



USING THE STUDENT RECORD SYSTEM A GUIDE FOR PERSONAL TUTORS

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I INTRODUCTION TO STUDENT RECORDS

In order to be able to use the student record system, you will need a username and password. As a Personal Tutor you should automatically have access to the Student record System (SRS) in order to view records and access information in relation to your tutees.

These can be obtained by downloading and completing the form from the following online web page: <https://www.abdn.ac.uk/staffnet/secure/request-access-1446.php> Once your username and password has been obtained, you can access the student record via the University website, from the following page: <http://www.abdn.ac.uk/staffnet/> and clicking on the relevant Quick Link for 'Student Record System'.

If you have trouble accessing, contact IT Services: servicedesk@abdn.ac.uk or log a call at <https://myit.abdn.ac.uk>

All administrative software, including the student record management system is available through a web interface. Bookmark any repeatedly used pages.

The SRS gives access to student academic and non-academic details. Personal tutors can use the SRS to generate email and photo lists of their tutees, use the general enquiry screen and print record cards for tutees.

Personal Tutors are reminded that student record usernames and passwords should not be divulged to anyone else.

The SRS is user-friendly and allows you to print off copies of a student's record, make amendments to their curriculum, change their address etc. What follows is a brief introduction to using the SRS.

However, if you want more information, IT Services run courses on the use of the SRS. These are well worth attending. For further information see the Training and Documentation Team website on: <http://www.abdn.ac.uk/tad/>

You will find the following list of codes used in the Student Record System useful.

C1	First Class Merit Certificate
C2	Second Class Merit Certificate
C3	Referred to SPC
C4	Authorised Entry/Resumption
C5	Unauthorised Entry
C6	Unauthorised Withdrawal/At Risk
C7	Class Certificate Withheld
C8	Re-assessment Only
C9	Authorised Withdrawal
CX	Pre-requisite Not Satisfied

Result

A = Achieved (Pass)
N = Not achieved (Fail)

Recognitions and exemptions

G = Recognition based on a pass in this university
R = Recognition based on passes at other higher education institutions
E = Exemption

II ACCESSING A STUDENT'S RECORD

Personal Tutors will find online access to the Student Record System very useful for checking on the up-to-date state of a student's record. You can access an individual student's record as follows:

Procedure

1. Log into the Student Record System and select the drop-down menu 'Enquiry Screens'. Select 'General Enquiry Screen'
 2. Enter the student's ID number in the 'Student ID' box or enter the student's name in the 'surname' and 'forename' box. Click on Execute Query. The student's details will be displayed.
 3. To see further information about that student's academic record, click on the 'Select' box to the right of the degree programme at the bottom of the screen. The subsequent screen will give you information on the student's Study Aim, their Enrolment History, and the name of their Advisers/Supervisors. There are also buttons at the bottom of the screen that can be clicked on to provide information on a student's credit point total, course marks, and personal information.
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III PRINTING A STUDENT'S RECORD CARD

From time to time, you may want to print off copies of your tutee's record card.

Procedure

1. Log into the Student Record System and select the drop-down menu 'Record Cards'.

2. To print an individual student's record:

- Select the option 'single'
- Either enter the student's ID number in the 'ID No' box, or enter the student's name in the 'Surname' and 'Forename' box. Click on Execute Query. The student's details degree programme will be displayed in the Study Block section.
- Click on the 'Select' box to the right of the degree programme.
- A box will be displayed asking if you want a copy of that student's record – click 'Yes'
- A box will be displayed 'details added for record card production' – click 'OK'
- Repeat the above for all the record cards you wish to print.
- Once you have entered all you wish to print, click the box 'Run Report'
- After a few seconds, Acrobat Reader will open and will display on screen the record card(s) selected
- To print, go to 'File' in the browser tool bar and select 'Print'
- Click 'Exit' on the student record system screen to return to the main screen for the SRS.

IV CHANGE OF ADDRESS

Students are encouraged to keep the University informed of changes to both their term time and home addresses. Students can now do this easily via their Student Portal; alternatively they can make a written or verbal request to the Registry or Infohub. A tutee may well contact you to inform you of a change in address. You can input this directly into the Student Record System. However, changes to address for students living in University Accommodation can only be made by the Student Accommodation Office.

Procedure

1. Log onto the Student Record System and, on the main screen, select the drop down menu 'Maintenance Screens'. From that menu, choose 'Departmental' and from there 'Change of Address'. The screen below will be displayed:

The screenshot shows a web browser window titled "STUDENT RECORDS LIVE SYSTEM - UNIVERSITY OF ABERDEEN". The browser's address bar shows "Environment - SRSLIVE - STUDENT RECORDS SYSTEM - ab_cadr Ver - 1.2". The main content area displays the "CHANGE OF ADDRESS FORM - (STUDENT RECORDS SYSTEM)".

The form includes the following fields and controls:

- ID No.**: A text input field with a yellow dropdown arrow on the right.
- Surname**: A text input field.
- Forename 1**: A text input field.
- Forename 2**: A text input field.
- Title**: A text input field with a yellow dropdown arrow on the right.
- Alert Text**: A text input field.
- Term Address**: A multi-line text input area.
- Home Address**: A multi-line text input area.
- Postcode**: A text input field, appearing twice (once for Term Address, once for Home Address).
- Telephone**: A text input field, appearing twice (once for Term Address, once for Home Address).
- Date Last Changed / Changed By**: Two text input fields.
- Property Reference**: A text input field with a yellow dropdown arrow, currently containing "Null Property Ref".

At the bottom of the form, there are four buttons: "Commit", "Enter Query", "Execute Query", and "Exit".

2. Either enter the student's ID number in the 'ID No' Box, or enter the students name in 'surname' and 'forename' box. Click on Execute Query. The student's details will be displayed.
3. Amend directly the details in the term time and/or home address boxes as appropriate.
4. Click on the yellow box to the left of the Property reference field. This will display the options. Select the option which is applicable to the student's amended address.
5. Click Commit to save the changes.
6. Click Exit to return to the main Student Record System screen

V AUTOMATIC EMAIL LISTS

Automatic e-mail lists can be generated from the SRS for any course or group of courses, College, Individual Programme or Discipline. E-mail lists are created and updated nightly by DIT according to the specifications you make. Such lists are part of the Majordomo mailing system maintained by DIT. **Once you have specified an e-mail list you will receive an e-mail within 48 hours informing you of the created list and giving you a User ID and password in order for you to manage your list.** You can change the password you are given. The e-mail list is automatically updated nightly to reflect any changes. The lists will default to expire at the end of each academic year.

This section is aimed at SRS users who wish to know

1. How to create an e-mail list for an Adviser/Personal Tutor
2. How to query/update an e-mail group
3. How to delete an e-mail group
4. How to retrieve a deleted e-mail group

1. Create an E-mail list for an Adviser/Personal Tutor

From the Main Menu select Reports/Departmental and then click on Automatic E-mail Lists to obtain the following screen.

- a) Select the *Insert E-Mail Group* radio button and you will be taken automatically to the next screen.
- b) Type your normal computer User ID (the userid you use to login into your PC to get to your Desktop e.g. *com091*) in the *University Email Login* field.
- c) Enter the name you wish to assign to this group in the *Name of E-mail Group* field.
Note: The course code could be used as the group name but whatever you choose the name should not contain any spaces or any of the symbols / \ & # \$ @ + - * ! " £ () % ^ .
 Once created, a group name will always be prefixed by your initials. This prevents duplication of group names by other users.
- d) Enter an alternative *Expiry Date* for the group if you do not want the default date.
Note: You cannot exceed the expiry date to more than one year default.

- e) Click in the Adviser/Personal Tutor radio button to select. Immediately the fields in the *Adviser/Supervisor/Personal Tutor ...* section becomes available

- f) Enter the *Personal Tutor Code*, if known. If you cannot remember your 4-digit code (e.g.P001), generally this rule applies; enter your forename initial followed by % (eg. Dr A Black would type in A%) and click in the yellow box alongside it to get a window of a list of staff and their codes. Click on your name to select it choosing the 'personal tutor' option (you may also be listed as Supervisor / Adviser) and click on the *OK* button.
- g) If you want to view the e-mail list before creating the group then click the *Run Report* button.
- h) Click on the *Normal* button to view the list without photos. The report will open a new browser window and will show students with e-mail addresses in one section followed by those without an e-mail address in another section. Alternatively if you wish to create a list with photos, click the 'photo' option.
- i) To create the e-mail list click the *Create Group* button. You will be returned to the options screen where you can make another selection or you can click the *Exit* button to return to the main SRS screen.

*NB Once you have specified an e-mail list you will receive an e-mail within **48 hours** informing you of the created list and giving you a User ID and password in order for you to manage your list.*

2. Query/Update an E-mail Group

This option can be used to review (query) any e-mail group(s) you currently have or to change the definitions for a group, such as group name. The *Update* option is not used to refresh the list to reflect current class members as this is done automatically every night.

From the Main Menu select Reports/Departmental and click on Automatic E-mail Lists to obtain the following screen.

Query/Update Group

then

- Select the *Query/Update Group* radio button and you will be taken automatically to the next screen.
- Enter your *User ID* and click the *Execute Query* button.
- Details of one of your e-mail groups will be shown in the text boxes. Use the ↑ and ↓ arrow keys on your keyboard to scroll through your e-mail groups until you find the one you want to update.
- If you want to view the contents of a group click the *Run Report* button.

- To make changes to a group then simply alter the text field entries for *Group Name*, *Expiry Date* and so on as appropriate.
- Click on the *Update Group* button. Down on the left-hand side on the status bar will be displayed the message 'Transaction Complete: *n* record(s) applied and saved'. You have successfully updated your e-mail group.
- Click on the *Return* button to return to the e-mail options screen.
- Click *Exit* to return to the main SRS screen.

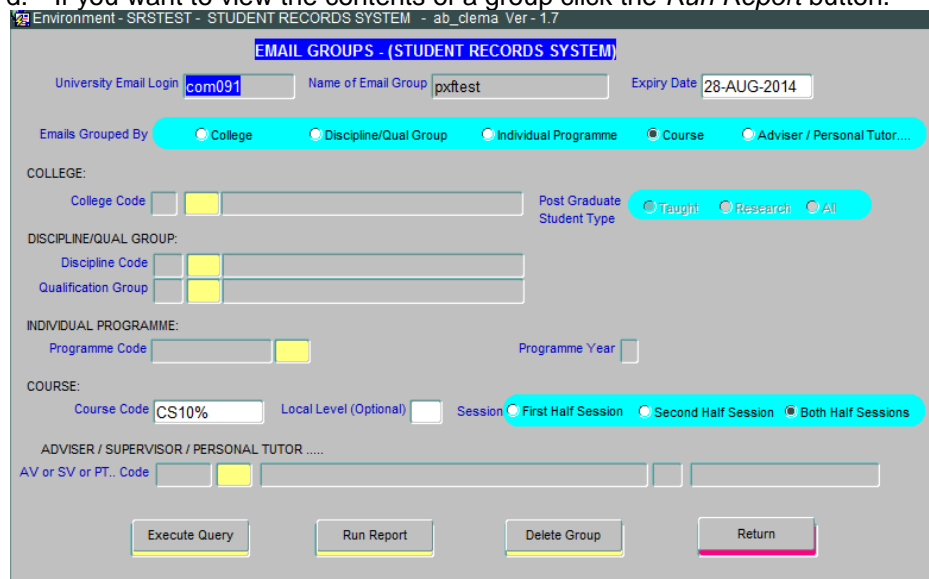
3. Delete an E-mail Group

This option can be used to review (query) any e-mail group(s) you currently have or to remove an existing group.

From the Main Menu select *Reports/Departmental* and then click on *Automatic E-mail Lists* to obtain the following screen.



- Select the *Delete Group* radio button to get this screen.
- Enter your *User ID* and click the *Execute Query* button.
- Details of one of your e-mail groups will be shown in the text boxes. Use the ↑ and ↓ arrow keys on your keyboard to scroll through your e-mail groups until you find the one you want to delete.
- If you want to view the contents of a group click the *Run Report* button.



- To delete a group just click on the *Delete Group* button.
- Click the *Return* button to return to the e-mail options screen.
- Click the *Exit* button to return to the main SRS screen.

4. Retrieve a Deleted E-mail Group

This option can be used to retrieve any e-mail group(s) you have deleted within the last 6 months.

From the Main Menu select *Reports/Departmental* and then click on *Automatic E-mail Lists* to obtain the *E-mail Group Menu*.

- Select the *Retrieve Deleted Group* radio button to get this screen.
- Enter your *User ID* and click the *Execute Query* button.
- Details of one of your e-mail groups will be shown in the text boxes. Use the ↑ and ↓ arrow keys on your keyboard to scroll through your e-mail groups until you find the one you want to remove.

- d) If you want to view the contents of a group click the *Run Report* button.
- e) To retrieve a group just click on the *Restore Group* button.
- f) Click the *Return* button to return to the e-mail options screen.

Environment - SRSTEST - STUDENT RECORDS SYSTEM - ab_clema Ver - 1.7

EMAIL GROUPS - (STUDENT RECORDS SYSTEM)

University Email Login Name of Email Group Expiry Date

Emails Grouped By College Discipline/Qual Group Individual Programme Course Adviser / Personal Tutor....

COLLEGE:

College Code Post Graduate Student Type Taught Research All

DISCIPLINE/QUAL GROUP:

Discipline Code

Qualification Group

INDIVIDUAL PROGRAMME:

Programme Code Programme Year

COURSE:

Course Code Local Level (Optional) Session First Half Session Second Half Session Both Half Sessions

ADVISER / SUPERVISOR / PERSONAL TUTOR

AV or SV or PT.. Code

- g) Click the *Exit* button to return to the main SRS screen.