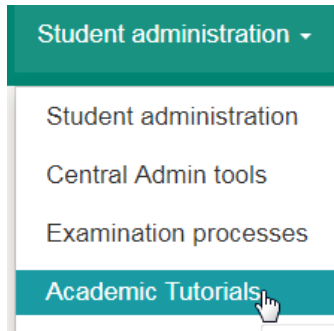# Recording bulk tutorial attendance

To record tutorial attendance for multiple tutees at a time, go to the Bulk Tutorial links on the Academic tutorials page on the portal.
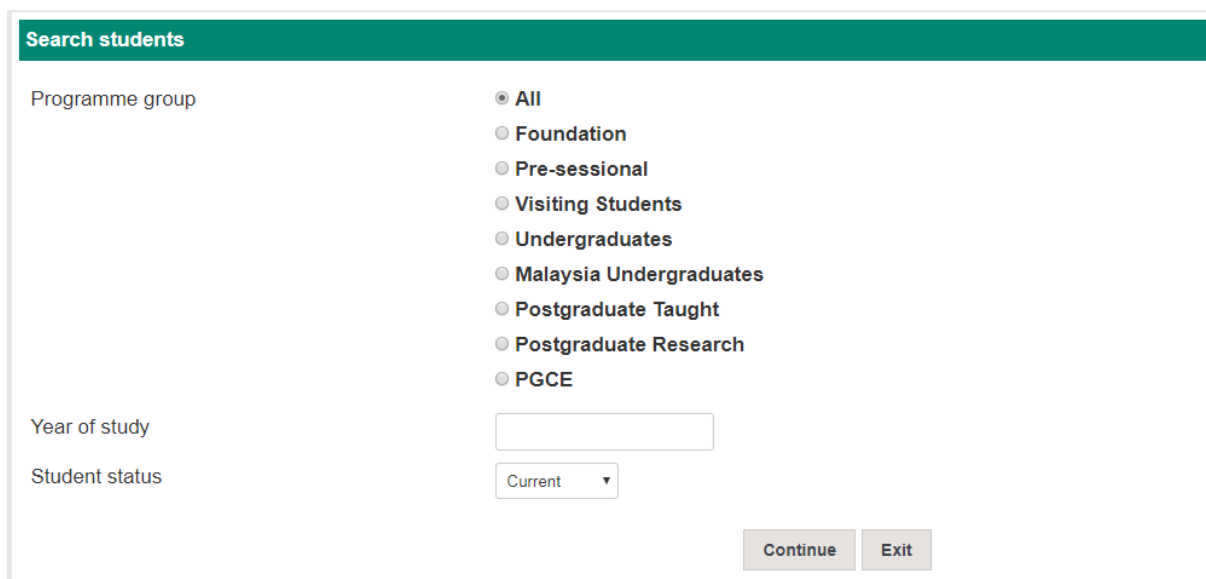
Both links do the same thing, but the first link gives you further options to retrieve your tutees and the option to email your tutees with any comments you have. The second link is a simpler version that just adds records to the RISIS database.

Bulk tutorial attendance recording

If you click on the first link ('Bulk Tutorial Attendance Recording'), you will see the following:

Here you can change the criteria for retrieving your tutees. For example, you may have a lot of tutees and want to only bring back the Undergraduate students, or first year students.

Enter your search criteria and click Continue.

You should then see a list of your tutees like the below:

To add a tutorial meeting record, please click the checkboxes next to the relevant students

Then in the second box, you can enter the Meeting date, time and type of meeting. Please note that all these fields are optional, but you will have to enter the meeting date on the next page if you do not do so here.

Once you click Continue, you should see a list of the students you selected with the option to add information:

On this screen you can change the meeting date and time, whether the student attended, and add any notes about the meeting (which will be visible to the student on their RISIS portal).

Please note that if you decide not to continue at this stage, you need to click the Cancel button in the left hand corner of the page, otherwise the records will still be stored.

If you click save, you will then have the option to view and edit the emails that are sent to the students:

EMAIL PREVIEW SCREEN

Use this screen to preview/amend emails before sending

Email List

Record	Name	Recipient	Send	Actions
26004040~017	Test Student 1	risis-test@reading.ac.uk	☑	View Edit
27011242~010	Test Student 2	risis-test@reading.ac.uk	☑	View Edit

Attach Files to Emails

Browse My Computer	Upload

Cancel   Send Selected

You can select whether to email specific students by clicking on the tick under the Send column, and click on the View or Edit buttons to see the email content.

If you click on Edit, you will see something like this:

Edit Email

From	test@reading.ac.uk
To	risis-test@reading.ac.uk
Cc	
Bcc	
Subject	Tutorial Meeting Attendance (Test Student 1)
	☑ Send?
Message	Dear Test,

The summary of our recent academic tutorial meeting on Wednesday 1 May 2019 is now available for you to view and add comments, if you wish.

Please log onto the RISISweb portal at www.risisweb.reading.ac.uk to view the summary on the Academic Tutorials page, where you can enter your comments and indicate whether you agree with my summary or not.

Yours sincerely,

Showing page 1 of 2

First Previous **1** 2 Next Last

Back to list view

You can then edit the text of the email, and click on the Next button to edit emails for different students.

When you're ready to send the emails, click 'Back to list view', and then 'Send selected'.

You should then see a message confirming that the email has sent:

Sending Messages

Successfully sent 1 of 2 email messages.

Bulk tutorial attendance recording (simple version)

This is the same as the above version, but without the search stage, and the email step.

When you click on the 'Bulk Tutorial Attendance Recording (simple version)' link, you should see a list of all your tutees:

To add a tutorial meeting record, please click the checkboxes next to the relevant students

Then in the second box, you can enter the Meeting date, time and type of meeting. Please note that all these fields are optional, but you will have to enter the meeting date on the next page if you do not do so here.

Once you click Continue, you should see a list of the students you selected with the option to add information:

On this screen you can change the meeting date and time, whether the student attended, and add any notes about the meeting (which will be visible to the student on their RISIS portal).

Please note that if you decide not to continue at this stage, you need to click the Cancel button in the left hand corner of the page, otherwise the records will still be stored.

Once you click Save, the records will be available to view via the Tutor card and the reports on the Academic Tutorials page.