

Background

In 2007, a pilot project was undertaken in a range of academic departments, in which a set of 'standard' reasonable adjustments (RAs) were made to teaching and assessing practices, to meet the needs of students with Specific Learning Difficulties – the most common of which are dyslexia and dyspraxia. From the start of this year, all students with SpLD only, will be green-flagged on Sussex Direct. During the year, Schools will be asked to embed standard reasonable adjustments in all their courses to meet the needs of this group of students. Once adjustments are embedded, it will no longer be necessary to read the support documents of individual green-flagged students in order to ensure their needs will be met.

Flagging of students with support needs - Summary

- green flagging with a '-' sign:

Students have Specific Learning Difficulties only, and no other support needs. Academic staff are required to read the documents for a given student unless they are certain that the course they are teaching has made the standard reasonable adjustments to meet the needs of students with SpLD..

+ saffron flagging with a '+' sign:

Students have complex support needs. Academic staff **should always** read these documents

Academic Staff Reminder

Front page reminder

Any Student Support documents *that must be read*, will be notified in your 'My Personal Reminders' section on the front page of Sussex Direct (The first page you see once you have logged in)..

Information about your students with disability/ learning support needs.

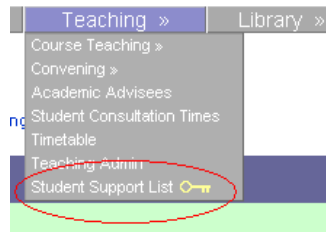
Information on individual students' support needs is available on-line in Sussex Direct. See the [Student Support List](#) in your Teaching pages for information about your students' disability and learning support needs.

Clicking on the 'Student Support List' link will take you to your 'Student Support List' page where it will be possible to view unread documents.

Teaching Pages

Student Support list

The Student Support List is the clearest way for you to find out about your students with support needs. You access your Student Support List via the 'Teaching' tab.



Student Support List for Chris Smith							Help	
Term: Autumn		Year: 07/08						
Student	Docs	Programme	Year	Courses	Roles	Notes		
+ Castle, Louise	New!	BA Philosophy	2	• American Philosophy Experience	• Assessment convener • Tutor	exam arrangements		
+ Folley, Marigold	New!	BA History	3	• African American Art History II	• Tutor			
+ Mattress, Jane P P	New!	BA History	3	• American Philosophy Experience	• Tutor			
- Gawk, Fredmund T	3	BA American Studies and Int Rels	1	• America in the Twentieth Century I	• Tutor	exam arrangements		
+ Masterkind, Jules	1	BA American Studies and History	2		• Academic Advisor			
- Splinter, Algie B	2	BA American Studies	3	• American Philosophy Experience	• Tutor	exam arrangements		
Total: 5 records								

+ IMPORTANT: Student support documents are now available via Sussex Direct. Choose the Student Support List option from the Teaching menu.

- IMPORTANT: This student has dyslexia/dyspraxia. As your department has undertaken to meet all the standard additional support needs for this group of disabled students there is no requirement for you to access the specific recommendations in this case.

In the Student Support List, shown above, **+ saffron** students with documents which you *are always required to read and which you have not yet read*, appear in alphabetical order at the top of the list, with 'New!' in the 'Docs' column. Because you may not be required to read documents for **- green** students, these students don't appear with 'New!' in the 'Docs' column.

+ saffron students for whom they have read all uploaded documents, and **- green** students, appear in alphabetical order below the 'New!' students, with the number of documents which have been uploaded for them appearing in the 'Docs' column. NB The green note at the bottom of the screen will remind you to check your –green students and read their documents if necessary

Clicking on the link in the 'Docs' column, drills down to the Student Support Documents list:

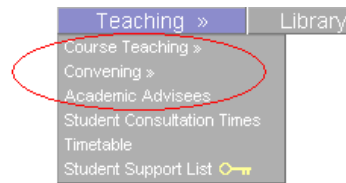
Student Support Documents: Ms Louise Castle						Help
Document Type	Team	Document Date	My Last Access Date	File Size	Document	
EP Report - summary	Disability	22-Oct-2006	New!	56 Kb		
Exam arrangements	Disability	22-Oct-2006	New!	37 Kb		
Learning Support Memo	Disability	22-Oct-2006	New!	43 Kb		

Clicking the PDF icon in the 'Document' column opens up the document. In the case of a document for a **+ saffron** student, which *must* be read, the system will then record that the document has been read by that member of staff.

Student Lists - Course Teaching, Convening, Academic Advisees

+ saffron and - green support students also appear flagged in the Student Lists on your pages for

- Course Teaching
- Convening
- Academic Advisees



Shown below, Chris Smith has two support students in her Autumn Seminar 1 teaching group.

Student List for American Philosophy Experience (Y3456): Chris Smith				
Autumn 07/08 Seminar 1				
Current Students			All Students	
Student	Programme	Attended	Submitted	Tutorial Reports
Lakelooker, Farbie L	BA American Studies	4 of 4	0 of 0	0 of 0
+ Mattress, Jane P P	BA Philosophy	1 of 4	0 of 0	0 of 0
Pricey, Rich	BA Philosophy	3 of 4	0 of 0	0 of 0
Singham, Tal	BA English	3 of 4	0 of 0	0 of 0
- Splinter, Algie B	BA American Studies	1 of 4	0 of 0	0 of 0
Titmarsh, Alan X	BA American Studies	4 of 4	0 of 0	0 of 0
Universe, Mighty J	BA American Studies	1 of 4	0 of 0	0 of 0
Total: 7 records				

+ IMPORTANT: Student support documents are now available via Sussex Direct. Choose the Student Support List option from the Teaching menu.

- IMPORTANT: This student has dyslexia/dyspraxia. As your department has undertaken to meet all the standard additional support needs for this group of disabled students there is no requirement for you to access the specific recommendations in this case.

You can also access a support student's documents by clicking on their name in these student lists. This takes you to the student's 'Personal Details' page as below.

Student taking American Philosophy Experience (Y3456): Mr Algie Splinter	
Student Support information now available here or contact your Student Services Coordinator	
Name:	Mr Algie Splinter
Email:	abs23@sussex.ac.uk
Reg Number:	20501234
Degree:	BA American Studies
Department:	American Studies
School:	School of Humanities
Study Year:	3
Status:	Resitting
Academic Advisor:	Dr Dougal Splatter
Person Code:	456789
- This student has dyslexia/dyspraxia. As your department has undertaken to meet all the standard additional support needs for this group of disabled students there is no requirement for you to access the specific recommendations in this case.	

Clicking the 'now available here' link takes you to the Student Support Documents table, as accessed from the Student Support List (shown above in the 'Student Support List' section). In this case, the student shown is flagged with - green so reading their support documents may be optional and the system will not record that this has been done.