

## Personal Tutor resources on the portal

The link to the personal tutor information is on the main page of the portal (highlighted below). The link takes you to a web page that lists your personal tutees and any research student that you might be supervising. Research student details will appear below the list of tutees.



From the [personal tutor page](#) above it is possible to:

- View the [status screen](#) of an individual student
- Send an [email to an individual students](#)
- [Email all of the students](#) at the same time.
- View the data in [print format](#) as viewed or with the name split into three columns
- Download an [Microsoft Excel](#) file as viewed or with the name split into three columns
- Email [all of your personal tutees](#)

## The Personal Tutoring / Postgraduate Research Students page

The default view shows the columns below, columns can be hidden and unhidden as required by using the Hide Columns/View all Columns buttons. To hide columns untick the columns that you wish to hide and click the hide columns button. The View All Columns button only becomes visible if there are hidden columns.

**My Portal**  
List of Personal Tutoring / Postgraduate Research Students

List of Personal Tutoring / Postgraduate Research Students  
Click on 'Stu SPR No' to display Academic History.  
Click on 'User ID' to e-mail student.  
Click here to Email all Personal Tutoring / Postgraduate Research Students  
Click here for print format and click here to download Excel file  
Click here for print format and click here to download Excel file with title, initials, forename(s) and surname in separate columns.

Click 'View all Columns' to view full list of data. [View all Columns >>](#)  
De-Select check boxes and click 'Hide Columns' to remove any data not required. [Hide Columns >>](#)

Stu SPR No	User ID	Full Name	Visa Status	Programme of Study	Mode of Attendance	Current Status on Programme
2324451/1	nac00032	<a href="#">View Student Contact Information</a>		Bachelor of Science with Honours in Biology	Full time	Current
2115561/1	ruc00015	<a href="#">View Student Contact Information</a>		Bachelor of Science with	Full time	Current

## Student status

The student number (the column is called Stu SPR No) links to a student's Academic History page on the portal.

**Student Academic History**

Student Number:   
 SPR Code:   
 HESA Number: 1311742194573  
 Name:   
 Known as:

For details of how to request changes to your personal data please click [here](#)  
[View Student Contact Information >>](#)

**Current/Most Recent Programme of Study Details**  
[View Student Personal Tutor / Supervisor\(s\) Information >>](#)

Programme of Study: Bachelor of Science with Honours in Biology  
 Degree Programme Tables (Undergraduate)  
 Honours Status: Honours status still to be confirmed  
 Programme Start Date: 09/Sep/2013  
 Expelled End Date: 01/ Jun/2017  
 Enrolment Status: Provisional, student to enrol in the future for the period starting 15-SEP-14  
 Mode of Attendance: Full time

If you have a query regarding your academic information please email the Student Programmes Office.

Session	Semester	Module Code	Module Name	Grade	Credit Notes Awarded	SCQF Level	SCQF Credit
2013/4	Autumn	AQU1BP	Our Blue Planet	2A	22	08	22
2013/4	Autumn	BIG1CB	Introduction to Cell Biology	1C	22	08	22
2013/4	Autumn	SCI1LS	Practical Science Skills I: Laboratory	1C	22	08	22

On this page you can view the student's information in more detail. It contains links to the student's contact details, information about their programme of study and a list of their module choices and module results.

## Email an individual student

**My Portal**  
**List of Personal Tutoring / Postgraduate Research Students**

List of Personal Tutoring / Postgraduate Research Students  
Click on 'Stu SPR No' to display Academic History.  
Click on 'User ID' to e-mail student.  
Click here to Email all Personal Tutoring / Postgraduate Research Students  
Click here for print format and click here to download Excel file  
Click here for print format and click here to download Excel file with title, initials, forename(s) and surname in separate columns.

Click 'View all Columns' to view full list of data. [View all Columns >>](#)  
De-Select check boxes and click 'Hide Columns' to remove any data not required. [Hide Columns >>](#)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stu SPR No	User ID	Full Name	Visa Status	Programme of Study	Mode of Attendance	Current Status on Programme
<b>Personal Tutoring Students</b>		<a href="#">Email this group &gt;&gt;</a>				
<a href="#">2324451/1</a>	<a href="#">nac00032</a>	<a href="#">[Redacted]</a>		Bachelor of Science with Honours in Biology	Full time	Current
<a href="#">2115561/1</a>	<a href="#">ruc00015</a>	<a href="#">[Redacted]</a>		Bachelor of Science with	Full time	Current

Click on the 'User ID' column to send an email to an individual student. When you click on the link a you will be taken to a page into which you can type the message.

**My Portal**  
**Send Email**

Send email to another Portal user

To: [\[Redacted\]](#)@students.stir.ac.uk  
CC:   
BCC: michael.palmer@stir.ac.uk  
Subject:   
Message:

Please attach any relevant documentation: [Browse...](#) No file selected.

[<< Back](#) [Send Email >>](#)

The email address of the student is automatically populated and a blind carbon copy will be sent to you. If required you can copy the email to other people but you will need to type in or paste in their email address as there is no email lookup functionality on the page. You can also add an attachment if required by clicking the 'Browse' button and selecting and uploading a file.

## Email more than one student at a time

**my Portal**  
**List of Personal Tutoring / Postgraduate Research**

List of Personal Tutoring / Postgraduate Research Students

Click on 'Stu SPR No' to display Academic History.  
Click on 'User ID' to e-mail student.  
Click here to [Email all Personal Tutoring / Postgraduate Research Students](#)  
Click here for [print format](#) and click here to [download Excel file](#)  
Click here for [print format](#) and click here to [download Excel file with title, initials, forename\(s\) and surname in separate columns.](#)

Click 'View all Columns' to view full list of data.

De-Select check boxes and click 'Hide Columns' to remove any data not required.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stu SPR No	User ID	Full Name	Programme of Study	Mode of Attendance	Current Status on Programme
<b>Personal Tutoring Students</b> <a href="#">Email this group &gt;&gt;</a>					
			Bachelor of Science with Honours in Biology	Full time	Current
			Bachelor of Science with Honours in Cell Biology	Full time	Current
			Bachelor of Science with Honours in Cell Biology	Full time	Current
			Bachelor of Science with Honours in Cell Biology	Full time	Current
			Bachelor of Science with Honours in Cell Biology	Full time	Current
			Bachelor of Science with Honours in Cell Biology	Full time	Current
<b>Postgraduate Research Students</b> <a href="#">Email this group &gt;&gt;</a>					
			Doctor of Philosophy Biology	Full-time going to enrolment	Successful completion of course

You can email all of your personal tutees *and* you research students at the same by choosing the appropriate link. You can also email either all of your personal tutees only or all of your research students only by clicking on the links further down the page. It takes you to a page that is similar to the page for emailing a single student except that it does not contain a list of email address, the 'to' box appears to be blank. When you send the email it will be sent to your email address and the students' email addresses will be added to the Blind Carbon Copy (BCC). The BCC means that the students will not be able to see who else has received the email. Like the single email option however you can copy other people into the email if you enter their email address and you can add an attachment.

### My Portal

#### Send Email

Email List of Personal Tutoring / Postgraduate Research Students

Email list of Students

To

CC  Note: Please use full email address e.g. f.bloggs@stir.ac.uk

Subject

Message

Please attach any relevant documentation:  No file selected.

### Viewing the records in a format more suitable for printing

The portal offers link to view the web pages in a more printer friendly format. There are two options: either have the student's name in a single column or split the student's name into title, initials, first names and surname. This web page displays the columns that are being displayed on the main web page, it doesn't show any columns that are hidden.

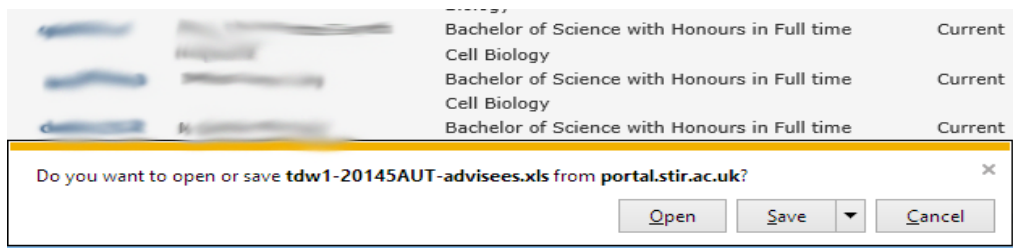


### Exporting to Excel

The data may also be exported to Microsoft Excel. Like the print options you can choose to export the name into a single column or choose to split the name into title, initials, first name and surname.



You will be prompted to open or save the file, In Internet Explorer you will see something like the screen below from where you can choose to open or save the file.



The Excel file will contain details of your personal tutees and your research students. They will be separated onto separate sheets within the Excel file.

Stu SPR No						
A	B	C	D	E	F	G
1	Session	2014/5	Semester	AUT		
2	Personal Tutoring Students					
3	Stu SPR No	User ID	Title	Initial(s)	Forename(s)	Surname
4			Miss	J		
5			Miss	CG		
6			Miss	A		
7			Mr	C		
8			Miss	EE		
9						
10						
11						
12						
13						
14						
15						
16						
17						