

# Tutor LEM testing findings

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March 23rd 2016

## Introduction

Testing of the new Learning Events Management (LEM) booking system was conducted over four days with 12 Open University Associate Lecturers (ALs). The candidates used a prototype site, which was iterated during the testing based on feedback.

Prototype site: <http://stephenturvey.github.io/group-tuition>

Feedback from testing: [Google form](#)

Associate Lecturer selection:

- Length of time at the OU
  - 7 to 24 years
- Subjects
  - Computing
  - Arts
  - Sciences
  - Health & social Care
  - Business
  - Psychology
- Previously run tutorials
  - 100% had previously run tutorials
- Online, face to face or both
  - 100% had run both online and face to face tutorials
- Feelings were mixed over students having more date and venue options. It was doubted that this would increase attendance and that it would be more difficult for tutors to build a relationship with their student group.
- Some tutors had already experienced students outside of their tutor group attending their tutorials.
- There were considered to be no issues to having students attend tutorials that were not part of their regular tutor group.
- Things to know in advance about these students were:
  - When they last signed into StudentHome
  - Assessment Scores

## Questions used in testing

1. You're trying to prepare for the weeks ahead so need to find your upcoming tutorial dates and times for M250 14J. How would you do this?
  - a. NOTE: drop down filter does not work but the sort option in each column does
2. You would like to prepare some resources for tutorial one for M250 14J so need to find out how many students are coming. How would you do this?
3. In order to plan your journey you need to find out where the tutorial is going to be held. How would you do this?
4. You would like to find out if any of your students attending M250 14J tutorial one have additional requirements. How would you do this?
5. In order to prepare for M250 14J tutorial three you would like to see what the learning objectives are to help you prepare appropriate resources. Where would you expect to see these?
6. Is being able to contact all the other tutors in your cluster important to you? If so, how would you do this?
7. You have a student named Ben Gurney attending your 'M250J Tutorial One' and would like to know who his tutor is. How would you do this?
8. You recently gave a tutorial at Whittlebury Hall and are appalled at the quality of the venue. The room provided had a projector that didn't work and the seating was inadequate. You would like to give feedback on the venue; how would you do this?
9. One of your tutor group students (Ben Gurney on M250 14J) has been submitting some poor assignments. You would like to make sure that he has been attending tutorials; how would you go about doing that?
10. Imagine you have forgotten to submit the attendance of your students following a recent event. How could the OU notify you that you still need to do this? What would you expect to see in TutorHome?
11. You've just completed a tutorial and need to register the attendance. How would do this?
12. At a recent tutorial you had a couple of students turn up who didn't book using the new system so you weren't aware they were coming. How would you record their attendance?
13. How does this new system compare to your current tutorial experience?
14. Do you have any questions for us?

# TutorHome Screen

**Rob Halford** 01234567

Email Dashboard Profile

### Tools and services

- AL Activity Review (ALAR)
- Blog
- Calendar
- Draft tutorial timetables
- OU Live Pathways
- In case of emergency
- electronic Tutor-marked Assignment (eTMA) system
- eTMA system
- Expenses claims
- Fingertips
- Library
- MyReferences
- MyView
- OU Annotate
- Password and other personal details
- Pay slips (inc. supplementary info)
- Shared activities for ALs
- Staff directory
- Study skills
- TMA Return Envelope Request Form
- Tutorials

### Tutoring

- Aspects of the AL role
- Supporting students
- Tutorials
- Student assessment

MORE IN TUTORING

### AL development

- Induction, training and refresh
- AL professional development
- Feedback, reflection and review

### Spotlight

**QuickFind**

Can't find what you're looking for on TutorHome? Try the Quick find.

**Career**

Find out more about Careers and Employability support.

### News

- Introductory OU Live demonstration in the Online choices module  
You can participate in an introductory OU Live demonstration session in the Online Choi...
- OpenPAD - have your say  
OpenPAD, the OU's HEA-accredited scheme for professional recognition

### M250 14J

- Student group
- Group email
- TMA Extensions
- Tutorials
- M250 14J Module Website

### TM129 14J

- Student group
- Group email
- TMA Extensions
- Tutorials

### TU100 14J

- Student group
- Group email
- TMA Extensions
- Tutorials
- TU100 14J Module website

### TM129 15B

- Student group
- Group email
- TMA Extensions
- Tutorials
- TM129 15B Module Website

### Your links

For privacy reasons you cannot see the ALs personal links



**1.1** ALs would typically use their Dashboard to get to their tutorials and said that was their preference. Second to this would be the module website and 'Students' drop down with some coming via the 'Draft tutorial timetables' link. Most tutors in the

sessions said they would rarely or never go via TutorHome, however one tutor who was relatively new to the OU said they would use TutorHome.

*Phase 2: Decide what to do about the 'Draft timetable' links in TutorHome.*



**1.2** We need to ensure any links within the module-specific blocks go straight to 'Your upcoming tutorials' and automatically selects the relevant module. Otherwise 'Your upcoming tutorials' will look too cluttered and tutors will have to manually filter the table.

*Phase 2*

## Tutorials page

The screenshot shows the TutorHome interface. At the top, there is a navigation bar with 'Students' highlighted. Below it, a breadcrumb trail reads 'TutorHome > Students > Tutorials'. The main heading is 'Tutorials'. There are four filter buttons: 'Your upcoming tutorials' (selected), 'Your past tutorials', 'Tutorials for all ALs in your cluster', and 'Contact tutors in your cluster'. A 'To do' message states: 'Please submit the [attendance register](#) for Tutorial 1, Birmingham, 12 March 2016'. Under 'Your upcoming tutorials', there is a dropdown menu set to 'M250 14J' and a 'Show all Types' button. The main content is a table of upcoming tutorials.

Date/Time ▲ ▼	Module - Presentation ▲ ▼	Tutorial title ▲ ▼	Location/Venue ▲ ▼	Students booked	Type ▲ ▼	Send group email
2 June 2016 (Thu) 12:00-14:00	M250 14J	<a href="#">Tutorial 1</a>	<a href="#">Birmingham, Whittlebury Hall</a>	17	Cluster F2F	<a href="#">Send group email</a>
22 June 2016 (Wed) 19:00-22:00	M250 14J	<a href="#">Tutorial 3</a>	<a href="#">Birmingham, Digbeth College</a>	17	Cluster F2F	<a href="#">Send group email</a>
3 July 2016 (Thu) 06:00-07:30	M250 14J	<a href="#">Tutorial 3</a>	Online	21	Online	<a href="#">Send group email</a>
7 August 2016 (Thu) 02:00-07:00	M250 14J	<a href="#">Tutorial 4</a>	<a href="#">Coventry, Community Centre</a>	19	Cluster F2F	<a href="#">Send group email</a>



**2.1** 'Send group email' will send to all students who are booked. What happens when more students then book on? Will it automatically send them any missed emails? If so, we need to make this clear. If not, tutors will need to clearly see which students have joined, when they joined and which emails they have been sent.

*Phase 2: Provide written guidance to ALs about this. Phase 3: Review and improve process / workflow.*



**2.2** Some tutors would like to be able to email all the students in their cluster in order to promote their tutorials.

*Seek guidance from Rachel Leslie on this.*



**2.3** Remove 'Sort' function from 'Students booked' as this is not useful.

*Not critical as ALs will simply not use the sort on that column if it's not useful to them.*



**2.4** 'Type' column saying whether the tutorial is online or face-to-face is handy, however, where 'Online' is mentioned, this should link to the relevant online room.

*Phase 3 candidate.*



**2.5** Date and time should be written as 'day of week, number, month, year, hh:mm-hh:mm'

*Phase 2 candidate.*



**2.6** What happens if zero number of students book onto a tutorial? Is the event then cancelled?

*Rachel Leslie to comment.*



**2.7** Original the view opened all tutorials, tutors requested this went to M250 J tutorials only as that was where they clicked through from.



**2.8** 'Students' title changed to 'Students booked' to make it more obvious. This is more useful, however tutors are aware that this number could differ significantly to the actual number of attendees.



**2.9** Location changed to Location/Venue name for clarity. This should link through to venue maps and details.



**2.10** The number of students booked onto a tutorial should be hyperlinked to the student list. This was added during testing and tested very well and was a common request.



# Venue details



Sign in | Contact the OU | Accessibility Search the O

TutorHome **Students** Dashboard Tutoring AL Development Employment People & Places News Explore Alias

TutorHome > Students > Tutorials > Tutorial details > Venue details

## Venue details

### Whittlebury Hall

**Address**

Whittlebury Hall  
Whittlebury  
Northamptonshire  
NN12 8QH

**Website**

<http://www.whittleburyhall.co.uk/>

**Car parking**

There is ample parking available for up to 100 cars free of charge

**Disabled parking**

There are 15 disabled parking spaces by the main entrance

**Refreshments**

There are vending machines in the canteen and hot food is served daily between 11am - 3pm

**Accessibility**

Classrooms are accessible by wheelchair users

**Library**

There is no library on site

**Other facilities**

Hearing loop and AV equipment available in most rooms, please contact reception for any help.

**Safety**

Please observe health and safety policy at tutorial venues; you have a responsibility to ensure your own safety as well as the safety of others. You should make sure you are familiar with fire and evacuation procedures and discuss any issues with your tutor or SST before the tutorial commences.

[Feedback on venue](#)



### 3.1 This should include:

- AV equipment booked plus a link to the appropriate OU contact
- specific OU point of contact in case of issues on day
- distance to rooms
- Location, name, number of room
- Venue map, e.g. campus map.

- public transport
- internet access/passwords required
- suggested places to stay
- contact details for appropriate person on site.

*Phase 2 candidate. However there are concerns about what is actually available within SEM.*



### **3.2** Library information not required.

*I don't know why this was even there. Probably for indicative purposes of possible data.*

*Removed from prototype - ST*



**3.3** The map proved very useful and link to larger version is very helpful. Some tutors would put the address into their sat nav. In absence of the map they would put the address into Google Maps anyway as they trust it, so including it on this page reduces the amount of clicks needed.

## Students attending this tutorial (x)

### Students attending this tutorial (17)

 [Send the students a group email](#)

Student name ▲ ▼	Tutor ▲ ▼	TMA scores (1, 2) ▲ ▼	Special circumstances
<a href="#">Ben Gurney</a>	<a href="#">Pat Atkins</a>	83, 79	
<a href="#">Steven Price</a>	Rob Halford (you)	65, 67	
<a href="#">Jack Chapple</a>	<a href="#">Jeremy Keith</a>	80, 71	N
<a href="#">James Nutt</a>	<a href="#">Jason Snell</a>	45, 47	
<a href="#">James Hart</a>	<a href="#">Pat Atkins</a>	50, 53	
<a href="#">Sam Leicester</a>	<a href="#">Marco Arment</a>	67, 65	
<a href="#">Stephen Turvey</a>	<a href="#">Dmitri Petrescu</a>	90, 91	N
<a href="#">Kapil Dev</a>	Rob Halford (you)	56, 66	25
<a href="#">Elle White</a>	<a href="#">Jeremy Keith</a>	42, 48	
<a href="#">Clare Withers</a>	<a href="#">Pat Atkins</a>	48, 51	
<a href="#">Leanne Daniels</a>	<a href="#">Marco Arment</a>	62, 63	18
<a href="#">Anne Lane</a>	<a href="#">Jason Snell</a>	75, 69	
<a href="#">Sarah Parish</a>	<a href="#">Pat Atkins</a>	62, 49	
<a href="#">Kaldora Pellis</a>	Rob Halford (you)	55, 55	AB
<a href="#">Janet Dyson</a>	<a href="#">Marco Arment</a>	79, 86	
<a href="#">Pauline Leung</a>	Rob Halford (you)	81, 75	
<a href="#">Nick Golding</a>	<a href="#">Pat Atkins</a>	59, 58	

 [Download your student details file](#)  [Print your student list](#)

#### Key

N = New to OU study

D = Disability

AB = Assessment Banking. See [further details](#).

18 = Under 18 (including YASS).

25 = Under 25 (but at least 18).

C = Contact history available.

P = Based in prison. See [further details](#).

SU = Based in secure unit. See [further details](#).

OpenPlus = a collaborative scheme. See [further details](#).

GSS = Global Science Scheme.

IND = Has visited [induction website](#).

**ALERT** = Student has either failed or withdrawn part-way through two modules in succession.

**RESTRICTED** = Student has either failed or withdrawn part-

way through three modules in succession.

AC2 = Academic conduct case has been raised against the student.

AC5 = Academic conduct case has been resolved.

**Updated** = Student record updated in the last 14 days.



**4.1** Special circumstances must be displayed reliably here. If there is any risk that the information may be partly displayed or unreliable, it must be removed and an appropriate contact must be available so tutors can find out each student's needs. When tutors realised some data may be missing, they stated that it makes the column 'useless' and you cannot prepare as you don't know what issues students may have. They also did not notice the warning message.

*Phase 2 - understand how reliable the services are. Phase 3 - improve the architecture. There needs to be some level of caching to prevent this problem from happening.*



**4.2** Ideally the student list would default to being ordered by tutor's own students first, followed by other students, with each of these two groups listed in alphabetical order.

*Phase 3 candidate.*



**4.3** Link to staff directory via Tutor name not that useful as there is not always a telephone number listed (ALs can choose whether to show tel no. or not). Most felt a telephone number would be useful.

*Phase 3 candidate.*



**4.4** Once link added to student no. this was found easily by the ALs.

## (Upcoming) Tutorial details

**Tutorial details**

**ON THIS PAGE**

▼ Tutorial overview
▼ Students attending this tutorial (17)

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**Tutorial overview**

Tutorial title	Tutorial one
Date	2 June 2016 (Mon)
Time	09:00 - 13:00
Module/presentation	M250 14J
Type	Cluster face to face
Tutorial description	Preparation for the first assignment
Learning objectives	TBC
Location	Birmingham
Venue	<a href="#">Whittlebury Hall</a>
Room	102
Tutor	Rob Halford (you), <a href="#">Jeremy Keith</a>



**5.1** It's not obvious that there is more content further down this page. Navigation has been added to the prototype, which can be seen in the screenshot above. An alternative solution is to break these sections onto individual pages but will require more user experience work.

*Phase 2 or 3 candidate.*



**5.2** Some tutors would expect to see 'Special circumstances' information here.

*Phase 3 candidate.*



**5.3** A number of tutors would look for the learning objectives on the module website via the dashboard, not the LEM system. Links need to be added to the module website that link to the relevant 'Tutorial details' page where the objectives are.

*Phase 3 candidate (or another project entirely)*



**5.4** One tutor didn't know what TBC means. Write this as 'To be confirmed'. Do not abbreviate.

*Phase 2 candidate.*



**5.5** Although this is made up data, tutors told us that they would expect much more detail here in the tutorial description and the objectives.

*Phase 3 candidate.*



**5.6** Some tutors would expect to be able to update the description and learning objectives.

*Phase 3 candidate.*



**5.7** The co-tutor needs to be hyperlinked to their contact details.

*Phase 3 candidate.*



**5.8** Most tutors found the learning objectives section easily. Though one did comment it should be more prominent in the list along with Tutorial description.



**5.9** Tutors easily found a particular student's tutor; although they would prefer to see their tutor's contact details in LEM instead of having to go to the staff directory.

# Contact tutors in your cluster

## Tutorials

Your upcoming tutorials   Your past tutorials   Tutorials for all ALs in your cluster   **Contact tutors in your cluster**

### Tutors in your cluster

M250 14J

<input checked="" type="checkbox"/>	Tutor	Email	Telephone
<input checked="" type="checkbox"/>	Rob Halford (you)	<a href="mailto:r.halford@open.ac.uk">r.halford@open.ac.uk</a>	01234 5678910
<input checked="" type="checkbox"/>	Jeremy Keith	<a href="mailto:j.keith@open.ac.uk">j.keith@open.ac.uk</a>	Not available
<input checked="" type="checkbox"/>	Jason Snell	<a href="mailto:j.snell@open.ac.uk">j.snell@open.ac.uk</a>	01234 5678910
<input checked="" type="checkbox"/>	Marco Arment	<a href="mailto:m.arment@open.ac.uk">m.arment@open.ac.uk</a>	01234 5678910
<input checked="" type="checkbox"/>	John Siracusa	<a href="mailto:j.siracusa@open.ac.uk">j.siracusa@open.ac.uk</a>	Not available
<input checked="" type="checkbox"/>	Casey Liss	<a href="mailto:c.liss@open.ac.uk">c.liss@open.ac.uk</a>	01234 5678910
<input checked="" type="checkbox"/>	Pat Atkins	<a href="mailto:p.atkins@open.ac.uk">p.atkins@open.ac.uk</a>	Not available
<input checked="" type="checkbox"/>	Andy Clarke	<a href="mailto:a.clarke@open.ac.uk">a.clarke@open.ac.uk</a>	01234 5678910

To email tutors in this cluster copy and paste the email addresses below into your preferred email client. Check/uncheck names in the table above to add/remove emails from the box.

[j.keith@open.ac.uk](mailto:j.keith@open.ac.uk); [j.snell@open.ac.uk](mailto:j.snell@open.ac.uk); [m.arment@open.ac.uk](mailto:m.arment@open.ac.uk); [j.siracusa@open.ac.uk](mailto:j.siracusa@open.ac.uk); [c.liss@open.ac.uk](mailto:c.liss@open.ac.uk); [p.atkins@open.ac.uk](mailto:p.atkins@open.ac.uk); [a.clarke@open.ac.uk](mailto:a.clarke@open.ac.uk)

**Need help?**  
Please contact the Computing Helpdesk with technical queries. For all other queries please contact your Staff Tutor.

**Feedback**  
Please give us feedback to [help us improve the tutorial booking system](#).



**6.1** The majority of tutors did not want the link to open their default mail software but wanted it to automatically to open OWA so they can start an email conversation with the other tutors. This is important to them. In absence of this, tutors could use the group mail facility instead of OWA, even though this meant the message could not be replied to but it's not ideal.

*Phase 3 candidate.*



**6.2** Some tutors currently use forums to keep in contact rather than email. Add link to relevant forum.

*Phase 3 candidate.*



**6.3** Being able to see the contact history within LEM would be helpful to some tutors.

*Phase 3 candidate.*



**6.4** A 'Telephone' column was added at the request of tutors. Tutors can decide whether to show their contact number in the staff directory or not, so assume this is where the data can come from if available.

*Phase 2 candidate.*



**6.5** One tutor would expect the Cluster Manager to contact all tutors in their cluster with regards to preparing for tutorials. As a result, we would ideally show the tutor's Cluster Manager details.



**6.6** Copying the email addresses into OWA manually is useful but if it could open OWA automatically, this would be very helpful.



**6.7** It is important to be able to contact all tutors in the cluster.

# Venue feedback



Sign in | Contact the OU | Accessibility Search the O

TutorHome **Students** Dashboard Tutoring AL Development Employment People & Places News Explore Alias

TutorHome > Students > Tutorials > Tutorial details > Venue details > Venue feedback

## Venue feedback

This feedback will go to those at the OU who manage the tutorial venues and not to the venues themselves.

**Name:** Rob Halford

**Staff ID:** 0123456

**Venue:** Whittlebury Hall

**Date of tutorial**

- 12 March 2016
- 5 March 2016
- 19 February 2016

**What kind of experience did you have?**

- Positive
- Negative

**Comments**

Submit



**7.1** Some tutors stated that they would contact their Cluster Manager to deal with venue feedback. If this is appropriate, we will need to include their details here.

*Phase 3 candidate.*



**7.2** Feeding back on the venue was found easily, however this is partly because the page is accessible via 'Your upcoming tutorials' as well as 'Your past tutorials'. Time, date and message to say where feedback is sent has been added based on feedback from tutors. We now have one 'Venue feedback' page that is dynamic and allows tutors to use the radio buttons to select a tutorial as opposed to lots of separate pages, one per tutorial/event at a particular venue.

# Student details

**Student details**

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**ON THIS PAGE**

- Mr Ben Gurney
- Current modules you tutor this student on
- Tutorials for M250 14J
- Other modules this student is studying
- Modules this student has previously studied

**Mr Ben Gurney**

<b>Tutor</b>	<a href="#">Pat Ashby</a>
<b>PI</b>	C12345678
<b>Address</b>	22 Acacia Avenue, London
<b>Phone</b>	01234 567890 (day) 07712 3456789 (mobile)
<b>Email</b>	<a href="mailto:ben@gurneyopenuni.co.uk">ben@gurneyopenuni.co.uk</a>
<b>Email status</b>	Student has indicated that this is their preferred email address. <a href="#">[about]</a>
<b>Other details</b>	<a href="#">C: Show contact history &gt;</a>
<b>Student Support Team</b>	Computing and IT
<b>Catchment</b>	0131 : Norwich
<b>OUCU</b>	bg12345
<b>Last sign-in</b>	26 April 2016 <a href="#">[about]</a>
<b>Date of birth</b>	6 June 1985
<b>Highest Educational Level</b>	2 or more A-Level, SQA Highers or equivalent
<b>Referrals</b>	<a href="#">Refer to Student Support Team &gt;</a>

**Current modules you tutor this student on:**

TM129 Technologies in practice, 2015

<b>Level</b>	1
<b>Module start</b>	31 January 2015
<b>Credit points</b>	30
<b>Counted to</b>	BSc (Honours) Mathematics
<b>TMA scores</b>	01 : 83 02 : 79
<b>Assessment Calculator</b>	<a href="#">View the Assessment Calculator</a> <a href="#">[about]</a>
<b>Final assignments</b>	EMA has been received

**Tutorials for M250 14J**

Status	Date	Tutorial title	Location	Tutor
Attended	02/06/2016	Tutorial 1	Birmingham	Rob Halford (you)
Attended	07/07/2015	Tutorial 2	Birmingham	John West
Booked	03/08/2016	Tutorial 3	Coventry	Rob Halford (you)
Not booked	TBC	Tutorial 4	TBC	TBC
Not booked	TBC	Tutorial 5	TBC	TBC
Not booked	TBC	Tutorial 6	TBC	TBC

**Other modules this student is studying**

Module	Level	Points	Result
MS221 Exploring mathematics, 2014	2	30	Grade 3 pass
M140 Introducing statistics, 2013	1	30	Pass
MST121 Using mathematics, 2013	1	30	Pass

**Modules this student has previously studied**

Module	Level	Points	Result
MS221 Exploring mathematics, 2014	2	30	Grade 3 pass
M140 Introducing statistics, 2013	1	30	Pass
MST121 Using mathematics, 2013	1	30	Pass

These details reflect the student record as held by the Open University on 27 August 2015.

**Need help?**  
Please contact the Computing Helpdesk with technical queries. For all other queries please contact your Staff Tutor.

**Feedback**  
Please give us feedback to help us improve the tutorial booking system.

Ref. <http://stephenturvey.github.io/group-tuition/tutors-phase2/student-details.html>



**8.1** Navigation has been added to the top of this page as it was not always clear that there was more content further down the screen.

*Phase 2 candidate.*



**8.2** Tutorials for (module name and presentation) table was moved to the top of the three tables as it was stated that this was the most important of the three.

*Phase 2 candidate.*



**8.3** One tutor stated that they would prefer not to see students' TMA scores as 'it may inadvertently influence their teaching style, or highlight certain people for negative or positive reasons'. Consider putting this data within some show/hide functionality.

*Phase 3 candidate.*



**8.4** A green tick was added to the 'Attended' label within the 'Status' column of 'Tutorials for (module name and presentation)' based on feedback in order to make the data in the table clearer and easy to pick out.

## Attendance 'To do' prompt

The screenshot shows the TutorHome interface. At the top, there is a breadcrumb trail: TutorHome > Students > Tutorials. Below this is a blue header with the word 'Tutorials'. Underneath the header are four buttons: 'Your upcoming tutorials' (highlighted in purple), 'Your past tutorials', 'Tutorials for all ALs in your cluster', and 'Contact tutors in your cluster'. A 'To do' prompt is displayed in a light grey box: 'To do: Please submit the [attendance register](#) for Tutorial 1, Birmingham, 12 March 2016'. Below the prompt is a section titled 'Your upcoming tutorials' with a search filter 'M250 14J' and a 'Show all Types' button.



**9.1** Two of the Tutors spotted the 'To do' prompt. Others who didn't spot it straight away commented it will take time to learn new system and new terminology.

*Phase 3 candidate.*



**9.2** Tutors who did not notice the prompt went via Your past tutorials but only once they realise the navigation was there at the top of the screen. This was not always

immediately obvious. Consider adding links from the module website straight to the attendance register and whether an email notification can be sent to prompts tutors.

*Phase 3 candidate.*



**9.3** An option to remove the prompt would be good as some tutors may get irritated by it being there. If the prompt disappears once a register is submitted, this should help resolve the issue.

*Phase 3 candidate.*



**9.4** If more than one tutor ran the tutorial, which one sees the prompt, or do they all see it?

*Phase 3 candidate.*

# (Past tutorials) Tutorial details and Attendance register

## Tutorial details

**ON THIS PAGE**

[Tutorial overview](#) [Attendance register](#)

### Tutorial overview

Tutorial title	Tutorial one
Date	12 March 2016 (Mon)
Time	09:00 - 13:00
Module/presentation	M250 14J
Type	Cluster face to face
Tutorial description	Preparation for the first assignment
Learning objectives	TBC
Location	Birmingham
Venue	<a href="#">Whittlebury Hall</a> - <a href="#">Leave feedback</a>
Room	102
Tutor	Rob Halford (you), <a href="#">Jeremy Keith</a>

### Attendance register

Please place a tick alongside the names of all students who attended this tutorial and click Submit Attendance Register. If a student attended who wasn't on the original list you can add them using the link below.

[Add attendees not on the register](#)

Check/Uncheck all

Attended	Student name	PI	Tutor	Special circumstances
<input type="checkbox"/>	<a href="#">Ben Gurney</a>	123456	<a href="#">Pat Atkins</a>	
<input type="checkbox"/>	<a href="#">Steven Price</a>	123456	Rob Halford (you)	
<input type="checkbox"/>	<a href="#">Jack Chapple</a>	123456	<a href="#">Jeremy Keith</a>	N
<input type="checkbox"/>	<a href="#">James Nutt</a>	123456	<a href="#">Jason Snell</a>	
<input type="checkbox"/>	<a href="#">James Hart</a>	123456	<a href="#">Pat Atkins</a>	
<input type="checkbox"/>	<a href="#">Sam Leicester</a>	123456	<a href="#">Marco Arment</a>	
<input type="checkbox"/>	<a href="#">Stephen Turvey</a>	123456	<a href="#">Dimitri Petrescu</a>	N
<input type="checkbox"/>	<a href="#">Kapil Dev</a>	123456	Rob Halford (you)	25
<input type="checkbox"/>	<a href="#">Elle White</a>	123456	<a href="#">Jeremy Keith</a>	
<input type="checkbox"/>	<a href="#">Clare Withers</a>	123456	<a href="#">Pat Atkins</a>	
<input type="checkbox"/>	<a href="#">Leanne Daniels</a>	123456	<a href="#">Marco Arment</a>	
<input type="checkbox"/>	<a href="#">Anne Lane</a>	123456	<a href="#">Jason Snell</a>	
<input type="checkbox"/>	<a href="#">Sarah Parish</a>	123456	<a href="#">Pat Atkins</a>	
<input type="checkbox"/>	<a href="#">Kaldora Pellis</a>	123456	Rob Halford (you)	AB
<input type="checkbox"/>	<a href="#">Janet Dyson</a>	123456	<a href="#">Marco Arment</a>	
<input type="checkbox"/>	<a href="#">Pauline Leung</a>	123456	Rob Halford (you)	
<input type="checkbox"/>	<a href="#">Nick Goldings</a>	123456	<a href="#">Pat Atkins</a>	

[Submit Attendance Register](#)

[Send the students a group email](#) [Download your student details file](#) [Print your student list](#)

### Key

N = New to OU study	SU = Based in secure unit. See <a href="#">further details</a> .	way through three modules in succession.
D = Disability	OpenPlus = a collaborative scheme. See <a href="#">further details</a> .	AC2 = Academic conduct case has been raised against the student.
AB = Assessment Banking. See <a href="#">further details</a> .	GSS = Global Science Scheme.	ACS = Academic conduct case has been resolved.
18 = Under 18 (including YASS).	DND = Has visited <a href="#">induction website</a> .	<b>Updated</b> = Student record updated in the last 14 days.
25 = Under 25 (but at least 18).	<b>ALERT</b> = Student has either failed or withdrawn part-way through two modules in succession.	
C = Contact history available.	<b>RESTRICTED</b> = Student has either failed or withdrawn part-	
P = Based in prison. See <a href="#">further details</a> .		

### Need help?

Please contact the Computing Helpdesk with technical queries. For all other queries please contact your Staff Tutor.

### Feedback

Please give us feedback to [help us improve the tutorial booking system](#).

Ref. <http://stephenturvey.github.io/group-tuition/tutors-phase2/tutorial-details-past.html>



**10.1** Would be good to be able to record attendance in LEM at the event, not after it. To do this special circs/personal student details would need to be removed as tutors would potentially have the register displayed on a main screen and be visible by those in the room.

*Phase 3 candidate.*



**10.2** If this attendance register can be made available prior to the event, some tutors would like to be able to print off a hard copy so they can use it as a paper register and then update the LEM system later on.

*Phase 3 candidate.*



**10.3** 'Add attendees not on the register' was moved to be above the table as it was seen as 'illogical' to have it below. Some tutors requested this button to be bigger and more obvious to match the appearance of the 'Submit Attendance Register'. This is currently hyperlinked as it is done via a separate page; a button would suggest it adds the name to this table.

*Phase 2 candidate.*



**10.4** Would be good if the add attendees link was a button like submit register to make it more obvious.

*Phase 2 candidate.*



**10.5** When adding attendees, students won't know their PI, have name and tutor first.

*Phase 2 candidate.*



**10.6** For online tutorials the LEM system should have the ability to automatically record attendance.

*Phase 3 candidate.*



**10.7** 'Leave feedback' added to Venue section in 'Tutorial overview' section.

*Phase 2 candidate.*



**10.8** If there is more than one tutor at the tutorial and they both submit an Attendance Register, does one override the other? Is it even available once a submission has been made?

*Phase 2 candidate.*

## Add students to attendance register

### Add students to attendance register

Add students who attended "Tutorial one" who were not on the original list.

If you know the PI you do not need to enter the student name or tutor. If you do not know the PI please enter both student name and tutor instead.

If you need to add more than five students you can repeat this process.

	Student PI	or	First name	Surname	Tutor
1.	<input type="text"/>	or	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	or	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	or	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	or	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	or	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Feedback**  
Please give us feedback to [help us improve the tutorial booking system](#).



**11.1** Students will not know their PI so this field will very rarely be used to identify them. If it has to be an option here, make it the last column, not the first. Some tutors suggested that the LEM system should automatically add the PI when/if it matches the student's first name, last name and their tutor.

*Phase 3 candidate.*



**11.2** Adding the student's tutor's name here would be an important feature as this would be a lot easier to then identify which student is which. For example, it's unlikely that two students called John Smith will have the same tutor.

*Phase 2 candidate.*



**11.3** Do not use 'Student email' as a field here as students often have a more than one email and are likely to give one that the OU systems do not recognise.

*Phase 2 candidate.*



**11.4** More information is needed in the introductory text. We have added the name of the tutorial but we should also include the time, date and venue to make tutors feel more confident they are adding to the correct attendance register.

*Phase 2 candidate.*

## Comparing new system to current tutorial experience



**12.1** A lot of scrolling up and down the page to find information

**12.2** Too much equal weighting of information

**12.3** Recording attendance needs to be slick, not a hassle to enter

*Phase 3 candidates.*



**12.4** Easy to use

**12.5** Much more information available than currently

**12.6** Feels comfortable, looks familiar and is easy to navigate

## Questions/comments

**13.1** Make sure tutor name displays as tutor wants it, e.g., not showing middle name as seen on a screen shot.

**13.2** Add Cluster Manager contact details

**13.3** Is it a mandatory to record attendance?

**13.4** Do all tutors in cluster group get attendance prompt?

**13.5** Will LEM talk to the online OU Live system?

**13.6** Quick message function for students if they can't make the event on the day

**13.7** Will there be a book by date and how rigid is it?

**13.8** Useful to have link to forum.

**13.9** Language in Help Centre currently says 'your tutor' will it change to module tutor, your tutorial tutor?

**13.10** Automatically add students who are outside of the cluster to the group email when they sign up for the tutorial.