Business Information Services
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**Sussex Direct - SSU Pages for Standard Provision
Notes for Student Advisors**

UNIVERSITY OF SUSSEX

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.

School Support Directory				Search	Help
Surname	**Initials**	**Reg Number**	**Department**	**Level**	**Current**
[ ]	[ ] e.g. TS	[ ]	American Studies ▼	[ ] ▼	Current ▼
e.g. Eliot			American Studies / Art History / Arts Science Scheme / Biochemistry		

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.

Staff teaching: Mr Algie Splinter Help

Term: Autumn ▼ Year: 07/08 ▼

Name	Job Title	Unread Documents	Role With Student
Coalmerchant, Alexie	Senior Lecturer In English	+ 1 unaccessed View accesses by tutor	• Assessment convenor • Tutor
Lampshade, Maria	Reader In American Studies	- Standard provisions	• Academic Advisor
Smith, Chris	Lecturer In American Studies	+ Standard provisions View accesses by tutor	• Tutor
Stripey, Red B	Tutorial Fellow In American Studies	- Standard provisions	• Tutor
David, Uncle A	Associate Tutor	+ all accessed View accesses by tutor	• Tutor
			Total: 5 records

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

School Support Staff Listing			Search	Help
Department	**Term**	**Staff Selection**		
American Studies ▼	Autumn ▼	all staff ▼		
		all staff		
		all staff with Support students		
		all staff with unread documents		
		all staff who have NEVER read a support document		

Use the School Support Staff Listing, as shown above, to search for staff with unread Student Support documents.

School Support Staff Listing Search Results			☒	Re-Search	Gallery	Help	⧉

Results for *Department=AMERICAN STUDIES, Term=Autumn, Staff Selection=all staff with unread documents*   4 results found

Name	Position	Email	Unread? ▲	Support students
Dr Chris Smith	Lecturer In American History	C.Smith@sussex.ac.uk	3	10
Dr Ham Thimble	Lecturer In American History	H.Thimble@sussex.ac.uk	3	8
Dr Fidget Crumb	Senior Lecturer	F.Crumb@sussex.ac.uk	2	7
Dr Sally Slipper	Reader In American Studies	S.Slipper@sussex.ac.uk	2	3
				Total: 4 records

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.
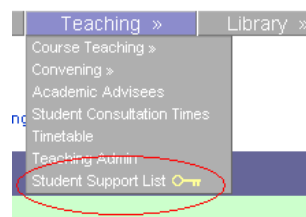
Student Support List for Chris Smith   Help   —

Term: Autumn ▾   Year: 07/08 ▾

Student ▲	Docs	Programme	Year	Courses	Roles	Notes
⁺ Castle, Louise	New!	BA Philosophy	2	• American Philosophy Experience	• Assessment convenor • 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, 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:

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

Academic staff's **+ saffron** and **- green** support students also appear flagged in the Student Lists on their pages for
- Course Teaching
- Convening
- Academic Advisees

Teaching »	Library
Course Teaching »	
Convening »	
Academic Advisees	
Student Consultation Times	
Timetable	
Student Support List 🔑	
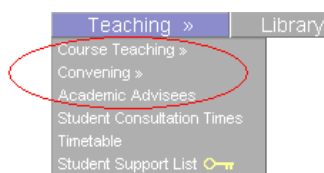
Shown below, Chris Smith has two support students in her Autumn Seminar 1 teaching group.

Student List for American Philosophy Experience (Y3456): Chris Smith			Gallery	Help	

Autumn 07/08 Seminar 1	⦿ Current Students ○ All Students			Tutors: Dr C Smith
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.

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.

Student taking American Philosophy Experience (Y3456): Mr Algie Splinter	Help	

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 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.