

RegisterUCL – User Guide for Tier 4 Reporting

This guide describes how RegisterUCL can be used to review data for students sponsored by UCL on a study visa, currently known as Tier 4.

Details of student visa status have been taken directly from Portico. Portico is the master system for student visas and RegisterUCL merely holds a copy of this information, for use within the context of attendance.

How to log into RegisterUCL

You can access RegisterUCL through a web browser, on a tablet, smart-phone, laptop or PC.

Log into the system via UCL's single sign on page, with your UCL username and password.

<https://ucl.seats.cloud>

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Single Sign-on

UCL members: in order to access this resource, please enter your UCL computer account details in the boxes below and click "Login".

Login to RegisterUCL

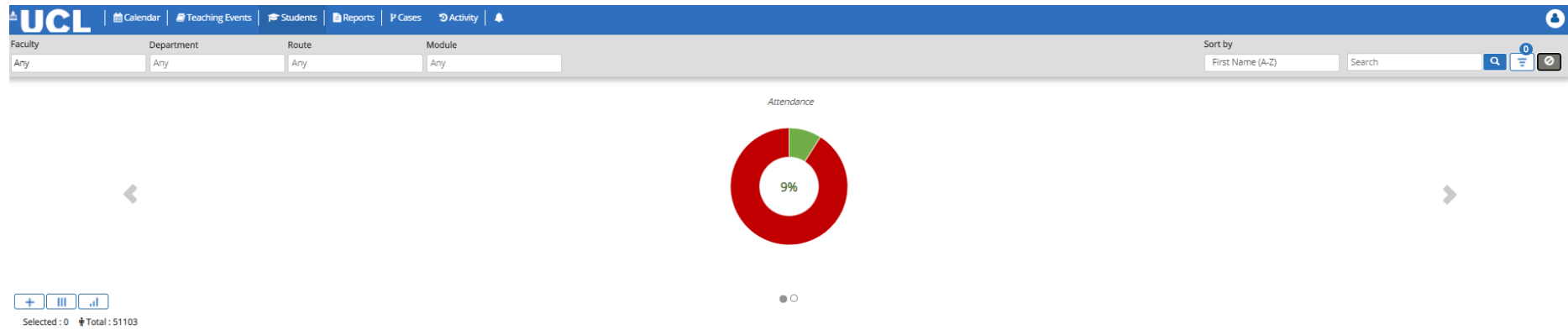
UCL username: *

UCL password: *

Login

- You will only need to enter these details once per Web browser session.
- **Remember:** to properly log out of any resource, you should always end your web browser session.

Students Tab – Main View

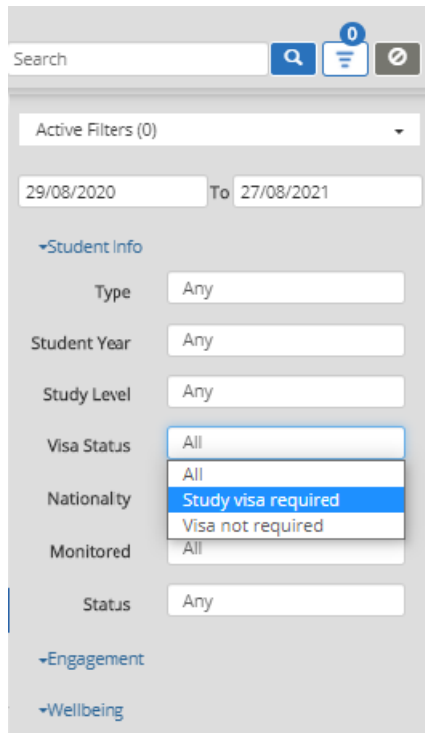


Filters can be used to refine results on the *Students* tab, so that only those studying on a visa are displayed

- Open the filter by clicking on the filter button, this can be found to the right of the search bar, at the top of the screen

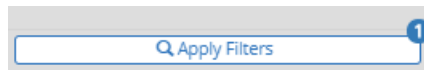


- Expand the *Student Info* section and select 'Study visa required' from the *Visa Status* field



The screenshot shows a filter sidebar on a light gray background. At the top is a search bar with the text 'Search' and three icons: a magnifying glass, a list icon with a blue circle containing '0', and a close icon. Below the search bar is a dropdown menu labeled 'Active Filters (0)'. Underneath is a date range selector with '29/08/2020' and '27/08/2021' separated by 'To'. The 'Student Info' section is expanded, indicated by a blue arrow and text. It contains several filter fields: 'Type' (Any), 'Student Year' (Any), 'Study Level' (Any), 'Visa Status' (All), 'Nationality' (Study visa required), 'Monitored' (All), and 'Status' (Any). The 'Visa Status' dropdown menu is open, showing three options: 'All', 'Study visa required' (highlighted in blue), and 'Visa not required'. Below the 'Student Info' section are two more collapsed sections: 'Engagement' and 'Wellbeing', each with a blue arrow and text.

- Click on Apply Filters to refine the list



The screenshot shows a button with a magnifying glass icon and the text 'Apply Filters'. A blue circle with the number '1' is positioned to the right of the button.

Students Tab – Student Detail View

Selected: 0 | Total: 13388

	Full Name	Student Number	Routes	Last Physical Swipe	Attendance (%)
<input type="checkbox"/>			TEPSECSLAN01 - PGCE Languages	Not Applicable	0%
<input type="checkbox"/>			TMRARCSPL17 - MRes Space Syntax: Architecture and Cities	Not Applicable	0%
<input type="checkbox"/>			TMSIONSBRN01 - MSc Brain and Mind Sciences	Not Applicable	0%
<input type="checkbox"/>			DDYEDUSCAP01 - DEdPsy Professional Educational, Child and Adolescent Psychology	Not Applicable	0%

After selecting a student from the main view, you will be taken to a more detailed view of the student.

UCL |
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Calendar
Add Note

Routes:
MSc Brain and Mind Sciences

Visa Status (green=study visa; red=no study visa):
●

Student Profile
Attendance
Workflows
Communications
Attachments

Name:

Surname:

Student Year:

Score:

Student No:

Route:

Badge Number:

Nationality:

Preferred Name:

University Email:

Last Physical Swipe:

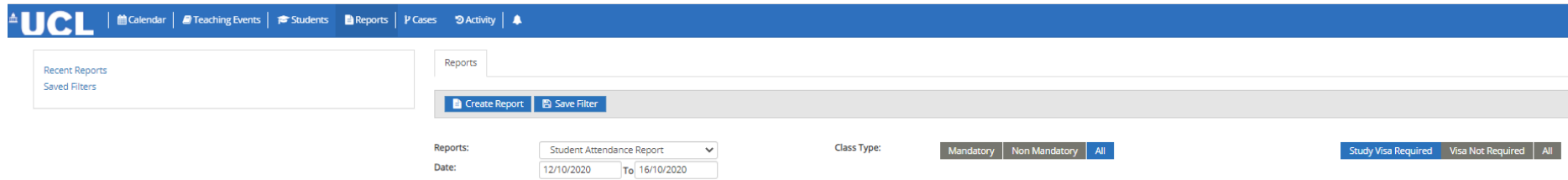
The *Visa Status* indicator on the student card shows whether or not they hold a visa to study.

Visa Status (green=study visa; red=no study visa):
●

Although the Nationality field is not populated, it is not currently possible to hide this from view, if access to visa status is required.

Nationality:

Reports Tab



The screenshot shows the UCL Reports Tab interface. At the top is a blue navigation bar with the UCL logo and links to Calendar, Teaching Events, Students, Reports (active), Cases, Activity, and a notification bell. Below the navigation bar, on the left, is a box with 'Recent Reports' and 'Saved Filters'. To the right of this is a 'Reports' tab. Below the tab are two buttons: 'Create Report' and 'Save Filter'. Further down, there are filters for 'Reports' (a dropdown menu showing 'Student Attendance Report') and 'Date' (two date pickers showing '12/10/2020' and '16/10/2020'). To the right of these are 'Class Type' buttons: 'Mandatory', 'Non Mandatory', and 'All'. On the far right are 'Study Visa Required', 'Visa Not Required', and 'All' buttons.

UCL | Calendar | Teaching Events | Students | Reports | Cases | Activity |

Recent Reports
Saved Filters

Reports

Create Report Save Filter

Reports: Student Attendance Report

Date: 12/10/2020 To 16/10/2020

Class Type: Mandatory Non Mandatory All

Study Visa Required Visa Not Required All

When running reports, to restrict the results to students who hold a study visa, select the *Study Visa Required* option.

Study Visa Required