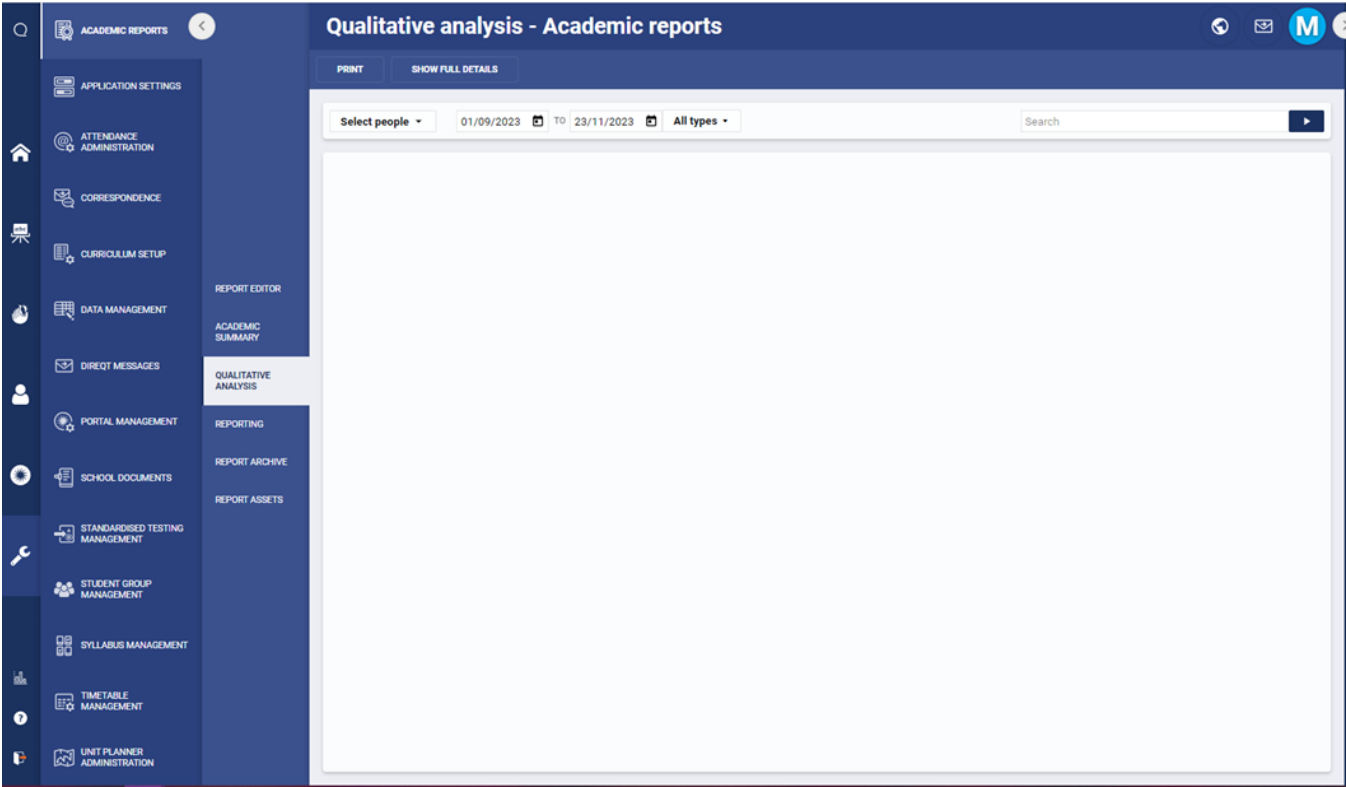


Editing and Deleting in Qualitative Analysis Reports

This article will step you through how to edit and delete reports made in the Qualitative Analysis section of SEQTA Reporting.

The Qualitative Analysis section in SEQTA Reporting will look like this upon opening it:






To locate an individual student's reports, search for a student under 'Select People':


PRINT

SHOW FULL DETAILS

Select people ▾

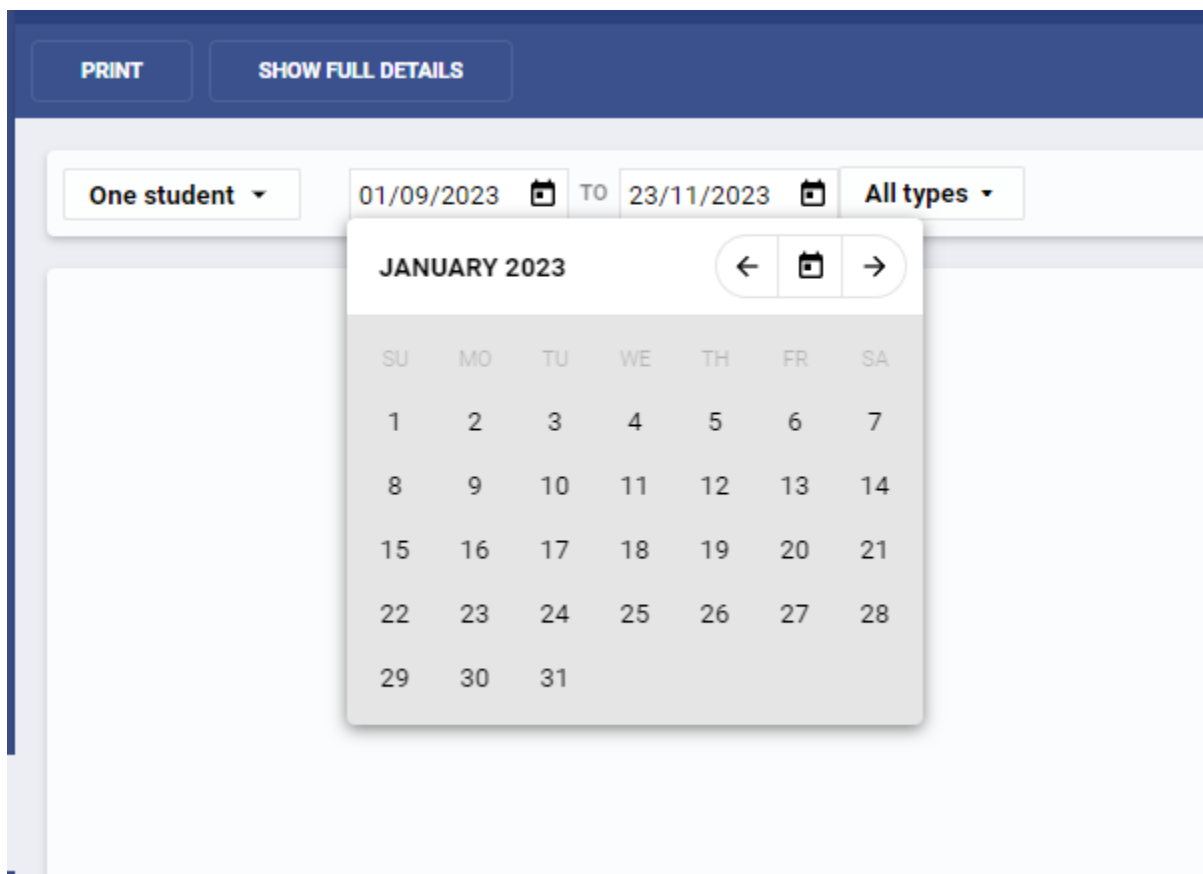
01/09/2023  TO 23/11/2023  All types ▾

Select student ▾ 

Select staff ▾ 

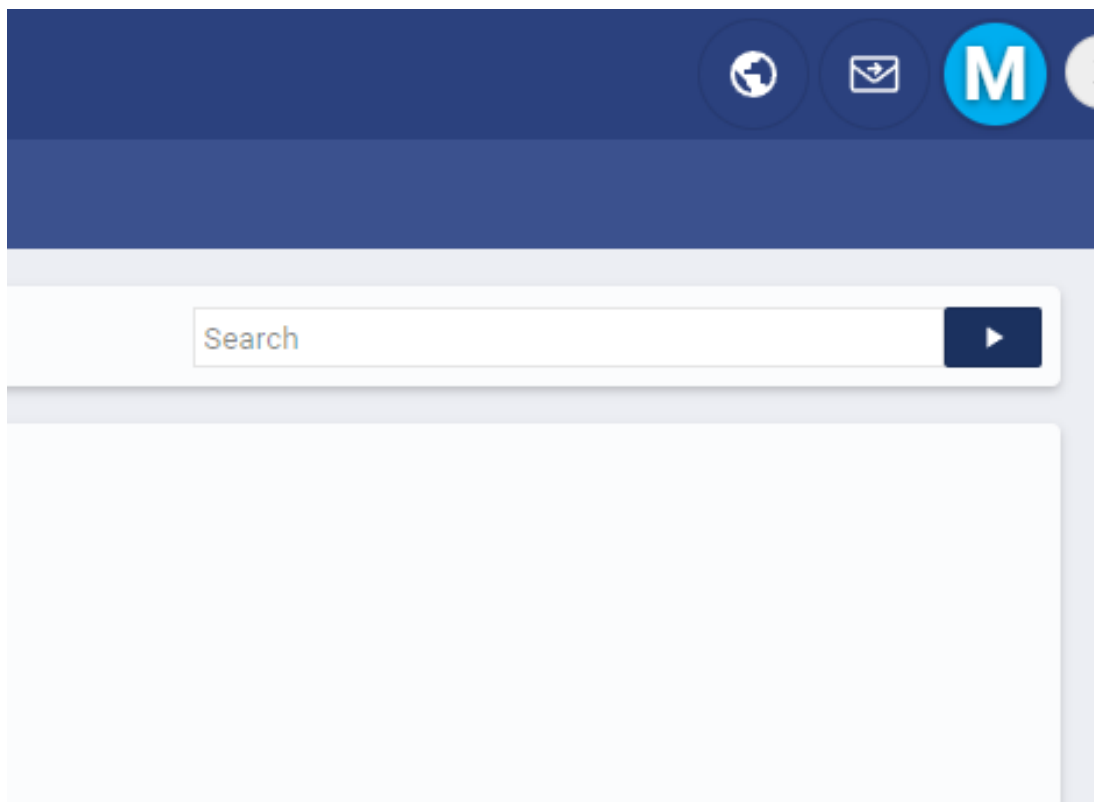
Clear

Once your student is selected, adjust the date range so that it spans from today to the beginning of the year:



This lets you see all the reports made for a student from the current year. If you know the date of the report you want to edit/delete, you can narrow the date range to the specific date you need in the same place.

Once you have your student and your date range, hit the dark blue arrow beside the search bar:





And you will get a page that looks like this:

Qualitative analysis - Academic reports


PRINT



















SHOW FULL DETAILS

One student ▾

24/10/2023  TO 23/11/2023  All types ▾

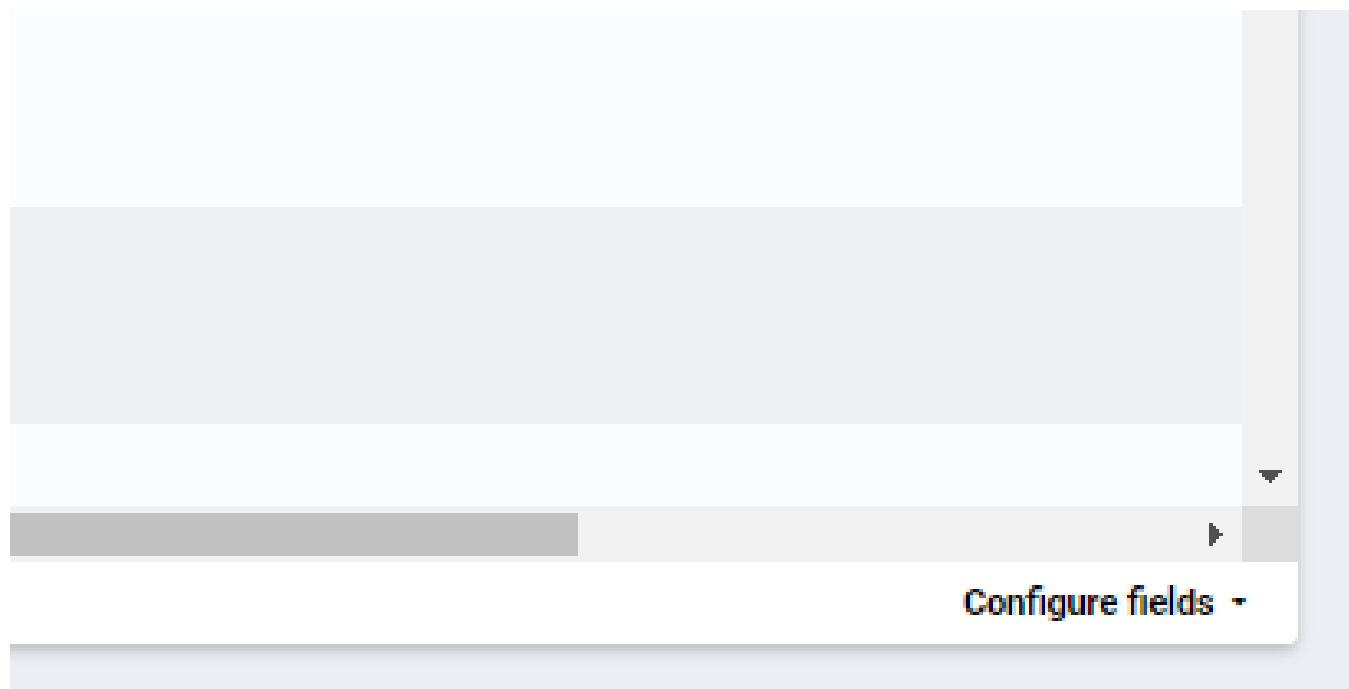
Search



STUDENT	YEAR	ROLL	HOUSE	CAMPUS	STAFF	DATES	CONNOTATION	TYPE	DETAILS	ATTACHMENTS
 <small>Academic Merit Award</small>	Y08	CH 6	CH	all	 <small>Mr. Smith</small>	19/10/23		Reports - Sporting		
 <small>Academic Merit Award</small>	Y08	CH 6	CH	all	 <small>Mr. Smith</small>	19/10/23		Reports - Sporting		
 <small>Academic Merit Award</small>	Y08	CH 6	CH	all	 <small>Mr. Smith</small>	6/10/23		Reports - Sporting		
 <small>Academic Merit Award</small>	Y08	CH 6	CH	all	 <small>Mr. Smith</small>	21/8/23		Attendance	QRSS - Swimming - 21.08.2023 to 26.08.2023	 <small>QRSS - Swimming - 21.08.2023 to 26.08.2023.pdf</small>
 <small>Academic Merit Award</small>	Y08	CH 6	CH	all	 <small>Mr. Smith</small>	20/7/23		AARA	Amendment to conditions. It is recommended	
 <small>Academic Merit Award</small>	Y08	CH 6	CH	all	 <small>Mr. Smith</small>	20/7/23		Academic	I met with this morning to discuss her swimming	
 <small>Academic Merit Award</small>	Y08	CH 6	CH	all	 <small>Mr. Smith</small>	13/7/23		Academic	Parent teacher interviews - Still finding managing swimming	
 <small>Academic Merit Award</small>	Y08	CH 6	CH	all	 <small>Mr. Smith</small>	11/7/23		Commendation - Academic	Academic Merit Award Semester 1, 2023	

Configure fields ▾

In the bottom right hand corner is a menu called 'Configure fields':



Clicking this brings up a list of options that affect what you see on the page. You want to ensure the 'Edit' and 'Delete' options are selected (as below), so when you scroll across the page, you can see the pen icon and the bin icon along the right side of the reports.

- ✓ Details
- ✓ Attachments
- ✓ Requires following up
- ✓ Followed up
- ✓ Student was present
- Points
- Subcategory
- Related communications
- ✓ Edit
- Copy into SIP
- ✓ Delete

Configure fields -

One student

22/01/2023

TO

23/11/2023

All types

Search

CAMPUS	STAFF	DATES	CONNOTATION	TYPE	DETAILS	ATTACHMENTS	RF	F	P	ED	DEL
all		19/10/23		Reports - Sporting			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all		19/10/23		Reports - Sporting			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all		6/10/23		Reports - Sporting			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all		21/8/23		Attendance	QRSS - Swimming - 21.08.2023 to 26.08.2023	<div> <div>QRSS - Swimming - 21.08.2023 to 26.08.2023.pdf</div> </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all		20/7/23		AARA	Amendment to conditions. It is recommended		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all		20/7/23		Academic	I met with this morning to discuss her swimming		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all		13/7/23		Academic	Parent teacher interviews - Still finding managing swimming		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all		11/7/23	+	Commendation - Academic	Academic Merit Award Semester 1, 2022		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Configure fields

Clicking the little editing pen icon brings up the following details:

Cancel

Edit pastoral care record

Save

Student

Staff

Category

From

Until

Points

Sub-category

☐ Restricted to

Me only

Drop files here to upload them

Add files

Why can't I edit some parts?

For accountability reasons, not all fields are editable here. If you'd like to change the student or staff member, try using the "copy" functionality of the Student Summary's "In detail" tab.

Clicking the little bin icon deletes the report.