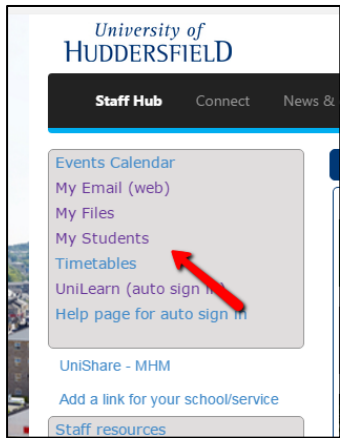
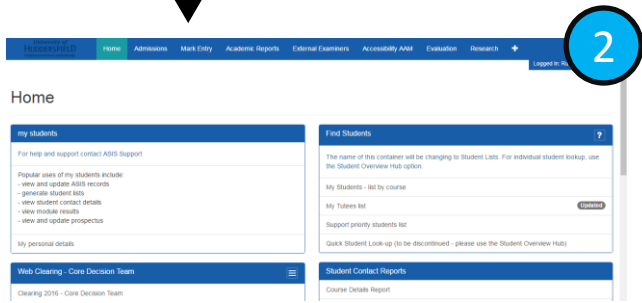


Personal Academic Tutors hold five meetings a year with students to discuss their academic progress. They use the Dashboard, which brings information about students together in one place.

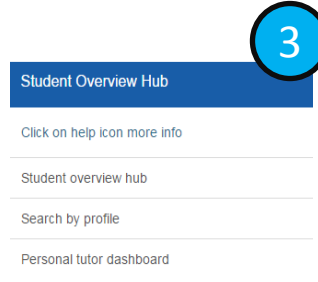


To access the Dashboard go to My Students on the Staff home page

1



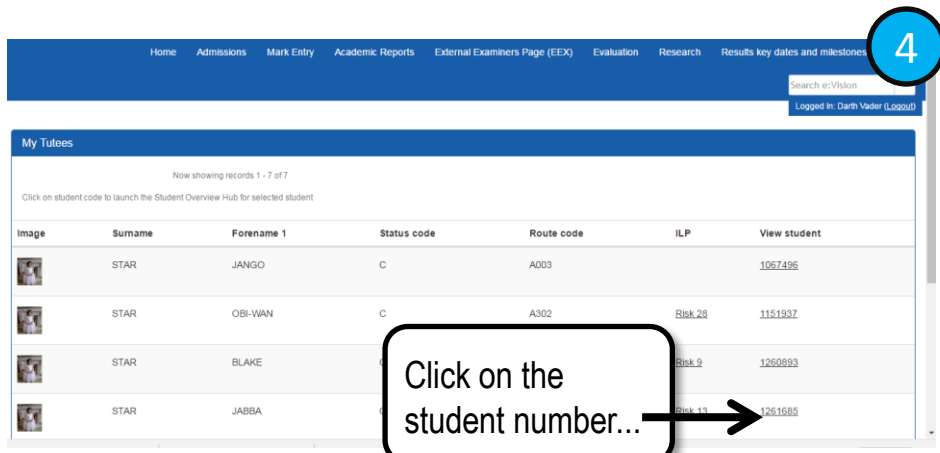
2



3

Look for the Student Overview Hub Container, and within this, the Personal tutor dashboard where you will find a list of students who you have been allocated as their Personal Academic Tutor

If you need to change your list for any reason (adding or removing students) please speak to your School Manager



4

Click on the student number...

Student code


List

5

Select "next"

You are now at the individual student Dashboard, and can access the attendance record, Individual Learning Profile, module results, and (where the student has one) the Personal Learning Support Plan.

6



Title Miss
Surname Star
Forenames Luke
Gender Female
School Music, Humanities and Media

Date of birth 18/Jan/1986 (31)
Disability You have a mental health condition which has a significant impact on your day to day life (PLSP Active)
SU opt-in Yes
Email U1264814@unimail.hud.ac.uk
Course BA (Hons) Journalism Suite

7

8

To access Attendance, the ILP or the PLSP, click on the buttons

To expand these fields to access details, click on the blue strips

Year	Module	Module Tutor	Title	Level	Credit	Mark	Grade	Result	Attempt
13/14	AFC1016		Journalism: Principles and Practice	F	30	67	B	P	1
13/14	AFC1112		Politics, Society and Journalism	F	30	52	C	P	1
13/14	AFC1204		Magazine Journalism	F	30	55	C	P	1
13/14	AFC1503		Media and Public Relations	F	30	68	B	P	1
14/15	AFC2204		Video Journalism	I	20	53	C	P	1

Date	Logged by	Initiated by	Method	Query type	Note
<input type="text" value="Add note"/>					

8

Date	Logged by	Initiated by	Method	Reason type	Note
<p>Add log</p> <p>This contact log should be used to record brief notes. You must not log confidential or sensitive information that is unsuitable to be shared with all staff involved with student teaching. Saved notes cannot be edited.</p>					
Initiated by		<input type="text" value="Staff"/>	Notes		
Method		<input type="text" value="In Person"/>	<input type="text" value="Discussed term one grades and signposted student towards extra help on using r"/>		
Reason type		<input type="text" value="Personal tutor meeting"/>			
Category*		<input type="text"/>			

*Some categories have automated processes that will be initiated upon adding a record. For example the category of '...' initiated emails sent to the student informing them of support services.

When you save your note, it is date and time stamped

9

Other members of staff will be able to see these notes so please keep them brief and do not share confidential information here. You might want to note where you have referred a student to any of the University's support services, such as Wellbeing or Finance.

FAQs

Why can't I access the Attendance Monitoring area?

You may be using the wrong password. Please check with your School Manager

Why can't I see a PLSP link?

The student doesn't have a PLSP, and therefore the link will not be visible

What do I do if the student I am seeing doesn't appear on my list?

In the Student Overview Hub, select the sub-menu Student Overview Hub and input the student number here to access his or her individual Dashboard

Where can I find more information about Personal Academic Tutoring and the Dashboard?

Please contact our Teaching and Learning Institute (tali@hud.ac.uk)