMBLEFISH D		23Mar/2010			
900911147/1	GV100	U	2009/0	Y		I	A	1.00	13				BIMBLEFISH D		23Mar/2010			

#### 2.4.2.1. Occurrence Codes

Occurrence	Assessment regulation
U	Usual
B	Law (LLB)
D	Diploma
E	Erasmus
G	General Course
I	Intercollegiate

#### 2.4.2.2. Level Codes

Level	Full name
I	UG Year I
II	UG Year II
III	UG Year III
IV	Dip/Masters I
V	Masters
VI	Research

#### 2.4.2.3. Exam Type codes

Exam	Status
A	Attempt-1st taking of course/resit with teaching
R	Repeating examination without teaching
D	Taking exam deferred for a previous year
QA	Provisionally barred from examination
B	Barred from examination

### 2.4.3. SMR - Student Course Result

This is where the results are placed upon completion of the students exams and includes the Mark, Grade and whether or not the student has passed or failed. Currently the Actual mark and the Agreed mark are always the same value.

The course result records are generated from the course taking records. Excel spreadsheets for each course are sent to each department prior to examinations. Once completed the results are imported and agreed.

The Status then becomes A A COM.

1 of 4 Course results

Student (SPR)	Year	Prd	Course	Occ	Level	Atmpt	Act	Gr	Mark	Gr	Mark	Crdts	Rlt	Status	Cur	Scaling Status	RTS Code	SCE Details
900911147/1	2009/0	Y	AN100	U	I	1	1	63	2A	63	2A	1.00	P	A	A	COM		
900911147/1	2009/0	Y	AN101	U	I	1	1	64	2A	64	2A	1.00	P	A	A	COM		
900911147/1	2009/0	Y	AN102	U	I	1	1	61	2A	61	2A	1.00	P	A	A	COM		
900911147/1	2009/0	Y	GV100	U	I	1	1	32	F	32	F	0.00	F	A	A	COM		

### 2.4.4. SQA - Student Qualification Attainment

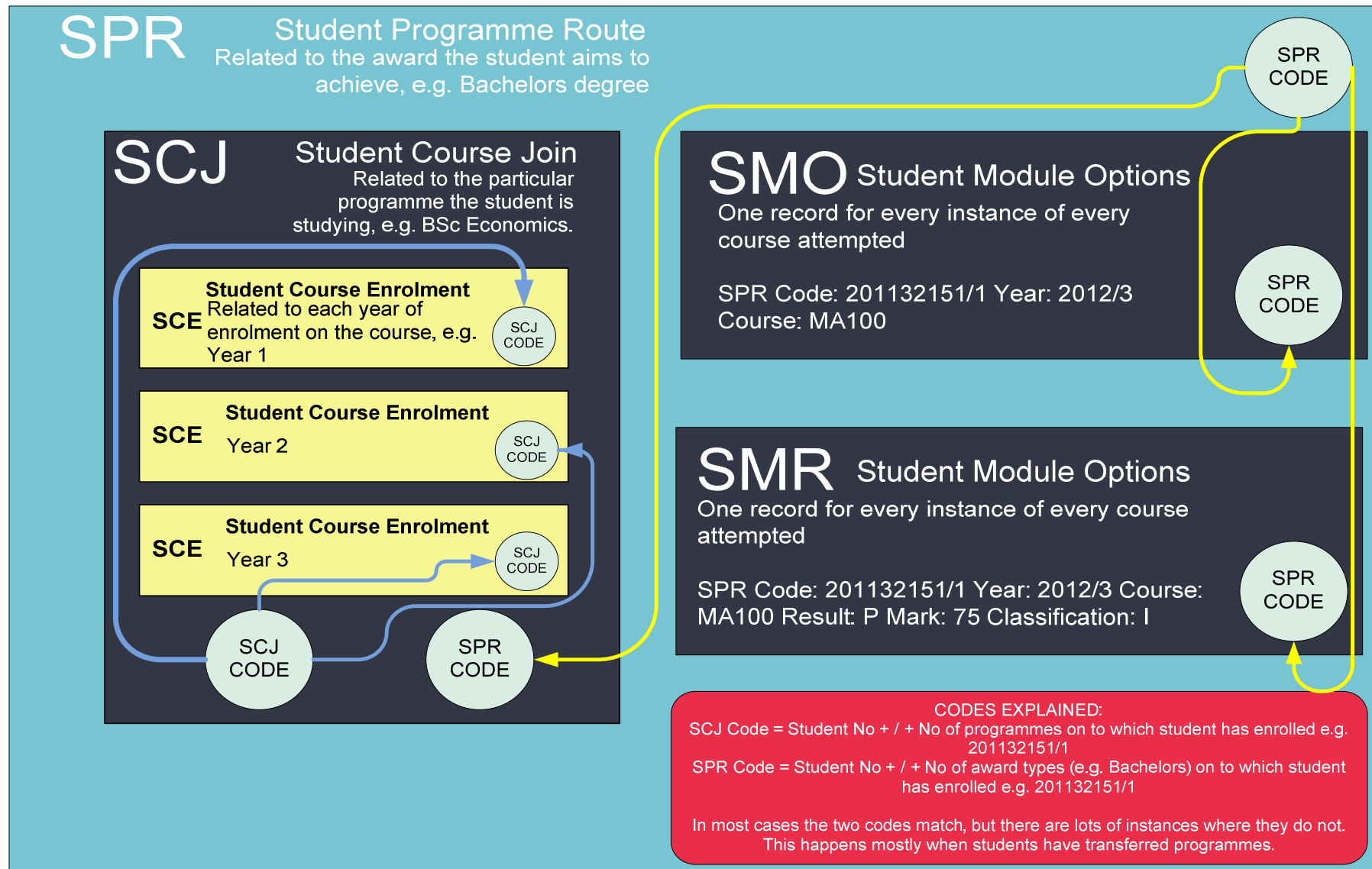
This screen provides details of a student's programme, intended award and the award and classification achieved. This screen is only populated with data once the student has completed his or her degree

1 of 1 Student Qualification Aim (SQA) records

SCJ code & name	200508118/1	BIMBLEFISH D	Seq	01	STU code	200508118
Programme	UBANA2	SOCIAL ANTH	D.o.B.	01/Sep/1986		
Expected end	01/Jul/2009	Started	01/Oct/2006	Gender	F	
End date	31/Jul/2009	Ultimate goal?		Forename	DUNKIE	
Academic year	2008/9	2008/09	SPR code	200508118/1		
Awarding body	LSE	LSE	Progress (final)			
Prog award	BA	Bach Art				
Title	ANA2	Social Anthropology				
External subject 1	L600	ANTHROPOLOGY	Sub balance			
External subject 2			Tuition fees			
External subject 3			RFV code			
External qual aim	B	BACHELORS DEG	Type of tuition fees			
Award sought	BA	B A	Primary learning goal			
External qual obtained	B	BACHELORS DEG	Class & rank	2A	UPPER SECOND	20
Award obtained	BA	B A	Award Class	2A	UPPER SECOND	
Title	Social Anthropology					
Synopsis						



## 2.5. Diagram showing relationship between all registered student records



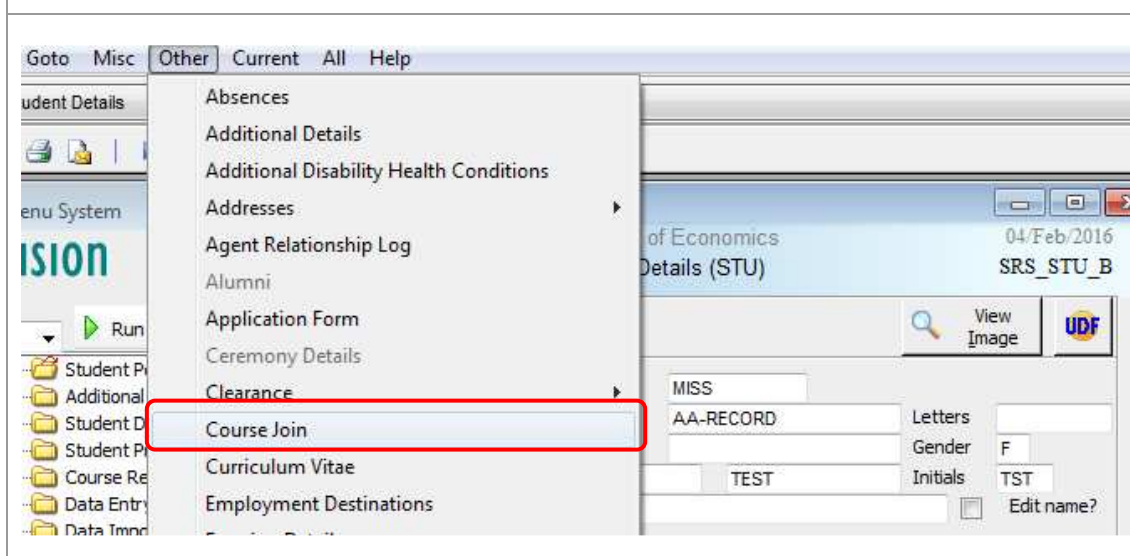
## Additional Functions

### 3. Other Menu

When looking at a particular record in SITS you can often navigate to related screens without having to search for that individual's record a second time.

For example if you are viewing a record in STU and want to view the subsequent SCJ record go to:

**Other > Course Join**



Some of the options are greyed out, which means you either do not have access to this screen or it is not in use by LSE. Accessing a screen this way means access to any other screens is now not possible until this screen is closed down. However, you can continue to navigate using the 'Other' option if it is still available to you.

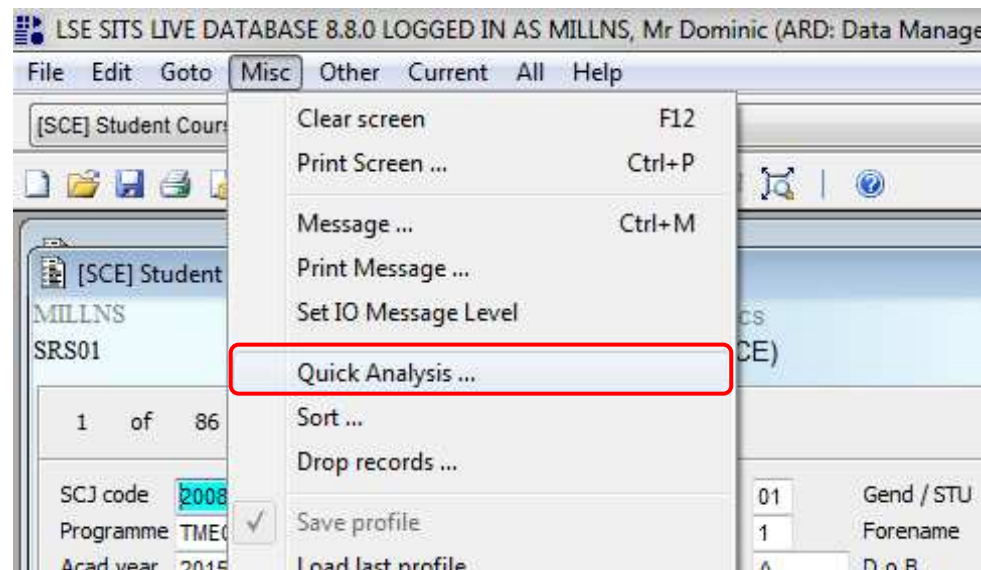
### 3.1. Quick Analysis

Following a retrieval of multiple records, it is possible to get a breakdown of individual fields by using the Quick Analysis tool.

For example after retrieving a number of students in **SCE**, if you want to get a breakdown of the numbers of students for each Fee Status (whether Home UK, Home EU or Overseas) then firstly left-click in the **Fee Status** field to highlight it.

QTS Status		Funding level	
Ext student type		Student fund cat.	
Ext training type (STT)		Next SFC Code	
Programme type		Fee status	HUK HOME U.K.
Ext study location	Z AT INSTITUTION	Next fee status	
Franchised in		Fee profile	
Franchised out		RFT code	
Term time accommodation	OPR OWN RESIDENCE	Fundability	

Go to Misc > Quick Analysis

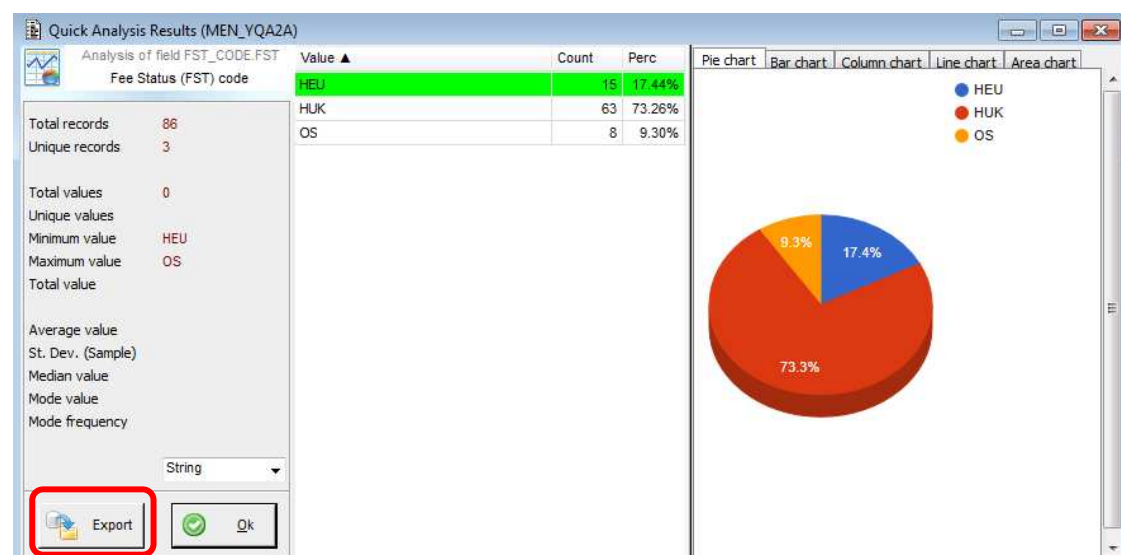


The **Field** indicates the field in which you are wanting to perform the Quick Analysis on. Selecting the **Cross reference analysis** radio button allows you compare two fields against each other.

Click the **Ok** button to perform the analysis.

This produces a breakdown of the different values in the Fee Status field both numerically and as a percentage. If this field was a numerical field there would also be a value for the average, median, mode etc (though this may not be applicable in all cases).

You can view the output in a spreadsheet by clicking **Export**.



To compare two fields against each other using the cross reference analysis feature, proceed as previously but select the **Cross reference - record count analysis** radio button.

Advanced Quick Analysis - Selection screen

Advanced Quick Analysis - Selection screen

Analysis of field FST\_CODE.FST - Fee Status (FST) code.

Mode

- ☐ Mathematical analysis (Min,Max,Average)
- ☒ Cross reference - record count analysis
- ☐ Cross reference - sum of field value analysis

Row Field FST\_CODE.FST Fee Status (FST) code

Col. Field

Options

- ☐ Discard retrieved records after processing
- ☐ Group values case sensitively

Maximum processing time in minutes 2

Cancel Ok

Double-click on the **Field 2** field to bring up a list of available field names. In this case **Block** is selected to compare against the fee status

Advanced Quick Analysis - Selection screen

Advanced Quick Analysis - Selection screen

Analysis of field FST\_CODE.FST - Fee Status (FST) code.

Mode

- ☐ Mathematical analysis (Min,Max,Average)
- ☒ Cross reference - record count analysis
- ☐ Cross reference - sum of field value analysis

Row Field FST\_CODE.FST Fee Status (FST) code

Col. Field

Options

- ☐ Discard retrieved records after processing
- ☐ Group values case sensitively

Maximum processing time in minutes

Cancel

Select ...

7 of 215 Program Field List (PFL) records.

FLD Code	FLD Name	Dict	Entity
AVG_CODE	Award Validating Group (AVG) code	SRS	AVG
AVG_SNAM	Short name	SRS	AVG
AYR_CODE	Academic Year (AYR) code	SRS	AYR
AYR_SNAM	Short name	SRS	AYR
AYR_CODE		SRS	AYR1
AYR_SNAM		SRS	AYR1
CBK_BLOK	Block	SRS	CBK
CBO_OCCL	Occurrence	SRS	CBO
CDD_CODE		SRS	CDD1
CDD_CODE		SRS	CDD2
CDD_CODE		SRS	CDD3
CGP_CODE	Course Group (CGP) code	SRS	CGP

There are several different options to displaying the data once the quick analysis is complete, although the export function only works when the format is set to **Text** (which creates a CSV file). Adjusting the font causes the table to become distorted so I would not recommend adjusting this.

Quick Analysis - Results

Analysis of field FST\_CODE.FST - Fee Status (FST) code  
verses field CBK\_BLOK.CBK - Block

Display Mode

- ☒ Number of records
- ☐ Percentage of Row total
- ☐ Percentage of Column total
- ☐ Percentage of Grand total

Row sort ...

- ☒ Code
- ☐ Total
- ☒ Ascending
- ☐ Descending

Column sort ...

- ☒ Code
- ☐ Total
- ☒ Ascending
- ☐ Descending

Export

Presentation

Row = ☒ FST\_CODE.FST - Fee Status (FST) code  
☐ CBK\_BLOK.CBK - Block

Show ☐ Show Zero values? ☒ Show Percentage?

Text HTML table Bar chart Column chart Line chart Area chart

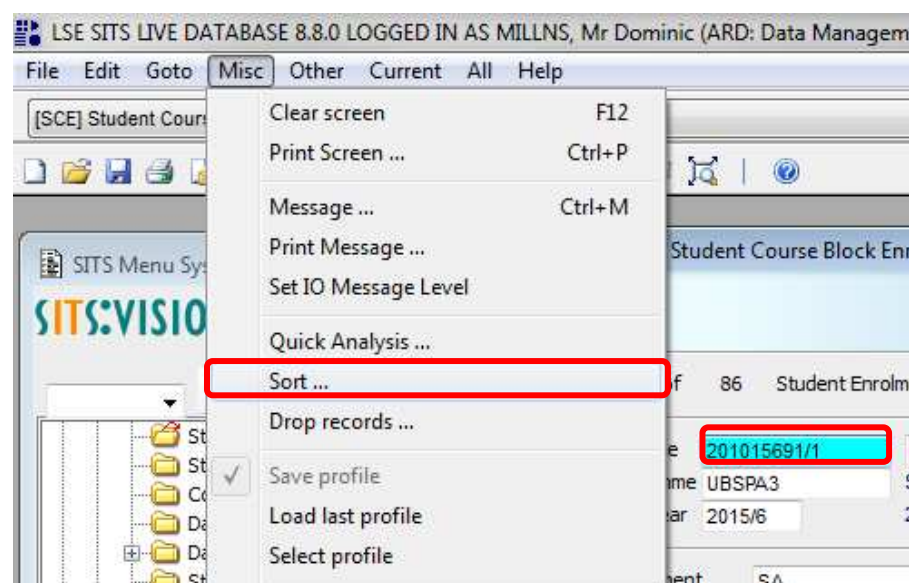
FST_CODE.FST - Fee Status (FST) code	CBK_BLOK.CBK - Block				
	1	2	3	Total	Percentage
HEU	1	4	3	8	9.3%
HUK	7	15	49	71	82.6%
OS		4	3	7	8.1%
<b>TOTAL</b>	<b>8</b>	<b>23</b>	<b>55</b>	<b>86</b>	
<b>Percentage</b>	<b>9.3%</b>	<b>26.7%</b>	<b>64.0%</b>		

### 3.2. Sort

If you wish to re-order the already retrieved records in SITS then you'll need to use the **Sort** function.

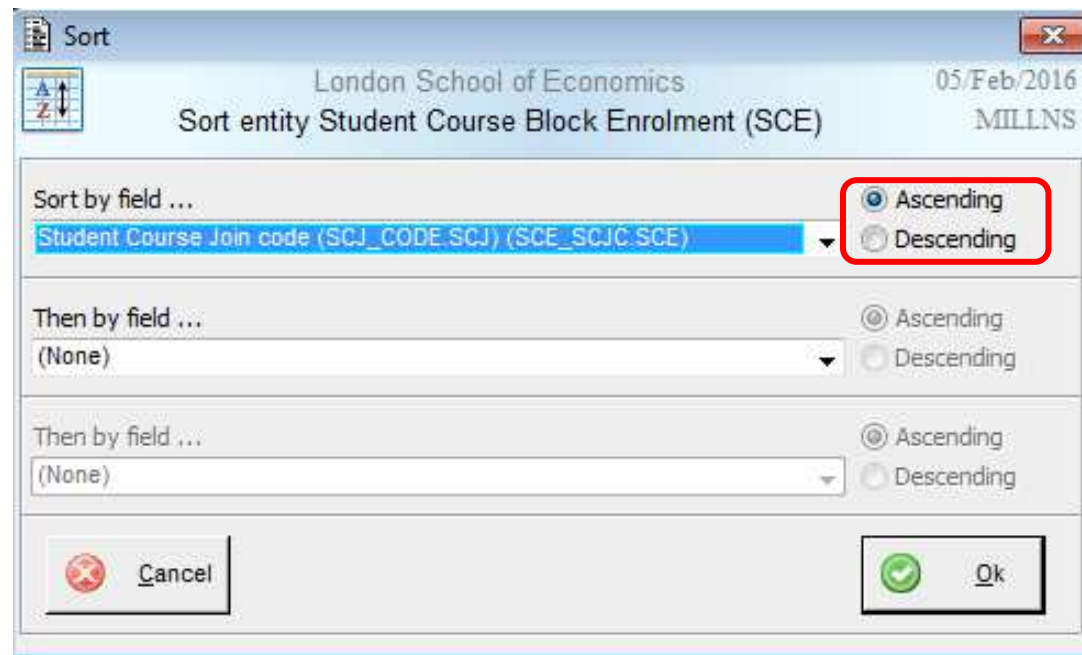
Highlight the field you wish to sort (in this case the **SCJ** field) and go to:

**Misc > Sort**





You can then specify whether this is to be sorted ascending or descending. Additionally a subsequent two fields can be added.



### 3.3. Load Existing Profile

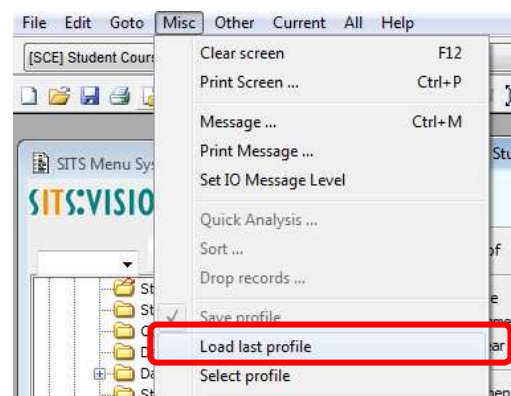
This functionality allows a user to retrieve a group of students using the same criteria as a previous a search - there are two ways in which this can be done. The screen itself will need to be clear to allow you access this function.

#### 3.3.1. Load previous profile

This will load the last used criteria used to retrieve a group of students.

Go to: **Misc > Load last profile**

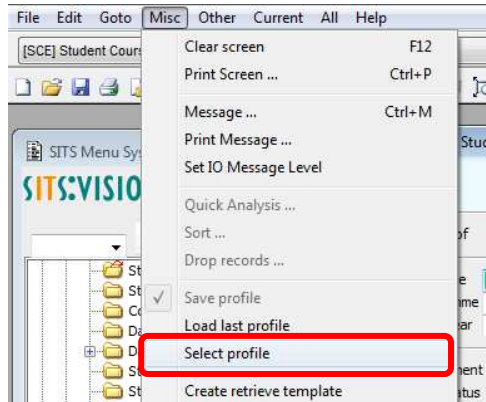
You will then need to go to **File > Retrieve** to return the students



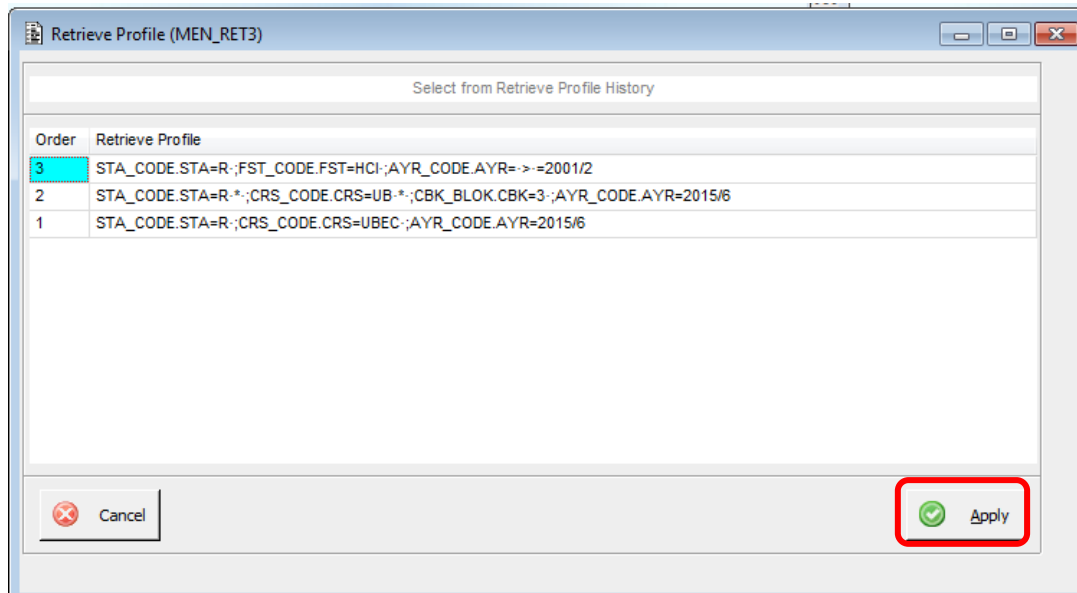
### 3.3.2. Select profile

This allows you to select from multiple previous profiles. These profiles will remain available even if you close the screen down (as long as you remain signed in to the same session).

Go to: Misc > Select Profile



Highlight the profile you wish to use and click **Apply**.





## 4. Reporting

### 4.1. Types of Report

There are multiple types of report available to be run from SITS. Within SITS the reports are termed Standard Report/Letters (SRLs):

Report Type	Function
Excel	Generates an excel spreadsheet in CSV format
Formatted report	A printable report containing a header and footer
Letter	A printable letter containing formatting where required (bold, italics etc) which can contain content from the student record
Email	An email which can contain content from the student record
List	A simple list of data, suitable for email addresses

### 4.2. Running a report

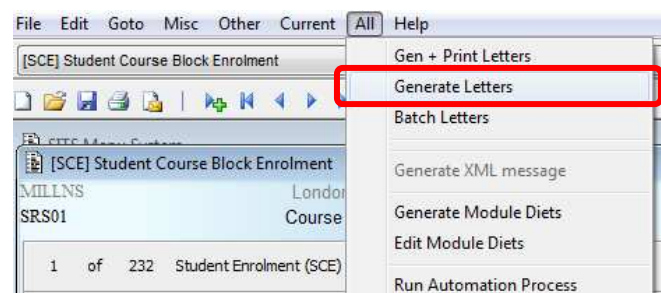
Once you have retrieved students within a screen in SITS there are two different options when running reports:

**All:** this will report on all the students you have retrieved (unless the report has any code that will filter them out)

**Current:** this will only generate a report based on the current student record in view/highlighted

For example once you have retrieved a number of students in SCE and you wish to generate a report giving general information on the students go to:

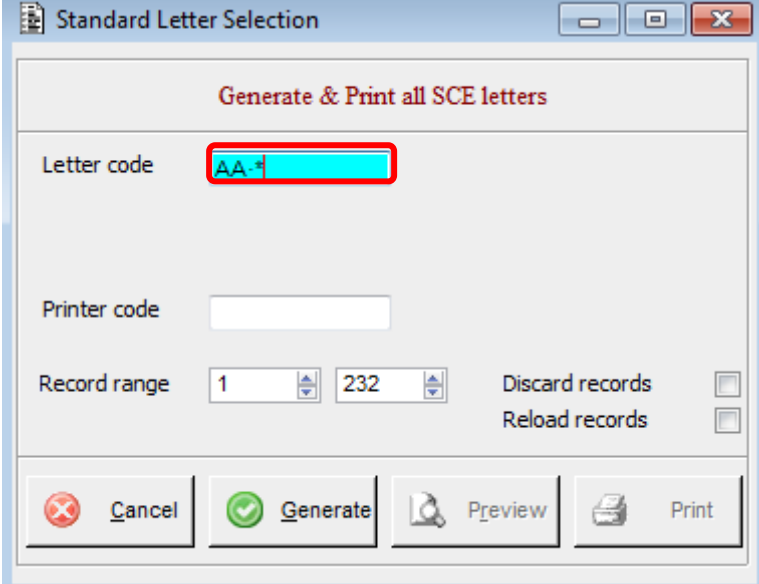
**All > Generate Letters**



In the **Letter Code** field enter:

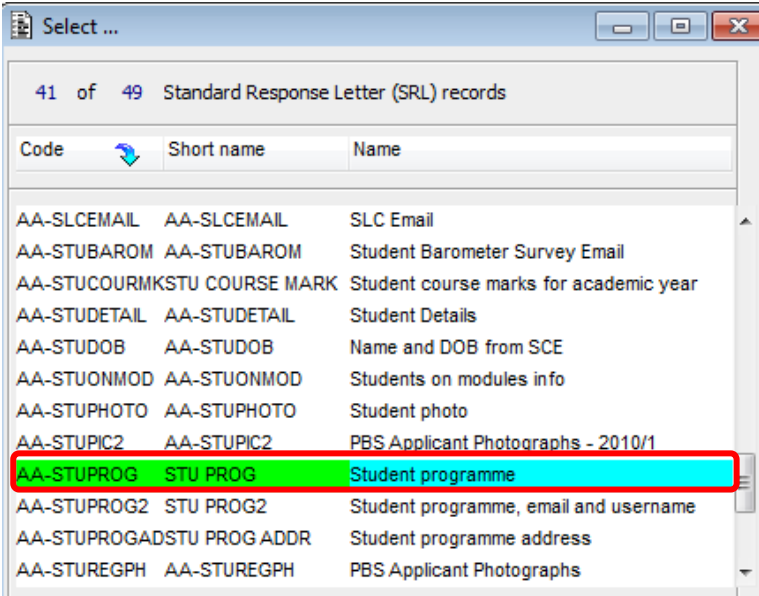
**AA.\*** (using the Any Character wildcard)

And then **double-click** within the field.



The 'Standard Letter Selection' dialog box has a title bar with standard window controls. The main area is titled 'Generate & Print all SCE letters' in red. It contains a 'Letter code' field with 'AA.\*' entered and highlighted by a red rectangle. Below it is an empty 'Printer code' field. The 'Record range' is set from 1 to 232. There are checkboxes for 'Discard records' and 'Reload records', both of which are unchecked. At the bottom, there are four buttons: 'Cancel' (with a red X icon), 'Generate' (with a green checkmark icon), 'Preview' (with a magnifying glass icon), and 'Print' (with a printer icon).

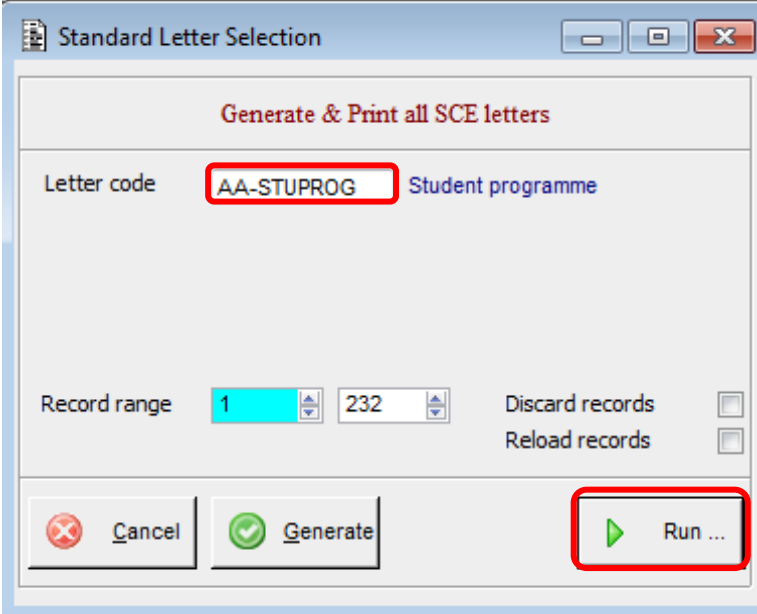
This will allow you to choose between all the AA reports available for this screen. **Double-click** on the **AA-STUPROG** code.



The 'Select ...' dialog box shows a list of 49 'Standard Response Letter (SRL) records'. The list is displayed in a table with three columns: 'Code', 'Short name', and 'Name'. The record 'AA-STUPROG' is highlighted with a red rectangle. The list includes various reports such as 'SLC Email', 'Student Barometer Survey Email', 'Student course marks for academic year', 'Student Details', 'Name and DOB from SCE', 'Students on modules info', 'Student photo', 'PBS Applicant Photographs - 2010/1', 'Student programme', 'Student programme, email and username', 'Student programme address', and 'PBS Applicant Photographs'.

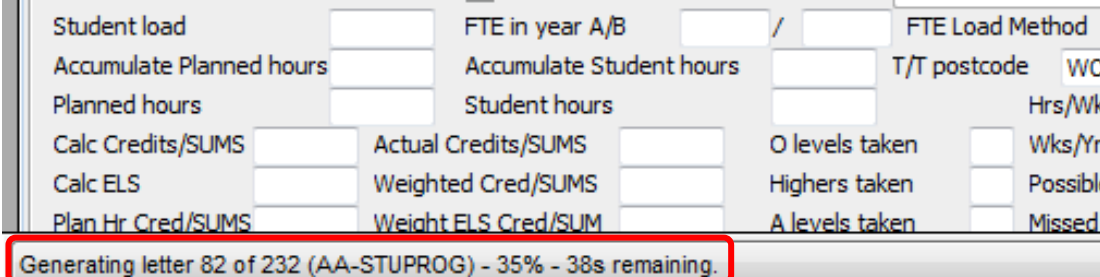
Code	Short name	Name
AA-SLCEMAIL	AA-SLCEMAIL	SLC Email
AA-STUBAROM	AA-STUBAROM	Student Barometer Survey Email
AA-STUCOURMKSTU	COURSE MARK	Student course marks for academic year
AA-STUDETAIL	AA-STUDETAIL	Student Details
AA-STUDOB	AA-STUDOB	Name and DOB from SCE
AA-STUONMOD	AA-STUONMOD	Students on modules info
AA-STUPHOTO	AA-STUPHOTO	Student photo
AA-STUPIC2	AA-STUPIC2	PBS Applicant Photographs - 2010/1
AA-STUPROG	STU PROG	Student programme
AA-STUPROG2	STU PROG2	Student programme, email and username
AA-STUPROGADSTU	PROG ADDR	Student programme address
AA-STUREGPH	AA-STUREGPH	PBS Applicant Photographs

Tab out of the **Letter Code** field and click on the **Run** button.



The image shows a 'Standard Letter Selection' dialog box. At the top, it says 'Generate & Print all SCE letters'. Below this, there is a 'Letter code' field containing 'AA-STUPROG' and a 'Student programme' label. Further down, a 'Record range' is set from '1' to '232'. There are checkboxes for 'Discard records' and 'Reload records', both of which are currently unchecked. At the bottom, there are three buttons: 'Cancel' (with a red X icon), 'Generate' (with a green checkmark icon), and 'Run ...' (with a green play button icon). The 'Run ...' button is highlighted with a red rectangle.

The message bar at the bottom left of the screen will notify you on the time left to generate the report.



The image shows a progress bar at the bottom of a screen. Above the progress bar is a table of fields for data entry. The progress bar itself contains the text: 'Generating letter 82 of 232 (AA-STUPROG) - 35% - 38s remaining.' This text is highlighted with a red rectangle.

Student load		FTE in year A/B		/		FTE Load Method	
Accumulate Planned hours		Accumulate Student hours				T/T postcode	WC
Planned hours		Student hours				Hrs/Wk	
Calc Credits/SUMS		Actual Credits/SUMS				O levels taken	Wks/Yr
Calc ELS		Weighted Cred/SUMS				Highers taken	Possible
Plan Hr Cred/SUMS		Weight ELS Cred/SUM				A levels taken	Missed

The **Text Standard Letters** screen asks you where you want to save the report to. You can select this by clicking on the **folder** icon and browsing to a desired location. If you do not select a location it will create the report in the default location (c:\siaap) but can later be saved to a destination of your choice.


Click **OK** to continue.

Text Standard Letters

Letter SCE AA-STUPROG **STU PROG**


Student programme



Generate ☒ One combined file ☐ 232 individual files

Filename stuprog.csv 

Individual Filenames

- stuprog.csv
- stuprog.csv
- stuprog.csv
- stuprog.csv
- stuprog.csv
- stuprog.csv

Change Directory for All files 

 Cancel  OK

## 4.3. Useful Reports

### 4.3.1. Common Reports

These reports appear on several different screens within SITS. In each case they are mostly the same although there may be slight differences depending on what screen you are running it from.

Different types of report are identified by different characters that are used to break up the report's name. The hyphen (-) is used to indicate that it is a Excel file, the forward slash (/) is used to indicate that it is a formatted report and the semi-colon(;) identifies the report as a text file.

Name	Screens available	Description
AA;EMAIL	CAPS SMO SCE STU	Email address list in text file.
AA-STUPROG	CAP SCE SCJ SMO SMR SPR STU	Excel spreadsheet containing a range of student data, usually including name, programme, LSE ID etc
AA-STURESULT	SMR SPR	Excel spreadsheet including students name, courses taken and grades achieved

### 4.3.2. Further Reports

Screen	Code	Full name	Description
CAP	AA-CONDS	File Tracker Offer Conditions	
CAP	AA-CONTACTAD	Student contact address, country, tel & e-mail	Excel spreadsheet with ID number, title, forename, surname, contact address line1, address line2, address line3, address line4, address line5, postcode, country, telephone, mobile, email
CAP	AA-ENTRYSUBJ	Student entry qualification and subject	Excel spreadsheet with ID number, title, forename, surname, programme, decision/response, qualification code, qualification, subject code, subject for all UG applicants and PG from 2007/8
CAP	AA-FTALL	File Tracker Status for All	
CAP	AA-HOMEAD	Student home address, tel & e-mail	Excel spreadsheet with ID number, title, forename, surname, home address line1, address line2, address line3, address line4, address line5, postcode, country, telephone, mobile, email
CAP	AA-NATIONINS	Student nationality and last institution	Excel spreadsheet with ID number, title, forename, surname, nationality and last institution

CAP	AA-OFFRSPSTU	Applicant offer, response, student ref	Excel spreadsheet with LSE ID, Sort Name, Category, Admis Prog, Ac Year, Programmme Name , Prog, Year, Decision/Response, Offer, SCJ Id
CAP	AA-REJECT	File Tracker List of Rejects	
CAP	AA-STUPROG	Student programme	Excel spreadsheet with ID Number, UCAS ID, Surname, Forename 1, Fee Status, Gender, Decision status, Mode, Admissions code, Programme name, Programme ,Year, Department, Tutor, email
CAP	AA-UG OFFER	Student Name List	Excel spreadsheet with LSE ID, UCAS ID, Personal ID, Home/Overseas, Short Name, Category, UCAS Prog, Ac Year, SSC Prog, Year, UCAS Decision, UCAS Response, Offer, Secondary Offer, UCAS Exam Results
CAP	AA;EMAIL	Student email list	Semicolon delimited text file of student contact email addresses
CBO	AA-PHOTO	Student programme ID photographs	Student names and ID photographs for Programme and given status with default filename photos.htm
MOD	AA-PHOTO	Student course ID photographs from student results	Student names and ID photographs for Course with default filename photos.htm from student result records for academic year
SCE	AA-CONTACTAD	Student contact address, tel & e-mail	Excel spreadsheet with ID number, title, forename, surname, contact address line1, address line2, address line3, address line4, address line5, postcode, country, telephone, mobile, email
SCE	AA-HOMEAD	Student home address, tel & e-mail	Excel spreadsheet with ID number, title, forename, surname, home address line1, address line2, address line3, address line4, address line5, postcode, country, Telephone, Mobile, email
SCE	AA-STUPROG	Student programme	Excel spreadsheet with ID Number (SCJ Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Ac Year, Programme name, Programme, Year, Department, Tutor, Progression
SCE	AA-STUPROG2	Student programme, email and username	Excel spreadsheet with ID Number (SCJ Code), Surname, Forename 1, Gender, Status, Mode, Programme name, Programme, Year, Occurrence, email, Username
SCE	AA-STUSUPERV	Student Supervisor	Excel spreadsheet with ID, Surname, Initials, Department, Main Supervisor and Co-supervisor
SCE	AA/STUSUPERV	Student Supervisor Report	Student Supervisor report with ID, Surname, Initials, Department, Main Supervisor and Co-supervisor
SCE	AA;EMAIL	Student email list	Semicolon delimited text file of student contact email addresses
SCJ	AA-CONTACTAD	Student contact address, tel & e-mail	Excel spreadsheet with ID number, title, forename, surname, contact address line1, address line2, address line3, address line4, address line5, postcode, country, Telephone, Mobile, email
SCJ	AA-EMAIL ADD	Student email address list	Semicolon delimited text file of student institution email addresses
SCJ	AA-HOMEAD	Student home address, tel & e-mail	Excel spreadsheet with ID number, title, forename, surname, home address line1, address line2, address line3, address line4, address line5, postcode, country, Telephone, Mobile, email
SCJ	AA-STUAWARD	Student award	Excel spreadsheet with ID Number (SCJ Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Start Year, Award/End Year, Programme name, Programme, Award, Classification

SCJ	AA-STUDETAIL	Student details	Excel spreadsheet with ID Number (SCJ Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Start Year, Programme name, Programme, Year, Department, Tutor, email, Date of Birth, Ethnicity, Disability, Domicile
SCJ	AA-STUPROG	Student programme	Excel spreadsheet with ID Number (SCJ Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Programme name, Programme, Year, Department, Tutor
SCJ	AA-STUPROGAD	Student programme address	Excel spreadsheet with ID (SCJ Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Programme name, Programme, Year, Department, Tutor, Contact address and phone, email, Home address and phone
SMO	AA-CANDNUM	Student candidate number	Excel spreadsheet with ID number, Surname, Initials, Gender, email address, Mode, Course, Award, Programme, Level, Candidate, Exam, Group 1, Group 2, Start Year
SMO	AA-CONTACTAD	Student contact address, tel & e-mail	Excel spreadsheet with ID number, Title, Forename, Surname, Contact address line1, address line2, address line3, address line4, address line5, postcode, country, Telephone, Mobile, email
SMO	AA-EMAIL ADD	Student email address list	Semicolon delimited text file of student institution email addresses
SMO	AA-HOMEAD	Student home address, tel & e-mail	Excel spreadsheet with ID number, Title, Forename, Surname, Home address line1, address line2, address line3, address line4, address line5, postcode, country, Telephone, Mobile, email
SMO	AA-STUCOURSE	Student courses	Excel spreadsheet with ID, Full name, Course code, Level, Units, Occ, Programme
SMO	AA-STUPROG	Student programme	Excel spreadsheet with ID (SPR Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Programme name, Programme, Year, Course, Department, Tutor
SMO	AA-STUPROGAD	Student programme address	Excel spreadsheet with ID (SPR Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Programme name, Programme, Year, Course, Department, Tutor, Contact address and phone, email, Home address and phone
SMO	AA-STUPROGS	Student programme exam status	Excel spreadsheet with ID (SPR Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Programme name, Programme, Year, Course, Course Name, Department, Tutor, Exam Status, Email
SMO	AA/CANDCOURS	Student candidate number course report	Student candidate number course report with ID number, Surname, Initials, Gender, Mode, Course, Award, Programme, Level
SMO	AA/CANDNUM	Student candidate number report	Student candidate number report with ID number, Surname, Initials, Gender, Mode, Course, Award, Programme, Level
SMO	AA/STUPROG	Student programme tutor report	Student programme tutor report with ID, Surname, First name, Gender, Mode, Award, Programme, Level and Tutor
SMO	AA;EMAIL	Student email list	Semicolon delimited text file of student contact email addresses
SMR	AA-CANDNUM	Student candidate number	Excel spreadsheet with ID number, Surname, Initials, Gender, email address, Mode, Course, Award, Programme, Level, Candidate

SMR	AA-CONTACTAD	Student contact address, tel & e-mail	Excel spreadsheet with ID number, title, forename, surname, contact address line1, address line2, address line3, address line4, address line5, postcode, country, Telephone, Mobile, email
SMR	AA-HOMEAD	Student home address, tel & e-mail	Excel spreadsheet with ID number, Title, Forename, Surname, Home address line1, address line2, address line3, address line4, address line5, postcode, country, Telephone, Mobile, email
SMR	AA-STUPROG	Student programme	Excel spreadsheet with ID (SPR Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Programme name, Programme, Year, Course, Department, Tutor
SMR	AA-STUPROGAD	Student programme address	Excel spreadsheet with ID (SPR Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Programme title, Programme code, Year, Course, Department, Tutor, Contact address and phone, email, Home address and phone
SMR	AA-STURESCLA	Student Course results and class	Excel spreadsheet with Academic Year, Course, ID, Name, Candidate No, Award, Programme, Mode, Mark, Grade, Level, Class
SMR	AA-STURESLT	Student Course results	Excel spreadsheet with Academic Year, Course, ID, Name, Candidate No, Award, Programme, Mode, Mark and Grade
SMR	AA/STUPROG	Student programme report	Student programme report with ID, Surname, Initials, Gender, Mode, Award Programme, Level and Tutor
SMR	AA/STURESULT	Student result report	Student result report with ID, Surname, Initials, Gender, Mode, Award Programme, Level, Fee Status, Mark and Grade
SPR	AA-AGENATDOM	Student gender, age, nationality and domicile	Excel spreadsheet with ID (SPR Code), Surname, Forename 1, Gender, Age, Nationality and country of domicile
SPR	AA-CANDCOURS	Candidate numbers and courses for academic year	Excel spreadsheet with header providing candidate number, ID number, surname, initials and course codes
SPR	AA-CONTACTAD	Student contact address, tel & e-mail	Excel spreadsheet with ID number, title, forename, surname, contact address line1, address line2, address line3, address line4, address line5, postcode, country, Telephone, Mobile, email
SPR	AA-HOMEAD	Student home address, tel & e-mail	Excel spreadsheet with header providing ID number, title, forename, surname, home address line1, address line2, address line3, address line4, address line5, postcode, country, Telephone, Mobile, email
SPR	AA-RESULTAVG	Results average	Excel spreadsheet with ID, Sort name, Prog award, Prog Title, Result average, Weighted average by credit
SPR	AA-STUAWARD	Award for completed students with candidate number	Excel spreadsheet with header providing ID, surname, initials, batch, award, award date, class, candidate number
SPR	AA-STUCOUR34	Student course list - 34 P mark scheme for ac year	Excel spreadsheet with ID number, surname, initials, batch, status, course with 34 pass mark scheme, name and level with prompt for academic year e.g. 2007/8
SPR	AA-STUCOURDY	Student course dept for ac year	Excel spreadsheet with ID number, surname, initials, batch, status, course code, name, level, units and department with prompt for academic year e.g. 2007/8



			Excel spreadsheet with ID number, surname, initials, candidate number, academic year, course code, agreed mark, agreed grade with prompt for acad year e.g. 2007/8
SPR	AA-STUCOURMK	Student course marks for academic year	02/12/09 - removed 'Actual Mark' and added field names to fill all possible columns - TR
SPR	AA-STUCOURRS	Student course results for academic year	Excel spreadsheet with ID number, surname, initials, batch, status, tutor, course code, name, agreed mark, agreed grade with prompt for academic year e.g. 2007/8
SPR	AA-STUCOURSM	Student course dept for ac year	Excel spreadsheet with ID number, surname, initials, batch, status, department, number of courses, total units with prompt for academic year e.g. 2007/8
SPR	AA-STUCOURYR	Student course list for ac year	Excel spreadsheet with ID number, surname, initials, batch, status, course code, name and level with prompt for academic year e.g. 2007/8
SPR	AA-STUPROG1	Student programme with nationality and domicile	Excel spreadsheet with ID Number (SPR Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Programme name, Programme, Year, Department, Nationality, Domicile, Previous institution, Age, email
SPR	AA-STUPROGAD	Student programme address	Excel spreadsheet with ID (SPR Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Programme name, Programme, Year, Department, Tutor, Contact address and phone, email, Home address and phone
SPR	AA-STURESULT	Student course results - no prompt for year	Excel spreadsheet with ID number, surname, initials, batch, Acad Year, status, tutor, course code, name, agreed mark, agreed grade
SPR	AA-STUTRAN-H	HTML Transcript for staff only. <b>Must not be issued to students.</b>	Student No, Name, Programme, Year 1 Average, Degree Classification, Aggregate Mark, Award Date, Mitigation Code(s), List of modules taken including: Year, name, mark, grade, exam flag, level and credits.
STU	AA-APPSCHOOL	Applicant details for school	Excel spreadsheet with School ID, School, Year, Student ID, Surname, Forename 1, Dept, Programme, Programme name, Decision, Response, Student?
STU	AA-CONTACTAD	Student contact address, tel & e-mail	Excel spreadsheet with ID number, title, forename, surname, contact address line1, address line2, address line3, address line4, address line5, postcode, country, Telephone, Mobile, email
STU	AA-EMAIL	Student email list	Semicolon delimited text file of student contact email addresses
STU	AA-EMAIL ADD	Student email address list	Semicolon delimited text file of student institution email addresses
STU	AA-HOMEAD	Student home address, tel & e-mail	Excel spreadsheet with ID number, title, forename, surname, home address line1, address line2, address line3, address line4, postcode, telephone, contact email
STU	AA-NATIONINS	Student nationality and last institution	Excel spreadsheet with ID number, title, forename, surname, nationality, last institution and last year of programme
STU	AA-SCC	Visa Batch	
STU	AA-STUPROG	Student programme	Excel spreadsheet with ID Number (SCJ Code), Surname, Forename 1, Fee Status, Gender, Status, Mode, Programme name, Programme, Year, Department, Tutor

STU	AA-STUPROGAD	Student programme address	Excel spreadsheet with ID Number (SCJ Code), Surname, Forename 1, Fee Status, Gender, Contact address and phone, email, Home address and phone, Start date, Status, Mode, Programme name, Programme, Year, Department, Tutor
STU	AA-STUSCHOOL	Student details for school	Excel spreadsheet with School ID, School, Started, Student ID, Surname, Forename 1, Department, Programme, Programme name, Status, End date, Award, Class
STU	AA;EMAIL	Student email list	Semicolon delimited text file of student contact email addresses

## 5. Creating a more detailed query with the use of Wildcards

A query can be as simple or as complicated as you wish. Entering a student number is an example of a simple query. It is limited to one student through the use of the unique identifying number assigned to the student. It is, however, possible to generate more complicated queries, usually on groups of students, by creating a broad, yet specific search pattern.

### 5.1. Complete list of wildcards in SITS

To enter a wildcard right click on into the field in which you want the wildcard to appear and select **Insert wildcard** > followed by whichever wildcard you wish to input. I've included a separate column to indicate how the wildcard icon actually appears in SITS.

Name	Icon	How it appears in SITS
Any characters	*	.*
Any single character	?	.?
Or		.
And	&	.&
Not	!	.!
Equal too	=	.=
Not Equal	!=	.!=
Greater Than	>	.>
Greater Than or Equal To	>=	.>=
Less Than	<	.<
Less Than or Equal To	<=	.<=

### 5.2. Any character (\*) and single character (?)


The **single character (?)** wildcard works as a substitute for any individual character when searching in the database, whereas the **any character (\*)** is a substitute for multiple characters. For instance in the example below it will return anyone with a 3 character first name in which the first character is 'T' and the last is 'M' (e.g. Tom, Tim etc) along with a middle name beginning with the letter 'W' and the surname 'Smith'.

The screenshot shows a search interface for 'Student (STU) records'. It displays 1 of 0 records. The search criteria are as follows:

Field	Value
Student no.	
Known as	
D.o.B.	
Forenames	T.?M
Official Name	
Title	
Surname	SMITH
Previous Name	W.*
Letters	
Gender	
Initials	
Edit name?	<input type="checkbox"/>


### 5.3. Or character (|)

The Or (|) character can be used to include multiple variables in one field. In the case below it will bring back students on both TMEH *and* TMEC.

1 of 0 Student Enrolment (SCE) records			
SCJ code	<input type="text"/>	Seq number	<input type="text"/>
Programme	<input type="text" value="TMEH TMEC"/> <a href="#">MSC EC HIST</a>	Block	<input type="text"/>
Acad year	<input type="text"/>	Occurrence	<input type="text"/>
		Gend / STU	<input type="text"/>
		Forename	<input type="text"/>
		D.o.B.	<input type="text"/>

### 5.4. Not character (!)

The Not character (!) will omit any retrieval for the data that is entered after the wildcard character. In the case below it will return all students on UBEC for 2015/6 that are *not* enrolled.

1 of 0 Student Enrolment (SCE) records			
SCJ code	<input type="text"/>	Seq number	<input type="text"/>
Programme	<input type="text" value="UBEC"/> <a href="#">ECON</a>	Block	<input type="text"/>
Acad year	<input type="text" value="2015/6"/> <a href="#">2015/16</a>	Occurrence	<input type="text"/>
		Gend / STU	<input type="text"/>
		Forename	<input type="text"/>
		D.o.B.	<input type="text"/>
Department	<input type="text"/>	Batch	<input type="text"/>
Prog status	<input type="text"/>	Date Registered	<input type="text"/>
UDS Code	<input type="text"/>	Start date	<input type="text"/>
Faculty	<input type="text"/>	End date	<input type="text"/>
Enrolment status	<input type="text" value="!R"/>	STA last modified	<input type="text"/>
Next enrol status	<input type="text"/>	Start of Break (this session)	<input type="text"/>

## 5.5. Equal too character (=)

This allows you to specifically retrieve blank records. In the example below it will retrieve any students who started the UBEC programme in 2015/6 that do not have any entry in the Country of Domicile.

Entry year	2015/6	2015/16	Forename	
Programme	UBEC	ECON	D.o.B.	
Block / Occurrence	/		Age on entry	
Programme group			Ext reference	
Original cohort			Start date	
Current cohort			HESA start date	
Placements Cohort			HESA End Date	
Personal tutor			End date	
Personal tutor 2			Earliest expected end	
			Expiry Date	
Mode of attendance			Length of study	
Student Join status			Tariff points	
Entry status			A level points	Not UCAS on crs
Rsn. For Termination			Highers points	Scottish seq
Quals on entry			Welsh Bacc. Ad. Dip.	
Destin. on completion			No. A/AS levels	
T-T indicator			A/AS core subject(s)	
FE student flag			No. Highers	
HESA instance			No. Voc. quals	
High Level Obtained			ITT outcome	
No of Nat Certs			O levels gr 1-3	O levels gr 4-5
			SQA cert period	Digitary Trigger
Country of domicile	=		Home Post code	

## 5.6. Greater than (>) and Less than (<) characters

The example below will return only students on UBEC who are currently unfinished and have a start date *prior* to 01/10/2014. This can be combined with the **Greater than (>)** wildcard to create a range between two dates.

Student Join Code		SPR code		STU code	
Sort name		SCJ Seq no.		Gender	
Entry year				Forename	
Programme	UBEC	ECON		D.o.B.	
Block / Occurrence	/			Age on entry	
Programme group				Ext reference	
Original cohort				Start date	<01/Oct/2014
Current cohort				HESA start date	
Placements Cohort				HESA End Date	
Personal tutor				End date	
Personal tutor 2				Earliest expected end	
				Expiry Date	
Mode of attendance			Length of study	Tariff points	
Student Join status	U	UNFINISHED	A level points	Not UCAS on crs	
Entry status			Highers points	Scottish seq	

### 5.7. *Greater than or equal to (>=) and Less than or equal to (<=) characters*

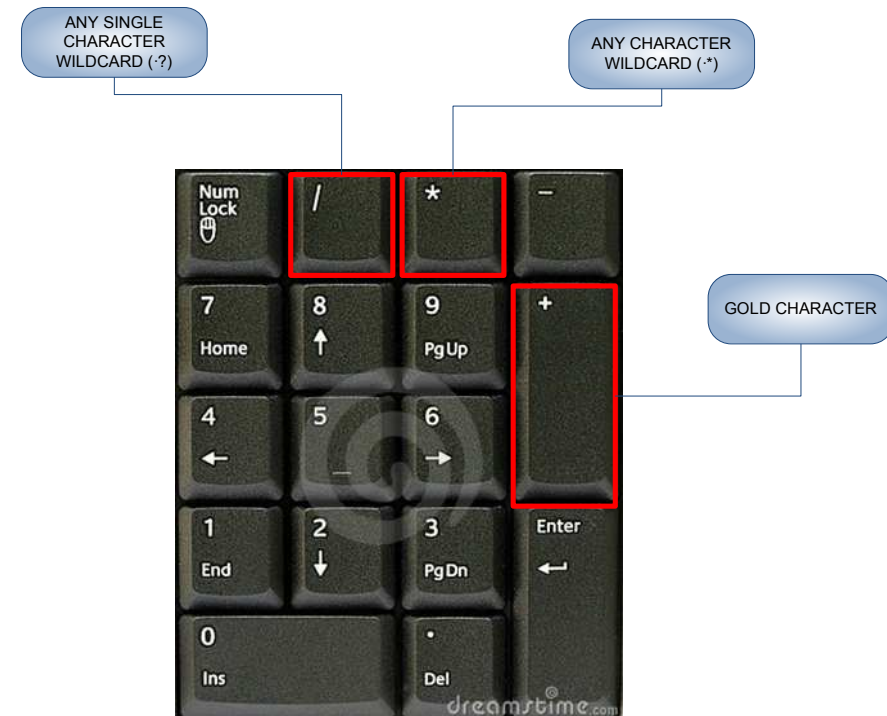
Similar to the previous example but this time the date is inclusive (i.e. this report will return unfinished students on UBEC with a start date prior to *and including* 01/10/2014)

Student Join Code	<input type="text"/>	SPR code	<input type="text"/>	STU code	<input type="text"/>
Sort name	<input type="text"/>	SCJ Seq no.	<input type="text"/>	Gender	<input type="text"/>
Entry year	<input type="text"/>			Forename	<input type="text"/>
Programme	UBEC	ECON		D.o.B.	<input type="text"/>
Block / Occurrence	/			Age on entry	<input type="text"/>
Programme group	<input type="text"/>			Ext reference	<input type="text"/>
Original cohort	<input type="text"/>			Start date	<=01/Oct/201
Current cohort	<input type="text"/>			HESA start date	<input type="text"/>
Placements Cohort	<input type="text"/>			HESA End Date	<input type="text"/>
Personal tutor	<input type="text"/>			End date	<input type="text"/>
Personal tutor 2	<input type="text"/>			Earliest expected end	<input type="text"/>
				Expiry Date	<input type="text"/>
Mode of attendance	<input type="text"/>	Length of study	<input type="text"/>	Tariff points	<input type="text"/>
Student Join status	U	UNFINISHED	A level points	Not UCAS on crs	<input type="text"/>
Entry status	<input type="text"/>		Highers points	Scottish seq	<input type="text"/>



## 6. Quick Reference: Wildcards: Keyboard Shortcuts

















Name	How it appears in SITS	Keyboard Shortcut
Any characters	.*	Numeric Keypad *
Any single character	·?	Numeric Keypad ?
Or	·	GOLD +
And	·&	GOLD + &
Not	·!	GOLD + !
Equal too	·=	GOLD + =
Not Equal	·!=	GOLD + !, GOLD + =
Greater Than	·>	GOLD + >
Greater Than or Equal To	·>=	GOLD + >, GOLD + =
Less Than	·<	GOLD + <
Less Than or Equal To	·<=	GOLD + <, GOLD + =



Note that most of these shortcuts require the user to press the GOLD key, let go and then press the other character. Pressing the second key while you are still holding down the GOLD key will stop it working.



## 6.1. Quick Reference: SITS Keyboard Shortcuts

Toolbar icon	Description	Function key	Ctrl	Gold (keypad +)
	Clear the screen	F12		C
	Retrieves records	F5	R	R
	Stores records for those who can update SITS	F6	S	S
	Prints records	F11	P	P
	Displays the SITS message details	F9	M	M
	Add record for those who can update SITS		N	
	First record		Page Up	Page Up
	Previous record (Page Up)			
	Next record (Page Down)			
	Last record		Page Down	Page Down
	Cut selected text		X	
	Copy selected text		C	
	Paste selected text		V	
	Clear field	F7		
	Zoom into field		Z	Z
	Help	F1	H	H

## 6.2. Quick Reference: SITS Cheat Sheet

*How to find the students or records you need*

### Want to find:

*Undergraduate offer holders in the current admissions cycle*

*Enter the following criteria in ACD:*

**Cycle:** <next academic year> e.g. 2016

**App Status:** A.\*

**Decision 1:** C.|U

Press F5 to retrieve

**Limit this further to just applicants who have accepted:**

**Cycle:** <next academic year> e.g. 2016

**App Status:** A.\*

**Decision 1:** C.|U

**Response 1** (next to decision 1): F

### Other searches in ACD:

#### **Post-graduate offer holders:**

**Entry Year:** <next academic session>  
e.g. 2016/7 (the **Cycle** field is not used for PG admissions)

**Decision 1:** C.|U

**App Status:** GA.\*

#### **Post-graduate offer holders who have not declined:**

**Entry Year:** <next academic session>  
e.g. 2016/7

**Decision 1:** C.|U

**App Status:** GA.\*

**Response 1:** !|D

#### **PG offer holders deferred to next year**

**Entry Year:** <next academic session+1> e.g. 2016/7

**Decision 1:** C.|U

**App Status:** GA.\*DY

### Want to find:

*Registered current students on a specific programme*

*Enter the following criteria in SCE:*

#### **Programme Name:**

<Programme Code> e.g. TMCP2CS

**Acad Year:** Current session e.g. 2015/6

**Enrolment status:** R.\* (the wildcard covers registered students repeating tuition (RRT))

Press F5 to retrieve

Restrict your SCE searches further to students in a specific year of study using the 'Block' field. E.g. for 2<sup>nd</sup> year students, Block = 2

NB - If you don't know the programme code for the one you're looking for, click in the 'Programme' field when it's empty and hit F2 on your keyboard. Then press 'Add Criteria' and you can search in the 'Name' field. Remember that this is a **case sensitive** search and you can use wildcards.

## Want to find:

*Students enrolled on a particular module*

*Enter the following criteria in SMO:*

Student (SPR)	Course	Occ	Year	Period	Scheme Level	Exam	Credit	E1	E2	AG	RTS	Sort Name	SCE Details	Entry Date	Registration Status	Diet	Seq
	MA100		2015/6														

**Course:** <Course code> e.g. MA100  
**Year:** <Current Academic session> e.g. 2015/6

*To find results for students on a particular course, do the same search in **SMR***

**Course:** <Course code> e.g. MA100  
**Year:** <Current Academic session> e.g. 2015/6

Press F5 to retrieve

## Want to find:

*Students who have graduated from a particular programme in a particular year (and did not fail).*

*Enter the following criteria in SQA:*

SCJ code & name	Seq	STU code
TMCP2CS	MSC C-POLS CS	D.o.B.
Expected end	Started	Gender
Award date	Ultim. goal / In HESA?	Forename
Academic year	2015/6	SPR code
Awarding body		Progress (final)
Prog award		
Title		
External subject 1		Sub balance
External subject 2		Tuition fees
External subject 3		RFV code
External qual aim		Type of tuition fees
Award sought		Primary learning goal
Qualification *obtained*		Class & rank
Award (obtained or not)		Award Class
Title		
Synopsis		
External ref		
FE Tariff units		Guided Learning Hours
TQ sought sector		TQ gained sector
TQ sought subject 1		TQ gained subject 1
TQ sought subject 2		TQ gained subject 2
TQ sought subject 3		TQ gained subject 3

**Programme:**  
<Programme code> e.g. TMCP2CS  
**Academic Year:**  
Academic year in which student(s) graduated e.g. 2015/6  
**Award Class:** :!FAIL

### TIP:

Use Quick Analysis (Misc > Quick Analysis) to analyse the Award Class field and you will be shown a breakdown of the numbers of students falling into each classification.

## Want to find:

*Candidate numbers for students registered on a particular programme*

*Enter the following criteria in SPR*

[SPR] Student Programme Route  
MILLNS London School of Economics 28/Jan/2016  
CAM01 Student Programme Route (SPR) CAM\_SPR

1 of 0 Student Programme (SPR) Records

SPR Code: [ ] Sort Name: [ ] Batch: \*TMIR  
Surname: [ ] STU Code: [ ]  
Forenames: 1 [ ] 2 [ ] 3 [ ] External Ref: [ ]  
Known as: [ ] Initials: [ ] Gender: [ ] Date of Birth: [ ]

**Study Details**

Reg Status: R.\* Year: [ ] Expected End: [ ] Scheduling Grp: [ ]  
Level: [ ] Period: [ ] Working Grp: [ ]  
Mode Attend: [ ] Date: [ ] Quals on Entry: [ ]  
Prog award: [ ] BTEC Reg Type: [ ]  
Title: [ ]

Tutor 1: [ ] Location: [ ]  
Tutor 2: [ ] Exam Centre: [ ]  
Department: [ ] Placem't Coh't: [ ]  
Faculty: [ ] Route switched: [ ]

**Award Details**

Year: [ ] Intended: [ ] Marked for Process: [ ]  
Period: [ ] Prog award: [ ]  
Date: [ ] Title: [ ]

Notes: [ ]

**Batch:** <Programme code prefixed by 'U' & Any Character (\*)> e.g. U.\*TMIR

**Reg Status:** <Enrolment status based on SCE Status> e.g. R.\*

N.B. As there isn't a specific 'Programme Code' field on SPR you need to use the Batch field (SCJ Status + Block Number + Programme Code). 'U' at the start ensures the student has not finished and the wildcard ensures you return all students in any year of study (Block).

*You then need to run the AA-CANDNUM report (see page 25 for full details) for the retrieved student, which will give you an Excel file with candidate numbers.*