



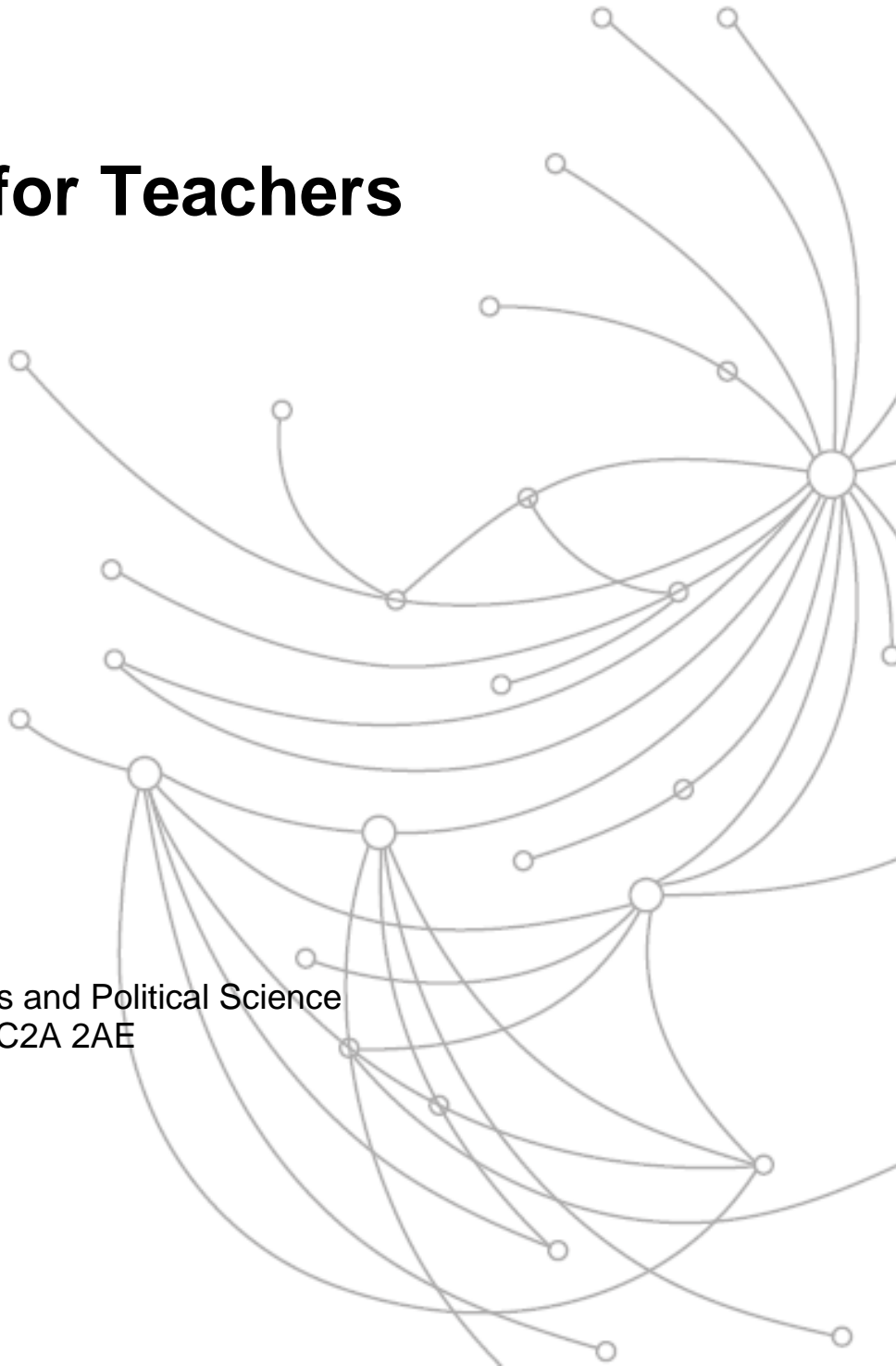
Information Management
and Technology

LSE for You: **Introduction for Teachers**

User Guide

Version 1.0

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1 LSE FOR YOU

1.1 What can LSE for You do?

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

- Update your personal information
- Update registers
- Set up and manage office hours
- Access your personalised teaching timetable

1.2 Navigating LSE for You

Your menu on the left hand side is where you will find all the main features of LSE for 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' header. The menu is divided into two main sections: 'Everyone' and 'Staff'. The 'Everyone' section includes: Personalise My Menu, Addresses (+), Certification and Documentation (+), LSE for You Options (+), Library (+), News (+), and Rooms (+). The 'Staff' section includes: Class Mailer, Registers (+), Office Hours (+), Student Information/Photographs, Teacher Timetable, and Teacher Timetable Plus. Two red arrows point from the 'Everyone' and 'Staff' section headers to explanatory text on the right.

MY MENU	
Personalise My Menu	
Everyone	
Addresses	(+)
Certification and Documentation	(+)
LSE for You Options	(+)
Library	(+)
News	(+)
Rooms	(+)
Staff	
Class Mailer	
Registers	(+)
Office Hours	(+)
Student Information/Photographs	
Teacher Timetable	
Teacher Timetable Plus	

Everyone
These are options that everyone at the LSE will have access to. For example, here you can manage your account details.

Staff
These are options will look different depending on the group of roles that are allocated to you. Here you will be able to access class registers, office hours and your personal timetable

1.3 How do you get the “Current Teacher” role?

To be able to see all the features available to those with the “Current Teacher” role, you need to be entered in the timetabling system as a valid Lecturer or class leader/teacher/assistant.

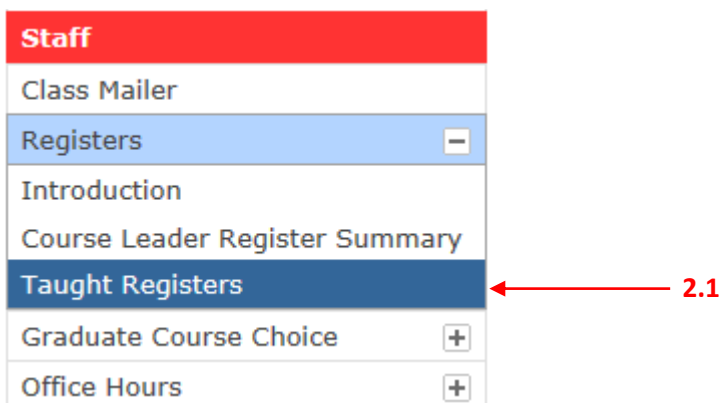
To obtain this role you must contact the Timetables Office.

2 REGISTERS

2.1 Accessing taught registers

Once you have been given the “Current Teacher” role and you have been attached to a specific class, you will be able to view and complete class registers within LSE for You. You can access the registers under the Staff menu in the “Registers” tab.

Note: registers for specific classes are generated on the morning of the class, so you will be unable to see future registers. Also, only the students that are registered to the class that morning will appear on the register. If a student changes class group they will appear in the registers of the new group only for those classes taking place after the date of the change.



2.2 Completing registers

If you are teaching multiple classes then you will need to select the group that you wish to take the register for before proceeding.

You also have the ability to go back to previous weeks to update the register if you need, by choosing the desired week before you select the “continue” button.

2.3 Attendance codes

At the bottom of the register you should find a key that explains the codes as follows:

- P – Present – the student attended the class
- A – Absent – the student failed to attend this class
- R – Absent with reason – the student has not attended because, for example, they are ill

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.

- EH101.A The Internationalisation of Economic Growth, 1870 to the Present Day Group: 12
- EH101.A The Internationalisation of Economic Growth, 1870 to the Present Day Group: 13

[continue](#)

Options

[Help with these options \(Popup\)](#)

Fetch last meeting

Fetch meeting:									
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10
<input type="radio"/> 11	<input type="radio"/> 12	<input type="radio"/> 13	<input type="radio"/> 14	<input type="radio"/> 15	<input type="radio"/> 16	<input type="radio"/> 17	<input type="radio"/> 18	<input type="radio"/> 19	<input type="radio"/> 20
<input type="radio"/> 21	<input type="radio"/> 22	<input type="radio"/> 23	<input type="radio"/> 24	<input type="radio"/> 25	<input type="radio"/> 26	<input type="radio"/> 27	<input type="radio"/> 28	<input type="radio"/> 29	<input type="radio"/> 30
<input type="radio"/> 31	<input type="radio"/> 32	<input type="radio"/> 33	<input type="radio"/> 34	<input type="radio"/> 35	<input type="radio"/> 36	<input type="radio"/> 37	<input type="radio"/> 38	<input type="radio"/> 39	<input type="radio"/> 40

- Link Course Work To Attendance
- Show Student Photographs
- Show Attendance Pattern
- Show Student Programme of Study
- Show Student Id Number
- Show Student Email Address
- Show Student Link to Summary
- Show Student's Academic Adviser/Supervisor
- Draw lines around table cells
- Remember these choices for next time

[START AGAIN](#)

2.4 Other options

Through the register application you are also able to access student pictures and set coursework.

2.4.1 Student pictures

Before you click on the "continue" button, ensure the box for "Show Student Photographs" is checked. Once you click on the register there will be a picture next to each student.

2.4.2 Setting coursework

Once you open up the register you will notice at the top the option for coursework

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

Meeting: [13/01/2015](#) (1) -- [20/01/2015](#) (2) -- [27/01/2015](#) (3) -- [03/02/2015](#) (4) -- [10/02/2015](#) (5) -- [17/02/2015](#) (6) -- [24/02/2015](#) (7) -- [28/02/2015](#) (8) -- [03/03/2015](#) (9) -- [10/03/2015](#) (10) -- [17/03/2015](#) (11) --

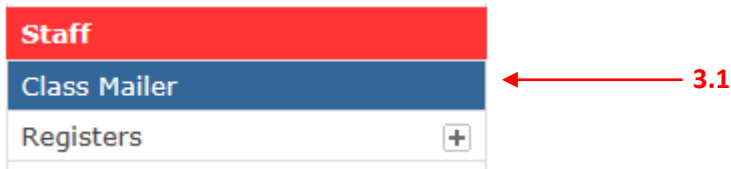
This will allow you to set a coursework including a deadline. You will also be able to mark the students attempt and record their grades if you wish to.

You can find a comprehensive guide on LSE for You which further details the process of setting up coursework.

3 CLASS MAILER

3.1 How does it work?

Here you are able to send students in your class messages which will be sent to their network email address.



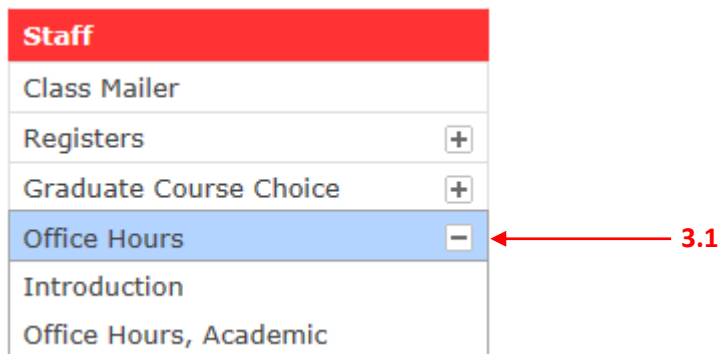
Once you have chosen the class that you wish to contact you can either send them all a message or you can check the “Display Students” box and choose which students you wish to contact.

If you would like to include other teachers in the message you will need to check the relevant box before clicking on the “next” button. Only teachers attached to the class in the timetabling system will be included in these messages.

4 OFFICE HOURS

4.1 How does it work?

“Office Hours” is an application that allows students to book a specified time to meet you. You control these office hours and can set up times that are most convenient for you.



4.2 Setting up your office hours

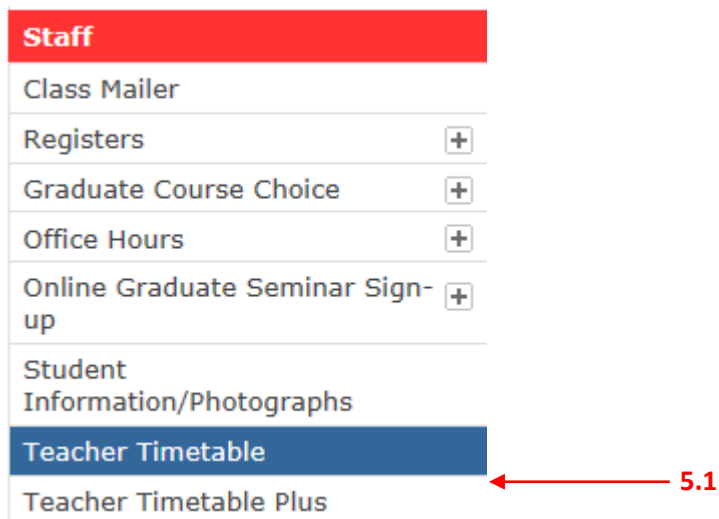
There is a comprehensive guide for setting up your office hours which can be found on LSE for You in the Introduction section under the Office Hours tab. This guide will be able to explain how you can set up, repeat and delete your office hours.

5 TEACHER TIMETABLE

5.1 Accessing your timetable

You are able to access your timetable in two ways – “Teacher Timetable” and “Teacher Timetable Plus”.

If the timetable does not show all your classes then you should contact the Timetables team who will be able to assist you.



6 HELP

6.1 General help

You should first have a look at the FAQs in the top right of the screen.

Here you can also access the queries system in the link in the right corner of the screens. Here you will be able to email the relevant department who will be able to assist you further.