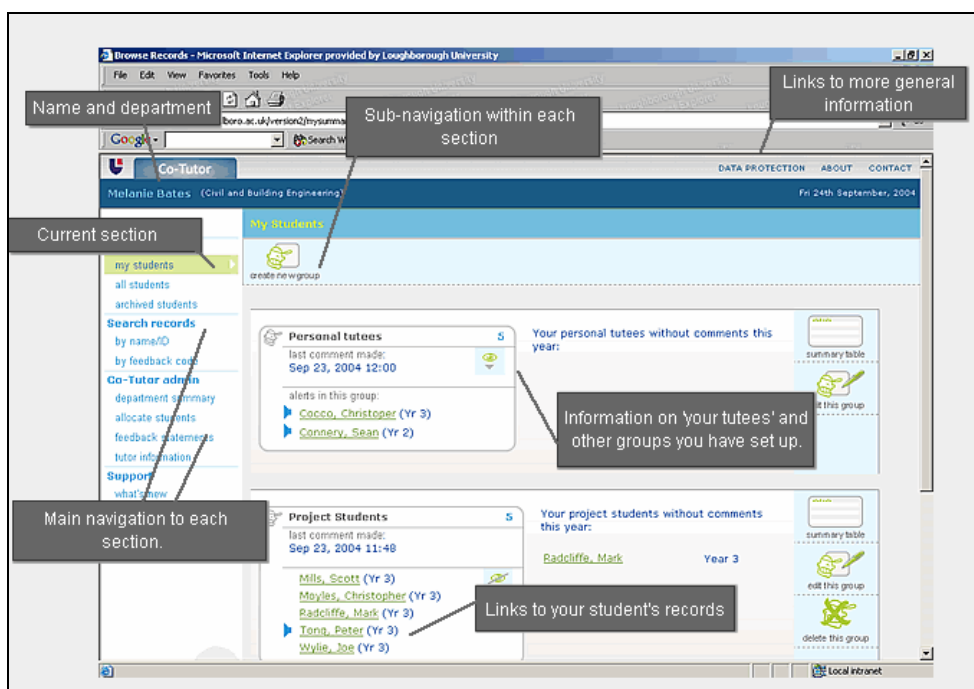


A web-based tool for recording personal tutorials

Co-Tutor is an online database system that provides a straightforward way for tutors to record and view their student's tutorial progress. This system is predominantly for pastoral care monitoring but can also be used for supervision or tutorial meetings.

- Tutors can record all the details of face-to-face meetings
- Information can be added at any time, with a relevant date stamp
- Keeps a record of any email that has been sent to tutees. The record can also add a copy of any email sent by a student, keeping the conversation complete.
- This tutorial history is built up over the time that the students are studying at Loughborough, and are kept indefinitely once they have left.
- Enables the record of students to be easily kept throughout their time at Loughborough, from tutor to tutor, and provides access to this information once they have left (for references etc).
- Can also be used to record interactions with students on their industrial placement
- Links directly to the 'Attendant' online tool, giving a holistic picture of a student's academic progress
- CIS information on students is automatically available within the system, reducing the input required to get started

The following diagram shows how easy it is to use.



"Co-Tutor is simple to use and efficiently organised. Notes on meetings with personal tutees or project students can be easily entered and retrieved. I have found it highly worthwhile, because it acts as a personal aide-memoir. When you need to be reminded about your students' well-being or progress, then Co-Tutor provides an excellent helpmate."

Dr Jacqueline Glass, Civil and Building Engineering.

Would you appreciate having an hour to be trained on the system, with expert advice on hand? Contact Kirsty Carter on 7194 or k.m.l.carter@lboro.ac.uk

Quick Start Guide

- To begin, visit <http://co-tutor.lboro.ac.uk> and login using your usual Learn username/password.
- You will automatically log into the MY STUDENTS section, looking at your summary page. Click on the 'Summary Table' button to view a your personal tutees in more detail.

The screenshot shows the 'Personal Tutees' summary page. It includes a table with columns: Name, Part, Year, Programme, Comments, Last comment date, and Attendance. Callouts provide instructions: 'Click here to send email to group' (pointing to the email group icon), 'Click on any table heading to sort the table by that column, eg. greatest no. of comments' (pointing to the 'Comments' column header), 'Click on a name to view their tutorial records' (pointing to a student name), 'Attendance info is shown (if recorded)' (pointing to the attendance column), and 'Click on the key for a reminder of all the codes' (pointing to a key icon).

Name	Part	Year	Programme	Comments	Last comment date	Attendance
Conroy, Christopher	A	3	DD05 (dd)	22	Sep 23, 2004 10:10	35/41
Conroy, Sean	B	2	DD03 (dd)	17	Sep 23, 2004 10:04	34/34
Conroy, Craig	C	2	DD01 (dd)	21	Sep 28, 2004 13:46	35/35
Dion, Celine	C	2	DD01 (dd)	13	Sep 22, 2004 14:43	33/35
Grant, Hugh	B	2	DD03 (dd)	11	Sep 27, 2004 8:31	33/34

- When you click on a student's name you will see their tutorial records. This is a page showing their details and a table detailing their 'Comment History'. Here you can click on a date to expand individual comments, or click on the 'expand all comments' eye icon to see all their comments on one page.

The screenshot shows the 'Bob Mortimer' student record page. It features tabs for 'comments', 'CIS record', and 'attendance'. Callouts explain: 'View CIS details and photo' (pointing to the CIS record tab), 'View attendance record' (pointing to the attendance tab), 'Click to expand all comments' (pointing to the eye icon), and 'Indicates a comment made as another 'group' eg. project students' (pointing to a comment icon). The 'Comment History' table shows dates, years, and submitted by names.

Comment	Year of study	Submitted by
Sep 27, 2004 8:30	3	Melanie Bates
Oct 22, 2003 11:54	3	Melanie Bates
Oct 22, 2003 11:08	3	Melanie Bates
Jun 23, 2003 14:56	3	Melanie Bates
Jun 23, 2003 14:56	3	Melanie Bates

- If a student's attendance is being recorded (in the <http://attendant.lboro.ac.uk> system), these records are displayed in the 'attendance' tab of a student's records. To view more detailed information about the lecture attended or not attended, hover over the coloured square to view details of the module, room and lecture type.