

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.

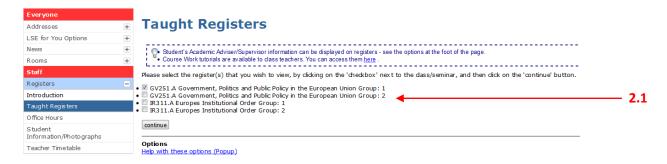
To access 'Class Registers: Couse Work', the user must first log in to LSE for You. The application can be found under the 'Staff > Registers' tab.

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.

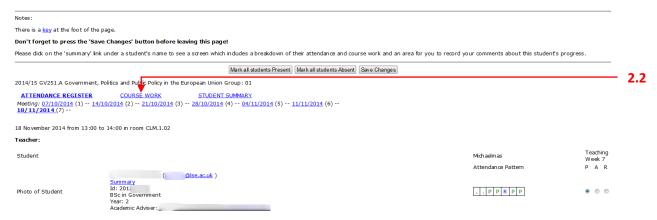
Click continue to confirm your selection.



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.

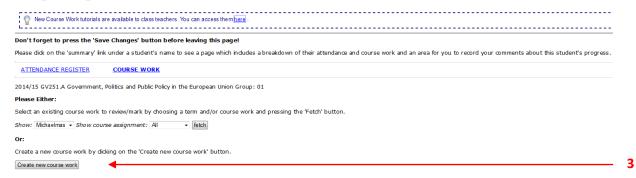
Taught Registers



3 ADDING COURSE WORK

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

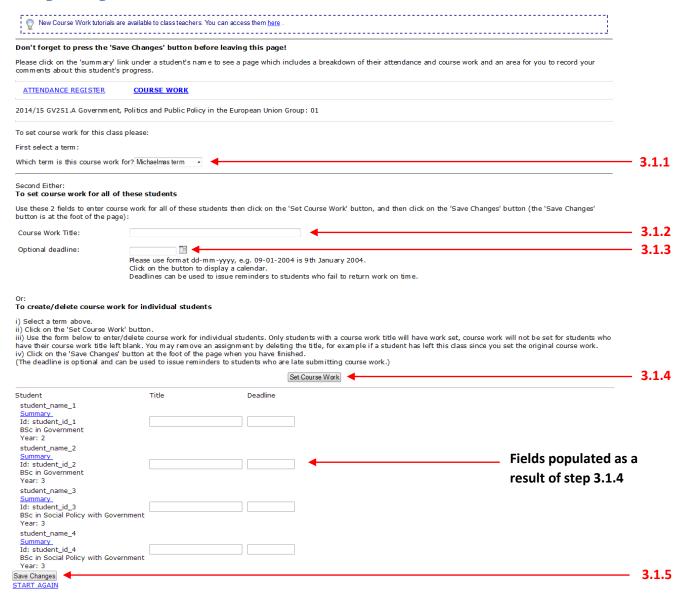
Taught Registers



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



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.

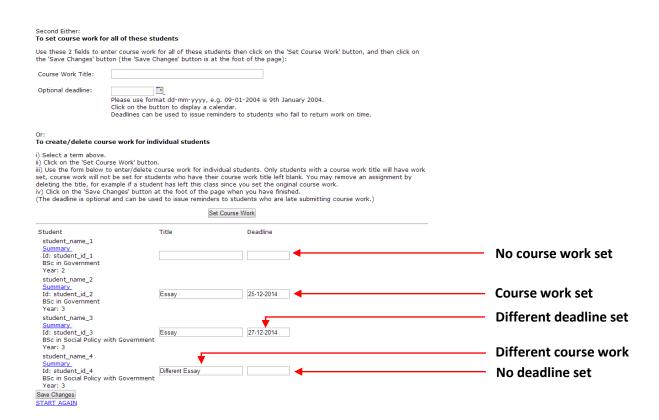
3.1.5 Save Changes

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 teach student's name. You can also set different course work titles and deadlines for different students.



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.

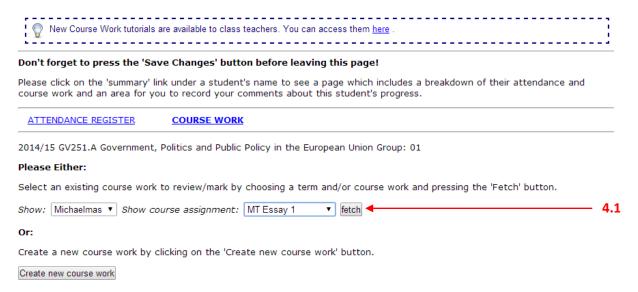
4 UPDATING COURSE WORK

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.

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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.

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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: MT Essay 1 ▼ fetch

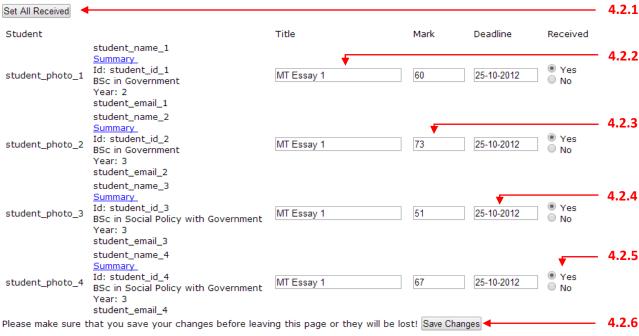
Or:

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 be noted as received when a mark is entered against it.



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.

