

Corporate Information Services  
<http://www.sussex.ac.uk/its/help/bishelp.php>

Event Setup: 5 invitees

Event Title:

Event Type:

Start Time	Max Slots	Max No. Students	Date	Location
10:00	3		17-May-2010	Arts A123
10:00	3		19-May-2010	Arts A123

**Event Type**  
**One-to-one:** Each 'session' will be divided into the number of 'slots' specified. In this example, there will be 6 x 20 minute slots created over the 2 days.  
 For **'Group (Invite)'** events you must enter a value in the 'Max No Students' field.  
 For **'Group (Auto Accept)'** there is no need to enter a 'Max No Students'

Event Setup: 7 invitees

Event Title:

Event Type:

Event Purpose:

1 28-Apr-2010  Arts B234  10:00  11:00  1

**Event Purpose**  
**For research students choose one of the following:**  
 -Face to Face contact(RES)  
 -Remote contact(RES) – e.g. email, phone call, etc  
 -Core Supervision Session(RES)  
**For taught students choose one of the other event purposes.**

Event Setup: Availability Check

10 May 2010 09:00 - 10:00	Student	17 May 2010 09:00 - 10:00
✓	Smith,	✓
✓	Smith,	✓
✓	Smith,	✓
✓	Smith,	✓

The system will check the availability of each student on a **taught** programme.  
**NB:** If the student is busy they will still be invited to/accepted onto the event

Event Setup: 5 invitees

Event Title:

Event Type:

Event Purpose:

Start Time	Max Slots	Max No. Students	Date	Location	Time
0:00	3		17-May-2010	Arts A123	09:00
0:00	3		19-May-2010	Arts A123	09:00

To create the event, click 'Create Event'. This will either invite the students, or accept it on their behalf, and display the event in their study timetable once accepted.  
**NB:** If you want to amend the date/time then click the 'Back' button and amend the date/time.

## Recording attendance

The screenshot shows the 'Event Bookings & Attendance' window. The top navigation bar includes 'Gallery', 'Record Attendance', and 'Help'. A callout box points to the 'Record Attendance' button with the following text:

If the event has taken place, a 'Record Attendance' icon will appear. Click the icon and amend the 'set all attendance to' field to 'present', or record each attendance record individually. You can also enter 'comments' against each student.  
**NB: Always Click the Save icon.**

Below this, a second screenshot shows the 'Event Bookings: Record Attendance' window. The top navigation bar includes 'Gallery', 'Cancel', 'Save', and 'Help'. The main area displays a list of students with columns for 'Invited' and 'Attendance'.

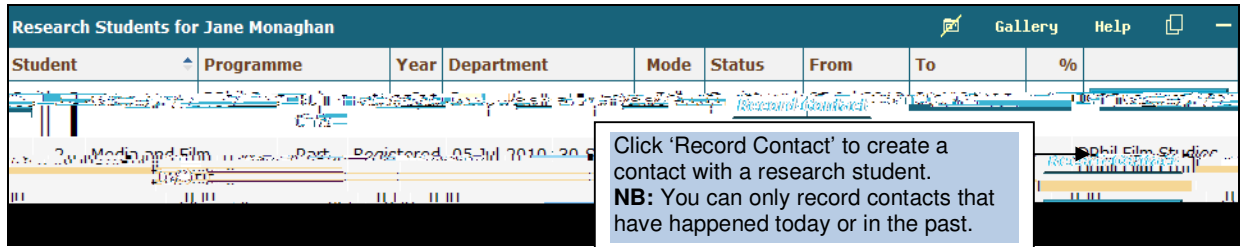
## Inviting Staff to an Event

The screenshot shows the 'Event Staff' window. The top navigation bar includes 'Add' and 'Help'. A callout box points to the 'Add' button with the following instructions:

- Click 'Add'
- Enter part of the surname in the 'Name' box
- Select the Name
- Click 'Save' or 'Save and Add'

The main area of the window displays a table with the following columns: 'Name', 'Position', and 'Department'.

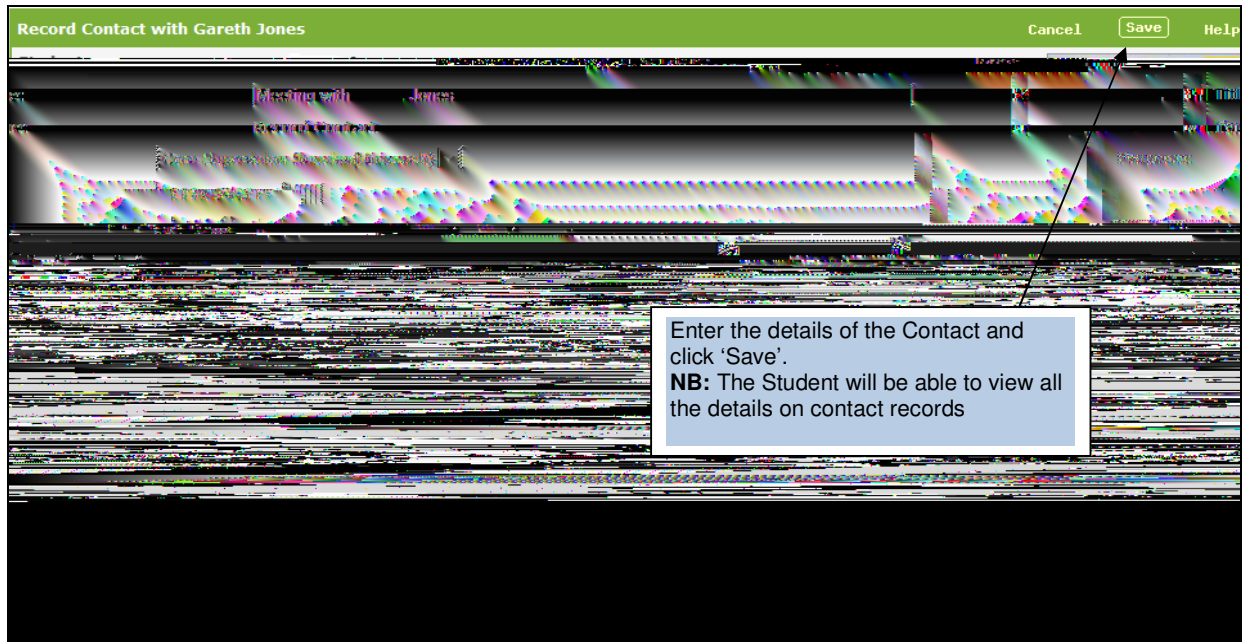
Sussex Direct > Teaching > Academic Advisee Page (for recording contact with research students only)



Research Students for Jane Monaghan

Student	Programme	Year	Department	Mode	Status	From	To	%
Phil Film Studio	Media and Film	Postgraduate	Registered	05 Jul 2010 - 20				

Click 'Record Contact' to create a contact with a research student.  
**NB:** You can only record contacts that have happened today or in the past.



Record Contact with Gareth Jones

Cancel Save Help

Messing with Gareth Jones

Record Contact

Enter the details of the Contact and click 'Save'.  
**NB:** The Student will be able to view all the details on contact records