

# SSTU0027 - Teaching Allocation

# **To Find Modules**

### To find a specific Module

Enter the module code into the 'Code' textbox. You can enter all or the first part of the module code. To enter any other part of the code, you must precede it with a %.

For example, to find code L1234, you could enter any of the following:

- L1234
- L1
- %23

If you don't know the code, you can search by module title. Put in the beginning of the title or use key words, each preceded by a % symbol.

If you can't find a module, check that you aren't excluding it by the settings in the drop-down boxes (term, department, etc.)

### To view all modules for your department

Select your department from the drop-down list and click Find . You can vary your search by selecting from the other drop-down boxes.



Click Find to view a list of matches.

E	Sussex Administrative Systems	_ 🗆 ×
	asks Edit Window Help	
	握 SSTU0027_Courses and Teaching Groups_Helen Moore_Database: TRAINING_Started 20-JUN-2007 13:53	
	Year: 06,077 🔽 Term: All	
	School: All Schools Potti All Departments	Clear
	Conton. All Schools In Deput All Departments	<u><u>y</u>run</u>
	Select search criteria above or enter course code or title below	
	Code: L1 Title:	Eind
	Code Course Details Places	Students Applicants
	L1059 Advanced Macroeconomics - Spr/Sum 115	97 0 🔺
	L1061 Advanced Microeconomics - Spr/Sum 115	91 0
	L1062 Applied Econometrics - Spr/Sum 30	17 0
	L1002 Applied Economics Dissertation - Spr/Sum 61	30 0
	L1063 Applied Economics Topics - Spr/Sum 55	48 0
	L1058 Applied Mathematics for Economists - Autumn 20	17 0
	L1064 Applied Statistics for Social Scientists - Spr/Sum 18	18 0
	L1074 Computer Literacy (Dip) - Autumn 15	7 0
If more than one	L1052 Computer Literacy UG - Autumn 40	<b>X</b> 33 0
module matches your	L1051 Contemporary Economic Issues - Autumn 105	89 0
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search, they are listed	L10bb Economics of European Integration - Autumn 30	
here. Click on a	LIU/9 Further Statistics - Autumn 16	12 U 🚽
module title to select i		Exit
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A list of matches is displayed. The 'Students' column shows the number of students currently on the module. From this list, click on the title of the module you want to work on.

# **Tabs Overview**

The teaching allocation screen has five tabs

### List Students

- View the students on a module. You can sort them by name, programme, or department.
- Add / remove individual students from a module
- Record students leaving a module early or starting late
- Add cohorts of students to a module, selected by department, programme, and year
- Record a student as 'auditing' a module

# **Syllabus**

• View the programmes to which a module is attached

#### **Teaching Groups**

- · Record the different ways in which students are taught, for example lecture, seminar
- · Record which tutor is teaching which students
- Record students moving between groups
- Flag the terms in which tutorial reports are required

# **Check Students**

• View the number of tutorial reports, assessments and teaching groups for each student

# **List Applicants**

• View module applicants

# List Students tab



#### To Add an Individual Student to a Module

- 1. Click the 'List Students' tab
- 2. Click Add

🎘 Sussex Administrative Systems						
Tasks Edit Window Help						
續 SSTU0027 Courses and Teaching G	roups Colin Clark Database: LIVE Start	ed 13-NOV-2007	1 08:41			
M3051 Forensic Science ar	nd the Legal Process		Level: 3	Credits: 30.00		
UGYR07/08 🔽 Convenor:		Places:	54 Students: 48	Apps: O		
List Students Syllabus	Teaching Groups Check Students	List Applican	ts			
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2040 add	Law LLB	3	SLS			
<sup>2050</sup> individual	Law LLB	3	SLS			
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<sup>2050</sup> the module	Law LLB	3	SLS			
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Record: 1/48	<osc></osc>					

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	Click on a student's name to attach the studen	6. Click on the required student		Cancel		
	ck once on name or use Return key to add student t iccord: 1/3	o the course  <0SC>				1

- 3. In the 'Add Individual Student' screen, select 'UG Students' or 'PG Students' from the 'Level' dropdown.
- Enter the student's surname (preferably followed by a space and an initial) or registration number
   Click Find
   Click on the required student
   The student will be added to the list

Sussex Administrati	ive Systems Heln									<u> </u>
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8. To remove a student from the module, click on the name and on		Biology a Law LLB Law LLB Env Sci Law LLB Biology Biology Law LLB	ind Lav	9. Click late sta on the r	here to r to r early nodule	BIOLO SLS SLS ecord	GY AND EI	NVIR NVIR NVIR NVIR	a a a a a a a	
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Record: 1/48			<osc></osc>							

# To Remove a Student from a Module

8. From the list of students on a module, click on the name and on Delete

# To Record a Late Start of Early Finish on a Module

- 9. Click Amend Dates to record that a student has taken part of the module. This option will usually only be used for withdrawing students:
  - if a student temporarily withdraws but has completed one or two terms and will **not** be repeating this part of the module, use this option to split the module record between years.
  - if a student permanently withdraws, you may want to date close the module records to leave information for references, etc.
  - however, if a student changes options or transfers programmes after the term has begun, you will usually *remove* them from their modules, and add them in the usual way to their new modules. All data relating to the old module (attendances, marks etc.) will be deleted.

Leaving partial module records on the system unnecessarily is confusing and unhelpful

### To Add Cohorts of Students to a Module

The 'List Students' tab lets you select cohorts of students and add them to a module. You can select by

•	department and year	e.g. Informatics 2 <sup>nd</sup> years
•	programme and year	e.g. Drama & Media Studies 1 <sup>st</sup> years (N.B. to use the programme selection you must first specify a department)
•	department, subject, year	e.g. all students studying French in the Chemistry department
•	subject and year	e.g. 3 <sup>rd</sup> year students across the University who are studying Art History

You can also limit the search to students on single major, major/minor or joint major programmes. A year of study must always be selected.

🏀 Sussex Administrative Sy	rstems							
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🙀 SSTU0027 Courses and	Teaching Groups Colin Clark D	atabase: LIVE Started 13-NOV-20	07 08:41					
M3051 Forensic S	Science and the Legal Proce	255	Level: 3	Credits: 30.00				
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Record: 1/48		<osc></osc>						



# To Set up Teaching Groups

You will usually need to set up teaching groups for a module.

A group represents a set of students meeting with a tutor for a type of teaching, such as a lecture, a practical, or a seminar. A group may meet any number of times in the term (e.g. weekly, three times a week, twice a term, etc.) and more than once in a day.

Groups run for some or all of the terms of the module. If students will largely stay in the same groups, set groups to run the length of the module, moving individuals between groups as required. If a module has a core element in one term and then splits into options, reflect this by creating separate groups for each part of the module.

If tutorial reports are required, you need to record this, otherwise the tutor will not be able to write reports. The terms selected control the data that is used in creating the report, for example a Spr/Sum report will use data from both terms.

LIFESCI sometimes require their tutors to set up their own teaching sessions. This can be set up by selecting the P-Tutor option in the teaching group type.

N.B. Sometimes groups may need to be set up solely for recording marks.

Select the 'Teaching Groups' tab ...





# To Set up Teaching Sessions

As shown above, select the group for which you want to set up the sessions and click on Teaching Sessions .

The following screen is displayed:

	Sussex Administrative Systems Tasks Edit Window Help MSSTU0116 Maintain Teaching Sessions Helen Moore Database: TRAINING Started 25-JUL-2007 15:3		
To add teaching sessions one at a time, click Add Then complete the data using the	L1064 Applied Statistics for Social Scientists           Spring and Summer CLASS - Group 2           Teaching Sessions           Teaching Sessions           Term         Week         Day         Start         End         Building         Room           Sort         9         Thu         10         00         11         00         PEVENSEY 1         1805           Spr         10         Thu         10         00         11         00         PEVENSEY 1         1805           Sum         1         Thu         10         00         11         00         PEVENSEY 1         1805           Sum         1         Thu         10         00         11         00         PEVENSEY 1         1805           Sum         1         Thu         10         00         11         00         PEVENSEY 1         1805           Sum         1         Y         Y         Y         Y         Y         Y	2006/07 Quick Set Up	
drop-down lists	Y     Y     Y     Y     Y     Y       Y     Y     Y     Y     Y     Y       Y     Y     Y     Y     Y     Y       Y     Y     Y     Y     Y     Y       Y     Y     Y     Y     Y     Y	To add teachi	d multiple ng sessions, Quick Set Up
	Add Delete Save	Back	

# The 'Quick Set Up' screen

🧶 Sussex Administrative Systems	
Tasks Edit Window Help	
132 SSTU0116 Maintain Teaching Sessions Helen Moore Database: TRAINING Started 25-JUL-2007 15:32	
L1064 Applied Statistics for Social Scientists 2006/07	
Spring and Summer CLASS - Group 2	
🙀 Quick Set Up - Teaching Sessions	
Term:       Spring       1. Enter teaching session details         Time:       Start       OO I End       OO I I Color         Time:       Start       Start       OO I I Color	Use the drop- downs to select
Building: Room: Building:	time and location
Comments:	
1 2 3 4 5 6 7 8 9 10	
L Monday	Use the tickboxes
Tuesday	to set up multiple
🗌 Wednesday 🔲 🗖 🗖 🗖 🗖 🗖 🗖	sessions. The
	boxes along the top of the tickbox
E Friday	grid refer to the
	weeks in the term
Record: 1/1 < <osc></osc>	

# Checking Whether Teaching Sessions Have Been Cancelled



### To Associate Students and Tutors with Teaching Groups

## Students

If Students are to be taught in small groups, divide them up between groups of the same type, e.g. Seminar 1, Seminar 2, and Seminar 3. Students can only be in one group of the same type in any term.

### **Tutors**

Adding Tutors to a group gives them access to the records of students in those groups for recording attendances, etc. If the tutor for a group changes, you can set start and end dates for the tutor records accordingly. Up to five tutors can be recorded for any one group.

# Make sure you choose the right person when recording tutors, and not someone wth a similar name, otherwise the tutor will not get access to the group.

Once teaching groups have been set up they are listed under the 'List Students' tab. You can limit the list by term or group by using the drop-down menus.

# To Add Students to a Teaching Group





In this example, students are now split between six	Sussex Administrative Systems         Tasks       Edit       Window       Help         SSTU0027       Courses and Teaching Groups       Jane Monaghan       Database: TRAINING       Started 17-APR-20         L4009       European       Societies II       SP-SU06/07       Convenor:       Dr KJ McCormick       Places:         List Students       Syllabus       Teaching Groups       Check Students       List Applicants	□	
seminar groups. All students on the module are in the lecture group	Term: All       Summer Seminar 4         Type All       Students         Summer Lecture 1       83         Summer Seminar 6       B         Summer Seminar 6       6         Summer Seminar 5       6         Summer Seminar 3       6         Summer Seminar 3       6         Summer Seminar 1       6         Set Up Groups       4         Record: 1/10       -	Students	To add a tutor to this group, change the drop-down to 'Tutors' and click Add

# To Add Tutors to a Teaching Group

As shown above, change the drop-down from 'Students' to 'Tutors' and click Add

	Sussex Administrative Systems					
	sks Edit Window Help					
	🙀 SSTU0027 Courses and Teaching Groups Jane Monaghan Database: TRAINING Started 17-APR-2007 16:06	<u>_ 0 ×</u> _				
	L4009 European Societies II Level: 2	Credits: 18.00				
	SP-SU06/07 Convenor: Dr KJ McCormick Places: Students: 99	Apps: 0				
	🙀 Set Up Course Tutors					
	Enter Sumame; SMITH Eind					
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tutor by name	Smith Adrian P PHILOSOPHY PROFESSOR OF PHILOSOPHY A	Il matches for				
	Smith, Andrew T BIOCHEMISTRY PROFESSOR OF BIOCHEMISTRY	our search will				
	Smith, Douglas L INFORMATICS RESEARCH FELLOW D	e listed. Click				
	Smith, Helen E PRIMARY CARE PROFESSOR OF PRIMARY CARE	o select one				
	Smith, Lindsay J         ENGLISH         PROFESSOR OF ENGLISH           Smith, Peter N         PHYSICS & ASTRO1         RESEARCH FELLOW	T				
	Click once on a person's name to make them a Course Tutor					
	4					
	Click on a name to make a person a Course Tutor					
	Record: 1/8   <0SC>					

If a Tutor has more than one Grade within your School you will be required to select the grade for this Module

🧱 Select Grade			
Select grade:		-	
	Grade 5 - Associate Tuto	r	
	Grade 6 - Associate Tuto	r	
Cancel		ОК	

Start Date:	07-JAN-2008 End Date: 20-JUN-2008	]
Pay Band:	SEMINAR	Enter the 'teaching hours'
Teaching Session Hours:	15.00 Note: Teaching Sessions may not be set up	teaching hours'
Exp teaching Hours:	15.00	and 'Total Payabl
Exp non-teaching Hours:	30.00	automatically
Total Payable Hours:	45.00	completed. You
Grade:	Grade 6 - Associate Tutor	non-teaching
Comments:		hours if required.
Cancel	Save	

### Moving Students between Teaching Groups

Students sometimes need to be moved between groups or removed from a teaching group.

- 1. Under the 'Teaching Groups' tab, click on the group from which you want to (re)move the student
- 2. Click (Re)Move
- 3. Choose whether to Remove or Move the student

If you choose Remove

- you will be asked to confirm removal if attendance or marks records exist. If in any doubt, check thoroughly
- once removed, the student will be available to be added to another group of the same type
- if you remove a student from a group and they have previously been in another group, they will be restored to the previous group

If you choose Move

- you must select the group to move them to
- you must select the date of the move. It is important to get this data right as tutors' access to record attendance depends on it

# If a student has been put in the wrong group, and has never attended the group they are in, use 'Remove' and then Add them to the right group.



# Deleting A Group of Students from a Teaching Group

It is possible to delete students from a teaching group where there is no teaching activity against their record.

Where there is any teaching activity (e.g. attendance records, marks or tutorial reports) then the student can be removed by clicking the (Re)Move button.

NOTE: This will result in deleting the students teaching activity.

- Clicking on 'Select All' will tick all students where there is no teaching activity
- Clicking on 'Remove Selected' will remove the selected students from the teaching group. They will still remain on the module.

T7047       American Cities: New Orleans       FHEQ: 5       Credits:       15.00         T1_13/14       Convenor:       Places: 60       Students:       58       Apps:       0         List Students       Syllabus       Teaching Groups       Check Students       List Applicants       0         Term:       All       Image: All<	SSTU0027 Cours	es and Teaching Gro	ups Michele Salima	n Database: TRAINI	NG Started 04-DE	C-2013 16:29		ःः≝ <b>त्र ×</b>
T1_13/14       Convenor:       Places: 60       Students: 58       Apps:       0         List Students       Syllabus       Teaching Groups       Check Students       List Applicants         Term:       All       T1       Seminar 2       Students       T1       Seminar 3       19         T1 Seminar 2       18       11       Seminar 1       20       American Studies       American Studies       American Studies       PWD       Image: Convertional Studies         V&E - HAHP       History       Image: Convertional Studies       American Studies       American Studies       Image: Convertional Studies	T7047 Am	erican Cities: New	Orleans			FHEQ:	5 Cred	lits: 15.00
List Students       Syllabus       Teaching Groups       Check Students       List Applicants         Term:       All       T       Students       T       Students       2 Selected         T1 Lecture 1       58       Image: Students       Students       Course       Department       Select All:       Activity         T1 Seminar 3       19       American Studies       American Studies       American Studies       PWD       Image: Students         T1 Seminar 2       18       American Studies & English J       American Studies       Image: Studies	T1_13/14	Convenor:	Angels		Places: 60	Students:	58 Ap	ops: O
Term:       All       T       Students         Type:       All        2 Selected         Students       Students       Course       Department       Select All:       Activity         T1 Seminar 3       19       American Studies       American Studies       PWD          T1 Seminar 2       18       American Studies & English J       American Studies       PWD          V&E - HAHP       History       Merican Studies       American Studies            American Studies       American Studies       American Studies       American Studies	List Students	Syllabus Teaching Groups		Check Students	dents List Applicants			
Students       Name       Course       Department       Select All:       Activity         T1 Lecture 1       58       American Studies       American Studies       American Studies       PWD       Image: Course	Term: All Type: All	TI S	eminar 2			Stu	idents 2 Selec	<b>v</b> ted
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Add (Re)Move Copy Remove Selected Save Back	3et oh <u>8</u> 10	<u>A</u> d	ld (Re) <u>M</u> ove	Сору <u>В</u>	emove Selected		Save	Back