University of
HUDDERSFIELD

MyStudents

Overview
(6 slides)

Select from Home page
(1 slide)

A to Z
(1 slide)

Questions? Email us

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Walkthrough start

- Click the right arrow to move on

- Click the House to go to the Intro page

- Click the left arrow to go to previous

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How to log in

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my students

New Method | Click here for AD login (Network username and password)

- Anywhere that has the MyStudents link
- Then use the New Method

- or direct at https://halo.hud.ac.uk/silive/login.aspx

- If not already logged in to the Staff Portal then login is required

my students

The login for My Students is now integrated with the University's central system known as the Active Directory (AD) Service. Your AD password is the one you use to access the University's email system or for logging into a campus PC.

* AD login

Please Enter Your Login Details

Username:	AD (University network) Username
SCOMABC	– example u0201234
Password:	Same as the password for logging
•••••••	into a campus PC
Login	

Staff use PC User Name e.g. SCOMABC

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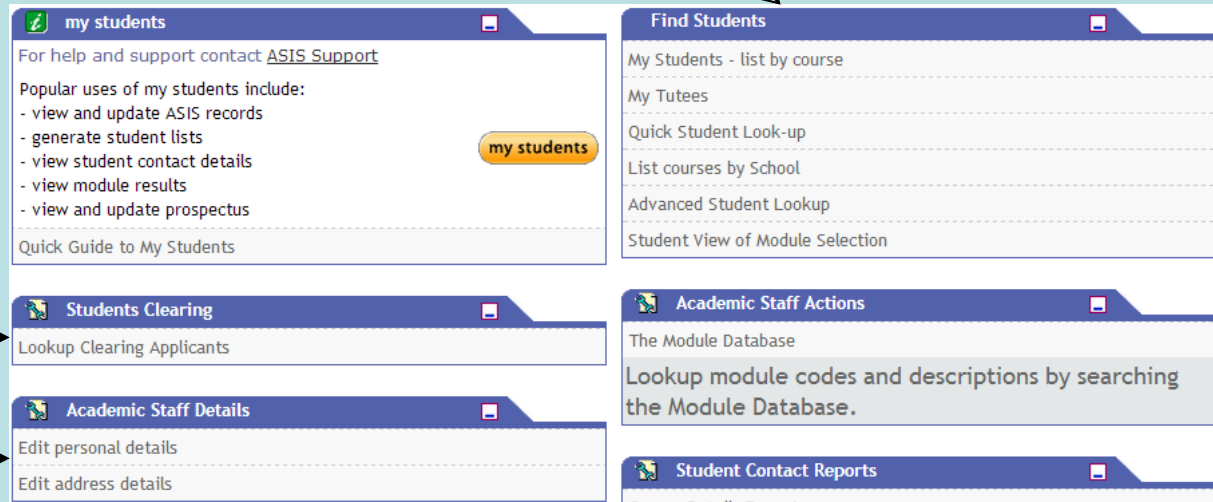
Home page description

You may see fewer options depending on your role

Home

1. Student details accessed by course or personal criteria

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my students

For help and support contact ASIS Support

Popular uses of my students include:
- view and update ASIS records
- generate student lists
- view student contact details
- view module results
- view and update prospectus

[my students]

Quick Guide to My Students

Find Students

My Students - list by course

My Tutees

Quick Student Look-up

List courses by School

Advanced Student Lookup

Student View of Module Selection

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2. Details of clearing enquiries

Students Clearing

Lookup Clearing Applicants

Academic Staff Actions

The Module Database

Lookup module codes and descriptions by searching the Module Database.

3. Edit your own details

Academic Staff Details

Edit personal details

Edit address details

Student Contact Reports

Admissions	4. Process applications for your courses click here for more details
Mark Entry	5. Enter students' marks and calculate overall module result
Academic Reports	6. Various reports: Applicants, Competitors, Modules, Students, Results
Evaluation	7. Create, edit and view module surveys
Research	8. Look up research student's details and complete supervision meeting records

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1. Find Students.

"My Students – list by course" and "List courses by School"
- List of students and their details accessed by course
  - Can then drill down to: photo, modules, results, addresses, enrolments and awards

My Tutees
- List of all students for whom you are the personal/pastoral tutor

Quick and Advanced Student Look-up
- List of students and details accessed by personal details
  - "Quick look up" by personal details
  - "Advanced look up" by name, numbers, enrolments, course, module or route
  (Also has 'home' email and full student details (STU) access).
- Both give access to
  - photo, address, email and phone details, wisdom documents, module results and current modules

2. Students Clearing.

Clearing details

- Details taken by phone during clearing time
- Accept or reject clearing applications

3. Academic Staff Details.

Edit you personal details

- Amend name and title
- Amend address and other contact details

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5. Mark Entry and 6. Academic Reports.

5. Mark Entry

- Enter students' assessment marks direct into ASIS.
  - This will require some set-up in ASIS to give you access
  - And discussion with the course administrator to agree who does what, when & how

6. Academic Reports

- Reports on:
  - Applicants: Monitor applications by course, department or decision. More
  - Competitors: Compare applications to other institutes by institute, course and student. More
  - Modules: List students taking a particular module. More
  - Enrolled Students: Lists students by course or school/department. More
  - Students: List students (with/without modules) by route. More
  - Results: Module results. More

7. Module evaluation.

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Create and view module evaluation surveys
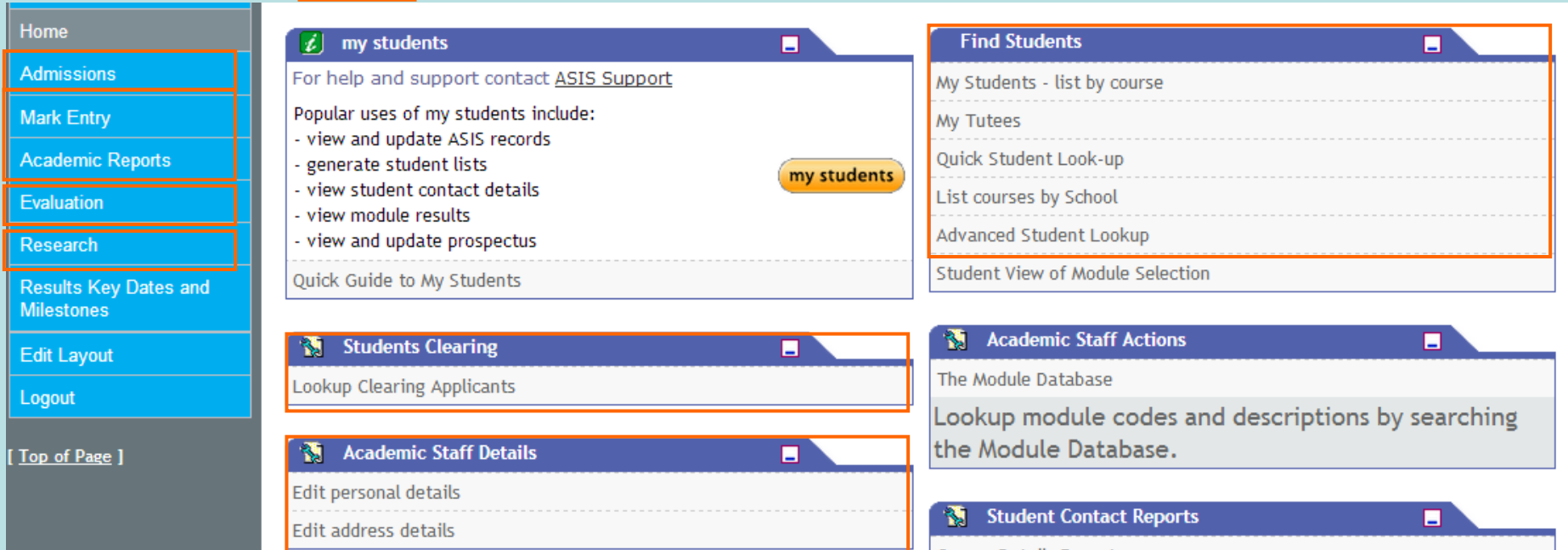
- Create module evaluation surveys
    - Create surveys for your modules
    - Can be created at any time of year to run at a future date

- View module evaluation survey results
    - See the results for all surveys for your modules

Select from Home page

Click on the boxed area of interest where cursor changes into a hand

A to Z

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- Addresses: FS by course or look-up
- Applicants: FS by course
- Applications: AR applicant progress
- Awards: FS by course
- Competitors: AR Competitor
- Email (home & contact): FS look-up
- Enrolments: FS by course
- Graduants: FS by course
- Module evaluation: Evaluation
- Module results:
  - By module AR
  - By student, FS by course & look-up
- Module taking: FS by course

- Phone No's: FS look-up
- Photo: FS by course, Adv look-up
- Reports:
  - Applications: AR APP
  - Competitors: AR CAR
  - Students taking module: AR MDR
  - Enrolled students by course or dept: AR ESL
  - Enrolled students by route: AR STR
- Students selected by:
  - Module taking: AR MDR
  - Course: FS by course
- Wisdom documents: FS look-up

Key: AR = Academic Reports, FS = Find Students

by course = "My Students list by course" and "List courses by school"

look-up = "Quick Student Look-up" and "Advanced Student Look-up"

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