



Information Management
and Technology

LSE for You:
**Introduction for Academic Advisors
(Undergraduate)**

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:

- Email your advisees
- Check your advisees course selections
- Monitor advisees attendance
- Ensure advisees timetables have no clashes
- Download student information and photographs

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

Note: your menu may look different to the one below, as it will depend on the roles that have been allocated to 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 three sections: 'Everyone', 'Staff', and 'Staff'. The 'Everyone' section includes: Personalise My Menu, Accommodation, Account Management (+), Addresses (+), Certification and Documentation (+), Employment, LSE for You Options (+), Language Centre (+), Library (+), News (+), and Rooms (+). The 'Staff' section includes: Advisee Mailer, Advisees Selections (+), Registers (+), Timetable Clash Checker (+), and Student Information/Photographs (+). Red arrows point from the 'Everyone' and 'Staff' sections to explanatory text on the right.

MY MENU	
Personalise My Menu	
Everyone	
Accommodation	
Account Management	+
Addresses	+
Certification and Documentation	+
Employment	
LSE for You Options	+
Language Centre	+
Library	+
News	+
Rooms	+
Staff	
Advisee Mailer	
Advisees Selections	+
Registers	+
Timetable Clash Checker	+
Student Information/Photographs	+

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

Staff
These are options will look different depending on the roles that are allocated to you. Here you will be able to access all information you will need for your advisees.

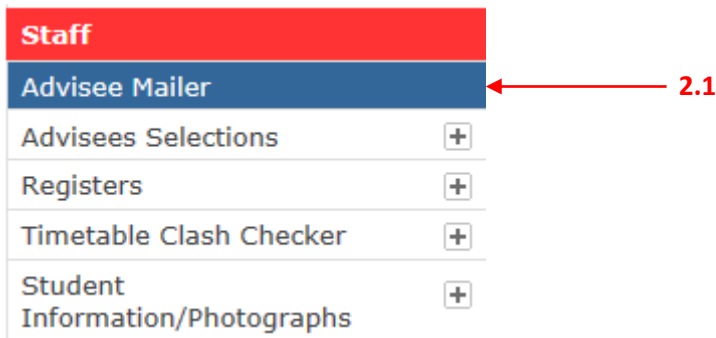
1.3 How do you get the “Academic Advisor” role?

To obtain this role you must contact your department administrator who will grant you access and attach you to your advisees.

2 ADVISEE MAILER

2.1 What is advisee mailer?

You are able to email all or a selection of your advisees using this application.



2.2 Sending an email

You will be presented with a list of your advisees where you can choose who you wish to send the message to. You may either select all or choose individuals to email. Once you have chosen your recipients you are able to write the message at the bottom of the page.

 [Changes have been made to the Advisee Mailer](#)
All selected recipients will be added to the 'BCC' field of the email and not the 'To' field.

Session being displayed:

2013/14
2014/15




Programme	Year	Student Name	Select
General Course	1	[REDACTED]	<input checked="" type="checkbox"/>
General Course	1	[REDACTED]	<input checked="" type="checkbox"/>
MSc in Political Science and Political Economy	1	[REDACTED]	<input checked="" type="checkbox"/>
MSc in Political Science and Political Economy	1	[REDACTED]	<input checked="" type="checkbox"/>
MSc in Political Science and Political Economy	1	[REDACTED]	<input checked="" type="checkbox"/>
MSc in Political Science and Political Economy	1	[REDACTED]	<input checked="" type="checkbox"/>
MSc in Political Science and Political Economy	1	[REDACTED]	<input checked="" type="checkbox"/>
MSc in Political Science and Political Economy	1	[REDACTED]	<input checked="" type="checkbox"/>
MSc in Political Science and Political Economy	1	[REDACTED]	<input checked="" type="checkbox"/>
MSc in Political Science and Political Economy	1	[REDACTED]	<input checked="" type="checkbox"/>
MSc in Political Science and Political Economy	1	[REDACTED]	<input checked="" type="checkbox"/>
BSc in Government and Economics	3	[REDACTED]	<input checked="" type="checkbox"/>
BSc in Government and Economics	3	[REDACTED]	<input checked="" type="checkbox"/>
BSc in Government and Economics	3	[REDACTED]	<input checked="" type="checkbox"/>
BSc in Government and Economics	3	[REDACTED]	<input checked="" type="checkbox"/>
BSc in Government and Economics	3	[REDACTED]	<input checked="" type="checkbox"/>
BSc in Government and Economics	3	[REDACTED]	<input checked="" type="checkbox"/>
BSc in Government and Economics	3	[REDACTED]	<input checked="" type="checkbox"/>
BSc in Government and Economics	3	[REDACTED]	<input checked="" type="checkbox"/>
BSc in Government and Economics	3	[REDACTED]	<input checked="" type="checkbox"/>

Select all Unselect all  2.2

Please enter the subject and message content of your email and then press the 'Send Email' button.

Subject of email:

Text of email:

B *I* U <>   


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3 ADVISEES SELECTIONS

3.1 What are advisee selections?

This application allows you to monitor advisee's course selections and the changes that they made.

Staff

- Advisee Mailer
- Advisees Selections -
- Introduction
- Advisees Selection of Courses 
- Registers +
- Timetable Clash Checker +
- Student Information/Photographs +

Advisees Selection of Courses

Please see updated [Programme and course information](#) .

The following students have been identified as your advisees in the current academic year. If your advisees are incorrectly listed please contact the [Registry](#).

This page indicates when your advisees last changed their 'Selection of Courses' (module choices) and whether or not your approval of their selection of courses has been recorded on the computer.

To view and/or approve a student's selection of courses please click on the checkbox in the 'View Courses' column next to the student and then on the 'View selected student's Courses' button at the foot of the screen.

There are buttons at the foot of the screen to allow you to select all of your advisees at the same time and to choose whether or not to have the computer show if it thinks a advisee isn't taking enough modules.

Student	Courses Changed	Courses Approved	View Courses
[REDACTED] BSc in Government and Economics (year 3)	Unchanged		<input type="checkbox"/> ← 3.2
[REDACTED] BSc in Government and Economics (year 3)	Unchanged		<input type="checkbox"/>
[REDACTED] BSc in Government and Economics (year 3)	Unchanged		<input type="checkbox"/>
[REDACTED] General Course (year 1)	Unchanged		<input type="checkbox"/>
[REDACTED] General Course (year 1)	Unchanged		<input type="checkbox"/>
[REDACTED] BSc in Government and Economics (year 3)	Unchanged		<input type="checkbox"/>
[REDACTED] BSc in Government and Economics (year 3)	Unchanged		<input type="checkbox"/>
[REDACTED] BSc in Government and Economics (year 3)	Unchanged		<input type="checkbox"/>
[REDACTED] BSc in Government and Economics (year 3)	Unchanged		<input type="checkbox"/>
[REDACTED] BSc in Government and Economics (year 3)	Unchanged		<input type="checkbox"/>
[REDACTED] BSc in Government and Economics (year 3)	Unchanged		<input type="checkbox"/>

[select all](#) [unselect all](#)

Options:
Show missing modules (see if the computer thinks that a student has insufficient modules - takes longer):
 Yes
 No

 Only show pending requests for unlisted courses.
 Show all requests for unlisted courses.

3.2 Checking selections

Check the box of the student(s) that you want to check and click “view selected students courses” at the bottom of the page.

This will take you to a page that details the students’ choices. To approve or to reject their choices check the relevant box at the bottom and click “Save”.

Selection of Courses

██████████.██████████ is entered for the following programme of study and examination subjects.

This student's examination subjects should conform to the [2014/15 regulations for the programme of study BSc in Sociology](#)

Session	Paper	Level	Module	Units	Result	Exam Flag*
2014/15	1	I	SO102 Statistics in Society	1.0		A
2014/15	2	I	SO100 Key Concepts in Sociology: An Introduction to Sociological Theory	1.0		A
2014/15	3	I	SO110 Key Issues in Contemporary Societies: An Introduction to Contemporary Sociology	1.0		A
2014/15	4	I	AN100 Introduction to Social Anthropology	1.0		A
2015/16	5	II	00000 Missing course to be chosen	1.0		
2015/16	6	II	00000 Missing course to be chosen	1.0		
2015/16	7	II	00000 Missing course to be chosen	1.0		
2015/16	8	II	00000 Missing course to be chosen	1.0		

Approved: Yes No No decision ← 3.2

Save Changes
 Cancel
[START AGAIN](#)

4 REGISTERS

4.1 What is the registers section?

This allows you to monitor your advisees' attendance, by either viewing the summary or detailed view.

The screenshot shows a vertical menu for staff. The menu items are: Staff (red header), Advisee Mailer, Advisees Selections (+), Registers (-) ← 4.1, Introduction, Undergraduate Advisee Registers - Detail ← 4.2, Undergraduate Advisee Registers - Summary ← 4.3, Timetable Clash Checker (+), and Student Information/Photographs (+).

4.2 Detailed registers

This application will allow you to view the attendance of your advisee to each of their courses, as well as coursework grades and teacher comments.

4.2.1 Choosing the student

At the top of the page you will find a list of your advisees. By clicking on each one you will be shown all their registers for the current academic year.

Note, names have been blacked out on screenshots below for data protection.

Undergraduate Advisee Registers - Detail

Session:

[view academic adviser comments](#)

[view student comments](#)

Advisees: [redacted] -- [redacted] -- [redacted] --
[redacted] -- [redacted] -- [redacted] --

← 4.2.1

Photo of Student

[redacted], [redacted]
Id number: [redacted]
BSc in Sociology
Year: 1
[Exam Results](#)
[View Other Registers.](#)

4.2.2 Adding your comment

At the bottom of the page you will find two empty text containers which allow you to make comments on the progress of your advisee for both the Michaelmas and Lent term.

Michaelmas Term:

File Edit Insert Format Table

Undo Redo Bold Italic Underline Link Table

p

← 4.2.2

[redacted] Lent Term:

File Edit Insert Format Table

Undo Redo Bold Italic Underline Link Table

p

4.3 Register summaries

This application will allow you to view the attendance of all your advisee to each of their courses in a table report.

4.3.1 Running a report

You will be directed to a page which shows the perimeters for your report. Choose what content you wish to include and then click "Run new Report". The new report will be generated in the box at the bottom of the page (see screenshot below).


Note, this will only pick up data that is correct at the time the report is run.


Undergraduate Advisee Registers - Summary



Run a new report:

Run a report for the session: 2014/15

Show a  warning when overall attendance is below percent.

Show a  warning when individual class percent attendance is below percent.

← 4.3.1

These reports can sometimes take a while to run. Once a report is complete it will be listed in the table below.

Previously compiled reports - click on a report id to view it.

Click on the 'Refresh Reports List' link to refresh the list.

[Refresh Reports List](#)

<< first < prev 1 next > last >>

Previously run reports

View	Id	Date run	Academic Year	Delete
View	34883	14-APR-2015 13:02	2014/15	Delete

← 4.3.1

<< first < prev 1 next > last >>

[START AGAIN](#)



4.3.1 Viewing the report

Click on the View button to open up the report. You will be given a attendance percentage and a summary of each course.

You can find a key explaining the codes at the bottom of the page.

Undergraduate Advisee Registers - Summary

Close

- This is a summary of your advisees' class attendance for the session 2014/15
- A  warning is displayed when overall attendance is below 60 percent.
- A  warning is displayed when individual class percent attendance is below 40 percent.

1 10 ▾

Student	Percent Present	Course 1	Course 2	Course 3	Course 4	Course 5
██████████	80	AN100.A: PPPRARPPAP	LSE100LT.A: PP	SO100.A: PPPPAPPPAR?	SO102.A: PPAPPPPPPP	SO110.A: PPAPPPPPPP
██████████	82	AN100.A: PPRPRRPPPPP	LSE100LT.A: ?P	SO100.A: PPPPRPPPPPP	SO102.A: PPPPAPPPAPP	SO110.A: PPPPRPPRPPP
██████████	93	LSE100LT.A: PP	PS102.A: PPPPPPPPPPPP	SO100.A: PPAPPPPPPP?	SO102.A: PPPPRPP?P?	SO110.A: PPPPAPPP??
██████████	70	LSE100LT.A: AP	PS102.A: PPRPRRPPRPP	SO100.A: APPPAAPARPA	SO102.A: PPPPRPPPPA	SO110.A: PPPPPPPP??
██████████	93	LSE100LT.A: PP	PS102.A: PPPPPPPP?PPR	SO100.A: PPPP?PPPPP	SO102.A: PPAPPPPP?P?	SO110.A: PPPPPPPPAPP
██████████	88	GV100.A: PPP? PPR???P	LSE100LT.A: PP	SO100.A: PRPPPPPPRPP	SO102.A: PPPPPPPPAP	SO110.A: PPPPPPPPAPP

← 4.3.1

5 TIMETABLE CLASH CHECKER

5.1 What is the timetable clash checker?

This application allows you to check if there are any clashes in your advisees' timetable. You will be able to see each student and how many clashes they have.

Staff
Advisee Mailer
Advisees Selections +
Registers +
Timetable Clash Checker -
Introduction
Timetable Clash Checker - Advisor Screen
Student Information/Photographs +

← 5.1

Timetable Clash Checker - Advisor Screen

Year: 2014/15

Advisees' Timetable Clashes						
Student ID	No. Clashes	Day	Clash Terms	Module 1 Time	Module 2 Time	
Nothing found to display.						

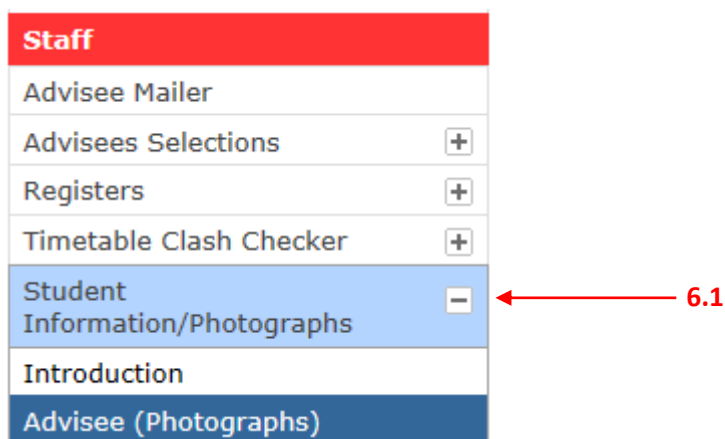
← 5.1

6 STUDENT INFORMATION/PHOTOGRAPHS

6.1 Accessing student information/photographs

You are able to download the basic information and photographs for all your advisees in this application. You can decide what information is shown by checking the relevant boxes and by clicking "Next"

Once you have accessed the photographs you are also able to click on the link to show you the student exam results or attendance information.



Advisee (Photographs)

These pages allow you to view pictures of students who are your advisees/supervisees.

Please select from the drop-down list of academic sessions and then click the 'Next' button.

Please note that academic adviser/graduate supervisor records are only held for the current session.

2014/5 ▾

The Registry computer system has reported that you have tutored in the listed sessions. If you think that another session should be listed then please contact the Registry and ask them to check their records.

[Next](#)

Display Options

Page Layout	
Rows	Columns
5	1

Show

Note: Links open a new window	
Student's year of study	<input checked="" type="checkbox"/>
Student's Mode of study	<input checked="" type="checkbox"/>
Student's programme	<input checked="" type="checkbox"/>
Student's id number ('play ref')	<input checked="" type="checkbox"/>
Show Student Photos	<input checked="" type="checkbox"/>
Show Class Register Link	<input checked="" type="checkbox"/>
Show Exam results Link	<input checked="" type="checkbox"/>
Show Academic Adviser/Supervisor Email	<input checked="" type="checkbox"/>
Save display options	<input type="checkbox"/>

[START AGAIN](#)

7 HELP

7.1 General help

You should first check the FAQs that are available in the top right corner of LSE for You. If you are unable to find the answer to your question then you can send a query through the FAQ system.