



SAINT - ST7

HOW TO ADD PERSONAL TUTORS

- Make sure you have the PRS numbers of your tutors, from SAINT
- To get these numbers – see How to add Markers document:
http://www.bradford.ac.uk/admin/SAINT/Training%20Docs/How_to_add_Markers_to_modules_on_SAIN.pdf

- Go to SCE and enter your criteria to retrieve the students eg:

Student Course Block Enrolment

MDAINSWO SAINT - Live System 03/May/2006

SRS01 Course Enrolment Detail (SCE) SRS_SCE

1 of 0 Student Enrolment (SCE) records

UDF

SCJ code [] [] Seq number [] Gend / STU []

Course CMUGD* Crse block 1 Forename []

Acad year 2005/6 Occurrence [] D.o.B. []

And in PROGRAMME and ROUTE:

Next SCJ code []

Programme UBSCM BSC COMP & MATH

Next programme []

Next course []

Next acad yr []

Route MULCOM

Next route []

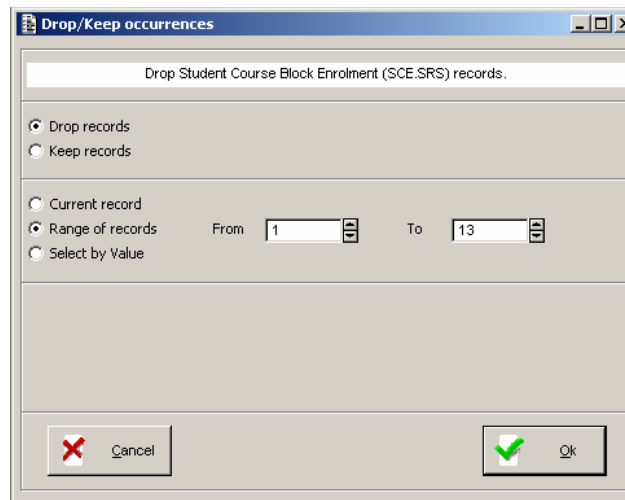
Next block [] Year of study []

Next occl [] Year of []

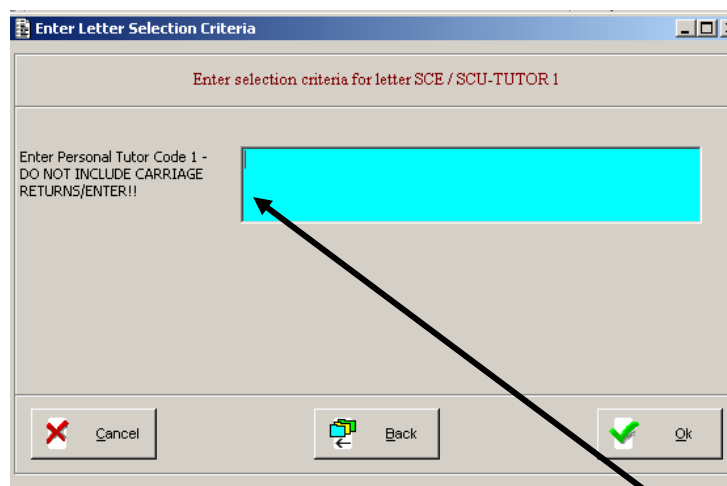
- F5 or RETRIEVE students

BEFORE RUNNING THE SRL REPORT YOU NEED TO DROP THE STUDENTS YOU DO NOT WISH TO ADD THE TUTOR TO

- Scroll through the list of students and make a note of the record number they are ie 3 of 45 records etc
- Go to MISC and DROP records (see over page)



- Enter range of records to be dropped and press OK – repeat as necessary until you have only the students you need for a particular tutor
- Go to ALL – Gen + Print Letters
- Enter Letter code: SCU-TUTOR 1 to populate TUTOR 1 field OR SCU-TUTOR 2 to populate TUTOR 2 field
- Press RUN



- Enter the PRS number for the member of staff in the blue box and press OK
- A report appears automatically which is SAINT running a TUP (Table Update Process) – this puts the tutor code into the correct field.
- You can check the Tutor is in correctly by viewing the student in SPR screen