

Scheduling Tutee meetings in MyAberdeen using Groups

For 2016 Academic Year, Personal Tutors can use the **Groups** facility in MyAberdeen to organise their meetings (initial welcome, exam reflection) with tutees.

If you wish, you can also use MyAberdeen to schedule additional meetings with your tutees.

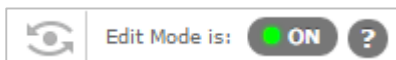
This guide shows you:

- 1 How to set up Groups and schedule Tutee meetings
- 2 How to edit Groups – e.g. change time and/or location of meeting, Email Group members
- 3 What the tutees see

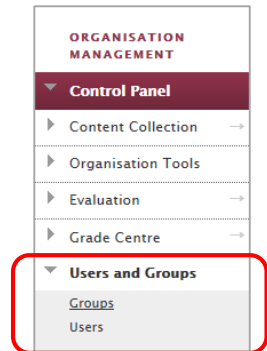
1. How to set up Groups to schedule Tutee meetings

First, you will need to create a Group for each meeting.

- Log into MyAberdeen
- Under **Organisations**, locate **[Your Name] Personal Tutees**
- Ensure **Edit Mode** is on

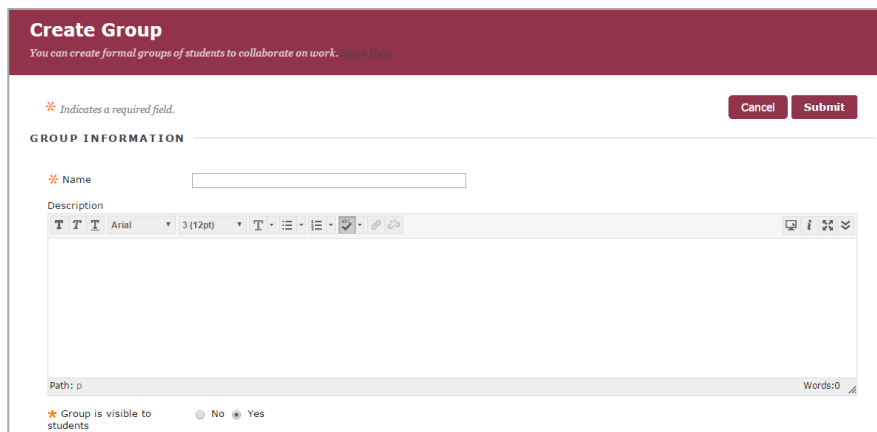


- Under the **Control Panel**, select **Users and Groups**
- Select **Groups**
- The **Groups** screen opens



- Select **Create**, and from the drop down menu select **Manual Enrol**
 - **Manual Enrol** is used for September and January meetings and ensures students are enrolled in a Group.
 - If you want to schedule meetings throughout the semester to which students enrol themselves, you should use **Self-Enrol**.

- The **Create Group** screen opens



On this screen, you enter the details of the meetings you would like to create. For example:

- If you have 20 tutees and you are meeting them on an individual basis, you should repeat this process 20 times.
- If you are meeting your tutees by Year Group, then you only need to do this 4 or 5 times.
- Under **Group Information**, you should include key information for the students' benefit:
 - In **Group Name** field, type in the meeting title, date and time, e.g.
Personal Tutor meeting, Thursday 10 September, 09:30-09:45
 - In the **Description** field, provide further information, including the location of the meeting, e.g.
This is your personal tutor meeting. The meeting will be held in Room G9, Zoology.
- Please make sure that you keep **Yes** selected under the **Group is visible to students**, below the **Description Box**

Group is visible to students No Yes

- Under **Tool Availability**, make sure you tick following checkboxes:

- Discussion Board
- Email
- File Exchange
- Tasks

TOOL AVAILABILITY

Blogs
 No marking
 Grade: Points possible:

Discussion Board
 Allow any group members to create forums.
 Do not allow student group members to create forums.

Email

File Exchange

Journals
 No marking
 Grade: Points possible:

Tasks

WebPA

Wikis
 No marking
 Grade: Points possible:

You'll find further guidance on using Group tools such as Discussion Boards, File Exchange, and Tasks, on the Centre for Academic Development's eLearning website:

www.abdn.ac.uk/eLearning/myaberdeen/tutorials/

- Scroll down to **Membership**, at the bottom of the page, and select **Add Users** (it is important to note that students will only be available when they have completed e-registration):

MEMBERSHIP

No lessons have been added.

Click **Submit** to proceed. Click **Cancel** to go back.

- You will then be provided with a list of your tutees. Select the tutee(s) from the list and click **Submit**.
- You should then see your tutees listed under **Membership**:

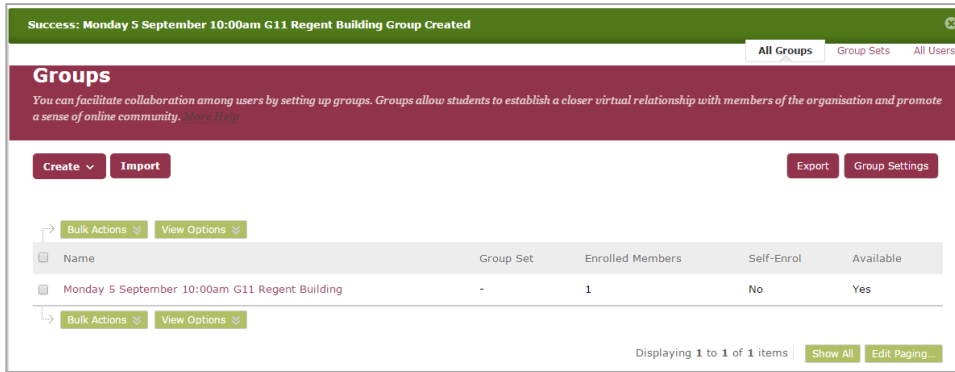
MEMBERSHIP

Added selected users to group.

Username	First Name	Last Name	Role	
u06kjm13	KIRSTY	MILNE	Student / Participant	<input type="checkbox"/>

Click **Submit** to proceed. Click **Cancel** to go back.

- Click **Submit** to return to the **Groups** screen



- Continue to do this for all of your groups and tutees.

2. Edit your Groups

Edit your groups to:

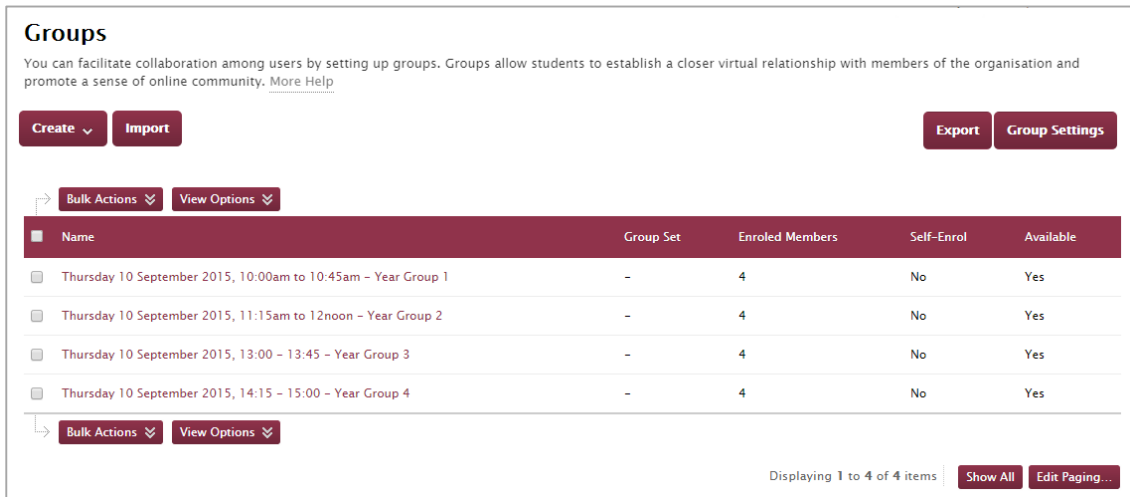
- Change the date/time/location of a meeting
- Add/remove tutee(s)
- Email a Group

Switch on Edit mode

- On your list of **Groups** page, make sure **Edit Mode is ON**




- This will open up the page for editing:

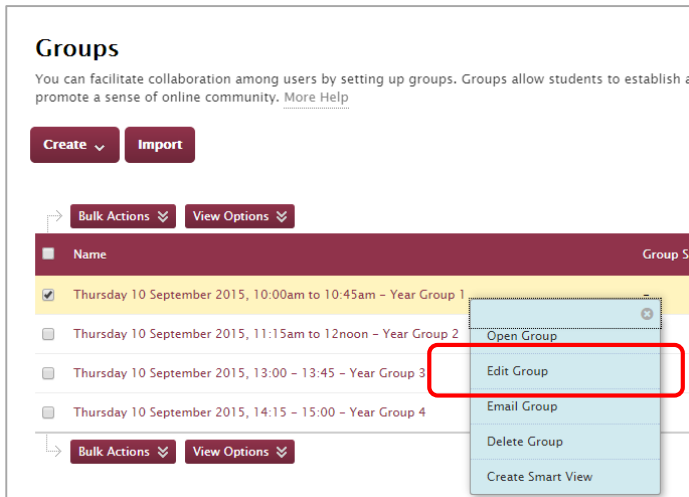


Change date/time/location of a meeting

To edit the details of a meeting

- Hover over the Group title and click the drop-down arrow 

- Select **Edit Group** from the pop-up context menu:

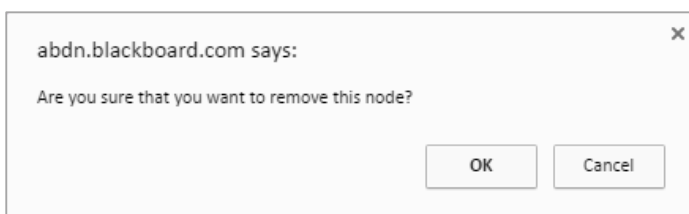


- The **Edit Group** screen will open:

- Edit your meeting details as appropriate, then click **Submit** to save your changes.

To add/remove tutee(s)


- Hover over the Group title and click the drop-down arrow
- Select **Edit Group**
- Scroll down to **Membership**
- Select either **Add Users** or **Remove Users**
- If you wish to **Remove User**, you will be prompted to confirm

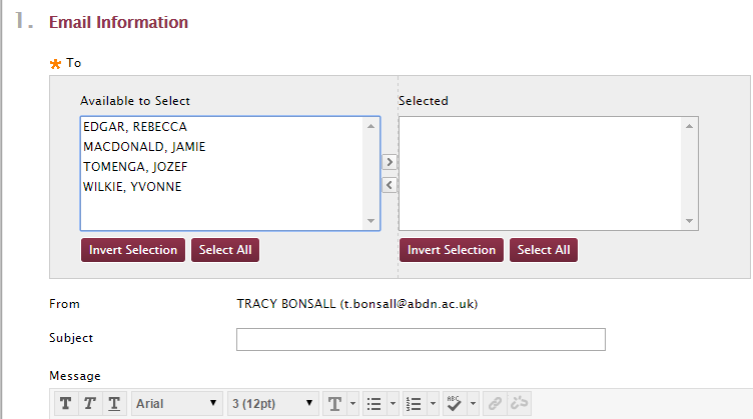



- If you are sure the users are to be removed then select **OK**
- To **Add Users**, when the button is selected you will then be taken to a list of your tutees and you can select the tutee(s) that you wish to add.
- Click **Submit** to save your changes.

Email a Group

If you want to email a Group for any reason:

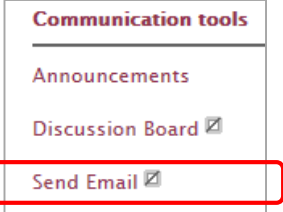
- Hover over the Group title and click the drop-down arrow 
- Select **Email Group** from the pop-up context menu.
- The **Email information** screen will open:



- To email the Group of students, click **Select All** and then click the  arrow to move the student names into the **Selected** box.
- Complete the **Subject** and **Message** boxes, and then click **Submit** to send your email.

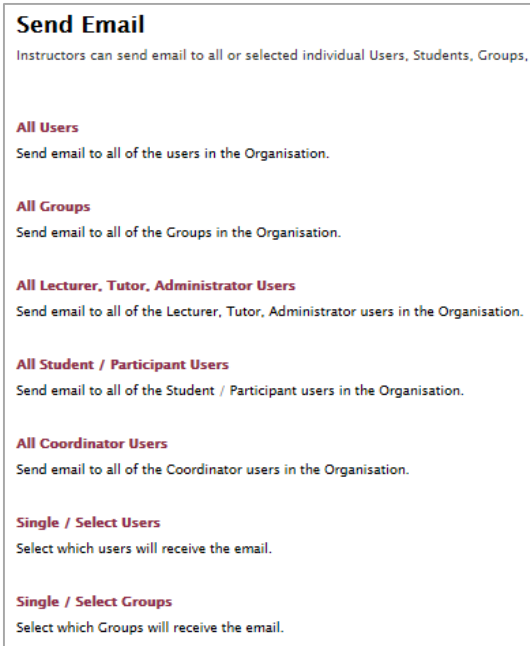
Email All/Single/Select Groups, etc.

- Open **Send Email** from **Communication tools**




Select from the list of options:

The process for sending email is the same for each – and is as described below, for Single/Select Users.



Single/Select Users Option

Allows you to select one, all or a selection of students.

- Select student and click the  arrow to move into the **Selected** box.
- Complete the **Subject** and **Message** boxes, and then click **Submit** to send your email.

Submit

This process is the same for all options above.

Single / Select Users

* Indicates a required field.

1. Email Information

To

Available to Select	Selected
ANUICHA, CHUKWUEBUKA	BINSALL, TRACY
BARNES, STEPHANIE	
COULL, BETHANY	
FINDLATER, FIONA	
GEORGIEV, GEORGI	
JACK, ALISON	

From: FIONA FINDLATER (f.findlater@abdn.ac.uk)

Subject:

Message:
Press Tab to enter the content editor. For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Test message.

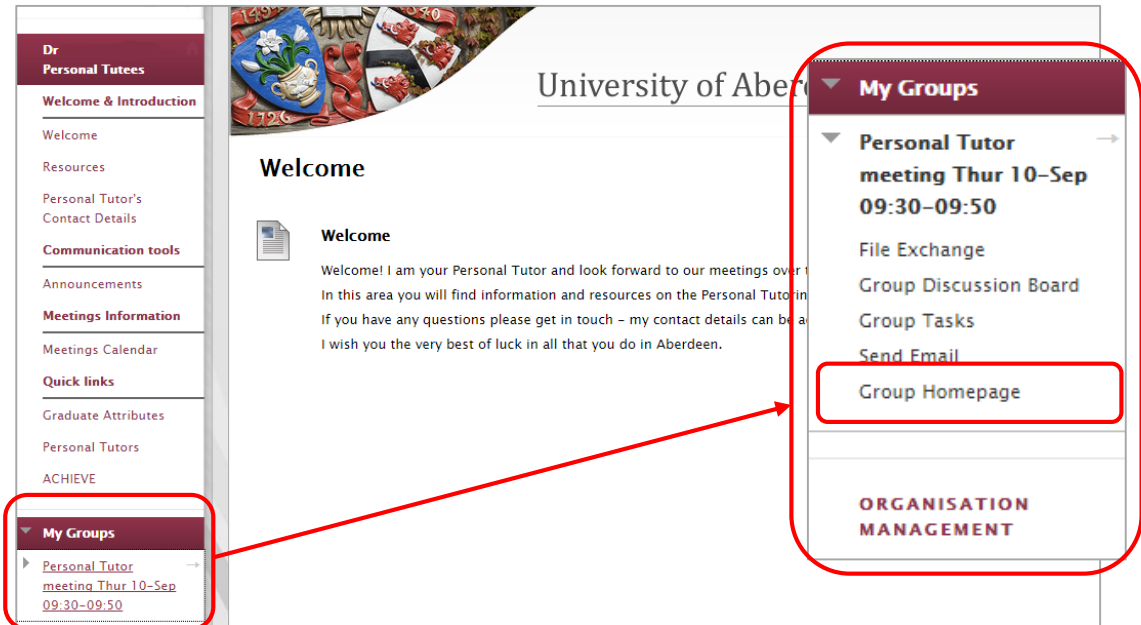
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The Tutees View

Students can then log into MyAberdeen and go to the Group page.

To see meeting details the student should:

1. Click on the Personal Tutor meeting title – e.g. **Personal Tutor meeting Thurs 10-Sep 09:30-09:50** – to expand the menu options:



2. Then click on **Group Homepage** for an expanded view showing meeting location, any tools that are available, and other members of the Group (if applicable):

