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:

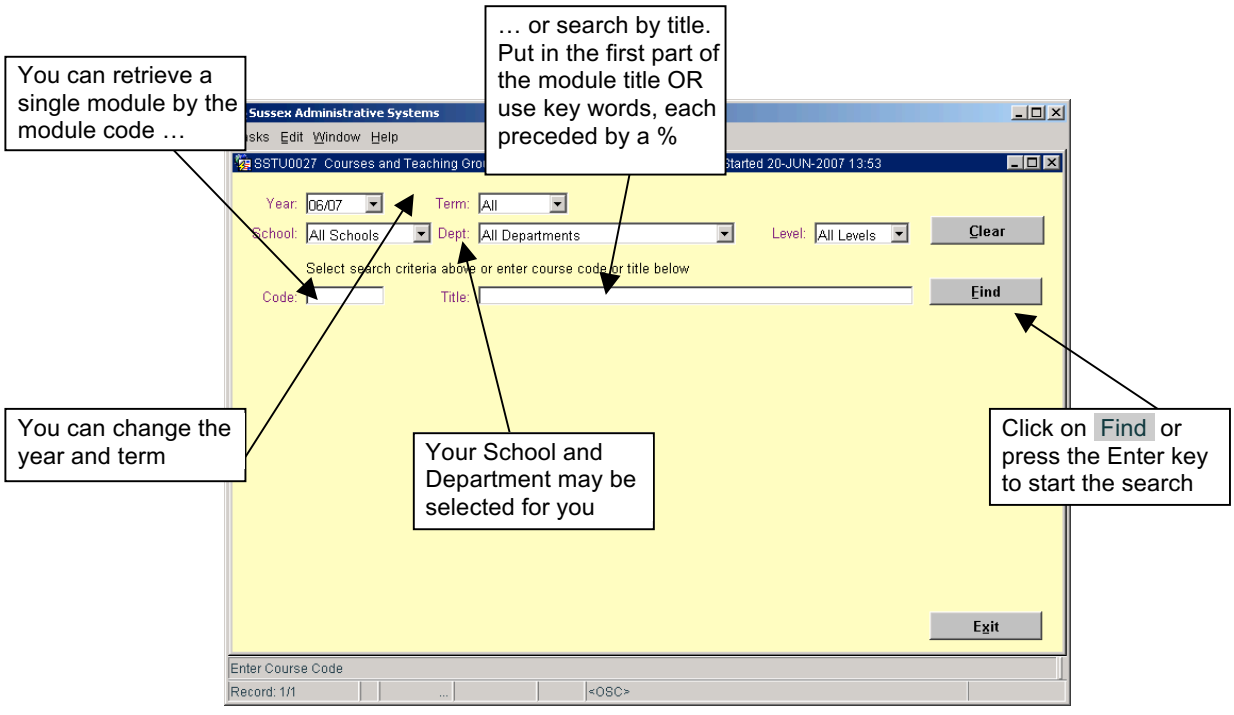
- L1234
- L1
- %23

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.

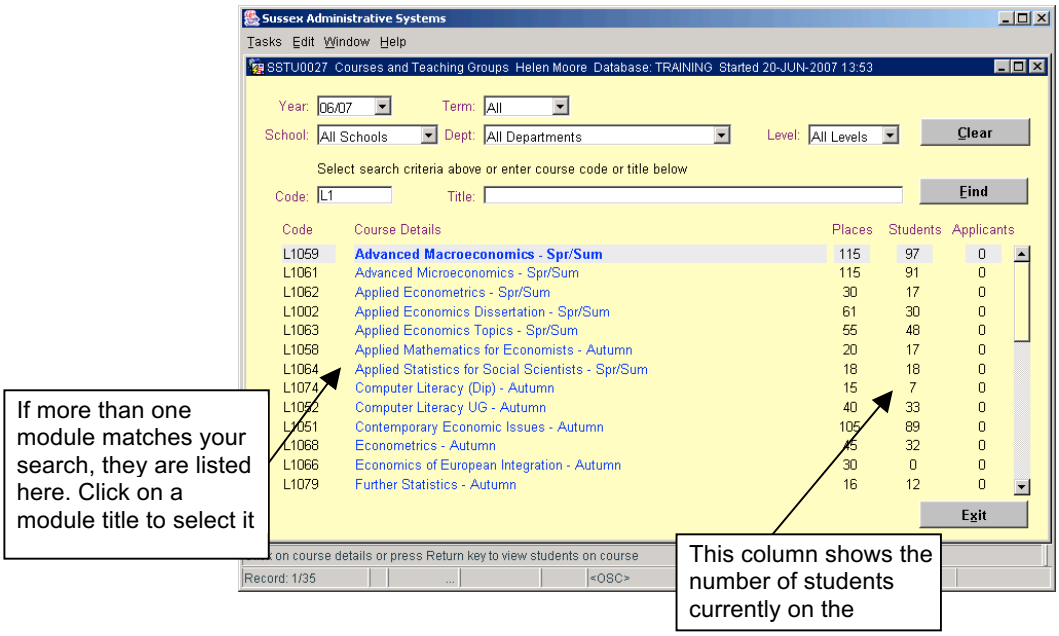
If you can't find a module, check that you aren't excluding it by the settings in the drop-down boxes (term, department, etc.)

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.



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

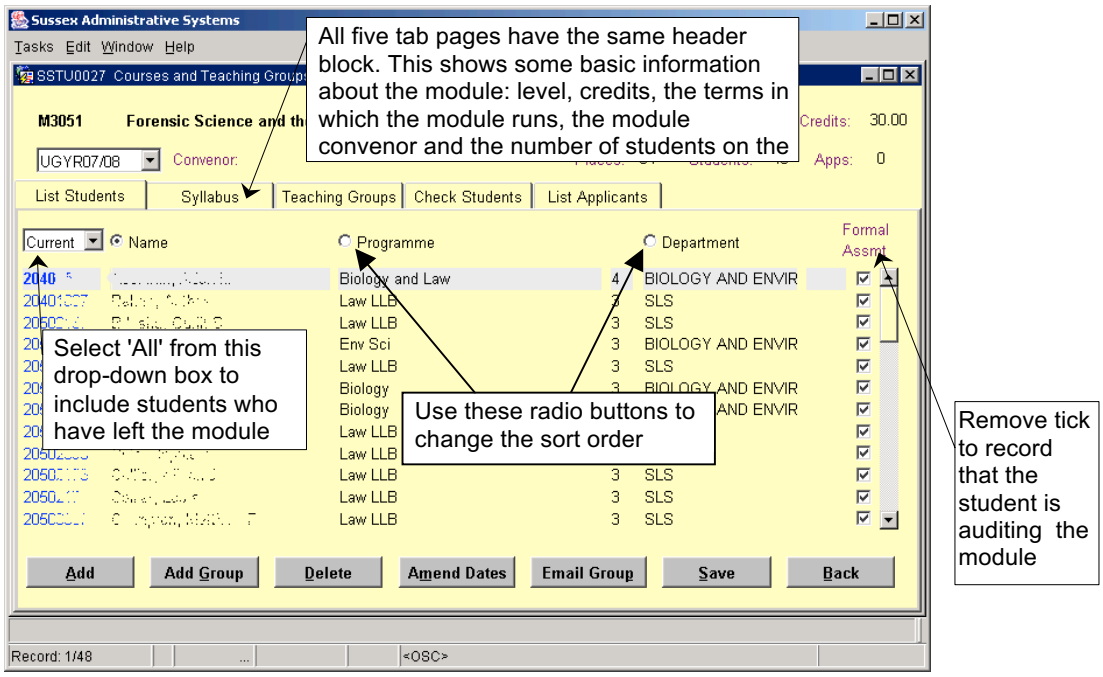
Check Students

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

List Applicants

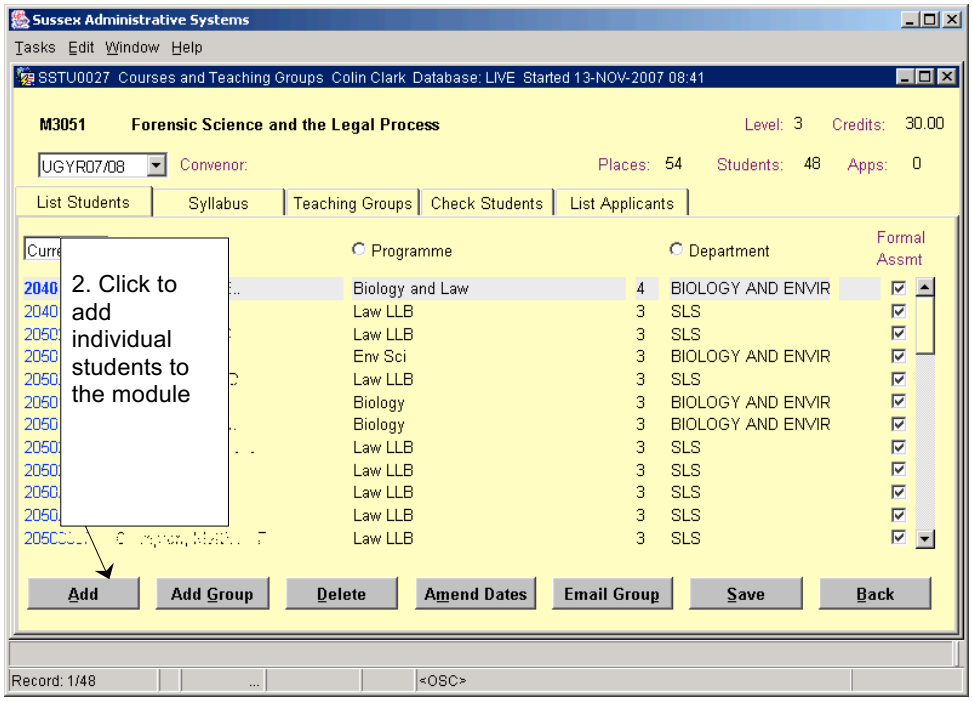
- View module applicants

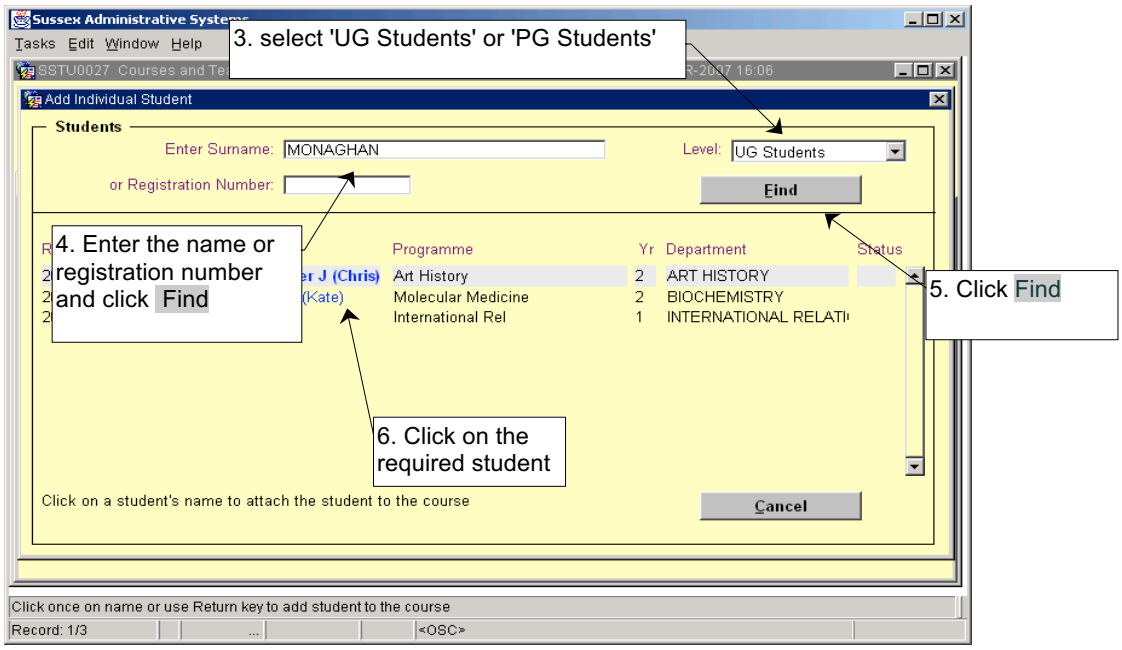
List Students tab



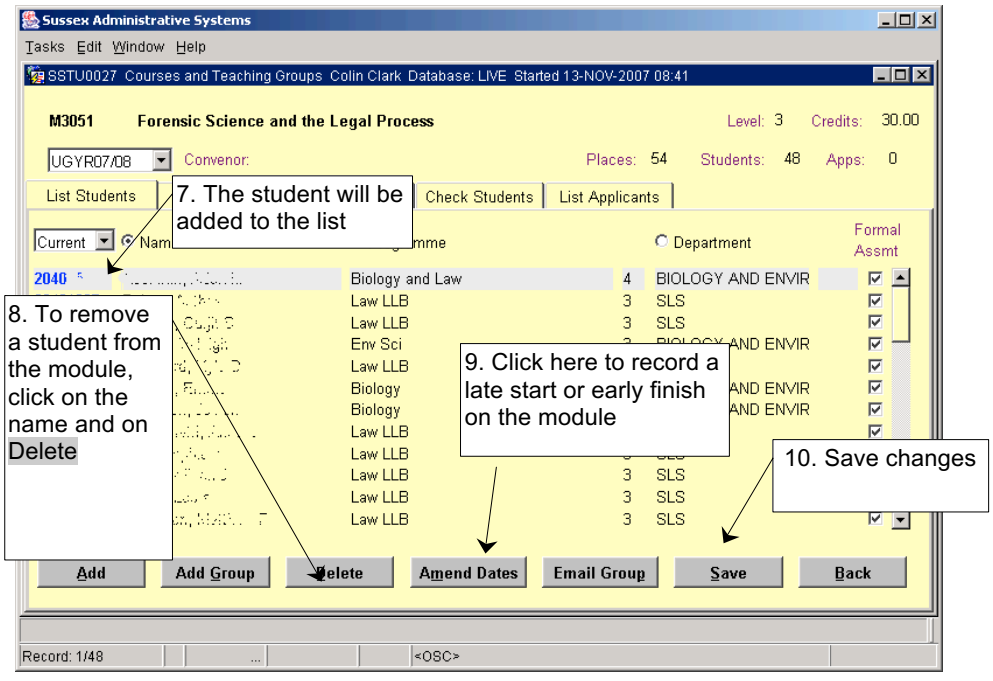
To Add an Individual Student to a Module

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





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



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.

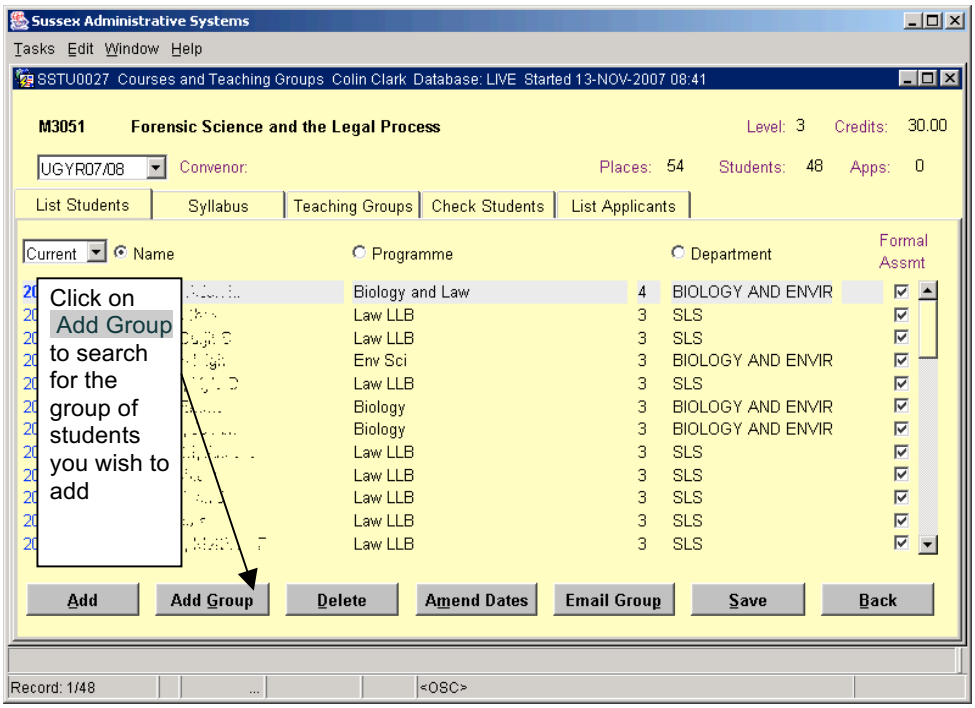
Leaving partial module records on the system unnecessarily is confusing and unhelpful

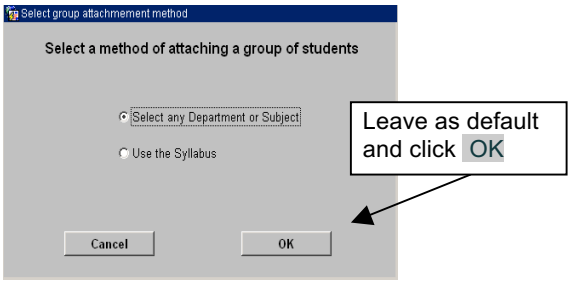
To Add Cohorts of Students to a Module

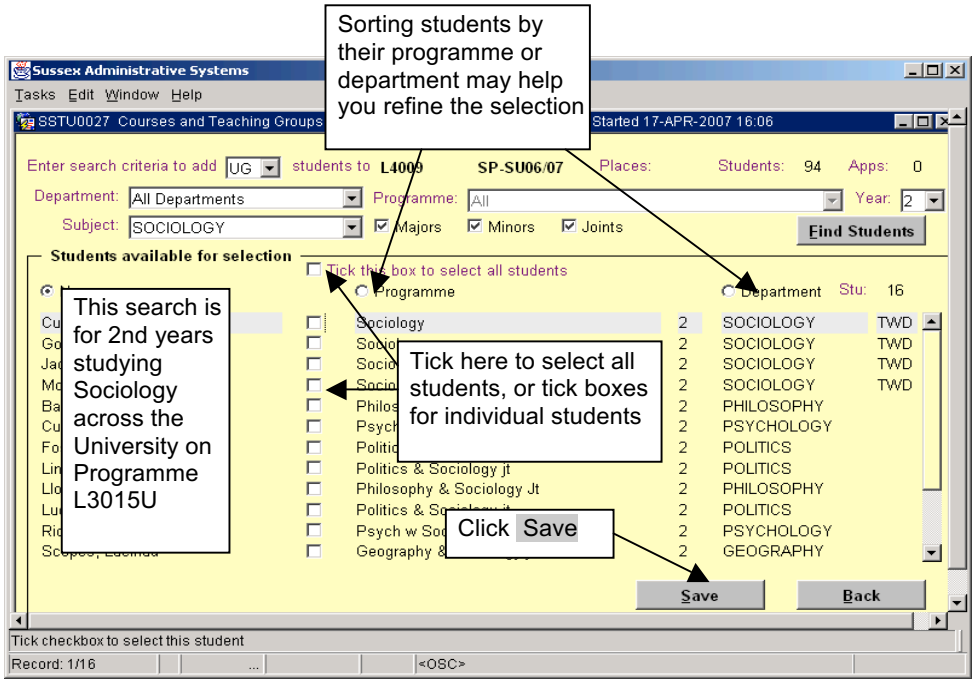
The 'List Students' tab lets you select cohorts of students and add them to a module. You can select by

- **department and year** e.g. Informatics 2nd years
- **programme and year** e.g. Drama & Media Studies 1st 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. 3rd 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.







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.

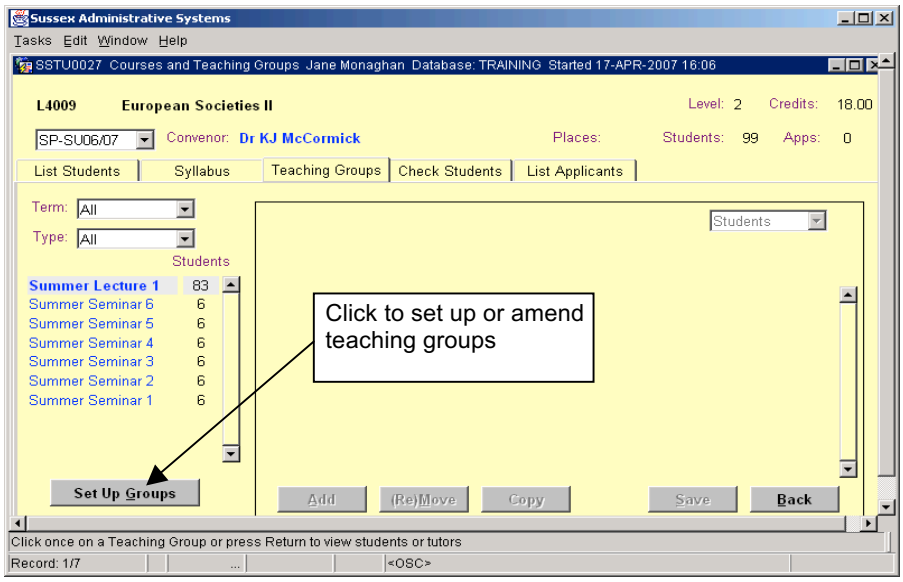
Groups run for some or all of the terms of the module. If students will largely stay in the same groups, set groups to run the length of the module, moving individuals between groups as required. If a module has a core element in one term and then splits into options, reflect this by creating separate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

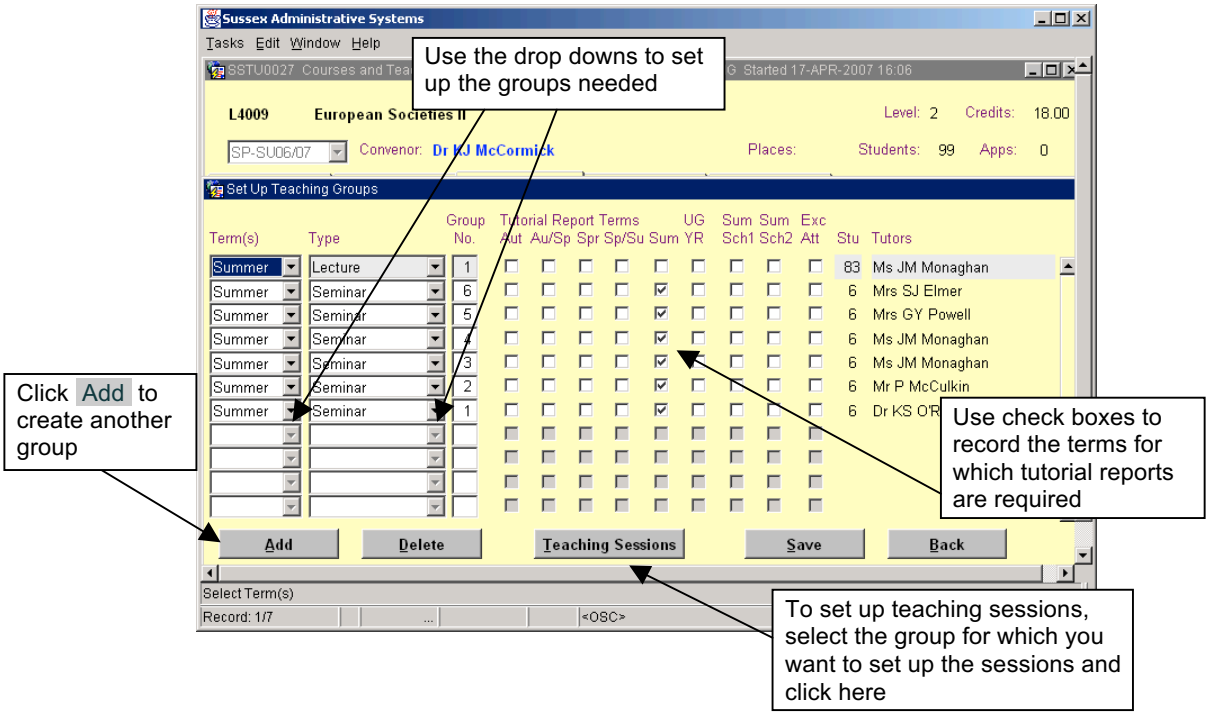
If tutorial reports are required, you need to record this, otherwise the tutor will not be able to write reports. The terms selected control the data that is used in creating the report, for example a Spr/Sum report will use data from both terms.

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 …

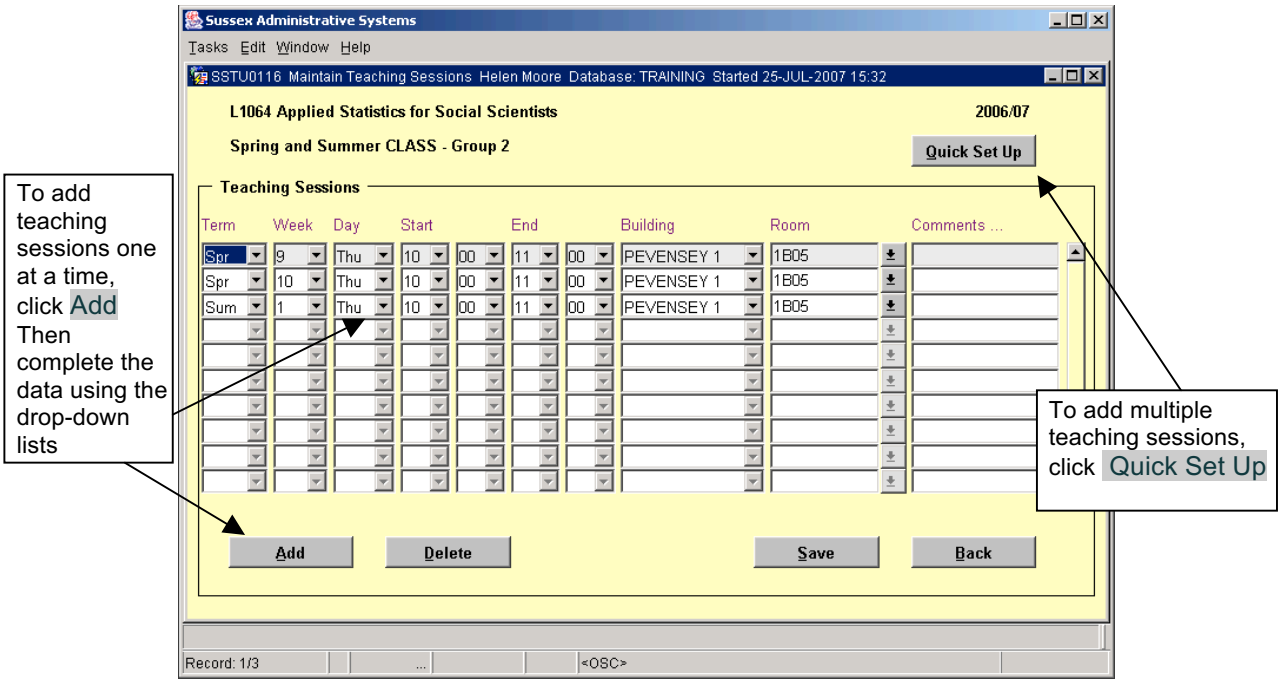




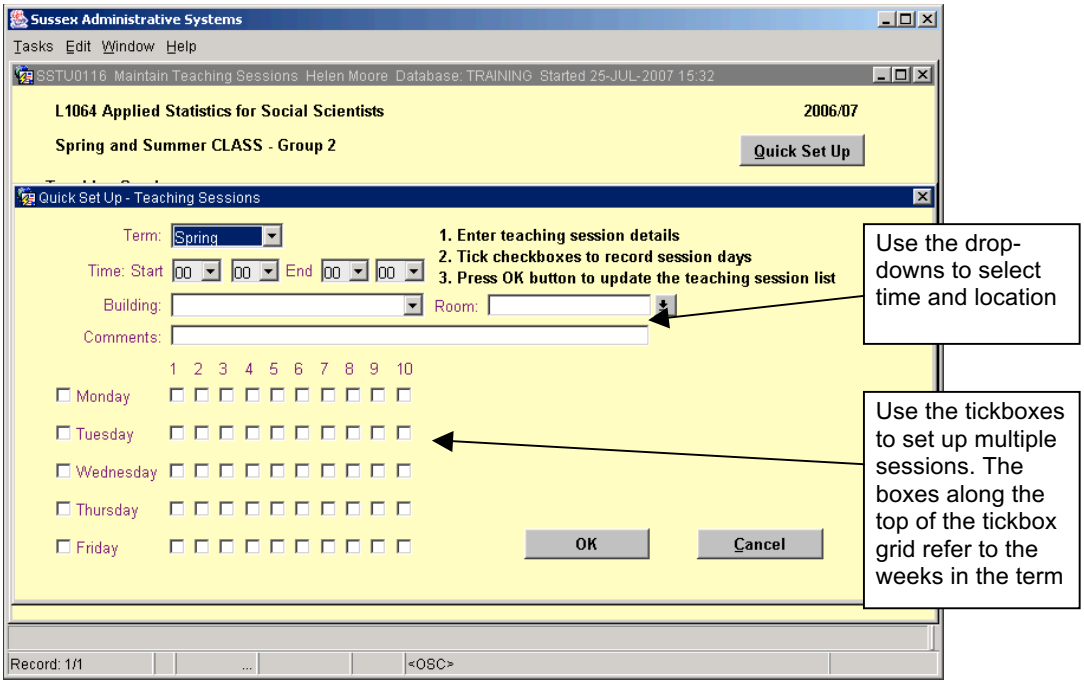
To Set up Teaching Sessions

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

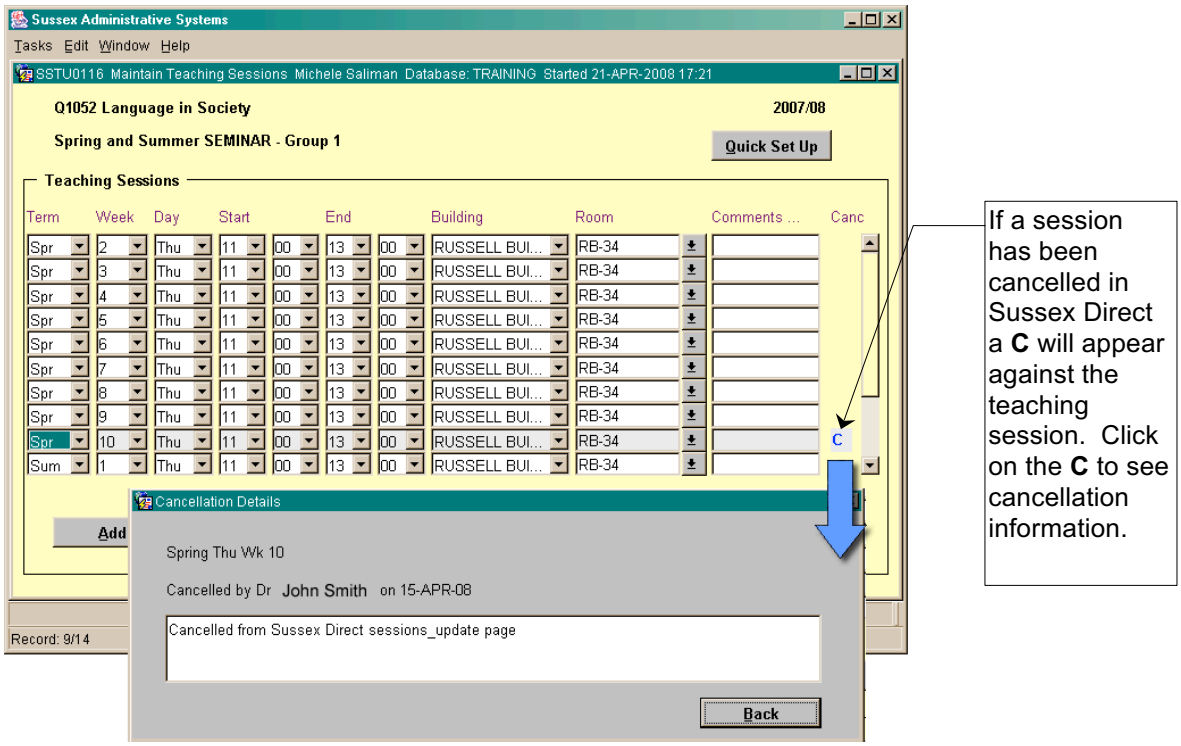
The following screen is displayed:



The 'Quick Set Up' screen



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.

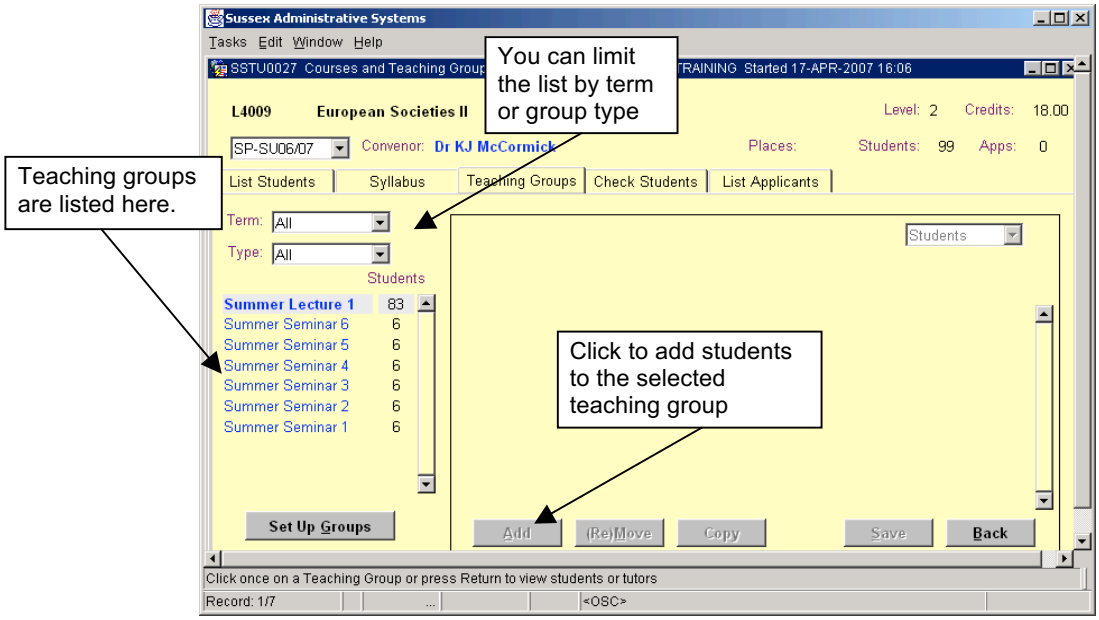
Tutors

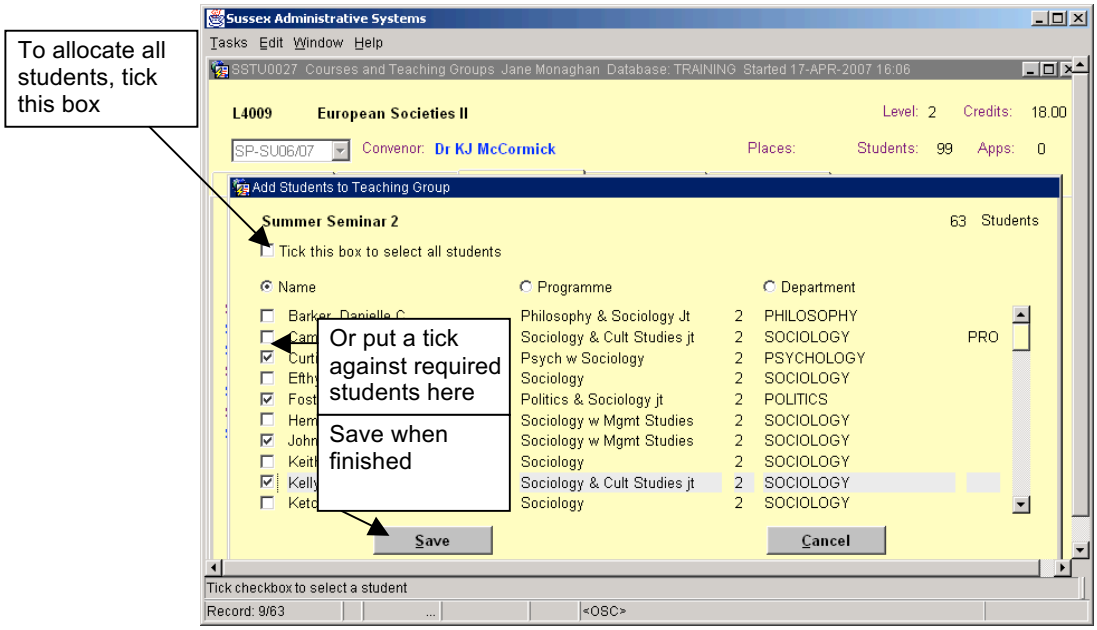
Adding Tutors to a group gives them access to the records of students in those groups for recording attendances, etc. If the tutor for a group changes, you can set start and end dates for the tutor records accordingly. Up to five tutors can be recorded for any one group.

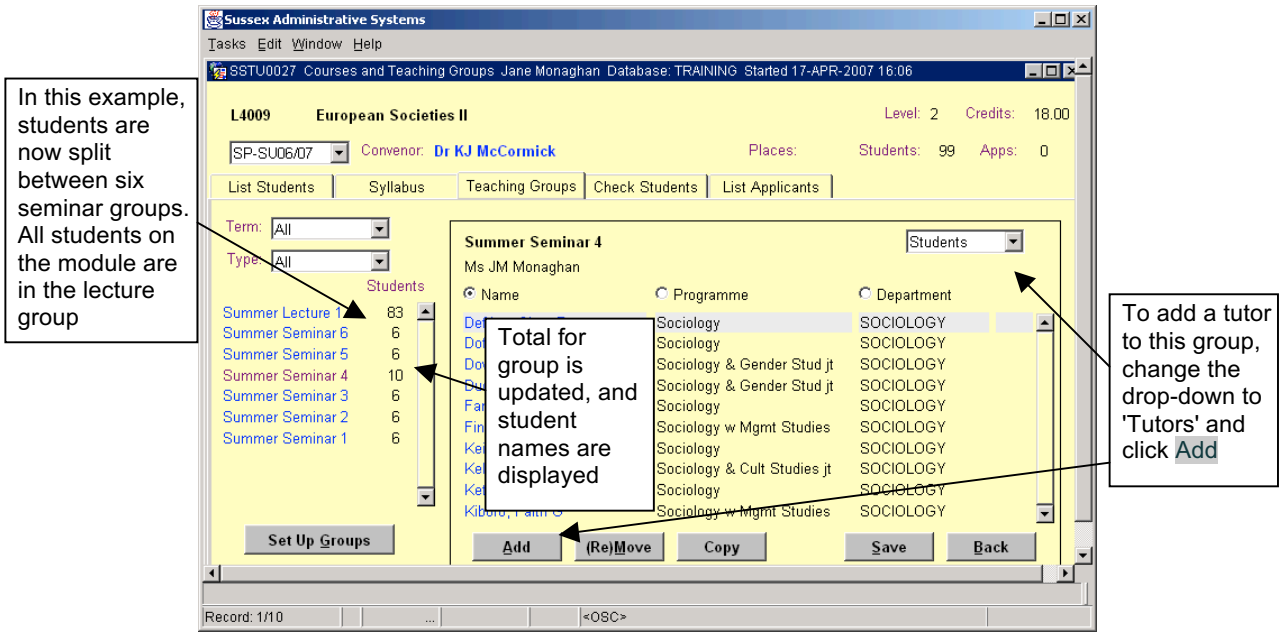
Make sure you choose the right person when recording tutors, and not someone wth a similar name, otherwise the tutor will not get access to the group.

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

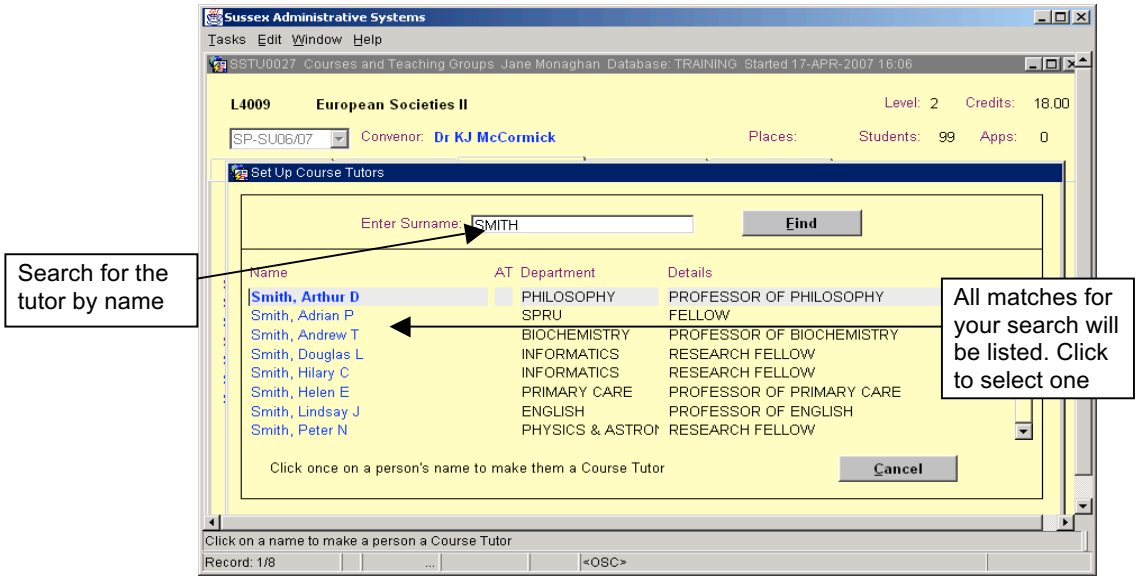




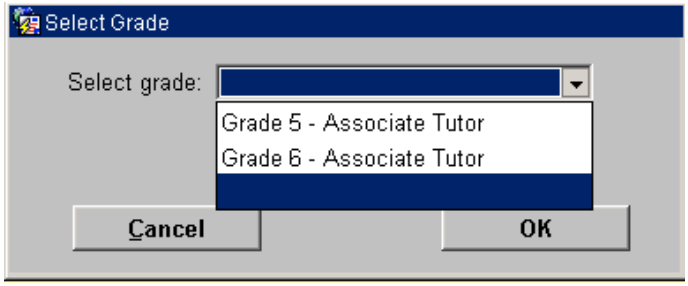


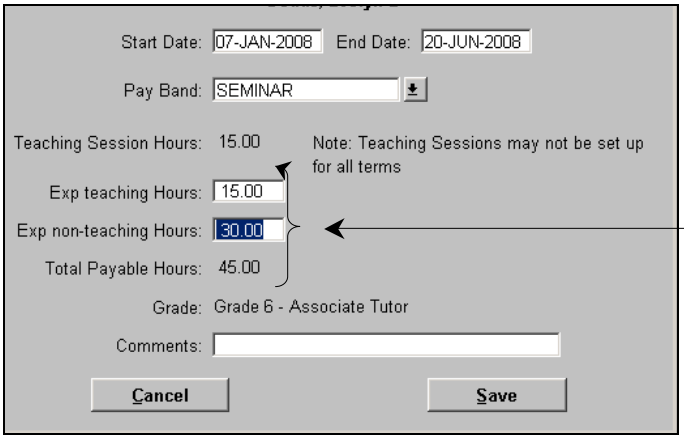
To Add Tutors to a Teaching Group

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



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





Enter the 'teaching hours' and the 'non-teaching hours' and 'Total Payable hours' will be automatically completed. You can override the non-teaching hours if required.

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

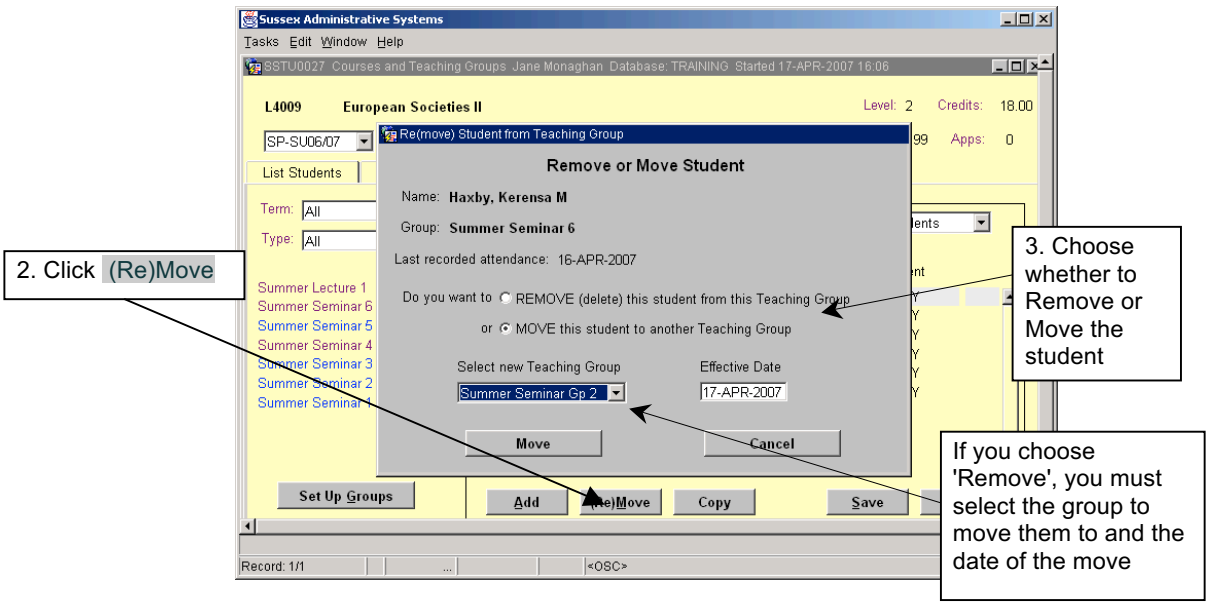
If you choose Remove

- 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

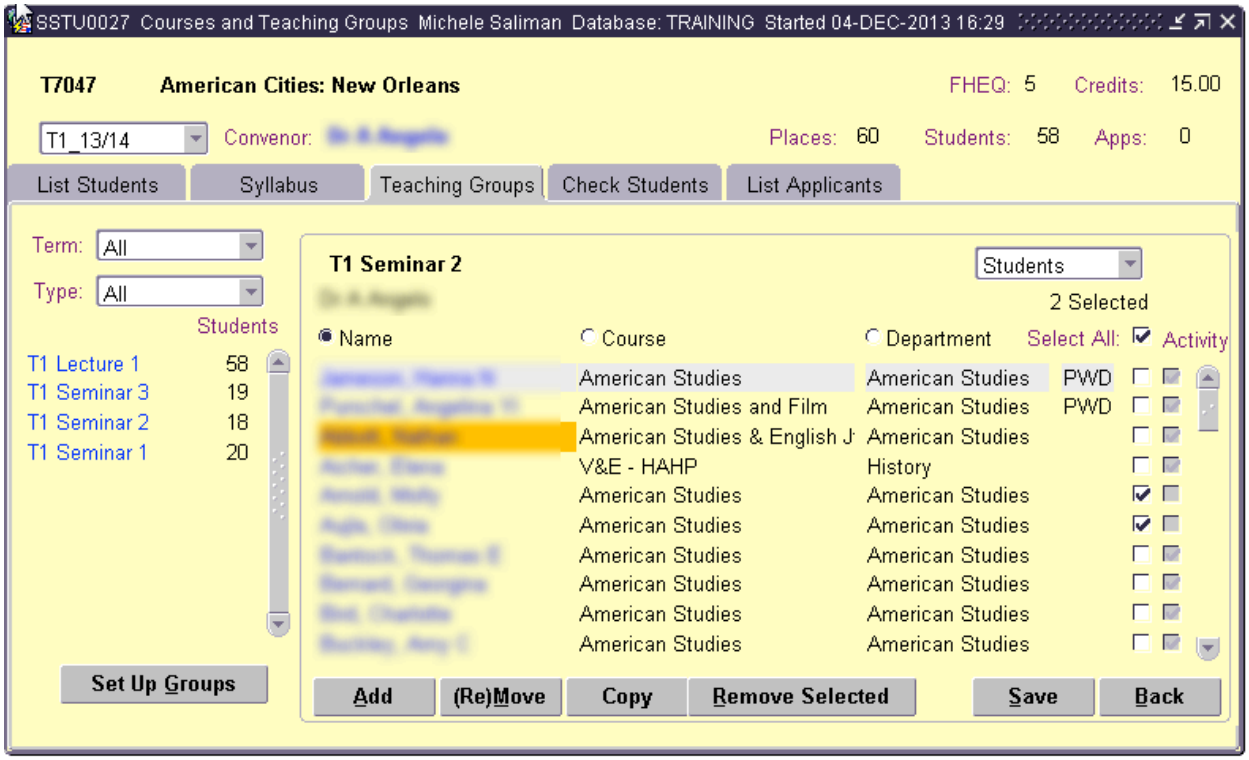
- you must select the group to move them to
- you must select the date of the move. It is important to get this data right as tutors' access to record attendance depends on it

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.