Creating your Faculty Resource

STEP 1 - Updating Person Profile

a) Click the **Person Profile** tab on main screen.
b) In the **Roles** section add **Faculty Resource**.

STEP 2 - Linking to your MODULE (not Course)

a) **Ensure Step 1 has been completed**.
b) Click on **Module** tag in the main EIS screen.
c) Select your subject e.g. PPCI-BL
Click on **Roles** in **Module Details** screen. You will see your faculty list here. (If this is your 1st time to add faculty, you won't see anything).
d) Always search for the desired person first before clicking on the **Add Resource** tab as Dublin/Cork may have already added them.
e) If you need to add a new Faculty Resource click on **Add Resource**.
f) You will see everyone who have a role type of "Faculty Resource" in this screen.
g) Select the desired person by clicking on **Green Plus** on the right hand of screen
h) Then select the Location by clicking the available radio button (tick box) **-** e.g. Dublin or Cork course.
i) Hit back arrow (Changes automatically saved).

TO REMOVE FACULTY FROM A MODULE

a) Repeat steps a-d above, once you have selected your faculty resource member click on the **Loc**.
b) Select the location you wish to remove and click on the **Remove Record** button on the top menu bar (it's the red X). Then click **Save**.
c) Hit back arrow. You will be brought back into the faculty recourse list. Click on the **Remove Record** button (as above) and click **Save**. Your faculty member is then removed form your module and will not appear in any reports, letters etc. They can at any stage be re-added to your module if need be.

Creating your Recruitment Form

STEP 3 - Printing your Recruitment Form

a) Select **Reports** tag on the main EIS screen. Click on **Course**.
c) Select the relevant course e.g. PPCI Dublin 2009 **by clicking on the Yellow Folder.**
d) You will see a full list of reports available to courses. Scroll down to **PPC1 Recruitment Form**. Click the Grey Arrow to go into the Reports Parameters screen.
e) **A number of parameters have to be completed.**
f) Click the **Module tab (…)** and select the relevant Module e.g. Business Law.
g) Click the **Return To tab** and enter in your name.
h) Click the **Return Date tab** and enter date.
i) Click the **Recruitment From tab** & enter a recruit from date eg. 01/01/09 if you just want to recruit for after Christmas.
j) Click in the **Remuneration tab** and enter fee
k) Click the **Email tab** and enter address.
l) Click the **Tutorial/Lecture tab** and enter **TUTORIAL OR LECTURE** (in caps).
m) Then click on the printer icon at the bottom of the screen to run the report.

Creating your Available Resource List

STEP 4 - Available Resource Tab

a) Go to **Resources**, select your **Course** and then select the **Module**.
b) Select **Resource** (the person you require).
c) Tick available radio box as appropriate, then click back. You can amend data at any stage.
d) To view your available resource list, click the **Reports** tag on the main screen. Select **Course** and then select the relevant course. Click on **PPC1 Available Resources** Report.
e) Click the **Module tab (…)** and select the relevant Module e.g. Business Law.
f) Click the **Print** icon at the bottom of the screen

Allocating Faculty to Tutorials/Lecturers

STEP 5 - Allocating Faculty to Tutorials/Lectures

a) Select **Attendance** from main EIS screen
b) Select your **Course** and then select the **Module**
c) Click **Amend Existing** tutorials.
d) You can filter by a specific date by using the **Tutorial From** & **To Date** fields at the top of the screen. Then click **Filter Records** icon.
e) Select the **Lecturer/Tutor** & add your faculty resource (tutor/lecturer). **SAVE** amendments.
f) You can also edit tutorial description, location etc. Click on **Topic/Notes** button at the edge of the screen to amend. Make sure to **Save** amendments.

STEP 6 – Adding additional items e.g. Travel, Drafting Questions, Attending Meetings, Payments for Exams etc.

20 *Miscel* & *Exams* instances have been added to each module. *Miscel* items have been added with a set date of 01/01/2010 & *Exams* with a set date as per exam.

a) Repeat instructions A-D in Step 5 (remember miscel items are stored under 01/10/2010 & exams as per exam date on the timetable)
b) For <u>MISCEL</u> items, change the **Tutorial Date** as required, then adjust the **Tutorial** tab to read either Draft, Travel, Meeting ….this helps identify if it's a timetable instance or an additional item. Then adjust the **Topic/Notes** as required. **SAVE** amendments. No need to adjust start/end time field as this is not relevant for this section. Then repeat steps E-F in Step 5.
c) For <u>EXAM</u> items, adjust **Topic/Notes** field, **SAVE**

Printing Faculty Specific Timetables

STEP 7 – Printing Faculty Specific Timetables

a) Select **Reports**, then **Course** & then select the relevant course. Select **Faculty Specific Timetable**.
b) DIPLOMA TEAM – then click print
c) PPC TEAM – Click in the **Module tab (…)** and select the relevant Module e.g. Bus Law.