

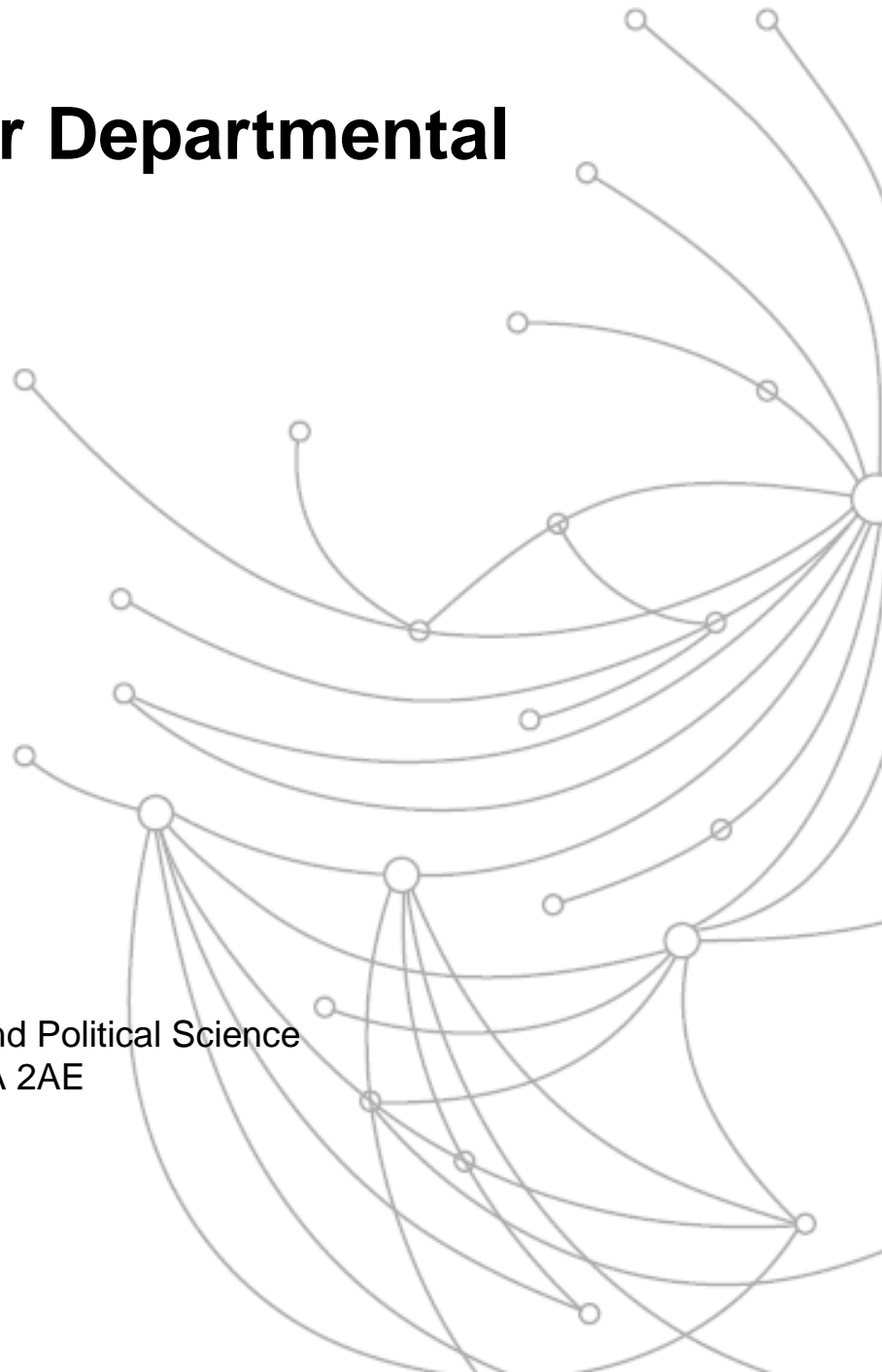


Information Management
and Technology

LSE for You: **Introduction for Departmental Managers**

User Guide

Version 3.0



London School of Economics and Political Science
Houghton Street, London WC2A 2AE
www.lse.ac.uk

1 LSE FOR YOU

1.1 What can LSE for You do?

LSE for You is an online system that allows you to:

- View your students' timetables
- Allocate course leaders and administrative support for your Graduate Programmes
- Configure the way that your student can enrol for Graduate Seminars
- Make your graduate courses 'controlled access'
- See photographs of your students, past and present
- View your past and present students examination results
- View your students' class registers
- Manage office hours for the department
- Nominate colleagues to monitor class register completion by your teachers.

1.2 Navigating LSE for You

The menu on the left hand side is where you will find all the main features of LSE for You.


Note: your menu may look different to the one below, as it will depend on the roles that have been allocated to you.

The image shows a screenshot of the LSE for You interface. At the top is a blue header with the LSE logo and the text 'LSE for You'. Below this is a red 'MY MENU' section. The menu is divided into three user role categories: 'Everyone', 'Staff', and 'Staff'. The 'Everyone' category includes 'Personalise My Menu', 'LSE for You Options', and 'News'. The 'Staff' category includes 'Termly Report Completion Reviewer', 'Registers', 'Timetable Clash Checker', 'Course Leader Allocation', 'Graduate Course Choice', 'Office Hours', 'Online Graduate Seminar Sign-up', and 'Timetable Viewer Plus'. Red arrows point from the menu items to explanatory text on the right. The 'Everyone' section is explained as options available to all users for account management. The 'Staff' section is explained as options that vary by role, including access to registers, office hours, and course leader allocations. Red numbers 2 through 9 are placed to the left of the menu items, with arrows pointing to them.

Role	Menu Item	Description
Everyone	Personalise My Menu	These are options that everyone at the LSE will have access to. Here you can manage your account details.
	LSE for You Options	
	News	
Staff	Termly Report Completion Reviewer	These are options will look different depending on the roles that are allocated to you. Here you will be able to access class registers, office hours and course leader allocations.
	Registers	
	Timetable Clash Checker	
	Course Leader Allocation	
	Graduate Course Choice	
	Office Hours	
	Online Graduate Seminar Sign-up	
	Timetable Viewer Plus	

1.2.1 Find help when you are navigating through LSE For You

If you need further assistance, please use the link on the top right of each screen, that says 'Help with...', to get more information about a specific page.

 This symbol will be used throughout this document to help you locate the help links.

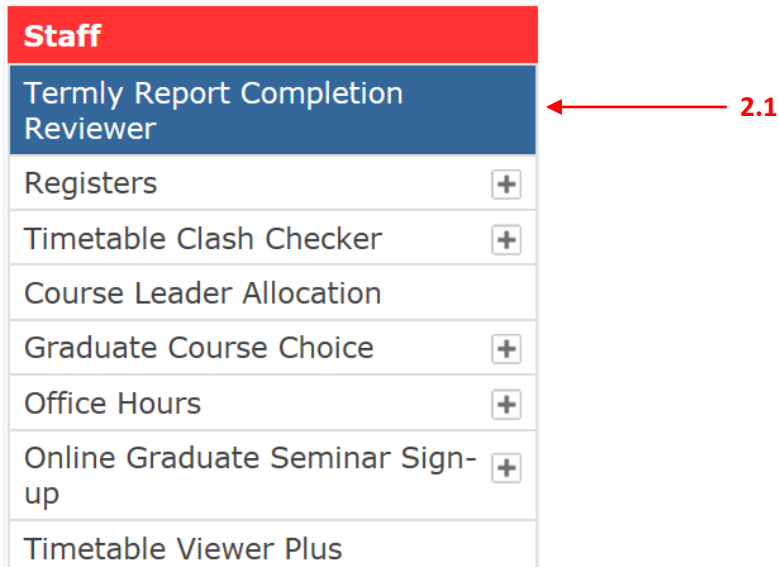
1.3 How do you get the “Department Manager” role?

To obtain this role contact the IT Service Desk (it.servicedesk@lse.ac.uk) who will assess whether you have authorisation and grant you the permission required. The options available on LFY for the Departmental Manager role are numbered from 2 to 9 as shown above.

2 TERMLY REPORT COMPLETION REVIEWER

2.1 What is the termly register completion reviewer?

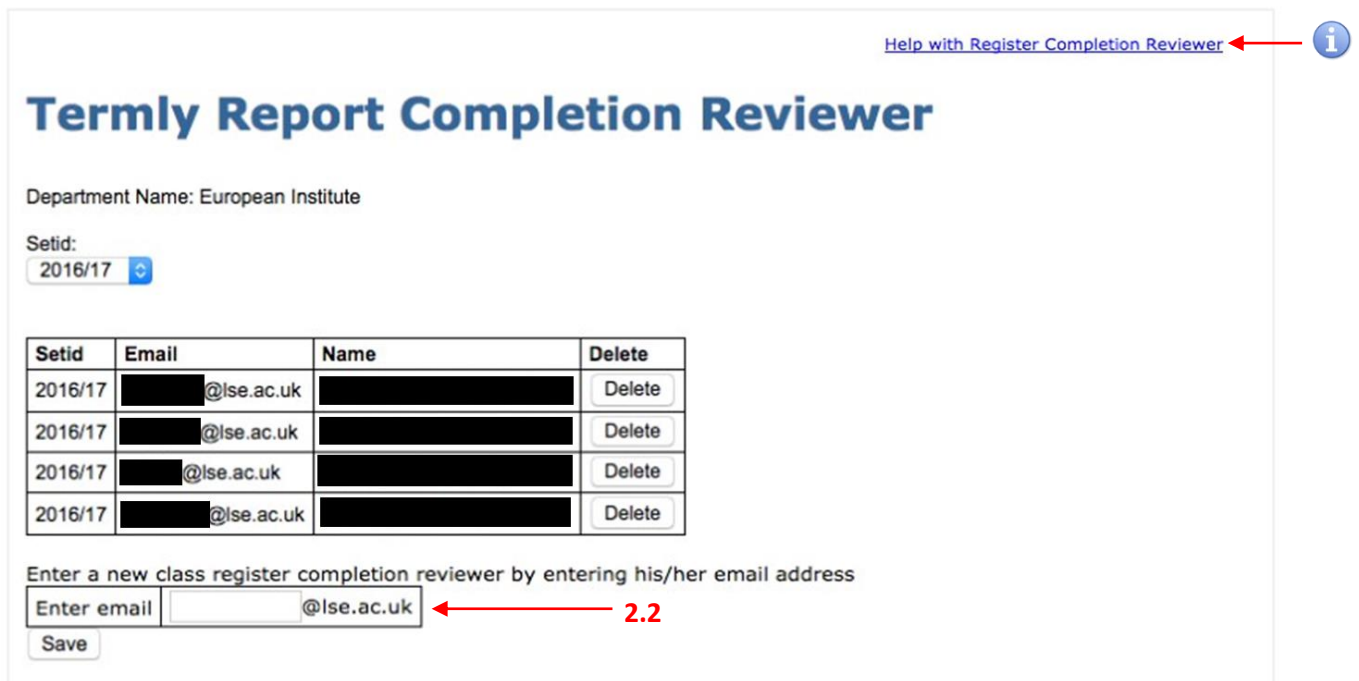
This application allows you to choose who in your department will be able to monitor the completion of class registers by your teachers.



A screenshot of a software interface showing a 'Staff' menu. The menu items are: Termly Report Completion Reviewer (highlighted with a red arrow and '2.1'), Registers (+), Timetable Clash Checker (+), Course Leader Allocation, Graduate Course Choice (+), Office Hours (+), Online Graduate Seminar Sign-up (+), and Timetable Viewer Plus.

2.2 Adding a new reviewer

To add a member of your department as a 'Register Completion Reviewer' you simply need to enter their LSE network email address at the bottom of the page and click "Save".



A screenshot of the 'Termly Report Completion Reviewer' page. It includes a 'Help with Register Completion Reviewer' link (with an information icon), the title 'Termly Report Completion Reviewer', and the department name 'European Institute'. The 'Setid' is set to '2016/17'. A table lists existing reviewers with columns for Setid, Email, Name, and Delete. At the bottom, there is a form to 'Enter a new class register completion reviewer by entering his/her email address' with an input field containing '@lse.ac.uk' and a 'Save' button. A red arrow labeled '2.2' points to the input field.

Setid	Email	Name	Delete
2016/17	██████@lse.ac.uk	████████████████	Delete
2016/17	██████@lse.ac.uk	████████████████	Delete
2016/17	██████@lse.ac.uk	████████████████	Delete
2016/17	██████@lse.ac.uk	████████████████	Delete

3 CLASS AND SEMINAR REGISTERS

3.1 What is it?

Registers are generated in the morning of a day of teaching and they are an online tool for teachers to record aspects related to the class they are teaching, such as student's attendance and course work. As a Department Manager you are able to sign-up for weekly reports of students' absence notes and to see the completion summary of all courses taught in your department.

Staff
Termly Report Completion Reviewer
Registers
Introduction
Absence Notes Report Subscription
Departmental Manager Register Completion Summary

← 3.1

← 3.2

← 3.3

3.2 Absence Notes Report Subscription

Here you can subscribe to a weekly email containing the absence notes issues to students in your department. Although this is optional, it can be used to detect and monitor students with attendance issues, which can be related to other problems that are affecting their academic performance.

Choose on whether you would like to receive this report by clicking 'Subscribe' or 'Do not Subscribe'. Then, 'Save' your option. You can change this anytime you like.

[Help with Absence Notes Report](#) ⓘ

Absence Notes Report Subscription

Sign-up to a weekly email of absence notes issued to students in your department. For queries contact lfy@lse.ac.uk

Update your Absence Notes Subscription(s):

Department	Subscription status
Department of Psychological and Behavioural Science	<input type="radio"/> Subscribe <input checked="" type="radio"/> Do not Subscribe

Save

Cancel All Changes

← 3.2

3.3 Register Completion Summary

Here you view the summary of the teachers' class register completions of your department for a select academic session. Usually, the selected academic year is the current one, but you can fetch previous sessions.

Essentially, you will see a table with the existing course list of your department, the group to which the course belongs to, the percentage of attendance recorded per class, as well as the percentage of complete course work both for MT and LT. This summary will give you a general view of how up to date your teachers' class registers are.

Departmental Manager Register Completion Summary ← 3.3

An Academic Tutorial related to this screen is available [here](#).

This is a summary of teacher class register completion for your courses for the session: 2016/17 ▼

Show attendance breakdown by week fetch

1
2
3
4
5
6
10 ▼

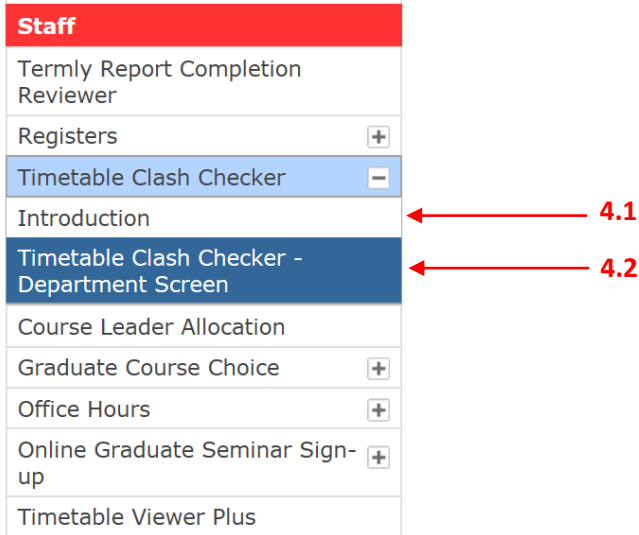
class	group	teacher	attendance percent complete	no. of 'Percentage of coursework complete' filled in MT	no. of 'Percentage of coursework complete' filled in LT	MT Comments	LT Comments
MY421M	01	██████	0	0	0	0	0
MY421M	02	██████	0	0	0	0	0
MY421M	03	██████	100	0	0	0	0
MY421M	04	██████	0	0	0	0	0
MY421M	05	██████	100	0	0	0	0
MY421M	06	██████	79	0	0	0	0
MY421M	07	██████	80	0	0	0	0
MY421M	08	██████	100	0	0	0	0
MY421M	09	██████	78	0	0	0	0
MY421M	10	██████	98	0	0	0	0

1
2
3
4
5
6
10 ▼

4 TIMETABLE CLASH CHECKER

4.1 What does the timetable clash checker do?

This application allows you to monitor the students who have clashes in their timetables. It will tell you who the student is and which classes clash.

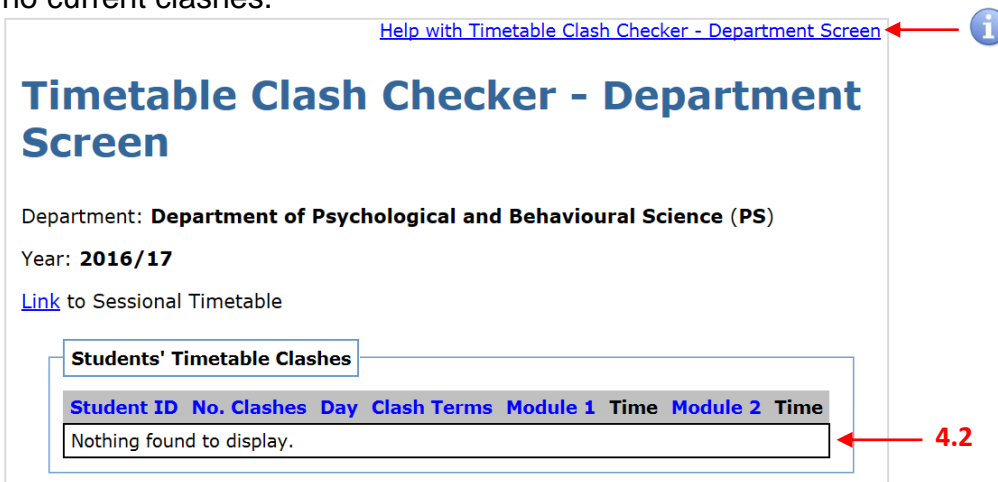


Staff

- Termly Report Completion Reviewer
- Registers +
- Timetable Clash Checker -** ← 4.1
- Introduction ← 4.2
- Timetable Clash Checker - Department Screen**
- Course Leader Allocation
- Graduate Course Choice +
- Office Hours +
- Online Graduate Seminar Sign-up +
- Timetable Viewer Plus

4.2 Timetable Class Checker – Department Screen

Here you can check any existing clashes in students' timetables. In this screen, there are no current clashes.



[Help with Timetable Clash Checker - Department Screen](#) ⓘ ← 4.2

Timetable Clash Checker - Department Screen

Department: **Department of Psychological and Behavioural Science (PS)**
Year: **2016/17**
[Link](#) to Sessional Timetable

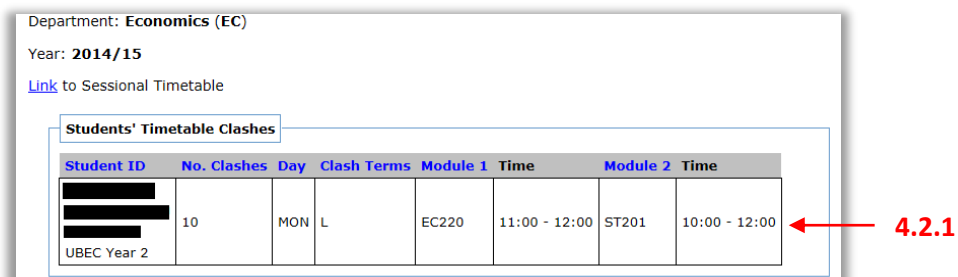
Students' Timetable Clashes

Student ID	No. Clashes	Day	Clash Terms	Module 1 Time	Module 2 Time
Nothing found to display.					

 ← 4.2

4.2.1 Existing Timetable Clash

In case of a timetable clash, you will see all the information related to it, such as the student ID, the term where the clash happens, the week day of the clash and the modules that clash with their respective times.



Department: **Economics (EC)**
Year: **2014/15**
[Link](#) to Sessional Timetable

Students' Timetable Clashes

Student ID	No. Clashes	Day	Clash Terms	Module 1 Time	Module 2 Time
██████████	10	MON L	EC220	11:00 - 12:00	ST201 10:00 - 12:00
██████████					
UBEC Year 2					

 ← 4.2.1

5 COURSE LEADER ALLOCATION

5.1 What is course leader allocation?

As a Department Manager you are able to allocate the 'Course Leader' role to members within your department.

By assigning an individual as a course leader they will gain LSE for You roles which will give them access to specific applications, such as:

- Course Leader Register Completion Summary
- Graduate Course Choice
- Managing Capped Course Requests
- Online Graduate Seminar Sign-up
- Administering Student Sign-up
- Managing Course Settings
- Graduate Student Seminar Sign-up
- Setting Seminar Size Limits


Staff	
Termly Report Completion Reviewer	
Registers	+
Timetable Clash Checker	+
Course Leader Allocation	← 5.1
Graduate Course Choice	+
Office Hours	+
Online Graduate Seminar Sign-up	+
Timetable Viewer Plus	

5.2 Allocating course leaders

You will have access to all programmes that are associated with your department. You can search for the course you are looking for by either scrolling down or by selecting a course category (the first number in the course code).

Simply add the email address of the user that you wish to add as course leader. Multiple course leaders are possible.

You can also fetch other academic sessions to consult previous allocated course leaders.

 If you need further assistance, please use the link on the top right of the screen, that says 'Help with Course Leader Allocation'.



[Help with Course Leader Allocation](#)

Course Leader Allocation

Setid:
2016/17

Select Course Category(s)

1 2 3 4 5 U [Update page](#)

Displaying 1 to 10 of 24 course(s) Number of records to show 10

Setid Course Id	(Course Category) Course Name	Email	Name	Add	Delete
2016/17 PS102	(1) Social Psychology	████████@lse.ac.uk	████████████████	Enter email Add another	Delete
2016/17 PS110	(1) Foundations of Psychological Science	████████@lse.ac.uk	████████████████	Enter email Add another	Delete
2016/17 PS400	(4) Contemporary Social and Cultural Psychology	████████@lse.ac.uk	████████████████	Enter email Add another	Delete
2016/17 PS404	(4) Organisational Social Psychology	████████@lse.ac.uk	████████████████	Enter email Add another	Delete
2016/17 PS409	(4) Political Psychology of Intercultural Relations	Unassigned		Enter email Add	Delete
2016/17 PS410	(4) Social Representations	████████@lse.ac.uk	████████████████	Enter email Add another	Delete
2016/17 PS415	(4) The Social Psychology of Economic Life	████████@lse.ac.uk	████████████████	Enter email Add another	Delete
2016/17 PS418	(4) Health Communication	████████@lse.ac.uk	████████████████	Enter email Add another	Delete
2016/17 PS421	(4) Issues in Social Psychology: Group Dynamics	████████@lse.ac.uk	████████████████	Enter email Add another	Delete
2016/17 PS428	(4) Knowledge Processes in Organizations	████████@lse.ac.uk	████████████████	Enter email Add another	Delete

← 5.2

Displaying 1 to 10 of 24 course(s) Number of records to show 10

6 GRADUATE COURSE CHOICE

In this category, you will see all of the options related to Graduate Course Choice, from allocating the programme administrators to configuring seminars and courses. There are further guides available if you click on the 'Graduate Course Choice' tab, followed by 'Introduction'.

Staff	
Termly Report Completion Reviewer	
Registers	+
Timetable Clash Checker	+
Course Leader Allocation	
Graduate Course Choice	-
Introduction	
Programme Administrator / Director Allocation Screen	← 6.1
Graduate Course Choice - Seminar Configuration	← 6.2.1
Graduate Course Choice - Manage Capped Course Requests	← 6.2.2
Graduate Course Choice - Configure Programmes	← 6.2.3
Graduate Course Choice - Synonymous Courses	← 6.2.4

6.1 Programme Administrator/Director Allocation Screen

Use this screen to add or remove the roles of Programme Administrator (PA) and/or Programme Director (PD). Remove a role using the 'Delete' button in front of each name; add a role using the allocation box and then clicking 'Update'. You are able to add more than one director or administrator to each course if you choose to.

By assigning programme administrators they will gain LSE for You roles which will allow them access to certain applications, such as:

- Graduate Course Choice
- Seminar Configuration
- Managing Capped Course Requests
- Configuring Programmes
- Defining Synonymous Courses
- Administering Student Sign-up

Programme Administrator / Director Allocation Screen

Department: Psychological and Behavioural Science

PA = Programme Administrator
PD = Programme Director

Academic year: 2016/17

Programme title	Role	Email	Name	
Visiting Research Student in the Department of Social Psychology	PA	████████@lse.ac.uk	████████	Delete
Visiting Research Student in the Department of Social Psychology	PD	████████@lse.ac.uk	████████	Delete
MPhil/ PhD in Social Psychology	PA	████████@lse.ac.uk	████████	Delete
MPhil/ PhD in Social Psychology	PD	████████@lse.ac.uk	████████	Delete
MSc in Organisational and Social Psychology	PA	████████@lse.ac.uk	████████	Delete
MSc in Organisational and Social Psychology	PA	████████@lse.ac.uk	████████	Delete
MSc in Organisational and Social Psychology	PD	████████@lse.ac.uk	████████	Delete
MSc in Organisational and Social Psychology	PD	████████@lse.ac.uk	████████	Delete
MSc in Organisational and Social Psychology	PD	████████@lse.ac.uk	████████	Delete
MSc in Psychology of Economic Life	PA	████████@lse.ac.uk	████████	Delete
MSc in Psychology of Economic Life	PD	████████@lse.ac.uk	████████	Delete
MSc in Social and Cultural Psychology	PA	████████@lse.ac.uk	████████	Delete
MSc in Social and Cultural Psychology	PA	████████@lse.ac.uk	████████	Delete
MSc in Social and Cultural Psychology	PD	████████@lse.ac.uk	████████	Delete
MSc in Social and Cultural Psychology	PD	████████@lse.ac.uk	████████	Delete
MSc in Social and Public Communication	PA	████████@lse.ac.uk	████████	Delete
MSc in Social and Public Communication	PA	████████@lse.ac.uk	████████	Delete
MSc in Social and Public Communication	PD	████████@lse.ac.uk	████████	Delete
MSc in Social and Public Communication	PD	████████@lse.ac.uk	████████	Delete

To allocate Programme Administrator or/and Programme Director

Programme title: Hold down CTRL to select multiple programmes	Visiting Research Student in the Department of Social Psychology MPhil/ PhD in Social Psychology MSc in Organisational and Social Psychology MSc in Psychology of Economic Life MSc in Social and Cultural Psychology MSc in Social and Public Communication
Enter email address for administrative/academic staff and tick box below for their role	<input type="text" value="████████@lse.ac.uk"/> <input type="checkbox"/> Programme Administrator <input type="checkbox"/> Programme Director
<input type="button" value="Update"/>	

- Managing Course Settings
- Graduate Student Seminar Sign-up
- Setting Seminar Size Limits

6.2 Graduate Course Choice

You are able to configure course choices including:

- Setting the number of seminar groups
- Setting the group sizes
- Choosing whether to have controlled access (students will not be able to register into the group unless they have been given permission)
- Manage the requests for places on capped courses (controlled access courses)

Please note that you can only designate a course as controlled access in the period before course choice opens. After that, you can only continue to make changes to the cap size and the messages to students.

6.2.1 Seminar Configuration

Here you can configure seminar's size by stating the group size limit and the maximum number of groups, as well as define the message that will be shown to the students.

MY MENU

Personalise My Menu

Everyone

LSE for You Options

News

Staff

Termly Report Completion Reviewer

Registers

Timetable Clash Checker

Course Leader Allocation

Graduate Course Choice

Introduction

Programme Administrator / Director Allocation Screen

Graduate Course Choice - Seminar Configuration

Graduate Course Choice - Manage Capped Course Requests

Graduate Course Choice - Configure Programmes

Graduate Course Choice - Synonymous Courses

Office Hours

Online Graduate Seminar Sign-up

Timetable Viewer Plus

[Help with Graduate Course Choice - Seminar Configuration](#)

Graduate Course Choice - Seminar Configuration

Academic Year: 2016/17
Your Department: Media and Communications

Please complete this form by 5pm on the Friday before week 0 of the Michaelmas Term if you wish to designate any of the courses offered by your department as controlled access, either with or without a cap. After this deadline, although you can continue to make changes to the cap size and message to students of a controlled access course, no further amendments to the data in the 'Control Access?' column will be allowed.

The data displayed in the first four columns has been populated from the timetabling system. If you have any queries about this data, please contact the Timetables Office in the first instance. The defaults for the remaining five columns are: Max No. of Groups 'Unlimited'; Group Size Limit '15'; Total Capacity 'Unlimited'; Control Access? 'N'; and Message to Students 'Nil'.

To designate a course as controlled access, you will need to amend the defaults as appropriate. If you leave Max No. of Groups as 'Unlimited', this means although students are required to obtain permission from the teaching department to take the course, no cap is imposed.

<< first < prev 1 next > last >> 100

Seminar	Term	Name	Supports Course(s)	Max No. of Groups	Group Size Limit	Total Capacity	Control Access?	Message to Students
MC401	ML	Mediated Resistance and Citizens	MC401	2	17	34	Y	Do not write a supporting statement to apply for this course. Refer to the Calendar Guide for Availability: http://www.lse.ac.uk/resources/calen
MC402	ML	The Audience in Media and Communications	MC402	4	17	68	Y	Do not write a supporting statement to apply for this course. Refer to the Calendar Guide for Availability: http://www.lse.ac.uk/resources/calen
MC403	ML	Contemporary Issues in Media and Communications Policy	MC403	2	17	34	Y	Do not write a supporting statement to apply for this course. Refer to the Calendar Guide for Availability: http://www.lse.ac.uk/resources/calen

Each row of the table represents a course. Some of the columns can be edited by clicking on them, while the others are read-only. Always click 'Save' to save your changes.

Select maximum number of seminar groups

Seminar	Term	Name	Supports Course(s)	Max No. of Groups	Group Size Limit	Total Capacity	Control Access?	Message to Students
MC401	ML	Mediated Resistance and Citizens	MC401	UNLIMITED		34	Y	Do not write a supporting statement to apply for this course. Refer to the Calendar Guide for Availability. http://www.lse.ac.uk/resources/calen

Select group size limit

Seminar	Term	Name	Supports Course(s)	Max No. of Groups	Group Size Limit	Total Capacity	Control Access?	Message to Students
MC401	ML	Mediated Resistance and Citizens	MC401	2			Y	Do not write a supporting statement to apply for this course. Refer to the Calendar Guide for Availability. http://www.lse.ac.uk/resources/calen

Define message to students

Seminar	Term	Name	Supports Course(s)	Max No. of Groups	Group Size Limit	Total Capacity	Control Access?	Message to Students
MC401	ML	Mediated Resistance and Citizens	MC401	2	17	34	Y	Do not write a supporting statement to apply for this course. Refer to the Calendar Guide for Availability.

6.2.2 Manage Capped Courses Requests

Here you will be able to manage the capped courses requests.

- You can filter the results by seminar, request status, department and programme. Select your preferences and then click 'Filter'.
- From the results box, you can view the seminar request details by clicking 'View'.
- You can respond to the student's request to access a capped course (or several students' requests) using the answer box in the bottom of the page. Choose whether you wish to 'Offer Place', 'Reject', add to 'Waiting List' or send 'Query'. Then click 'Submit'.

Graduate Course Choice - Manage Capped Course Requests

A

Academic Year: 2016/17
 Your Department: [Media and Communications] v
 Only show requests for seminar [ALL] v | Only show requests for status [NEW] v | Only show requests for me as course leader
 Only display students in department [ALL] v

ALL
 Diploma in Accounting and Finance (FULL_TIME)
 MPA Dual Degree (LSE and Columbia) (FULL_TIME)
 MPA Dual Degree (LSE and Hertie) (FULL_TIME)
 MPA Dual Degree (LSE and Sciences Po) (FULL_TIME)

Only display students on programme (Hold down CTRL key to select multiple programmes)
 FILTER

<< first < prev 1 next > last >> 100 v

Select (note 4)	View	Seminar	Course	Student Id	Student	Programme	Year	FT/P	Request Date	Request Status	Updated By	Updated Date	Cap Size (note 1)	Current Size (note 2)	Current Size Including O. & Q. (note 3)	Audited	Seminar Status
1	View	MC433	MC433	201611048	ZHU, ENDI	MSc in Media and Communications (Media and Communications Governance)	1	FT	2016-10-21 14:12	NEW	ZHU, ENDI	2016-10-21 14:12	26	15	15		PLACES

<< first < prev 1 next > last >> 100 v

B

CSV Export
 Select one or more students and then click on one of the buttons to apply the same action to all of the selected students
 Select/Unselect All
 Offer Place Reject Waiting List Query

Message to Student

0 student(s) selected **SUBMIT**

Seminar Request Detail

ZHU, ENDI in MSc in Media and Communications (Media and Communications Governance) requests to be added to Seminars for MC433, part of the teaching for their course MC433.
 The maximum capacity is 26 places, currently 15 student(s) registered, 11 free place(s) with 0 outstanding offer(s).

Student Statement
 null

Comments/History

Offer Place Reject Waiting List Query

Message to Student

Current Status
 NEW, decision entered by ZHU, ENDI (2016-10-21 14:12)

SUBMIT

C

6.2.3 Configure Programmes

Here you can define the number of course unites of each programme in your department.

To do this, click on the cell of the Course Units column to edit it. Click 'Save'.

FT/PT	Course Units
FT	4
PT	

Help with Graduate Course Choice - Configure Programmes

Graduate Course Choice - Configure Programmes

Academic Year: 2016/17
Your Department: [Media and Communications]

For part-time programmes, the number of course units is the maximum that students can take in their first year. For example, if the FT programme is set to 4 units and the corresponding PT programme is set to 3 units and a part-time student has taken 2.5 units in year 1, the system will then restrict the maximum they can take to 1.5 units in year 2.

<< first < prev 1 2 next > last >> 25 >

Code	Name	FT/PT	Course Units
RPME	MPhil/PhD in Media and Communications	FT	4
RPME	MPhil/PhD in Media and Communications	PT	2
RPMEIL	MPhil/PhD in New Media Innovation and Literacy	FT	4
RPMEIL	MPhil/PhD in New Media Innovation and Literacy	PT	2
TMCORP	MSc in Communication Regulation and Policy	FT	4
TMCORP	MSc in Communication Regulation and Policy	PT	2

Please note that 'FT' refers to 'Full time' (1-year-programme) and that 'PT' refers to 'Part-time' (2-year-programme).

6.2.4 Synonymous Courses

Use this option to match courses that are synonyms, which means that the seminar content is identical and there is no difference between a student enrolled in one of them and a student enrolled in another. The vast majority of courses in your department will not have a synonymous course. However, some courses might have a synonymous course. Please see the example below.

Help with Graduate Course Choice - Synonymous Courses

Graduate Course Choice - Synonymous Courses

Academic Year: 2016/17
Your Department: [Media and Communications]

<< first < prev 1 2 next > last >> 25 >

Code	Name	Synonymous Course	Unit Value
MC5M2	Advanced Methods of Research in Media & Communications (including Qualitative &	MC4M2	1
MC5M2B	Advanced Methods of Research in Media & Communications (including Advanced Quali	MC4M2	1
MC4M2	Advanced Methods of Research in Media and Communications	MC5M2	1
MC401	Mediated Resistance and Citizens		0.5
MC402	The Audience in Media and Communications		0.5

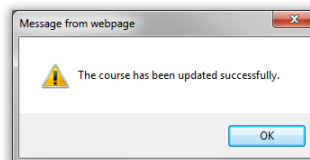
No Synonym Course

A) Adding a synonymous course

Click on the cell to edit it. Press 'Save' to save your changes. It will automatically update the other course.

Code	Name	Synonymous Course	Unit Value
MC401	Mediated Resistance and Citizens	MC402	.5
MC402	The Audience in Media and Communications		.5
MC403	Contemporary Issues in Media and Communications Policy		.5
MC404	Political Communication		.5

Click to edit and then 'Save'.



You will be prompted with a message saying that your course has been updated.

Code	Name	Synonymous Course	Unit Value
MC401	Mediated Resistance and Citizens	MC402	0.5
MC402	The Audience in Media and Communications	MC401	0.5

Both courses are each other's synonyms.

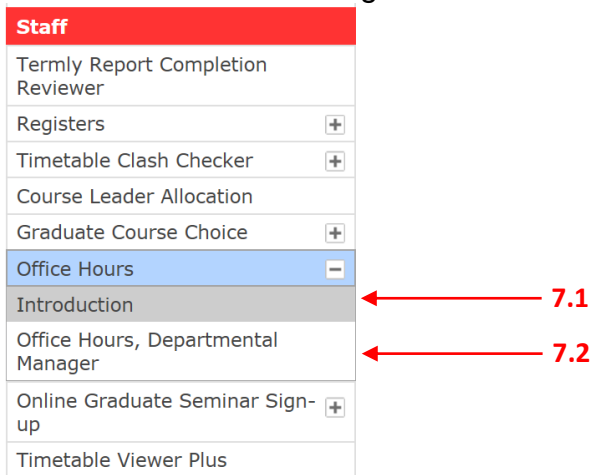
B) Removing a synonymous course

Click on the cell to edit it. Remove the existing synonymous course's name and click 'Save'. It should automatically update both courses.

7 OFFICE HOURS

7.1 How does it work?

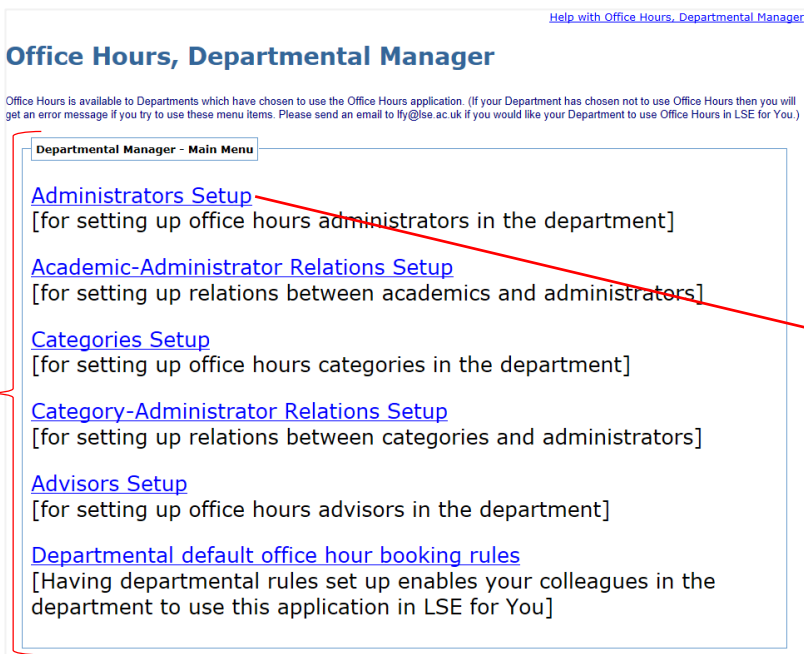
In this application you are able to setup administrators for the Office Hours application and assign them to academics. You are also able to create the default department rules. Comprehensive guides are available under 'Introduction' in the 'Office Hours' tab. Please refer to this before seeking further assistance.



7.2 Administrators/Academic/Adviser-Administrator relations

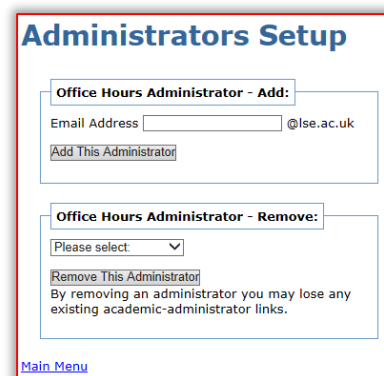
By setting up administrators for department office hours you are allowing them to create or edit office hours on behalf of academics. They will also have permission to make or cancel appointments on behalf of students that are unable to access the application. However, for them to view or edit academic bookings they must be allocated to specific academics as this setting is not default.

Academic-Administrator relations allow administrators to aid the academic with setting up and managing office hours.



Department default rules can aid academics or administrators in creating office hour templates. It allows some fields to be automatically filled with generic information.

Click to view:

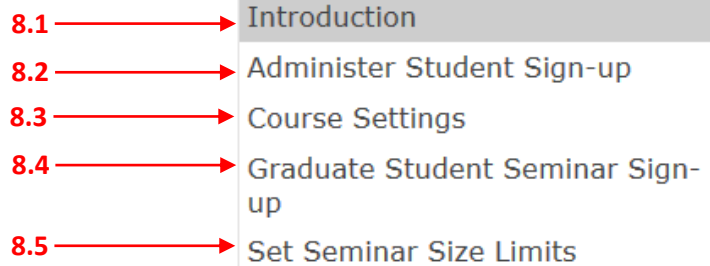


8 ONLINE GRADUATE SEMINAR SIGN-UP

8.1 What is the online graduate seminar sign-up?

The online graduate seminar sign-up is where you can manage all the seminars allocation in your department, from manually allocating students into groups to defining the size limit per class.

While the Graduate Course Choice application allows you to make changes to do with seminar configuration, like marking seminars as controlled access, the Graduate Seminar Sign-Up is associated with the student allocation.



8.2 Administer Student Sign-Up

Here you can view seminar allocations. In this page, you will see the number of registered students and the number of unallocated students per course.

[Help with Administer Student Sign-up](#)

Administer Student Sign-up

Please click on the course code button for which you want to see seminars.

Notes:

- A course must have at least one seminar to be displayed in this list.
- Click the button on the left hand side to bring up a course's details.
- Note: No button is available for courses with a 'Course Setting' of 'Hold'.
- 'N/A' denotes this course has more than one seminar component so the number of unallocated students cannot be calculated.

Course Code	Course Title	Registered Students	Unallocated Students
PS400	Contemporary Social and Cultural Psychology	34	0
PS404	Organisational Social Psychology	73	1
PS409	Political Psychology of Intercultural Relations	32	19
PS410	Social Representations	29	17

8.2.1 View allocation per group seminar

Click on the 'Course code' button of the course. You will see the existing seminar groups for that course.

If you wish to view all the students allocations for one of the groups, select the group and use the 'Fetch' option.

Please select the seminar for which you wish to see sign-up for.

Course code and group	Time	MT	LT	ST	Teacher	Room Number	Limit	Enrolled so far
Contemporary Social and Cultural Psychology								
PS400 Group 1	Thu 11:00 - 12:00	1, 2, 3, 4, 5, 7, 8, 9, 10, 11				CLM.B.06	20	17
PS400 Group 2	Thu 12:00 - 13:00	1, 2, 3, 4, 5, 7, 8, 9, 10, 11				CLM.B.06	0	0
PS400 Group 3	Thu 10:00 - 11:00	1, 2, 3, 4, 5, 7, 8, 9, 10, 11				CLM.B.06	20	17

View 0 unallocated student(s)

* indicates the seminar is full disabled access denoted by

[Fetch](#)

[Start Again](#)

8.2.2 View unallocated students and general sign-up unallocated students

If you wish to see the list of students without seminar group, click on the 'View X unallocated student(s)' button. This number (X) will vary according to how many students are unallocated in a certain course. In the previous case, there were 0 unallocated students. The following example shows a course with unallocated students and how to allocate them into seminar groups.

A) Click on the 'Course Code'

Course Code	Course Title	Registered Students	Unallocated Students
MC401	Mediated Resistance and Citizens	32	32
MC402	The Audience in Media and Communications	64	64
MC403	Contemporary Issues in Media and Communications Policy	34	34
MC404	Political Communication	69	69

B) View unallocated student(s)

Please select the seminar for which you wish to see signup for.

Course code and group	Time	MT	LT	ST	Teacher	Room Number	Limit	Enrolled so far
Political Communication								
<input type="radio"/> MC404 Group 1	Wed 13:00 - 14:00	1, 2, 3, 4, 5, 7, 8, 9, 10, 11				CLM.7.03	17	0
<input type="radio"/> MC404 Group 2	Wed 14:00 - 15:00	1, 2, 3, 4, 5, 7, 8, 9, 10, 11				CLM.7.03	17	0
<input type="radio"/> MC404 Group 3	Thu 09:00 - 10:00	1, 2, 3, 4, 5, 7, 8, 9, 10, 11				NAB.1.14	17	0
<input type="radio"/> MC404 Group 4	Thu 10:00 - 11:00	1, 2, 3, 4, 5, 7, 8, 9, 10, 11				NAB.1.14	17	0
View 69 unallocated student(s)								

* indicates the seminar is full disabled access denoted by

[Fetch](#)

[Start Again](#)

C) Allocate student to a group. Save changes in the bottom of the page. You can also use the 'Export to Excel' button.

The following students are on MC401, but not allocated to teaching group2 : Click on the student's name to link to Administer Student Sign-Up screen, which will highlight potential timetable clashes for this student for seminar groups on this course.

Student name	Email address	Student id	Programme	Seminar group
1			MSc in Politics and Communication	<input type="text"/>
2			MSc in Media and Communications	<input type="text"/>
3			MSc in Media and Communications	<input type="text"/>
4			MSc in Politics and Communication	<input type="text"/>
5			MSc in Media, Communication and Development	<input type="text"/>
6			MSc in Politics and Communication	<input type="text"/>

1 (17 spaces)
 2 (17 spaces)
 3 (17 spaces)
 4 (17 spaces)

8.3 Course Settings

On this page, you will be able to define the type of sign-up given to each course.

There are three settings:

S) Student self-sign-up - students sign-up without asking for departmental permission and it works on a first-come, first-served basis;

D) Department will allocate students – students will require approval from the department to be accepted into the course;

H) Hold - the course is not available for students to choose and it will be released later.

Course Settings

Department: Media and Communications

Course Settings:

Please note whilst a course is on hold students cannot sign-up to that seminar nor can the department assign students for that seminar. If you want to withdraw a course early from students move from S to D so that departments can still view students on the seminar(s).

A 'Y' in the auto-allocate column indicates courses that have only one seminar. Students will be automatically allocated to the seminar once they have made their course choice. There is nothing for you to do for these courses.

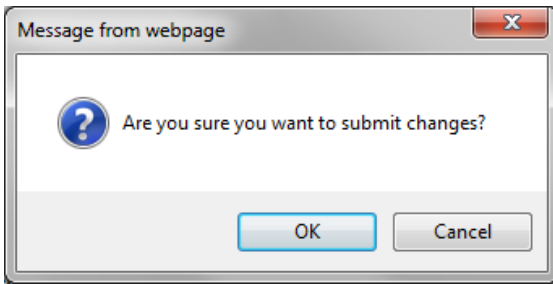
Key: S = Student self sign-up
 D = Department will allocate students
 H = Hold, this course will be released later

	Participation	Auto-allocate	Id	Name
1	<input checked="" type="radio"/> S <input type="radio"/> D <input type="radio"/> H		MC401	Mediated Resistance and Citizens
2	<input checked="" type="radio"/> S <input type="radio"/> D <input type="radio"/> H		MC402	The Audience in Media and Communications

8.3.1 Change a course setting

Select the option that is appropriated for that course. Then click 'Save permanently'.

You will be prompted with a message asking if you are sure that you want to submit these changes. Note that, after saving your changes, you will not be able to undo these changes anymore, unless you manually change them yourself.



8.4 Graduate Student Seminar Sign-up

Here you can view the existing seminar and allocations for a particular student and/or allocate a graduate student to a seminar. This will allow you to search for a particular student and verify their seminar sign-up.

To do this, enter the student email address and click 'Submit Query'.

8.4.1 View graduate student seminar sign-up

This screen will show you the seminars reflecting the student's graduate course choices. You will see up to three situations:

- A) Sign-up to seminar is not yet available
- B) Seminar allocation done by the department
- C) Courses available for sign-up, which you can select and 'Fetch' to see.

8.4.2 Manually allocate students to seminars

Use the previous instructions to get to this page.

Once here, you will be able to make seminar sign-up for a student. Select the preferred seminar group and click 'Save' to save your changes.

Note that, in red, you will see the meetings of a group that clash with another existing seminar allocations. This should be taken into account when making this choice on behalf of the student.

You are already signed-up to the following seminars for this course:

Course code and group	Title	Time	MT	LT	ST	Room Number	Seminar capacity
You have not selected any seminars yet.							

Please sign-up to seminar(s) using the form below and then click 'Save'.

Course code and group	Time	MT	LT	ST	Room Number	Seminar capacity
The Idea of Europe						
EU424 Group L	Tue 12:00 - 13:00	1, 2, 3, 4				
	Mon 09:00 - 10:00	5				
	Tue 12:00 - 13:00	7, 8, 9, 10, 11		1		
The Idea of Europe						
<input checked="" type="radio"/> EU424 Group 1	Thu 12:00 - 13:30	1, 2, 3, 4, 5, 7, 8, 9, 10, 11			CLM.3.06	15
<input type="radio"/> EU424 Group 2	Fri 16:00 - 17:30	1, 2, 3, 4, 5, 7, 8, 9, 10, 11			NAB.1.17	15
<input type="radio"/> EU424 Group 3	Wed 15:00 - 16:30	2, 3, 4, 5, 6, 7, 8, 9, 10, 11			CLM.3.06	15

* indicates the seminar group is already full.

disabled access denoted by

Sessions highlighted in red show a timetable clash between this student's existing seminar selection, and possible seminar group choices for this course. It's for your information only. To see details of the clash hang the mouse pointer over the red week number.

Sessions highlighted in green show the seminar group allocation for this student for this course.

If an unavoidable timetable clash prevents you from signing-up to any of the available seminar groups, or all groups are full, please contact the Course Convenor / Teacher Responsible as indicated in the course guide.

8.4.3 Withdraw seminar sign-up for graduate student

If you wish to unallocated the student from a seminar group (and possibly reallocate the student to another), select the group and click 'Withdraw selected'. Do not forget to save your changes using the 'Save' button in the bottom of the page.

You are already signed-up to the following seminars for this course:

Course code and group	Title	Time	MT	LT	ST	Room Number	Seminar capacity
<input checked="" type="radio"/> EU424 Group 1	The Idea of Europe	Thu 12:00 - 13:30	1, 2, 3, 4, 5, 7, 8, 9, 10, 11			CLM.3.06	15

8.5 Set Seminar Size Limits

Here you can set a seminar size limit. Select a course and then click 'Fetch' to find seminars.

Once you see the table with the listed seminars for that course, you can edit the maximum size per seminar group. If you do not wish to have a size limit, just leave it blank. 'Save changes' in the end.

Class Code	Group	Class Name	Teachers	Room Number	Room Capacity	Enrolled so far	Max Size
IR411	1	Foreign Policy Analysis III		OLD.1.26	18	0	<input type="text" value="0"/>
IR411	2	Foreign Policy Analysis III		OLD.2.22	20	0	<input type="text" value="16"/>
IR411	3	Foreign Policy Analysis III		TW1.3.04	22	0	<input type="text" value="16"/>

[Help with Set Seminar Size Limits](#)

Set Seminar Size Limits


To set a limit for a seminar, please select a course:

- PS400
- PS404
- PS409
- PS410
- PS415
- PS418
- PS421
- PS428
- PS429
- PS438
- PS439
- PS443A
- PS445
- PS446
- PS451
- PS456
- PS458
- PS462
- PS464
- PS465
- PS4A5
- PS950

9 TIMETABLE VIEWER PLUS

9.1 How does the timetable viewer plus work?

The Timetable Viewer Plus is an app that allows you to see the timetable of a member of your department (teacher or student) in a specific format (monthly calendar, weekly calendar or agenda view).

[Help with Timetable Viewer](#) 

Timetable Viewer Plus

Please Select:

Academic Year: 2016/17 Play Ref (ID):

Data Type: View Type:

9.2 Select timetable

Firstly, insert the ID of the user from your department whose timetable you wish to see. Secondly, choose the data type and view type according to it. Then 'Show' to show the timetable.

Data Type:

View Type:

9.2.1 Timetable result

You will see a timetable like the one shown below. In this case, no ID was entered so there are none events available.

| Teacher Timetable | Monthly Calendar | in 2016/17

[HOME](#)



December 2016						
mon	tue	wed	thu	fri	sat	sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Next events:

There are no events in this period

10 HELP

10.1 General help

 You should first check the available FAQs in the top right corner of LSE for You.

If you are unable to find the answer to your question then you can send a query through the FAQ system.