

WebSURF PGR Training Exercises

Getting Started

- Open Internet Explorer and go to the training website:
<http://sputnik.8280/srip4/home.htm>
- You will be using a training database so you may change any data you wish.

SECTION A: GENERAL INFORMATION

Exercise A.1: Finding Student Records

- Log in using your Central User ID and password.
- Find a ***current postgraduate research*** student from your faculty.
- Use the info in the header to answer the following questions:

i) What is the status of this student? _____

ii) Is this student a debtor? _____

Exercise A.2: Personal Details

- Click on the menu to go to the **Personal Details** page.
- Use the info in the tabs to answer the following questions:
 - i) What is the nationality of this student? _____
 - ii) Does the student have a disability? _____
- Click on the **Contacts** tab and update the student's personal email address and mobile number.
- **Save** the changes.

Exercise A.3: Addresses

- Click on the menu to go to the **Addresses** page.
- Use the info in the tabs to answer the following questions:
 - i) What is the student's home phone number? _____
 - ii) What is the student's term-time address type? _____
- Click on the **Base** tab and update the student's campus base address.
- **Save** the change.

Exercise A.4: Academic Details

- Click on **Academic Details (PGR)** in the menu.
- Find the answers to the following questions:
 - i) Was the student an undergraduate at GU? _____
 - ii) Is the student part-time or full-time in the current session? _____
 - iii) On what date did the student start his/her current programme? _____
- Click on the tab for the current session and update the **Part Session Duration**.
- **Save** the change.

Exercise A.5: Curriculum

- Find the answers to the following questions:
 - i) Does the student have any courses for the current session? _____
 - ii) Does the student have any credit on entry? _____
 - iii) What is the student's best exam result, if any? _____

SECTION B: POSTGRADUATE RESEARCH INFORMATION

Exercise B.1: Departments

- Delete any existing departments.
- **Save**.
- Add a different department.
- **Save** again.

Exercise B.2: Supervisors

- Add a secondary supervisor.
- **Save**.

Exercise B.3: Thesis

- Update the thesis title.
- **Save**.
- Change the title again but do not save.
- Use the '**Reset**' button to put the title back to the one you saved.

Exercise B.4: Reviews

- Add a satisfactory review.
- **Save.**
- Edit the review by clicking on the title.
- Change the review to unsatisfactory and click '*Update Review*'.
- Add another review on a different date.
- **Save** again.
- Delete one of the reviews.
- **Save** again.

Exercise B.5: Monitor Progress

- Enter a realistic **Fee Period End Date, Standard Completion Date** and **Expected Completion Date.**
- **Save** the changes.

Exercise B.6: Absences

- Add an Absence which is approved by GU. Indicate that you wish to update the current Expected Submission Date and Fee Period End Date.
- **Save** the change. Note the change to the Expected Submission Date and Fee Period End Date.

Exercise B.7: Extensions

- Add an Extension of one month to the student's submission date. Indicate that you wish to update the current Expected Submission Date and Fee Period End Date.
- **Save** the change. Note the change to the Expected Submission Date and Fee Period End Date.

Exercise B.8: Examiners

- Add an internal examiner. Use the Find facility to search for member of staff you know.
- **Save** the change.

Exercise B.9: Submission and Award

- Enter a Submission Date, Viva Date and Award Date.
- **Save** the changes.

SECTION C: OTHER TASKS

Exercise C.1: Enquiry Access

- For this exercise pick a student who is **not** postgraduate research. Note you are not authorised to save any changes so all pages are view-only.
- Use the menu to browse through some of the student details recorded. This facility replaces the old Enquiry System.
- Find the answers to the following questions for this student:

i) Has the student ever graduated from GU? _____

ii) Who is the student's adviser of studies? _____

iii) Who is the student's contact in case of emergency?

Exercise C.2: Using the online Help

- Click on the Help menu item. Browse briefly through the Help to see what sort of information it contains. You can use the links to jump from section to section.

Exercise C.3: Student Log In

For this exercise, you will log in as a student.

- Enter the student number provided as the User ID. The password is 'password'.
- View the PGR information available.
- Log out when finished.