



# OnCourse System Tutor Reference guide

## Aims and Learning Objectives

This user guide is aimed at course trainers/facilitators using the University of Bristol course booking system 'OnCourse'.

This guide will enable you to:

- View the courses you are due to deliver
- View booked delegates
- View and print course details (room details, timings, attendees)
- View and print course rosters
- Update attendance records post-course

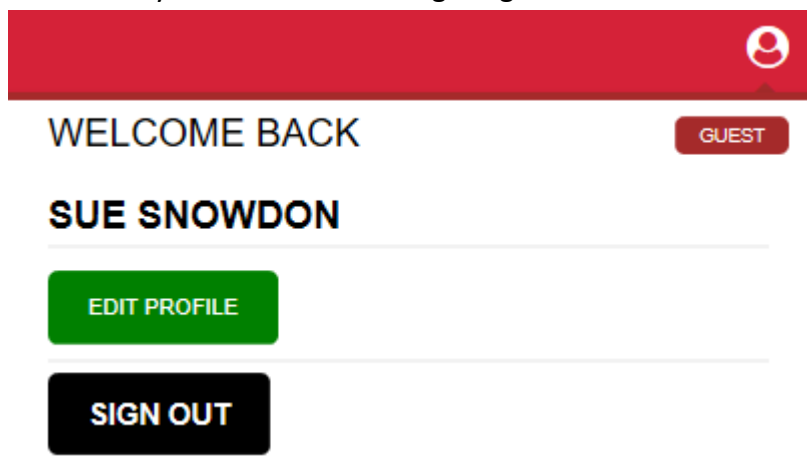
The URL for OnCourse is [www.cbs-bris.org.uk](http://www.cbs-bris.org.uk)

For system help and guidance or technical support please contact [uob-oucourse-help@bristol.ac.uk](mailto:uob-oucourse-help@bristol.ac.uk).

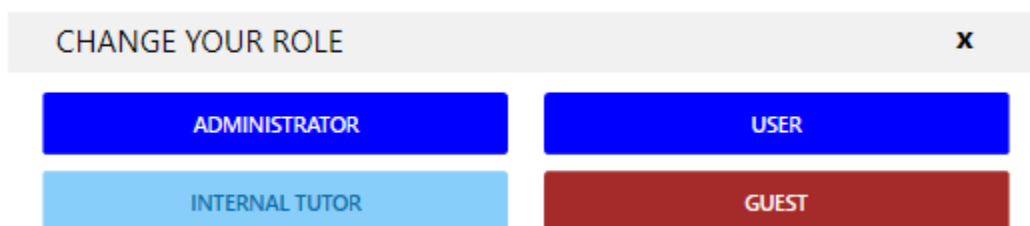
## 1 – Logging in as an Internal tutor

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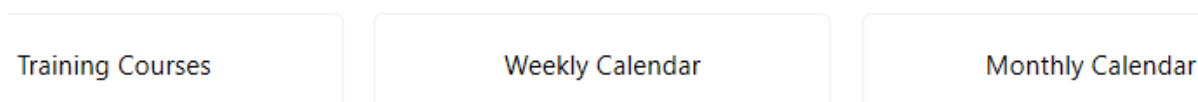
1. Access Oncourse at [www.cbs-bris.org.uk](http://www.cbs-bris.org.uk) .
2. At top right , click .  
You may be taken to UoB Single Sign On.



3. Click your current role (eg Guest) and click **Internal Tutor**.



4. You will now see the tutor Home screen, from where you can go to a list of training courses, or a weekly or monthly calendar.



## 2 – Viewing courses you are facilitating

1. Click **Training courses** to see Your Course Bookings, showing all the courses you are scheduled to facilitate in the next 90 days:

Your Course Bookings

Shows all of your Course for 90 days below

Start Date << < Aug 201 > >>

### SCHEDULES

Hide Cancelled Schedules?

Course	Schedule	Your Status	Schedule Status	Dates	Start Time	End Time	Venue	Bookings	Admin. Report	Attend. Report	Attend. Report with Disabled/Dietary requirements	Set Attendance for Course
MyERP: Reports Workshop for Budget Holders / Observers	TS2622242	TENTATIVE	Confirmed	10/09/2019	09:00	10:00	Priory Road Complex 1D5 PC Lab	5	<a href="#">Admin. Report</a>	<a href="#">View Report</a>	<a href="#">View Report</a>	<a href="#">Set Attendance</a>
MyERP: Introduction for Line Managers	TS1515971	BOOKED	Confirmed	12/09/2019	11:00	13:00	1.17 Training Room, 31 Great George Street	8	<a href="#">Admin. Report</a>	<a href="#">View Report</a>	<a href="#">View Report</a>	<a href="#">Set Attendance</a>
MyERP: Requisitions	TS3205794	BOOKED	Confirmed	16/09/2019	10:00	13:00	1.17 Training Room, 31 Great George Street	5	<a href="#">Admin. Report</a>	<a href="#">View Report</a>	<a href="#">View Report</a>	<a href="#">Set Attendance</a>

### 3 – Viewing and printing course information

1. On the **Your Course Bookings** screen, click **Admin Report**.

Your Course Bookings

Shows all of your Course for 90 days below

Start Date: << < Aug 201 > >>

#### SCHEDULES

Hide Cancelled Schedules?

Course	Schedule	Your Status	Schedule Status	Dates	Start Time	End Time	Venue	Bookings	Admin. Report	Attend. Report	Attend. Report with Disabled/Dietary requirements	Set Attendance for Course
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2. You will see the following report that can be printed by right-clicking with your mouse and selecting print.

#### Training Course Administration Report

Reference	TS8565067	Status	Confirmed		Delegates Arrive	00:00
Start Date	03/08/2019	End Date	03/08/2019	Day 1 of 1	Training Starts	09:30
Course Ref.	ERP-TEST	Course Name	MyERP: test		Mid-Morning Break	00:00
Master Schedule	TS8565067				Caterers Arrive	00:00
Notes	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>				Lunch Time	00:00
					Afternoon Break	00:00
					Training Ends	12:30
					Other Time	00:00

**Resources**

Type	Description	Layout	From	To	Booked By	Status
VEN	31GG - 1.17 (Training)		03/08/2019 09:30	03/08/2019 12:30	Snowdon, Sue	TENTATIVE
TUI	Snowdon, Sue		03/08/2019 09:30	03/08/2019 12:30	Snowdon, Sue	TENTATIVE

**Course Location**  
 1.17 Training Room, 31 Great George Street  
 1.17 Training Room Level 1 (DOWN the stairs)  
 31 Great George Street Clifton Bristol BS1 5QD

Contact: Amy Bryant  
 Contact Email: it-training@bristol.ac.uk

**Delegates**  Confirmed Only Count: 1

Name	Position	Dept	Status	Delegate Booking Number
Mrs Sue Snowdon	Senior IT Learning And Training Consultant	ISYS IT Services	Confirmed	101650

## 4 – Viewing and printing a course roster

1. On the **Your Course Bookings** screen, in the 'Attend Report' column, click **View Report**.

Your Course Bookings

Shows all of your Course for 90 days below


Start Date: << < Aug 201 > >>

### SCHEDULES

Hide Cancelled Schedules?

Course	Schedule	Your Status	Schedule Status	Dates	Start Time	End Time	Venue	Bookings	Admin. Report	Attend. Report	Attend. Report with Disabled/Dietary requirements	Set Attendance for Course
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2. This produces a roster that can be used as a sign-in sheet on the day.
3. To print it, click the Export button and choose Excel, PDF or Word.
4. Open the file then print it.

For best printing, click the Export button  in the toolbar below, then select Excel, PDF or WORD.

1 of 1 Find | Next

**MyERP: test August 2019**

Name	Arrival Time	Signature	General Comment
Mrs Sue Snowdon			

## 5 – Viewing special requirements

This will produce a list identical to the roster but with any special requirements shown.

**\* Only use this list for your personal information – do not print and use as the course roster on the day as this information could be sensitive.**

1. On the Your Course Bookings screen, in the ‘Attend Report with Disabled/Dietary Requirements’ column, click **View Report**.

Your Course Bookings

Shows all of your Course for 90 days below

Start Date << < | Aug 2019 > >>

### SCHEDULES

Hide Cancelled Schedules?

Course	Schedule	Your Status	Schedule Status	Dates	Start Time	End Time	Venue	Bookings	Admin. Report	Attend. Report	Attend. Report with Disabled/Dietary requirements	Set Attendance for Course
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You will see:

### **MyERP: test - 03 August 2019**

Name	Arrival Time	Signature	Dietary/Disability requirements
Mrs Sue Snowdon			Wheelchair user

## 6 – Updating attendance

1. On the Your Course Bookings screen, click **Set attendance**.

Your Course Bookings

Shows all of your Course for 90 days below

Start Date << < | Aug 201 > >>

### SCHEDULES

Hide Cancelled Schedules?

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2. A pop-up with the days in the course will appear – if there are multiple days there will be multiple lines.  
Select the day of the course you wish to update attendance for by clicking '**View Attendance**'.

Days of Course

Click on a day to set the attendances for Course : MyERP: Reports Workshop for Budget Holders / Observers

### DAYS IN THIS SCHEDULE

Course Ref.	Schedule	Status	Day	Date	Start Time	End Time	Min	Max	Booked	Left	Venue	
ERP-BH/LM-SE	<a href="#">TS2622242</a>	Confirmed	1	10/09/2019	09:00	10:00	1	10	5	5	Priory Road Complex 1D5 PC Lab	<a href="#">View Attendance</a>

3. From the dropdown next to each delegate name select their **new status** ('Attended', 'Attended – part only', 'Did not attend' or 'Did not attend – excused').
4. Click the '**Update Records**' at the bottom of the page to set the new status.

Delegate Name	Company Name	Current Status	New Status
Sue Snowdon		Confirmed	<div style="border: 1px solid black; padding: 5px;">                     Attended                      Attended - part only                      Did not attend                      Did not attend - excused                 </div>
Dave Prabhu		Confirmed	
Gilles Couzin		Confirmed	

**Update Records**

If you require any other attendance status, ask the administrator to do it.