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

University of Sussex

# 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<br>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<br>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 None | | | |
| Smith, A | 209 | MA Intellectual History | 1 | Regis | ☐ |
| 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

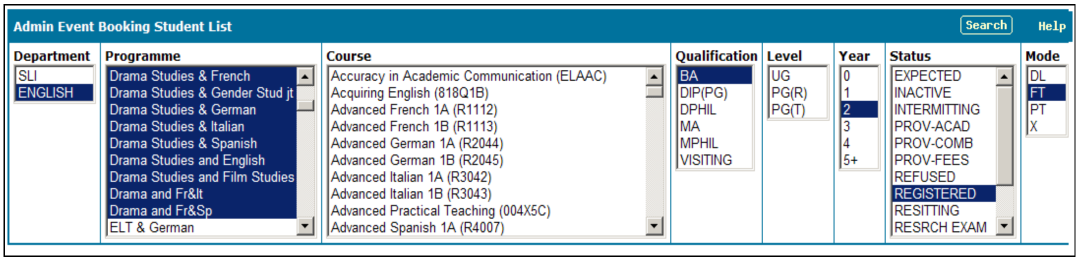



**Figure 3 - Search facility for Administrators**

## 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

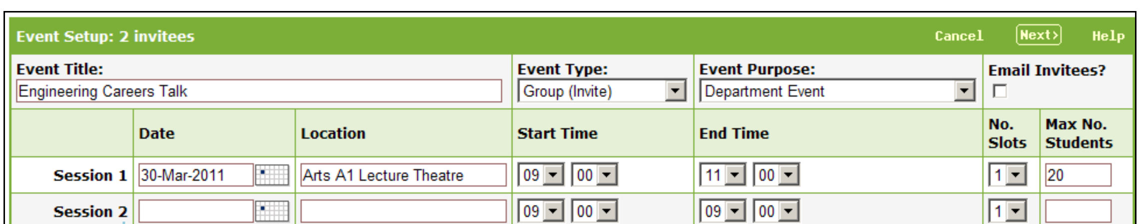


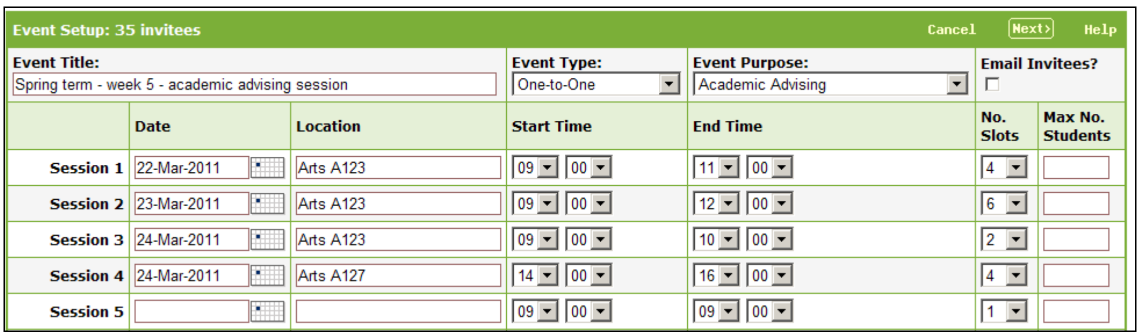

**Figure 2 - Setup for a ‘Group’ event**

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

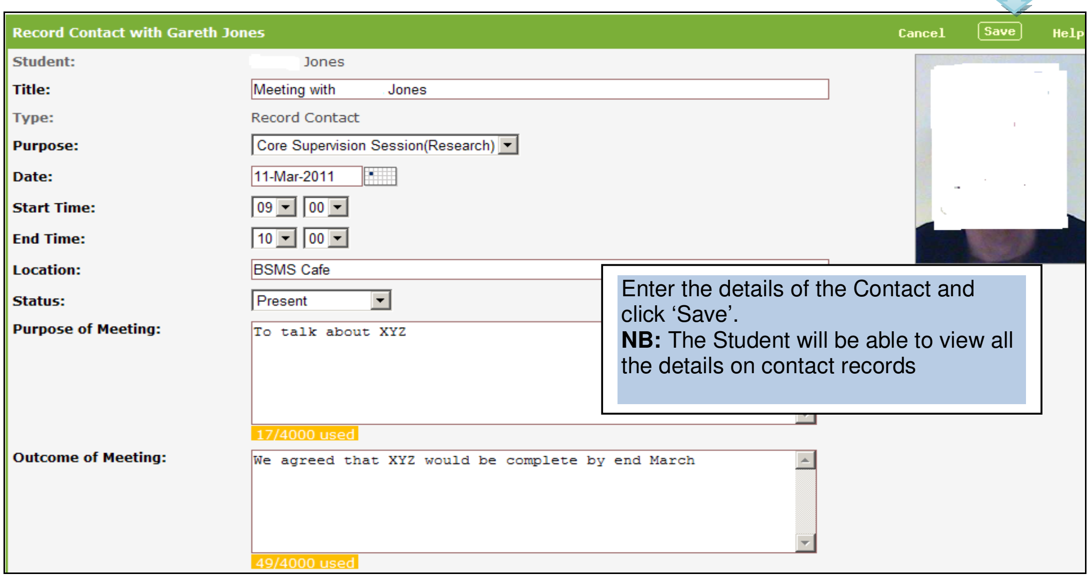
This is a facility for Research Supervisors to record any contact they have had with one of their research students.

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** Gallery Help

| 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 |




**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

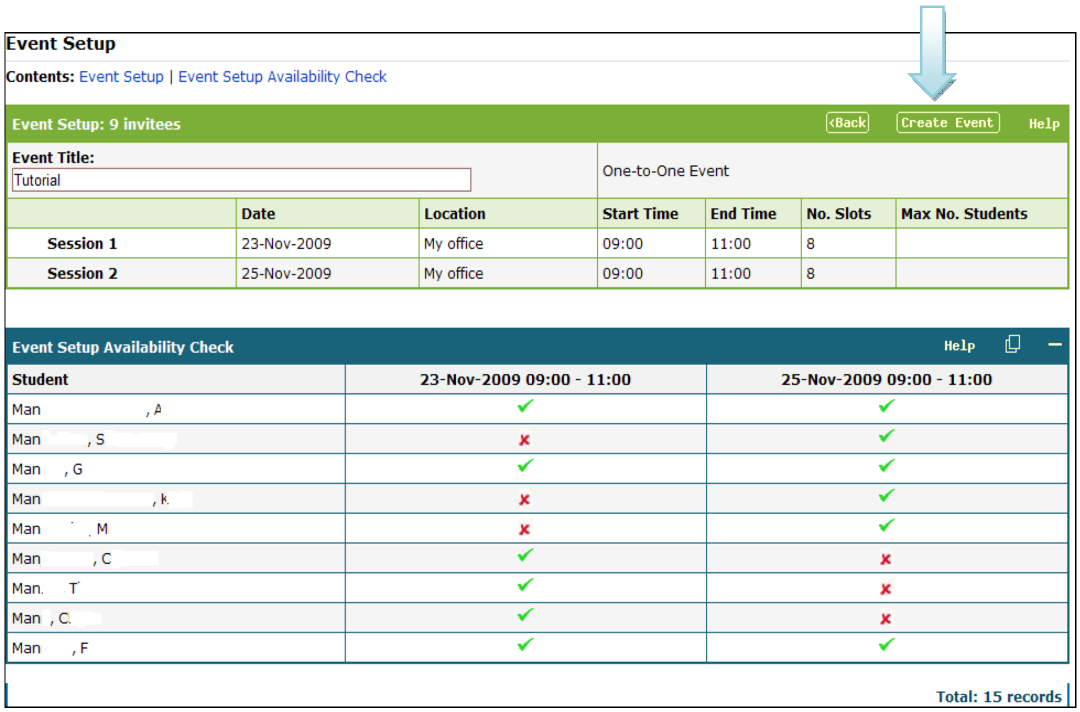
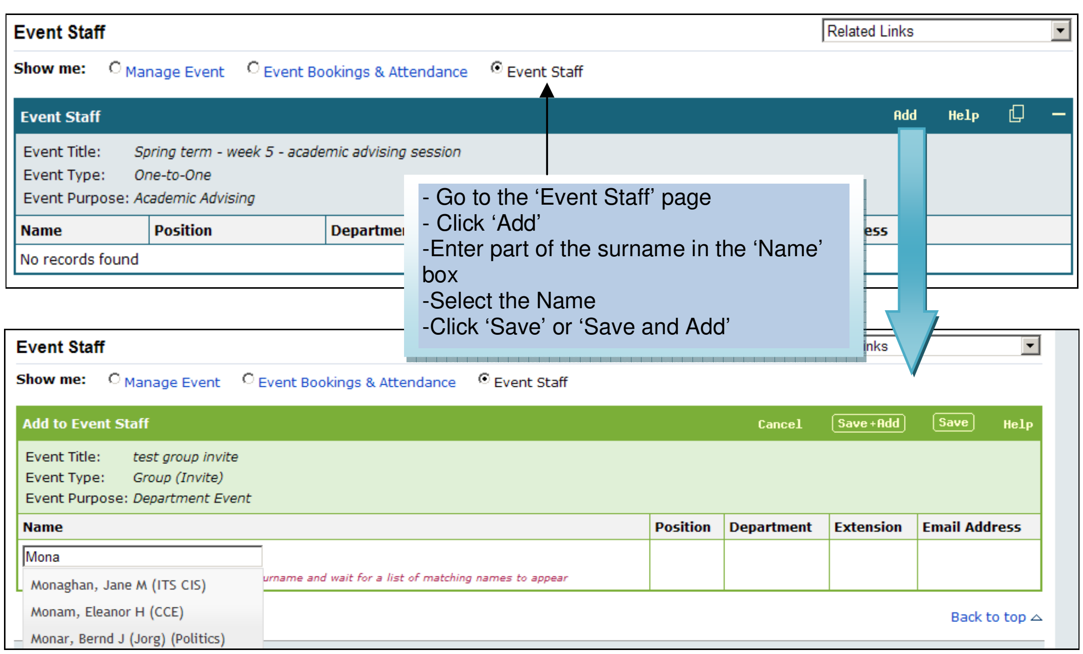



**Figure 4 - Event setup availability check**

## 5. Inviting Staff to an Event



# 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 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 ) |
| | | | 11:00 | 11:30 | |
| | | | 11:30 | 12:00 | |
| 3 [Edit Session] [Cancel Session] [Attendance Sheet] | Arts A123 | Thursday 24-Mar-2011 | 09:00 | 09:30 | |
| | | | 09:30 | 10:00 | |
| 4 [Edit Session] [Cancel Session] [Attendance Sheet] | Arts A127 | Thursday 24-Mar-2011 | 14:00 | 14:30 | |
| | | | 14:30 | 15:00 | Go , 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

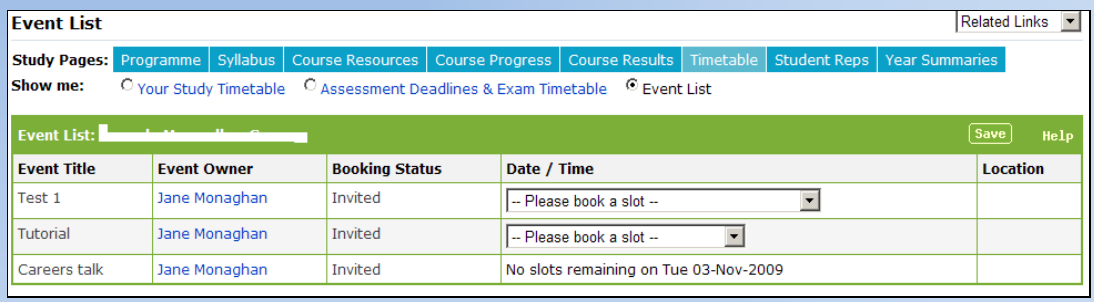



**Figure 7 - Student Event List page (invitations)**

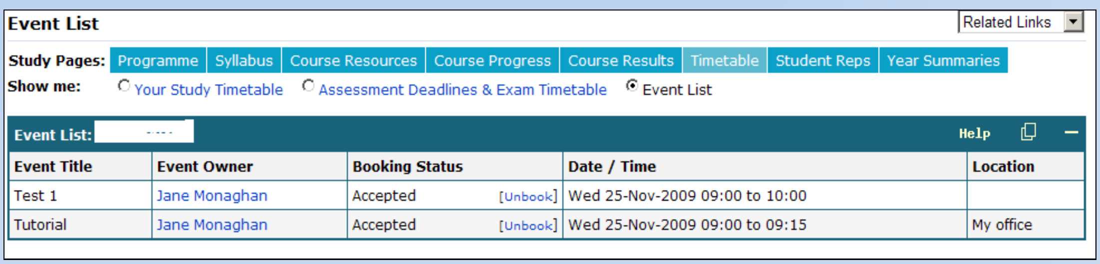



**Figure 8 - Student Event List page (accepted bookings)**

# 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

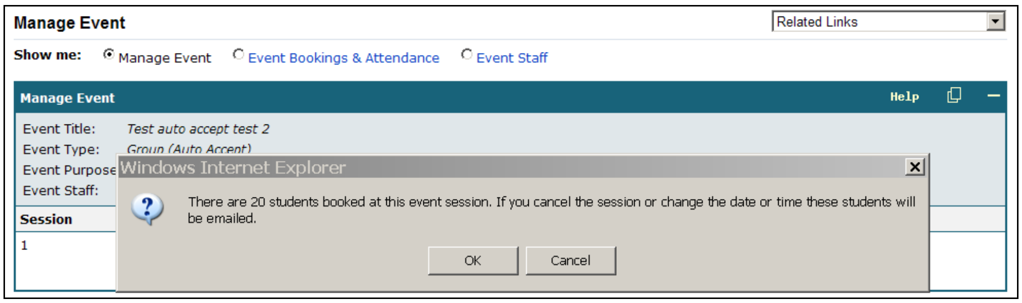
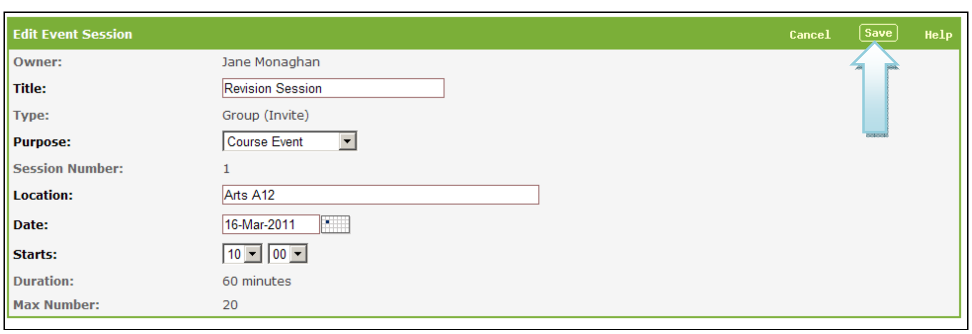



**Figure 9 - alert of amended/cancelled event**

### 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



# 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.

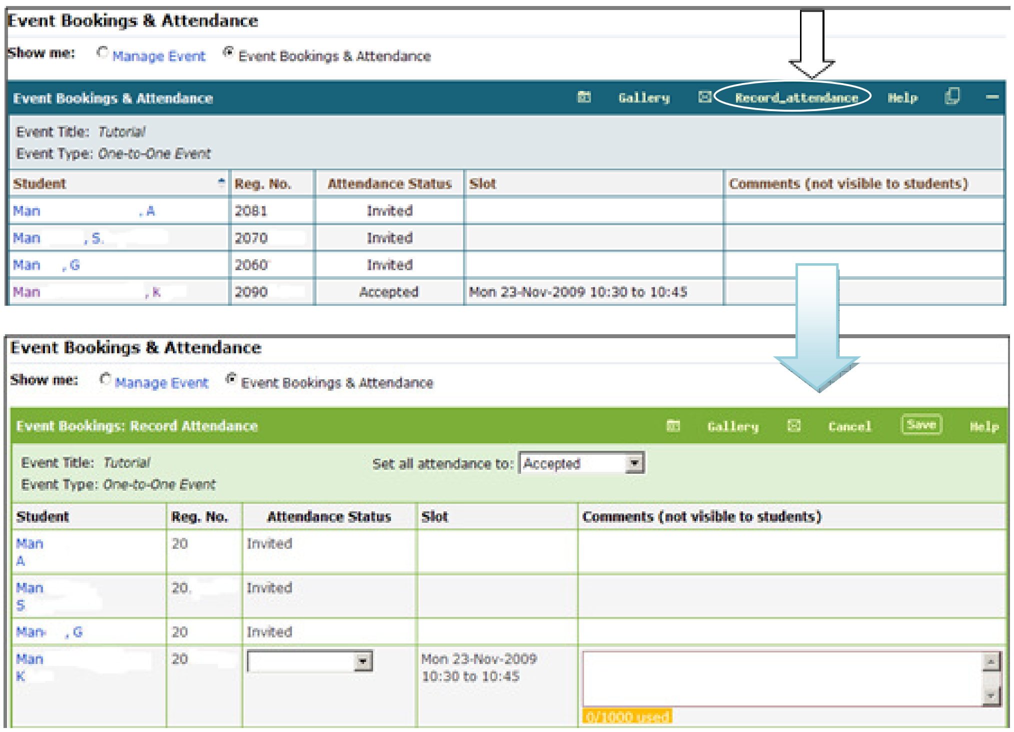



**Figure 10 - Record attendance form**