

How to load Personal Tutor and other Links into the CIS Student Record

1) In Bulk

Enter the the CIS system

From the menu, select **Applications**, then **Departmental**, then **Links**.

4 menu options appear: select **Bulk Link Creation** followed by **Personal Tutor**.

N.B. To create links for the Student Attendance Monitoring 1 to1 system you can also select from:

PGR Admin (SAM)

Head of Dept (SAM)

Exams officer/Sec (SAM)

PG Tutor (SAM)

All the above act in the same way, so it is recommended that only 1 link type is used.

The cursor will be in the Left Hand block which lists the academic staff in your department.

Click on the **Student List** icon in the top toolbox to move the cursor to the Right Hand block labelled **Students**, and then click on **Search**. You will now be able to select your group of students accordingly.

For example you can type a Programme Code in **Prog** to select all students on Programme code *ABCU01* followed by clicking on **Perform Search**. Or you may wish to further refine your query by populating the **Period** (A, B, C etc.) and/or **Occ** (ACAD YR 11 or *11 etc.) fields prior to searching.

To select a different student list click on **Search** and type in your new criteria as above.

You should now have one list of staff and one of students, the top ones of each being highlighted.

Now select a staff member who is going to act as a Personal Tutor by clicking on the name. This member of staff will now be highlighted. You can now link the students to

be allocated to this Personal Tutor by clicking in the small square box on the far right of the list of students.

As you link students to a supervisor, the **Prov** field against that supervisor will increment, giving a running total. Additionally, you can at any time click on the **View Links** button to see which students have already been allocated to that Personal Tutor (to return click on **Exit**). The incremental count only functions when the Staff member is highlighted, and so if you move frequently from one supervisor to another it is recommended that you click on the **Refresh Totals** button at regular intervals; this will increment all totals irrespective of whether they are highlighted or not.

All links made in this way are “provisional” which means that changes can easily be made. For example, if a link has been made in error, simply click in the box against the student and the “tick” will be deleted.

N.B. It is recommended that the **Permanent Link** button is not pressed until *all* Personal Tutor links for your department have been satisfactorily created and checked. Once the links have been made permanent these students will no longer appear in the **Bulk Link Creation** screen. This applies to *all* provisional Personal Tutor links made by staff in your department and *not just* the links that you may have created yourself. You may find it helpful as a department to nominate one member of staff only to be responsible for converting provisional links to permanent ones.

Erasmus Students

To allocate Personal Tutors to incoming Erasmus students linked to your department click on **Search** and then the **View Erasmus** button and continue as above. To exit, click on **Non Erasmus**.

Listings of Personal Tutors are available via the Reports Catalogue (Access Reports).

Further Information

The staff list defaults to an alphabetical list of academic staff, but by clicking on **Sort Option** you can sort this list by the number of students allocated to an individual member of staff.

Additionally, if the Personal Tutor is not a member of academic staff you can extend this list to include all staff as follows:-

With the cursor in the Supervisors Block (LH side)

Click on **Search**

Then click **Perform Search**

ALL staff members in a department will now be listed.

For those of you who are familiar with staff categories and wish to further refine the list of staff, it is possible to do this by:-

Click on **Enter Query**

Enter a category in the **Staff Cat** field

Click on **Search**

The Bulk Link Creation screens list students that can be identified as linked to your department by their Programme Code and who do not already have a Personal Tutor permanently allocated by your department. In addition, only students with a registration status of FR, PR, TEMP, RR, NE or DORM are listed *and included in the totals counts*.

Reports Catalogue

The following MS Access Reports are available in the Reports Catalogue:

DAS_Personal Tutors and Tutees by Dept

DAS_Dissertation Supervisors and Tutees by Dept

The following MS Access queries can be used as a check on student data:

DAS_Provisionally linked Personal Tutees

DAS_Provisionally linked Dissertation Supervisors

DAS_Registered New UG Students with no Personal Tutor

DAS_Registered New UG Students with no Personal Tutor (Shared Dept)

In addition the query below can be used to identify students who have changed department and may need their tutor links amending:

DAS_Tutor Links with changes

How to Load/Update individual Tutor information into the CIS Student Record

2) Individual Links

2.1 Student/Staff Links

From **Links** select **Student/Staff Links**.

Enter the registration number (if known) or the query name of the student or the Programme Code and click on **Perform Search**. If you have selected a group of students e.g. by Programme Code, you can scroll from one student to another by using the **Previous Student** and **Next Student** icons.

Once you have selected the student you wish to update, click on **Tutor Details**

The screen defaults to the Tutor List mode which lists any tutors or supervisors already linked to this particular student.

Adding a Personal Tutor/Dissertation Supervisor

Click on the **Tutor** tab.

Then click on **Create New Tutor**.

The **Role Type** field will now be highlighted. Select the type of link to be created i.e. DISSUP or TUTOR (TUTOR1 and TUTOR2 are used by the School of Nursing and Midwifery).

Now click on the **Supervisor List** box by the **Person Code** field which lists staff in your Department. Click on the appropriate name and then the **OK** button.

You will now need to enter the start date. The simplest option is to click on the **Display Calendar** box and **OK** today's date. Then click on **Save** to commit the changes you have made. Alternatively, you can backdate to the start of the Programme, or enter a future date if appropriate.

Changing a Personal Tutor/Dissertation Supervisor

Highlight the tutor record you wish to amend by clicking on it.

Click on the **Tutor** tab.

Enter a date into the **End Date** field. Click on **Save**.

This link has now been ended but a record of the fact that the member of staff *was* a tutor remains and the new tutor details can be added as above.

Alternatively, if you wish to delete the record altogether (e.g. if it has been added in error) instead of entering an end date, click on the **Delete Tutor** button followed by **Save**.

You can also input the Dissertation Title in the **Thesis Title** field.

2.2 Staff/Student Links

From **Student Supervisor Links** select **Staff/Student Links**.

You can select a member of staff by entering either the **Person Code** or the **Query Name** (e.g. SMITH%) and clicking **Perform Search**.

An open search will list all staff in your department. Use **Previous Supervisor** and **Next Supervisor** to move from one to the next.

Adding a Student to a Supervisor

Having selected the Supervisor click on **Student List**.

Click on the **Student** tab followed by **Create Student Link**. Enter the student registration number, press tab on the keyboard and select the **Role Type** as below.

If the registration number is not known click on the **Query Reg Number** box. You will then be able to enter student details in order to refine the query, for example:

Under **Query Name** enter SMITH%.

Under **Programme** enter FRE%.

Click on **Perform Search**. This will list all Smiths in the Department of French.

Highlight the student you require by clicking on it and click **OK**.

Click on the **Role Type** box to select the type of link you wish to make (DISSUP or TUTOR)

You will now need to enter the start date. The simplest option is to click on the **Display Calendar** box and **OK** today's date. Then click on **Save** to commit the changes you have made. Alternatively you can backdate to the start of the Programme, or enter a future date if appropriate.

Changing links to staff

This works in the same way as changes to Student/Staff Links (see above)

Firstly you will need to click on the **Student** tab.

Most changes will involve end-dating the link but errors can be deleted by using the **Remove Record** button.