

Class Registers

Introduction

At LSE attendance at lectures is optional but attendance at classes is compulsory for undergraduate students. Therefore, a small but important job for the teacher is to keep an accurate class register. You can access your class register through **LSE for You** on the School's main website.

Each student registered on your class(es) should appear on the register. You must mark the attendance for each meeting, record any course work grades, and write brief comments.

The register also includes photographs of the students you teach, which can be a great way to start learning their names and faces!

To access a class register

1. Start Internet Explorer and go to **LSE for You** via **<http://www.lse.ac.uk/lseforyou>**.
2. In the LSE for You Login box, enter your **LSE network username** and **password**, then click on the **Login** button.

LSE for You

[Tutorials](#)

Login using your LSE username and password:

Username:

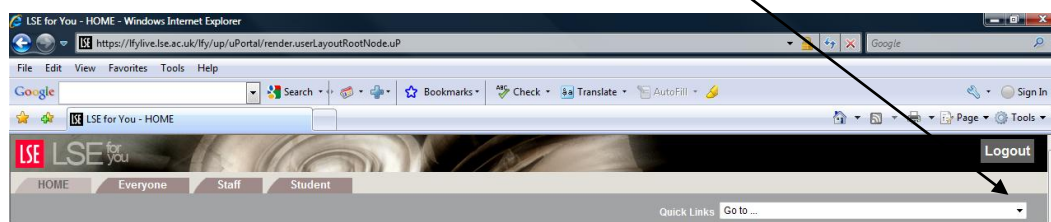
Password:

[Forgot username or password](#) | [Login Help](#)

LSE Central Authentication Service

For security reasons, please LOG OUT and CLOSE ALL browser windows when you are finished accessing services.

3. On the resulting screen, Go To **Taught Class Registers – Class Registers** from the drop-down menu.



4. The Taught Class Registers page is displayed.
Tick the box next to the required class.

Note

If a class begins in Week 3, then Meeting 1 will be Week 3

5. By default, the most recent attendance register will be retrieved. This is indicated by the *Fetch last meeting* button. However, you may want to retrieve more than one register at a time if you are recording all of your class group's attendance at the end of a week, in which case you click on the appropriate meeting number button.

6. Consider whether you wish to link course work to attendance. For example, a mathematics teacher might set weekly exercises, whereas Government course exercises may only be set twice per term.

click on the 'continue' button.

☐ SA104.A Social Economics and Policy Group: 2
☐ SA201.1A Data Analysis for Social Policy Group: 1
☐ SA201.1A Data Analysis for Social Policy Group: 2
☐ SA201.2A Research Methods for Social Policy Group: 1

continue

Options
[Help with these options \(Popup\)](#)

☒ **Fetch last meeting**

Fetch meeting:									
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8	<input type="radio"/> 9	<input type="radio"/> 10
<input type="radio"/> 11	<input type="radio"/> 12	<input type="radio"/> 13	<input type="radio"/> 14	<input type="radio"/> 15	<input type="radio"/> 16	<input type="radio"/> 17	<input type="radio"/> 18	<input type="radio"/> 19	<input type="radio"/> 20
<input type="radio"/> 21	<input type="radio"/> 22	<input type="radio"/> 23	<input type="radio"/> 24	<input type="radio"/> 25	<input type="radio"/> 26	<input type="radio"/> 27	<input type="radio"/> 28	<input type="radio"/> 29	<input type="radio"/> 30
<input type="radio"/> 31	<input type="radio"/> 32	<input type="radio"/> 33	<input type="radio"/> 34	<input type="radio"/> 35	<input type="radio"/> 36	<input type="radio"/> 37	<input type="radio"/> 38	<input type="radio"/> 39	<input type="radio"/> 40

☒ Link Course Work To Attendance
☒ Show Student Photographs
☒ Show Attendance Pattern
☒ Show Student Programme of Study
☒ Show Student Id Number
☒ Show Student Email Address

To link course work to attendance tick the box for *Link Course Work To Attendance*.

Several other display options are available to you. Make your selection by ticking or unticking the appropriate boxes – you may change these at any time you visit this screen.

7. After you have made your choices, click the **continue** button (below the class list).

8. The Class Registers page is displayed.

The Class Registers Page provides access to the

- Attendance register
- Course work
- Student summary

By default the Attendance Register is displayed.

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[ATTENDANCE REGISTER](#)
[COURSE WORK](#)
[STUDENT SUMMARY](#)

Meeting: 10/10/2005 (1) -- 17/10/2005 (2) -- 24/10/2005 (3) -- 28/10/2005 (4) -- 02/11/2005 (5) -- 09/11/2005 (6) -- 16/11/2005 (7) -- 23/11/2005 (8) -- 30/11/2005 (9) -- 07/12/2005 (10) -- 11/01/2006 (11) -- 18/01/2006 (12) -- 25/01/2006 (13) -- 01/02/2006 (14) -- 08/02/2006 (15) -- 15/02/2006 (16) -- 22/02/2006 (17) -- 01/03/2006 (18) -- 08/03/2006 (19) -- 15/03/2006 (20) -- 26/04/2006 (21) -- **03/05/2006 (22)** --

03 May 2006 from 09:00 to 10:00 in room U201

Teacher: teacher_1

Student		Summer	Teaching Week 2		
		Attendance Pattern	P	A	R
student_photo1	student_name1 Summary Id: student_id1 BSc in Social Policy and Economics Year: 3 student_email1	A P	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
student_photo2	student_name2 Summary Id: student_id2 BSc in Social Policy and Criminology Year: 1 student_email2 The Student Progress Panel is monitoring this student - see note at foot of page.	R P	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
student_photo3	student_name3 Summary Id: student_id3 BSc in Social Policy with Government Year: 2 student_email3	A A	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
student_photo4	student_name4 Summary Id: student_id4 BSc in Social Policy Year: 1 student_email4 The Student Progress Panel is monitoring this student - see note at foot of page.	A P	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
student_photo5	student_name5 Summary Id: student_id5	P P	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attendance Register

The Attendance Register can be used to mark students Present (P), Absent (A), or absent with Reason (R). Read the information at the top of the screen before marking the register.

1. Click on the class date.
2. Against each student name, click in the P, A or R button.
For further information see the Key at the bottom of the on-screen page.
3. After you have marked the register, click on the **Save Changes** button.
In the Attendance Pattern boxes an A, P, R or ? appears. A question mark indicates that the teacher has not yet recorded the student attendance.

If you mark a student "A" for two consecutive classes, the system will automatically send them an email (with a copy to their tutor and to yourself) asking for an explanation of their absence.

Tip

There are shortcut buttons near the top of the screen, which allow you to mark everyone present or absent. In a full class it may be easier to mark everyone as present and then simply go back and alter the absentees records, or vice-versa.

Links to all the classes that have occurred up until the current date are displayed at the top of the register. To alter an earlier register, click on the required link, make the changes and then click on **Save Changes**.

Course Work

The Course Work screen can be used to set new coursework, to mark students work and to fetch information about past work.

TO ACCESS THE COURSE WORK SCREEN

1. If necessary, follow the instructions on page 1 on how to access a class register.
2. On the Class Registers screen, click on the COURSE WORK link.

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3. The main course work screen is displayed.

[Taught Class Registers Help](#)

Don't forget to press the 'Save Changes' button before leaving this page!

Please click on the 'summary' link under a student's name to see a page which includes a breakdown of their attendance and course work and an area for you to record your comments about this student's progress.

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Please Either:

Select an existing course work to review/mark by choosing a term and/or course work and pressing the 'Fetch' button.

Show: Show course assignment:

Or:

Create a new course work by clicking on the 'Create new course work' button.

If you find any problems (bugs) in these pages, or have any suggestions for improvements or new applications, then please review the [Bug list](#) to check that the issue is not already listed and then use the [Enter bug](#) form to report it. If the issue is already listed, it is possible to vote for it and thereby raise its prominence to the LFY Project Board.

LFY (test) powered by [uPortal](#)

TO SET NEW COURSE WORK

1. Click on the **Create new coursework** button.

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Please Either:

Select an existing course work to review/mark by choosing a term and/or course work and pressing the 'Fetch' button.

Show: Show course assignment:

Or:

Create a new course work by clicking on the 'Create new course work' button.

2. The set course work screen is displayed.

3. In the "Which term is this course for" box, choose an appropriate term from the drop-down list.

To set course work for this class please:

First select a term:

Which term is this course work for?

Second Either:

To set course work for all of these students

Use these 2 fields to enter course work for all of these students then click on the 'Set Course Work' button, and then click on the 'Save Changes' button (the 'Save Changes' button is at the foot of the page):

Course Work Title:	<input type="text"/>
Optional deadline:	<input type="text"/> <div> Please use format dd-mm-yyyy, e.g. 09-01-2004 is 9th January 2004. Click on the button to display a calendar. Deadlines can be used to issue reminders to students who fail to return work on time. </div>

Or:

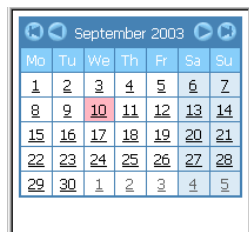
To create/delete course work for individual students

- Select a term above.
- Click on the 'Set Course Work' button.
- Use the form below to enter/delete course work for individual students. Only students with a course work title will have work set, course work will not be set for students who have their course work title left blank. You may remove an assignment by deleting the title, for example if a student has left this class since you set the original course work.
- Click on the 'Save Changes' button at the foot of the page when you have finished.
(The deadline is optional and can be used to issue reminders to students who are late submitting course work.)

COURSE WORK CAN BE SET FOR THE WHOLE CLASS OR FOR AN INDIVIDUAL.

TO SET COURSE WORK FOR ALL OF THESE STUDENTS

1. In the "Course Work Title" box, type a name for the homework, for example *Exercise 1*.
2. If you wish to set a deadline, click on the calendar button next to the "Optional Deadline" and choose a date



or simply type the date in the form DD/MM/YYYY

3. Click on the **Set Course Work** button (above the list of students). *Scrolling down the register shows you that each student has been assigned this work.*

Tip

You can delete the information from an individual student's course work, or change the deadline.

4. Click on the **Save changes** button at the bottom of the scroll-down screen. *The new course work record is created.*

TO CREATE/DELETE COURSE WORK FOR INDIVIDUAL STUDENTS

Follow the on-screen instructions

TO NOTE RECEIPT AND/OR MARK AN INDIVIDUAL'S COURSE WORK

1. On the student course work screen, select the relevant term and assignment from the "Show course assignment" box and click on the **fetch** button.

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Please Either:

Select an existing course work to review/mark by choosing a term and/or course work and pressing the 'Fetch' button.

Show: Michaelmas Show course assignment: All **fetch**

Or:

Create a new course work by clicking on the 'Create new course work' button.

Create new course work

2. A list of all students who have been assigned the homework will be displayed.

Set All Received

Student		Title	Mark	Deadline	Received
student_photo_1	student_name_1 Summary Id: student_id_1 BSc in Social Policy and Economics Year: 3 student_email_1	essay 1	55		<input checked="" type="radio"/> Yes <input type="radio"/> No
student_photo_2	student_name_2 Summary Id: student_id_2 BSc in Social Policy Year: 1 student_email_2 This student is being monitored by the Student Progress Panel - see note at foot of page.	essay 1	62		<input checked="" type="radio"/> Yes <input type="radio"/> No
student_photo_3	student_name_3 Summary Id: student_id_3 BSc in Social Policy Year: 1 student_email_3	essay 1	52		<input checked="" type="radio"/> Yes <input type="radio"/> No
student_photo_4	student_name_4 Summary Id: student_id_4 BSc in Social Policy Year: 1 student_email_4	essay 1	45		<input checked="" type="radio"/> Yes <input type="radio"/> No
student_photo_5	student_name_5 Summary Id: student_id_5 BSc in Social Policy Year: 1 student_email_5	essay 1	72		<input checked="" type="radio"/> Yes <input type="radio"/> No
student_photo_6	student_name_6 Summary Id: student_id_6 BSc in Social Policy and Economics Year: 3 student_email_6	essay 1	57		<input checked="" type="radio"/> Yes <input type="radio"/> No

Please make sure that you save your changes before leaving this page or they will be lost! Save Changes

Tip
At the top of the screen is a **Set All Received** button. You can click this, and then simply change the details of any work that has not been received.

One or more of your students are being monitored by the Student Progress Panel. Please ensure you maintain a full record of monitored students as the Panel will consider whether to terminate a monitored student's registration at the end of each term.

The course work title and deadline (if any) will be displayed against each student. If the student has handed in the work, it is important that you enter the receipt into the register.

- There are several choices you can now make. You may give the coursework a mark, or indicate it has been received and enter a mark later, or indicate that the work has not been received.
 - In the **Mark** box, type the mark you have given the assignment. *Coursework will automatically be noted as received when a mark is entered against it.*
 - or, click on the **Yes** received button and later, after you have marked the paper, revisit the screen to insert the mark.
 - or, click on the **No** not received button and revisit the screen at a later date when/if you have more information.
- After you have entered your information, click on the **Save Changes** button at the bottom of the screen.
Note: If you exit the screen without clicking this button all your changes will be lost.

OVERDUE HOMEWORK

If a deadline has been passed and the course work does not have a mark or has not been ticked as received, the homework will be classed as Overdue and the screen and records will reflect this. An **Issue Reminder Emails for Overdue Course Work** checkbox will appear on the screen.

1. Click on the **Issue Reminder Emails for Overdue Course Work** checkbox.
2. Click on the **Save changes** button.
An email will be sent to the student, the student's tutor and yourself alerting all of you to the overdue status.

Note: The system allows only one "overdue" email to be issued. You cannot send several reminders about the same piece of work.

Student Summary

At the end of the Michaelmas and Lent terms, class teachers are expected to write reports on the students in their classes.

If students show irregular attendance at classes, if they do not complete course work and if a student fails to turn up for a class in which they are presenting work, it is worth adding a note to this effect on their on-line record. Through this early detection system many of the more serious difficulties and course failures can be avoided. But be warned... students have direct access to anything you write, so keep it accurate and polite.

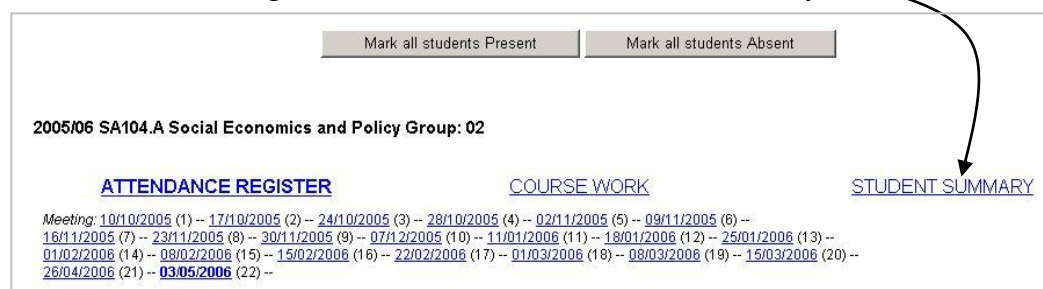
The Student Summary screen lists all students who have ever attended a class, including those who are no longer in the class because, for example, they changed course options.

GUIDELINES

- Provide clear information on the proportion of classes attended, compulsory work completed and a feel for the whether or not the student is well prepared for classes.
- Try to write SOMETHING about every student (eg: "rarely contributes in class, but appears to be keeping up with the work" is much more useful to tutors and reference writers than "OK").
- Wherever possible, indicate where you feel a student is on a downward trend, or is seriously struggling with the work.
- Keep employer references in mind – reports may be used as evidence of student personal attributes such as punctuality, consistency, willingness to contribute etc.
- Keep your reports frank but fair.

TO VIEW A STUDENT SUMMARY:

1. If necessary, follow the instructions on page 1 on how to access a class register.
2. From the Class Registers screen, click on the Student Summary link.



Mark all students Present Mark all students Absent

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The screen displays the summary for the first student in your class and links to all the other students who have ever attended your class.

Don't forget to click on the 'Save Changes' button before leaving this page!
There is a key at the foot of the page.

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Students: [student_name_1](#) -- [student_name_2](#) -- [student_name_3](#) -- [student_name_4](#) -- [student_name_5](#) -- [student_name_6](#) -- [student_name_7](#) -- [student_name_8](#) -- [student_name_9](#) -- [student_name_10](#) --

[student_name_3](#)
Id number: [student_id_3](#)
BSc in Social Policy and Economics [Click here to see student's other registers.](#)
(Opens new window)
Year: 3
[student_email_3](#)


3. To view a summary for a student, click on the their name.

4. Scroll down to the "Teacher Term Comments" box for the appropriate term, and type your impression of the student and their work in the class.

Note: do not cut and paste from other applications, such as a word processor, as they contain special characters that produce unsatisfactory results.

Term: Summer

Attendance Pattern Course Work (mark)


(see key at foot of page)

Teacher Term Comments (THE STUDENT CAN READ WHAT YOU WRITE HERE):

Please mark this student's overall participation in class this term: Please select from list

Please give an overall assessment of the student's performance this term:
Please select from list

Save Changes

5. Click in the "Please mark this student's overall participation in class this term" box and choose a mark from the drop-down list.
6. Click in the "Please give an overall assessment of the student's performance this term" box, and choose from the drop-down list.
7. After you have completed the information, click on the **Save Changes** button at the bottom of the screen before clicking on the next student's name.

Note: If you exit the screen without clicking this button all your changes will be lost.

TO SEE FULL INFORMATION ABOUT A STUDENT'S OTHER CLASSES

1. Click on the "Click here to see student's other registers" link, next to the photograph on the Student Summary Screen for an individual student.

ATTENDANCE REGISTER	COURSE WORK	STUDENT SUMMARY
<p>2005/06 SA104.A Social Economics and Policy Group 02</p> <p>Students: student_name_1 -- student_name_2 -- student_name_3 -- student_name_4 -- student_name_5 -- student_name_6 -- student_name_7 -- student_name_8 -- student_name_9 -- student_name_10 --</p> <hr/> <p> student_name_3 Id number: student_id_3 BSc in Social Policy with Government Year: 2 student_email_3 </p>		
<p style="text-align: right;"> Click here to see student's other registers. <small>(Opens new window)</small> </p>		

Information from other classes and other teachers will be displayed in a new window.

student_name1	student_photo1	Id number: student_id1	BSc in Social Policy and Economics	Year: 3
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2005/06 EC325.A Public Economics Group 07
Teachers: teacher_name1
Term: Michaelmas

Attendance Present: 5 Absent: 2 Absent with Reason: 0 Unrecorded: 0 Attendance Pattern (see key at foot of page): <div style="border: 1px solid black; padding: 2px; display: inline-block;"> A P P P P A P </div>	Course Work (mark) Christmas Vacation Essay (not received)
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Teacher Comments: No comments entered.

Teacher assessment of student: Good.

Teacher assessment of participation in class: Exhibits lively interest and contributes frequently in a relevant and perceptive way.

2005/06 EC325.A Public Economics Group 07
Teachers: teacher_name1teacher_name2
Term: Lent

Attendance Present: 8 Absent: 2 Absent with Reason: 0 Unrecorded: 0 Attendance Pattern (see key at foot of page): <div style="border: 1px solid black; padding: 2px; display: inline-block;"> P P P P P P P A A P </div>	Course Work (mark) Easter essay () Presentation (69)
---	---

Teacher Comments: No comments entered.

Teacher assessment of student: Satisfactory.

Teacher assessment of participation in class: Reasonable and alert interest shown.

2005/06 EC325.A Public Economics Group 07
Teachers: teacher_name1

- When you have finished viewing the new window, close it by clicking the Close button (the X) in the top right corner of the window. You will be returned to the summary screen for that student.