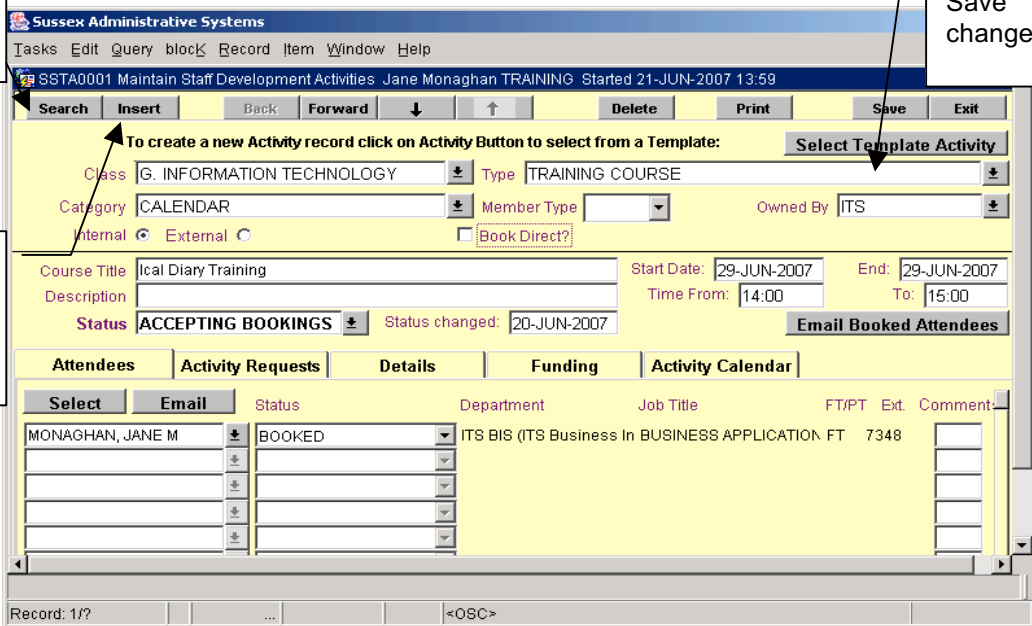


## SSTA0001 - SSTA0004 - Staff Development screens (for TEL)

The Staff Development system enables staff to be added onto training courses. TEL expressly use the forms to monitor their Associate Tutor courses. The can record attendance and whether the trainee has passed or failed the course



Click to Search for courses

Click to Save changes

Click to Insert a new course

Sussex Administrative Systems  
Tasks Edit Query block Record Item Window Help  
SSTA0001 Maintain Staff Development Activities: Jane Monaghan TRAINING Started 21-JUN-2007 13:59

Search Insert Back Forward ↓ ↑ Delete Print Save Exit

To create a new Activity record click on Activity Button to select from a Template: **Select Template Activity**

Class: G. INFORMATION TECHNOLOGY Type: TRAINING COURSE  
Category: CALENDAR Member Type: Owned By: ITS  
Internal  External   Book Direct?

Course Title: ical Diary Training Start Date: 29-JUN-2007 End: 29-JUN-2007  
Description: Time From: 14:00 To: 15:00  
Status: ACCEPTING BOOKINGS Status changed: 20-JUN-2007 **Email Booked Attendees**

Attendees Activity Requests Details Funding Activity Calendar

Select	Email	Status	Department	Job Title	FT/PT	Ext.	Comment
<input type="checkbox"/>	<input type="checkbox"/>	BOOKED	ITS BIS (ITS Business In	BUSINESS APPLICATION FT	7348		
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

Record: 1/? ... <OSC>

### Navigating the Form

1. Open the **Staff Development Activies** form
2. You will only be able to see courses owned by your department
3. You can enter search criteria into any field (except for the attendee names) and search for relevant courses by clicking the **Search** button.

### Setting Up Courses

When setting up courses you must use templates. This means you will be able to record the teaching sessions and hours per session. Once you have created a template this can be used over again; you will only need to change the dates of the course.

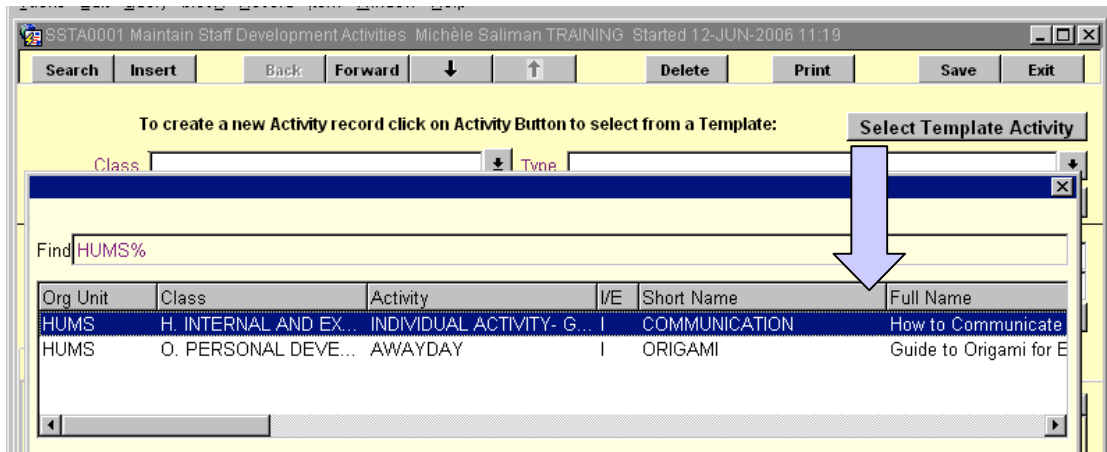
## Creating a Template

1. Open the **'Staff Development Standard Activity Templates'** screen.
2. Click on **Insert** before you start to enter any data
3. Enter the 'Class' of activity and the 'Type' using the drop down lists. In the case of the TEL courses this will be 'TEACHING & CURRICULUM DEVELOPMENT' for the Class – although you may want to check this with your line manager
4. Enter your own 'Category' and enter your 'Owned by' area (usually your school or department). Enter a 'Course Title' and, if required, a 'Description'. Enter Comments which will appear on Sussex Direct. This can include a full description and any course pre-requisites.
5. Enter 'Member Type' and tick 'Book Direct' (**ITS and SLI courses only**); otherwise leave blank
6. Enter 'Number of People: Max'
7. Click **Session Information** link

The number of sessions represent how many teaching sessions take place. The number entered against the session represent the duration (in hours) of the session. Click **Close** when you have finished entering this information

8. Click **Save**

## Creating a Course Using a Template



1. Open the **Staff Development Activities** form and click on **Insert** before you start to enter any data
2. Use the '**Select Template Activity**' button to show your available templates. Select one of the templates. The core information will appear against the training session (e.g. Course Title, Class, Type etc)
3. Enter the Start and End dates and times for the course
4. If you set the course status to **Accepting Bookings** then people will be able to book on it using Sussex Direct. This might not be appropriate as you will not be able to control who books onto your course; however, you should consult your line-manager for procedure.
5. Click the **Save** button

**N.B.** Once you have set up your course from a template you will need to re-query the course to get the relevant tabs.

## Adding People to a Course

Course Title: AT Teacher Training Test Course  
 Description: This is a test course  
 Status: SETTING UP

Select	Email	Status	Department	Job Title	FT/PT	Ext.	Comments	Student?

When an Associate Tutor is added to the system by their school they will appear in the list of candidates to be added to the training course.

1. Click on the **Candidates** tab to view the available candidates:

	Primary Department	Jobtitle	Select all	Deselect all
Bennett, Leah	PHYSICS & ASTRONOMY	Associate Tutor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dough, Jonathan L.	GEOGRAPHY	Associate Tutor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dough, Jonathan L.	GEOGRAPHY	Associate Tutor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ferry, Lorraine	CHEMISTRY	Associate Tutor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Huffman, Claudia	BIOLOGY AND ENVIRONMI	Associate Tutor	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Tick the 'Add to Course' flag to add candidate to the course. If they don't need to attend a course then untick the 'Required to Attend Course' flag. Use the **Select All/ Deselect All** options to flag or unflag all records.
3. Once you have added a candidate to a course they will appear in your list of course **Attendees**. Set the status by using the drop down. The status can change for a candidate as they are booked on the course and if they have attended or cancelled a course. You should check with your line manager which statuses you need to use when.
4. Click **Save** button after changing the status

Select	Email	Status	Department	Job Title	FT/PT	Ext.	Comments	Student?
		BOOKED	PHYSICS & A	ASSOCIATE				Y
		ATTENDED	GEOGRAPHY	ASSOCIATE PT				Y

5. When one of your course trainees has their status set to **Attended** you can then record their attendance information in the **Attendance** tab

Accreditation	Attendance	1	2	3	4	5	6	7	8	9	10
	Pass	3	3	2	2	1					

6. Set the **Accreditation** and **Attendance** information. The Sessions will default to the session hours you set in the template; however they can be overwritten