Corporate Information Systems

http://www.sussex.ac.uk/its/help/bishelp.php



SSTA0001 - SSTA0004 - Staff Development screens (for TEL)

The Staff Development system enables staff to be added onto training courses. TEL expressly use the forms to monitor their Associate Tutor courses. The can record attendance and whether the trainee has passed or failed the course

Click to Search for courses	Sussex Administrative Systems Tasks Edit Query block Record Item Window Help SSTA0001 Maintain Staff Development Activities Jane Monaghan TRAINING Started 21-JUN-2007 13:59
	Search Insert Back Forward \downarrow 🕇 Delete Print Save Exit
[To create a new Activity record Click on Activity Button to select from a Template: Select Template Activity Class G. INFORMATION TECHNOLOGY Type TRAINING COURSE Category CALENDAR Member Type Owned By TS
Click to Insert a new	Course Title Ical Diary Training Start Date: 29-JUN-2007 End: 29-JUN-2007 Description Time From: 14:00 To: 15:00 Status ACCEPTING BOOKINGS Status changed: 20-JUN-2007 Email Booked Attendees
course	Attendees Activity Requests Details Funding Activity Calendar
	Select Email Status Department Job Title FT/PT Ext. Comment
	MONAGHAN, JANE M BOOKED ITS BIS (ITS Business In BUSINESS APPLICATION FT 7348 S S S S S S S S S S S S S
	Record: 1/? <0SC>

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

When setting up courses you must use templates. This means you will be able to record the teaching sessions and hours per session. Once you have created a template this can be used over again; you will only need to change the dates of the course.

Creating a Template

Sussex Administra	itive Systems	em Window He	In						
SSTA0002 Mainta	Restance Early Motor Record Reliance Michele Saliman TRAINING Started 30-MAY-2008 15:00								
Search Insert	Back	Forward	l †		Delete	Print	Save	Exit	
		M	aintain Standa	ard Activiti	ies ——				
	Create or Amen	d Standard Activit	y Templates:						
Class	E. TEACHING &	CURRICULUM I	DEVELOF ±	Type TRA	INING COU	RSE			
Category	AT TRAINING		Int	ernal 💿 E	External O	Owned By	LDU	<u>+</u>	
Course Title	Starting to Teach	i in Humanities a	and Social Scie	nces					
Description	compulsory cour	se for inexperier	iced ATs						
Comments									
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Room Type			±	Equipmen	it 🗌			±	
Provided By			<u>+</u>	Locatio	n 🗌				
Days				Duratio	n				
Funding Code					Session	information			
Standard Cost		Member Type	-	1	Number Of F	People: Max.	20 Min. 10		
Book Direct?									
Record: 6/?	L	st of Valu	<osc></osc>						

- 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. In the case of the TEL courses this will be 'TEACHING & CURRICULUM DEVELOPMENT' for the Class although you may want to check this with your line manager
- 4. 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.
- 5. Enter 'Member Type' and tick 'Book Direct' (ITS and SLI courses only); otherwise leave blank
- 6. Enter 'Number of People: Max'
- 7. Click Session Information link

🥳 Session Duration	
Duration in	n hours
Session 1: 2	Session 2: 2
Session 3: 2	Session 4: 2
Session 5:	Session 6:
Session 7:	Session 8:
Session 9:	Session 10:
	Close

The number of sessions represent how many teaching sessions take place. The number entered against the session represent the duration (in hours) of the sesson. Click **Close** when you have finished entering this information

8. Click Save

Creating a Course Using a Template

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ę	SSTA0001	l Maintain Staff Developm	ent Activities Michèle S	Baliman TRAINING	Started 12-JUN-2006 11:19	<u>_ ×</u>
Г	Search	Insert Back	Forward 🗸	1	Delete Print	Save Exit
	Cla	To create a new Activi	ty record click on Acti	vity Button to selec	t from a Template:	Select Template Activity
	FindHUM	3%				
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- 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 the templates. The core information will appear against the training session (e.g. Course Title, Class, Type etc)
- 3. Enter the Start and End dates and times for the course
- 4. If you set the course status to **Accepting Bookings** then people will be able to book on it using Sussex Direct. This might not be appropriate as you will not be able to control who books onto your course; however, you should consult your line-manager for procedure.
- 5. Click the **Save** button

N.B. Once you have set up your course from a template you will need to re-query the course to get the relevant tabs.

asks Edit Query block Record Item Window Help									
🙀 SSTA0001 Maintain Staff Development Activities Michele Saliman TRAINING Started 30-MAY-2008 15:11									
Search	Insert	Back	Forward	Ť	†	Delete	Print	Save	Exit
To create a new Activity record click on Activity Button to select from a Template: Select Template Activity									
Cla	ss E. TEA	CHING & CUP	RICULUM	DEVELO 🛨	Type TRAININ	G SESSION			±
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Inter	nal 💿 Ext	emal O			Book Direct?				
Course T	itle AT Tea	cher Training T	est Course			Start Dat	e: 30-MAY-2	2008 End: 3	0-MAY-2008
Descript	on This is	a test course				Time F	rom: 10:00	То	16:00
Stat	us SETTI	NG UP	<u>+</u>	Status chang	ed:			Email Booked	Attendees
Attend	ees	Candidates	Atte	endance	Details	Activ	ity Calendaı	•]	
Select	Ema	ail Status		De	nartment Jol	n Title ET (F	PT Ext	Comments S	tudent? 🔲
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Adding People to a Course

When an Associate Tutor is added to the system by their school they will appear in the list of candidates to be added to the training course.

1.	- [I	Deselect if candidate							
	Attendees	Candidates	Attendance	Details	Activity Calen	dar		0	doesn't need
Tick to add						Select all	Deselect	all	to attend
candidate to						Add to	Required t	0	course
course		F	rimary Department	Jobtitle		course	attend ou	irse	
	Baruah, Lenn	F	HYSICS & ASTRONOMY	Associate 1	Futor		V		
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- Tick the 'Add to Course' flag to add candidate to the course. If they don't need to attend a course then untick the 'Required to Attend Course' flag. Use the Select All Deselect All options to flag or unflag all records.
- 3. Once you have added a candidate to a course they will appear in your list of course **Attendees**. Set the status by using the drop down. The status can change for a candidate as they are booked on the course and if they have attended or cancelled a course. You should check with your line manager which statuses you need to use when.
- 4. Click **Save** button after changing the status

Attendees	Candidate	es Attendance	Details	Activity Calenda	r
Select	Email State	us De	partment Job Title	FT/PT Ext.	Comments Student?
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DOUCH, JOHN THE	± ATT	ENDED 🗾 🖬	EOGRAPHY ASSOCIA	TE' PT	Y
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I	±	7			

5. When one of your course trainees has their status set to **Attended** you can then record their attendance information in the **Attendance** tab

Attendees	Candidates	Attendance	Details	Activity Calendar	
	<	Status	> <	Sessions -	>
	Accred	itation Attendance	e 12	3 4 5 6	7 8 9 10
	Passed Not yet p	Pass passed			

6. Set the **Accreditation** and **Attendance** information. The Sessions will default to the session hours you set in the template; however they can be overwritten