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?

<table>
<thead>
<tr>
<th>Area on RISIS</th>
<th>Key functionality</th>
<th>Where?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Students</strong></td>
<td>Ability to create and edit Academic Tutor meetings from My Student list</td>
<td>Student Administration&gt;My Students</td>
</tr>
</tbody>
</table>

1. **My Students**
   - Ability to create and edit Academic Tutor meetings from My Student list
   - Student Administration>My Students

2. **Tutor Card**
   - View/edit/add meeting record in new format
   - Student Administration>Tutor Card>Academic Tutorials
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.

Where to find Create Meeting

This is the new meeting record layout. (next page)
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.
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: [Redacted]
Email from: [Redacted]

Message Text:

Dear [Redacted]

The summary of our recent academic tutorial meeting on [Redacted] is now available for you to view and add comments, if you wish.

Continue
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.

**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.

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**Academic Tutorial Meetings card for a student**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Type</th>
<th>Attended</th>
<th>Comments</th>
<th>Sent to student?</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/Dec/2020</td>
<td>Year 1, term 1</td>
<td></td>
<td>summary of meeting</td>
<td>No</td>
</tr>
<tr>
<td>14/Dec/2020</td>
<td>Year 1, term 1</td>
<td></td>
<td>different notes</td>
<td>Yes</td>
</tr>
<tr>
<td>14/Dec/2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23/Sep/2019</td>
<td>Welcome week</td>
<td>True</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

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 Staff 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,

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**Slideshare link**
Attendance has not been completed for this meeting record.

<table>
<thead>
<tr>
<th>Yes</th>
<th>Student attended the meeting</th>
</tr>
</thead>
</table>

| No | 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**

<table>
<thead>
<tr>
<th>Version number</th>
<th>Date</th>
<th>Change</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>17/12/2020</td>
<td>Newly created</td>
<td>V Swales</td>
</tr>
<tr>
<td>1.0</td>
<td>03/02/2021</td>
<td>Reviewed for release</td>
<td>V Swales</td>
</tr>
</tbody>
</table>