

# 'How To' Guide to SRS

## View & Print a copy of Tutee List By Personal Tutor

The 'How To' Guides are a series of user-friendly documents designed to help users of the Student Records System (SRS) to carry out everyday activities. They are intended to help carry out common tasks quickly, with hints and tips where possible.

### Summary

This screen allows Personal Tutors to view and print a list of Tutees with photos and to download a list of your students with email, course stage, programme, etc into Excel.

### Objective

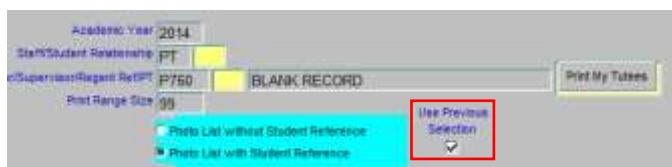
- How to download list of Tutees to Excel
- How To view and print a list of Tutees by Personal Tutor.

### How to download list of Tutees to Excel

From the Student Record main menu go to *Reports menu, Departmental Reports* and select the *Photographic List of Advisees* option.

**Note:** All references to Advisor/Advisee will be removed in due course within the system.

- Deselect the *Use Previous Selection* check box to enter new criteria in.



**Note:** If you do not deselect the Use Previous Selection check box and click execute query you will be able to view or print your last report.

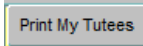
- Enter the **current** academic year (2014 for 2014/15) in to the *Academic Year* field.
- Enter either PT - Personal Tutors, SV - Supervisor or RG – Regent in the *Staff/Student Relationship* field.
- Enter your Personal Tutor code in the *Advisor/Supervisor/Regent Ret/PT* field, if known. Personal Tutor codes are a 4-digit code starting with a P, and 3 numeric characters e.g. P134.

**Note:** You can search by entering P% and click on the yellow box alongside it to get a window of a list of Personal Tutor codes.

Click on the *Find* box at top of window and enter your Surname after the P%. Click on the *Find* button at the bottom of the list of values window. Click to select your name and click on the OK button.

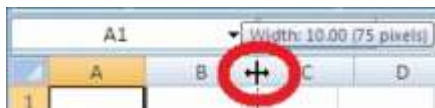
- In the *Print Range Size* field enter a print range size. Personal Tutors can have up to 20 students (some have more depending on sabbatical cover) it may be best if the print range size is given as 30 to ensure all PTs get a full list.
- Either radio button selection for *Photo List with Student Reference* or *without* will output the same information to Excel, email address, student ID, Programme, Course stage, etc.

- g) Click the *Print My Tutees* button. This will open an Excel spreadsheet list, as shown below, with your tutees, including email address and Course Stage.



Personal Tut			Students Details										
Ref No	NAME	Email	School	Student Id	Surname	First Name	School1	School2	Programme	Programme	Email	Course Stage	Student Status
PEDE	MR PATRICK	p.majiyakuri	SCHOOL OF LAW										
				51396812			SCHOOL OF LAW		09M32070	LIB HONS	elizabeth.r.n	2 P	
				51396813			SCHOOL OF LAW		09M32070	LIB HONS	c.mccready,i	2 P	
				51396814			SCHOOL OF LAW		09M32070	LIB HONS	haley.mcorak	2 P	
				51119536			SCHOOL OF LAW		09M32070	LIB HONS	s.gruppig,l	3 P	
				51227415			SCHOOL OF LAW		09M32070	LIB HONS	fraser.godsm	3 P	
				51227391			SCHOOL OF LAW		09M3N170	LIB OPT MAH	k.fryer,l2@u	3 P	
				51227392			SCHOOL OF LAW		09M32070	LIB HONS	sarah.kerr,lj	3 P	
				51229642			SCHOOL OF LAW		09M35170	LIB FRENCH	i.p.m.sielezin	3 P	
				51119154			SCHOOL OF LAW		09M52070	LIB HONS	gsantos,ltd	4 P	
				51119134			SCHOOL OF LAW		09M52070	LIB HONS	j.batron,l1@	4 P	
				51124737			SCHOOL OF LAW		09M32070	LIB HONS	l.chan,l1@u	4 P	
				51123071			SCHOOL OF LAW		09M32070	LIB HONS	p.majij,l1@	4 P	
				51122067			SCHOOL OF LAW		09M32070	LIB HONS	l.clerk,l1@u	4 P	
												Total Count	13

**Note:** The columns can be resized to view all the text, simply by highlighting columns B-O, placing cursor in between the column header B & C and double clicking.



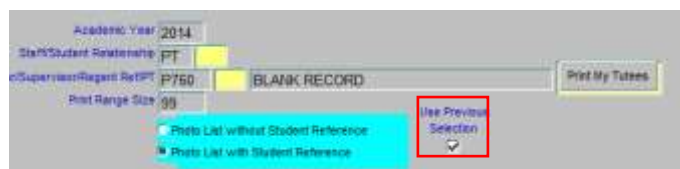
- h) Click *Save* icon to save file or Ctrl +P to print file and exit Excel.
- i) Click on the Java cup icon on the Task bar to return to SRS.
- j) Click the *Exit* button to return to the main menu screen.

### How to view & print a copy of Tutee List By Personal Tutor

From the Student Record main menu go to *Reports menu, Departmental Reports* and select the *Photographic List of Advisees* option.

- a) Deselect the *Use Previous Selection* check box to enter new criteria in.

**Note:** If you do not deselect the *Use Previous Selection* check box and click execute query you will be able to view or print your last report.



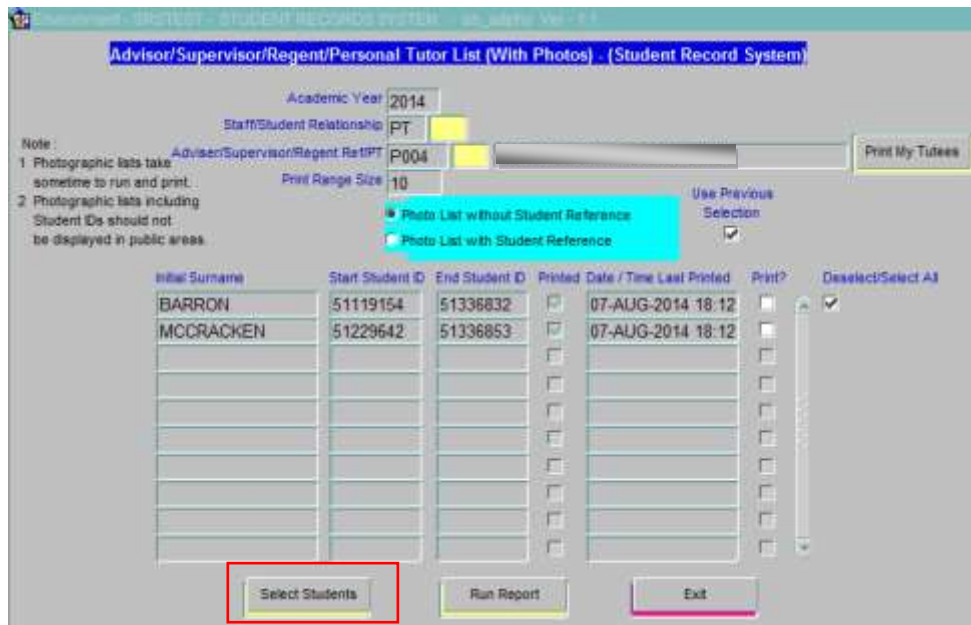
- b) Enter the **current** academic year (2014 for 2014/15) in to the *Academic Year* field.
- c) Enter either PT - Personal Tutors, SV - Supervisor or RG – Regent in the *Staff/Student Relationship* field.
- d) Enter your Personal Tutor code in the *Adviser/Supervisor/Regent Ret/PT* field, if known. Personal Tutor codes are a 4-digit code starting with a P, and 3 numeric characters e.g. P134.

**Note:** You can search by entering P% and click on the yellow box alongside it to get a window of a list of Personal Tutor codes.

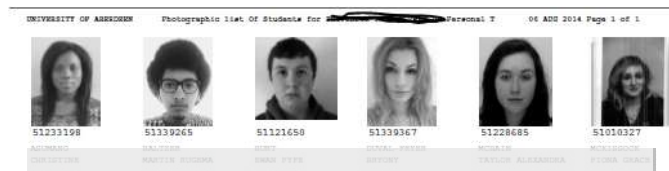
Click on the *Find* box at top of window and enter your Surname after the P%. Click on the *Find* button at the bottom of the list of values window. Click to select your name and click on the OK button.

- e) In the *Print Range Size* field enter a print range size. Personal Tutors can have up to 20 students (some have more depending on sabbatical cover) it may be best if the print range size is given as 30 to ensure all PTs get a full list.

- f) Select *Photo List with Student Reference* radio button. This will give photo and Student ID number.



- g) Click the *Select Students* button to populate the grid.  
 h) The grid will display the Surname and Student ID of the first student in each block of print range, together with the Student ID of the last student in each print range.  
 i) Deselect the checkboxes in the *Print?* column for any groups you do not wish to print at this time.  
 j) Click the *Run Report* button. The report will open in a new browser window. You will now have access to a photographic list of your tutees as shown below



- k) Use the File, Print... option to print out the first range of students.  
 l) Click on the Java cup icon on the Task bar to return to SRS and click the *OK* button on the *Print Control* dialog box to continue printing the next range or *Cancel* if you wish to discontinue printing at this time.  
 m) Click the *Exit* button to return to the main SRS screen and close the browser window if it is still open.

