

TRAINING COURSE	COURSE OBJECTIVES	COURSE DESCRIPTION
<p>MyCampus Fundamentals</p> <p>Topics covered:</p> <ul style="list-style-type: none"> Log-in Troubleshooting Log-in Issues Personalisations and Pagelets Navigation Favourites Search 	<p>This course covers the fundamentals of MyCampus use, including: Logging in; Troubleshooting Log-in Issues; Pagelets and Personalisations; Navigation; Favourites; and Searching.</p> <p>It introduces the basic functionality of MyCampus.</p>	<p>The course is available on the MyCampus Student Records Moodle page (http://moodle2.gla.ac.uk/course/view.php?id=6344). It consists of a Lesson and a Quiz.</p> <p>In order to receive basic access to MyCampus, you must complete the Lesson and pass the Quiz.</p>
<p>Enrolment</p> <p>Topics covered:</p> <ul style="list-style-type: none"> Block Enrolment Quick Enrolment Enrolment Controls 	<p>This course covers all aspects of the administrative enrolment process, including: Block Enrolment; Quick Enrolment; and Enrolment Controls.</p> <p>It explains how to enrol/drop/swap students on/from/to courses and amend/update course enrolment controls.</p> <p>This course should be taken alongside On Course Management.</p>	<p>The course is a 3-hour, lab-based training session, involving a presentation, functional demonstration, and practical tasks.</p> <p>Access to enrolment functions will be granted on completion of the training session.</p>
<p>Classes & Attendance</p> <p>Topics covered:</p> <ul style="list-style-type: none"> Class Roster Attendance Roster Managing Absence 	<p>This course covers recording student class attendance and absence, including: Class Roster; Attendance Roster; and Managing Absence.</p> <p>It explains how to work with class rosters, record student attendance/absence, and run attendance/absence reports.</p> <p>This course should be taken alongside Enrolment*.</p>	<p>The course is a 3-hour, lab-based training session, involving a presentation, functional demonstration, and practical tasks.</p>
<p>Grades & Awards</p> <p>Topics covered:</p> <ul style="list-style-type: none"> Grade Roster Final Awards (Degree Upload) 	<p>This course covers all aspects of assessment, including: Grade Roster; and Final Awards (Degree Upload).</p> <p>It explains how to create grade rosters and post grades, as well as completing students and adding final awards/uploading degrees.</p>	<p>The course is a 3-hour, lab-based training session, involving a presentation, functional demonstration, and practical tasks.</p> <p>Access to grades and awards functions will be granted on completion of the training session.</p>
<p>On Course Management</p> <p>Topics covered:</p> <ul style="list-style-type: none"> Enrolment Requirement Groups Student Groups Maintain Course Details 	<p>This course covers creating enrolment requirement and student groups, and maintaining course details/information, including: Enrolment Requirement Groups (ERGs); Student Groups; and Maintain Course Details.</p> <p>It explains how to control student eligibility for a course and to reserve places in classes for specific student populations, define and manage cohorts, as well as maintaining Course Coordinator, Good Cause Coordinator, and Course Administrator details.</p> <p>This course should be taken alongside Enrolment*.</p>	<p>The course is a 3-hour, lab-based training session, involving a presentation, functional demonstration, and practical tasks.</p>

TRAINING COURSE	COURSE OBJECTIVES	COURSE DESCRIPTION
<p>Adviser & Chief Adviser (Administrative)</p> <p>Topics covered:</p> <ul style="list-style-type: none"> Changing Academic Load Changing Program/Plan Update Requirement Term Add/Remove Service Indicators Enrolment Request Search [Chief Adviser only] Setting up/Allocating an Adviser [Chief Adviser only] 	<p>This course covers the most common tasks associated with advising responsibilities, including: Changing Academic Load; Changing Program/Plan; Updating Requirement Term; Add/Remove Service Indicators.</p> <p>For those with chief advising responsibilities, it also includes: Enrolment Request Search; and Setting up/Allocating an Adviser.</p> <p>It explains the roles of an Adviser and a Chief Adviser on MyCampus and is designed primarily for administrative staff.</p>	<p>The course is a 3-hour, lab-based training session, involving a presentation, functional demonstration, and practical tasks.</p> <p>The more general Adviser part of the session will last approximately 2 hours, with the last hour being dedicated to Chief Adviser functions. Only those taking on a Chief Adviser role will have to remain for the final part of the course.</p> <p>Access to advising/chief advising functions will be granted on completion of the training session.</p>
<p>Adviser & Chief Adviser (Academic)</p> <p>Topics covered:</p> <ul style="list-style-type: none"> Changing Academic Load Changing Program/Plan Update Requirement Term Add/Remove Service Indicators Enrolment Request Search [Chief Adviser only] Setting up/Allocating an Adviser [Chief Adviser only] 	<p>This course covers the most common tasks associated with advising responsibilities, including: Changing Academic Load; Changing Program/Plan; Updating Requirement Term; Add/Remove Service Indicators.</p> <p>For those with chief advising responsibilities, it also includes: Enrolment Request Search; and Setting up/Allocating an Adviser.</p> <p>It explains the roles of an Adviser and a Chief Adviser on MyCampus and is designed primarily for academic staff.</p>	<p>This training is available on an ad-hoc basis for academic staff taking on advising/chief advising responsibilities.</p> <p>Access to advising/chief advising functions will be granted on completion of the training.</p>
<p>Managing Research Students</p> <p>Topics covered:</p> <ul style="list-style-type: none"> Managing Research Students Research Summary Student Milestones Student Supervisor 	<p>This course covers the most common tasks associated with managing research students, including: Managing Research Students; Research Summary; Student Milestones; and Student Supervisor.</p> <p>It explains how to work with research students' MyCampus records and how to add/update student supervisors.</p>	<p>The course is a 3-hour, lab-based training session, involving a presentation, functional demonstration, and practical tasks.</p> <p>Access to managing research student functions will be granted on completion of the training session.</p>
<p>Advisement</p> <p>Topics covered:</p> <ul style="list-style-type: none"> Advisement Rules (Plan/Program) Building & Maintenance 	<p>This course covers the key concepts required to understand academic advisement (plan and program) rules, including Advisement Rules (Plan/Program) Building/Maintenance.</p> <p>It explains the logic, procedures, and conventions used in academic advisement, how to convert written progression requirements into system rules for MyCampus, and how to run advisement reports.</p>	<p>The course is a 3-hour, lab-based training session, involving a presentation, functional demonstration, and practical tasks.</p> <p>Access to advisement functions will be granted on completion of the training session.</p>
<p>MyCampus Workshops</p> <ul style="list-style-type: none"> Enrolment & On Course Management Adviser & Chief Adviser Classes, Attendance, Grades, & Awards Managing Research Students Advisement Rules (Plan/Program) Building & Maintenance 	<p>The workshops are designed for users to bring along their own specific MyCampus issues, whether they have attended training or not, to work through them with support from SLSD Student Records.</p> <p>They are split into topic-focused sessions, covering one or more MyCampus functions/processes.</p>	<p>The workshops are 3-hour, lab-based sessions, available to attend on a drop-in basis.</p>