

# Co-Tutor for DIS Academic Supervisors

'Co-Tutor' is an online University system that can be used for recording meetings, conversations and emails with your placement students, as well as your personal tutees. It's easy to set up, allocate your students and start entering the information. Co-Tutor, therefore, provides a complete history of your communications as well as any associated files such as site visit report forms. Co-Tutor can be accessed from on or off Campus. The following are the various comment options available to you:

## Quick Set-up:

### 1. Log In

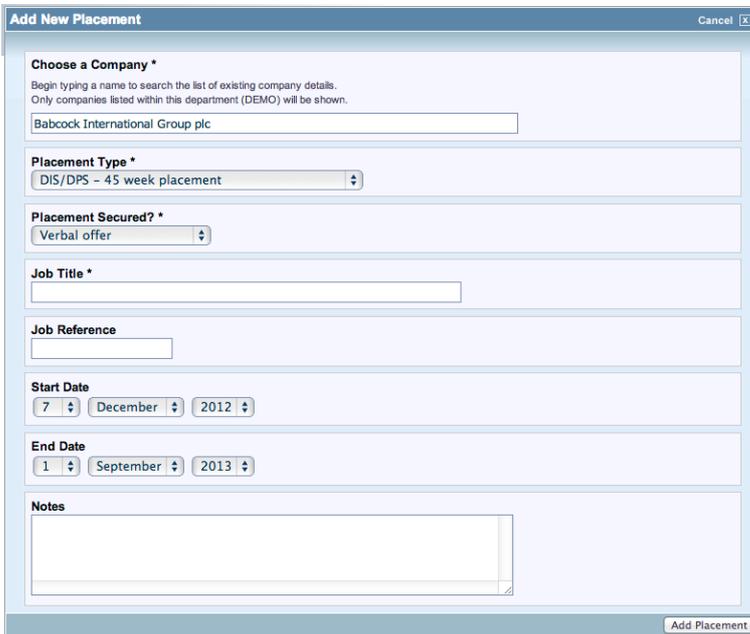
- Log in at <http://co-tutor.lboro.ac.uk> using your usual username and network password.

### 2. To allocate placement students

- Click on the 'Placement' tab in the 'My Students' section.
- If you do not have any students allocated already, click on the 'edit associations' link from the right hand green menu.
- Type in the name of the student or enter their registration number, click the 'Add Student' button.
- Click 'placements' in the tab menu to return to view a list of your allocated placement students.

### 3. To add information about a placement

- Click on your student's name to see their records.
- Click on the 'Placements' tab in the student's record.
- If a placement hasn't been set up click on  and fill out the following form.



The screenshot shows a web form titled "Add New Placement" with a "Cancel" button in the top right corner. The form contains the following fields:

- Choose a Company \***: A text input field containing "Babcock International Group plc". Below it is a small note: "Begin typing a name to search the list of existing company details. Only companies listed within this department (DEMO) will be shown."
- Placement Type \***: A dropdown menu with "DIS/DPS - 45 week placement" selected.
- Placement Secured? \***: A dropdown menu with "Verbal offer" selected.
- Job Title \***: An empty text input field.
- Job Reference**: An empty text input field.
- Start Date**: A date picker showing "7", "December", and "2012".
- End Date**: A date picker showing "1", "September", and "2013".
- Notes**: A large text area for entering notes.

An "Add Placement" button is located at the bottom right of the form.

### 4. Completing the checklist

- The checklist provides a step-by-step list of the many essential requirements of a placement such as confirmation of placement details and health and safety forms completed and uploaded. Most of this information is filled out by your department DIS Administrator, however, after your first visit you can say whether the company induction was carried out. To find the report templates, visit the LEARN ACCME Placement page <http://learn.lboro.ac.uk/course/view.php?id=9369>

<b>Placement Details Confirmed</b>	Done Yes	Have the details of this placement been confirmed?	
<b>University H&amp;S / Placement Briefing</b>	Attended / Received No	Tested	Has the student read, attended or viewed the Health & Safety briefing? Have they completed their H&S test successfully (if applicable)?
<b>Criminal Records Check (CRB)</b>	Required No	Received No	CRB Number
<b>Company Health &amp; Safety</b>	Action	Agreed/Received Yes	*not uploaded* Upload Choose File No file chosen
<b>Non-Disclosure Agreement</b>	Required No	Agreed/Signed No	*not uploaded* Upload Choose File No file chosen
<b>Student Company Induction</b>	Done Yes	Has the student received their company induction?	

## 5. Adding comments and reports

- You can add a 'placement' comment to the student's record in the usual way. Click 'add comment' at the top of the students record and categorise this as a 'placement comment'.
- To upload a file click on  **Add new report**
- You can then select the report type, add free text comments and send a copy to another member of your department.

**Add Placement Report** Cancel X

**Type**  
Academic Site Visit

**Comments / Summary**  
Clear Text

**This report should be dated:**  
7 December 2012 at 18:00

**Attach File(s)** 10Mb max (optional)  
File 1 Choose File No file chosen  
More Files...

Save Report

**Send copy to:**

<input type="checkbox"/> The Student	
<b>Other Associated Tutors:</b>	
<input type="checkbox"/> Personal Tutor	<input type="checkbox"/> Dissertation Supervisor
<input type="checkbox"/> Placement Supervisor	<input type="checkbox"/> Research Supervisor
<b>Department Monitors:</b>	
<input type="checkbox"/> Pastoral Monitor	<input type="checkbox"/> Dissertation Monitor
<input type="checkbox"/> Placement Monitor	<input type="checkbox"/> Research Monitor
<input type="checkbox"/> Clerical Staff	<input type="checkbox"/> Co-Tutor Admin

Cancel Save Report