

Student enrolment on VITAL

Process of student enrolment on VITAL modules

What to do when a student reports difficulties in accessing your VITAL module?

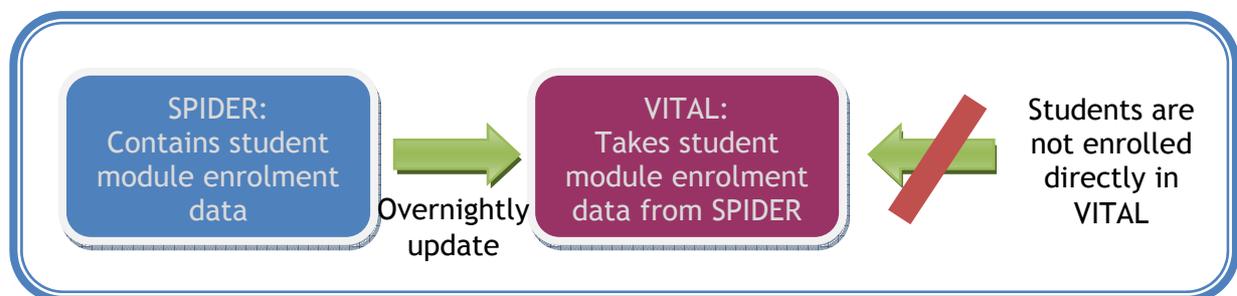
- A) Checking student enrolment, the student's SPIDER record, on TULIP
Further support on TULIP

Checking VITAL to see whether the student is enrolled on module

Overview

This guide explains the process of enrolment so that you can identify what action to take to when students report problems in accessing VITAL modules.

Process of student enrolment on VITAL modules



1. SPIDER student record system contains all student module enrolments.
2. VITAL module enrolments are taken automatically from SPIDER records. (Student VITAL enrolments are never entered directly into VITAL.)
3. VITAL updates itself with SPIDER data every night. Changes to the SPIDER records will appear in VITAL the day after they are made. [do we need this now?]

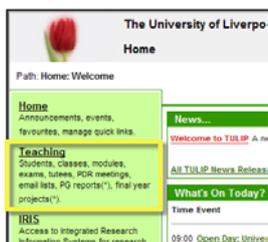
What to do when a student reports difficulties in accessing your VITAL module?

Please refer to the *Troubleshooting flowchart on student enrolment guide* for more details. The rest of this guide details two steps that you can take to check student enrolment data:

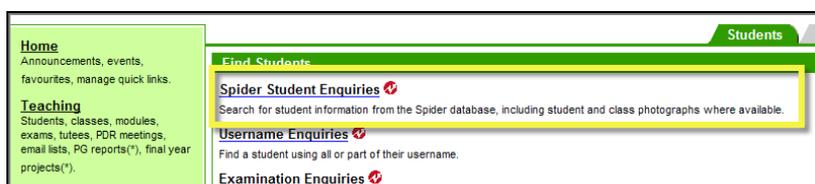
- A) check the student's Spider record via Tulip to see whether they are registered on your module (see section 'Checking student enrolment, the student's SPIDER record, on TULIP');
- B) check your VITAL module to see whether the student is registered on it (see section 'Checking VITAL to see whether the student is enrolled on module').

A) Checking student enrolment, the student's SPIDER record, on TULIP

1. Log in to <http://tulip.liv.ac.uk/> and click on the Teaching menu on the left:



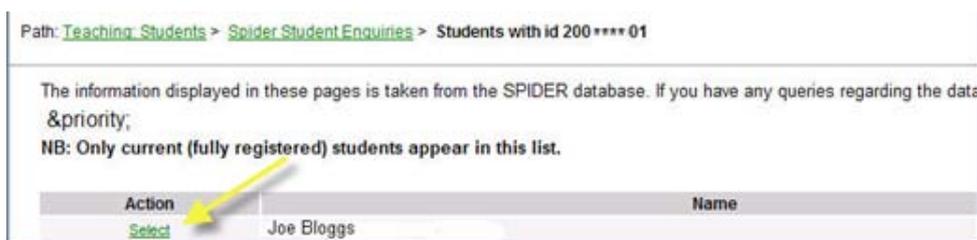
2. Click on the Spider Student Enquiries link:



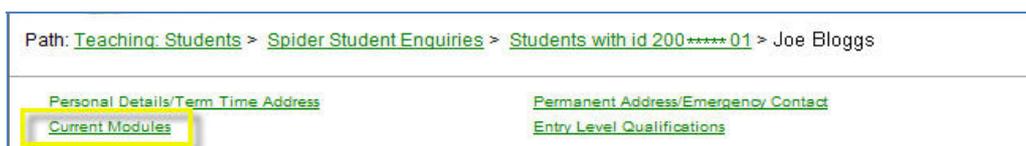
3. On the search page, fill in the student's ID number or name details. Make sure you select student type as 'Current, pending and past students'.

Please specify the student type: Current (fully registered) students only Current, pending and past students

4. Click on the Search.
5. Click on Select next to the student's name at the bottom left side of the page to search for a particular student. For example:



6. Click on the Current Modules link from the top of the page:



This will open a full list of modules that the student is currently enrolled onto.

7. If the module in question is not listed on the student's record, the student's SPIDER record needs updating. Please ask the student to resolve it with the SPIDER team (spider@liv.ac.uk). Once the student is enrolled on the module in

SPIDER, VITAL will automatically take this information during the overnight upgrade. The student will be able to access their VITAL module the next day.

8. If the module in question is listed here, please go on to section 'Checking VITAL to see whether the student is enrolled on module', page 3.

Further support on TULIP

If you need help within TULIP, please consult the TULIP help files from within TULIP using the Help button at the top of the screen:



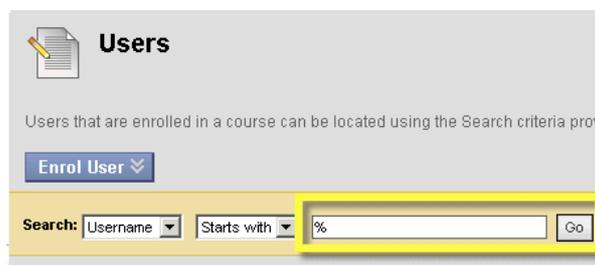
If you need further assistance, please contact the TULIP team at tulip@liv.ac.uk

Checking VITAL to see whether the student is enrolled on module

1. Go to the module on which you would like to check student enrolment.
2. From the Control Panel, click **Users and Groups**.
3. Then click on **Users**:



4. To list all users/students on the module, click in the search box and put a % (percentage) sign in it, then click **Go**:



The students enrolled on the module will be listed:

Remove Users from Course							Refresh
<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input type="checkbox"/>	nbunyan	Bunyan	Nick	Nbunyan@liverpool.ac.uk	Student		Yes
<input type="checkbox"/>	cd14	Qualter	Anne	A.Qualter@liverpool.ac.uk	Student		Yes
<input type="checkbox"/>	danrob	Roberts	Daniel	D.B.Roberts@liverpool.ac.uk	Instructor		Yes
<input type="checkbox"/>	tva	Varga-Atkins	Tunde	Tva@liverpool.ac.uk	Instructor		Yes
<input type="checkbox"/>	crisat	Varga-AtkinsCrisat	Tunde	crisat@liverpool.ac.uk	Student		Yes
<input type="checkbox"/>	scsals00	VitalStudent00	Viv	scsals00@liverpool.ac.uk	Student		Yes
<input type="checkbox"/>	scsals01	VitalStudent01	Victor	scsals01@liverpool.ac.uk	Student		Yes
<input type="checkbox"/>	scsals02	VitalStudent02	Victoria	scsals02@liverpool.ac.uk	Student		Yes

5. If your student is listed here and the block icon  does NOT appear against their name, then the student *should be able to access* their VITAL module. You can confirm this or ask the student whether they may have hidden this module on their home page (see the Managing your home page > Modify your homepage list of modules section of the How to guide).
6. If your student is **not listed** here but is enrolled in SPIDER on the module, please email helpdesk@liv.ac.uk *FAO: VITAL technical team*, stating:
 - your module code and year (e.g. MODU101 2010/11),
 - the student's name (and username if you know it)

and that the student seems to be enrolled on your module in Spider but does not show up as enrolled on the module in VITAL.