

MyCurriculum: Overview for Personal Tutors

Version 2.1, 11/09/17

About MyCurriculum

MyCurriculum is the University's online course selection system . Using MyCurriculum and MyTimetable students make their own course selection and access personal timetables via a computer or mobile device. More information and supporting materials are available at: www.abdn.ac.uk/mycurriculum

Information for Personal Tutors

There is functionality within the system to display a list of your tutees, along with their details and contact information, as well as a facility to view the course choices they have made – this is on a read-only basis. The facility does exist to use the system to record notes against an individual student should you wish to do so.

Separate guidance on the use of MyTimetable is available at www.abdn.ac.uk/infohub/study/timetables-550

For more about Personal Tutors, visit: www.abdn.ac.uk/staffnet/teaching/personaltutors

Access MyCurriculum

1. Go to www.abdn.ac.uk/staffnet/secure/management-information-systems-1428.php
2. Log in with your University username and password.
3. Under **Quick Launch** click **MyCurriculum – online course selection (Staff access)**.
4. On the MyCurriculum Welcome page click **Login**.
5. Enter your **University username** (eg abc123) and **password**.
6. Click the **Login** button.



The system will time out after 10 minutes of inactivity.

View your list Personal Tutees

1. To see a list of your Personal Tutees click **Student List** (on the left of the Welcome page).

[Student List](#)



You can return to the **Welcome** page at any point by clicking **Home** (top right). From here you can access your Personal Tutees (**Student List**), view frequently asked questions about MyCurriculum (**FAQs**), or log out.

2. The **Student List** page will open showing a list of your personal tutees, for example:

Student List						
Student List						
[Show Search Parameters]						
Surname	Forename	Student ID	Login Email	Telephone	Mobile	Date of Birth
Bloggs	Joanna	51234567	j.a.bloggs.14@aberdn.ac.uk	07123456789		01/02/1993
Example	Anthony	52345678	a.example.14@aberdn.ac.uk	07234567890		14/05/1994

Note: Depending on the number of tutees you have this list may take a few seconds to display. If you are a **GoAbroad Tutor** you will not see a list of tutees but instead can use the **Search Parameters** to look up students (as described on page 3).

Optional: Email a Tutee

- You can click on a student's email address (in the **Login email** column) if you want to send a quick message to that student's University account.

Login Email
j.a.bloggs.14@aberdeen.ac.uk
a.example.14@aberdeen.ac.uk
i.l.harris.14@aberdeen.ac.uk

View a student's enrolment details



- From the **Student List** page click the **plus icon** to the left of a student's name.
- The student's enrolment details will open in a new row below the basic information.

51234567: Joanna Alice Bloggs

Student List

Student List

[Show Search Parameters]

Surname	Forename	Student ID	Login Email	Telephone	Mobile	Date of Birth
Bloggs	Joanna	51234567	j.a.bloggs.14@aberdeen.ac.uk	07123456789		01/02/1993

Stage Code	Year	Course Title	Application Date	Status	Offers	
Provisional	2015	Bachelor Of Science (Honours) Geography Programme Year 3	05/03/2015	PRC in Progress	<input type="checkbox"/>	Review Details
Enrolment	2014	Bachelor Of Science (Honours) Geography Programme Year 2		Enrolled	<input type="checkbox"/>	Review Details
Enrolment	2013	Master Of Arts (Honours) Geography Programme Year 1		Enrolled	<input type="checkbox"/>	Review Details

- Click **Review Details** to view the student's course selection for the current year.

Review Details



Make sure that when reviewing your student's details you click on the **most recent** information in the **Year** column.

- The student's course selection summary opens, showing course selections made to date, for example:

< Back to Student List

Modify Selection Alternative Programmes Confirm Selection >

Bachelor of Science (Honours) Biology | Programme Year 3 - Full-time

Your course selection is shown below. If you are happy with your choices click **Confirm Selection** to go to the **Terms and Conditions**. To make changes click **Back to Course Selection**.

PLEASE NOTE: To finalise your course selection you **MUST** go to the next screen by clicking on **Confirm Selection** and confirm that you have read and accepted the **Terms and Conditions**.

Selected Credits **60** Remaining Credits Sub Session 1 Sub Session 2

Full Year Courses			
Code	Description	Credits	Level
No courses selected			

Sub Session 1			
Code	Description	Credits	Level
BI3010	Statistical Analysis of Biological Data	15	3
ZO3011	Animal Evolution and Biodiversity	15	3

Sub Session 2			
Code	Description	Credits	Level
PL3505	Plant-Environment Interactions	15	3
ZO3513	Environmental Physiology	15	3

- At this point you have the **option** to record notes about the student's course selection for future reference (click **Review Selection**, top right – more instructions below) or return to the student list without making notes.

- If you **don't** want to record notes for future reference click **Back to Student List** (top left).

< Back to Student List

- If you **do** want to record notes follow the **optional steps** below.

Optional: Record notes for future reference

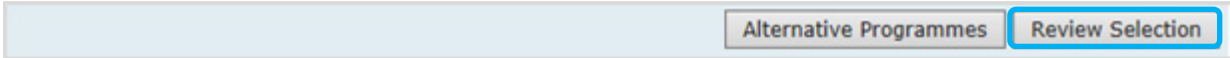


There is **no obligation** to add notes or requirement to tick checkboxes on the **Tutor Review** window. However, if you wish to record notes against a student for future reference, this is where you can do it.

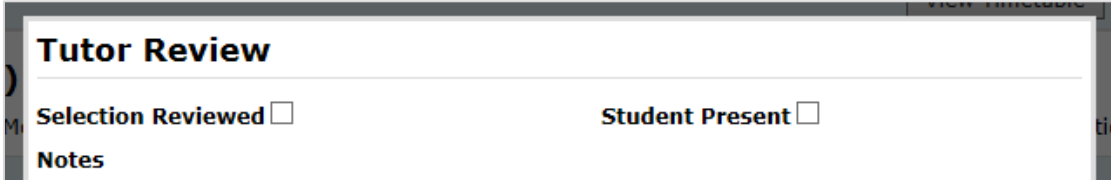


Please be aware that any information recorded is available to students on request via the Data Protection Act.

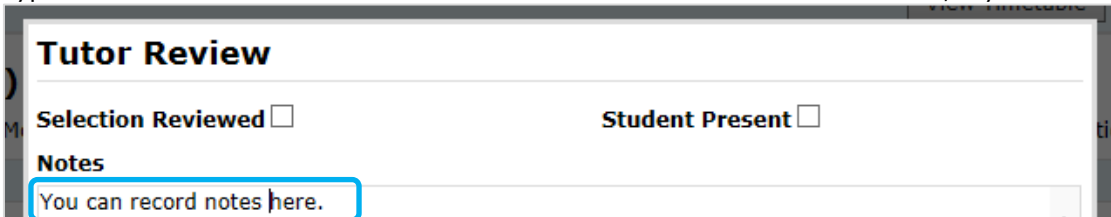
8. If you want to record notes click **Review Selection** (top right of the student's summary page).



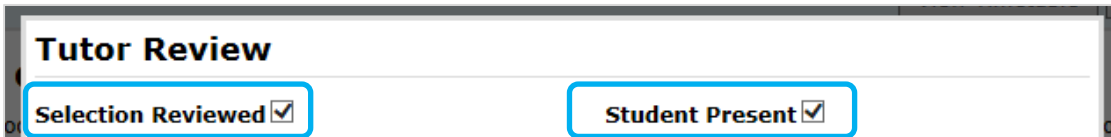
9. This opens the **Tutor Review** window.



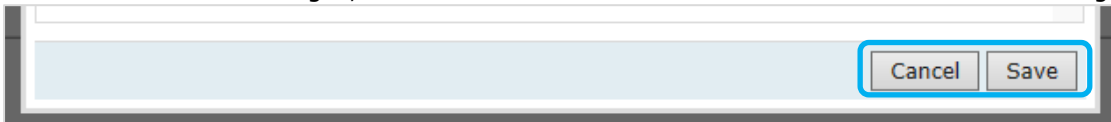
10. Type notes about the student's course selection in the **Tutor Review** window, if you wish.



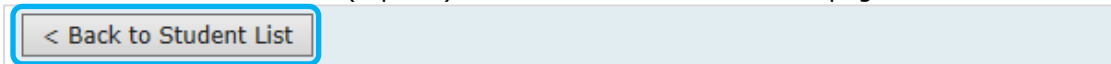
11. Tick the **Selection Reviewed** and **Student Present** checkboxes to record that you have met the student and reviewed the course selection.



12. Click **Save** to retain changes, or **Cancel** to close the **Tutor Review** window without saving.



13. Click **Back to Student List** (top left) to return to the **Student List** page.



14. If you ticked **Selection Reviewed**, the **Reviewed** checkbox for the year in question will be ticked.

Status	Offers		Reviewed
PRC in Progress	<input type="checkbox"/>	Review Details	<input checked="" type="checkbox"/>
Enrolled	<input type="checkbox"/>	Review Details	<input type="checkbox"/>

Search for a student

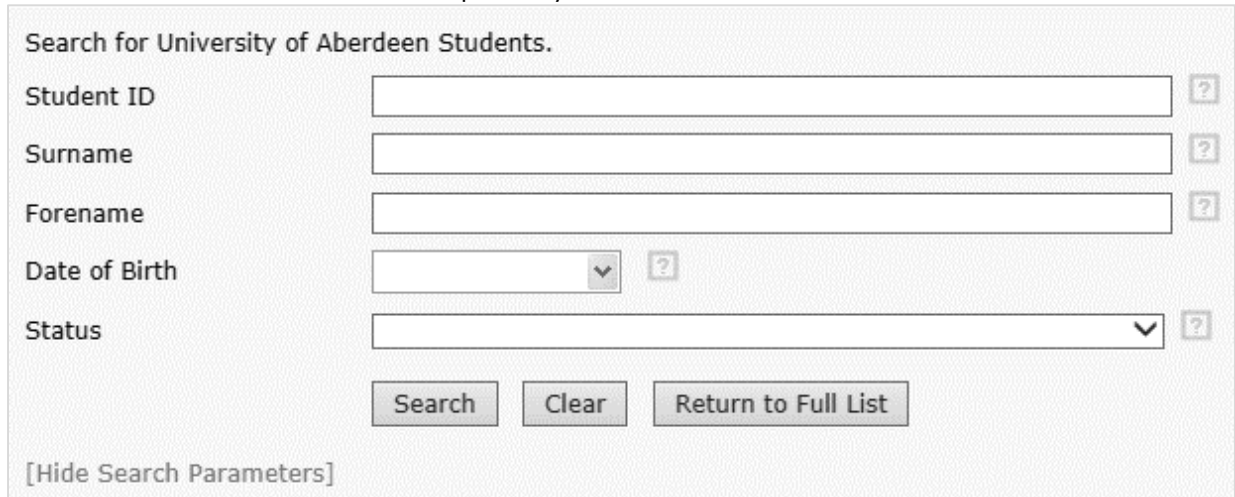


If you have a long list of **Personal Tutees** you may find it easier to locate students using the **Search Parameters** available at the top of the **Student List** page.

15. On the **Student List** page click **Show Search Parameters** (above the list of students).

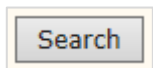


16. The **Search Parameters** area will expand – you can click **Hide Search Parameters** to close it.



The screenshot shows the 'Search Parameters' area. It has a title 'Search for University of Aberdeen Students.' Below the title are five search fields: 'Student ID', 'Surname', 'Forename', 'Date of Birth', and 'Status'. Each field has a search icon to its right. Below the fields are three buttons: 'Search', 'Clear', and 'Return to Full List'. At the bottom left of the area is a link '[Hide Search Parameters]'.

17. You can search using any of the fields shown in the **Search Parameters** area. Type your search parameter and click **Search**.



18. To return to your full list of Personal Tutees click **Return to Full List**.



The screenshot shows the 'Search Parameters' area with the 'Return to Full List' button highlighted with a red box. The other buttons 'Search' and 'Clear' are also visible.

Log out of MyCurriculum

19. Click **Home** (top right of screen) to return to the **Welcome** page.

20. Click **Logout** (left of screen).



Further information and help

Visit the [MyCurriculum Support System](#) for more help using MyCurriculum.