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).

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:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Login Email</th>
<th>Telephone</th>
<th>Mobile</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>51234567</td>
<td><a href="mailto:j.blogs14@abdn.ac.uk">j.blogs14@abdn.ac.uk</a></td>
<td>07123456789</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12345678</td>
<td><a href="mailto:j.example1@abdn.ac.uk">j.example1@abdn.ac.uk</a></td>
<td>07234567890</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

View a student’s enrolment details

3. From the Student List page click the plus icon to the left of a student’s name.

4. The student’s enrolment details will open in a new row below the basic information.

5. Click Review Details to view the student’s course selection for the current year.

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

6. The student’s course selection summary opens, showing course selections made to date, for example:

7. 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).

- 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.

**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.

Search for University of Aberdeen Students.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Forename</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
</tr>
</tbody>
</table>

[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**.

**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.