



Information Management  
and Technology

LSE for You:

## **Class Registers: Course Work**

# User Guide

Version 1.0

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# 1 CLASS REGISTERS: COURSE WORK

## 1.1 What is 'Class Registers: Course Work'?

'Class Registers: Course Work' is an application on LSE for You that allows current teachers to assign course work to students. Course work can be assigned to the whole class or specific students, and can be removed if necessary. Deadlines can also be set.

To access 'Class Registers: Course Work', the user must first log in to LSE for You. The application can be found under the '**Staff > Registers**' tab.

## 2 ACCESSING THE COURSE WORK TAB

### 2.1 Select the relevant register

In order to assign course work to a specific class register, navigate to '**Staff > Registers > Taught Registers**' and tick the registers that you would like make changes.

Click continue to confirm your selection.

**Everyone**

- Addresses
- LSE for You Options
- News
- Rooms

**Staff**

- Registers
- Introduction
- Taught Registers**
- Office Hours
- Student Information/Photographs
- Teacher Timetable

### Taught Registers

Student's Academic Adviser/Supervisor information can be displayed on registers - see the options at the foot of the page.  
Course Work tutorials are available to class teachers. You can access them [here](#).

Please select the register(s) that you wish to view, by clicking on the 'checkbox' next to the class/seminar, and then click on the 'continue' button.

- GV251.A Government, Politics and Public Policy in the European Union Group: 1
- GV251.A Government, Politics and Public Policy in the European Union Group: 2
- IR311.A Europes Institutional Order Group: 1
- IR311.A Europes Institutional Order Group: 2

**Options**  
[Help with these options. \(Popup\)](#)

### 2.2 Access the Course Work tab

After completing the previous step, you will be presented with the Taught Registers screen. Click on the '**Course Work**' link to access the relevant tab.

## Taught Registers

Notes:

There is a [key](#) at the foot of the page.

**Don't forget to press the 'Save Changes' button before leaving this page!**

Please click on the 'summary' link under a student's name to see a screen which includes a breakdown of their attendance and course work and an area for you to record your comments about this student's progress.

[Mark all students Present](#) [Mark all students Absent](#) [Save Changes](#)

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2014/15 GV251.A Government, Politics and Public Policy in the European Union Group: 01

[ATTENDANCE REGISTER](#)   [COURSE WORK](#)   [STUDENT SUMMARY](#)

Meeting: [07/10/2014](#) (1) -- [14/10/2014](#) (2) -- [21/10/2014](#) (3) -- [28/10/2014](#) (4) -- [04/11/2014](#) (5) -- [11/11/2014](#) (6) -- [18/11/2014](#) (7) --

18 November 2014 from 13:00 to 14:00 in room CLM.1.02

**Teacher:**

Student	Michaelmas	Teaching Week 7
	Attendance Pattern	P A R

Photo of Student

[Summary](#) ( [@lse.ac.uk](#) )

Id: 2011  
BSc in Government  
Year: 2  
Academic Adviser: [\[redacted\]](#)

[.] [P] [P] [R] [P] [P]

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2.2

## 3 ADDING COURSE WORK

You can assign course work by clicking on the 'Create new course work' button.

### Taught Registers

💡 New Course Work tutorials are available to class teachers. You can access the [manual](#).

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**Don't forget to press the 'Save Changes' button before leaving this page!**

Please click on the 'summary' link under a student's name to see a page which includes a breakdown of their attendance and course work and an area for you to record your comments about this student's progress.

[ATTENDANCE REGISTER](#)   [COURSE WORK](#)

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**Please Either:**

Select an existing course work to review/mark by choosing a term and/or course work and pressing the 'Fetch' button.

Show: Michaelmas ▾ Show course assignment: All ▾ [fetch](#)

**Or:**

Create a new course work by clicking on the 'Create new course work' button.

[Create new course work](#)

3

### 3.1 Adding Course Work for all Students in a Selected Register.

After clicking on the 'Create new course work' button, fill up the following fields with the relevant information, click on 'Set Course Work' and click on 'Save Changes' to confirm the course work. A screenshot with relevant explanations are provided on the next page. It is possible to make edits to the course work even after they have been set. This will be covered in the next section of this user guide.

# Taught Registers

💡 New Course Work tutorials are available to class teachers. You can access them [here](#).

**Don't forget to press the 'Save Changes' button before leaving this page!**

Please click on the 'summary' link under a student's name to see a page which includes a breakdown of their attendance and course work and an area for you to record your comments about this student's progress.

[ATTENDANCE REGISTER](#)      [COURSE WORK](#)

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To set course work for this class please:

First select a term:

Which term is this course work for? Michaelmas term

3.1.1

Second Either:

**To set course work for all of these students**

Use these 2 fields to enter course work for all of these students then click on the 'Set Course Work' button, and then click on the 'Save Changes' button (the 'Save Changes' button is at the foot of the page):

Course Work Title:

3.1.2

Optional deadline:

3.1.3

Please use form at dd-mm-yyyy, e.g. 09-01-2004 is 9th January 2004.  
Click on the button to display a calendar.

Deadlines can be used to issue reminders to students who fail to return work on time.

Or:

**To create/delete course work for individual students**

- i) Select a term above.
  - ii) Click on the 'Set Course Work' button.
  - iii) Use the form below to enter/delete course work for individual students. Only students with a course work title will have work set, course work will not be set for students who have their course work title left blank. You may remove an assignment by deleting the title, for example if a student has left this class since you set the original course work.
  - iv) Click on the 'Save Changes' button at the foot of the page when you have finished.
- (The deadline is optional and can be used to issue reminders to students who are late submitting course work.)

3.1.4

Student	Title	Deadline
student_name_1 <a href="#">Summary</a> Id: student_id_1 BSc in Government Year: 2	<input type="text"/>	<input type="text"/>
student_name_2 <a href="#">Summary</a> Id: student_id_2 BSc in Government Year: 3	<input type="text"/>	<input type="text"/>
student_name_3 <a href="#">Summary</a> Id: student_id_3 BSc in Social Policy with Government Year: 3	<input type="text"/>	<input type="text"/>
student_name_4 <a href="#">Summary</a> Id: student_id_4 BSc in Social Policy with Government Year: 3	<input type="text"/>	<input type="text"/>

Fields populated as a result of step 3.1.4

[START AGAIN](#)

3.1.5

## 3.1.1 Select the Course Work term

Select the term for which the course work is relevant. Options include: Michaelmas, Lent and Summer term.

## 3.1.2 Course Work Title

Enter the title of the course work that is being assigned. This will be displayed to all the assigned students.

## 3.1.3 Optional Deadline

Select a deadline for the course work. This is optional and can be used to issue reminders to students who are late at submitting course work.

### 3.1.4 Set Course Work

This function populates the 'Titles' and 'Deadlines' for every student with the inputs you entered in 3.1.2 and 3.1.3.

### 3.1.5 Save Changes

Submit when you are satisfied with the selections entered.

## 3.2 Add Course Work for Specific Students in the Selected Register

You can also choose to assign course work only to specific students, or to assign different course work to different students within a selected class registry.


After clicking on the 'Create new course work' button, click on the '**Set Course Work**' button. Subsequently, you can fill in student specific course work by filling up the title and deadline fields that are located next to each student's name. You can also set different course work titles and deadlines for different students.

Second Either:

**To set course work for all of these students**

Use these 2 fields to enter course work for all of these students then click on the 'Set Course Work' button, and then click on the 'Save Changes' button (the 'Save Changes' button is at the foot of the page):

Course Work Title:

Optional deadline:  

Please use format dd-mm-yyyy, e.g. 09-01-2004 is 9th January 2004.  
Click on the button to display a calendar.  
Deadlines can be used to issue reminders to students who fail to return work on time.

Or:

**To create/delete course work for individual students**

- i) Select a term above.
  - ii) Click on the 'Set Course Work' button.
  - iii) Use the form below to enter/delete course work for individual students. Only students with a course work title will have work set, course work will not be set for students who have their course work title left blank. You may remove an assignment by deleting the title, for example if a student has left this class since you set the original course work.
  - iv) Click on the 'Save Changes' button at the foot of the page when you have finished.
- (The deadline is optional and can be used to issue reminders to students who are late submitting course work.)

[Set Course Work](#)

Student	Title	Deadline	
student_name_1 <a href="#">Summary</a> Id: student_id_1 BSc in Government Year: 2	<input type="text"/>	<input type="text"/>	← <b>No course work set</b>
student_name_2 <a href="#">Summary</a> Id: student_id_2 BSc in Government Year: 3	Essay	25-12-2014	← <b>Course work set</b>
student_name_3 <a href="#">Summary</a> Id: student_id_3 BSc in Social Policy with Government Year: 3	Essay	27-12-2014	← <b>Different deadline set</b>
student_name_4 <a href="#">Summary</a> Id: student_id_4 BSc in Social Policy with Government Year: 3	Different Essay	<input type="text"/>	← <b>Different course work</b> ← <b>No deadline set</b>

[Save Changes](#)  
[START AGAIN](#)

Once you have entered your desired course work titles and deadlines in the above fields, click on the **'Save Changes'** button to confirm the course work.

Note: If do not click on the 'Set Course Work' button before attempting to save changes, you will receive an error message.


## 4 UPDATING COURSE WORK

After the course work has been set, you can still edit the title of the course work and deadline. You can also remove course work, mark course work as received, enter course work grades and send overdue reminders. These functions will be outlined in this section.

### 4.1 Select Relevant Course Work

In order to make updates, you need to navigate to the relevant course work. On the Taught Registers page, select the relevant term and course assignment name, and click on **'fetch'** to access the selected course work.

## Taught Registers

 New Course Work tutorials are available to class teachers. You can access them [here](#).

**Don't forget to press the 'Save Changes' button before leaving this page!**

Please click on the 'summary' link under a student's name to see a page which includes a breakdown of their attendance and course work and an area for you to record your comments about this student's progress.

[ATTENDANCE REGISTER](#)

[COURSE WORK](#)

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**Please Either:**

Select an existing course work to review/mark by choosing a term and/or course work and pressing the 'Fetch' button.

Show:  Show course assignment:

4.1

**Or:**

Create a new course work by clicking on the 'Create new course work' button.

### 4.2 Update Course Work

Once you click on the **'fetch'** button in 4.1, the course work will be displayed at the bottom of the page. Various fields can be edited to achieve the desired outcome.

**Please Either:**

Select an existing course work to review/mark by choosing a term and/or course work and pressing the 'Fetch' button.

Show: Michaelmas Show course assignment: MT Essay 1 fetch

**Or:**

Create a new course work by clicking on the 'Create new course work' button.

Create new course work

**Or:**

Mark fetched course work. You may mark course work as having been received and enter a mark later. Press the 'Set All Received' button to mark all of the course work as having been received. Course work will automatically be noted as received when a mark is entered against it.

Set All Received 4.2.1

Student	Title	Mark	Deadline	Received	
student_name_1 <a href="#">Summary</a> student_photo_1 Id: student_id_1 BSc in Government Year: 2 student_email_1	MT Essay 1	60	25-10-2012	<input checked="" type="radio"/> Yes <input type="radio"/> No	4.2.2
student_name_2 <a href="#">Summary</a> student_photo_2 Id: student_id_2 BSc in Government Year: 3 student_email_2	MT Essay 1	73	25-10-2012	<input checked="" type="radio"/> Yes <input type="radio"/> No	4.2.3
student_name_3 <a href="#">Summary</a> student_photo_3 Id: student_id_3 BSc in Social Policy with Government Year: 3 student_email_3	MT Essay 1	51	25-10-2012	<input checked="" type="radio"/> Yes <input type="radio"/> No	4.2.4
student_name_4 <a href="#">Summary</a> student_photo_4 Id: student_id_4 BSc in Social Policy with Government Year: 3 student_email_4	MT Essay 1	67	25-10-2012	<input checked="" type="radio"/> Yes <input type="radio"/> No	4.2.5

Please make sure that you save your changes before leaving this page or they will be lost! Save Changes 4.2.6

[START AGAIN](#)

### 4.2.1 Set All Received

You can easily set all course work as received if all your students have submitted your course work. Pressing this button changes all the course work status to Received: Yes. As a time saving measure, you can use this function in conjunction with 4.2.5 to initially mark all course work as received before change the status of students that did not hand in to 'No'.

### 4.2.2 Edit Course Work Title

You can edit the course work title here for specific students or all students. If this field is cleared, the course work for the student will be removed. As a natural corollary, if all 'Title' fields are cleared, the whole course work will be removed.

### 4.2.3 Set Course Work Mark

Once the student has submitted his or her course work, you can enter their Mark in this field. You can return to edit this field at any time.

### 4.2.4 Edit Deadline

You can edit the deadline for the course work by entering the appropriate date using the format DD-MM-YYYY.

### 4.2.5 Set Course Work Received

This button allows you to set whether individual students have submitted their course work. This is typically used in conjunction with 4.2.1.

### 4.2.4 Save Changes

Once you are satisfied with the changes, click on this to confirm the changes.

## 4.3 Issue Reminder Emails for Overdue Course Work

If a student is overdue on course work, you can issue reminder emails. This email will be sent overnight to you, the student, and the student's Academic Adviser. This email will only be sent once.

The issue reminder function appears after you select 'No' under the 'Received' button and click save changes. Tick the checkbox and click on '**Save Changes**' to have the email sent.

Some of this course work appears to be overdue. Select the 'Issue Reminder Emails for Overdue Course Work' checkbox if you want reminder emails to be issued for the overdue work. Reminder emails will be sent overnight and copied to you and the student's Academic Adviser. Reminder emails will only be sent to students who have not already received a reminder for this course work. Reminder emails will only be issued to LSE Undergraduate students.

Issue Reminder Emails for Overdue Course Work.

Student	Title	Mark	Deadline	Received
student_name_1 <a href="#">Summary</a> student_photo_1 Id: student_id_1 BSc in Government Year: 2 student_email_1	MT Essay 1	60	25-10-2013	<input type="radio"/> Yes <input checked="" type="radio"/> No overdue
student_name_2 <a href="#">Summary</a> student_photo_2 Id: student_id_2 BSc in Government Year: 3 student_email_2	MT Essay 1	73	25-10-2012	<input checked="" type="radio"/> Yes <input type="radio"/> No

4.3