

Corporate Information Services
<http://www.sussex.ac.uk/its/help/bishelp.php>

Recording attendance

The screenshot shows the 'Event Bookings & Attendance' interface. The top navigation bar includes 'Event Bookings & Attendance', 'Gallery', 'Record Attendance', and 'Help'. A callout box points to the 'Record Attendance' button with the following text:

If the event has taken place, a 'Record Attendance' icon will appear. Click the icon and amend the 'set all attendance to' field to 'present', or record each attendance record individually. You can also enter 'comments' against each student.
NB: Always Click the Save icon.

Below the callout, the 'Event Bookings: Record Attendance' interface is shown. It features a 'Gallery' button, a 'Cancel' button, and a 'Save' button. The main area displays a list of attendees with columns for 'Name', 'Email Address', 'Phone Number', 'Status', and 'Comments'. The status column shows 'Invited' for two attendees.

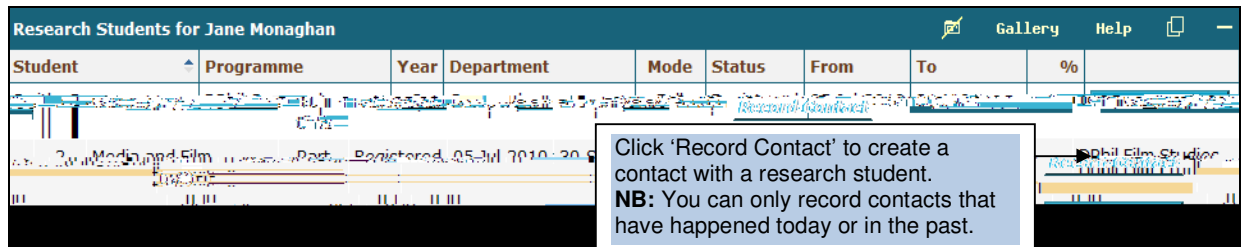
Inviting Staff to an Event

The screenshot shows the 'Event Staff' interface. The top navigation bar includes 'Event Staff', 'Add', and 'Help'. A callout box points to the 'Add' button with the following instructions:

- Click 'Add'
- Enter part of the surname in the 'Name' box
- Select the Name
- Click 'Save' or 'Save and Add'

Below the callout, the 'Event Staff' interface is shown. It features a table with columns for 'Name', 'Position', and 'Department'. The table is currently empty.

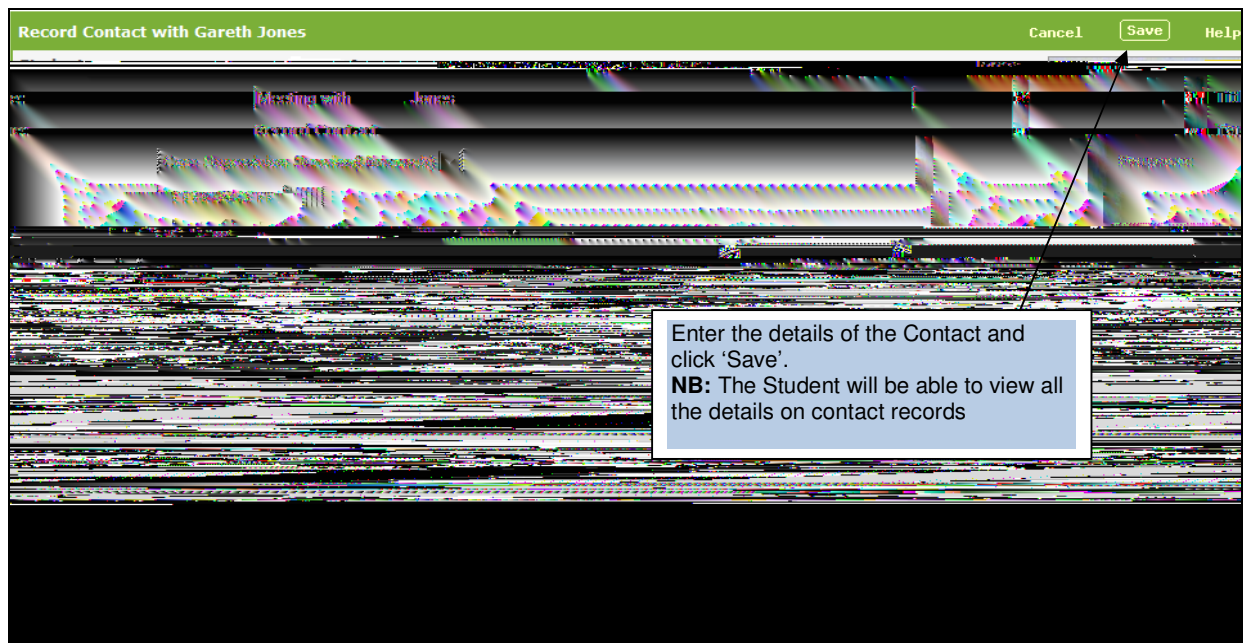
Sussex Direct > Teaching > Academic Advisee Page (for recording contact with research students only)



Research Students for Jane Monaghan

Student	Programme	Year	Department	Mode	Status	From	To	%
	Media and Film	Post	Registered, 05 Jul 2010 - 20					

Click 'Record Contact' to create a contact with a research student.
NB: You can only record contacts that have happened today or in the past.



Record Contact with Gareth Jones

Cancel Save Help

Message with Jones

Record Contact

Enter the details of the Contact and click 'Save'.
NB: The Student will be able to view all the details on contact records