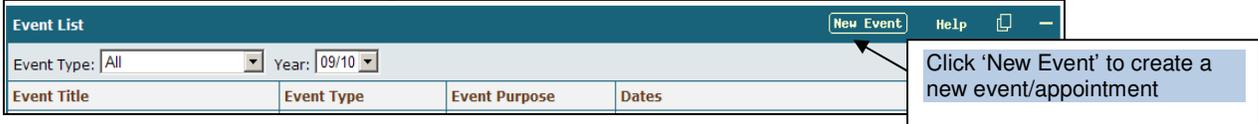
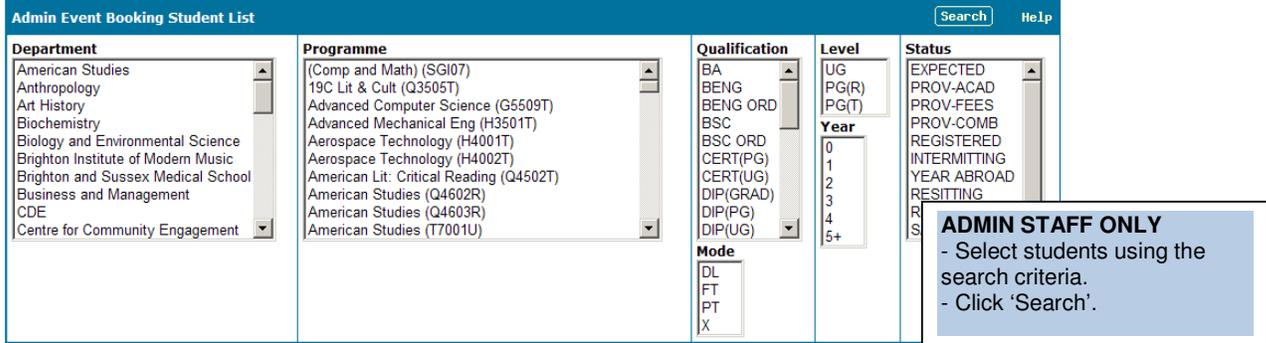
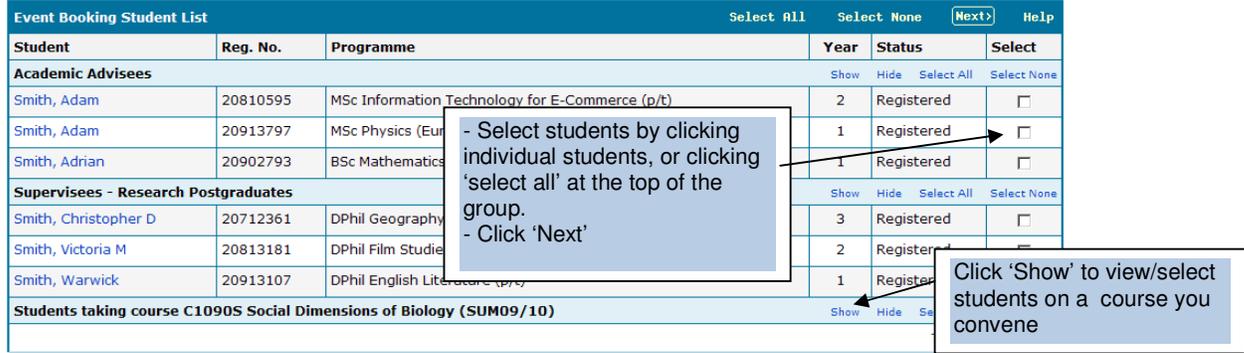


Sussex Direct: EVENT BOOKING SYSTEM – SHORT GUIDE

Sussex Direct > Teaching > Timetable > Event List

Event Types:

One-to-one should be used to set up a number of sessions/slots. Only one student will be able to book onto each of these slots. You should create multiple sessions if you wish to offer slots over a number of days (see example below)

Group (Invite) should be used to set up a group event where you want the students to accept the invitation if they wish to attend. You can set up more than one session IF you wish to offer students a choice of times. Otherwise, set up a new event for a different session.

Group (Auto Accept) should be used to set up a group event where you 'require' the students to attend. You can only set up 'ONE' session as the student is not being offered a choice of sessions.

Event Setup: 5 invitees Cancel Next Help

Event Title: Academic Advising Sessions / Week 5 Summer Term

Event Type: One-to-One

	Date	Location	Start Time	End Time
Session 1	17-May-2010	Arts A123	09:00	10:00
Session 2	19-May-2010	Arts A123	09:00	10:00

Event Type
One-to-one: Each 'session' will be divided into the number of 'slots' specified. In this example, there will be 6 x 20 minute slots created over the 2 days.
 For 'Group (Invite)' events you must enter a value in the 'Max No Students' field.
 For 'Group (Auto Accept)' there is no need to enter a 'Max No Students'

Event Setup: 7 invitees Cancel Next Help

Event Title: Welcome talk for my postgraduate students

Event Type: Group (Invite)

Event Purpose: Research Supervision

	Date	Location	Start Time	End Time	No. Slots	Max No. Students
Session 1	28-Apr-2010	Arts B234	10:00	11:00		

Event Purpose
For research students choose one of the following:
 -Face to Face contact(RES)
 -Remote contact(RES) – e.g. email, phone call, etc
 -Core Supervision Session(RES)
For taught students choose one of the other event purposes.

Event Setup Availability Check

Student	17-May-2010 09:00 - 10:00	19-May-2010 09:00 - 10:00
Smith,	✓	✓

The system will check the availability of each student on a **taught** programme.
NB: If the student is busy they will still be invited to/accepted onto the event

Event Setup: 5 invitees Back Create Event Help

Event Title: Academic Advising Sessions / Week 5 Summer Term

Event Type: One-to-One

Event Purpose: Academic Advising

	Date	Location	Start Time	End Time	No. Slots	Max No. Students
Session 1	17-May-2010	Arts A123	09:00	10:00	3	
Session 2	19-May-2010	Arts A123	09:00	10:00	3	

To create the event, click 'Create Event' . This will either invite the students, or accept it on their behalf, and display the event in their study timetable once accepted.
NB: If you want to amend the date/time then click the 'Back' button and amend the date/time.

Recording attendance

Event Bookings & Attendance Gallery Record Attendance Help

Event Title: *Update on Research Policy*
 Event Type: *Group (Auto Accept)*
 Event Purpose: *Research Supervision*

Student Reg. No.

Comments (not visible to students)

If the event has taken place, a 'Record Attendance' icon will appear. Click the icon and amend the 'set all attendance to' field to 'present', or record each attendance record individually. You can also enter 'comments' against each student.
NB: Always Click the Save icon.

Event Bookings: Record Attendance Gallery Cancel Save Help

Event Title: *Catch-up week 5 - summer term* Set all attendance to: *Accepted*
 Event Type: *One-to-One*
 Event Purpose: *Research Supervision*

Student	Reg. No.	Attendance Status	Slot	Comments (not visible to students)
Mo , R	209	Accepted	Wed 30-Jun-2010 10:12 to 10:24	0/1000 used
Mo , A	206	Accepted	Wed 30-Jun-2010 09:36 to 09:48	
Mo , M	203	Invited		
Mo , S	205	Invited		

Inviting Staff to an Event

Event Staff Add Help

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

Name	Position	Department	Extension	Email Address
No records found				

- Click 'Add'
 - Enter part of the surname in the 'Name' box
 - Select the Name
 - Click 'Save' or 'Save and Add'

Event Staff Show me: Manage Event Event Bookings & Attendance

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
Monaghan, Jane M (ITS CIS)				
Monam, Eleanor H (CCE)				
Monar, Bernd J (Jorg) (Politics)				

Back to top

Sussex Direct > Teaching > Academic Advisee Page (for recording contact with research students only)

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					50	Record Contact
Smith, W	DPhil English Literature (p/t)	1	English					50	Record Contact

Click 'Record Contact' to create a contact with a research student.
NB: You can only record contacts that have happened today or in the past.

Cancel [Save](#) Help

Record Contact with Gareth Jones

Student:

Title:

Type: Record Contact

Purpose:

Date:

Start Time: :

End Time: :

Location:

Status:

Purpose of Meeting:

Outcome of Meeting:

Enter the details of the Contact and click 'Save'.
NB: The Student will be able to view all the details on contact records