Sussex Direct: Teaching Pages
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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

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?

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 here for student lists

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

Student taking Methods of Literary Study (Q0824): Mr John Smith

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mr John Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:xxx19@sussex.ac.uk">xxx19@sussex.ac.uk</a></td>
</tr>
<tr>
<td>Reg Number:</td>
<td>203999999</td>
</tr>
<tr>
<td>Degree:</td>
<td>BA English &amp; Film Studies</td>
</tr>
<tr>
<td>Department:</td>
<td>English</td>
</tr>
<tr>
<td>School:</td>
<td>HUMS</td>
</tr>
<tr>
<td>Study Year:</td>
<td>2018</td>
</tr>
<tr>
<td>Status:</td>
<td>Registered</td>
</tr>
<tr>
<td>Personal Tutor:</td>
<td>Dr Jenny Taylor</td>
</tr>
</tbody>
</table>
Emailing Students

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:

<table>
<thead>
<tr>
<th>Student</th>
<th>Programme</th>
<th>( \text{Current Students} )</th>
<th>( \text{All Students} )</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. N.</td>
<td>BA Politics and Philosophy</td>
<td>8 of 15</td>
<td>1 of 1</td>
</tr>
<tr>
<td>B. J.</td>
<td>BA Politics and Contemporary European Studies</td>
<td>13 of 15</td>
<td>1 of 1</td>
</tr>
<tr>
<td>B. D.</td>
<td>BA History and Politics</td>
<td>5 of 15</td>
<td>1 of 1</td>
</tr>
<tr>
<td>B. K.</td>
<td>BA Politics</td>
<td>11 of 15</td>
<td>1 of 1</td>
</tr>
<tr>
<td>B. E.</td>
<td>BA Politics</td>
<td>12 of 15</td>
<td>1 of 1</td>
</tr>
</tbody>
</table>

From the Student List page click on icon to email students

Clicking on the email icon \( \text{✉️} \) 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]

Type in additional email addresses here

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

Click here to search for and add an attachment

Type your message here

Click to Send

Click here for student lists
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.

As soon you as you have saved your attendance records they can be seen by your students from their Sussex Direct Pages.
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.

<table>
<thead>
<tr>
<th>Student</th>
<th>Programme</th>
<th>Role Code</th>
<th>Present?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerard, Lucy</td>
<td>Mechanical Development</td>
<td>786059</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land, Julia</td>
<td>Management Engineering</td>
<td>767714</td>
<td>Present</td>
<td></td>
</tr>
</tbody>
</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)**

**Teaching Groups for Michele Sellman**

<table>
<thead>
<tr>
<th>Course</th>
<th>Group</th>
<th>Term</th>
<th>Attendance</th>
<th>Marks</th>
<th>Admin</th>
<th>Research</th>
<th>Library</th>
<th>Personal</th>
<th>Help</th>
<th>Logout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Theories (Q3005)</td>
<td>Workshop 1 (10 students)</td>
<td>Autumn</td>
<td>Record attendance</td>
<td>All Sessions</td>
<td>Teaching Groups</td>
<td>Setup Assignments</td>
<td>Term Dates</td>
<td>Code of Practice</td>
<td>Help</td>
<td>Logout</td>
</tr>
<tr>
<td>Creative Drama (Q3038)</td>
<td>Workshop 2 (10 students)</td>
<td>Spring/Summer</td>
<td>Record attendance</td>
<td>All Sessions</td>
<td>Teaching Groups</td>
<td>Setup Assignments</td>
<td>Term Dates</td>
<td>Code of Practice</td>
<td>Help</td>
<td>Logout</td>
</tr>
<tr>
<td>Methods of Literary Study (Q3034)</td>
<td>Seminar 1 (19 students)</td>
<td>Autumn</td>
<td>Currently Up to Date</td>
<td>All Sessions</td>
<td>Teaching Groups</td>
<td>Setup Assignments</td>
<td>Term Dates</td>
<td>Code of Practice</td>
<td>Help</td>
<td>Logout</td>
</tr>
</tbody>
</table>

**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.**

**Sessions for Q3034: Methods of Literary Study (Autumn 08/09)**

<table>
<thead>
<tr>
<th>Term</th>
<th>Week</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>1</td>
<td>Thursday</td>
<td>14:00 - 16:00</td>
<td>Russell Building RB-10</td>
<td>All 10 recorded</td>
</tr>
<tr>
<td>Autumn</td>
<td>2</td>
<td>Thursday</td>
<td>14:00 - 16:00</td>
<td>Russell Building RB-10</td>
<td>All 10 recorded</td>
</tr>
<tr>
<td>Autumn</td>
<td>3</td>
<td>Thursday</td>
<td>14:00 - 16:00</td>
<td>Russell Building RB-10</td>
<td>All 9 recorded</td>
</tr>
<tr>
<td>Autumn</td>
<td>4</td>
<td>Thursday</td>
<td>14:00 - 16:00</td>
<td>Russell Building RB-10</td>
<td>All 9 recorded</td>
</tr>
<tr>
<td>Autumn</td>
<td>5</td>
<td>Thursday</td>
<td>14:00 - 16:00</td>
<td>Russell Building RB-18</td>
<td>None recorded (10 needed)</td>
</tr>
<tr>
<td>Autumn</td>
<td>6</td>
<td>Thursday</td>
<td>14:00 - 16:00</td>
<td>Russell Building RB-10</td>
<td>Not yet occurred (19 students)</td>
</tr>
<tr>
<td>Autumn</td>
<td>7</td>
<td>Thursday</td>
<td>14:00 - 16:00</td>
<td>Russell Building RB-10</td>
<td>Not yet occurred (19 students)</td>
</tr>
<tr>
<td>Autumn</td>
<td>8</td>
<td>Thursday</td>
<td>14:00 - 16:00</td>
<td>Russell Building RB-10</td>
<td>Not yet occurred (19 students)</td>
</tr>
<tr>
<td>Autumn</td>
<td>9</td>
<td>Thursday</td>
<td>14:00 - 16:00</td>
<td>Russell Building RB-10</td>
<td>Not yet occurred (19 students)</td>
</tr>
<tr>
<td>Autumn</td>
<td>10</td>
<td>Thursday</td>
<td>14:00 - 16:00</td>
<td>Russell Building RB-10</td>
<td>Not yet occurred (19 students)</td>
</tr>
</tbody>
</table>

**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]

Click here to print
Register Link (Viewing Attendance Records for the Whole Term)

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.

Click here to see attendance statistics for your teaching group.
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.

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

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.

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:

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

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 Coordinator.

To set up your non-contributory assignment(s) click on the **Setup Assignments** 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).

Click here to set up your non-contributory assignments

Click here to set up the non-contributory assignments for your teaching group
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**

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

**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.
Recording Marks for Non-Contributory Assignments

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.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Term</th>
<th>Week</th>
<th>Day</th>
<th>Time</th>
<th>Any marks?</th>
<th>Recorded</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any of the assignment details can be changed by using the drop-down lists.
Enter the marks in the boxes. You can use the Tab key to move through the list.

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.

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.

Enter feedback relevant for all students here.

Click to save.

If necessary choose a status and enter individual feedback.

Use + to view all students.
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. Do not try and set contributory assessments up yourself using the ‘Set up Assignments’ tool.
Recording Marks for Contributory Assessments

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)
Enter the marks in the boxes

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.

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

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

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Registration Number</th>
<th>Status</th>
<th>Report Status</th>
<th>Overall Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Anna</td>
<td>1234</td>
<td>Registered</td>
<td>Started</td>
<td>2</td>
</tr>
<tr>
<td>Smith, Barbara</td>
<td>5678</td>
<td>Registered</td>
<td>Completed</td>
<td>2</td>
</tr>
<tr>
<td>Smith, Craig</td>
<td>9012</td>
<td>Registered</td>
<td>Not started</td>
<td></td>
</tr>
<tr>
<td>Smith, Darren</td>
<td>3456</td>
<td>Registered</td>
<td>Not started</td>
<td></td>
</tr>
<tr>
<td>Smith, Mike</td>
<td>4567</td>
<td>Registered</td>
<td>Not started</td>
<td></td>
</tr>
<tr>
<td>Smith, Fran</td>
<td>6789</td>
<td>Registered</td>
<td>Not started</td>
<td></td>
</tr>
<tr>
<td>Smith, John</td>
<td>2345</td>
<td>Registered</td>
<td>Not started</td>
<td></td>
</tr>
<tr>
<td>Smith, Henry</td>
<td>7890</td>
<td>Registered</td>
<td>Not started</td>
<td></td>
</tr>
</tbody>
</table>

**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.

Total: 8 records
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.

**Reset:** clears all information you enter.

**Cancel:** cancels out of the record without saving.

**Save:** saves record.

**Select Overall Grade using the drop-down arrow.**

**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.**

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

**Click here to update the current attendance and completed assignments totals.**

**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

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

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
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.

**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.
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.

---

<table>
<thead>
<tr>
<th>Student Details:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>John Smith</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:J.Smith@exseu.com">J.Smith@exseu.com</a></td>
</tr>
<tr>
<td>Reg Number:</td>
<td>20399999</td>
</tr>
<tr>
<td>Degree:</td>
<td>BA English</td>
</tr>
<tr>
<td>Department:</td>
<td>English</td>
</tr>
<tr>
<td>School:</td>
<td>School of Humanities</td>
</tr>
<tr>
<td>Study Year:</td>
<td>3</td>
</tr>
<tr>
<td>Status:</td>
<td>Registered</td>
</tr>
<tr>
<td>Personal Tutor:</td>
<td>Dr Jane Smith</td>
</tr>
</tbody>
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---

### Term Progress Summary:

<table>
<thead>
<tr>
<th>Term</th>
<th>Year</th>
<th>Week</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<th>7</th>
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<td></td>
</tr>
<tr>
<td>English Literature 1880 - 1940 (Q3010) Lecture 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No tutor-marked course work</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>English Literature 1880 - 1940 (Q3010) Seminar 6</td>
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<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Essay* (out of 100)</td>
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</tr>
<tr>
<td>Post-year European Cinema (EM05) Film 1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Post-year European Cinema (EM05) Seminar 3</td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

*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.
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.
Syllabus

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

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

Course Resources

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

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

- Past Exam Papers
- Reading Lists
- Assessment Information

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

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

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

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.

<table>
<thead>
<tr>
<th>Course Progress for John Smith</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Code</strong></td>
<td><strong>Group</strong></td>
<td><strong>Tutor(s)</strong></td>
<td><strong>Submitted</strong></td>
</tr>
<tr>
<td>English Literature 1880-1940</td>
<td>Q3019</td>
<td>Assessed coursework</td>
<td>0/0</td>
<td>Lecture 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seminar 6</td>
<td>Adam Smith</td>
<td>0/0</td>
</tr>
<tr>
<td>Post-war European Cinema</td>
<td>EM3SS</td>
<td>Film 1</td>
<td>Barbara Smith</td>
<td>6/6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seminar 4</td>
<td>Barbara Smith</td>
<td>7/8</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Syllabus</th>
<th>Course Resources</th>
<th>Course Progress</th>
<th>Course Results</th>
<th>Study Timetable</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Study Pages:</th>
<th>Programme</th>
<th>Syllabus</th>
<th>Course Resources</th>
<th>Course Progress</th>
<th>Course Results</th>
<th>Study Timetable</th>
</tr>
</thead>
</table>

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)

<table>
<thead>
<tr>
<th>Year</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>English Literature 1880 - 1940</td>
</tr>
<tr>
<td>9</td>
<td>Post-war European Cinema</td>
</tr>
<tr>
<td>9</td>
<td>Special Author: Dickens</td>
</tr>
<tr>
<td>2</td>
<td>English Literature 1600 - 1742</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Session</th>
<th>Attempt</th>
<th>Assessed By</th>
<th>Credits</th>
<th>Mark</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>03018</td>
<td>04/05</td>
<td>Initial</td>
<td>Coursework + Unseen Examination</td>
<td>16</td>
<td>TBA</td>
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</tr>
<tr>
<td>04/05</td>
<td>Initial</td>
<td>Dissertation + Unseen Examination</td>
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<td>TBA</td>
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<td>03003</td>
<td>04/05</td>
<td>Initial</td>
<td>Dissertation</td>
<td>24</td>
<td>TBA</td>
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</tr>
<tr>
<td>03015</td>
<td>03/04</td>
<td>Initial</td>
<td>Coursework + Essay</td>
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<td>67.50%</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Coursework + Unseen Examination</td>
<td>16</td>
<td>55.00%</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Study Pages:</th>
<th>Programme</th>
<th>Syllabus</th>
<th>Course Resources</th>
<th>Course Progress</th>
<th>Course Results</th>
<th>Study Timetable</th>
</tr>
</thead>
</table>

Page Contents: Study Timetable

External Links: Campus Map | Timetabling and Room Bookings

Study Timetable tab located at the top of the page.

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

<table>
<thead>
<tr>
<th>Study Pages:</th>
<th>Programme</th>
<th>Syllabus</th>
<th>Course Resources</th>
<th>Course Progress</th>
<th>Course Results</th>
<th>Study Timetable</th>
</tr>
</thead>
</table>

Page Contents: Study Timetable

External Links: Coursework: Course Results

Sorted by year of study

Move through the weeks by clicking on the yellow arrows.