

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.

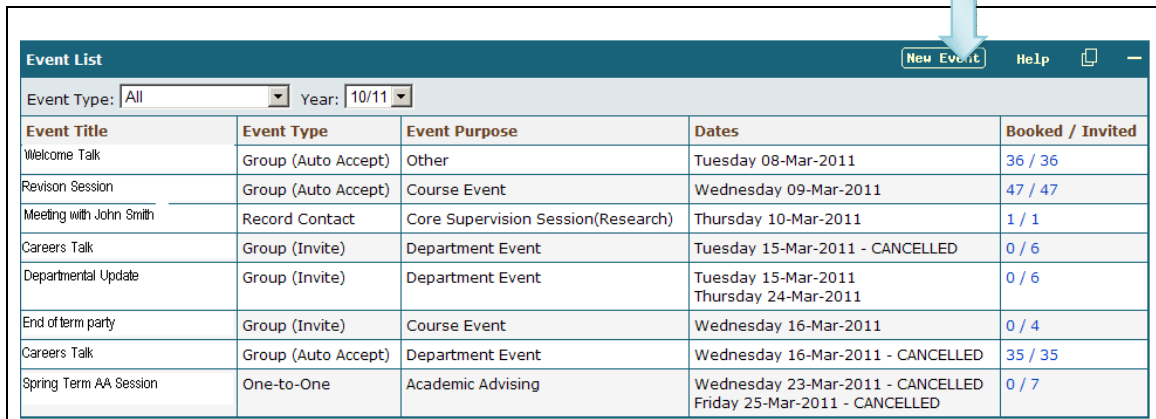
NB: * For Research Students the above restrictions do not apply

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.



The screenshot shows the 'Event List' interface. At the top right, there is a 'New Event' button highlighted by a blue arrow. Below the header, there are filters for 'Event Type' (set to 'All') and 'Year' (set to '10/11'). The main table lists events with columns: Event Title, Event Type, Event Purpose, Dates, and Booked / Invited.

Event Title	Event Type	Event Purpose	Dates	Booked / Invited
Welcome Talk	Group (Auto Accept)	Other	Tuesday 08-Mar-2011	36 / 36
Revision 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 List						Select All	Select None	Next	Help
Student	Reg. No.	Programme	Year	Status	Select				
Academic Advisees						Show	Hide	Select All	Select 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 Postgraduates						Show	Hide	Select All	Select 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 Postgraduates						Show	Hide	Select All	Select None
Smith, A	209	MA Intellectual History	1	Registered	☐				
Smith, A	209	Graduate and Registered Teacher Programme (p/t)							
Smith, C	207	MA Sexual Dissidence in Literature and Culture (p/t)							

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 un-tick 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

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

Figure 2 - Setup for a 'Group' event

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 invitees							Cancel	Next >	Help
Event Title: Spring term - week 5 - academic advising session			Event Type: One-to-One		Event Purpose: Academic Advising		Email Invitees? ☐		
	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									
Student	Programme	Year	Department	Mode	Status	From	To	%	
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 Jones

Cancel Save Help

Student:

Jones

Title:

Meeting with Jones

Type:

Record Contact

Purpose:

Core Supervision Session(Research)

Date:

11-Mar-2011

Start Time:

09:00

End Time:

10:00

Location:

BSMS Cafe

Status:

Present

Purpose of Meeting:

To talk about XYZ

Outcome of Meeting:

We agreed that XYZ would be complete by end March

17/4000 used

49/4000 used

Enter the details of the Contact and click 'Save'.

NB: The Student will be able to view all the details on contact records

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



Event Setup

Contents: [Event Setup](#) | [Event Setup Availability Check](#)

Event Setup: 9 invitees Back Create Event Help

Event Title: One-to-One Event

	Date	Location	Start Time	End Time	No. Slots	Max No. Students
Session 1	23-Nov-2009	My office	09:00	11:00	8	
Session 2	25-Nov-2009	My office	09:00	11:00	8	

Event Setup Availability Check Help Print Close

Student	23-Nov-2009 09:00 - 11:00	25-Nov-2009 09:00 - 11:00
Man , A	✓	✓
Man , S	✗	✓
Man , G	✓	✓
Man , k	✗	✓
Man , M	✗	✓
Man , C	✓	✗
Man. T	✓	✗
Man , C	✓	✗
Man , F	✓	✓

Total: 15 records

Figure 4 - Event setup availability check

5. Inviting Staff to an Event



Event Staff Related Links

Show me: [Manage Event](#) [Event Bookings & Attendance](#) [Event Staff](#)

Event Staff Add Help Print Close

Event Title: *Spring term - week 5 - academic advising session*
 Event Type: *One-to-One*
 Event Purpose: *Academic Advising*

Name	Position	Department
No records found		

- Go to the 'Event Staff' page
 - Click 'Add'
 - Enter part of the surname in the 'Name' box
 - Select the Name
 - Click 'Save' or 'Save and Add'

Event Staff Related Links

Show me: [Manage Event](#) [Event Bookings & Attendance](#) [Event Staff](#)

Add to Event Staff Cancel Save + Add Save Help

Event Title: *test group invite*
 Event Type: *Group (Invite)*
 Event Purpose: *Department Event*

Name	Position	Department	Extension	Email Address
Mona				
Monaghan, Jane M (ITS CIS)				
Monam, Eleanor H (CCE)				
Monar, Bernd J (Jorg) (Politics)				

Back to top

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					
Show me: ☒ Manage Event ☐ Event Bookings & Attendance ☐ Event Staff					
Manage Event Help —					
Event Title: Spring term - week 5 - academic advising session Event Type: One-to-One Event Purpose: Academic Advising Event Staff: 0 staff members invited					
Session	Location	Date	Starts	Ends	Student
1 [Edit Session] [Cancel Session] [Attendance Sheet]	Arts A123	Tuesday 22-Mar-2011	09:00	09:30	
			09:30	10:00	
			10:00	10:30	Car , R (2100)
			10:30	11:00	
2 [Edit Session] [Cancel Session] [Attendance Sheet]	Arts A123	Wednesday 23-Mar-2011	09:00	09:30	
			09:30	10:00	
			10:00	10:30	
			10:30	11:00	Don , E (2100)
3 [Edit Session] [Cancel Session] [Attendance Sheet]	Arts A123	Thursday 24-Mar-2011	11:00	11:30	
			11:30	12:00	
4 [Edit Session] [Cancel Session] [Attendance Sheet]	Arts A127	Thursday 24-Mar-2011	09:00	09:30	
			09:30	10:00	
			14:00	14:30	
			14:30	15:00	Goi , S (2100)
			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: ☐ Manage Event ☒ Event Bookings & Attendance ☐ Event Staff

Event Bookings & Attendance

Gallery

Help

Event Title: Spring term - week 5 - academic advising session

Event Type: One-to-One

Event Purpose: Academic Advising

Student	Reg. No.	Attendance Status	Slot	Comments (not visible to students)
B , F	2100	Invited		
B , A	2100	Invited		
B , N	2100	Invited		
B , E	2100	Invited		
C , E	2100	Invited		
C , R	2100	Booked	Tue 22 Mar 2011 10.00am - 10.30am @ Arts A123	
C , 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	
F , A	2100	Invited		
G , E	2100	Invited		
G , S	2100	Booked	Thu 24 Mar 2011 2.30pm - 3.00pm @ Arts A127	
G , M	2100	Invited		

Show 10 15 20 30 records per page

Records 1 - 15 » of 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

Event List Related Links

Study Pages: [Programme](#) [Syllabus](#) [Course Resources](#) [Course Progress](#) [Course Results](#) [Timetable](#) [Student Reps](#) [Year Summaries](#)

Show me: ☐ Your Study Timetable ☐ Assessment Deadlines & Exam Timetable ☒ Event List

Event List: Save Help

Event Title	Event Owner	Booking Status	Date / Time	Location
Test 1	Jane Monaghan	Invited	-- Please book a slot --	
Tutorial	Jane Monaghan	Invited	-- Please book a slot --	
Careers talk	Jane Monaghan	Invited	No slots remaining on Tue 03-Nov-2009	

Figure 7 - Student Event List page (invitations)

Event List Related Links

Study Pages: [Programme](#) [Syllabus](#) [Course Resources](#) [Course Progress](#) [Course Results](#) [Timetable](#) [Student Reps](#) [Year Summaries](#)

Show me: ☐ Your Study Timetable ☐ Assessment Deadlines & Exam Timetable ☒ Event List

Event List: Help —

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

Figure 8 - Student Event List page (accepted bookings)

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

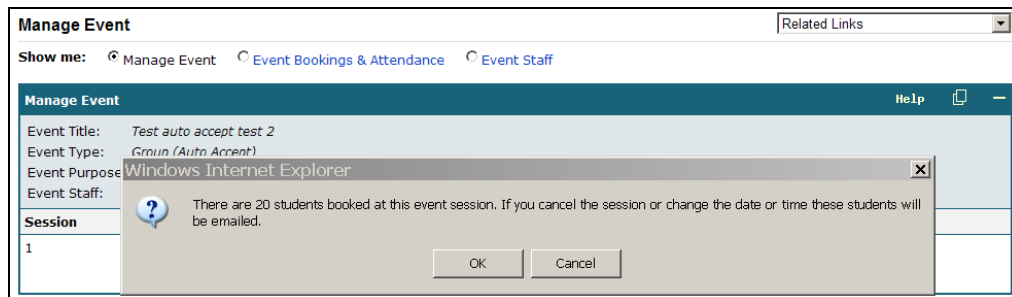


Figure 9 - alert of amended/cancelled event

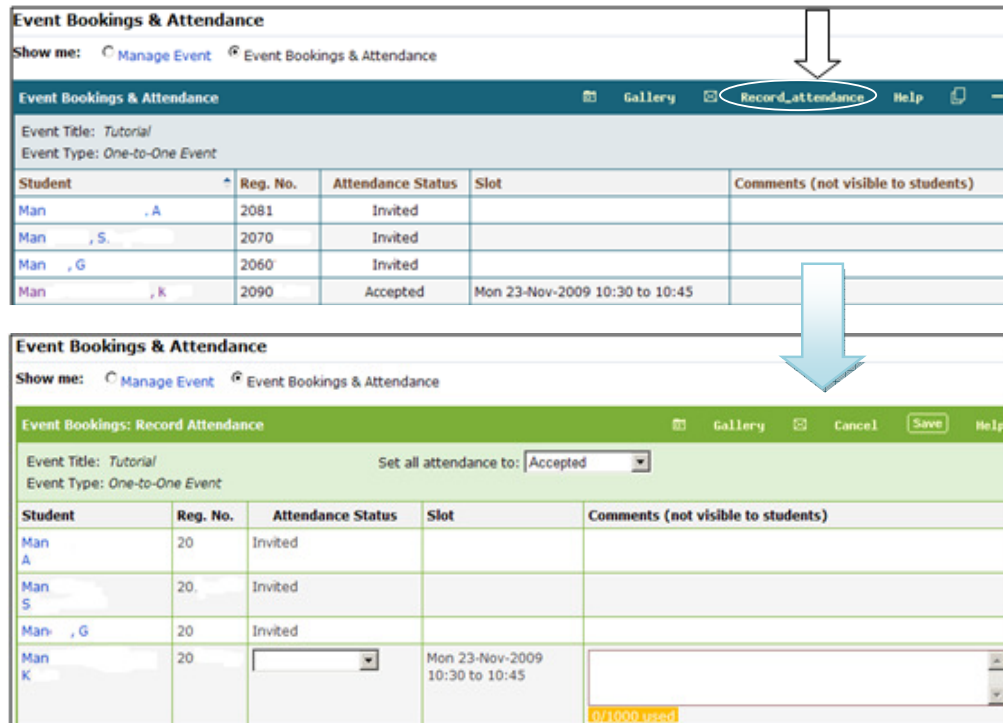
b. Editing a session

- To amend a session click on the [edit session] icon
- You can amend
 - The event title
 - 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

The screenshot shows the 'Edit Event Session' form. It has a green header bar with 'Cancel', 'Save', and 'Help' buttons. The form fields are: 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), Duration (60 minutes), and Max Number (20). A blue arrow points to the 'Save' button in the header.

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 Bookings & Attendance

Show me: [Manage Event](#) [Event Bookings & Attendance](#)

Event Bookings & Attendance Gallery **Record Attendance** Help

Event Title: Tutorial
Event Type: One-to-One Event

Student	Reg. No.	Attendance Status	Slot	Comments (not visible to students)
Man A	2081	Invited		
Man S	2070	Invited		
Man G	2060	Invited		
Man K	2090	Accepted	Mon 23-Nov-2009 10:30 to 10:45	

Event Bookings & Attendance

Show me: [Manage Event](#) [Event Bookings & Attendance](#)

Event Bookings: Record Attendance Gallery Cancel Save Help

Event Title: Tutorial
Event Type: One-to-One Event

Set all attendance to: **Accepted**

Student	Reg. No.	Attendance Status	Slot	Comments (not visible to students)
Man A	20	Invited		
Man S	20	Invited		
Man G	20	Invited		
Man K	20	Accepted	Mon 23-Nov-2009 10:30 to 10:45	

Figure 10 - Record attendance form