IT Services

Sussex Direct: Teaching Pages

Contents

How To …

Go to the relevant section to get answers to the following questions:

Teaching Group Page (Finding your Way Around)

The teaching group page shows your teaching groups for the year. From here most tasks can be completed.

Use arrow against **Term** and **Year** to see ALL terms

Click **Course Teaching** at any point to return to the **[Teaching Group]** page

Training System		Students	Staff	Schools & services	Sussex Direct	Study Direct	SPLASH

Sys ▾   Admin ▾   Searches ▾   Research ▾   Teaching ▾   Library ▾   Personal ▾   Help ▾   Logout

Home > Course Teaching   A. Tutor, last login 04/06/10 13.51

Teaching Groups   Related Links ▾

Show me: ⦿ Teaching Groups   ○ Setup Assignments / Edit Assessments

Please note the drop down menus below are 'self activating', i.e. once you select an item and release the mouse button, you will be taken straight to the relevant page.

Teaching Groups for A. Tutor   Help ▢ ─

Term: All ▾   Year: 09/10 ▾

Course		Group	Terms	Attendance	Marks	Reports
Explanatory Concepts in Political Scienc (M1038)	SyD	Seminar 1 (16 students)	Spr/Sum	Currently up to date All Sessions | Register	Currently up to date All Assignments | Marks Register	Write reports... ▾ All Terms
		Seminar 2 (16 students)	Spr/Sum	Currently up to date All Sessions | Register	Currently up to date All Assignments | Marks Register	Write reports... ▾ All Terms
Foundations of Politics (M1036)	SyD	Seminar 1 (16 students)	Autumn	Currently up to date All Sessions | Register		Currently up to date All Terms
		Seminar 2 (16 students)	Autumn	Currently up to date All Sessions | Register		Currently up to date All Terms
Research Skills & Meth (Pol Sci) (M1045)	SyD	Seminar 1 (14 students)	Spr/Sum	Record attendance... ▾ All Sessions | Register	Currently up to date All Assignments | Marks Register	Currently up to date All Terms
		Seminar 2 (15 students)	Spr/Sum	Record attendance... ▾ All Sessions | Register	Record marks... ▾ All Assignments | Marks Register	Currently up to date All Terms

Click **Course Code** for general course information on the [**Course Details**] page

Click **Number of Students** to see a list of students on your teaching group from the [**Student List for Teaching Group**] page

Currently up to date means you have completed all inputting for that task and teaching group

Click here to find out what **tasks** you need to complete

Student Lists

This section will answer the following questions:

- ***How do I view my lists of students?***
- ***How do I see information on one of my students?***
- ***How do I email my students?***

Click here for student lists

From the [**Teaching Group**] page (see above) click the link listing the number of students in the '**Group**' column (e.g. **17 students**). This will enable you to view the student list, as demonstrated in the table below:

Click here to email students

Current Students: Students currently on the teaching group
All Students: Includes students previously in the group who may have moved.

Click on >> to move though the records or + to expand the whole list

clicking on a student's name will let you see the following information:

Emailing Students

Teaching Groups for A. Tutor					Help
Term: All ▾ Year: 09/10 ▾					
Course	**Group**	**Terms**	**Attendance**	**Marks**	**Reports**
Explanatory Concepts in Political Scienc (M1038)	Seminar 1 (16 students)	Spr/Sum	Currently up to date / All Sessions | Register	Currently up to date / All Assignments | Marks Register	Write reports... ▾ / All Terms
	Seminar 2 (16 students)	Spr/Sum	Currently up to date / All Sessions | Register	Currently up to date / All Assignments | Marks Register	Write reports... ▾ / All Terms

Click here for student lists

From the [**Teaching Group**] page (see above) click the link listing the number of students in the 'Group' column (e.g. **17 students**). This will enable you to view the student list, as demonstrated in the table below:

From the **Student List** page click on icon to email students

Student List for Explanatory Concepts in Political Scienc (M1038): A. Tutor				⊞ Gallery ✉ Help
Spr/Sum 09/10 Seminar 1	⦿ Current Students ○ All Students			Tutors: Mr J Fitzgibbon, Ms JM Monaghan
Student	**Programme**	**Attended**	**Submitted**	**Tutorial Reports**
B...... N.....	BA Politics and Philosophy	8 of 15	1 of 1	0 of 1
B....... J......	BA Politics and Contemporary European Studies	13 of 15	1 of 1	0 of 1
B...... D...... K	BA History and Politics	5 of 15	1 of 1	0 of 1
B......... K..	BA Politics	11 of 15	1 of 1	0 of 1
B....... E......	BA Politics	12 of 15	1 of 1	0 of 1

Clicking on the email icon [✉] will open the page below in a new window. Use this page to email your students

All your students will be 'blind courtesy copied' [**BCC**]

Click to **Send**

Send Email to Student List for Aspects and Icons II and III (I) (R0015)	Use Local Email Package	Close	Send	Help
From:	M.O.Saliman@sussex.ac.uk			
To:	nobody@sussex.ac.uk			
Cc:	☑ Michele Saliman			
Bcc:	☑ Janice Smith	☑ Kevin Smith	☑ Martin Smith
	☑ John Smith	☑ Maria Smith	☑ Richard Smith
	☐ Karen Smith		
Attach:	Browse... Browse...		
	Maximum file size: 2 megabytes		

If you do not want to mail a particular student, click in the box to deselect student

Type in additional email addresses here

Click here to search for and add an attachment

Type your message here

Attendance

This section will answer the following questions:

- ***How do I record my attendance?***
- ***How do I amend existing attendance records?***
- ***How do I print attendance registers?***
- ***How do I view my attendance records for the whole term?***

Recording Attendance

From the main [**Teaching Groups**] page use the drop-down list to find the sessions you have yet to record attendance for.

Use the drop-down arrows in the **Present?** column to record absences. A default value can be set and individual records marked as exceptions.

If any students have moved to your teaching group, a **Backfill** button will appear in the table sub-header. Clicking this button will 'back fill' the blank 'Present?' attendance record(s) with 'Absence notified' ('Abs N'). The date and time of the backfill will then be recorded in the 'Comments' column. Attendance for the session will then be complete and will disappear from the 'Attendance' task list drop-down in your main 'Teaching Groups' table.

Click the **Backfill button** to record 'Absence notified' for new students in your teaching group

All Sessions Link (Viewing a Summary of your Teaching Sessions)

Clicking on **All Sessions** takes you to the [**Teaching Group Sessions**] table and gives you a summary of all your teaching sessions for the term

Click **All nn recorded** to amend existing records

Click **None recorded** to input new attendance from the [**Record Attendances**] table

Click **Not yet occurred** to print a register

Attendance Statuses

The information in the **Recorded** column tells you which attendance sessions you have already completed and which are still outstanding. Clicking on the **Recorded** link will produce different effects dependent on the status of the attendance session. For sessions which have already taken place, clicking on the **Recorded** link will let you record attendance. For sessions yet to occur, clicking on the link will let you print out an attendance register.

Amending Existing Attendance Records

From the [**Teaching Group Sessions**] table (see above) click the link in the **Recorded** column against the teaching group whose attendance sessions you wish to amend. The link should say **All nn recorded** as you have already recorded attendance for that session.

On clicking on this link you will proceed to the [**Record Attendances**] table (see page 7) where you can amend and save any records.

Printing an Attendance Sheet

From the [**Teaching Group Sessions**] table (see above) click on the **Not yet occurred** link for the session register you would like to print.

This will give you the attendance sheet shown below, ready for you to print.

Attendance Sheet for Q3054: Methods of Literary Study (Autumn 04/05) Seminar group 1 Week 6 Russell Building RB-18		
▸ Student	Status	Present?
Smith, Adam	R	
Smith, Bridget	R	
Smith, Caroline	R	
Smith, Darren	R	
Smith, Erica	R	
Smith, Fred	R	
Smith, Gareth	R	
Smith, Henry	R	

Click here to print

Register Link (Viewing Attendance Records for the Whole Term)

Teaching Groups for Michele Saliman

Term: All ▾   Year: 04/05 ▾

Course	Group	Terms	Attendance	
Acting Theories (R0009)	Workshop 1 (20 students)	Autumn	Record attendance... ▾ All Sessions | Register	Record All Assi
Creative Drama (Q3008)	Workshop 1 (10 students)	Spr/Sum	Record attendance... ▾ All Sessions | Register	Record All Assi
Methods of Literary Study (Q3054)	Seminar 1 (19 students)	Autumn	Currently up to date All Sessions | Register	Cur All Assi

Clicking on the **Register** link will show the [**Attendance Register**] table and let you view your teaching for the whole term.

This will build up through the term as you record your attendance.

Admin	Research	Teaching	Library	Personal	Help	Logout

Teaching Pages: Course Teaching | Convening | Personal Students | Timetable | Teaching Admin

Page Options: ⦿ Teaching Groups   ○ Setup Assignments

External Links: Term Dates | Code of Practice on Handling Personal Information | Proxy

Please note the drop down menus below are 'self activating', i.e. once you select an item and release the mouse button, you will be taken straight to the relevant page.

Attendance Register: Methods of Literary Study (Q3054) Seminar Group 1   Help

Term: Autumn 04/05 ▾   Sessions for this group   Tutor(s): Michele Saliman

Student	Thu W1	Thu W2	Thu W3	Thu W4	Thu W5	Thu W6	Thu W7	Thu W8	Thu W9	Thu W10
Smith, Adam	✓	✓	✓	✓						
Smith, Ben	✓	✓	✓	✓						
Smith, Charlotte	✓	✓	✓	✗						
Smith, Duncan	✓	✓	✓	✓						
Smith, Ellie	✗	✗	✗	✓						
Smith, Francis	✓	✓	✓	✓						
Smith, Gale	✓	✓	✓	✓						
Smith, Harold	✓	✓	✓	✓						

Click here to see attendance statistics for your teaching group

Attendance Statistics: Help

90.6% Present

9.4% Absent
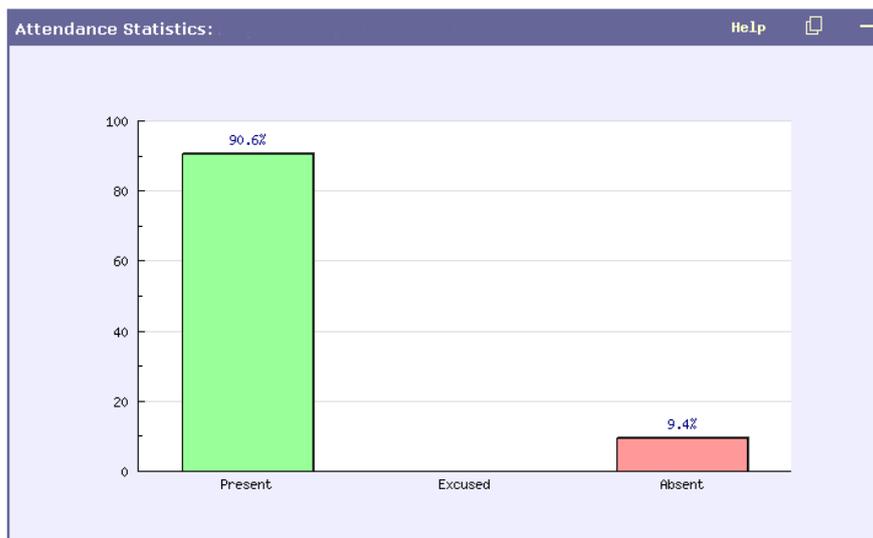
Cancelling a Teaching Session

On the Teaching Group Sessions page you will have a **Cancel Session** button against the courses which you haven't recorded attendance for.

Term	Week	Day	Time	Group	Location	Recorded	
Spring	1	Wednesday	09:00 - 10:00	Class 1	Pevensey 1 2A02	None recorded (6 needed)	*Cancel Class*
Spring	2	Wednesday	09:00 - 10:00	Class 1	Pevensey 1 2A02	All 6 recorded	
Spring	3	Wednesday	09:00 - 10:00	Class 1	Pevensey 1 2A02	All 6 recorded	
Spring	4	Wednesday	09:00 - 10:00	Class 1	Pevensey 1 2A02	All 6 recorded	
Spring	5	Wednesday	09:00 - 10:00	Class 1	Pevensey 1 2A02	None recorded (6 needed)	*Cancel Class*
Spring	6	Wednesday	09:00 - 10:00	Class 1	Pevensey 1 2A02	All 6 recorded	
Spring	7	Wednesday	09:00 - 10:00	Class 1	Pevensey 1 2A02	View/print attendance sheet	*Cancel Class*
Spring	8	Wednesday	09:00 - 10:00	Class 1	Pevensey 1 2A02	View/print attendance sheet	*Cancel Class*
Spring	9	Wednesday	09:00 - 10:00	Class 1	Pevensey 1 2A02	View/print attendance sheet	*Cancel Class*
Spring	10	Wednesday	09:00 - 10:00	Class 1	Pevensey 1 2A02	View/print attendance sheet	*Cancel Class*

Sessions for G6020: Compilers (Spring 07/08): Des Watson   Help

Term: Spring

Once you have clicked the **Cancel Session** button you will get a warning making sure you want to go ahead and cancel the session:

Microsoft Internet Explorer

Are you sure you want to cancel this session? Please be aware that if you select OK an email or text message (if the student has given permission for this) will be sent to the affected students.

OK   Cancel

If you cancel a session before it is due to take place, your students will receive an email notifying them of the cancellation. They will also receive a text message if they have signed up to this facility and input their mobile phone details in Sussex Direct.

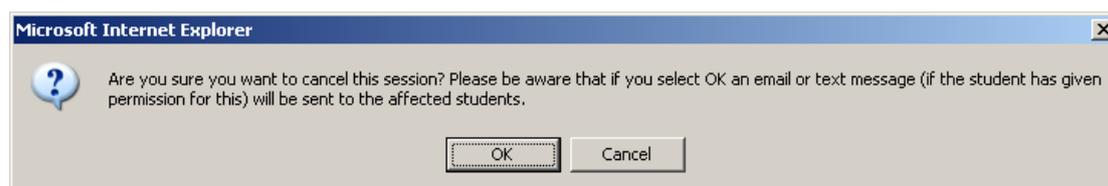| Term	Week	Day	Time	Group	Location	Recorded	
Spring	1	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	All 13 recorded	
Spring	2	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	All 12 recorded	
Spring	3	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	All 12 recorded	
Spring	4	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	All 12 recorded	
Spring	5	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	All 12 recorded	
Spring	6	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	All 12 recorded	
Spring	7	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	All 12 recorded	
Spring	8	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	All 12 recorded	
Spring	9	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	All 12 recorded	
Spring	10	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	None recorded (12 needed)	*Cancel Seminar*
Summer	1	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	Session cancelled 11-Apr-2008	[*Uncancel*]
Summer	2	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	View/print attendance sheet	*Cancel Seminar*
Summer	3	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	View/print attendance sheet	*Cancel Seminar*
Summer	4	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	View/print attendance sheet	*Cancel Seminar*
Summer	5	Tuesday	09:00 - 11:00	Seminar 2	Bramber House BH-256	View/print attendance sheet	*Cancel Seminar*

Sessions for T7032: American Literature Since 1890 IV (Spr/Sum 07/08)   Help

Term: All

If you make a mistake it is possible to 'uncancel' the session by clicking the **[Uncancel]** link. However you must remember to contact your students informing them of this mistake.

To set up a replacement session you will need to contact your **Departmental Co-ordinator**.

Cancelled sessions will be indicated in your teaching timetable and your students' teaching timetables:

Term: Spring ▼ Week: 1 ▼ Year: 09/10 ▼				Timetable data maintained by your School Office Total time: 9 hours
	Monday 11 Jan	**Tuesday 12 Jan**	**Wednesday 13 Jan**	**Thursday 14 Jan**	**Friday 15 Jan**
09:00				Explanatory Concepts in Political Scienc (Seminar 1) Arundel Building 219	
09:30					
10:00			Research Skills & Meth (Pol Sci) (Seminar 2) Russell Building RB-01		Research Skills & Meth (Pol Sci) CANCELLED SESSION
10:30					
11:00		Research Skills & Meth (Pol Sci) (Lecture 1) Arts A A001			
11:30					

In the Register for the teaching group the cancelled session is omitted (in this illustration this would be week 1 Fri):

Attendance Register: Research Skills & Meth (Pol Sci) (M1045) Seminar Group 2: A. Tutor

Term: All 09/10 ▼   Group: 2 ▼   Sessions for this group

Student	Spring Wed W1	Spring Wed W2	Spring Wed W3	Spring Wed W4	Spring Wed W5	Spring Wed W6	Spring Wed W7	Spring Wed W8	Spring Wed W9	Spring Wed W10
B....... N.....	Abs N	✗	✗	✓	✓	✓	✗	✗	✗	✗
B....... J......	✓	✓	✓	✓	✗	✓	✓	✗	✓	✓
B..... D..... K	Abs N	✓	✗	✓	✓	✓	✗	✓	✗	✗
B............. C....	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓
B........ K..	✓	✓	✓	✗	✓	✓	✗	✓	✓	✗
B....... E......	✓	✓	✓	✓	✓	✓	✗	✓	✓	✗
B.... E......	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓
B.... L..... C	Abs N	✓	✗	✓	✓	✓	✓	✓	✓	✓

Marks (Non-Contributory)

This section will answer the following questions:

- ***How do I create Non-Contributory Assignments***
- ***How do I record marks for Non-Contributory Assignments***

Setting up Non-Contributory Assignments

Sussex Direct lets you set up **non-contributory assignments** yourself. **Note:** Some departments will set up these assignments. If in doubt contact your **Departmental Co-ordinator.**

Non-contributory assignments should not be confused with **contributory assessments**, which count towards the student's final degree mark, and are set up by your **Curriculum Co-ordinator**

To set up your **non-contributory assignment(s)** click on the **<u>Setup Assignments</u>** link to get the [**Setup Assignments Screen]**

The [**Setup Assignments Screen]** (see below) shows you how many **non-contributory** assignments you have set up and how many **contributory** assessments have been delegated to you by your course convenor. In the diagram below no non-contributory assignments have yet been set up (**0 set up**).

continued/…

Clicking on the link to set up **non-contributory assignments** will take you into the [**Non-contributory Assignment Set Up**] page (see below).

There are two ways to create non-contributory assignments: through the **Add** function or the **Quick Setup** function.

Click **Quick Setup** to create multiple assignments

Click on the **Add** button to add individual assignments

Clicking on the **Add** button will let you add individual assignments from the **[Non-contributory Assignment Set Up]** table (see above)

Use drop-down lists to select details

Click **Save** to save assignment details

Clicking the Quick Setup button will enable you to create multiple assignments of the same type.

Use the grid system to set up the submission details.

Click **Next** to view the assignment details.

| Non-contributory Assignment Set Up for Biotech, Innovation & Sci Policy (C7025) | | | | | | Cancel | Save | Help |

Spring 04/05 Seminar 1 — Tutors: Ms MO Saliman

*Assignment Type	*Max Mark	*Term	*Week	*Day	*Time	Any marks?	Delete?
Essay	100	Spring	1	Monday	11 00	New!	
Comments:							
Essay	100	Spring	6	Tuesday	11 00	New!	
Comments:							
Essay	100	Spring	10	Tuesday	11 00	New!	
Comments:							
Essay	100	Spring	10	Friday	11 00	New!	
Comments:							

click **Save** to save assignment details

Any of the assignment details can be changed by using the drop-down lists

Recording Marks for Non-Contributory Assignments

| Admin | Research | Teaching | Library | Personal | Help | Logout |

Teaching Pages: Course Teaching | Convening | Personal Students | Timetable | Teaching Admin
Page Options: ⦿ Teaching Groups ○ Setup Assignments
External Links: Term Dates | Code of Practice on Handling Personal Information | Proxy

Please note the drop down menus below are 'self activating', i.e. once you select an item and release the mouse button, you will be taken straight to the relevant page.

Teaching Groups for Michele Saliman — Help

Term: Spring Year: 04/05

Course	Group	Terms	Attendance	Marks	R
Biotech, Innovation & Sci Policy (C7025)	Seminar 1 (17 students)	Spring	Record attendance... / All Sessions | Register	Record marks... / All Assignments | Marks Register	Write
Cellular Biochemistry (C7004)	Seminar 30 (8 students)	Aut/Spr		Record marks... / All Assignments | Marks Register	Write / All Terms

Click the **All Assignments** link to get to the summary page below

The **[All Assignments]** page (see below) provides a summary for all your non-contributory assignments and contributory assessments.

It is possible to input marks before the submission date has passed by clicking the relevant link in the **Recorded** column.

| Admin | Research | Teaching | Library | Personal | Help | Logout |

Teaching Pages: Course Teaching | Convening | Personal Students | Timetable | Teaching Admin
Page Options: ⦿ Teaching Groups ○ Setup Assignments
External Links: Term Dates | Code of Practice on Handling Personal Information | Proxy

Please note the drop down menus below are 'self activating', i.e. once you select an item and release the mouse button, you will be taken straight to the relevant page.

Assignments for C7025: Biotech, Innovation & Sci Policy (Spring 04/05) — Help

Term: Spring — Seminar group 1

Assignment Type	Term	Week	Day	Time	Out Of	Comments	Recorded	Formal?
Annotated Bibliography	Spring	1	Mon	00:00	100		None recorded (17 needed)	Non-contributory
Annotated Bibliography	Spring	6	Tue	00:00	100		None recorded (17 needed)	Non-contributory
Annotated Bibliography	Spring	10	Tue	00:00	100		None recorded (17 needed)	Non-contributory
Annotated Bibliography	Spring	10	Fri	00:00	100		None recorded (17 needed)	Non-contributory

Shows whether the task is contributory or non-contributory

Click here to input marks.

If you are working with a large batch you may wish to select an individual student to enter a mark and /or feedback.
Don't forget to **save** after each student if you use this facility.

Record Marks for Student taking M1038 Explanatory Concepts in Political Scienc (SP-SU09/10) Seminar group 2   [Search]   Help

Student
A..... S.....

Record Marks for M1038 Explanatory Concepts in Political Scienc (SP-SU09/10) Seminar group 2   Gallery   ✉   Cancel   [Save]
Help

(Spring Week 10 Monday 15-Mar-2010)
Maximum mark: 100
Tutor(s): Mr J Fitzgibbon, Ms JM Monaghan

Enter feedback relevant for all students here

Non-contributory assessment

Click to **save**

General Feedback for All Students: (max 4000 characters)

B *I* <u>U</u> ≡ ≡ ⋮≡ HTML

Student	Programme	Rul Code	Mark	Status	Individual Feedback (visible to students)	Edit all feedback
A..... S..... (UG)	BA History and Politics	873388			[Enter feedback]	
A..... E... L (UG)	BA Politics and Philosophy	874316			[Enter feedback]	
A........ H.... (UG)	BA Politics	874776			[Enter feedback]	
	BA Politics	874354			[Enter feedback]	
(UG)	BA History and Politics	866026			[Enter feedback]	

if necessary choose a status and enter individual feedback.

Enter the marks in the boxes
*You can use the **Tab** key to move through the list*

Now click here to save this data: [Save]

...ecords per page   Records 1 - 5 » of 16 +

use **+** to view all students

The **Marks Input Screen** will let you input marks by batch. If not all your students appear on the list, clicking on **SAVE** button and then the **>>** will move you to the next batch of students for you to enter their marks.

Status
ExNS – Excused non-submission
NS – non-submission
Late – Late

No penalty points are deducted for non-contributory work

Marks (Contributory)

This section will answer the following questions:

- ***What do I do if I can't see my contributory assessments?***
- ***How do I record marks for my contributory assessments?***
- ***How do I send my marks to the course convenor?***
- ***What do I do if I realise I have made a mistake after I've sent the marks back to the convenor?***

Contributory Assessments

Contributory assessments are formally assessed pieces of work which count towards a student's degree mark. These should not be confused with non-contributory work, which you can set up yourself and do not count towards the student's degree mark.

These contributory assessments are set-up by the Curriculum Co-ordinator in your school.

If you cannot see your contributory assessments in Sussex Direct you must notify your Curriculum Co-ordinator. <u>Do not try and set contributory assessments up yourself using the 'Set up Assignments' tool</u>.

Recording Marks for Contributory Assessments

Click **All Assignments** link to get to the summary table below

The **[All Assignments]** page provides a summary for all your non-contributory assignments and contributory assessments.

It is possible to input marks before the submission date has passed by clicking the relevant link in the **Recorded** column (see below)

Click here to input marks.

Shows whether the task is contributory or non-contributory

If you are working with a large batch, you may wish to select an individual student to enter a mark and /or feedback.
Don't forget to **save** after each student if you use this facility.

Record Marks for Student taking M1045 Research Skills & Meth (Pol Sci) (SP-SU09/10) Seminar group 2   Search   Help

Student
B...... N.....

Record Marks for M1045 Research Skills & Meth (Pol Sci) (SP-SU09/10) Seminar group 2   Gallery   Cancel   Save
[Unchanged]   Help

Essay (Summer Week 4 Wednesday 12-May-2010)   CONTRIBUTORY assessment
Maximum mark: 100 , Weighting: 100%
Tutor(s): Miss MK Bil, Ms JM Monaghan
General Feedback for All Students: (max 4000 characters)

Enter feedback relevant to the whole group

B *I* U   HTML

Most students have written coherent and relevant research reports. Whereas a few students still seem to be struggling with ....

Student	Programme	Rul Code	Mark	Status	Individual Feedback (visible to students)	Edit all feedback
B...... N..... (UG)	BA Politics and Philosophy	866494		Why?	[Enter feedback]	
B....... J....... (UG)	BA Politics and Contemporary European Studies	866448		Why?	[Enter feedback]	
B..... D..... K (UG)	BA History and Politics	873806	64	Why?	[Enter feedback]	
	BA Politics	866885	56	Why?	[Enter feedback]	
	BA Politics	879444	59	Why?	[Enter feedback]	

Enter the marks in the boxes

Use **+** to view all students

Now click here to save this data!   Save

Show 10/15 records per page   Records 1 - 5 » of 15 +

If necessary choose a status and enter individual feedback.
If the submission of an assessment has been scanned, you cannot edit the late flag as the system has calculated it already.

The **Marks Input Screen** will let you input marks by batch. If not all your students appear on the list, clicking on **Save** and then **>>** will move you to the next batch of students for you to enter their marks.

If you do not want this to happen expand **(+)** the student list first before entering any marks.

Status
NS – Non-submission
Late – Late (for work submitted 24 hours after submission deadline)
V Late – Very Late (for work submitted more than 24 hours after the submission deadline)

Enter the complete mark for the work. Do not deduct any penalty points. This will be done later at conflation stage

Sending Marks to the Course Convenor

Once all your marks are input you will need to send them to the course assessment convenor using Sussex Direct. After you have saved your marks the **Send Formal Marks** button will appear. **Note:** you will not be able to send your marks unless all of them have been entered.

All marks have been entered for this contributory (formal) assessment , so you can now use this button to send the marks to the convenor: **Send Formal Marks**

Record Marks for Student taking M1045 Research Skills & Meth (Pol Sci) (SP-SU09/10) Seminar group 2

Student
B...... N.....

Click on **Send Formal Marks** button to send marks to the convenor

Record Marks for M1045 Research Skills & Meth (Pol Sci) (SP-SU09/10) Seminar group 2 [2 records updated]   Gallery

Essay (Summer Week 4 Wednesday 12-May-2010)   CONTRIB
Maximum mark: 100 , Weighting: 100%
Tutor(s): Miss MK Bil, Ms JM Monaghan
General Feedback for All Students: (max 4000 characters)

B *I* U ∞ 🖉 🖉 ≡ ≡ ≔ HTML 🖼

Most students have written coherent and relevant research reports. Whereas a few students still seem to be struggling with ....

Student	Programme	Rul Code	Mark	Status	Individual Feedback (visible to students)	Edit all feedback
B...... N..... (UG)	BA Politics and Philosophy	866494	45	🔒 Why?	[Enter feedback]	
B...... J...... (UG)	BA Politics and Contemporary European Studies	866448	56	🔒 Why?	[Enter feedback]	
B..... D..... K (UG)	BA History and Politics	873806	64	🔒 Why?	[Enter feedback]	
B.............. C.... (UG)	BA Politics	866885	56	🔒 Why?	[Enter feedback]	
B........ K.. (UG)	BA Politics	879444	59	🔒 Why?	[Enter feedback]	

Now click here to save this data: **Save**

Show 10 | 15 records per page   Records 1 - 5 » of 15 +

Assignments for M1045: Research Skills & Meth (Pol Sci) (Spr/Sum 09/10): A. Tutor   Help

Term: Summer ▾ Group: Seminar 2 ▾   Number of marks sent: 15

Assignment Type	Weight	Term	Day/Week	Date	Time	Out Of	Comments	Recorded	Formal?
Essay	100%	Summer	Wed W4	12-May-2010	16:00	100		All 15 recorded	Marks sent: 04-JUN-2010 15:06

When the marks have been sent back to the convenor a date flag will appear on the **[All Assignments]** summary page

Once you have sent your marks back to the course convenor it will not be possible for you to amend any marks or feedback.

If you realise you have made a mistake after sending your marks to the convenor you will need to **contact your course convenor**, who will be able to change the assessment marks and /or feedback from their Sussex Direct pages.

Writing Tutorial Reports

This section will answer the following questions:

- ***How do I complete tutorial reports?***
- ***How do I import my comments and marks into my tutorial reports?***
- ***How do I release tutorial reports to my students?***

Viewing the Status of your Tutorial Reports

Clicking on the **All Terms** link will give you a summary of the tutorial reports you need to complete for each **term**

Clicking on this link will show you a breakdown of the reports you need to complete for each **student**

continued/…

The **Tutorial Reports list** will show you all the students in your teaching group and will show the status of their tutorial reports.

Click on a student name to see information about that student

Click on a link in the **Report Status** column to start writing a tutorial report

Report Status
Started – indicates that report has been started, but has not been released to student.
Completed – report has been started and released to student.

Writing Tutorial Reports

After clicking on the link in the **Report Status** column (see above) you will enter the tutorial report page in insert mode, where you can start writing your report.

Clear: nulls the record - including the comments and attendance and assignment information.

Cancel: cancels out of the record without saving

Reset: clears all information you enter

Save: saves record

Tutorial Report Spring 04/05		Reset	Clear	Cancel	Save	Help

Approaches to English   Spr/Sum 04/05 Seminar Grp 8
Tutor: Ms MO Saliman

Student Name: John Smith

Registration Number: 203999999

Overall Grade: N/A   *(1 is the highest, 6 is the lowest)*

Attendance: 3   of: 7   Missed w/out Excuse: 4   Update Totals

Assignments Completed: 0   of: 0   Unacceptably Late: 0

Class Participation: N/A   Class Presentation: N/A

Written Work Content: N/A   Written Work Presentation: N/A

Written Work Documentation: N/A

Import »   Attendance Comments ☐   Assignments Comments ☑   Marks ☑   Import

Qualitative Assessment:

Spr Fri Week 3 13:00 – Essay: 89 out of 100 Wonderful piece of work
Spr Thu Week 7 16:00 – Essay: Mark not yet released
Spr Thu Week 3: (excused absence) – ill with flu

Release to Student: Yes ○   No ●   Last Updated:

Click here to update the current attendance and completed assignments totals

Select Overall Grade using the drop-down arrow

Import your marks and attendance comments by making the relevant selection and clicking the **Import** button

You can choose when you want to release the report to the student by clicking on the 'Yes' flag and clicking on **Save**.

Enter **Qualitative Assessment** here

Overall Grade and **Qualitative Assessment** are mandatory fields and need to be recorded.

Teaching Timetable

This section will answer the following questions:

- ***How do I view my teaching timetable?***
- ***What do I do if any of the information is wrong?***

Your teaching timetable gives a weekly view of your teaching sessions and assessment/ assignment deadlines for the term.

You will also be able to use your timetable to:

- View the progress of students in a particular teaching group;
- Record attendance for sessions that have passed;
- Print out attendance registers for sessions due to take place;
- Record marks for contributory assessments or non-contributory assignments

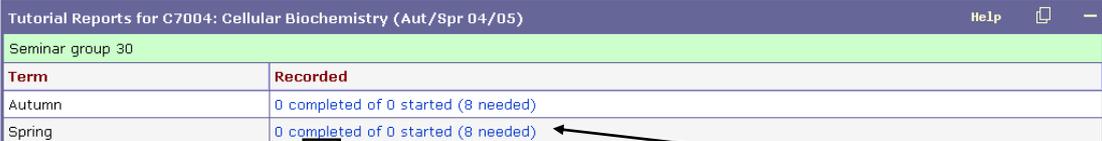To view your timetable, click on the **Timetable** tab located at the top of the page

| Admin | Research | Teaching | Library | Personal | Help | Logout |

Teaching Pages: | Course Teaching | Convening | Personal Students | Timetable | Teaching Admin |

Defaults to the current week of the current term

Use the arrows to scroll through the weeks or use the drop-down lists to select the correct term and week

Your Teaching Timetable Spring 04/05, Week « 3 »   Help

Term: Vacation ▼   Timetable data maintained by your Departmental Office   Total time: 0 hours

	Monday 24 Jan	Tuesday 25 Jan	Wednesday 26 Jan	Thursday 27 Jan	Friday 28 Jan
09:00					
09:30					
10:00					
10:30					
11:00		C7004 Cellular Biochemistry (Tutorial 8) Jms Building 2C34			
11:30					
12:00					
12:30					
13:00					Q3056 Approaches to English (Grp 8) Essay deadline
13:30					
14:00					

Click on the course details to **enter attendance records**. If the session hasn't yet taken place you can click here to **print an attendance register**.

Click teaching group (e.g. **Tutorial 8**) to view the progress of the students in this group.

Click course details for a **deadline event** to enter marks for an assessment or assignment

If any of your timetable information is incorrect, please contact your Departmental Co-ordinator in the first instance.

Academic Advisor Screens

This section will answer the following questions:
- ***How do I view a list of my academic advisees?***
- ***How do I email my academic advisees?***
- ***What do the students see in their Sussex Direct pages?***
- ***How can I view my academic advisees' study timetables?***
- ***How can I view my academic advisees' course progress?***
- ***How can I view my academic advisees' course assessments?***
- ***Can I view my former academic advisees' details?***

Viewing Your Academic Advisees

Click the **Academic Advisees** option located on the drop-down list view a list of your academic advisees

If you have current academic advisees or have been set up as a Supervisor or Referee, clicking on the **Academic Advisees** tab will let you see a list of your academic advisees, students you are providing a reference for and research supervisees. The page will show 5 different tables:

- Undergraduate Academic Advisees
- Postgraduate Academic Advisees
- Research Students
- Referred Students
- Academic Advisees Search (enables you to search for past and current students)

From this list you will be able to:

- View academic advisees individual details
- Email your advisees as a group
- View their photographs

Click for page options to see different groups of student

Click here to display a thumbnail photo against each of your advisees.

Click here to email your advisees as a group

Academic Advisees & Research Students

Contents: Undergraduate Academic Advisees | Postgraduate Academic Advisees | Academic Advisees Search

Related Links

Undergraduate Academic Advisees for A. Tutor							Gallery	Help		
Student	**Programme**	**Year**	**Department**	**Mode**	**Status**	**From**	**To**	**%**
A...... M...... P	BSc Computer Science	3	Informatics	Continuation	Resitting	04-Jun-2010	01-Jul-2011	100
S..... A...	BA English	3	English	Full time	Registered	04-Jun-2010	30-Jun-2010	100
S..... A..	BA Sociology	2	Sociology	Full time	Registered	04-Jun-2010	30-Jun-2011	100
S..... A..	BSc Psychology	1	Psychology	Full time	Registered	04-Jun-2010	30-Jun-2012	100
							Total: 4 records	

Click on the **tutee name** to see details for one of your academic advisees

You will also have access to the query table from the **Academic Advisees Search** option. This will enable you to search for your former academic advisees. If you do not have any current academic advisees you will only see this table.

Academic Advisees Search for A. Tutor			Search	Help
Current/Former	**UG/PG**	**Taught/Research**	**Year**	
Current	All	All	All	

Viewing Academic Advisees Study Details

Clicking on a academic advisee's name from the **[academic advisees]** list (see above) will let you see the following details for a academic advisee.

General Student Information

Click here to email student

Click here to view your academic advisee's **study pages**

Student Details:		Help
Name:	John Smith	
Email:	J.Smith@sussex.ac.uk	
Reg Number:	20399999	
Degree:	BA English	
Department:	English	
School:	School of Humanities	
Study Year:	3	
Status:	Registered	
Personal Tutor:	Dr Jane Smith	

View my Study Pages

Term Progress Summary: Help

Term: Spring   Year: 04/05

Week	1	2	3	4	5	6	7	8	9	10
English Literature 1880 - 1940 (Q3018) Lecture 1									Attended: 0 of 0	
No tutor-marked course work										
English Literature 1880 - 1940 (Q3018) Seminar 6									Attended: 7 of 7	
Essay* (out of 100)								–		
Post-war European Cinema (EM055) Film 1									Attended: 6 of 8	
No tutor-marked course work										
Post-war European Cinema (EM055) Seminar 3									Attended: 7 of 8	
No tutor-marked course work										

Use drop-down list to change term and year and view past years

[Term Progress Summary] shows the attendance and assessment record for your academic advisee.

As a personal tutor you will be able to view the progress of your academic advisee from the **[Term Progress Summary]** table. This table will show you a summary of attendance, assessment and assignment marks.

The assessment information presented here may show marks that have not yet been released to the student.

Viewing Your Academic Advisees Study Pages

As an academic advisor you will have access to see the your academic advisees' study pages in Sussex Direct. This means you can view what the student sees in Sussex Direct. This will only be limited to their study pages, no personal information about the student will be displayed here.

To view your personal tutee's study pages click on the name of the student from the

[Academic Advisees List], then click on the [View my Study Pages] button from the **[Academic Advisees Information]** table (see above).

Clicking on the **View my Study Pages** button will open a new page in Sussex Direct showing you what the student sees in their Sussex Direct pages.

You will be able to navigate to the following areas in your academic advisee's study pages:

- **Programme**
- **Syllabus**
- **Course Resources**
- **Course Results**
- **Study Timetable**

Programme

When you open up your advisee's study pages you will automatically go to their programme information.

This gives general information about the student's programme and registration status

Name of the Academic Advisee

Logout of tutee's study pages
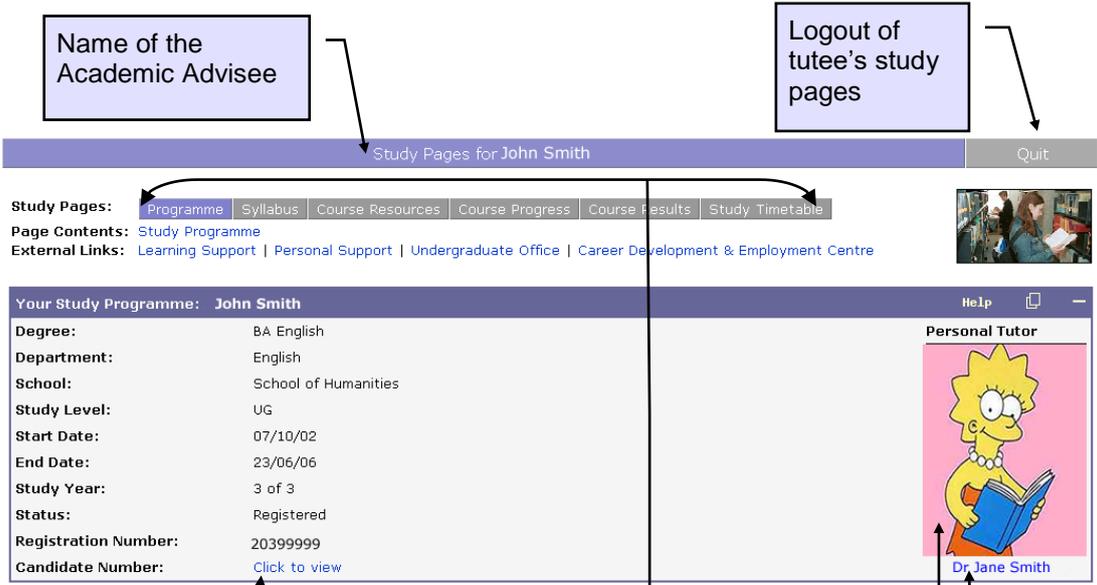
Study Pages for John Smith   Quit

Study Pages: Programme | Syllabus | Course Resources | Course Progress | Course Results | Study Timetable
Page Contents: Study Programme
External Links: Learning Support | Personal Support | Undergraduate Office | Career Development & Employment Centre

Your Study Programme:	John Smith		Help
Degree:	BA English		Personal Tutor
Department:	English		
School:	School of Humanities		
Study Level:	UG		
Start Date:	07/10/02		
End Date:	23/06/06		
Study Year:	3 of 3		
Status:	Registered		
Registration Number:	20399999		
Candidate Number:	Click to view		Dr Jane Smith

ⓘ If any of the information shown above is incorrect, please inform the Undergraduate Office.

Click here to view tutee's candidate number

Navigation tabs to move to different areas in your tutee's study pages

Your picture as student's academic advisor

Your tutee can email you by clicking on this link

<u>Syllabus</u>

Click the **Syllabus** tab located at the top of the page.

| Programme | Syllabus | Course Resources | Course Progress | Course Results | Study Timetable |

This gives the student the syllabus information for their degree programme, including course and assessment information.

Study Pages: | Programme | Syllabus | Course Resources | Course Progress | Course Results | Study Timetable |
Page Contents: Syllabus: L4504T Social Rsch Meth PGdip (DIP(PG)) 2004 entry
External Links: Sociology web pages

Syllabus: L4504T Social Rsch Meth PGdip (DIP(PG)) 2004 entry   Help

Year	Term	Syllabus Rule	Course Title	Code	Level	Credits
1	AUTUMN	1 of these options	Research Design in Cross-Cultural Context	502X8	M	15
			Research Design in the Social Sciences	501X8	M	15
		Core course	Philosophy of Science and Social Science Research Practice	500X8	M	15
	SPRING	1 of these options	Action Research	510X8	M	15
			Case Study Methods	512X8	M	15
			Ethnographic methods of data collection	507X8	M	15
			Feminist Research Methods	845P4	M	15
			Life Story Data Analysis	514X8	M	15
			Mass Observation and Qualitative Methodology	508X8	M	15
			Policy and programme evaluation research	511X8	M	7.5
			Qualitative Data Collection: The in-depth interview, from talk to text	526X8	M	15

Course information

<u>Course Resources</u>

Click on the **Course Resources** tab located at the top of the page.

| Programme | Syllabus | Course Resources | Course Progress | Course Results | Study Timetable |

This tab enables the student to access a variety of course resource information such as:

- **Past Exam Papers**
- **Reading Lists**
- **Assessment Information**

Study Pages: | Programme | Syllabus | Course Resources | Course Progress | Course Results | Study Timetable |
Page Contents: Course Resources
External Links: Term Dates

Hint: use the Term and Year menus at the top of each table to specify a term and/or year other than the current term.

Course Resources for John Smith   Help

Term: Spring ▾   Year: 04/05 ▾

Course	Code	Terms	Reading List	Course Notes	Past Exam Papers	Credits	Level
Post-war European Cinema	EM055	Aut/Spr/Sum	📖	-	3 available	60	3
English Literature 1880 - 1940	Q4018	Spr/Sum	📖	-	3 available	36	2

ⓘ If you believe any of the information shown here is incorrect, please contact your Department Office

Click here for course assessment information

Links to the library system for access to reading lists, where available.

Access past exam papers in PDF format

Course Progress

Click on the **Course Progress** tab located at the top of the page.

| Programme | Syllabus | Course Resources | Course Progress | Course Results | Study Timetable |

This table provides the student with an overview of their course progress by term and year.

The following information can be accessed from here using the table links:

- **Course Tutors' Contact Details**
- **Contributory Coursework Assessment Marks**
- **Non-Contributory Assignment Marks**
- **Attendance Summary**
- **Tutorial Report**

Use the drop-down lists to navigate to past terms and years

Course tutor contact information

Click for a breakdown of contributory and non-contributory coursework marks

Study Pages: | Programme | Syllabus | Course Resources | Course Progress | Course Results | Study Timetable |
Page Contents: Course Progress
External Links: Term Dates

Hint: use the Term and Year menus at the top of each table to specify a term and/or year other than the current term.

Course Progress for John Smith   Help

Term: Spring ▾   Year: 04/05 ▾

Course		Code	Group	Tutor(s)	Submitted	Attended	Tutorial Report
English Literature 1880 – 1940		Q3018	Assessed coursework		0/0		
			Lecture 1			0/0	
			Seminar 6	Adam Smith		7/7	
Post-war European Cinema		EM055	Film 1	Barbara Smith		6/8	
			Seminar 3	Barbara Smith		7/8	Grade: 1
			John is an excellent student - a real pleasure to teach.				

ⓘ If you are concerned about your progress, please arrange to see your Personal Tutor or Student Advisor.

Qualitative assessment comments from tutorial report

Click for attendance summary

Click to view tutorial report

The information that the student can see on their **Course Progress** pages may not be as up to date as the information you can see from the **[Term Progress Summary]** table in your Sussex Direct Pages (see page 21).

Course Results

Click on the **Course Results** tab located at the top of the page.

| Programme | Syllabus | Course Resources | Course Progress | Course Results | Study Timetable |

The Course Results table displays the student's contributory assessments only – this includes all modes of assessed work that have been completed. No non-contributory information is displayed here.

Study Pages: | Programme | Syllabus | Course Resources | Course Progress | Course Results | Study Timetable |
Page Contents: Course Results
External Links: Transcripts and Alumni Services

Please note, the credit values shown below for each course will not be awarded if you fail the course.

All marks are provisional until finalised and ratified by the relevant Examination Board.

Course Results for John Smith (20399999)   Help

Programme: BA English   Status: Registered   Total Credits: 360

Year▲	Course	Code	Session	Attempt	Assessed By	Credits	Mark	Notes
3	English Literature 1880 - 1940	Q3018	04/05	Initial	Coursework + Unseen Examination	36	TBA	
	Post-war European Cinema	EM055	04/05	Initial	Dissertation + Unseen Examination	60	TBA	
	Special Author: Dickens	Q3003	04/05	Initial	Dissertation	24	TBA	
2	American Cinema	EM016	03/04	Initial	Coursework + Essay	36	67.50%	
	English Literature 1600 - 1742	Q3015	03/04	Initial	Coursework + Unseen Examination	36	55.00%	

Sorted by year of study

Click **Coursework** to see breakdown of marks attained for a piece of assessed coursework

Click for breakdown of all marks attained for a course along with weightings

Study Timetable

Click on the **Study Timetable** tab located at the top of the page.

| Programme | Syllabus | Course Resources | Course Progress | Course Results | Study Timetable |

The study timetable page gives the student a view of their weekly timetable for each term.

Move through the weeks by clicking on the yellow arrows

Study Pages: | Programme | Syllabus | Course Resource... |
Page Contents: Study Timetable
External Links: Campus Map | Timetabling and Room Bookings

Your Study Timetable Spring 04/05, Week « 9 » : John Smith   Help

Timetable compiled from data entered by your Departmental Office   Total time: 8 hours

	Monday 7 Mar	Tuesday 8 Mar	Wednesday 9 Mar	Thursday 10 Mar	Friday 11 Mar
09:00					
09:30					
10:00	*English Literature 1880 - 1940* (Lecture 1) Arts A 02				
10:30					
11:00					
11:30					
12:00					
12:30					
13:00				*Post-war European Cinema* (Seminar 3) Arts D D109	
13:30					
14:00					