Background

Some departments are participating in a pilot scheme in which academic staff (course tutors, convenors, academic advisors) are not required to read support documents for students with only dyslexia /dyspraxia. Instead these departments are providing the standard reasonable adjustments for these students.

A student with dyslexia/dyspraxia on a programme owned by a participating department will appear **- green** for a tutor (or convenor) who is teaching them only courses owned by participating departments (even if these departments are different). But that same student will appear **+ saffron** for a tutor who is teaching them on a course NOT owned by a participating department.

Participating Departments

American Studies  
Music  
International Relations  
Sociology  
Psychology  
SLS  
Social Work and Care  
Informatics  
Physics & Astronomy

Flagging of students with support needs - Summary

**- green** flagging with a '-' sign:  
Academic staff are **NOT** required to read the documents for a given student when **all** points below apply:

- they have learning support needs only (dyslexia/dyspraxia)  
- they are on a programme owned by a participating department  
- the tutor or convenor who is accessing their record is teaching (or convening) them on courses, **all of which** are owned by a participating department

**+ saffron** flagging with a '+' sign:  
Academic staff **ARE** required to read the documents in all other cases

Admin > School Support Pages

You access the School Support pages via the 'Admin' tab.
School Support Directory

You can use the School Support Directory to view information on students with support needs.

Select your search criteria and click ‘Search’ in the table header. This takes you to a list of your search results. Clicking on a student takes you to a page of information about them. One of the tables on this page is the ‘Staff Teaching’ table, shown below. This shows you a list of staff who have a course tutor, convenor, or academic advisor role with that student. The ‘Unread Documents’ column shows you the ‘read’ status of the student’s documents as follows:

- ‘Standard provisions’ against a staff member means that they do not have to read the documents
- ‘all accessed’ or ’1 unaccessed’ means that the staff member must read the documents and shows how many they have not read

The ‘View accesses by tutor’ link appears if any documents have been viewed, whether for + saffron or - green students. Clicking this link shows which documents have been read by that tutor and when.

Above you can see that Chris Smith does not have to read the documents for her student Algie Splinter as she is teaching him only on courses owned by participating departments. However two tutors do have to read his documents as they are teaching him on one or more courses which are owned by non-participating departments.

School Support Staff Listing

Use the School Support Staff Listing, as shown above, to search for staff with unread Student Support documents.
Chris Smith is shown as having 3 students out of her 10 support students, for whom she has not read the documents. Only + saffron students are included in this number.

**Academic Staff Reminder**

**Front page reminder**

Tutors, Convenors, and Academic Advisors who have any Student Support documents that need reading, will be notified in their ‘My Personal Reminders’ section on the front page of Sussex Direct (The first page they see once they have logged in). So there will only be a reminder here if there are any newly uploaded documents for + saffron students.

Clicking on the ‘Student Support List’ link marked above will take Chris Smith to her Student Support List where she will be able to view unread documents. The Student Support List is also available from the ‘Teaching’ tab, as shown below.

**Teaching Pages**

**Student Support list**

The Student Support List is the clearest way for academic staff to find out about their support students. Academic staff access their Student Support List via the ‘Teaching’ tab.
In the Student Support List, shown above, students with documents which academic staff are required to read and which they have not yet read, appear in alphabetical order at the top of the list, with ‘New!’ in the ‘Docs’ column. Because they are not required to read documents for - green students, these students will never 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.

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

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

Academic staff’s + saffron and - green support students also appear flagged in the Student Lists on their pages for
- Course Teaching
- Convening
- Academic Advisees
Shown below, Chris Smith has two support students in her Autumn Seminar 1 teaching group.

<table>
<thead>
<tr>
<th>Student</th>
<th>Programme</th>
<th>Attended</th>
<th>Submitted</th>
<th>Tutorial Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakelocker, Farbi L</td>
<td>BA American Studies</td>
<td>4 of 4</td>
<td>0 of 4</td>
<td>0 of 0</td>
</tr>
<tr>
<td>* Watter, Jane P P</td>
<td>BA Philosophy</td>
<td>1 of 4</td>
<td>0 of 4</td>
<td>0 of 0</td>
</tr>
<tr>
<td>Priddy, Rich</td>
<td>BA Philosophy</td>
<td>2 of 4</td>
<td>0 of 4</td>
<td>0 of 0</td>
</tr>
<tr>
<td>Sleigham, Tal</td>
<td>BA English</td>
<td>3 of 4</td>
<td>0 of 4</td>
<td>0 of 0</td>
</tr>
<tr>
<td>* Splinter, Algie B</td>
<td>BA American Studies</td>
<td>1 of 4</td>
<td>0 of 4</td>
<td>0 of 0</td>
</tr>
<tr>
<td>Timmer, Alan X</td>
<td>BA American Studies</td>
<td>4 of 4</td>
<td>0 of 4</td>
<td>0 of 0</td>
</tr>
<tr>
<td>Universe, Mighty J</td>
<td>BA American Studies</td>
<td>1 of 4</td>
<td>0 of 4</td>
<td>0 of 0</td>
</tr>
</tbody>
</table>

Total: 7 records

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

- 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.

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

Clicking the 'now available here' link takes them 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 is optional and the system will not record that this has been done.