YOUR PERSONAL INFORMATION PORTAL (PIP)

A Guide for Staff
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Introduction

What is your Personal Information Portal (PIP)?

PIP is a suite of web pages that enables staff to check their own personal details and, for those with access to student details, to view academic advisee, course, subject and module responsibilities. PIP also allows staff with the appropriate access to look up online requests made by students via the ‘To-Do’ facility, and to view various reports and statistics.

What do you need before you can use your PIP?

All members of staff have a basic level of access to PIP, which enables them to maintain their personal details. If, as part of their role, a member of staff needs to access (secure) student and course information, then an application must be made for the required access. This is done by completing and submitting an Access Control Form, which you can obtain from Student Central.

You will also need a Portal password, which you should be provided with when you first start working at Oxford Brookes University. You should change your Portal password to something more memorable and secure, via the ‘My Settings’ tab, as soon as you log in, as the PIP pages give you access to confidential information and this is protected by the use of your password. It is against University regulations to disclose your password to another person or allow them to use your account.

How to access the login page

On-site

- Log on to the staff network.
- Use your internet browser to access the Oxford Brookes homepage.
- Click on the ‘PIP pages’ link located under the ‘Student / staff tools’ header at the bottom of the page.

Off-site

- Use your internet browser to access the Oxford Brookes homepage.
- Click on the ‘PIP pages’ link located under the ‘Student / staff tools’ header at the bottom of the page.

How to log in

- Enter your 8 digit staff number in the ‘staff, student or applicant number’ box. NB. Remember to use a lower case ‘p’ (e.g. p0012345).
- Enter your password in the ‘portal password’ box. NB. Remember to use the correct case (i.e. UPPER or lower).
- Click on the ‘OK’ button.
PIP Basics

The facilities within PIP are held within different ‘pages’, which are navigated via the blue tabs at the top of the window. Note that the tabs that you can see are dependent on the page you are currently looking at. For example, the ‘Student Reports’ tab is visible on the ‘Course/Student Management’ page but not on ‘My PIP’.

To access a page, you simply left-click on the relevant tabs until you are at the page you require. Throughout PIP, any text that is coloured blue and underlined is a link that, when clicked, will take you to another page with related information. For example, clicking on a module number whilst viewing a student’s ‘Record & Results’ page will take you to the PIP page for that module.

My PIP

When you log-in to PIP, the first page you are presented with is ‘My PIP’, which contains an overview of your personal details and a link to your ‘Virtual Office Door’. If you have Subject Co-ordinator, Academic Advisor, or Module Leader responsibilities, there will also be a link on the right hand side of the page to your ‘To-Do List’.

Your personal details are maintained by the Directorate of Human Resources and, if any of the details appearing on this page are incorrect, you can use the ‘Request change’ links to send them an email requesting the change.

Virtual Office Door

Clicking on the ‘Virtual Office Door’ link from your ‘My PIP’ page, takes you to a facility that allows you to post a message that’s visible to other staff and students when they look up your details on PIP. This is useful for such things as: keeping other staff informed of your working hours, letting students know when you are free for drop-in sessions, or informing people of when you are on leave.

How to post to your Virtual Office Door

- Click on the ‘Virtual Office Door’ link (located beneath your personal details on your PIP).
- Scroll down the ‘Office Door’ page, click inside the text box and type the message to be displayed on your virtual office door.
- Enter an expiry date for the message in the ‘Expiration date’ field (located next to the text box), remembering to use the format DD-MON-YYYY (e.g. 31-AUG-2011). NB. Once your expiry date arrives the message will no longer be visible to other users, but will only be removed when you either delete it or replace it with a new message.
- Click on the ‘Submit’ button to save your message, and therefore post it to your virtual office door.

To-Do List

See My To-Do List.
Course/Student Management

The ‘Course / Student Management’ page gives an overview of your current responsibilities as assigned on the system. The kinds of responsibilities you may see listed here include: Module Leader, Programme Lead, Subject Co-ordinator, Postgraduate Administrator and Academic Advisor.

If any of the details on this page need updating, be it either removing or adding a responsibility, then you should get in touch with the Student Central.

Academic Advisor

If you are an Academic Advisor, you can access a list of your advisees by going to the ‘Course / Student Management’ tab and scrolling down. To access a student's details, simply click on that student's student number to be taken to their ‘Record & Results’ page.

Module Leader

If you are a module leader, you will see a list of those modules you are responsible for on the ‘Course / Student Management’ tab. To see more information about a particular module, including details of those students registered on it, simply click on the module number.

This will take you to the Module Handbook page for that particular module.

Programme Lead / Subject Co-ordinator / PG Administrator

If you have any of these responsibilities, these will also be listed under the ‘Course / Student Management’ tab. By clicking on the ‘List Students’ link, you can access a list of students currently registered on a given course or subject.

You can also click on the course code or subject code to take you to a breakdown of the rules relating to that course or subject.

Subject

The term ‘Subject’ refers to a specific area of study and is most frequently used in relation to the Undergraduate Modular Programme (UMP), where two letter codes are used to denote each subject e.g. ‘DB’.

Course

The term ‘Course’ mainly relates to a non-UMP area of study, and each course is assigned a code that typically consists of two letters and two numbers e.g. BE55.
Student Information

Student Search

The ‘Student Search’ page allows users to search for students that match the criteria that they enter. It is this page you go to if you need to look up the details of a particular student.

To get to the ‘Student Search’ page from ‘My PIP’, simply click on the ‘Course / Student Management’ tab, followed by the ‘Student Search’ tab.

### Basic Student Search

If you are looking for a particular individual student, you can do so by entering your search criteria in the boxes on the left hand side of the ‘Student Search’ page. You can search by:

- student number
- surname and /or forename

You can also choose which page to display from the ‘Format’ drop-down list. NB the default is ‘Record & Results’. If your search criteria only returns a single student, then when you click ‘Perform Search’ you will be taken to the specified page for that individual.

If your search criteria matches more than one student, then you will be presented with a list of those students. To look at an individual student, simply click on their student number and you will be taken to their PIP page.
Advanced Student Search

There are additional search options located on the right hand side of the 'Student Search' page, details of which are given below.

<table>
<thead>
<tr>
<th>'My Academic Advisees'</th>
<th>Ticking this box allows you to limit the search to your academic advisees only.</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘On course’</td>
<td>Inputting a course code allows you to limit the search to students on a particular course e.g. &lt;SS95&gt;.</td>
</tr>
<tr>
<td>‘Stage/Course position’</td>
<td>Inputting a stage or course position code allows you to limit the search to students on a particular stage of a course e.g. &lt;SS95A&gt;.</td>
</tr>
<tr>
<td>‘Studying Subject’</td>
<td>Inputting a subject code allows you to limit the search to students on a particular subject e.g. &lt;AN&gt;</td>
</tr>
<tr>
<td>‘Currently taking module (i.e. module is running today)’</td>
<td>Inputting a module code allows you to limit the search to students on a particular module e.g. &lt;U08709&gt;</td>
</tr>
</tbody>
</table>

These advanced search options can be used in isolation, or in conjunction with each other, to produce lists of students.

For example, by only entering a module number under the ‘Currently taking module’ field, and leaving all the other fields blank, PIP would generate a list of students currently on the specified module.

If we wanted to be more specific, and wanted a list of students on a given module who are studying on a particular subject, then we could enter both a subject code (e.g. QM) and a module number (e.g. U35002). In this example, we would generate a list of students studying QM (BSc Construction Project Management) who are also currently taking module U35002 (Foundation Real Estate and Construction Law).
Wildcards

When using the ‘Student Search’ page, remember that you can use wildcards (%). This is particularly useful when you are trying to look up a student by name and you may not know their full name.

By entering ‘Smith’ in the Surname field and ‘J%’ in the Forenames field, this search would return all of those students whose surname is Smith, and whose forenames begin with the letter J. If we tried this search without the wildcard, PIP would try and find those students whose forenames only consist of the letter ‘J’.
Record & Results

Each student has a ‘Record & Results’ page, which gives details about their subject / course (mode of study, expected completion date, Programme Lead etc.), as well as listing the modules for which they are registered and the marks and grades for modules they have completed.

How to view a student’s programme

You can access a student's programme a number of different ways. For example, you may have clicked on their student number whilst looking down a module class list. However, more often than not you will access a particular student’s ‘Record & Results’ page via a ‘Student Search’.

If you find yourself looking at a student's ‘Student Details’ or ‘Student’s File’ page then simply click on the ‘Record & Results’ tab to take you to that student’s ‘Record & Results’ page.

Course Section

The student’s course registration details are displayed at the top of the ‘Record & Results’ page.

As you can see in this example, the ‘Record & Results’ page shows the student number, full name, date of first entry onto the course, and expected completion date for the student in question, alongside their course title, award aim, stage and mode of study. It also displays the name of the student’s Academic Advisor, their subject(s) (if any), the names of their Programme Lead and Subject Co-ordinator, and a contact link for the faculty’s Student Support Co-ordinators.
## Course Section Links

<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
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<tbody>
<tr>
<td>Academic Advisor</td>
<td>Takes you to the PIP page of the student’s Academic Advisor.</td>
</tr>
<tr>
<td>Programme Lead</td>
<td>Takes you to the PIP page of the Programme Lead for the student’s subject.</td>
</tr>
<tr>
<td>Subject Co-ordinator</td>
<td>Takes you to the PIP page of the Subject Co-ordinator for the student’s subject.</td>
</tr>
<tr>
<td>Student Support Co-ordinator</td>
<td>Takes you to the contact details of the student support co-ordinator(s) within the student’s faculty.</td>
</tr>
<tr>
<td>Subject Code / Course Code</td>
<td>In the screenshot above, we can see the subject code ‘BG’ under the student’s subject details. By clicking on this link, PIP will open a page that shows all of the module rules for the student’s subject. See ‘Subject List’. If this was a non-UMP student then there would be a similar link, but using the student’s course code instead (e.g. BE55).</td>
</tr>
<tr>
<td>Summary</td>
<td>Clicking on this link takes you to a page that details the number of modules the student has taken, passed (breaking this down into levels 4 and 5/6 for UMP students) and what their current average is.</td>
</tr>
<tr>
<td>Medical Certificates</td>
<td>This link will appear if the student has submitted any medical certificates. Clicking it will take you to a page that details the medical certificates submitted by/for the student.</td>
</tr>
<tr>
<td>Examination Letters</td>
<td>If the student has any examination letters, a link to further details will appear on the student’s ‘Record &amp; Results’ page.</td>
</tr>
<tr>
<td>Condensed</td>
<td>Clicking this link will take you to a condensed version of the student’s ‘Record &amp; Results’ page that is suitable for printing. This condensed version of the page also includes details about the student’s current average, and number of modules attempted.</td>
</tr>
<tr>
<td>Errors / Warnings</td>
<td>If the student has a potential problem with their programme, then it will be flagged and a large warning, as in the screenshot above, will appear on the student’s ‘Record &amp; Results’ page. By clicking the link, you will be taken to a page detailing the nature of the student’s error messages. See Errors &amp; Warnings.</td>
</tr>
</tbody>
</table>
Programme Section

The student's programme registration details are displayed beneath their course details. This section gives details of the student's module selections and, once a module is completed, will also show the achieved mark and grade.

The first column, headed 'Session', breaks the student's programme down into each academic session so we can see when the student took, or is going to take, each module on their programme.

The central column, headed 'Module', shows us the modules currently on the student's programme. A typical, UMP programme differentiates between each stage of a student's course (e.g. 'Stage I' and 'Stage II' in this example), with modules listed by session under each stage. Where a module is anything other than a single credit, its value is displayed in brackets alongside its title. In the screenshot below we can see an example of this: 'U35022 Land Law and Landlord and Tenant Law (double)'.

<table>
<thead>
<tr>
<th>Session</th>
<th>Module Programme</th>
<th>Status</th>
<th>Mark</th>
<th>Grade</th>
<th>Study Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEP-2010</td>
<td><strong>Modular Degree, DipHE &amp; Certificate Stage I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>U33503 Introduction to Construction and Property Management</td>
<td>em</td>
<td>60</td>
<td>B</td>
<td>On-Campus</td>
</tr>
<tr>
<td></td>
<td>U35008 Introduction to Spatial Planning</td>
<td>em</td>
<td>67</td>
<td>B+</td>
<td>On-Campus</td>
</tr>
<tr>
<td>JAN-2011</td>
<td><strong>Modular Degree, DipHE Stage II Honours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>U35022 Land Law and Landlord and Tenant Law (double)</td>
<td>em</td>
<td>57</td>
<td>B</td>
<td>On-Campus</td>
</tr>
<tr>
<td></td>
<td>U35024 Town Planning Practice</td>
<td>em</td>
<td>51</td>
<td>B</td>
<td>On-Campus</td>
</tr>
<tr>
<td></td>
<td>U35026 Real Estate Economics and Finance</td>
<td>em</td>
<td>49</td>
<td>C</td>
<td>On-Campus</td>
</tr>
</tbody>
</table>

**Note:** The screenshot shows a typical Programme Section for a UMP student. The column next to the module title, headed 'Status' indicates the status of the module in relation to the student's subject. Upper case subject codes (e.g. 'EM' next to 'U35020') indicates the module is acceptable to the subject, and thus counts towards the number of modules required for their intended award. It is the marks on these acceptable modules that are averaged to generate the student's average. Lower case field codes (e.g. 'em' next to U33503) indicate that the module is a UMP Stage I compulsory module. That is, the student must take and pass that module to successfully complete Stage I of their course.

There will also be a box next to each module on a student's programme, which relates to Online Programme Registration. A brief overview of what these mean is given in the table below.

This screenshot shows a typical Programme Section for a UMP student. Note the blue links to each session, and each module.
Under the columns headed ‘Mark’ and ‘Grade’, we can see the results for any modules a student has completed. In this example, we can see that the student has received marks and corresponding grades for the eight modules (6 single and 1 double) he took for Stage I (e.g. 53 B for U33503).

Module Status Key

| Greyed out box: | Either the module addition deadline has passed, or the module may not be added online & can only be added using alternative means. |
| Greyed out box with a cross: | Either the student has already taken the module, or the module deletion deadline has passed. |
| White (empty) box: | Module may be added. |
| White box with a tick: | Module already in the student’s programme. |
| Field code in lower case: | Module is a Stage I compulsory for that Field. |
| Field code in upper case: | Module is a Stage II acceptable for that Field. |

Programme Section Links

| Session link(s) (e.g. ‘SEP-2010’): | By clicking on a particular session, you will be taken to a page displaying the student’s timetable for the selected session. |
| Module code (e.g. ‘U35022’): | Each module code on a student’s ‘Record & Results’ page acts as a link to the module handbook page for that module. |

Errors/Warnings

Perhaps one of the most important elements of a student’s ‘Record & Results’ page is the presence, or absence, of the ‘Errors/Warnings’ message. If a student has any problems with their programme, such as a missing compulsory module, a message will appear on their ‘Record & Results’ page detailing how many errors it contains. These messages are very important and should not be ignored: errors on a student’s programme could prevent that student from graduating.

An example of the ‘errors/warnings’ message; this student has 16 errors/warnings on their programme. Details of the errors can be seen by clicking on the ‘errors/warnings’ link.

Click on the error/warnings link (located within a student’s ‘Record & Results’ page) to display any programme errors or warnings currently on the student’s programme.

NB. For students who don’t have any programme errors or warnings the link will be absent.
ERROR/WARNING MESSAGES

For 99999999 STUDENT, PRETEND

Programme errors recorded. Please see your Academic Adviser if you need help and advice.

MODULAR DEGREE, DIPHE & CERTIFICATE STAGE I

1. NOT ENOUGH LEVEL 4 MODULES IN PROGRAMME
2. COMPULSORY MODULE NOT INCLUDED OR NOT PASSED for BSc Biology (R6) □ 114003 Skills for Life Scientists(double)
3. COMPULSORY MODULE NOT INCLUDED OR NOT PASSED for BSc Biology (R6) □ 114003 Biodynamics(double)
4. COMPULSORY MODULE NOT INCLUDED OR NOT PASSED for BSc Biology (R6) □ 114503 Biology of Cells(double)
5. Has not passed or included required number of alternative modules for BSc Biology (R6)
   1 module from □ 114505 Chemistry of Cells(double) Semesters 1 and 2
   □ 114541 Chemical Principles and the Environment Semester 1
   □ 114556 Field Course: Identification and Methodology Semesters 2 and Summer

MODULAR DEGREE, DIPHE STAGE II HONOURS

1. YOU MUST ADD MODULES TO YOUR PROGRAMME
2. YOU MUST ADD MODULES WHICH ARE ACCEPTABLE TO YOUR SUBJECTS
3. YOU MUST ADD MODULES TO YOUR PROGRAMME WHICH ARE ACCEPTABLE TO for BSc Biology (R6)
4. HAS NOT PASSED OR INCLUDED ENOUGH LEVEL 6 HONOURS MODULES
5. COMPULSORY MODULE NOT INCLUDED OR NOT PASSED for BSc Biology (R6) □ 114556 Plant Science
6. COMPULSORY MODULE NOT INCLUDED OR NOT PASSED for BSc Biology (R6) □ 114556 Molecular Biology and Genetics(double)
7. COMPULSORY MODULE NOT INCLUDED OR NOT PASSED for BSc Biology (R6) □ 114556 Microbiology
8. COMPULSORY MODULE NOT INCLUDED OR NOT PASSED for BSc Biology (R6) □ 114556 Animal Behaviour
9. Has not passed or included required number of alternative modules for BSc Biology (R6)
   1 module from □ 114669 Project(double Honours Component) Semesters 1 and 2 or 2 and 1
   □ 114571 Evolution and Animal Development(double Honours Component) Semesters 1 and 2
   □ 114594 Environmental Change: Field-Work and Research(double Honours Component) Semesters 1 and 2
10. Double Level 6 honours module not passed or included
11. Not enough Level 6 honours credits for BSc Biology (R6)

TYPES OF ERRORS

In the above example, we can see some examples of the kinds of messages you will see if a student has errors on their programme. We can see that this UMP student has error messages across both Stage I and Stage II, with problems that include:

- missing compulsory modules
- missing alternative modules (where a student must take a certain number of modules from a specified list of modules)
- not having enough level 4 modules to complete Stage I
- not having enough level 6 honours credits to qualify for their award (students must have at least 6)
- not having a double level 6 honours module on their programme (student must have at least 1)

More detailed information about the types of errors that may appear on a student's PIP page in the 'Guide to Programme Error/Warning Messages'.
Difference between Errors & Warnings

Whilst all of the messages on the ‘Errors/Warnings’ page should be taken seriously, it is important to note that some messages are more severe than others. In this example, every message under Stage II is an error.

All messages, unless flagged otherwise, are errors.

However, under this student’s Stage I we can see that all of the messages have been flagged as warnings. A warning is less severe than an error and flags up something out of the ordinary, and which could prove problematic – either for the student or the course team. In this example we see the two most common examples of a warning:

- The student has included a module on their programme, without first passing a pre-requisite module
- The student has included advanced modules (levels 5 and/or 6) in their Stage I programme (they would ordinarily be taken in Stage II).

Never ignore an error or warning message on a student’s PIP or think that it isn’t important, it may stop the student from graduating. If you need any advice regarding error/warning messages please contact Student Central at the earliest opportunity.
Student Details

The Student Details page is the one that students themselves see when they log in to PIP. It contains their personal details, including addresses and contact numbers, as well as previous qualifications and links to their emergency contacts (if specified) and data protection settings (if specified).

Viewing a Student’s Details

To access the ‘Student Detail’ page of a particular student you can either:

- Use ‘Student Search’, and ensure that you select ‘Personal Details’ from the ‘Format’ dropdown or
- If already looking at a student’s ‘Record & Results’ or ‘View Timetable’ page, simply click on the ‘Student Details’ tab.

Below the basic course information for the student (student number, course title etc) the page is split into three columns.

The first column contains important notices for the student’s attention. These can include notices about anything from examinations to enrolment, and from timetabling.to fire safety.

The second column displays the basic personal information for the student, including their names, date of birth and nationality.

The third column contains contact information for the student, including addresses and telephone numbers. Lower down in this column there is a link that the student can use to amend their contact details.

Emergency Contact Details

There is a link below a student’s address details in the third column of the ‘Student Details’ page that allows a student to specify an emergency contact.

By clicking on this link, a member of staff is able to see the details of a student’s emergency contact.

Note that specifying an emergency contact is not compulsory, so not all students will have an emergency contact.
Data Protection Settings

A student’s data protection settings are accessed via a link located below their address details in the third column of the ‘Student Details’ page. The Data Protection page allows students to nominate a third party who they are happy for the university to discuss their academic progress with.

It is not compulsory for a student to nominate someone.

If contacted by a nominated third party, you should confirm personal details with them from the Data Protection page (e.g. postcode and relationship to the student) before discussing the student's academic progress.

It is only a student's academic progress that can be discussed with a nominated third party; all other non-academic information (such as disciplinary issues, financial matters, residential details, medical reports, etc.) must remain confidential.

If a student hasn't nominated someone, then as usual you should not discuss any student-related matters with third parties.

A student's nominee will not be able to make decisions on their behalf.

The University will not initiate contact with a student's nominee (i.e. it will only respond to requests for information from their nominee).

It is possible for students to change or delete the details of their nominated person at any time.

View Timetable

Viewing a Student’s Timetable

To access a student’s timetable you can either:

- Use ‘Student Search’, and ensure that you select ‘Timetable’ from the ‘Format’ drop-down or
- If already looking at a student’s ‘Record & Results’ or ‘Student Details’ page, simply click on the ‘View Timetable’ tab.

Looking up a student’s timetable in this way will show you the student’s timetable for the current semester.
The timetable will show you when and where the student has their lectures and seminars in the current semester. By clicking on a module number you will be taken to the description for that module. Similarly, by clicking on the room code, ‘GIP/FH101’ for example, you will be taken to Room Booking information for that room.

**Future and Past Student Timetables**

As has already been said, looking up a student’s timetable via the ‘View Timetable’ tab will only show you the student’s timetable for the current semester. If you want to look up a student’s prospective timetable for a future semester, or perhaps you want to look at student’s timetable from an earlier semester, then you can do this via the students’ ‘Record & Results’ page.

By clicking on the ‘Session’ link (see below) for the semester you wish to view, you will be taken to the timetable page for that particular session.
Exam & Assessment Schedule

Whilst looking at a student’s record you can click on the ‘Exam & Assessment Schedule’ tab to bring up details of the modules for which the student is due to be assessed in the current semester.

<table>
<thead>
<tr>
<th>Year</th>
<th>Course/Student Management</th>
<th>Module Code</th>
<th>Module Code</th>
<th>Module Code</th>
<th>Exam &amp; Assessment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
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<td></td>
</tr>
</tbody>
</table>

Exam & Assessment Schedule

For 99999999 STUDENT, PRETEND

Semester 1

Semester 1 examinations start at 9.30am (09:30), 1.30pm (13:30) or 5.30pm (17:30) unless otherwise stated. Both morning and evening assessments start at 9.30am (09:30) or 2.00pm (14:00) unless otherwise stated. Students are advised to be seated in the examination areas to have the assessment completed approximately 15 minutes prior to the start of the examination.

Examinations (including practical examinations) start at 9.30am (09:30), 1.30pm (13:30) or 5.30pm (17:30) unless otherwise stated. Students are advised to be seated in the examination areas to have the assessment completed approximately 15 minutes prior to the start of the examination. Students are advised to be seated in the examination areas to have the assessment completed approximately 15 minutes prior to the start of the examination. Students are advised to be seated in the examination areas to have the assessment completed approximately 15 minutes prior to the start of the examination.

Students who sit examinations will have the examination papers marked by the examiner. The marks will be available to students within 3 months after the start of the examination. Examinations and the regulations that govern them are subject to change. Please refer to the University Regulations document.

Modules registered for assessment for Semester 1 are:

- U24170 Advanced Psychology (50% exam, 50% coursework) (December 05, 14:00)
- U24170 Foundations of Biology (50% exam, 50% coursework) (December 05, 14:00)
- U24170 Principles of Chemistry (50% exam, 50% coursework) (December 05, 14:00)
- U24170 Principles of Biology (50% exam, 50% coursework) (December 05, 14:00)

You have alternate provision for the above examinations. Margaret Maloney will send an email to your Brocks email account, detailing the precise arrangements for your examinations. If you have not received this email 15 working days before the start of the examination session, please email the Examinations Office.

The top portion of the page is given over to general information concerning examinations and the regulations that govern them.

The lower portion of the page gives student-specific information concerning modules due to be assessed in the current semester.

In this example, the student has three modules due to be assessed in the current semester (semester 1). Two of them are course work only, whilst the third, U24170, has an exam: the details of which are given on this page.

View Photo

The photo taken for a student’s student card is stored digitally on the system. Unless the student has requested that their photo is not visible to members of staff, you can view the student’s photo via the ‘View Photo’ tab, which is visible whilst looking at the student’s record.
UMP Handbook

What is the ‘UMP Handbook’?

The ‘UMP Handbook’ is a facility that enables you to look up module and subject details, Undergraduate Modular Programme Regulations, syllabuses (including reading lists, etc.), a glossary, academic semester dates, and other useful information. UMP students can also use the ‘UMP Handbook’ to search for more information about modules, before making decisions as to their module selections.

Accessing the ‘UMP Handbook’

Simply click on the ‘UMP Handbook’ tab at the top of the screen, and you will be taken to the ‘UMP Handbook’ page.

The ‘UMP Handbook’ page is broadly separated into three sections: a reference section at the top, a subject section in the middle, and a module section towards the bottom of the page.

Reference Section

The reference section gives a brief overview of what the ‘UMP Handbook’ is all about, as well as containing numerous links to some very useful information.

Welcome to the Undergraduate Modular Programme Handbook

The Undergraduate Modular Programme Handbook and Regulations for the Academic Year 2011-2012 is a facility which allows you to look up Subjects, Modules and Syllabuses. To perform Subject, Module or Syllabus searches scroll down the page.

N.B. If you are interested in viewing courses, modules and syllabuses belonging to courses that run outside of the Undergraduate Modular Programme please use the Course Handbook tab.

You can also view the Undergraduate Modular Programme Regulations, a useful Glossary, the General University Calendar, the UMP Student Guide, and a list of Programme Leads / Subject Co-ordinators.

Searches are not case sensitive (i.e. you can use UPP or lower case).

You may use a wild card (i.e. a % sign) to aid your searches (e.g. using 0008% for a module search will retrieve a list of all modules that begin with the prefix 0008).

External users have access to only limited information about individual modules.

Slate will rarely change from year to year, but if your timetable is important to you, please contact the module leader to check that there are no changes planned.

Please use the link below to e-mail any comments or suggestions.

Guide to links in the reference section

<table>
<thead>
<tr>
<th>Undergraduate Modular Programme Regulations</th>
<th>This links to the UMP Regulations held on the Oxford Brookes website. The regulations contain information governing course requirements, grades, degree classifications etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glossary</td>
<td>This links to a glossary of terms related to the UMP. If in any doubt as to what something means, check here.</td>
</tr>
<tr>
<td>General University Calendar</td>
<td>This links to a page that shows the University’s semester dates for the next few years.</td>
</tr>
<tr>
<td>UMP Student Guide</td>
<td>This links to the UMP student guide, which offers basic guidance for students on the UMP.</td>
</tr>
<tr>
<td>Programme Leads / Subject Co-ordinators</td>
<td>This links to a PIP page that lists the Programme Leads and Subject Co-ordinators for all current UMP subjects alphabetically by subject title.</td>
</tr>
</tbody>
</table>
Subjects

The subject section allows you to look up UMP subject details.

Single Subject Designations

Designations and qualifications obtained.

Subject Selection

Choose a Subject and academic year code from the options below and click on the show page button.

| BA - Accounting and Business | Y11 | Show Page | Reset |

Single Subject Designations

This link takes you to a page that contains a list of single subjects and whether they are classed as ‘art’ (a), ‘science’ (s) or ‘neutral’ (n). It also gives a rundown of how a student’s subject combination on a combined honours course will determine their final award (BA and BSc).

Subject Selection

This field allows you to look up a UMP subject’s PIP page for a specified academic year.

The first drop-down box contains a list of currently available subjects, listed alphabetically by subject title. Clicking the arrow next to the box will open the list, which can be scrolled through. Simply click on a subject to select it. If you know the subject code for the subject you are looking for, you can jump directly to that subject by typing the subject code whilst the drop-down list is open.

The second drop-down box contains a list of academic years (Y11, Y10 etc.). This will default to the current academic year, but using this field you can look up past or future subject pages. This is useful because subject rules can change from year to year, as new modules are introduced, old modules are closed, and module statuses change. Using this field, you can view the module rules that applied in the specified academic year.

Once you have selected the subject and year that you are interested in, click on ‘Show Page’ to be taken to the specified Subject List.
Subject List

BSc Anthropology

*(Degree/Honours Degree, Named Dip. HB, Dip. HE & Cert. HE programmes)*

Programme Lead: [Name]

*External Examiner Reports*

Stage I

The Compulsory modules are:
- 120102 Introduction to Biological Anthropology  Semester 2
- 120103 Introduction to Prehistoric Archaeology  Semester 1
- 120104 Introduction to Social Anthropology  Semester 1
- 120105 Introduction to Japanese Society and Culture  Semester 2

The Recommended modules are:
- 121103 Introduction to Human Geography  Semester 1
- 121104 Introduction to Environmental Geography  Semester 2
- 122201 Introduction to International Relations  Semester 1
- 123201 Contemporary Issues in World Politics  Semester 2
- 124201 Environmental Sustainability  Semester 2

The Top Up modules are:
- 124301 Understanding Society 1: Differences and Divisions  Semester 1

Stage II

The acceptable modules are:
- 120202 Applied Anthropology (Honours Component)  Semester 2
- 120201 Minority and Marginality, Class and Conflict in Japan (Honours Component)  Semester 1

The subject page lists the module rules associated with the subject, for example which modules are compulsory, acceptable etc. For a UMP subject, these will be divided between Stage I and Stage II, as in the example above.

Also on this page are a series of links. The Programme Lead for the subject appears toward the top of the page, and clicking on their name will take you to that person’s PIP page, where you can view their responsibilities, contact details, and any notes they may have posted to their virtual office door.

Next there will be a link to the external examiner reports for the subject. Clicking on this link will take you to a page from which you can view the external examiner reports ordered by academic year.

Finally, each of the module numbers on this page act as links. By clicking on a module number, you will be taken to the PIP page for that module, details of which can be found in the Module Section of this guide.
Modules

Going back to the ‘UMP Handbook’ page, the final section of the ‘UMP Handbook’ page is concerned with modules. It is from here that you can search for particular modules, or groups of modules, and look up their details.

Module Groups

List of Module Groups and their codes

Module Search

**By number:**

- Position the cursor in the ‘List Modules matching’ field and enter the whole number (e.g. 2080700 or 270149), or part of the number followed by a wild card (e.g. 208 or 2701).
  N.B. Remember to use the numerals ‘0’, not the letter ‘O’.
- Click on the ‘Perform Search’ button to start your search.

**By text:**

- Position the cursor in the ‘text’ field and enter specific words from the module title or general topic of interest (e.g. French).
- Click on the ‘Perform Search’ button to start your search.
  N.B. To define your search further simply use the drop-down ‘Level’, ‘Format’, and ‘Ranging between’ options.

To obtain a complete list, set the ‘Level’ to Any and click on the ‘Perform Search’ button.

List Modules matching code and/or text

Level Any ☑ Format Handbook ☑

Ranging between 01-Jan-2011 and 31-Aug-2012

Perform Search Reset

Module Groups

The link in this section points to a page that lists all of the module group codes associated with the UMP.

A module code is divided into three components:

- **U**
  The letter ‘U’ at the start of the module tells us that it is an undergraduate module. Module numbers that start with a ‘P’ are postgraduate modules.
- **350**
  The first three digits of the module number tell us the module group it belongs to. It is a list of these module group codes and what they refer to that can be found on the module group page.
- **02**
  If it is a UMP module, the last two digits of its number tell us the level of the module.

  - 00 – 19 = Level 4
  - 20 – 69 = Level 5
  - 70 – 99 = Level 6

Module Search

The ‘Module Search’ function allows you to look up the details of a particular module. You can search either by module number or by module title, and there is a variety of information you can bring up about a module using this function.
To search by module number, position the cursor in the ‘List Modules matching code’ field and enter the whole module number (e.g. U35002), or part of the number followed by a wildcard (e.g. U350%), and click on the ‘Perform Search’ button.

To search by text, position the cursor in the ‘text’ field and enter either specific words from the module title or a general topic of interest (e.g. French), and click on the ‘Perform Search’ button.

There are also three additional fields under module search, which can further filter your search results, and can control the particular details of the module you wish to view.

<table>
<thead>
<tr>
<th>Level</th>
<th>Here you can specify the level of the module(s) you are interested in, e.g. level 4, level 5 etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>This field allows you to control the particular module details you will see after the search. The default is ‘Handbook’, but you can also choose from ‘Class List’, ‘Syllabus’ and ‘Timetable’</td>
</tr>
<tr>
<td>Running between</td>
<td>In these fields you can specify a date range you are interested in. This defaults to the current academic year start and end dates. If changing the dates, they should be entered in the format DD-MON-YYYY e.g. 01-SEP-2011.</td>
</tr>
</tbody>
</table>

Modules


Module Handbook

This is the default view when performing a module search, and is the page that will be shown when you click into a module from the ‘Subject List’ page, or from a student’s ‘Record & Results’ page.

U35002 Foundation Real Estate and Construction Law

This module introduces students to the study of law, using specifically the substantive areas of contract law and law of tort. The module provides a foundation for the advanced legal specialisms studied later in the course, and for other real estate and construction management modules with inherent legal perspectives, such as advanced commercial valuation and construction procurement.

**Syllabus**

Level 4 double module
Credit: 30  ECTS Credits: 15

**Assessment**: Coursework 40%, Exam 60% (2 hour exam)

- **Restrictions**: may not be combined with ** U22100 Introduction to Law Semester 1

- **26-Sep-2011 - 18-May-2012 On-campus only Textile, 157 attendees (module leader)**
  - Lecture Mon 11:00-12:00
  - Seminar/Practice
    - Mon 13:00-14:00 or
    - Mon 14:00-15:00 or
    - Mon 15:00-16:00

- **Compulsory** for
  - BSc. Construction Management (CC)
  - B.A Planning and Property Development (DV)
  - BSc. Real Estate Management (RE)
  - BSc. Construction Project Management (CPM)
  - BSc. Quantity Surveying and Commercial Management (QSC)
  - BSc Real Estate Management RES303PFR from Route (RD)
  - B.A Business of Real Estate (BU)

- **Alternate pathway for**
  - B.A Cities - Environment, Design & Development (CD)

---

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The handbook view gives a lot of information regarding the module in question, and also contains links to further information.

Module Details

Working down the page, directly below the module number and title, will be the Module Leader’s name. Clicking on the module leader’s name will take you to a page displaying their contact details, responsibilities and any messages they have posted to their ‘Virtual Office Door’. If the Module Leader needs to be changed, then let Student Central know.

Next there will be a short description of the module, followed by a link to the ‘Syllabus’ of the module. If there is no ‘Syllabus’ link, or the ‘Syllabus’ needs updating, then please contact Student Central.

Next there are details of the module’s level, credit value, assessment split (coursework / exam), and any restrictions there may be on the module; for example, in the screenshot above U35002 cannot be taken in conjunction with U22100.

Module Runs

Below these details, there will be module run information, showing when the module has/will run. If you came to the handbook page via the ‘Module Search’ function, then the runs shown on the handbook page will be those runs that fall within the date range specified in the search. In the screenshot above, the date range used in the search only covered the current academic year, so only the run from the current academic year is visible (26-SEP-2011 – 18-May-2012).

Against each module run there are three links:

- ‘Timetable’: takes you to the ‘Module Timetable’ for that run of the module
- ‘Attendees’: takes you to the ‘Class List’ for that run of the module, where you can see a list of the students registered on the run
- ‘Module Supervisor/Leader’: The name of the member of staff responsible for that module run will be listed next to it. If this differs from the module leader, they will be flagged as a ‘module supervisor’. Clicking on this will take you to the PIP page for that member of staff

Module Rules

Below the module run information, module rule information is listed – telling us for which subjects the module is acceptable / compulsory etc. The subject codes act as links that when clicked will take you to the appropriate ‘Subject List’ page.

Module Class List

The ‘Module Class List’ page can be accessed one of three ways:

- By selecting ‘Class List’ from the ‘Format’ field when performing a ‘Module Search’
- By clicking on the ‘Attendees’ link from within a module’s ‘Module Handbook’ page
- By using the ‘List by Class/Unit’ report within ‘Student Reports’

The ‘Module Class List’ page shows you a list of those students currently registered on a specified run of the module.
Whilst viewing a ‘Class List’ there are potentially two options that change the format or the content of the ‘Class List’

All ‘Class Lists’ can be viewed in a condensed format that is more suitable for printing. To access this view, simply select it from the drop down towards the top of the page.

If the module is divided up into different sets, then there will also be a drop-down field, underneath the module number and title, which will allow you to filter the class list to show only those students from a particular set.

The basic details of the module are displayed at the top of the page. We can see that ‘Pretend UMP Module’ is running between 26th September 2011 and 21 December 2011. There is only 1 student registered on the module at this time and that 1 student is currently enrolled.

Below this, a list of the students registered on the module shows the basic personal and course details of each student. In this instance you can see that Pretend Student is registered on Stage I (MC10A) of HX, his academic advisor is Michelle Hicks and he has no other modules registered in the Semester. Other student details given on the class list include:

<table>
<thead>
<tr>
<th>Studno</th>
<th>Surname</th>
<th>Forename(s)</th>
<th>Subjects</th>
<th>Academic Adviser</th>
<th>Posts</th>
<th>Module Mode</th>
<th>Student Study Mode</th>
<th>Other Modules</th>
<th>Adm</th>
<th>Dys</th>
<th>Prb</th>
<th>Enrl</th>
<th>Fee</th>
<th>Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT</td>
<td>PRETEND</td>
<td>RX</td>
<td></td>
<td></td>
<td></td>
<td>MC10A</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

‘Adm’ An asterisk indicates that the module leader for this module has administration responsibilities for the student's interdisciplinary dissertations.

‘Dys’ ‘Y’ if the student is dyslexic.

‘Prb’ An asterisk indicates that the student either hasn’t met the prerequisite requirement for the module or the module is not open to the student because of the course they are following or the qualifications they possess.

‘Enrl’ ‘Y’ if the student is currently enrolled.

‘Fee’ Displays the type of fee paid by the student (e.g. ‘H’ Home, ‘F’ Full Cost, ‘O’ Overseas).

‘Set’ Displays the set that the student has been allocated to. This field will be blank if the module has no sets recorded.
Copying a Class List into Excel

You may find it useful to copy the Class List into a spreadsheet. To do this, first highlight the entire table, left clicking in the top left hand corner of the table and keeping the button down whilst dragging the cursor all the way to the bottom right hand corner. Next, right-click and select copy (or press Ctrl+C on your keyboard).

Next, open a fresh spreadsheet in Excel. Right-click in cell A1 and select ‘Paste Special…’. In the window that appears select ‘Text’ and click ‘OK’. You will now have a correctly formatted ‘Class List’ in Excel.

Emailing Students

Another useful feature of the Class List is that there is a button labelled ‘Email these Students’. When clicked, this button takes you to a form within PIP that allows you to write an email directly to the list of students you were looking at when you clicked the button. You cannot include attachments, but one of the strengths of using this page is that you can email individual seminar sets.

Module Syllabus

The ‘Module Syllabus’ page can be accessed in two ways:

- By selecting ‘Syllabus’ from the ‘Format’ field when performing a ‘Module Search’
- By clicking on the ‘Syllabus’ link from within a module’s ‘Module Handbook’ page

The ‘Syllabus’ page is fairly self-explanatory, it contains additional information, not included on the ‘Handbook’ page, including learning outcomes, contact hours and reading lists.

If your syllabus is missing or out of date then you should let Student Central know.

Module Timetable

The ‘Module Timetable’ page can be accessed in two ways:

- By selecting ‘Timetable’ from the ‘Format’ field when performing a ‘Module Search’
- By clicking on the ‘Timetable’ link from within a module’s ‘Module Handbook’ page

The module timetable page allows you to see when and where the module is running.
In this example we can see that this module has a lecture from 11.00 to 12.00 on a Monday in room CMLT, and that Seminar Set 1 is held from 13.00 to 14.00 on a Monday in room W/06. Note that if the module you are looking at uses multiple seminar sets, when you open up a module’s timetable, it will initially only show Set 1. To view a different set, or to view all sets together, then select the appropriate option from the drop down menu towards the top of the page.

There are a handful of links within the module timetable page:

- Clicking on the module number takes you to the ‘Module Handbook’ page.
- Clicking on one of the ‘Attendees’ links will take you to the ‘Class List’ for that particular lecture / seminar set.
- Clicking on the room code takes you to the ‘Room Bookings’ page for the current module.

**Course Handbook**

The ‘Course Handbook’ is the non-UMP equivalent of the ‘UMP Handbook’. If fulfils the same functions, allowing you to search for modules etc. The main difference between the two is that rather than looking up subjects like the UMP Handbook, the Course Handbook allows you to look up non-UMP courses. If you are unsure as to your way around the ‘Course Handbook’ it’s recommended you read through the ‘UMP Handbook’ section first; if you know you’re way around one, you know your way around both.
Student Reports

The ‘Student Reports’ page within PIP, allows the user to run a series of helpful reports, that range from running an audit on changes to a student’s programme, to accessing archived student data. In this section, we will go through each of the reports in turn and cover how they work, and what they can be used for.

Accessing Student Reports

The ‘Student Reports’ tab is not visible from the ‘My PIP’ page. The pages where the tab is visible include:

- Course/Student Management
- UMP Handbook
- Course Handbook

To access the ‘Student Reports’ page, click on the ‘Student Reports’ tab, whilst in one of the above pages.

Audit Trail Programme

This facility allows users to view the module/programme changes made to a student’s programme.

Audit Trail Programme Search

Dates between 09-DEC-2011 and 16-DEC-2011

NB. To search on specific students by name or number you must ensure that the ‘Any Student(s)’ option below is selected.

Search by student number
and/or surname
and/or forenames
Search by module code (e.g. U31234 or P50021)

Search on your Academic Advisers only ○
Search on your Subject tutors only ○
Search on your Stage tutors only ○
Any Student(s) ○

Searches can be performed by individual student (using the student number or name) or by module code

Audit Trail Programme by individual student

Using the ‘Dates between’ fields enter a start and end date for the time period you are interested in auditing (e.g. 01-JAN-2011 and 31-JUL-2011).

Using the ‘Search by student number’ field enter the student's number or using the ‘surname’ and ‘forenames’ fields enter the student's surname (e.g. Smith) and all or part of the student's forename(s) remembering to use wildcards as appropriate (e.g. John% or J%).

NB. You can also access the ‘Audit Trail Programme’ page directly from a student’s PIP page by clicking on the ‘Audit Trail’ tab. If you’re accessing the audit trail facility in this way, the student number will automatically appear in the ‘Search by student number’ field.
Click on the 'Perform Search' button to retrieve the audit trail and view the modules added to or deleted from the student’s programme within the specified time period.

<table>
<thead>
<tr>
<th>Student</th>
<th>Module</th>
<th>In the first column the student’s name and number are given</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRETEND</td>
<td>U14690 Interdisciplinary Project(Honours Component)</td>
<td></td>
</tr>
<tr>
<td>PRETEND</td>
<td>U08490 Statistics Interdisciplinary Project(Honours Component)</td>
<td></td>
</tr>
<tr>
<td>PRETEND</td>
<td>U08090 Computing Interdisciplinary Project(Honours Component)</td>
<td></td>
</tr>
<tr>
<td>PRETEND</td>
<td>U08996 On Exchange(Non-credit)</td>
<td></td>
</tr>
<tr>
<td>PRETEND</td>
<td>U08101 Credit Transferred within Brookes</td>
<td></td>
</tr>
<tr>
<td>PRETEND</td>
<td>U08996 On Exchange(Non-credit)</td>
<td></td>
</tr>
<tr>
<td>PRETEND</td>
<td>U08101 Credit Transferred within Brookes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Module</th>
<th>Added via</th>
<th>Start Date</th>
<th>Status</th>
<th>Date / Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRETEND</td>
<td>U14690</td>
<td>web</td>
<td>26-SEP-2011</td>
<td>Added via</td>
<td>25-FEB-2011</td>
</tr>
<tr>
<td>PRETEND</td>
<td>U08490</td>
<td>CSMS</td>
<td>26-SEP-2011</td>
<td>Inserted via</td>
<td>17-FEB-2011</td>
</tr>
<tr>
<td>PRETEND</td>
<td>U08090</td>
<td>CSMS</td>
<td>26-SEP-2011</td>
<td>Inserted via</td>
<td>17-FEB-2011</td>
</tr>
<tr>
<td>PRETEND</td>
<td>U08996</td>
<td>CSMS</td>
<td>27-SEP-2010</td>
<td>Deleted via</td>
<td>17-DEC-2010</td>
</tr>
<tr>
<td>PRETEND</td>
<td>U08101</td>
<td>CSMS</td>
<td>01-SEP-2010</td>
<td>Deleted via</td>
<td>17-DEC-2010</td>
</tr>
<tr>
<td>PRETEND</td>
<td>U08996</td>
<td>CSMS</td>
<td>27-SEP-2010</td>
<td>Inserted via</td>
<td>13-DEC-2010</td>
</tr>
<tr>
<td>PRETEND</td>
<td>U08101</td>
<td>CSMS</td>
<td>01-SEP-2010</td>
<td>Inserted via</td>
<td>19-DEC-2010</td>
</tr>
</tbody>
</table>

Above is an example output from an audit trail for an individual student. The report is divided into 7 columns:

- **Student**: In the first column the student’s name and number are given.
- **Module**: The second column contains the number and title of the module that has been added / removed from that student’s programme. Note that you can click on the module number to view that module’s ‘Module Handbook’ page.
- **Start**: The third column gives the start date of the module run that has been added / removed.
- **Status**: Column 4 tells us what the change was and how it was made. In the example above, the first change, for module U14690, was ‘Added via web’, meaning that the module was added to the student’s programme via PIP. Meanwhile, ‘Deleted via CSMS’ means that the module in question was removed directly via eCSIS.
- **Late**: If this was a late addition / deletion, then it will be flagged with an ‘L’ in column 5.
- **Date / Time**: The sixth column tells us the date and time when the change was made.
- **Changed by**: The final column will give details as to who carried out the change. If the change was carried out by the student then their name and number will appear here (as in the first change listed in this example). If the change was implemented by a member of staff, then their staff number (e.g. p0039795) will be given.

**Audit Trail Programme by module**

Using the 'Dates between' fields enter a start and end date for the time period you are interested in auditing (e.g. 01-JAN-2011 and 31-JUL-2011).

Using the 'Search by module code' field enter the module number you wish to audit (e.g. U01234).
Click on the ‘Perform Search’ button to retrieve the audit trail of students that have had that module added to or deleted from their programmes within the specified time period.

**Audit Trail Student Requests**

Students can make a variety of requests via PIP, including, but not restricted to:

- Requesting a timetable change
- Requesting late addition of a module
- Requesting a change to their academic advisor
- Requesting a subject change

This report allows users to view details of requests made by students between specified dates.

**Audit Trail Student Requests by individual student**

The dates in the ‘Requests made between dates’ fields automatically default to dates between one week ago and today’s date. These dates can be altered as long as they are in the ‘DD-MON-YYYY’ format.

Enter your search criteria for example, either by student number (e.g. 99999999) or by surname and/or forenames, remember to use wildcards if needed.

For a basic search, that is all you need to enter before click ‘Perform Search’, however there are additional fields, detailed below, that can be used to further refine your search.

| ‘Requests you have been involved in only’ | Select for only requests that have been authorised or declined by you. |
| ‘Any Status’ | Select for all requests regardless of their status. |
| ‘Outstanding requests only’ | Select for only requests that have not been actioned. |
| ‘Completed requests only’ | Select for only requests that have been completed. |
| ‘Declined or cancelled requests only’ | Select for only requests that have been declined or cancelled. |
‘Expired requests only’
Select for only requests that expired (e.g. if the end date of a module passed before the late addition of the module to a student’s programme was authorised).

Any Source
Select for requests and/or changes that originated from any source (i.e. the student or office staff).

Requested through PIP only
Select for only requests made via PIP.

Entered by office staff only
Select for only changes input by office staff.

‘Any Request Type’
Select for all types of online student requests.

‘Change Academic Adviser only’
Select for only personal tutor change requests.

‘Add Module after Deadline only’
Select for only late module addition requests.

‘Change of Subject only’
Select for only subject change requests.

‘Change Mode of Study only’
Select for only mode of study change requests.

‘Timetabling Request Only’
Select for only timetabling change requests.

‘Sort by’: ‘Student Name’, ‘Date requested’, ‘Request Type’, ‘Status’
Select the relevant option to sort requests by date requested, student name, request type or status.

When you click the ‘Perform Search’ button, you will be presented with the results of your search.

Audit Trail Student Requests

Based on Criteria:
Requested between 09-DEC-2000 and 16-DEC-2011
Student Number – 000000000 STUDENT, PRETEND

Sorted by:
Date Requested (most recent first)

Total Requests: 44

<table>
<thead>
<tr>
<th>Student</th>
<th>Request Type</th>
<th>Date Requested</th>
<th>Date Signed Off/Processed</th>
<th>Date Effective</th>
<th>Change To</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT, PRETEND</td>
<td>££££££££££££££££££££</td>
<td>4-Dec-2011 12:37</td>
<td>4-Dec-2011 12:37</td>
<td>4-Dec-2011 12:37</td>
<td>££££££££££££££££££££</td>
<td>Completed</td>
</tr>
<tr>
<td>STUDENT, PRETEND</td>
<td>££££££££££££££££££££</td>
<td>4-Dec-2011 12:37</td>
<td>4-Dec-2011 12:37</td>
<td>4-Dec-2011 12:37</td>
<td>££££££££££££££££££££</td>
<td>Completed</td>
</tr>
<tr>
<td>STUDENT, PRETEND</td>
<td>££££££££££££££££££££</td>
<td>4-Dec-2011 12:37</td>
<td>4-Dec-2011 12:37</td>
<td>4-Dec-2011 12:37</td>
<td>££££££££££££££££££££</td>
<td>Completed</td>
</tr>
<tr>
<td>STUDENT, PRETEND</td>
<td>££££££££££££££££££££</td>
<td>4-Dec-2011 12:37</td>
<td>4-Dec-2011 12:37</td>
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<td>££££££££££££££££££££</td>
<td>Completed</td>
</tr>
<tr>
<td>STUDENT, PRETEND</td>
<td>££££££££££££££££££££</td>
<td>4-Dec-2011 12:37</td>
<td>4-Dec-2011 12:37</td>
<td>4-Dec-2011 12:37</td>
<td>££££££££££££££££££££</td>
<td>Completed</td>
</tr>
<tr>
<td>STUDENT, PRETEND</td>
<td>££££££££££££££££££££</td>
<td>4-Dec-2011 12:37</td>
<td>4-Dec-2011 12:37</td>
<td>4-Dec-2011 12:37</td>
<td>££££££££££££££££££££</td>
<td>Completed</td>
</tr>
</tbody>
</table>

The search criteria for the search are displayed at the top of the page for reference. In this example you can see that the ‘Audit Trail Student Requests’ report was run for requests made by Pretend Student between 9th December 2000 and 16th December 2011.

Each request takes up one row, and we can see details of the type of request (Request Type), the date the request was made (Date Requested), and the date that the request was signed off / processed.

The ‘Date Effective’ column tells you when the requested change takes effect, and the Status column shows us whether the request has been completed or not. The final column will give additional information about the request, including a button that links to further details if the request was made through eCSIS (not visible in the example above).
Audit Trail Student Requests by groups of students with outstanding requests

Rather than auditing the requests of a single student, you may want to check for all of the outstanding student requests within your faculty.

Using the ‘Audit Trail Student Requests Page’ you should enter the date range you wish to look at in the first couple of fields, but leave the three student details fields (forenames, surname, and number) blank.

From the ‘Faculty’ drop down select the faculty you wish to audit.

In the additional options, make sure you check the ‘Outstanding Requests Only’ option, and change any other additional options as needed (see table above for details), before clicking on ‘Perform Search’.

You will then be presented with a breakdown of all the outstanding queries within the specified faculty that match the criteria detailed on the search page, including details of who the student is, when the request was made and the current status of the query.

Cohort Analysis

The ‘Cohort Analysis’ report in PIP allows users to look up cohort statistics, including those relating to entry qualifications, progression, exit qualifications and gender. The report can be run for all of the students in the university, or just those from a specified faculty, course or subject.
The first page asks you to specify whether you want to look at figures for:

- All students
- Those of a specified ethnicity
- Those registered with / without a disability

Choose the selection you are interested in and then click on ‘Submit’

The next page allows you to further refine your search, and allows you to specify a particular group of students you wish to see the statistics for.

- All of the students in the University
- Those from a particular Faculty
- Those from a particular Course
- Those from a particular Subject

The final drop down box allows you to specify a particular year you wish to look at. If this is left blank, you will get a report that includes the last 10 years.

Once you click on ‘Submit’ you will be presented with the cohort statistics for the group of students specified on the previous two pages. An example of the output can be seen below.
On this page, the ‘total’ figures, coloured blue and underlined, can be clicked on to take you to a list of all the students (Student Names and Numbers) that are included in that figure.

Course and Student Statistics

The ‘Course and Student Statistics’ page allows users to produce a report that provides a statistical breakdown of students into categories such as ethnic origin, last School attended, domicile and level of study.

**Course and Student Statistics**

Select the type of Statistics required:

- **Entry Profiles**
  - by Course
  - by Subject
  - by University

- **Widening Participation**
  - Previous School Sector - Enrolled Students
  - Previous School Sector - Applicants
  - Ethnicity - Enrolled Students
  - Social Class - Enrolled Students
  - Application Status by Year

- **Other Reports**
  - Application Tracking Analysis

Press submit to continue [Submit]

The options you are likely to be most interested in are the first three, which allow you to look at statistics for the whole University, or by Course or Subject.

If you select either the ‘Course’ or ‘Subject’ options you will be presented with a drop down box of options from which to select the Course / Subject you are interested in.
The report itself is a large grid that will likely extend off of the right hand side of your screen, so you may have to scroll across to view all of the columns.

At the top of the report page are 4 links. The first (‘Selecion’) takes you back to the selection page. The other three allow you to look at statistics for different groups of students (‘Applicants’, ‘New Students’ and ‘Current Students’).

The grid can be copied into Microsoft Excel, by copying the entire table and pasting it into Excel by right-clicking, clicking Paste Special..., and selecting ‘Text’.

**Destination of leavers**

The ‘Destination of Leavers’ report, allows you to look at the employment details of former Oxford Brookes students.

There are three reports, and you should choose the one that matches the cohort you are interested in:

- **First Destinations 1995 – 2002**: If you want to look at a group of students who left Brookes between 1995 and 2002 then choose this report.

- **Destination of Leavers 2003-2004**: If you want to look at a group of students who left Brookes between 2003 and 2004 then choose this report.

- **Destination of Leavers 2005 -**: If you want to look at a group of students who left Brookes from 2005 onwards then choose this report.

Once you have selected the report you need, you will be taken to a page with three fields that allow you to detail the specifics of the report you are after.
First of all you should fill out one of the first two fields.

If you are interested in looking at the destination of leavers from a particular subject, then you should enter the subject code in the first field.

If you are interested in looking at the destination of leavers from a particular course, then you should enter the course code in the second field.

Secondly, in the final field, you should enter the year of leaving you want to look up.

Once you’ve filled out the fields for your search, just click on the ‘Perform Search’ button.

The report itself is roughly divided into two main sections. The first section consists of general, cohort wide statistics. The second section gives employment information for each individual student.

**List by Class/Unit**

This report allows you to generate a list of students by module (in addition to the other methods covered already under ‘Module Class List’).
The additional search options and the details of class list page are all covered in the 'Module Class List' section.

Proposed Subject Changes

This facility allows users to view an online list of students with a proposed subject change, for consideration at Examination Committee.

Proposed Subject Changes

This report allows you to produce a list of students expecting a Subject change.

Enter the code or title for the Subject

If you are unsure of the exact title, enter % followed by part of the title e.g French%

Enter % for a complete list of all Subject changes regardless of Subject

Subject code: [ ] or text: [ ]

Proposed Subject changes starting after (month and year only e.g. APR-2003) - blank for all

And on or before (month and year only) - blank if the same month as above

Perform Search  Reset

There are two criteria that can be entered to tailor the report – subject and date.

<table>
<thead>
<tr>
<th>Subject Code or Text</th>
<th>You use these fields to specify the subject for which you wish to run the report. Alternatively you can enter a wildcard (%) on its own to see a list of all subject changes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting After… / And On or Before…</td>
<td>You use the two date fields to specify the date range you are interested in. These dates refer to the proposed start date for the new subject.</td>
</tr>
</tbody>
</table>

Once you are happy with your criteria, clicking on Perform Search will present you with a list of the field changes that match your search.

Proposed Subject changes for Subject Code % between 01-Sep-2011 and 31-Aug-2012

<table>
<thead>
<tr>
<th>Number</th>
<th>Surname</th>
<th>Forename(s)</th>
<th>Current Subject(s)</th>
<th>Proposed Start Date</th>
<th>Proposed Subject(s)</th>
<th>Conditions for entry to the Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EM</td>
<td>EA</td>
<td>DF</td>
<td>JAN-2012</td>
<td>DG</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>AR</td>
<td>AM</td>
<td>OGBE</td>
<td>JAN-2012</td>
<td>DEE</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>NTS</td>
<td>DEE</td>
<td>FM12A</td>
<td>SEP-2011</td>
<td>SO</td>
<td>No  60% in Key Scores or Bites Scores</td>
</tr>
<tr>
<td>4</td>
<td>PS</td>
<td>EA</td>
<td>SER-2010</td>
<td>SEP-2009</td>
<td>SO</td>
<td>Yes</td>
</tr>
</tbody>
</table>
**Show Student History**

This report allows users to look up the personal, registration and enrolment details of archived students.

You can search either by student name or by student number. If your search matches more than one archived student, you will be presented with a list to choose from. Simply click on the student number of the correct former student.

Depending on the level of detail held on the system for the former student, the archived information can include:

- Basic personal information
- Course registrations
- Final award
- External qualifications
- Module details and marks

**Students by Course**

This report allows the user to generate lists of students on a specified course at a specified time.

The lists can be generated according to stage/course position and using the ‘entered between’ and/or ‘completing between’ dates (to identify specific students on the course). You can also sort the lists by name, entry date, mode of study, error messages, completion date or personal tutor.

**Students by Subject**

This report allows users to view online lists of students on a specified speciality.
Students by Subject

The lists can be generated according to stage/course position or using the 'entered between' and/or 'completing between' dates (to identify specific students on the speciality). You can also sort the lists by name, entry date, mode of study, error messages, completion date or personal tutor.

Students by Programme Error Messages

This report allows users to view online lists of students and the error/warning messages they have on their programmes.

A list can be generated according to field/speciality, stage/course position or tutee type (i.e. your Academic Advisees, Subject Tutees or Stage I Tutees).

The report itself is a table of all the students that match the specified criteria. Along with basic personal details (name, student number), and registration information (Course Position, mode of study), there is also a column that gives the number of errors / warnings for each student.

It is possible to jump to detailed information on a specific student's errors/warnings by clicking the 'Errors/Warnings' link next to their name.
Students by Programme Error Messages
BSc Real Estate Management (EM) at 20-Dec-2011
Total Number of Students: 255 Total Number Enrolled: 250

E-mail these Students

### Tutors by Subject

This report allows users to view the academic advisors currently recorded for a specified UMP subject of study. Simply enter the two letter code for the subject you wish to look up and click on ‘Perform Search’. It is possible to see the advisor’s name, phone number and department as well as their total number of tutees, the maximum number of tutees for that advisor, the current number of tutees for that particular subject and the target number of tutees for that particular subject.

It is possible to sort the lists by tutor name, total number of tutees allocated to a tutor or by total number of tutees from this speciality allocated to a tutor.

### View Marks for Units

This report allows users to view the marks and grades for students on a particular module run, and to view a summary of the examination results for that module (i.e. a summary of the numbers of As, Bs, Cs, etc., the standard deviation, the average mark, etc.).
First you will be asked to enter the code for the module you want to look at. You will then be prompted to choose the run of that module to be displayed.

The report itself will give the final mark and grade for every individual student on that run of the module.

Towards the top of the report there will be a button labelled ‘Show Statistics’. Clicking on this button will take you to a statistical breakdown of the marks for that run of the module, as shown in the below.

**Statistics for 135002 Foundation Real Estate and Construction Law(double)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>B+</th>
<th>B</th>
<th>C/D</th>
<th>MS/PS</th>
<th>DB/DC</th>
<th>DE/MC</th>
<th>F/FR/FR</th>
<th>R</th>
<th>DD/DF</th>
<th>EX/CR/CE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>6</td>
<td>34</td>
<td>57</td>
<td>29</td>
<td>22</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Percent</td>
<td>4%</td>
<td>20%</td>
<td>23%</td>
<td>17%</td>
<td>12%</td>
<td>0%</td>
<td>0%</td>
<td>10%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

[Number of StudentsEntered]: 167 [Number of Marks]: 166 [Average Mark]: 52 [Standard Deviation]: 12

Return to Mark List

Notes: Students awarded grade MC, DF, CR, or any grade with a mark of 0% are counted in the number entered, but are NOT included in the average and standard deviation. Students with mark 0 grade F are included in the F/FR/FW column.

The standard deviation is calculated as the square root of (the sum of (M - A)^2 divided by N - 1), where M = each student's mark, A = the average for the unit, and N = the number of students included in the calculation.

Prior to January 2005, MR grades were used instead of DD/DC/DE.

**Assessment**

The ‘Assessment’ tab includes links to various PIP functions including examination timetables and the marksheet upload facility. We will cover the examination timetable in this guide, but guidance on marksheet can be found [here](#).

**Examination Timetable**

The examination timetable for the current semester is accessible via the Assessment page within PIP. Once you click on ‘Examination Timetable’, you'll be prompted to select a course from the drop down list.

If you are looking for the Undergraduate Modular Programme examination timetable, then you should select ‘MC10 Modular Degree Course’ from the list: it should appear at the top. For any other course, you should select it from the list.

The examination timetable for the specified course will then be displayed once you click ‘Show Exam Timetable’.
At the top of the Examination Timetable page there will appear a list of days on which there are exams for the selected course in the current semester. In the above shot we can see that this is the examination timetable for the UMP (Modular Degree Course), and it is for Semester 1. Clicking on the date will jump to that entry on the page, and will show you what modules are scheduled to have an examination on that day.

If you are looking for a particular module on the examination timetable, then the easiest way to do so is to use your web browser’s built-in ‘find’ function, which is usually mapped to Ctrl+f. Simply press Ctrl and ‘f’ together on the keyboard and then type in the number of the module you are looking for and you should jump right to it on the page.

My To-Do List

The ‘My To-do List’ page allows users to approve or decline online requests from students. Requests from students can include:

- Requesting a timetable change
- Requesting the late addition of a module
- Requesting a change to their academic advisor
- Requesting a subject change

Each request will require a decision from relevant members of staff before any changes are made on the system. For example, a late module addition request will appear in the Module Leader’s ‘My To-Do List’, where they will be able to make a decision as to whether the student can join their module late or not.

You can view any outstanding requests that you have in one of two ways:
Via the To-Do List shortcut on your ‘My PIP’ page
By clicking on the ‘My To-Do List’ tab. If the tab isn’t visible, click on the ‘Course/Student Management’ tab first.

My To-do List

Click on one of the following Links :-

To-do List
Transfer Tutor Tasks
Temporary Re-routing of Tutor Tasks
Audit Trail Tutor Tasks

There are potentially four options under the ‘My To-Do List’ page, and we’ll look at each of them in turn. Note that if you have academic responsibilities, you should at the very least have access to the first option – ‘To-Do List’. Those with approved, special access will also have the other three options – ‘Transfer Tutor Tasks’, ‘Temporary Re-routing of Tutor Tasks’ and ‘Audit Trail Tutor Tasks’

To-Do List

The first option will take you directly to your To-do List, which contains a list of any outstanding student requests that require your attention.

To resolve a request, simply click on the ‘Take Action’ button.

The page will give basic details about the query, including the student’s name and number, and the nature of the request (e.g. ‘Add Module After Deadline’). To view additional details and to make a decision relating to a request, simply click on the ‘Take Action’ button next to it and follow the on-page instructions.
Transfer Tutor Tasks

This page allows users to transfer outstanding student request between members of staff.

To transfer tasks, the first thing to do is to select the member of staff you are transferring from. This is a drop down list, populated with a list of staff who have outstanding student requests. Next you need to enter the name of the member of staff you are transferring to, using wildcards if necessary. Finally, enter the date range that includes the requests you wish to transfer.

The final two sets of options allow you to tailor the types of requests that should be transferred. For example, you could choose to only transfer late module addition requests.

Once you are happy with your criteria, and you click on continue, you will be presented with a list of tasks that match the criteria specified. To transfer tasks you simply check the box in the ‘Transfer’ column against all of the requests to be transferred and then click on ‘Confirm.’

Temporary Re-routing of Tutor Tasks

This page allows you to temporarily assign a member of staff to receive student requests on behalf of a colleague, when that colleague may be absent from work for a short period of time. This facility should only be used on a temporary basis, and any permanent changes to module leadership or the like should be relayed to Student Central so that the system can be updated.
When you select this option, the first page contains a list of all current re-routings. By clicking on the appropriate buttons you can:

- Create a new re-routing
- Modify or remove a current re-routing
- View an expired re-routing

**Temporary Re-routing of Tutor Tasks**

This facility allows you to temporarily assign another member of staff to receive a tutor's tasks, when that tutor is absent from work for a short period of time (e.g. whilst on annual leave, sick leave, etc.). NB: If the situation is not temporary and the original tutor is not going to resume responsibility then this facility should not be used. To update staff responsibilities (e.g. Module Leader or Programme Lead responsibilities) permanently please contact your Systems Team for assistance.

When creating a new re-routing you will be asked to enter the details of the member of staff tasks should be re-routed from, the member of staff they should be re-routed to, and the date range that the re-routing is to cover.

**Audit Trail Tutor Tasks**

This page allows the user to run an audit trail of student requests by academic advisor.

**Logging Out**

**How to logout from your PIP**

To exit PIP simply close your web browser.

**Being automatically logged out**

**Office users**

If you are accessing your PIP from your office and have registered your PC’s IP address (which allows us to verify that you are accessing it from a secure environment) with OBIS, then you will be excluded from the security function that automatically times users out if they haven’t used their PIP for ten minutes or more.

If you haven’t registered your PC’s IP address, then you will automatically be logged off from your PIP (for security purposes) if you do not use it for ten minutes or more.

**Non-office users**

If you are accessing your PIP from anywhere other than your office (e.g. at home) then you will be automatically logged off from your PIP (for security purposes) if you do not use it for ten minutes or more.
Further Help:

Who to contact if you have a query

If any of your personal details (e.g. name, title, etc.) are incorrect contact the Directorate of Human Resources Management at hrteam-bc@brookes.ac.uk.

If any of your contact details (e.g. room/telephone details) are incorrect contact the Telecommunications Office at telephones@brookes.ac.uk.

For queries regarding the Examination Timetable contact the Academic Office at exams@brookes.ac.uk.

For any other PIP queries contact Student Central at registry-systems@brookes.ac.uk.