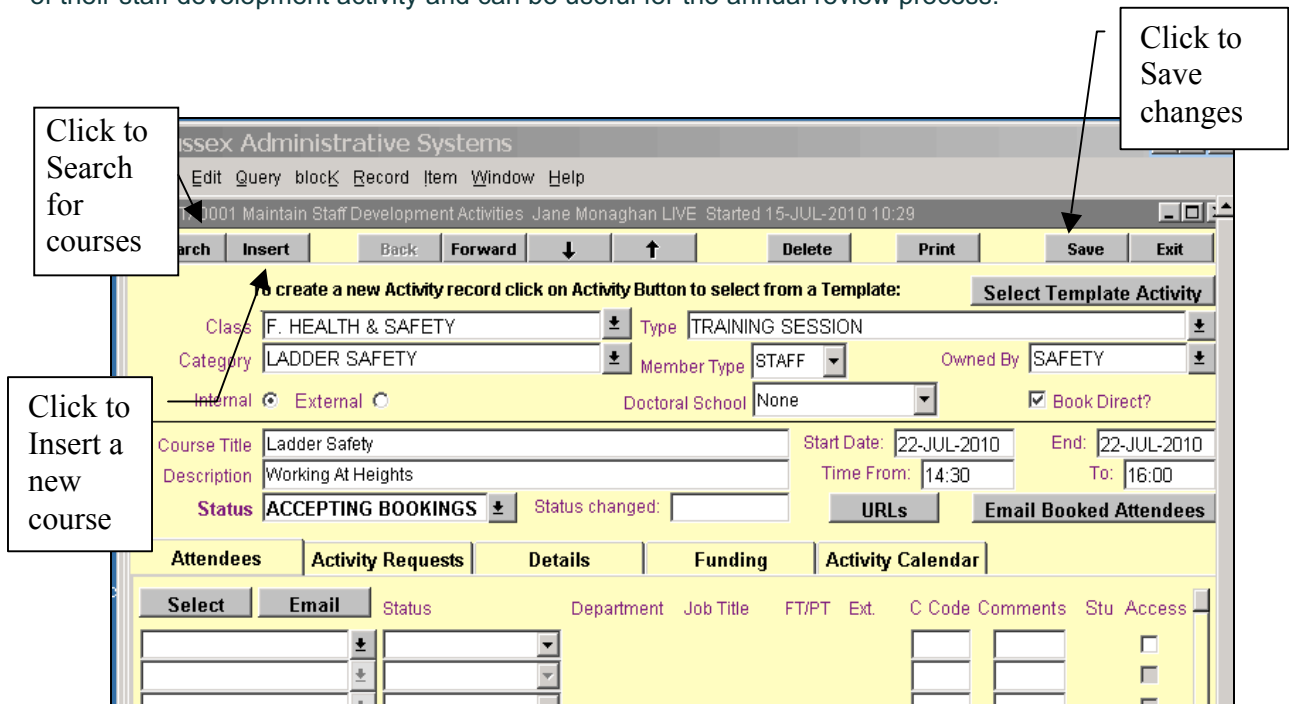


SSTA0001 - SSTA0004 - Staff Development screens

The Staff Development system enables staff to be added onto training courses. These can be courses run by central departments (e.g. Staff Development, ITS etc) or courses organised by departments, but run externally, for the development of their own staff. The data can be seen by staff in Sussex Direct as a record of their staff development activity and can be useful for the annual review process.



Navigating the Form

1. Open the **Staff Development Activies** form
2. You will only be able to see courses owned by your department.
3. You can enter search criteria into any field (except for the attendee names) and search for relevant courses by clicking the **Search** button.

Setting Up Courses

You can either create a template for your courses, or set up a 'one off' course. Templates are useful if you will be running a course a number of times or sending your staff on the same type of course.

Creating a Template

1. Open the **'Staff Development Standard Activity Templates'** screen.
2. Click on **Insert** before you start to enter any data
3. Enter the 'Class' of activity and the 'Type' using the drop down lists. Enter your own 'Category' and enter your 'Owned by' area (usually your school or department). Enter a 'Course Title' and, if required, a 'Description'. Enter Comments which will appear on Sussex Direct. This can include a full description and any course pre-requisites.
4. Enter 'Member Type'
5. Tick 'Book Direct' if you would like people to 'book' onto the course rather than 'request' a place
6. Click **Save**

Creating a Course Using a Template

Org Unit	Class	Activity	VE	Short Name	Full Name
HUMS	H. INTERNAL AND EX...	INDIVIDUAL ACTIVITY- G...	I	COMMUNICATION	How to Communicate
HUMS	O. PERSONAL DEVE...	AWAYDAY	I	ORIGAMI	Guide to Origami for E

1. Open the **Staff Development Activies** form and click on **Insert** before you start to enter any data
2. Use the **'Select Template Activity'** button to show your available templates. Select one of these.
3. Enter the Start and End dates and times for the course
4. Click the **Save** button

Setting up a waiting list (contact CIS if you would like to use this facility)

Sussex Administrative Systems

Tasks Edit Query block Record Item Window Help

SSTA0001 Maintain Staff Development Activities Jane Monaghan LIVE Started 15-JUL-2010 10:28

Search Insert Back Forward Delete Print Save Exit

To create a new Activity record click on Activity Button to select from a Template: **Select Template Activity**

Class: C. SCIENCE POSTGRADUATE SUPPO Type: WAITING LIST

Category: SOFTWARE SKILLS Member Type: BOTH Owned By: ITS INFRASTRUC

Internal External Doctoral School: All Book Direct?

Course Title: Introduction to Emacs Start Date: End: Time From: To:

Description: In this 'Introduction to Emacs' session we will discover what Emacs

Status: WAITING LIST Status changed: URLs Email Booked Attendees

Attendees Activity Requests Details Funding Activity Calendar

Select	Email	Status	Department	Job Title	FT/PT	Ext.	C Code	Comments	Stu	Access
<input type="checkbox"/>	<input type="checkbox"/>	REQUESTED	ITS CIS	BUSINESS A	FT	7348				<input type="checkbox"/>

1. Create a new occurrence of the course **using the same template** and set status to 'Waiting List'
2. If you email people on the Waiting list, to inform them of a scheduled course, through screen SSTA0001, the default setting is to remove them from the waiting once the email is sent. You can untick the delete check box if you do not want them to be removed.

Sussex Administrative Systems

Tasks Edit Query block Record Item Window Help

Group Email

Attendees Listed 1 Selected 1

Order by date

Name	Status	Dept	Date Entered	Email	Include?	Delete?
Monaghan, Jane M	REQUESTED	Its Bis	26-MAR-2008	J.M.Monaghan@s	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Record: 1/1 <OSC>

Setting up a 'One-Off' course

1. Open the **Staff Development Activies** form and click on the **Insert** button to begin setting up a course
2. Select 'Class', 'Type' and 'Category' from the list.
3. Enter the 'Course Title' 'Description' (if needed), 'Status' of the course, 'Start Date', 'End Date', 'Start Time' and 'End Time'
4. Enter 'Member Type' and tick 'Book Direct' (**ITS/SLI courses only – otherwise leave blank**)
5. Click **Save** button

Adding People to a Course

The screenshot shows the 'Sussex Administrative Systems' window. The top menu includes 'Tasks', 'Edit', 'Query block', 'Record Item', 'Window', and 'Help'. The main window title is 'SSTA0001 Maintain Staff Development Activities Jane Monaghan TRAINING Started 21-JUN-2007 14:08'. Below the menu is a toolbar with buttons for 'Search', 'Insert', 'Back', 'Forward', 'Delete', 'Print', 'Save', and 'Exit'. A yellow banner reads: 'To create a new Activity record click on Activity Button to select from a Template: Select Template Activity'. The form fields include: Class: G. INFORMATION TECHNOLOGY, Type: TRAINING COURSE, Category: CALENDAR, Member Type: (empty), Owned By: ITS, Internal: (checked), External: (unchecked), Book Direct?: (unchecked). Course Title: Local Diary Training, Start Date: 12-JUL-2007, End: 12-JUL-2007, Description: (empty), Time From: 14:00, To: 16:00, Status: ACCEPTING BOOKINGS, Status changed: 20-JUN-2007, and an 'Email Booked Attendees' button. Below this are tabs for 'Attendees', 'Activity Requests', 'Details', 'Funding', and 'Activity Calendar'. The 'Attendees' tab is active, showing a table with columns: Select, Email, Status, Department, Job Title, FT/PT, Ext., and Comment. The table contains two rows: one for 'ROBERT J' (BOOKED, ITS BIS, BUSINESS APPLICATION FT, 8153) and one for 'JANE M' (BOOKED, ITS BIS, BUSINESS APPLICATION FT, 7348). A large blue arrow points from the 'Select' column of the table to a search dialog box below. The search dialog has a title 'Do you want to look up a person ...' with radio buttons for 'currently associated with the University?' (selected) and 'associated at any time?'. It includes a text input field with 'SALIMAN', 'Return' and 'Search' buttons, and a list of search results. The first result is 'Saliman, Michèle O' with the description 'Current Staff ITS BIS Business Applications Delivery Officer;Ex Student (N)'. The bottom status bar shows 'Record: 1/1'.

When you have created and saved your course you are ready to start adding people to it.

1. Click the **Select** button
2. Enter the name of the staff member you wish to add and click on the **Search** button. To add the person click on the correct name
3. You will also need to set the 'Status' of the person on the course. This is to show whether someone has requested a place, has attended a course, has not shown up for a course etc. This information will be seen by the staff member in Sussex Direct. Use the drop-down arrows to set the correct status.
4. Click the **Save** button.

It is possible to change the status of participants on a course and the status of the course as well.

Viewing Staff Development Activities in Sussex Direct and the University Central Database

This is what staff will be able to see in Sussex Direct for their existing Staff Development Activity

Your Staff Development Activities					
Description	Activity Type	Category	Run By	When	Status
EXCEL Formulas and Functions	Training Course	Excel	MIS	25 Mar 2003	Attended
Train The Trainer	Training Course	General Personal Development	STAFF DEV	26 Aug 2004	Attended
MeetingMaker 8.5 Upgrade - Info for Users	Training Course	Calendar	ITS	15 Apr 2005	Attended
Business Information Systems Awayday	Awayday	General Personal Development	STAFF DEV	17 May 2005	Attended
Two Day Introduction to Management Course	Training Course	General Management Dev	STAFF DEV	24 May 2006 - 25-May-2006	Attended
Research for English Academics	Awayday	Research	HUMS	12 Jun 2006	Attended
Guide to Origami for Beginners	Awayday	Origami	HUMS	12 Jun 2006	Requested

This is what you can view through the University Central database for your staff

SSTA0004 Person/Staff Development Activity Jane Monaghan LIVE Started 26-AUG-2008 15:23						
Personal Details						
Ms Jane M Monaghan		University Address: ENGINEERING 1		Code: <input type="text"/>	<input type="button" value="New Search"/>	
Extension: 7348		E1-1-01		<input type="button" value="Exit"/>		
Department: ITS BIS		J.M.Monaghan@sussex.ac.uk		<input type="button" value="Back"/>		
Position: BUSINESS APPLICATIONS DELIVERY OFFICE						
Attached to the following Activities						
Status	Date	Time	Course Title	Type	Providing Unit	
ATTENDED	11-JUN-2008	09:00	[REDACTED]	INDIVIDUAL ACTIVITY- GE	ITS	
ATTENDED	25-APR-2008	14:00	[REDACTED]	INDIVIDUAL ACTIVITY- GE	ITS	
ATTENDED	03-APR-2008		[REDACTED]	INDIVIDUAL ACTIVITY- GE	ITS	
ATTENDED	28-JUN-2007	09:30	[REDACTED]	TRAINING COURSE	STAFF DEV	
ATTENDED	11-JUN-2007	14:00	[REDACTED]	TRAINING COURSE	STAFF DEV	
ATTENDED	01-OCT-2006		[REDACTED]	TRAINING COURSE	SAFETY	
ATTENDED	20-NOV-2006	14:00	[REDACTED]	TRAINING COURSE	SAFETY	
ATTENDED	16-OCT-2006	10:00	[REDACTED]	TRAINING SESSION	ITS	