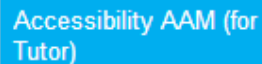


# Accessibility Information for Academic Skills Tutors

Inspiring tomorrow's professionals

**The accessibility module contains information related to students with a disability. It is contained within My Students available from the staff portal. Then click on the “Accessibility...” link in the left hand navigation panel.**



Accessibility AAM (for Tutor)

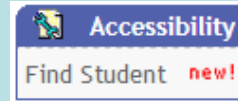
**The Personal Learning Support Plan (PLSP) details the academic support put in place to assist the student with their learning.**

**The “Logs” record the interactions between the University and the student.**



## Finding the Student

- 1 The first step is to find the student's record. On the Accessibility page click on the "Find Student" link



- 2 Enter information to retrieve the student. Any fields can be used but the student code is the most accurate e.g. then click Find.

Surname	<input type="text" value="dean"/>
Forename 1	<input type="text" value="john"/>

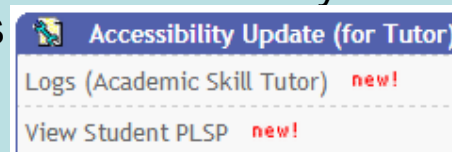
- 3 Click on the required student code.

Use the browser's back button to do a new search

	Student Code		Sort Name
1	<a href="#">0768207</a>		DEAN J
2	<a href="#">0360497</a>		DEAN JW

Click on the camera to show student's photo

- 4 This will open a new tab or window in your browser for that student and give the following options explained on the following pages.



- Once finished then close this new tab or window.  
Do not log out as it will log you out of My Students.



## Logs: select

To record interactions between student and academic skills tutors.

Click on the “Logs (Academic skills tutor)” link from the option page or student view.

A list of existing records will be displayed with following options:

Incident actions & response data					
This table contains all the Incident actions & response information for your selected record(s).					
Date	Incident status	Incident Action Type	Edit	Create new record	Return to the Student view
03/Oct/2012 14:35			<a href="#">Edit</a>	<a href="#">Create</a>	<a href="#">Return</a>
01/Oct/2012 00:00	AS-Induction Discussion	Academic Referencing	<a href="#">Edit</a>	<a href="#">Create</a>	<a href="#">Return</a>

Edit: to view or edit an existing interaction

Create: to create a new interaction

Return: to exit this option and return to Student View



## Logs: Create or Edit

- 1 To create an interaction input Incident “status”, “type” and Note,
- 2 optionally edit the Date and Action By,
- 3 click on Store button. A green banner will display to confirm data is saved,
- 4 Use the Return option to return to student view.

### Incident actions & response data

This table contains all the Incident actions & response information for your s  
Now showing 1 of 1

Field Name	Field Value
Date	<input type="text" value="03/Oct/2012 15:10:49.89"/>
Action by	<input type="text" value="PAISJD2"/> <input type="button" value="List"/>
Incident status	<input type="text" value="AS-MT*"/> <input type="button" value="List"/>
Incident Action Type	<input type="text" value="AS-MT*"/> <input type="button" value="List"/>
URL File link field	<input type="text" value="http://wisdom/_asisintegration/openstudent.asp"/>
Support Approved	<input type="checkbox"/>
ed Pysch Conditions	<input type="text"/>
Degree of severity	<input type="text"/>
Note	<input type="text"/>
Create new record	<a href="#">Create</a>
Return to student view	<a href="#">Return</a>

Edit date if interaction happened on a previous date
Click List and choose another user ID if done by someone else
Click List and choose the appropriate Incident “status” and “type”
A link to the student’s Wisdom folder
Not used
Add description of interaction
Click Create to create another record <i>after</i> storing this one
Click Return to exit this option and go to Student View
Click Store to save the information.

# View Student PLSP



Displays the student’s photograph, name, current course and route with their status.

Then lists the self-declared disability and up to two more detailed disabilities.

The impact and

support plan is then detailed.

To return to the student view scroll to the bottom and click “Return to Student View”.

Student code: 0768207  
Name: John Dean  
Course: MSc PGDip PGCert Multimedia and e-Learning  
Year: 1  
Route: MSc Multimedia and e-Learning FT  
Department: Department of Education & Professional Development  
Status: C  
Disability: You have a long standing illness or health condition  
Disability one: Mental Health - Anxiety  
Disability two: UDD\_CODE=  
  
**Impact of the student's disability:**  
\*\* The student uses a hearing aid;  
\*\* The student is a lip reader;  
\*\*  
  
**General support:**  
\*\* Do not draw attention to the student's disability or make public an  
\*\*

[Return to the Student View](#)

# Student view



Displays overview of disability, PLSP, course and contact information.  
Options at bottom of page to access logs or view PLSP.

Self declared and detailed disabilities	<p>Student code: 0768207                  Home/EU/Overseas: Home Applicant (England, Wales, N Ireland)                  Disability: You have a long standing illness or health condition                  Disability two: Mental Health - Anxiety                  Disability three: No Data                  PLSP Active: No                  Exam Arrangement: Yes                  Personal tutor one:</p>	<p>Master code: 0768207                  Date of Birth: 02/Jul/1967                  Gender: Male                  Disclosure: Yes                  AAR Seqn No: 000001                  CRN/NHS Number:                  Disability Allowance: In receipt of Disabled Students' Allowance                  Personal tutor two:</p>
PLSP complete & in-use	<p>Course Attended this Academic Year (12/13)</p>	
Attendance tutor	<p>Current Academic Year: 12/13                  Route: MSc Multimedia and e-Learning FT                  Department: Department of Education &amp; Professional Development                  Start Date: 24/Sep/2007 26/Sep/2011 17/Sep/2012</p>	
Current course information	<p>Course: MSc PGDip PGCert Multimedia and e-Learning                  Year: 1                  Status: C                  End Date: 04/Jul/2008 11/Jul/2014 06/Sep/2013</p>	
Current application information	<p>Applicant Information in year (12/13)</p>	
Contact information	<p>Course: MSc PGDip PGCert Multimedia and e-Learning                  Department: Department of Education &amp; Professional Development                  Programme: Education &amp; Prof Devel MSc Pathways</p> <p>Route: MSc Multimedia and e-Learning FT                  Year: 1                  Status: A</p> <p>Home Address: 3 GREEN, GARDENS GOLCAR HUDDERSFIELD. WEST YORKSHIRE HD7 4DG 3 Green Gardens Golcar HUDDERSFIELD HD7 4DG 3 GREEN, GARDENS GOLCAR HUDDERSFIELD.h WEST YORKSHIRE HD7 4DG                  Term Time Address: 3 GREEN GARDENS GOLCAR HUDDERSFIELD WEST YORKSHIRE HD7 4DG 3 GREEN GARDENS GOLCAR HUDDERSFIELD WEST YORKSHIRE HD7 4DG                  Home Telephone: 01484 65121501484 651215                  Home Mobile:                  Term Time Telephone: 01484 65121501484 651215                  Term Time Mobile:                  External Email: j.dean@hud.ac.ukthedeans1234@hotmail.comj.dean@hud.ac.uk</p>	

Disclosure: data can be shared with schools

Personal tutor 2 is personal tutor