

## Sussex Direct: Course-booking Facility



### Where and what ...


- Staff can access the course booking facility by going to **Sussex Direct > Personal > Staff Development**.
- Staff can book courses run by IT Services, Media Services Unit, Staff Development Unit, Health and Safety, and TLDU.
- Students can access the course booking facility by going to **Sussex Direct > Personal > Training Courses**.
- Students can book courses run by IT Services, Media Services Unit, Health and Safety, and Sussex Language Institute.

### A record of your Activities

When you access the course booking area of Sussex Direct you will see a record of your past and future activities.

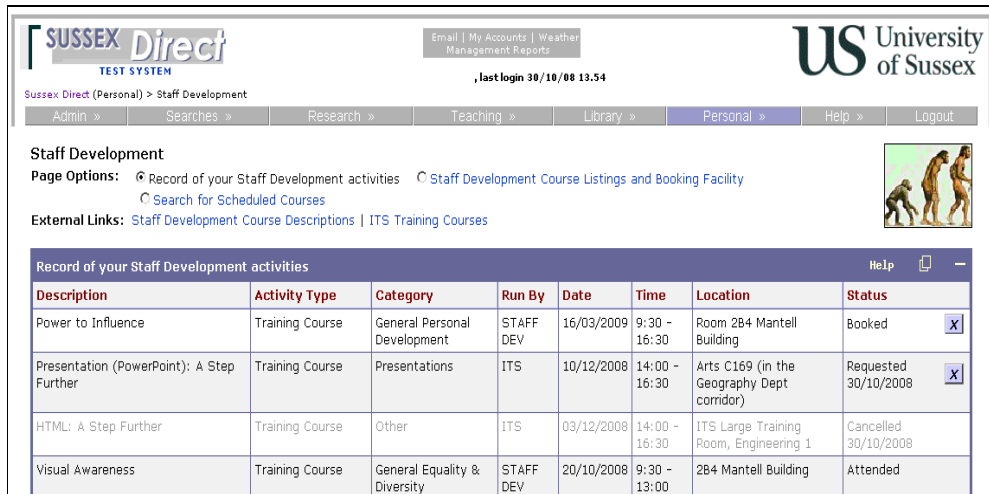
#### Status

**BOOKED:** If you have booked a place on a course then the status will show as *'booked'* and a cancel icon will appear (  ). If you wish to cancel your place, click the  icon. If the icon is not displayed then you should email the organising department (see the help file for email addresses).


**REQUESTED:** For some departments (e.g. Staff Development) you must *'request'* a place on a course. The status will remain as *'requested'* until the department amends your status to *'booked'*. If you wish to cancel the request click the  icon. If the icon is not displayed then you should email the organising department (see the help file for email addresses).

**ATTENDED/NO SHOW:** Once the course has taken place the status should be updated by the department to *'Attended'*. A *'No show'* status will be shown if you did not attend the course

**CANCELLED/COURSE CANCELLED:** If you have cancelled a place on a course the status will be amended to *'Cancelled'*. If the course was cancelled the status will be amended to *'Course Cancelled'*.



The screenshot shows the SUSSEX Direct interface. At the top, there's a navigation bar with 'Admin', 'Searches', 'Research', 'Teaching', 'Library', 'Personal', 'Help', and 'Logout'. Below this, the page title is 'Staff Development' and there are page options for 'Record of your Staff Development activities' (selected) and 'Staff Development Course Listings and Booking Facility'. There are also external links for 'Staff Development Course Descriptions' and 'ITS Training Courses'. The main content is a table titled 'Record of your Staff Development activities' with columns for Description, Activity Type, Category, Run By, Date, Time, Location, and Status. The table contains four rows of activity records.

Description	Activity Type	Category	Run By	Date	Time	Location	Status
Power to Influence	Training Course	General Personal Development	STAFF DEV	16/03/2009	9:30 - 16:30	Room 2B4 Mantell Building	Booked 
Presentation (PowerPoint): A Step Further	Training Course	Presentations	ITS	10/12/2008	14:00 - 16:30	Arts C169 (in the Geography Dept corridor)	Requested 30/10/2008 
HTML: A Step Further	Training Course	Other	ITS	03/12/2008	14:00 - 16:30	ITS Large Training Room, Engineering 1	Cancelled 30/10/2008
Visual Awareness	Training Course	General Equality & Diversity	STAFF DEV	20/10/2008	9:30 - 13:00	2B4 Mantell Building	Attended

## Searching for scheduled courses

If you wish to view all scheduled courses (by department) click the 'Search for Scheduled Courses' radio button.

You can choose a department from the 'Run By' drop-down menu, or leave the value as the default 'Any Department' to find ALL scheduled courses.

You can also search by course name by entering part of a course name in the 'Course Name' box.

SUSSEX Direct  
TEST SYSTEM  
Email | My Accounts | Weather Management Reports  
last login 30/10/08 13:54  
Sussex Direct (Personal) > Staff Development  
Admin » Searches » Research » Teaching » Library » Personal » Help » Logout  
Staff Development  
Page Options:  Record of your Staff Development activities  Staff Development Course Listings and Booking Facility  
 Search for Scheduled Courses  
External Links: Staff Development Course Descriptions | ITS Training Courses  
Search for Scheduled Courses [Search] [Help]  
Course Name [ ] Run By Health and Safety Office

SUSSEX Direct  
TEST SYSTEM  
Email | My Accounts | Weather Management Reports  
last login 30/10/08 13:54  
Sussex Direct (Personal) > Staff Development  
Admin » Searches » Research » Teaching » Library » Personal » Help » Logout  
Staff Development  
Page Options:  Record of your Staff Development activities  Staff Development Course Listings and Booking Facility  
 Search for Scheduled Courses  
External Links: Staff Development Course Descriptions | ITS Training Courses  
Search for Scheduled Courses [Re-Search] [Help] [ ]  
Results for Run By=SAFETY 30 results found  

Date	Course	Category	Subcategory
31-Oct-2008 9.30am	Fire Warden Refresher	Health & Safety	Fire Warden
03-Nov-2008 9.30am	General Health and Safety	Health & Safety	General Health & Safety
07-Nov-2008 9.30am	Manual Handling (Includes Assessment Procedures and Practical Session) <a href="#">course details</a>	Health & Safety	Manual Handling
26-Nov-2008 10.00am	HSEA's and Safety Representatives Update Session	Health & Safety	Hsea
04-Dec-2008 9.30am	Ladder Safety	Health & Safety	Ladder Safety
08-Dec-2008 10.00am	Display Screen Equipment Assessor Refresher	Health & Safety	Dse Training
16-Dec-2008 9.30am	Premises Safety and Systems <a href="#">course details</a>	Health & Safety	Premises Safety And Systems
20-Jan-2009 2.30pm	Practical Manual Handling	Health & Safety	Manual Handling
26-Jan-2009 10.00am	Fire Warden	Health & Safety	Fire Warden

Microsoft Internet Explorer  
Course suitable for managers and supervisor of all categories and levels  
OK

If a course outline exists a [course details](#) button will appear. Click on it to see the course outline.

## Booking a place on a course

To book a place on a course you must enter a cost code, if requested. This appears for staff only and will only be used in the event of non-attendance. Click the **Book Now** or the **Request** button.

If there are no convenient dates for you, click on the **Go on Waiting List** button. You will then be contacted, by email, when another occurrence of the course has been scheduled.

An email reminder will automatically be sent to anyone booked on a course.

The screenshot shows the SUSSEX Direct interface. At the top, there is a navigation bar with links for 'Email | My Accounts | Weather Management Reports' and 'last login 30/10/08 13:54'. Below this is a breadcrumb trail: 'Sussex Direct (Personal) > Staff Development > Training Course Booking Form'. A menu bar contains 'Admin', 'Searches', 'Research', 'Teaching', 'Library', 'Personal', 'Help', and 'Logout'. The main content area is titled 'Training Course Booking Form' and includes a 'Page Contents' link. The course details are: 'Course: Presentation (PowerPoint): Introduction', 'Run By: Information and Technology Services', and 'Notes: Using PowerPoint 2003'. A table lists two course occurrences with columns for Date, Time, Maximum No. of Participants, Confirmed Bookings, and Book. Each row has a 'Book Now!' button and a text input field for 'Enter Cost Code (only used for non-attendance)'. A 'Go on Waiting List' button is also present.

Date	Time	Maximum No. of Participants	Confirmed Bookings	Book
Mon, 03 Nov 2008	10.00am to 12.30pm	16	9	Enter Cost Code (only used for non-attendance): <input type="text"/> <input type="button" value="Book Now!"/>
Tue, 02 Dec 2008	10.00am to 12.30pm	16	4	Enter Cost Code (only used for non-attendance): <input type="text"/> <input type="button" value="Book Now!"/>