

# Sussex Direct: EVENT BOOKING SYSTEM

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# Introduction

- This facility can be used to set up events (or appointments) with students outside normal teaching sessions. The system will check their availability and invite them to book on one of the slots made available. You can also invite members of staff to the event.
- A number of different types of event can be created:
  - A 'Group (Invite)' event, where you can invite a specified number of students to a single event, or choice of events;
  - > A 'Group (Auto Accept)', where you 'require' the students to attend;
  - > a set of 'One-to-One' sessions;
  - Research Supervisors can also 'Record Contact' (i.e. phone calls, email, face to face meetings) with their Research Students
- The process of creating events:
  - Events are initially set up, then the system (where appropriate) checks whether the selected students are available at the time you've specified.
  - Having checked availability (and possibly rescheduled as appropriate), you then go ahead to create the event.
  - Creating the event then invites your selected students to book an appointment/place.
- To provide the maximum flexibility:
  - > each event can have many sessions,
  - > each **session** can contain many **slots**.
- A member of Academic staff can set up events for students who are either their Academic Advisees or their Research Students (for Postgraduate Research or Taught students). They can also set up events for students on courses they convene.
- An Administrator can set up events for students within their School as follows:
  - Students registered on a programme owned by your School
  - Students registered on a course owned by your School
  - Students who belong to your school or your departments
- Events can only be created within the following date restrictions\*:
  - Autumn Term through to the end of the Christmas vacation. From the start of week one of the Autumn term, you can set up events until the last day of the Christmas vacation;
  - Week Seven Autumn term through to the end of the Easter vacation. From the start of week seven of the Autumn term, you can set up events until the last day of the Easter vacation;
  - Week Seven of Spring term through to end of summer vacation. From the start of week seven of the Spring term, you can set up events until the last day of the summer vacation.
  - NB: \* For Research Students the above restrictions do not apply

# Accessing the Event Booking system

- Academic staff go to the Sussex Direct/Teaching/Timetable/Event List page OR the Sussex Direct/Teaching/Academic Advisee page (for recording contact with research students only)
- > School Professional Service staff go to the Sussex Direct/Teaching/Event List page

# **Creating an Event**

1. Click 'New event' on the 'Event List' page.

Event List			New Event	Help 🗍 —
Event Type: All	Year: 10/11	-		
Event Title	Event Type	Event Purpose	Dates	Booked / Invited
Welcome Talk	Group (Auto Accept)	Other	Tuesday 08-Mar-2011	36 / 36
Revison Session	Group (Auto Accept)	Course Event	Wednesday 09-Mar-2011	47 / 47
Meeting with John Smith	Record Contact	Core Supervision Session(Research)	Thursday 10-Mar-2011	1/1
Careers Talk	Group (Invite)	Department Event	Tuesday 15-Mar-2011 - CANCELLED	0/6
Departmental Update	Group (Invite)	Department Event	Tuesday 15-Mar-2011 Thursday 24-Mar-2011	0/6
End of term party	Group (Invite)	Course Event	Wednesday 16-Mar-2011	0/4
Careers Talk	Group (Auto Accept)	Department Event	Wednesday 16-Mar-2011 - CANCELLED	35 / 35
Spring Term AA Session	One-to-One	Academic Advising	Wednesday 23-Mar-2011 - CANCELLED Friday 25-Mar-2011 - CANCELLED	0/7

#### Figure 1 - Event List Form

## 2. Select your students:

If you are an Academic Advisor or Research Supervisor you can select your students from the list on your screen as below:

Event Booking Student Lis	t		Select All Sel	ect Nor	ne Next>	Help
Student	Reg. No.	Programme		Year	Status	Select
Academic Advisees			Show	Hide	Select All Se	elect None
Smith, A	208	MSc Information Technology for E-Commerce (p/t)		2	Registered	
Smith, A	209	MSc Physics (EuroMasters)		1	Registered	
Smith, A	209	BSc Mathematics		1	Registered	
Smith, A.	207	BA English		3	Registered	
Supervisees - Research Pe	ostgraduates		Show	Hide	Select All Se	lect None
Smith, C	207	DPhil Geography		3	Registered	
Smith, G	209	DPhil Mathematics		1	Registered	
Smith, V	208	DPhil Film Studies (p/t)		2	Registered	
Smith, W	209	DPhil English Literature (p/t)		1	Registered	
Supervisees - Taught Post	graduates		Show	Hide	Select All	None
Smith, A	209	MA Intellectual History		1	Regis	
Smith, A	209	Graduate and Registered Teacher Programme (p/t)	-Select the	etudo	nte vou wi	sh to
Smith, C	207.	MA Sexual Dissidence in Literature and Culture (p/t)	invite by eit	her tic	cking the b	00X

Figure 2 - Event Booking Student List

-Select the students you wish to invite by either ticking the box beside their name, or clicking 'select all' at the top of the group, if you wish to invite all members of the group. You can then untick individual members of the group. -Click the 'Next' button at the top of the table

If you are a member of a School Professional Service Team you must first select your students as below.

You can choose students by Programme, Course or Department and click 'search'. All the students fulfilling your criteria will be displayed

Admin Event Booking Student List							Search	) Help
Department SLI ENGLISH Prama Studies & Frent Drama Studies & Gend Drama Studies & Gend Drama Studies & Gend Drama Studies & Span Drama Studies and Fil Drama and Fr< Drama and Fr< Drama and Fr<	ch ler Stud jt nan n ish glish m Studies	Course Acquiring English (818Q1B) Advanced French 1A (R1112) Advanced French 1B (R1113) Advanced German 1A (R2044) Advanced German 1B (R2045) Advanced Italian 1A (R3042) Advanced Italian 1B (R3043) Advanced Italian 1B (R3043) Advanced Practical Teaching (004X5C) Advanced Spanish 1A (R4007)	•	Qualification BA DIP(PG) DPHIL MA MPHIL VISITING	Level UG PG(R) PG(T)	Year 0 1 2 3 4 5+	Status EXPECTED INACTIVE INTERMITTING PROV-ACAD PROV-COMB PROV-COMB PROV-EES REFUSED REGISTERED RESISTERED RESISTING RESIRCH EXAM	Mode DL FT PT X

Figure 3 - Search facility for Administrators

#### 3. Creating an Event

To provide the maximum flexibility, each **event** can have many **sessions**, and each **session** can contain many **slots**.

- a. Setting up a group event
  - > Enter the 'Title' of your group event
  - Select 'Group (Invite)' or 'Group (Auto Accept)' from the 'Event Type' drop down
  - > Select the most appropriate 'Event Purpose' from the list
  - > Enter the date you wish your Event to take place
  - > Enter the location your group event will take place
  - > Enter the start and end times of the group event
  - Enter the maximum number of students you wish to attend the session (only required for 'Group (Invite)' event type
  - Click the 'Email Invitees' box if you would like the students to receive an email
  - Click the 'Next' icon

Event Setup: 2	invitees			Cancel	. Ne:	xt> Help
Event Title: Engineering Careers Talk		Event Type: Group (Invite)	Event Purpose: Department Event	Email 1	Invitees?	
	Date	Location	Start Time	End Time	No. Slots	Max No. Students
Session 1	30-Mar-2011	Arts A1 Lecture Theatre	09 - 00 -	11 • 00 •	1 -	20
Session 2			09 - 00 -	09 - 00 -	1 -	



If you are offering a
choice of sessions,
enter another session.
Students will be able
to accept a place on
one session only.

- b. Setting up a One-to-One event
  - Enter the title of your One-to-One event
  - Select 'One-to-One Event' from the Event type drop down
  - Select the appropriate Event purpose from the list
  - > Enter the date(s) you wish to hold your one-to-one event
  - Enter the Location(s) of your One-to-One session
  - > Enter the start time(s) of your One-to-One session(s) which can contain many slots
  - > Enter the end time(s) of your One-to-One session(s) which can contain many slots
  - Enter the number of slots you wish your Session to be made up of. E.g. 8 slots in a 2 hour period would give slots of 15 mins each.
  - Repeat from step 4 if you wish to set up a second/third/fourth session (set of slots)
  - Click the 'Next' icon

#### Note:

- you can book multiple 'Sessions' on the same day to make non-contiguous slots available.
- students will be able to accept a place on one session/slot only.
- you must create all associated sessions/slot when you are creating the event; you cannot add later.

Event Setup: 35	5 invitees			Cancel	Nex	t> Help
Event Title: Spring term - week 5 - academic advising session		Event Type: One-to-One	Event Purpose: Academic Advising	Email I	nvitees?	
	Date	Location	Start Time	End Time	No. Slots	Max No. Students
Session 1	22-Mar-2011	Arts A123	09 - 00 -	11 - 00 -	4 💌	
Session 2	23-Mar-2011	Arts A123	09 - 00 -	12 🗸 00 🗸	6 💌	
Session 3	24-Mar-2011	Arts A123	09 - 00 -	10 - 00 -	2 💌	
Session 4	24-Mar-2011	Arts A127	14 💌 00 💌	16 🗸 00 🗸	4 💌	
Session 5			09 💌 00 💌	09 - 00 -	1 💌	

Figure 3 - Setup for 'One-to-one' event

#### **Field Descriptions**

Field	Description
Event Type	Select value from 'Group (Invite)', 'Group (Auto Accept)', or 'One-to-
	One'. If you select 'One-to-One' or 'Group (Invite)' you can enter multiple
	associated sessions.
Event Title	Enter a title for your event. This should be meaningful as you will use
	this to identify a particular event.
Event Purpose	Select a value which best describes your event – this will be used for
	reporting
Date	Enter a date for your event/session
Location	Enter a location for your event (optional)
Start Time	Enter a start time for your event/ session
End Time	Enter an end time for your event/ session
No. Slots	If you select a 'One-to-One' event type you should select how many
	slots you would like the session to be divided into. The default value will
	be '1' for Group events
Max No. Students	If you select a 'Group(invite)' event type you should enter the maximum
	number of students that can attend the event.

c. Creating a 'record of contact' with a Research Student

This is a facility for Research Supervisors to record any contact they have had with one of their research students.

## Go to the 'Sussex Direct/Teaching/Academic Advisees' page

Click the 'Record Contact' icon next to the student's name

Research Students for	' Jane Monaghan						🖻 Gal	lery	Help	0 -
Student 🔶	Programme	Year	Department	Mode	Status	From	То	%		
Smith, C.	DPhil Geography	3	Geography	Full time	Registered	05-Jul-2010	31-Mar-2012	33.33	Record	Contact
Smith, V	DPhil Film Studies (p/t)	2	Media and Film	Part time	Registered	05-Jul-2010	30-Sep-2014	50	Record	Contact
Smith, W	DPhil English Literature (p/t)	1	English	Part time	Registered	05-Jul-2010	30-Sep-2015	50	Record	Contact

Record Contact with Gareth Jo	ones		Cancel Sa	ave Help
Student:	Jones			-
Title:	Meeting with Jones			
Туре:	Record Contact			
Purpose:	Core Supervision Session(Research)			
Date:	11-Mar-2011			
Start Time:	09 - 00 -			
End Time:				
Location:	BSMS Cafe			
Status:	Present	Enter the details of the Co	ntact and	
Purpose of Meeting:	To talk about XYZ	NB: The Student will be al the details on contact reco	ble to view a ords	all
	17/4000 used			
Outcome of Meeting:	We agreed that XYZ would be complete a	by end March		

## Note:

You can only record contacts that have happened today or in the past. If it is a future appointment you could create a one-to-one event which the student would have to accept through Sussex Direct (see above section 3b); or wait until the day of the event.

# 4. Checking Student Availability

- The system will check whether the selected students are available. Their study timetable and their event bookings will be checked. This check WILL NOT be carried out for Research Students as they do not have timetabled teaching sessions.
- A red cross will indicate that a student is busy, but the system will still allow you to invite them to the session(s)
- > If you would like to check alternative dates then click the 'Back' button
- If you are happy with your times/dates and wish to set up the session(s) click the 'Create Event' button

-							
ontents: Event Setup	Event Setup Availability	Check					
Event Setup: 9 invitees						(Back	Create Event
Event Title:				One to One F	went		
Tutorial				One-to-One E	venu		
	Date	Locatio	on	Start Time	End Time	No. Slots	Max No. Students
Session 1	23-Nov-2009	My offic	e	09:00	11:00	8	
Session 2	25-Nov-2009	My offic	e	09:00	11:00	8	
tudent		23-Nov	- 2000 00-01 - 1	1.00	2	5-Nov-2009	09.00 - 11.00
itudent		23-Nov	-2009 09:00 - 1	11:00	2	5-Nov-2009	09:00 - 11:00
Student Nan , A		23-Nov	-2009 09:00 - 1 ✓	11:00	2	5-Nov-2009	09:00 - 11:00
Student Nan , A Nan , S		23-Nov	<pre>/-2009 09:00 - 1</pre>	11:00	2	5-Nov-2009	09:00 - 11:00
Student 1an , A 1an , S 1an , G		23-Nov	×	11:00	2	5-Nov-2009	09:00 - 11:00
Student , A Man , S Man , G Man , K		23-Nov	× × × × × ×	11:00	2	5-Nov-2009	09:00 - 11:00
Student           flan         , A           flan         , S           flan         , G           flan         , K.           flan         , M.		23-Nov	x x x x x x x x	11:00	2	5-Nov-2009	09:00 - 11:00
Student           4an         , A           4an         , S           4an         , G           4an         , K           4an         , M           4an         , C		23-Nov	x x x x x x x	11:00	2	5-Nov-2009	09:00 - 11:00
Student           Aan         , A           Aan         , S           Aan         , G           Aan         , K           Aan         , M           Aan         , C           Aan         , T		23-Nov	× × × × × × × × × ×	11:00	2	5-Nov-2009	09:00 - 11:00
Student           Aan         , A           Aan         , S           Aan         , G           Aan         , K.           Aan         , M           Aan         , C           Aan         , T           Aan         , C.		23-Nov	× × × × × × × × × × × × × ×	11:00	2	5-Nov-2009	09:00 - 11:00

Figure 4 - Event setup availability check

## 5. Inviting Staff to an Event

Event Staff					Related Links	3	
Show me: O Manage Event	C Event Bookings & Atte	endance © Event Staff					
Event Staff		1			Ade	d Help	<u>C</u> ·
Event Title: Spring term - we Event Type: One-to-One Event Purpose: Academic Advisir Name Position No records found Event Staff Show me: C Manage Event	eek 5 - academic advising s ng Departmen C Event Bookings & Atten	- Go to the 'Event Sta - Click 'Add' -Enter part of the surr box -Select the Name -Click 'Save' or 'Save	ff' page name in t and Ado	he 'Name' J'	ess nks		
Add to Event Staff				Cancel	Save + Add	Save H	elp
Event Title: test group invite Event Type: Group (Invite) Event Purpose: Department Even	nt						
Name			Position	Department	Extension	Email Addres	is
Mona Monaghan, Jane M (ITS CIS) Monam Eleanor H (CCE)	urname and wait for a list of	f matching names to appear					

# **Viewing events**

- > Academics Go to Teaching/Teaching Timetable/Event List
- Administrators Go to Teaching/Event List
- This will take you to the 'Manage Event' page. Click on an event title to edit/cancel an event/session. You can also print attendance registers and view bookings by slot.

Manage Event						Related Links			•
Show me: 💿 Manage Ev	rent C Event	Bookings & Attendance O Ev	ent Staff						
Manage Event	-						Help	D	-
Event Title: Spring ter Event Type: One-to-Or Event Purpose: Academic Event Staff: 0 staff me	m - week 5 - ac ne Advising embers invited	ademic advising session							
Session	Location	Date	Starts	Ends	Student				
1 [Edit Session]	Arts A123	Tuesday 22-Mar-2011	09:00	09:30					
[Cancel Session] [Attendance Sheet]			09:30	10:00					
			10:00	10:30	Car , Ri	(2100 )			
			10:30	11:00					
2 [Edit Session]	Arts A123	Wednesday 23-Mar-2011	09:00	09:30					
[Cancel Session] [Attendance Sheet]			09:30	10:00					
			10:00	10:30					
			10:30	11:00	Don , E	(2100 )			
			11:00	11:30					
			11:30	12:00					
3 [Edit Session]	Arts A123	Thursday 24-Mar-2011	09:00	09:30					
[Cancel Session] [Attendance Sheet]			09:30	10:00					
4 [Edit Session]	Arts A127	Thursday 24-Mar-2011	14:00	14:30					
[Cancel Session] [Attendance Sheet]			14:30	15:00	Goi	, S (210	) )		
			15:00	15:30					
			15:30	16:00					

Figure 5 - viewing an event by slots

Click on the 'Event bookings and attendance' radio button at the top of the screen to record attendance, and view a list of invited students

Event Bookings & Attendance Related Links								•
Show me: O Manage Eve	ent © Eve	nt Bookings & Attend	ance C Event Staff					
Event Bookings & Attenda	nce		Ē	Gallery		Help	þ	-
Event Title: Spring term Event Type: One-to-One Event Purpose: Academic A	n - week 5 - e Advising	academic advising ses	sion					
Student 🗘	Reg. No.	Attendance Status	Slot	Comments	(not vis	ible to	studen	ıts)
B , F	2100	Invited						
Billi, A	2100	Invited						
B , N	2100	Invited						
в , Е	2100	Invited						
С , Е	2100	Invited						
C	2100	Booked	Tue 22 Mar 2011 10.00am - 10.30am @ Arts A123					
Ci j L	2100.	Invited						
D'A	2100	Invited						
D , M .	2100.	Invited						
D , S	2100	Invited						
D , E	2100	Booked	Wed 23 Mar 2011 10.30am - 11.00am @ Arts A123					
Film, A	2100	Invited						
G, E	2100:	Invited						
Gillin, S	2100	Booked	Thu 24 Mar 2011 2.30pm - 3.00pm @ Arts A127					
G , M	2100	Invited						
Show 10 15 20 30 reco	rds per pag	e			Records	1 - 15	» of 3	35 +

Figure 6 - viewing events by bookings/attendance

# **The Student View**

•

## **The Student View**

- A student can accept invitations to events through their Sussex Direct timetable page
- A personal reminder will appear on a student's home page if they have been invited to a new event (with a link to their event list page)
  - If you click the email box when creating the event, an email will be sent to each student
- If they accept an invitation to an event it will show on their study timetable. Group (Auto Accept) events will automatically appear on their study timetable.
- If a student cancels (un-books) themselves from an event their booking will be removed from the event owner's page. They can, however, book themselves onto another slot, or back on the same slot
- If the details of a session are amended, or the event/session is cancelled the student will be emailed

							R	elated Lin	ks 💌
Programme Syll	labus Co	ourse Resources	Course Progress	Course Results	Timetable	Student Reps	Year Summa	ries	
O Your Study Tim	etable	O Assessment De	adlines & Exam T	imetable 📀 Event	List				
	-						(	Save	Help
Event Own	er	Booking Statu	is Date	/ Time				Locatio	n
Jane Monag	han	Invited	Ple	ase book a slot		•			
Jane Monag	han	Invited	Ple	ase book a slot	-				
Jane Monag	jhan	Invited	No slo	ts remaining on Tu	e 03-Nov-20	09			
	Programme Syl Vour Study Tim Event Own Jane Monag Jane Monag	Programme     Syllabus     C       Your Study Timetable     Image: Syllabus     C       Event Owner     Image: Syllabus     Image: Syllabus       Jane Monaghan     Jane Monaghan       Jane Monaghan     Jane Monaghan	Programme     Syllabus     Course Resources       O Your Study Timetable     O Assessment De       Event Owner     Booking Statu       Jane Monaghan     Invited       Jane Monaghan     Invited       Jane Monaghan     Invited	Programme     Syllabus     Course Resources     Course Progress       Your Study Timetable     O Assessment Deadlines & Exam Timetable     O Assessment Deadlines & Exam Timetable       Event Owner     Booking Status     Date Junction       Jane Monaghan     Invited    Plex       Jane Monaghan     Invited     No slop	Programme     Syllabus     Course Resources     Course Progress     Course Results       O Your Study Timetable     C Assessment Deadlines & Exam Timetable     © Event       Event Owner     Booking Status     Date / Time       Jane Monaghan     Invited     Please book a slot       Jane Monaghan     Invited     Please book a slot       Jane Monaghan     Invited     No slots remaining on Tu	Programme     Syllabus     Course Resources     Course Progress     Course Results     Timetable       O Your Study Timetable     C Assessment Deadlines & Exam Timetable     © Event List       Event Owner     Booking Status     Date / Time       Jane Monaghan     Invited     Please book a slot       Jane Monaghan     Invited     Please book a slot       Jane Monaghan     Invited     No slots remaining on Tue 03-Nov-20	Programme     Syllabus     Course Resources     Course Progress     Course Results     Timetable     Student Reps       Prour Study Timetable     C Assessment Deadlines & Exam Timetable     © Event List     Event List       Event Owner     Booking Status     Date / Time       Jane Monaghan     Invited     - Please book a slot     Image: Course Results       Jane Monaghan     Invited     - Please book a slot     Image: Course Results       Jane Monaghan     Invited     No slots remaining on Tue 03-Nov-2009	Programme       Syllabus       Course Resources       Course Progress       Course Results       Timetable       Student Reps       Year Summa         O Your Study Timetable       C Assessment Deadlines & Exam Timetable       © Event List       Event Volume       Booking Status       Date / Time         Image: Student Reps       Booking Status       Date / Time       Image: Student Reps       Image: Student Reps <td>Programme       Syllabus       Course Resources       Course Progress       Course Results       Timetable       Student Reps       Year Summaries         Prour Study Timetable       C Assessment Deadlines &amp; Exam Timetable       © Event List       Save         Event Owner       Booking Status       Date / Time       Location         Jane Monaghan       Invited       Please book a slot       -       <td< td=""></td<></td>	Programme       Syllabus       Course Resources       Course Progress       Course Results       Timetable       Student Reps       Year Summaries         Prour Study Timetable       C Assessment Deadlines & Exam Timetable       © Event List       Save         Event Owner       Booking Status       Date / Time       Location         Jane Monaghan       Invited       Please book a slot       - <td< td=""></td<>

## Figure 7 - Student Event List page (invitations)

Study Pages:       Programme       Syllabus       Course Resources       Course Progress       Course Results       Timetable       Student Reps       Year Summaries         Show me:       C your Study Timetable       C Assessment Deadlines & Exam Timetable       © Event List       Image: Course Results       Image:	Event List				Related Links 💌
Show me:       C Your Study Timetable       C Assessment Deadlines & Exam Timetable       © Event List         Event List:       Image: Comparison of the system	Study Pages:	Programme Syllabus	Course Resources Course Progress	Course Results Timetable Student Reps	Year Summaries
Event List:     Image: Constraint of the state of the sta	Show me:	O Your Study Timetable	• O Assessment Deadlines & Exam Tim	ietable 💿 Event List	
Event Title         Event Owner         Booking Status         Date / Time         Location           Test 1         Jane Monaghan         Accepted         [Unbook]         Wed 25-Nov-2009 09:00 to 10:00         Ved 25-Nov-2009 09:00 to	Event List:				Help 🖵 —
Test 1         Jane Monaghan         Accepted         [Unbook]         Wed 25-Nov-2009 09:00 to 10:00	Event Title	Event Owner	Booking Status	Date / Time	Location
	Test 1	Jane Monaghan	Accepted [Unbook]	Wed 25-Nov-2009 09:00 to 10:00	
Tutorial         Jane Monaghan         Accepted         [Unbook]         Wed 25-Nov-2009 09:00 to 09:15         My office	Tutorial	Jane Monaghan	Accepted [Unbook]	Wed 25-Nov-2009 09:00 to 09:15	My office

# **Cancelling/Editing an Event**

- You can cancel or amend an event before it has started. If there are multiple sessions associated with the event, the start date of the first session will count as the event start date.
- > You cannot add additional sessions to an event once the event has been set up
- > An email will be sent to the student if an event is cancelled or amended.
- In the case of an event having a date and/or time change, the status of the student will be set back to 'invite' and they can choose to accept the amended time/date. If the event is type 'Group(auto Accept)' their status will remain 'accepted'.

## a. Cancelling a session

> To cancel a session click on the [cancel session] icon

Manage Event	Related Links		•
Show me: <sup>O</sup> Manage Event O Event Bookings & Attendance O Event Staff			
Manage Event	Help	D	-
Event Title:       Test auto accept test 2         Event Type:       Group (Auto Accent)         Event Purpose       Windows Internet Explorer         Event Staff:       There are 20 students booked at this event session. If you cancel the session or change the date or be emailed.         1       OK       Cancel	X time these students will		

Figure 9 - alert of amended/cancelled event

## b. Editing a session

- > To amend a session click on the [edit session] icon
- You can amend
  - The event title
  - $\circ \quad \text{The event purpose} \\$
  - The location
  - The date this will set the student status back to 'invite' unless the 'event type' is 'Group (Auto Accept)'
  - The start time this will set the student status back to 'invite', unless the 'event type' is 'Group (Auto Accept)'
- > Once you have amended the details click the 'Save' button
- > Each student booked on the event will receive an email

Owner:     Jane Monaghan       Title:     Revision Session       Type:     Group (Invite)       Purpose:     Course Event •       Session Number:     1       Location:     Arts A12       Date:     16/Mar-2011 •       Starts:     10 • 00 •	Edit Event Session		Cancel	Save	Help
Title:     Revision Session       Type:     Group (Invite)       Purpose:     Course Event       Session Number:     1       Location:     Arts A12       Date:     16-Mar-2011       Starts:     10 • 00 •	Owner:	Jane Monaghan			
Type:     Group (Invite)       Purpose:     Course Event       Session Number:     1       Location:     Arts A12       Date:     16/Mar-2011       Starts:     10 • 00 •	Title:	Revision Session			
Purpose:         Course Event           Session Number:         1           Location:         Arts A12           Date:         16-Mar-2011           Starts:         10 • 00 •	Туре:	Group (Invite)			
Session Number:         1           Location:         Arts A12           Date:         16-Mar-2011           Starts:         10 • 00 •	Purpose:	Course Event		100400002	
Location:         Arts A12           Date:         16-Mar-2011           Starts:         10         00	Session Number:	1			
Date:         16-Mar-2011           Starts:         10	Location:	Arts A12			
Starts: 10 v 00 v	Date:	16-Mar-2011			
	Starts:				
Duration: 60 minutes	Duration:	60 minutes			
Max Number: 20	Max Number:	20			

# **Attendance Recording**

- > To record attendance click the 'Record Attendance' icon on the 'Event Bookings & Attendance' page. This will appear once the event has taken place.
- > You can record 'present', 'absent', or 'absence notified'.
- > You can add comments about the event which will not be visible to the student.
- > After you have recorded attendance click the 'save' button.

Event Booking	ıs & Attenda	nce											
Show me: O <sub>M</sub>	anage Event	Event Bookings	& Attendance						Į	Ļ			
Event Bookings 8	& Attendance				83	Gallery		Record	Latte	ndance	Help	ø	-
Event Title: Tuto Event Type: One	rial -to-One Event												
Student		Reg. No. A	ttendance Status	Slot				Comme	ents (r	not visible	to stud	lents)	)
Man	. A	2081	Invited										
Man , S.		2070	Invited										
Man , G		2060	Invited										
Man	, K	2090	Accepted	Mon 23-Nov-2	009 10:	:30 to 10:4	5						
Event Title: Tut	orial	ance	Set all atten	dance to: Accep	pted	•	681	LUTY		Cancer		5	merb
Event Type: One	Rea. No.	Attendance	a Status Slot		Con	ments (no	t visible	to stu	dents	,			
Man A	20	Invited				and and and							
Man S	20.	Invited											
Mani , G	20	Invited											
Man K	20		• Mon 10:3	23-Nov-2009 0 to 10:45									4 4
					0/1	000 used							

Figure 10 - Record attendance form