

RISIS Improvements

Academic Tutorial Meeting records

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1. Why have improvements been made to the Academic Tutorial Meeting records?

The Attendance and Engagement project (project sponsor Paddy Woodman, Director of Student Services) is working throughout the academic year 2020-21 to produce a series of data sets to support student attendance and engagement in both in-person and online teaching & learning scenarios (further information about the data sets produced can be found here: [Online User Guides](#)). The overall drivers being to positively support students who may be identified as struggling.

As part of this work, two issues were identified:

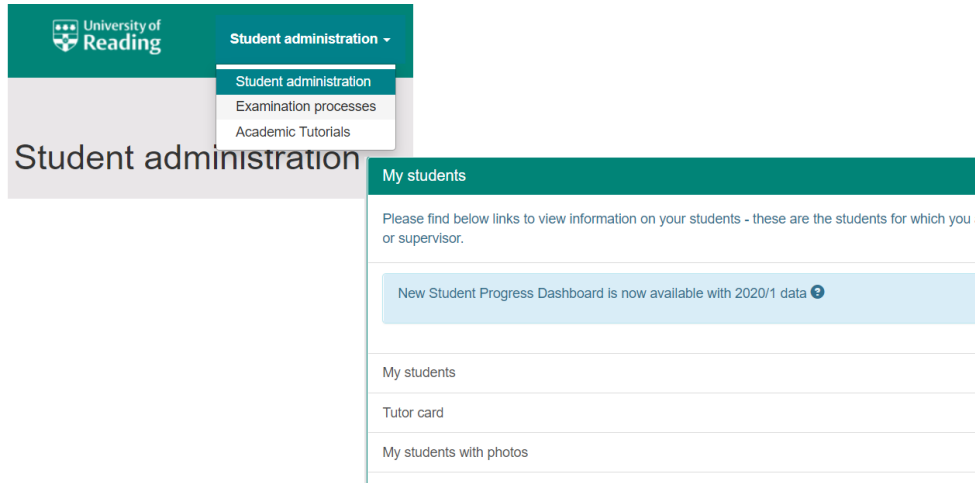
1. It can be difficult to identify whether a student has met with their academic tutor, and hence be assured that a potentially struggling student is accessing some support. By not being able to easily do this at present, some students are potentially missing support.
2. Many academic tutors commented that it can be time consuming to create records of tutorial meetings for their tutee groups.

To address these two issues, improvement have been made to the Academic Tutorial meeting records within RISIS This guide outlines these improvements.

This will include Academic Tutorial meeting records, which can provide an indicator of engagement with the student, as well as providing the support that a struggling student will need.

2. What is available in RISIS?

	Area on RISIS	Key functionality	Where?
1	My Students	Ability to create and edit Academic Tutor meetings from My Student list	Student Administration>My Students



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Student administration ▾

- Student administration
- Examination processes
- Academic Tutorials

Student administration

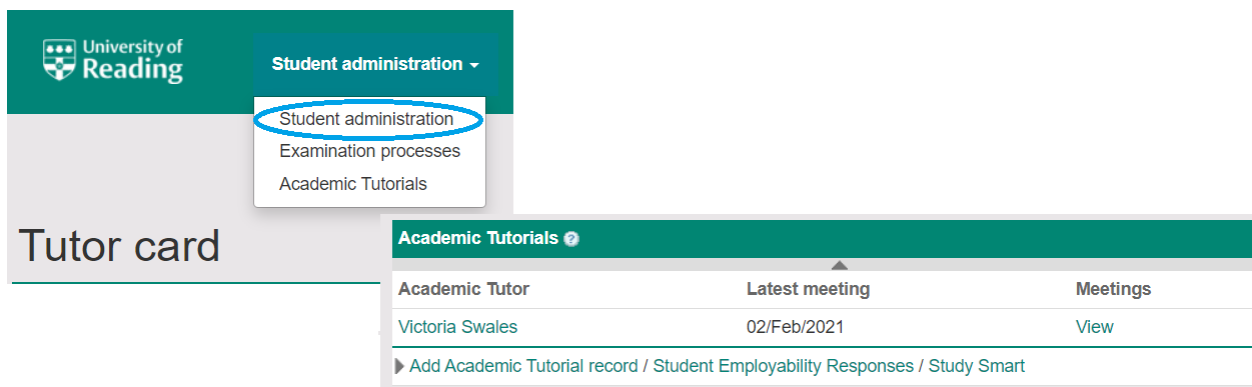
My students

Please find below links to view information on your students - these are the students for which you are or supervisor.

New Student Progress Dashboard is now available with 2020/1 data ⓘ

- My students
- Tutor card
- My students with photos

	Area on RISIS	Key functionality	Where?
2	Tutor Card	View/edit/add meeting record in new format	Student Administration>Tutor Card>Academic Tutorials



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Student administration ▾

- Student administration
- Examination processes
- Academic Tutorials

Tutor card

Academic Tutorials ⓘ

Academic Tutor	Latest meeting	Meetings
Victoria Swales	02/Feb/2021	View

► Add Academic Tutorial record / Student Employability Responses / Study Smart

3. New features explained: Managing Academic tutor meeting records from My Students.

It is now possible to create or edit Academic Tutorial meetings from the “My Students” list.

Student List								
Search: <input type="text"/>								
Year of study	Status	Nationality	Expected end date	Student email	Tutor card	Meeting	Student Progress	
3	Current	British	11/06/2021		View	Create	View	
3	Current	British	11/06/2021		View	Create	View	
2	Current	British	10/06/2022		View	Create	n/a	
4	Current	British	11/06/2021		View	Create	View	
3	Current	British	11/06/2021		View	Create	n/a	
2	Current	British	10/06/2022		View	Create	View	
3	Current	British	11/06/2021		View	Create	View	
3	Current	British	11/06/2021		View	Create	View	
1	Current	British	09/06/2023		View	Create	n/a	
2	Current	British	10/06/2022		View	Create	View	
2	Current	British	10/06/2022		View	Create	n/a	
3	Current	British	11/06/2021		View	Create	View	
2	Current	British	10/06/2022		View	Create	n/a	

Where to find Create Meeting

This is the new meeting record layout. (next page)

New Meeting Record for

Meeting Details

Please enter meeting date

Meeting Time (optional)

Meeting type

Enter summary of meeting

Did student turn up? Yes
 No
 Not yet known

If summary is complete, tick to view/amend email text and then Continue to send email alert to student.
Or: untick and Continue to return later to update the summary.

Did student turn up?

Record attendance information here. It is possible to come back and edit the record later if the attendance is not clear.

Summary Complete – view text and send email alert to student?

It is possible to create, edit and send an email alert to the student without having to go into a different screen to complete the action.

New Meeting Record for

Meeting type

Enter summary of meeting

Did student turn up? Yes
 No
 Not yet known

If summary is complete, tick to view/amend email text and then Continue to send email alert to student.
Or: untick and Continue to return later to update the summary.

If you do not want to send the email yet, but you do want to save the meeting record information, press 'Continue without ticking the "If summary is complete..." box.

If you are ready to send an email to the tutee, select "If the summary is complete..." to bring up the email message text.

Any changes made to the Message text in this screen are then included in the email.

Press Continue to send the email.

Did student turn up? Yes
 No
 Not yet known

If summary is complete, tick to view/amend email text and then Continue to send email alert to student.
Or: untick and Continue to return later to update the summary.

Email to

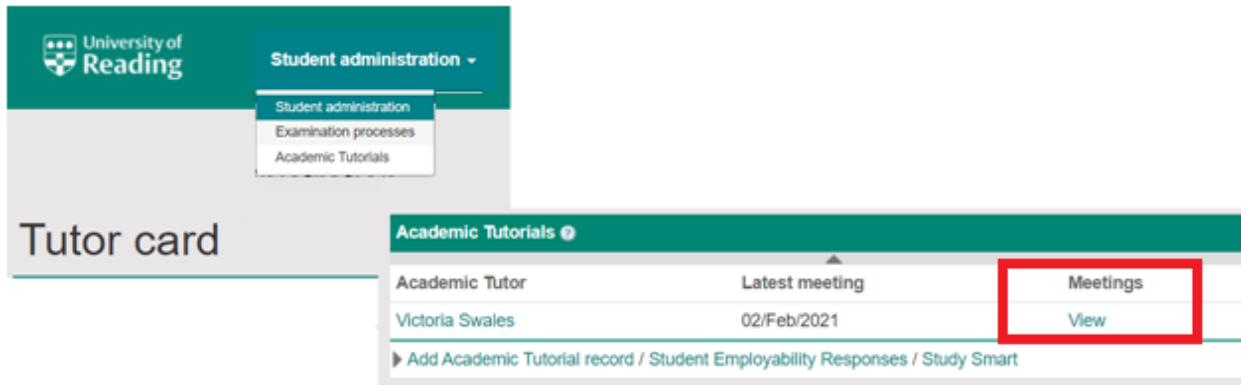
Email from

Message Text

4. New features explained: Updates to Academic Tutorial Meeting from the Tutor Card

In the Student's Tutor Card, it is possible to view the Academic Tutorial Meetings, and add or edit the meeting record.

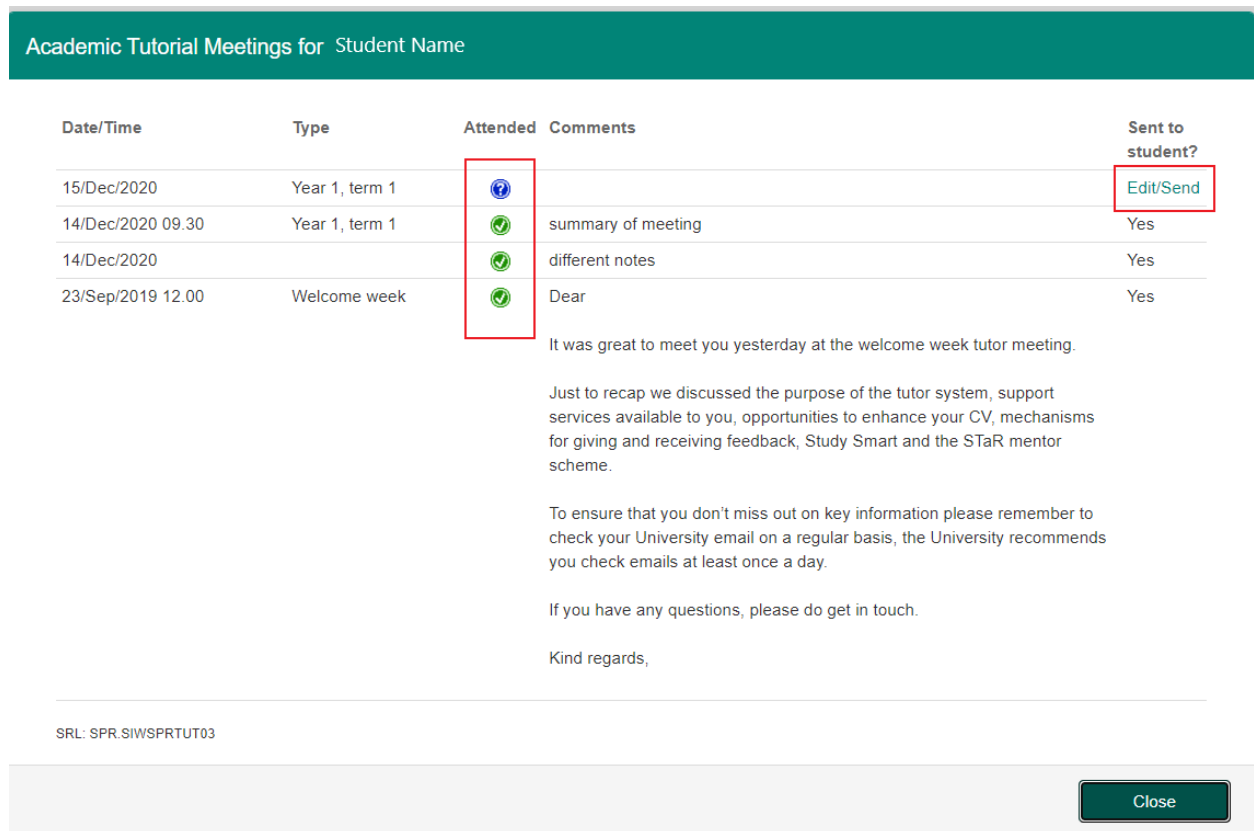
See the Meetings>View link in the red box.







The screenshot shows the 'Student administration' menu with 'Academic Tutorials' selected. Below, the 'Academic Tutor' card for Victoria Swales is displayed, showing the latest meeting on 02/Feb/2021. A red box highlights the 'Meetings' link and the 'View' button.

Find the Meetings record

When you click on 'View', there is a list of academic tutor meetings for the academic year with symbols to indicate if further action is required.



The screenshot shows the 'Academic Tutorial Meetings for Student Name' page. A table lists meetings with columns for Date/Time, Type, Attended, Comments, and Sent to student?. A red box highlights the 'Attended' column and the 'Edit/Send' button.

Date/Time	Type	Attended	Comments	Sent to student?
15/Dec/2020	Year 1, term 1			Edit/Send
14/Dec/2020 09.30	Year 1, term 1		summary of meeting	Yes
14/Dec/2020			different notes	Yes
23/Sep/2019 12.00	Welcome week		Dear	Yes

It was great to meet you yesterday at the welcome week tutor meeting.

Just to recap we discussed the purpose of the tutor system, support services available to you, opportunities to enhance your CV, mechanisms for giving and receiving feedback, Study Smart and the STaR mentor scheme.

To ensure that you don't miss out on key information please remember to check your University email on a regular basis, the University recommends you check emails at least once a day.




If you have any questions, please do get in touch.

Kind regards,

SRL: SPR.SIWSPTUT03

[Close](#)

Academic Tutorial Meetings card for a student

	Attendance has not been completed for this meeting record.
	Student attended the meeting
	Student did not attend the meeting
Edit/Send	If there is 'Edit/Send' in the "Sent to Student?" column, it means that it is possible to edit the meeting record and send it by email to the student.
Yes	The email with the summary of the meeting record has been sent to the student

From the Tutor card, if you would prefer to create a meeting record here, the 'Add Academic Tutorial record' will also open the New Meeting record. For information on this screen, please refer to section 3 of this guide.

5. Bulk tutorials for small group tutorial meetings

Bulk tutorials functionality is unchanged, and it remains possible to update many student records with academic tutorial information at the same time.

6. Document History

Version number	Date	Change	Author
0.1	17/12/2020	Newly created	V Swales
1.0	03/02/2021	Reviewed for release	V Swales