



SER Advising Project Newsletter

NEWS FROM THE TEAM DEVELOPING THE NEW ACADEMIC ADVISING SYSTEM

OCTOBER 2016

New Advising system: Summer report

The summer of 2016 has been very busy for everyone involved in the new Advising system. After months of collecting and discussing requirements, designing and producing the IT specifications for the new system, time for development proper has arrived. A team of one ITS and seven Tribal developers have been working hard on the development of the different components of the new system. These were delivered incrementally during July, with the whole system being available in the TEST environment at the beginning of August.

Testing

As the team was eager to check the system and get feedback from the end users as early as possible, testing started at the earliest opportunity, on 27 July. In total, twelve testing sessions took place, with about forty users taking part – students, Advisers, Directors of Teaching, Registry users. The different components worked as anticipated, while – as expected with testing – the team was able to detect various bugs and issues, and identify potential enhancements. These were discussed with input from our Tribal IT consultant, prioritised, and fed back to the developers in order to be addressed in time for delivery. By that time, the SER C-View project had completed the codification of the Senate regulations and Degree requirements that will be used in the new Advising system.

To go live or not to go live...

At that point, the team was facing the dilemma of whether to go ahead and use the system for all entrant students, as originally planned, or scale back the plans and opt for a smaller pilot.

Following internal discussions, the Advising team recommended to the Programme Board to hold off the GO LIVE date that was scheduled for Orientation week. Although the system had been completed and all functionality was in place, it was clear that we could not take any chances with any remaining bugs with such a critical system as Advising.

Instead the team opted for a pilot in Gateway, which took place during Advising (6-7 September). A sample of 65 first- and second-year students volunteered to use the new system (in the TEST environment), and provide feedback to the team. At the same time, many Advisers had the opportunity to take a peak of the system in action, which had previously been presented to them during their training sessions with the Pro Deans (Advising) the week before.

All in all, the pilot was a great success. The feedback from the students has been very positive, and the comments and suggestions in the feedback forms have been invaluable. The same applies to seeing the system in

action by its users in real circumstances, which will help with small tweaks, and with producing the appropriate user guides



What's next

As you read this, the team is hard at work fixing any remaining bugs, building further features of the system, such as timetabling compliance, balloting in advising and pre-advising, and Exploratorium (i.e. a modelling tool for students and staff to explore options), and making sure that the system is compatible with taught and research postgraduate programmes, and with ELT programmes.

The system is planned to go live at the end of November for January entrants (current students' re-advising will happen with the current system). All current students will be migrated to the new system in April 2017.

The components of the new system

Academic Advising (Adviser of Studies)	
My advisees	
Search for student	
Search by module	
Unapproved Honours modules in my School	
Incoming study abroad and exchange students	
Course Catalogue (opens new tab)	
User guides	<i>The options in the Academic Adviser's box in eVision</i>

The new Academic Advising system has been built on the principle that it will show modules and validate students' programmes of study in accordance with award regulations, programme requirements and module co-, anti-, and pre-requisites. It has a different look to the old one, and various new functions. Students and staff will have access to different screens and tasks; similarly, different groups of staff will have different levels of authority (e.g. Pro-Deans, Advisers, School Administrative staff).

The components accessible to students will be the following:

- Module Registration tool, in which they will be able to select and submit their modules selections, in accordance to their degree and year of programme.
- Upload evidence in support of module choices, for any modules that may require additional documentation.
- Request programme change.
- View audit trail.
- View student card
- Course catalogue
- User guide

Staff will be able to access the advising record of a student via different routes, improving on the functionality of the current system:

- My advisees (for Pro Deans, this will be replaced by 'My escalations')
- Search for student (simple and advanced search)
- Search by module

- Unapproved Honours modules in my School

- Incoming study abroad and exchange students

Having found the requested student, the Adviser will see a 'landing page', with a selection of different tasks and pages relevant to the student:

- Module choice approval (the main function of advising). In addition to the obvious tasks of validating, adding and removing modules, this will include sections on 'rules relating to module choices', past module results, and a comments section which could be used without validating modules, a common peeve with the old system.
- Change programme
- Change year of programme (this will only be needed for changing from/to direct entry or when the student is taking an extra subhonours year)
- Student record card
- Further information on student, which will show information on the student, such as audit trail, entry qualifications, relevant uploaded documents, external placements, etc.

The new system will provide more information on students, and will have a provision to download lists of students in excel format, to be processed at will and to create mailing lists. It will also deal with escalations to the Pro Deans within the system, so there will be no need for so many emails anymore; it will also display clearly when an escalation has been requested and/or pending.

A big thank you



The help of everyone who took part in testing during the summer has been invaluable. We appreciate that there must have been many things to do at the end of July much more interesting than being stuck in the Swallowgate PC Classroom, but the feedback we collected has indeed been extremely useful in identifying bugs and addressing issues at an early stage. Thank you to everyone who participated!



Pilot feedback (6-7 September)

84.6%

55 students (out of 65) said that the new system compares better or much better to the old one.

8.2 out of 10

Average score in the 'How easy was it to use the new system' question. Fourteen students marked the new system 10 out of 10.

Two lucky students won a twenty-pound voucher each, for participating in the pilot. Congratulations to Julia Caira and Ben Gillen! We are grateful to all students who took part in the pilot.

Screenshots of the new system: the Adviser's perspective

Academic matters

My pages - You are working in: DEV

My advisees

Search:

ID	Surname	Forename	Known as	Email	Programme	Advising status	Programme change requested?	Outstanding escalation?
030000853/8	Judd	Nicole	Nicole	sidemail@st-andrews.ac.uk	Master of Arts (Honours) Latin	Not yet started		Yes
080000177/1	Stewart	George	George	sidemail@st-andrews.ac.uk	Master of Arts (Honours) Mediaeval History	Not yet started		Yes
080006336/1	Mason	Ian	Ian	sidemail@st-andrews.ac.uk	Master of Arts (Honours) Mediaeval History	Not yet started		
080012301/2	Barlow	Anne	Anne	sidemail@st-andrews.ac.uk	Master of Arts (Honours) Mediaeval History	Not yet started		
100004129/1	Curtis	Heather	Heather	sidemail@st-	Master of Arts (Honours) Classical	Not yet		

'My advisees' screen.

Academic Advising - George Stewart - 080000177

Notifications

Further information on programme requirements and the modules available is in the [course catalogue](#).

Training materials can be found on the [Information for Advisers webpage](#).

Navigation

- My advisees
- Search for student
- Search by module
- Unapproved Honours modules in my School
- Incoming study abroad and exchange students
- User guide (opens new tab)
- Course catalogue (opens new tab)

Tasks

- Outstanding escalation (module)!**
- Module choice approval
- Change programme
- Change year of programme
- Student record card
- Further information on student

Student details

Student name: George Neil Stewart

Known as: George

Student ID: 080000177

Email: sidemail@st-andrews.ac.uk

Programme: Master of Arts (Honours) Mediaeval History

Current year of programme: Programme year 4 of 4

Adviser(s) of Studies: Dr Konstantinos Zafeiris kz1@st-andrews.ac.uk
Lee Stobie (Tribal) lee.stobie@tribalgroup.com

Advising status: Not yet started

The landing page with information on the selected student

Student details

Student ID: 160003360/1

Name: Ashley Llewellyn

Known as: Ashley

Email: sidemail@st-andrews.ac.uk

Advising status: Confirmed

[Student record card](#)

Academic year: 2016/7

Programme: Master in Science (Honours) Computer Science

Mode of attendance: Full-time

Current year of programme: Programme year 1 of 5

Total credit gained: 0

Adviser(s) of Studies: Gemma Chamberlain (Tribal)

(gemma.chamberlain@tribalgroup.com)

Miss Nicole Judd (nsj@st-andrews.ac.uk)

Module choices (2016/7)

Module code	Module name	Period	Credits	Status	Lectures	Approve	Remove
AH1003	European Art and Architecture in the Seventeenth and Eighteenth Centuries	Semester 2	20	Optional	M Tu Th 2	✓	🗑️
AN1001	Greek History to Alexander the Great	Semester 1	20	Optional	M-F 11	✓	🗑️
AN1002	Roman History from Foundation to Empire	Semester 2	20	Optional	M-F 11	✓	🗑️
CS1002	Object-Oriented Programming	Semester 1	20	Compulsory	M-F 10	✓	
CS1003	Programming with Data	Semester 2	20	Compulsory	M-F 10	✓	
Total credits for 2016/7			100				

Validate Use 'validate' to confirm the student's module choices, making sure that credits are balanced across semesters.

Add modules

Rules relating to module choices

Module code	Module name	Rule
CS1002	Object-Oriented Programming	IN TAKING THIS MODULE YOU CANNOT TAKE CS2101
CS1002	Object-Oriented Programming	BEFORE TAKING THIS MODULE YOU MUST HAVE MATHEMATICS (EITHER HIGHER OR A-LEVEL AT GRADE B OR BETTER)
CS1003	Programming with Data	IN TAKING THIS MODULE YOU CANNOT TAKE CS2101
CS1003	Programming with Data	BEFORE OR WHILE TAKING THIS MODULE YOU MUST TAKE CS1002

Module results

Module code	Module name	Period	Grade	Result	Re-assess grade	Re-assess result	Credits
No module results available for student							

Comments

Enter any comments for the audit trail or for escalation

Module results								
Module code	Module name	Period	Grade	Result	Re-assess grade	Re-assess result	Credits	
AR1001	Arabic for Beginners 1	Semester 1	P	16.7			20	
AR1002	Arabic for Beginners 2	Semester 2	P	16.7			20	
FR1001	French Language and Literature 1	Semester 1	P	11.0			20	
FR1002	French Language and Literature 2	Semester 2	P	13.0			20	
RU1001	Elementary Russian Language 1	Semester 1	P	13.7			20	
RU1002	Elementary Russian Language 2	Semester 2	P	11.5			20	
Total credits for 2014/5							120	
AR2001	Intermediate Arabic 1	Semester 1	P	11.0			20	
AR2002	Intermediate Arabic 2	Semester 2						
AR2004	Introduction to Classical Arab Culture	Semester 1	P	9.0			20	
FR2031	French Studies 1	Semester 1	P	10.6			30	
FR2032	French Studies 2	Semester 2						
Total credits for 2015/6							70	
Total credits for level 1							120	
Total credits for level 2							70	

Past module results, in the module choice approval page

Change programme

Student ID: 160022868

Student name: Anderson, Zoe

Current programme: Master of Arts (Honours) French

Current year of programme: Programme year 1 of 4

Requested new programme: Not found

Current request status: Not found

Select new programme... ▼

Note: If this is an undergraduate student, does this programme change mean a change of Faculty? If so, it needs to be escalated to the Pro Deans (Advising).

*If this is a taught postgraduate student and the request means the student changing Schools, this **must** be escalated to the Pro Dean (Taught Postgraduate).*

Other complex changes can also be escalated to the Pro Dean if you require assistance.

Comments...

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Approve
Escalate

Change programme page

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User guide (opens new tab)

Course catalogue (opens new
tab)

Academic Advising

List of students

AH1001 - The Art of the Renaissance in Italy and Northern Europe

Select students

Show 10 entries

Copy Excel Print Column visibility

Filter

Student code	Surname	Forename	Known as	Contact email	Period	Type	Advising status	Degree programme change requested?
150012616/1	Anderson	Nathan	Nathan	Sidemail@St-Andrews.Ac.Uk	Semester 1	Optional	Confirmed	
160022830/1	James	Iain	Iain		Semester 1	Optional	Submitted	
160022853/1	Edmonds	Duncan	Duncan		Semester 1	Optional	Submitted	
160022868/1	Anderson	Zoe	Zoe		Semester 1	Optional	Partially confirmed	
160022870/1	Fredricks	Eloise	Eloise		Semester 1	Optional	Submitted	
160022877/1	Ironside	Joanna	Joanna		Semester 1	Optional	Submitted	Yes

List of students in a module

