

SSTU0016 - Student Query

To search for students

Use the drop-downs in the left-hand panel

Or

Enter a surname in the 'Enter Surname' textbox, preferably followed by a space and at least one initial, for example:

WHITEHEAD R

The screenshot shows a web browser window titled "SSTU0016 Student Query Dawn Stewart Database: TRAINING Started 11-NOV-2015 10:39". The interface is divided into two main sections. On the left, under the heading "Students", there are several dropdown menus: "All" (selected), "All Schools", "15/16", "Yr: All", "All Departments", "All", and "All Courses". Below these is a text input field labeled "Enter surname (and initials or forename):" with a "Find" button to its right. At the bottom of this section are "Email Group" and "Exit" buttons. On the right, there are tabs for "Teaching", "Modules", "Course", "Personal", and "Addresses". Below the tabs are two dropdown menus, one showing "15/16" and the other "All". Below these is a section titled "Teaching Group Details" with a vertical scrollbar. To the right of this section are the labels "Attended" and "Submitted". At the bottom right of the interface is an "Advise (N)" button. The "Email Tutors" button is located at the bottom center.

Click **Find** to view a list of matches

Click on any name to view details. These will appear on the right of the screen

Click on the tabs on the right-hand screen to see 'Course', 'Personal', 'Fee', and 'Addresses' details. Note that your access might be restricted to your particular school.

If you have Student Advisor access, you will see the **Advise** button at the bottom right of the screen. **Advise (N)** indicates that the selected student has no Student Advisee information. **Advise (Y)** indicates that they do.