

SITS Experts

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1. Introduction

- Me, myself and Aston University

2. SITS Training at Aston University

- The courses available, when they run and what they cover
- Bespoke training

3. SITS Experts

- An overview of the initiative
- The staff involved and the projects created
- The outcomes and challenges

My role

- Student Records Advisor, Corporate Student Systems, Registry and Student Services

Responsibilities

- Training and support, business process advice and the odd project

Previous role(s)

- Programme Administrator within a School

Least favourite SITS screen

- STU

I work here



A little about Aston University



13,000 students; mostly undergraduate and on-campus



Over 1400 staff, of which 250+ actively use SITS



Aston's 50th anniversary is this weekend



We have a [kestrel cam](#) and twitter feed!

The courses on offer

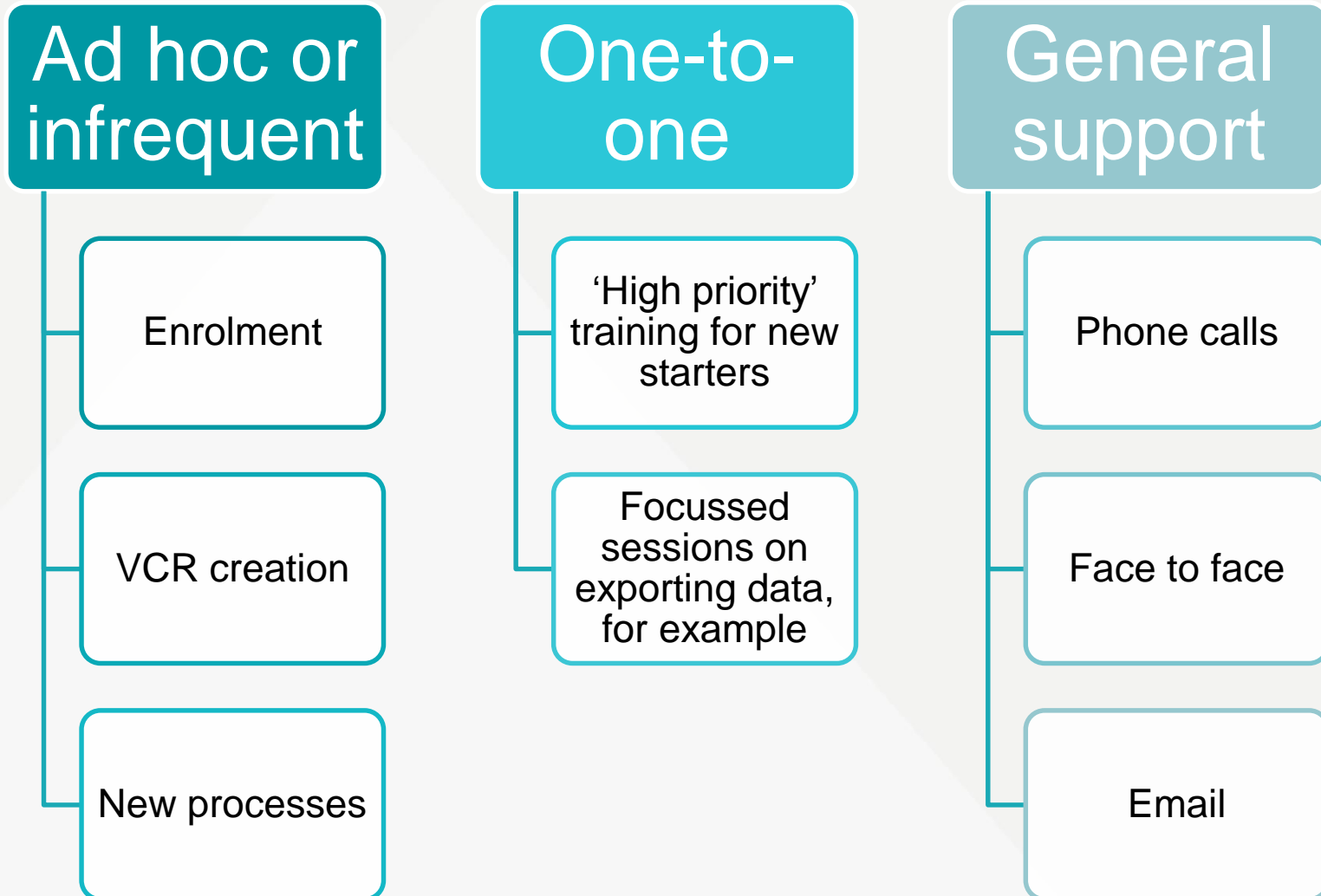
- Basic Training and Navigation
- Useful Tips and Shortcuts
- Standard Letters and Reports (SRLs)
- Creating and Maintaining Modules
- Creating and Defining Student Module Diets
- Progression

Method

- Classroom style with a maximum of 10 attendees
- All one hour apart from SRLs and Progression which are two hours

Frequency

- Typically subject to demand, with the Basic Training held most frequently



Aims

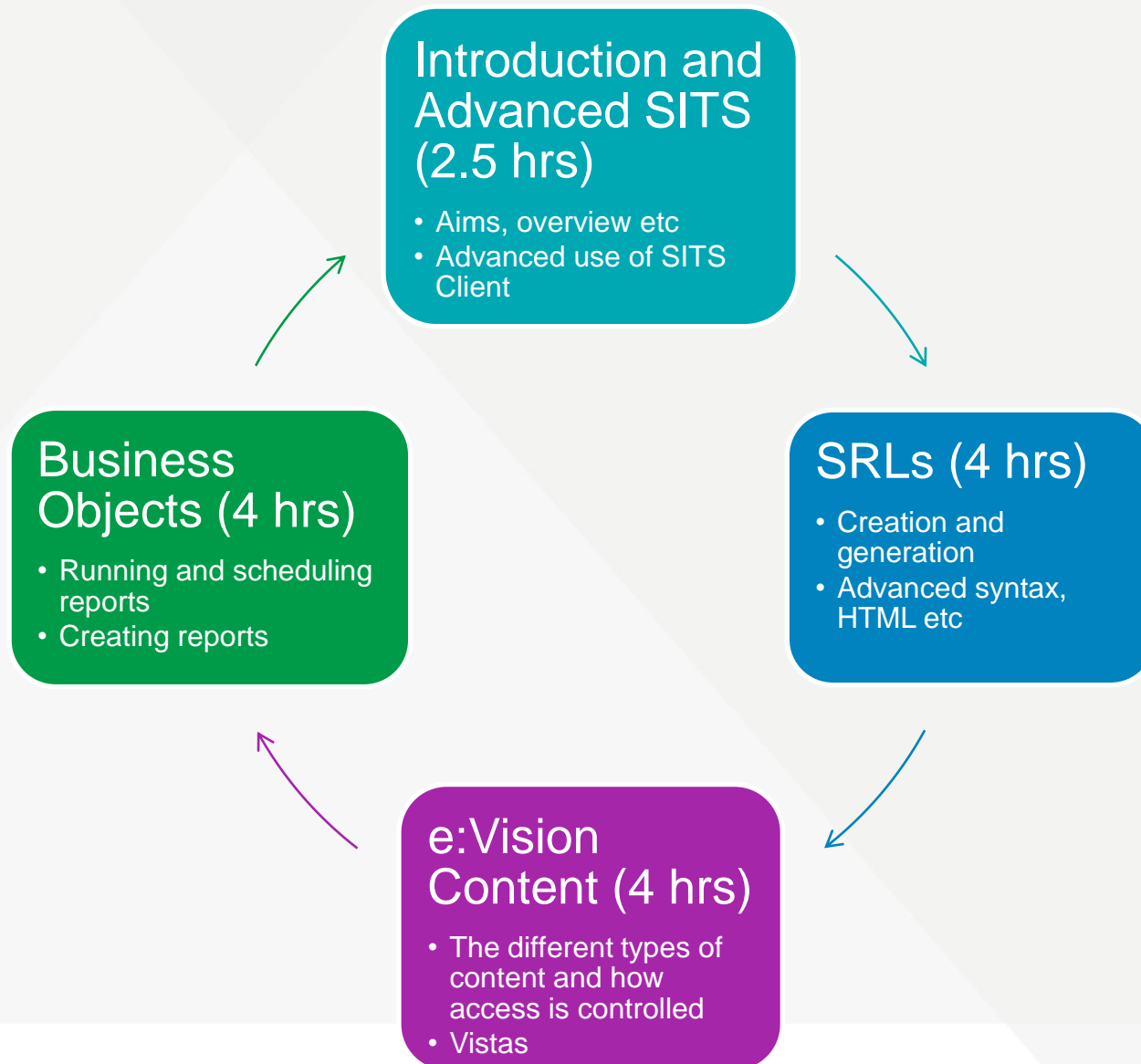
- Create local expert users
- Promote effective use of SITS across the University
- Encourage collaborative project work

Target Audience

- School staff
- Registry staff
- Less SITS reliant departments
i.e. Marketing, Careers etc

Sessions to date

- Early 2013
- Jan - Feb 2014
- Jan – Feb 2015



Outcomes

- Large community (20-30) of knowledgeable users
- Expert users supporting colleagues
- Projects being undertaken
- Sharing of best practice

Challenges

- The training was too difficult for some
- Varied engagement post-training
- Staff changing roles

Current Projects

SITS Experts Projects				
Name	Lead	Description	Progress	CSS member assigned
Collaborative Provision	Joe Bloggs	MAP task to create and maintain SPD records for recording students studying at another institution.	Complete	CSS member
3 Monthly Reports	Joe Bloggs	Recording RDE data for 3 monthly research supervision. Student page created with a vista for recording progress. Staff and supervisor views for viewing student data.	Implementation	CSS member
Tweaks to disability student pages and support recommendations	Joe Bloggs	Various improvements to disability student MAP content and support recommendations.	In progress	CSS member
LDC visit reports	Joe Bloggs	Create a MAP page and export of LDC visit data for LDC staff.	In progress	CSS member
VIS Vista	Joe Bloggs	VIS vista for easier and accurate maintenance of VIS data.	Planning	CSS member
AMA Certificate	Joe Bloggs	PDF SRL for producing an AMA certificate.	Idea	CSS member
Progress report for sponsored students	Joe Bloggs	Pre-populated Word document for reporting sponsored student data.	Idea	CSS member
Additional LOA/withdrawal alerts	Joe Bloggs	Consider further notifications of a student going on LOA or withdrawing, including one to the approving member of staff and to the personal tutor and programme director	Idea	CSS member
Collecting employability activities	Joe Bloggs	Development of a page for students to create and maintain employability activities using vistas	Planning	CSS member

Keeping Momentum

Monthly
SITS Experts
Forum

Refreshers
and Bespoke
Training i.e.
Tasking

Future SITS
Experts
Sessions

Thank you for
listening

Any questions or
comments?