

Faculty Query System

The FQS system provides an overview of course and student details across the University from the SITS Student Record System

Accessing FQS

From the MyDay homepage click on the MyTSD icon



Enter your usual username and password to log in

Croeso i MyTSD / Welcome to MyTSD

Sylwer: nid yw eich enw defnyddiwr MyTSD yr un peth â'ch cyfeiriad e-bost.
Please Note: Your MyTSD username is not the same as your email address.

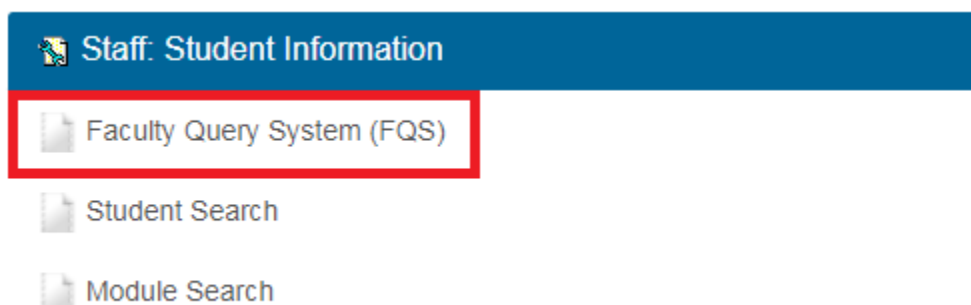
Enw Defnyddiwr/Username

Cyfrinair/Password

Os ydych wedi anghofio'ch Cyfrinair, cliciwch yma i'w ailosod
Forgotten Password, Click Here To Reset

Mewngofnodi / Log in

Once you have successfully logged in you will see a screen as shown below, click on the Faculty Query System (FQS) under the Staff: Student Information section



Providing Parameters

Select Parameters from the menu below, clicking on the parameter selection will provide a dropdown list and will be auto populated depending on previous selections.

In this example, the parameters chosen are:

- Academic Year 16/17
- Faculty of Business and Management
- The Business School

Report selector

A report may have been auto selected from the link that you followed, or you can pick a report here.

Report Faculty Query System ▼

Parameter Selector

Select the Parameters for the Report

Academic Year 16/17 ▾

Faculty Code Faculty of Business and Management ▾

School Code The Business School ▾

[Reset Report](#) [Run Report](#)

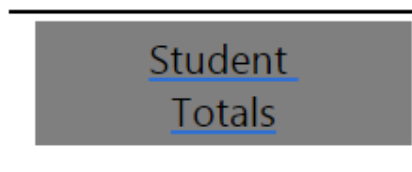
After choosing each parameter click on Run Report, the default first page is always Student Totals. At the top of the page is the navigation menu displaying which reports can run and the parameters selected previously.

Report Navigation

Every report contains the menu at the top of the page; this makes it simple to move between various reports. When selecting different reports, the parameters selected previously saves so that the information remains relevant throughout the process.

Student Totals	List of Programmes	Programme Years	A - Z Print	Modules By Faculty	Department Totals	Module Spreadsheet
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To identify the current page, a dark grey background will show behind the title as opposed to light grey

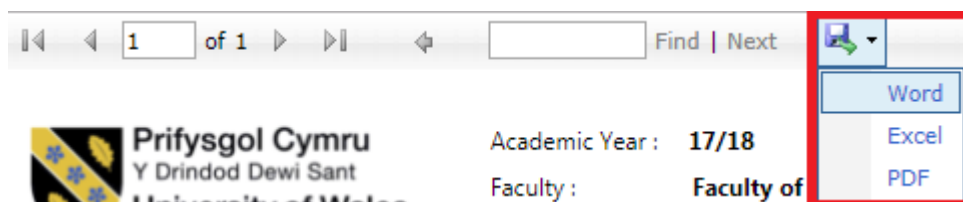


Above the menu is the navigation pane, every report is set up to be on one page therefore these page navigation buttons should not be needed

Note: To return to the previous report, select the back button as highlighted here. Do not use the browsers built in back button, as this will cause the report to run again



To export the report, select the save button as shown below. Reports can save to Word, Excel and PDF



Column Interactive Sorting

Interactive sorting is a convenient way of sorting data in a particular order as the user wishes; selecting the small arrows next to the column name will sort the data by that column either by Ascending or Descending order

Course Name	Route Code ↕	Route Name ↕	Level
Bachelor of Arts	ACCSH	Accounting	1
Bachelor of Arts	ACCSH	Accounting	2

Student Totals

The Student Totals page is a count of students per Route Name and Level. Columns included here are FTE, Headcount starters, Headcount current and so on, which provide a greater in-depth count per course

The blue underlined information is indicative of a linked report that displays more details of a particular aspect. E.g., the School Share Starters figures shown here link to a list of students

Course Name	Route Code ↕	Route Name ↕	Level	School Share Starters	Headcount Starters	Headcount 1Nov	Headcount Current	Headcount Leavers
Bachelor of Arts	ACCSH	Accounting	1	14.00	14	14	14	0
Bachelor of Arts	ACCSH	Accounting	2	12.00	12	12	10	2
Bachelor of Arts	ACCSH	Accounting	3	10.00	10	10	1	9
Bachelor of Arts inc Placement Yr	ACCSHP	Accounting - Placement Programme	2	1.00	1	1	1	0
Bachelor of Arts	BESH	Business English	3	9.00	9	9	0	9
Bachelor of Arts	BFISH	Business & Finance	1	5.00	5	5	5	0
Bachelor of Arts	BFISH	Business & Finance	2	3.00	3	3	3	0
Bachelor of Arts	BFISH	Business & Finance	3	13.00	13	13	2	11

Photo List

Student Code ↕	Student Surname ↕	Student Firstnames ↕	Student Inst Email
A5900007	ELDRIDGE, ANDREW	ANDREW	A5900007@student.uwtsd.ac.uk
A5900008	ELDRIDGE	ANDREW	A5900008@student.uwtsd.ac.uk
A5900009	ELDRIDGE	ANDREW	A5900009@student.uwtsd.ac.uk
A5900010	ELDRIDGE	ANDREW	A5900010@student.uwtsd.ac.uk
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Again, from here it is possible to click on the blue links to reveal detailed information about a student, to send an email to a student or to reveal a page of photographs for that course.

From the Student details page within the Courses section, more details are available about the student's enrolment record. This is only accessible if the user has sufficient permissions

Courses				
Join Code	Course	Course Start	Location	
1451289/2	Bachelor of Arts	15/16	School of Business	More Details
1451289/1	Bachelor of Arts	14/15	School of Business	More Details

From the further details page, assessment details are accessible by clicking against each academic year enrolment section; this is dependent on having sufficient user permissions

Student Details For Ellyse Anne McCreary Student Join: 18/01/2018			
Course Details			
Course	Bachelor of Arts		
Status	Enrolled in the Current Academic Year	Mode of Attendance	Full time
Commenced Study	21/09/2015	Expected : Actual End	31/07/2018 : Not Completed
Award		Department	The Business School
Faculty	Faculty of Business and Management	Location	Carmarthen Campus

Academic Year	Title of Course	Academic Year	Year of Study	Status	
17/18	Bachelor of Arts	17/18	3	Not Enrolled in the Current Academic Year	More
16/17	Bachelor of Arts	16/17	2	Enrolled in the Current Academic Year	More
15/16	Bachelor of Arts	15/16	1	Enrolled in the Current Academic Year	More

The assessment details page contains information such as modules, an overview of the enrolment record, weighting of each module and marks achieved including the result

Student Details For Julia Williams Student Join: 2015/2016			
Course Details			
Course	Bachelor of Arts		
Status	Enrolled in the Current Academic Year	Mode of Attendance	Full time
Commenced Study	21/09/2015	Expected : Actual End	31/07/2018 : Not Completed
Award		Department	The Business School
Faculty	Faculty of Business and Management	Location	Carmarthen Campus



Student module enrolments for: 15/16

Module Code	Module Name	Period	Credit	Attempt Cu:Co	Mark	Result	Assessment Name	Mark
SBUS4100	Accounting Fundamentals	SEM1	20	1 : 1	60	C	50% Practical assessment	60
							50% Exam (2 hours)	70
SBUS4102	Community Engagement	SEM2	20	1 : 1	60	C	100% Outline plan & Organisational analysis; Reflective evaluation	60
SBUS4104	Introducing the Modern Workplace	SEM2	20	1 : 1	70	B	50% Essay, 2000 words	70
							50% Group presentation and report (1000 words)	70
SBUS4105	Marketing Essentials	SEM1	20	1 : 1	60	C	50% Essay 2000 words	60
							50% Group presentation (15mins or 1,500 word equivalent)	70
SBUS4106	The Global Business Environment	SEM2	20	1 : 1	60	C	50% Assignment (2,500 words)	60
							50% EXAM (2 hours)	60
SBUS4108	Academic Skills	SEM1	20	1 : 1	60	C	25% Report 1500 Words	70
							75% Primary Research and Presentation	60
SBUS4109	Marketing Fundamentals	SEM1&2	20	1 : 1	60	C	30% 4 Blog Posts 1,200 words	70
							70% Reflective Assignment 2,500 words	60

From the Student Totals page, it is also possible to select the Route Name to provide further detailed information regarding the module diet of the course. This is only clickable when a module diet is available for that course

Academic Year : **16/17**
Course Code : **BA**
Route Code / Name : **BMGSH / Business Management**

Location	Module Code	Module Name	Student Taking Count (SMO)	Level	Module Credits	Compulsory / Optional
Carmarthen Campus	SBUS5105	Data Handling and Business Intelligence	15	5	20.00	Compulsory
Carmarthen Campus	SBUS5109	Entrepreneurship	12	5	20.00	Compulsory
Carmarthen Campus	SBUS5121	Managing People	14	5	20.00	Compulsory

From the module diet, the module name is selectable to view the Assessment Details page

Academic Year : **16/17**
Assessment Pattern : **SBUS5105 / Data Handling and Business Intelligence**

Asst. Pattern Code	Assessment Pattern Name	Period	Assessment Type	Assessment Description
SBUS5105	Data Handling and Business Intelligence	SEM1	COURSEWORK	25% Written report (2000 words)
SBUS5105	Data Handling and Business Intelligence	SEM1	COURSEWORK	75% Practical and written report
Total Assessments:		2		

List of Programmes

This page provides a simple list of all programmes available within the Faculty and School selected, Route Name is selectable as before to display the modules within that course

Programme Years

This page is similar to list of programmes however it includes year of study and mode of attendance details. The page is sorted by route name first and year of study second, this makes it easy to see whether a particular course is running through every YOS or not, e.g. Accounting is run on YOS 1, 2 and 3

Faculty Name	YOS	Course Code ↕	Course Name ↕	Route Code ↕	Route Name ↕
Faculty of Business and Management	1	BA	Bachelor of Arts	ACCSH	Accounting
	2	BA	Bachelor of Arts	ACCSH	Accounting
	3	BA	Bachelor of Arts	ACCSH	Accounting

Clicking on the Route Name will provide the Programme details page displaying every module related to that course with information such as ASC, credits, level and hours

Programme Details Page

Academic Year: **16/17**
Course Code: **BA**
Route Name: **Accounting**

Module Code ↕	Module Name ↕	ASC Code	ASC Name	Module Credits	Module Level
-					
CSC6006	Yangsheng and Daoist Body Philosophy	9	ASC 9	20.00	6
CSC6006	Yangsheng and Daoist Body Philosophy	A	Faculty of Arts	20.00	6
CSC6006	Yangsheng and Daoist Body Philosophy	T	Faculty of Theology	20.00	6
CSC6019	Religion, Society and the State in China, 1800-2000	9	ASC 9	20.00	6
M0X9961	Direct Entrant 120 Credit Module	APE	APEL	120.00	9
M1X9039	Accounting Fundamentals	7	ASC 7	20.00	4
M1X9040	Applied Personal & Professional Development	7	ASC 7	20.00	4
M1X9040	Applied Personal & Professional Development	A	Faculty of Arts	20.00	4
M1X9046	Marketing Essentials	7	ASC 7	20.00	4
M3X9080	Critical Perspectives On Management	7	ASC 7	20.00	6
M3X9083	Dissertation	7	ASC 7	40.00	6

From Programme Details it is possible to click on the module code to see which courses relate to that module, e.g. Marketing Essentials is available through the following courses:

Module Details Page

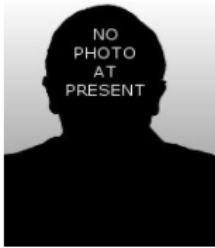
Academic Year: **16/17**
Module Code: **M1X9046**
Module Name: **Marketing Essentials**

Course Code ↕	Course Type ↕	Course Name ↕	Route Code ↕	Route Name ↕
BA	UGFT	Bachelor of Arts	ACCSH	Accounting
BA	UGFT	Bachelor of Arts	BFISH	Business & Finance
BA	UGFT	Bachelor of Arts	BMGSH	Business Management
BA	UGFT	Bachelor of Arts	EVMSH	Events Management
BA	UGFT	Bachelor of Arts	EVMSH	Events Management
BA	UGFT	Bachelor of Arts	EVMSH	Events Management
BA	UGFT	Bachelor of Arts	HCMSH-NPT	Hotel and Catering Management
BA	UGFT	Bachelor of Arts	HRMSH	Human Resource Management
BA	UGFT	Bachelor of Arts	INBSH	International Business
BA	UGFT	Bachelor of Arts	ITOSH	International Travel & Tourism Management

A – Z Print

This is a simple page displaying all students' names and contact details including level of study, courses, funding and enrolment statuses. It is possible to send emails by clicking on the email column and to view more details about a student by clicking their ID number:

Student Details For Student System	
Student Code:	12345678
Name:	John Smith
DOB:	12/12/1991
Gender:	Male
Nationality:	United Kingdom
Domicile:	United Kingdom, England, London
Known As:	John
Highest Qualification:	
Welsh Speaker:	Not Welsh Speaker



Address and Telephone Details	
Home Address	Term Address
123 Sample Street	456 Main Street
Cardiff	Cardiff
CF10 1AA	CF10 2BB
Home Phone	Mobile Phone
01234 567890	07123 456789
Email	
John.Smith.123@student.uwtsd.ac.uk	

Next Of Kin			
Next if Kin 1		Next if Kin 2	
Relationship:	Brother	Relationship:	
Name:	John Smith	Name:	
Tel:		Tel:	
Mobile:		Mobile:	

Courses			
Join Code	Course	Course Start	Location
12345678	Undergraduate Modular Part Time Course	16/17	Dynevor Campus
87654321	Higher National Certificate (Part-time)	00/01	Mount Pleasant Campus

Sometimes this message displays when running some reports, this means that the report is large and will take longer than usual to load. Follow the on-screen instructions to continue, the report will create an Excel Spreadsheet to display the data. It is still possible to click the student ID number to see more details from the spreadsheet



The production of the school A-Z print (a list of all enrolled students within a school including contact and some demographic details) may take in excess of a minute to execute.

To continue please [click here](#).

Modules by Faculty

This page provides a list of all modules across the selected Faculty ignoring the specific School. This is to provide an overview of the Faculty as a whole; it includes high-level details such as ASC code, level, credits and location. Linked and drill through reports are not available from this list

Department Totals

Department totals provides an overview of student numbers by the Faculty and School selected and then by level of study. Clicking the student numbers will open up a linked report with a list of all students matching the criteria

Faculty Name	School Name	Level	FTE	Headcount Starters	Headcount 1Nov	Headcount Current	Headcount Leavers	Fundable 1Nov
Faculty of Business and Management	The Business School	1	1150.50	1162	1134	926	236	969
Faculty of Business and Management	The Business School	2	264.50	268	259	181	87	222
Faculty of Business and Management	The Business School	3	299.00	299	276	104	195	153
Faculty of Business and Management	The Business School	4	20.00	20	20	4	16	18
Faculty of Business and Management	The Business School	5	7.00	7	7	5	2	1
Faculty of Business and Management	The Business School	8	1.00	1	1	1	0	0
Faculty of Business and Management	The Business School	9	3.00	3	3	3	0	2

Photo List

Several reports have a link above the report columns, which displays a page of photographs for a particular course

Academic Year : **16/17**
 Faculty : **Faculty of Business and Management**
 School : **The Business School**
 Level : **2**
[Photo List](#)

Student Photo List

14 records retrieved

Bachelor of Arts / Accounting / 1 - (FTE)

			
16170101 16170101 Enrolled in the Current Academic Year 16170101	16170102 16170102 Enrolled in the Current Academic Year 16170102	16170103 16170103 Enrolled in the Current Academic Year 16170103	16170104 16170104 Student Forced to Withdraw 16170104

Module Spreadsheet

This page lists all courses in the selected Faculty and School, with the numbers of students on each course. The link on the Matrix Print column creates an Excel spreadsheet with a list of students on that course. To access this feature simply click on the link and an attachment will begin downloading containing an excel file

This feature is excellent for creating mailing lists or other forms of contacting students from certain courses

Course Name	Route Code	Route Name	Level	Starters	Maxrix Print
Bachelor of Arts	ACCSH	Accounting	1	14	ACCSH
Bachelor of Arts	ACCSH	Accounting	2	12	ACCSH
Bachelor of Arts	ACCSH	Accounting	3	10	ACCSH
Bachelor of Arts inc Placement Yr	ACCSHP	Accounting - Placement Programme	2	1	ACCSHP
Bachelor of Arts	BESH	Business English	3	9	BESH
Bachelor of Arts	BFISH	Business & Finance	1	5	BFISH
Bachelor of Arts	BFISH	Business & Finance	2	3	BFISH

The information contained within the extracted spreadsheet includes names, school, campus and various module codes and module specific details

Academic Year : 16/17
Course : Bachelor of Arts - Business Management (BA/BMGSH)
Level : 3

Student Code (SPR)	Surname	First Names	Enrolment Status	Latt	Campus
18000000	EVANS	JOHN DAVID	E	Enrolled in the Current Academic Year	Carmarthen Campus
18000000	EVANS	CHARLOTTE ANN	E	Enrolled in the Current Academic Year	Carmarthen Campus
18000000	EVANS	DAVID IAN THOMAS	G	Graduated	20/06/2017
18000000	EVANS	DAVID IAN	G	Graduated	20/06/2017
18000000	EVANS	DAVID IAN	G	Graduated	20/06/2017
18000000	EVANS	DAVID IAN	E	Enrolled in the Current Academic Year	Carmarthen Campus
18000000	EVANS	DAVID IAN	G	Graduated	20/06/2017
18000000	EVANS	DAVID IAN	G	Graduated	20/06/2017
18000000	EVANS	DAVID IAN	G	Graduated	20/06/2017

Further Functionality

In addition to the main FQS reporting system there are further reports accessible via the main page of MyTSD located under the FQS section, these are Student and Module search



Student Search

This function accepts Student code, Name, Forenames or DOB (DD/MM/YYYY) as search criteria. The academic year needs selecting in order for the report to run correctly

In this example, the parameters chosen are:

- Academic Year: 16/17
- Jones

Selecting more details in the rightmost column will open the student details page for that individual

Student Search

Student Code ↕	Title	First name ↕	Second name ↕	Surname ↕	Date of Birth ↕	
0051001 (JONES J)	MR	JOHN	DAVID	JONES	04/10/1971	More details
0051001	MRS	ANNE	JANE	JONES	27/07/1971	More details
0000000 (JONES J)	MR	JOHN	DAVID	JONES	24/07/1971	More details
0000000 (JONES J)	MR	JOHN	DAVID	JONES	17/07/1971	More details
0000000 (JONES J)	MISS	JOHN	DAVID	JONES	02/07/1971	More details
0000000 (JONES J)	MR	JOHN	DAVID	JONES	27/07/1971	More details
0000000	MISS	JOHN	DAVID	JONES	14/07/1971	More details
0000000	MISS	JOHN	DAVID	JONES	15/07/1971	More details
0000000	MRS	JOHN	DAVID	JONES	02/07/1971	More details
0000000 (JONES J)	MRS	JOHN	DAVID	JONES	04/07/1971	More details
0000000	MISS	JOHN	DAVID	JONES	25/07/1971	More details

Module Search

This function accepts Module code, name and pattern as search criteria

In this example, the parameters chosen are:

- Academic Year: 16/17
- Programming

Linked and drill through reports are not available from the module search

Module Search

Module Code ↕	Module Title ↕	Semester ↕	ASC Code ↕	ASC Description	Module Credits	Module Level ↕
M1X8511	Computer Programming	SEM1	6	ASC 6	20.00	Level 4
M2X8523	Object Oriented Programming	SEM1&2	6	ASC 6	20.00	Level 5
M4X01006	Introduction to Games Programming	SEM2	6	ASC 6	10.00	Level 4
M4X01012	Introduction to Programming	SEM1&2	6	ASC 6	20.00	Level 4
M4X01508	Introduction to Computer Programming	SEM2	6	ASC 6	20.00	Level 4
M4X01562	Music Systems Programming	SEM2	10	ASC 10	20.00	Level 4
M5X01027	Business Programming	SEM2	6	ASC 6	10.00	Level 5
M5X01038	Games Programming & Graphics	SEM1&2	6	ASC 6	30.00	Level 5
M6X01090	Critical & Real-Time Application Programming	SEM1&2	6	ASC 6	20.00	Level 6
M6X01100	Interactive Graphics Programming	SEM1&2	6	ASC 6	20.00	Level 6