MyStudents

Overview
(6 slides)

Select from Home page
(1 slide)

A to Z
(1 slide)

Questions? Email us

Inspiriting tomorrow’s professionals
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
How to log in

- 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

Staff use PC User Name
  e.g. SCOMABC
### Home page description

You may see fewer options depending on your role

<table>
<thead>
<tr>
<th>1. Student details accessed by course or personal criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Details of clearing enquiries</td>
</tr>
<tr>
<td>3. Edit your own details</td>
</tr>
</tbody>
</table>

### Options

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

*Inspiring tomorrow’s professionals*
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
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.

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
• **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”