Sussex Direct: EVENT BOOKING SYSTEM – SHORT GUIDE

Sussex Direct > Teaching > Timetable > Event List



University of Sussex

Event Booking Student List			Select All	Sele	ct None Next	Help
Student	Reg. No.	Programme		Year	Status	Select
Academic Advisees				Show	Hide Select All	Select None
Smith, Adam	20810595	MSc Information	Technology for E-Commerce (p/t)	2	Registered	
Smith, Adam	20913797	MSc Physics (Eur	- Select students by clicking	1	Registered	▶ □
Smith, Adrian	20902793	BSc Mathematics	individual students, or clicking	1	Registered	
Supervisees - Research Po	stgraduates		'select all' at the top of the	Show	Hide Select All	Select None
Smith, Christopher D	20712361	DPhil Geography	group. Click 'Next'	3	Registered	
Smith, Victoria M	20813181	DPhil Film Studie	- Click Next	2	Register	_
Smith, Warwick	20913107	DPhil English Lite		1	Register Cli	ck 'Shov
Students taking course C10	90S Social Din	nensions of Biolog	y (SUM09/10)	Show	Hide Se COI	idents oi nvene

Event Types:

<u>One-to-one</u> 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)

<u>Group (Invite)</u> 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.

<u>Group (Auto Accept)</u> 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			
Event Title: Academic Advisi	ng Sessions / Week 5 Sur	nmer Term	Event Type: One-to-One	T
	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:			Event Type:		Event Purpose			
Welcome talk for	my postgraduate students		Group (Invite)		Research Super			
	Date	Location	Start Time	End Time	No. Slots Ma	x No. Stude	nts	
Session 1 28-Apr-2010 Arts B234			10 - 00 -		Event Pu For reseat following -Face to F -Remote of etc -Core Sup For taugh event put	rpose arch stu = ace cor contact(pervision nt stude rposes.	dent ntacti RES n Ses nts o	ts choose one of the (RES)) – e.g. email, phone call, ssion(RES) choose one of the other
Student		17-May-2010 09:00 - 10:00		19-May-2	010 09:00 - 10:	00		
Smith,		✓			¥			
Smith,		✓ ★			×			
Smith,		✓			The syste	m will of	heck	the availability of each
Smith,		✓			student or	n a taug	ht pi	rogramme.
Smith,		✓			NB: If the invited to/	student accepte	is bi d on	usy they will still be to the event

Event Setup: 5 invitees			(Back	Create	Event He	lp		
Event Title: Academic Advising Sessions / Week 5 Summer Term			Event Type: One-to-One	Event Purpose: Academic Advising		A		
	Date	Location	Start Time	End Time	No. Slots	Max N	o. 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 & A	ttendance			🖻 Gallery	🛛 Record Attendance Help 🗍	-
Event Title: Upd Event Type: Gro Event Purpose: Res Student Event Bookings: Rec Event Title: Catcl Event Type: One- Event Purpose: Rese	ate on Resea up (Auto Acco earch Superv ord Attenda h-up week 5 to-One arch Supervi	arch Policy ept) rision Reg. No. If the ev Attendar icon and to' field t attendar also ent student. NB: Alw ince - summer term Set	ent has taken place, a nce' icon will appear. (a amend the 'set all a to 'present', or record nce record individually er 'comments' against rays Click the Save i all attendance to: Accepted	A 'Record Click the ttendance each . You can each con.	Comments (not visible to students) Gallery Cancel Save H	lelp
Student	Reg. No.	Attendance Status	Slot	Comments (no	t visible to students)	
Mo , R	209	Accepted	Wed 30-Jun-2010 10:12 to 10:24	0/1000 used		*
Molananii, Alian	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							Ad	ld Help	D
Event Title: ta Event Type: G Event Purpose: D	est group invite Froup (Invite) Pepartment Event								
Name	Position	Department		Extension	1	Em	ail Address		
No records found		- Click 'Add -Enter part	l' of the su	ırname i	n the 'Nan	ne'			
Event Staff Show me: O _{Ma}	box -Select the Name -Click 'Save' or 'Save and Add'								
Add to Event Sta	ff					Cancel	Save+Add	Save	Help
Event Title: ta Event Type: G Event Purpose: D	est group invite Group (Invite) Department Event								
Name					Position	Department	Extension	Email Addı	ess
Mona Monaghan, Jane I	w (ITS CIS)	urname and wait for a list of matching names to appear							
Monam, Eleanor H — Monar, Bernd J (J	H (CCE) org) (Politics) —							Back to	o top △

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

Research Students for Jane Monaghan								ø	Gall	lery	Help	0 –
Student 🔶	Programme	Year	Department		Mode	Status	From	То		%		
Smith, C.	DPhil Geography	3	Geography r		Full time	Registered	05-Jul-2010	31-Mar-2	2012	33.33	Record	d Contact
Smith, V	DPhil Film Studies (p/t)	2	Media and Film	Click 'Record Contact' to create a contact with a research student.							Record	d Contact
Smith, W	DPhil English Literature (p/t)	1	English	NB: You can only record contacts that have happened today or in the past.						50	Record	d Contact

Record Contact with Gareth Jor	165		Cancel	Save	Help
Student:	Jones			1	
Title:	Meeting with Jones			/	
Туре:	Record Contact			1	
Purpose:	Core Supervision Session(Research)				
Date:	11-Mar-2011		/ -		
Start Time:	09 - 00 -				
End Time:				0.000	
Location:	BSMS Cafe				
Status:	Present	Enter the details of the Contact a	and		
Purpose of Meeting:	To talk about XY2	NB: The Student will be able to the details on contact records	view all		
Outcome of Meeting:	We agreed that XYZ would be complet	e by end March			