

University Systems and Information

MyEd	Use your STAFF logon
Learn Ultra	Course information Turnitin <ul style="list-style-type: none">• Coursework marking
EUCLID	Student information <ul style="list-style-type: none">• Attendance and engagement registers• Student adjustments Course information
People and Money	Time Cards Your GH assignment information
Website	Teaching support <ul style="list-style-type: none">• Useful information for tutors• HCA Tutor and Demonstrator Handbook
Teams	2023-2024 courses info - for tutors Teaching in HCA 2023-24
Resource booker	Room booking
SharePoint	HCA Student Intranet
Email	STAFF email <ul style="list-style-type: none">• Use when contacting students• Digest
Staff card	Print credit

Access

If you do not have access please contact hca-teaching-support@ed.ac.uk in the first instance.

**This session
is being
recorded**



THE UNIVERSITY *of* EDINBURGH

IT and Learning Technology Induction for Tutors

School of History, Classics and Archeology

September 2023

Outline

- Mandatory courses
- Information Security Essentials
- Data Protection Training
- Blackboard Learn Ultra
- Turnitin
- Accessible and Inclusive Learning Policy
- Digital Safety and Citizenships (resources)
- Additional resources and guidance

Mandatory IT Training

- Information Security Essentials
- Data Protection Training

As of semester 1 2022-23, our training courses for staff are now bookable through the People and Money (P&M) Learning app and not the event booking system in MyEd. You can search for courses directly in P&M by clicking on the Learning app, found on the Me tab, and typing the name of the course or system into the Search for a learning item box.

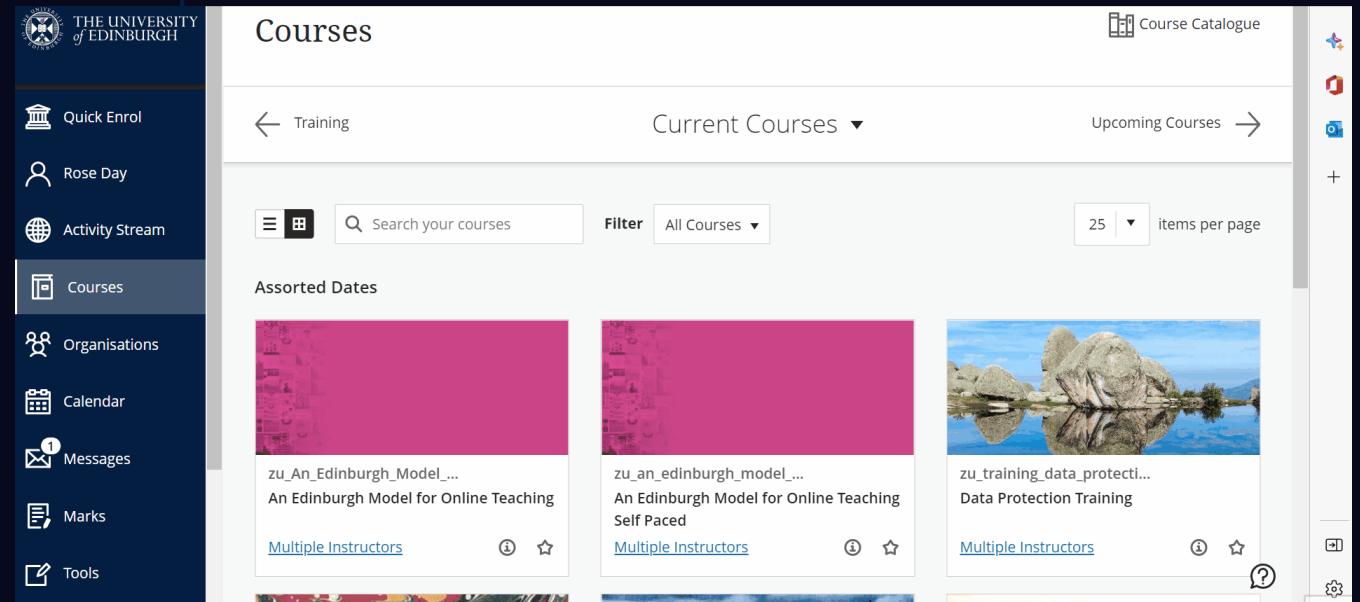
LTW also offer a guidance and consultancy service so if the training you are looking for is not available or you would like to discuss a more bespoke solution, please get in touch.

Blackboard Learn Ultra

Blackboard
LEARN ULTRA

Blackboard Learn Ultra is our main Virtual Learning Environment (VLE) which provides a secure online workspace for you and your students

Previously, this is where you would find the non-course related learn sites, UGA students and HCA. This information can now be found on [Microsoft Teams](#).



The screenshot displays the Blackboard Learn Ultra interface for 'THE UNIVERSITY of EDINBURGH'. The left sidebar contains navigation options: Quick Enrol, Rose Day, Activity Stream, Courses (highlighted), Organisations, Calendar, Messages, Marks, and Tools. The main content area is titled 'Courses' and shows a 'Current Courses' dropdown menu. Below this, there is a search bar for courses, a filter set to 'All Courses', and a '25 items per page' selector. The 'Assorted Dates' section displays three course cards. The first two cards are for 'zu_An_Edinburgh_Model_...' with the title 'An Edinburgh Model for Online Teaching' and a 'Multiple Instructors' link. The third card is for 'zu_training_data_protecti...' with the title 'Data Protection Training' and a 'Multiple Instructors' link. Each card includes a 'Multiple Instructors' link, a download icon, and a star icon.

[Back to Agenda](#)

Ultra continued

- All courses have a Blackboard Learn site (www.learn.ed.ac.uk).
- HCA uses the Learn Foundations template for most of its courses.
- Blackboard Collaborate is the virtual classroom within Blackboard Learn for online teaching events.
- You are unlikely to need to use many Learn tools or edit Learn

The screenshot displays the Blackboard Ultra Course Catalogue interface. On the left is a dark blue navigation sidebar with the University of Edinburgh logo and icons for Quick Enrol, Rose Day, Activity Stream, Courses (highlighted), Organisations, Calendar, Messages, Marks, and Tools. The main content area is titled 'Courses' and includes a 'Course Catalogue' link in the top right. Below the title are navigation arrows for 'Training', 'Current Courses' (selected), and 'Upcoming Courses'. A search bar with the placeholder 'Search your courses' and a filter dropdown set to 'All Courses' are present. A '25 items per page' selector is also visible. The 'Assorted Dates' section shows three course cards. The first two cards have a pink header and are titled 'An Edinburgh Model for Online Teaching', with the first card also including 'Self Paced'. The third card has a landscape image header and is titled 'Data Protection Training'. Each card features a 'Multiple Instructors' link and information icons.

Learn Ultra Demo

Turnitin

Our main feedback and assessment tool for written coursework

THE UNIVERSITY of EDINBURGH

Quick Enrol

Rose Day

Activity Stream

Courses

Organisations

Calendar

Messages

Marks

Tools

Admin

Sign Out

Assorted Dates

HIST104862022-3SS1YR
'Sexperts' and Scientific Publics in the Global Twentieth Century (2022-2023)[YR] Original Course View
[Multiple Instructors](#) | [More info](#) ▼

HIST104862023-4SS1YR
'Sexperts' and Scientific Publics in the Global Twentieth Century (2023-2024)[YR]
Private | [Multiple Instructors](#) | [More info](#) ▼

PGHC114782022-3SS1SEM2
'The wisest fool in Christendom': the Ideas and Writings of James VI & I (2022-2023)[SEM2] Original Course View
[Multiple Instructors](#) | [More info](#) ▼

PGHC114782023-4SS1SEM1
'The wisest fool in Christendom': the Ideas and Writings of James VI & I (2023-2024)[SEM1]
Private | [Multiple Instructors](#) | [More info](#) ▼

Is_human_origins_human_evolution_2021
2020-21 Shared Information: Human Origins/Human Evolution Original Course View
[Multiple Instructors](#) | [More info](#) ▼

- Aside from some assignments in Archaeology which are submitted via Learn assignment, the vast majority of written assessments in HCA are submitted and graded in Turnitin in Learn.
- Teaching staff do not set-up or manage inboxes in HCA; course administrators manage inboxes. Any questions about where the assessment inbox is located should be directed to the course administrator.
- Turnitin was ALSO upgraded over the summer. If you marked assignments in Turnitin last year, please take note of the changes

Turnitin LTI 1.3: Important changes

- 1. Access the Turnitin submissions in the folder where students access and submit the assessment inbox.
- 2. Use the filter function in the inbox to sort by tutorial groups.
 - a) You do not access the groups on a separate page. You use the filter within the inbox.
- 3. Students must download their digital submission receipt from the inbox.
 - a) Students no longer receive an automated email from Turnitin to confirm that their submission was successful.

Turnitin LTI 1.3: Guidance for students

- [Resources for students](#)
- Advise students to go through these instructions before they upload their submission.
- Remind students to download their submission receipt!

Accessible and inclusive learning policy.

This policy has implications for how and when you make teaching and learning content available to students via Learn.

1. Course outlines and reading lists shall be made available at least 4 weeks before the start of the course.
2. Reading lists to indicate priority or relevance.
3. Lecture outlines or PowerPoint presentation slides for lectures and seminars to be made available at least 24 hours in advance of the class.
4. Key words and formulae to be provided to students at least 24 hours before the class.
5. Students shall be notified by email of changes or announcements such as changes to courses, room changes or cancellations
6. Students shall be permitted to audio record lectures, tutorials and supervision sessions using their own equipment for their own personal learning.
7. All teaching staff shall ensure that microphones are worn and used in all lectures, where available, regardless of the perceived need to wear them.
8. Related to the Accessible and Inclusive Learning Policy is the University's position on the responsibility for captions on time-based media.

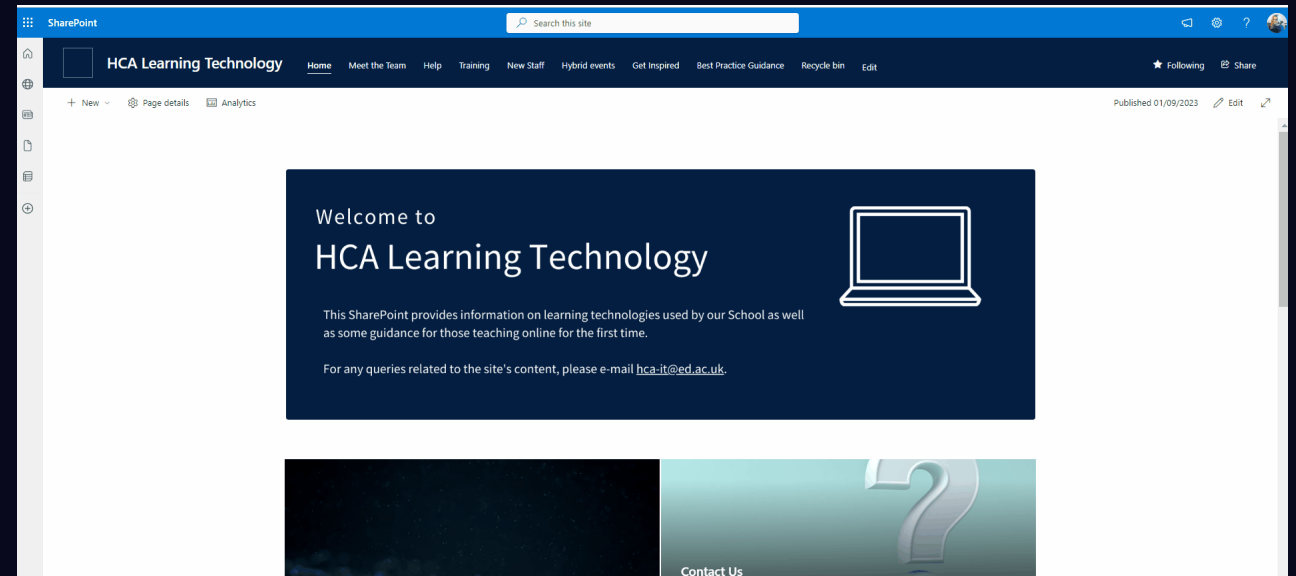
Digital Safety and Citizenship

- It is important that we provide students with secure online environments for their learning.
- Every reasonable step should be taken to ensure security of online interactions, e.g. use University-licensed platforms.
- Students also need to be mindful of their use of digital platforms and informed of their rights and responsibilities.
- It is worth signposting the Digital Safety and Citizenship University resource to students:

[Digital Safety and Citizenship | The University of Edinburgh](#)

HCA Learning Technology SharePoint

- We have a small subsite within the HCA SharePoint.
 - Our SharePoint provides quick answers to some of the most common queries we receive about learning technology.
 - Don't have access? Drop hca-it@ed.ac.uk an email with your staff UUN.
- HCA SharePoint:
<https://edin.ac/3jLjUyQ>



Teaching in HCA

You may be aware that we have been moving information from Learn onto SharePoint. As a temporary solution before this information is moved to SharePoint, Teaching in HCA has now been moved to a [Teams Site](#) with a notebook that contains all the relevant information previously housed on the Learn Site.

You will be added to this Teams Site but if you have any issues, please get in touch with Director of Professional Services, Caroline Proctor.

Thank you for your attention.

Any questions?

Contact us at hca-it@ed.ac.uk

Teaching Office Support for Tutors

Course Administrator details can be found on Learn Ultra or Euclid.

Course Administrators will:

- be your main point of contact for any queries in relation to your tutorial groups (e.g. setting up, room issues, if you need advice about rescheduling a tutorial, coursework marking)
- add you to Learn Ultra pages for courses you are teaching/tutoring on
- add you to the course in Euclid so that you can see student adjustment schedules
- set up your tutorial groups so that you can complete registers

Learn Ultra

- ▶ Learn Ultra hosts the course website with
 - ▶ Course information
 - ▶ Coursework for marking
- ▶ To access the course Learn Ultra site log in to MyEd and select the appropriate course from your list of courses.
 - ▶ If the course does not appear, please contact the Course Administrator.

Coursework marking

- ▶ To access coursework for marking:
 - ▶ open the relevant dropbox in the Assessment folder

- ▶ use the filters at the top left of the dropbox to view submissions from your tutorial group

The screenshot displays the Blackboard Assessment interface. At the top, the 'Assessment' folder is highlighted with a red box. Below it, the 'Assessment and Feedback Information' section is visible. The 'Essay 1 due by 12, noon on Friday 17th November 2023' folder is also highlighted with a red box. Inside this folder, the 'Essay 1 - 17th November 2023 (HIST10429)' dropbox is highlighted with a red box. The dropbox is open, showing a list of submissions. The filter dropdown at the top left of the dropbox is set to 'All Students' and is highlighted with a red box. The list of submissions includes:

Author	Paper title
[Redacted]	Historiography Mi
[Redacted]	essay
[Redacted]	Intro to Historiography Essay
[Redacted]	[Redacted]

The filter dropdown menu is open, showing the following options:

- All Students
- Other Groups

The list of submissions is filtered to show only those from the 'All Students' group. The list includes:

- TT_Intro to Historiography - Lecture 1 (Campus)/01
- TT_Intro to Historiography - Lecture 1 (Online)/02
- TT_Intro to Historiography - Tutorial/01
- TT_Intro to Historiography - Tutorial/02
- TT_Intro to Historiography - Tutorial/03
- TT_Intro to Historiography - Tutorial/04
- TT_Intro to Historiography - Tutorial/05
- TT_Intro to Historiography - Tutorial/06

Turnitin

- ▶ Almost all student coursework will be run through turnitin software which will check for plagiarism issues. In the event that the similarity report causes any concern, you must contact the CQA team on: hca-misconduct@ed.ac.uk
- ▶ Academic Conduct and Turnitin checking
 - ▶ Dr David Lewis, Academic Conduct Officer
 - ▶ Wednesday 13th - 14.00 - Teviot Lecture Theatre
- ▶ Further information on what to do if you suspect academic misconduct can be found at: https://uoesharepoint.com/sites/hss/hca/student_ppp/SharePages/Academic%20Misconduct.aspx

Euclid

Euclid is the tool used by the University for recording all student information. This is accessed through your MyEd account. Euclid has a two factor authentication process.

Tutors/Demonstrators will use Euclid for:

- Viewing student Adjustment Schedules for courses you are teaching/tutoring on
- Accessing registers for Attendance and Engagement Monitoring
- Finding Course Administrator (Secretary) details and course information

Euclid

Home Page

Support Information

Upcoming Software Releases

A list of upcoming software releases is available from this link

System Availability

EUCLID is currently available.

Browser Settings

Default browser settings in Internet Explorer and Firefox can lead to EUCLID appearing to fail to function. We recommend that you set up your browser to deal with pop up windows and tabbed browsing in specific ways. Before using EUCLID, please check that your browser is set up as outlined in EUCLID's Frequently Asked Questions.

[View Frequently Asked Questions](#)

My Intray

All messages

You have no messages!!

Personnel Lookup Tool

Personnel Details - *View Only, No Restrictions*

Student Learning Adjustments

You can view individual student Learning Adjustments for your course under 'course adjustment breakdowns' within the 'Maintain Students' section of Euclid (see slides to follow). You will receive an email alerting you if a new adjustment has been added, please be aware that this can happen at any point throughout the course of the semester.

Course Administrators will be adding all tutors and any other internal academic staff teaching on Semester 1 courses to Euclid (this process will be repeated for semester 2 courses at the start of sem 2). This will mean that any staff involved in the teaching of a course will be able to view students' learning adjustments and make provisions to accommodate these where needed.


If you have any problems accessing your Euclid staff account, please contact HCA-Teaching-Support@ed.ac.uk.

Learning Adjustments should be visible to see from a few days before a tutorial is due to take place, so if you cannot see them at that point (but you are able to access Euclid), please contact the Course Administrator to let them know.

Students Tab - see student learning adjustments

Student Administration Staff Page

Maintain Students

- Search for student(s) | Student Hub Updated
- Course adjustment breakdowns 
- Maintain Taught Students' Directors
- Maintain Course Enrolment Rules
- Programme Change Request Management New
- Audit Report
- Flag Eng/Acad Certificate

To see students on your course with adjustments select your course through this option.

Engagement

- Bulk Create Student Engagement Events
- Bulk Update/Delete Student Engagement Events
- Upload from File Student Engagement Events
- Upload from File Course Groups and Register
- View Course Groups and Register

Enrol Students on Courses

- List My Students
- List Programmes within my School
- Search by Student UUN

Students Tab - see student learning adjustments

The screenshot shows the 'euclid' system interface. At the top is a dark blue navigation bar with the 'euclid' logo and menu items: 'Home', 'DPTs and Courses', 'Students', and 'Personal Tutors'. Below this is a white header area with the title 'Course adjustment breakdowns'. The main content area is divided into two columns. The left column, titled '1. Select a course', contains a section 'My courses' with the text 'These are courses that you are the course organiser or course secretary on.' and a search input field. A red arrow points to this field with the text 'Type your course name here'. The right column, titled '2. Select an instance of that course', contains two sections: 'Academic year' with a dropdown menu showing 'This year (2019/0)' and 'Instance' with a dropdown menu showing 'All'.

1. Select a course

My courses

These are courses that you are the **course organiser** or **course secretary** on.



Type your course name here

2. Select an instance of that course

Academic year

This year (2019/0)

Instance

All

Students Tab - see student adjustments

Course adjustment breakdowns

1. Select a course

My courses
These are courses that you are the **course organiser** or **course secretary** on.

The Iron Age of Western Temperate Europe until the 3rd Century BC (ARCA10030) ▾

2. Select an instance of that course

Academic year
This year (2019/0) ▾

Instance
All ▾

The Iron Age of Western Temperate Europe until the 3rd Century BC (ARCA10030)

[Adjustments](#) ▾

1 students currently have adjustments on this course. There are **10** relevant unique adjustments on this course.

Category	Subcategory	Adjustment	Students
All 10	All 0	Student may request late submission for some assessments. 1 x	<p>Adjustment Student may request late submission for some assessments.</p> <p>The student may occasionally be unable to meet submission deadlines as a direct consequence of their disability or health condition. Where this is the case, the student must apply for an extension following the school's procedures. However, the student should not be asked to provide medical evidence or make a submission for Special Circumstances, as the request relates to an existing condition, for which they have already supplied relevant evidence to SDS. This adjustment does not apply to weekly hand-ins for formative or summative continual assessment or to group work.</p> <hr/> <p>Students 1 students on this course require this adjustment.</p> <p>██████████ ██████████ 23/Nov/2018</p> <p><i>No additional detail provided.</i></p>
Assessments (non exam) 3	You must first select a category in order to filter down the adjustments to specific subcategories.	Student may require extra time to complete dissertation/thesis. 1 x	
Exams & Class Tests 4		Clarify meaning of coursework/essay questions if requested. 1 x	
Learning & Teaching 3		25% additional time in written examinations. 1 x	
		Student requires prior sight (15 minutes) of the exam paper. 1 x	
		Student may need to leave the room or move around as necessary. 1 x	
		Provide student with a standard PC/Laptop in exams and in-course assessment. 1 x	
		Student may need to contact academic staff to discuss any issues regarding the course/classes. 1 x	
		Student should not be penalised for absences due to illness/disability. 1 x	

Mainstreamed Adjustments

'Mainstreamed adjustments' must be implemented at *all times* and for *all students*, as part of the University's Accessible and Inclusive Learning Policy. Although the Accessible and Inclusive Learning Policy is due for review, update and revision, this is unlikely to happen within the next year. Therefore, we anticipate no changes to the current mainstreamed adjustments.

The policy, with further guidance, is available at [Mainstreaming Adjustments | The University of Edinburgh](#).

1. Course outlines and lists of core readings shall be available at least 4 weeks before the course starts.
2. Reading lists to indicate priority or relevance.
3. Lecture outlines or PowerPoint presentation slides for lectures and seminars to be made available at least 24 hours in advance of the class.
4. Technical words and formulae to be provided to students at least 24 hours before the class.
- 5. Students shall be notified by email of changes or announcements such as changes to courses, room changes or cancellations.**
- 6. Students shall be permitted to audio record lectures, tutorials and supervision sessions using their own equipment for their own personal learning.**
7. All teaching staff shall ensure that microphones are worn and used in all lectures, where available, regardless of the perceived need to wear them.

Extensions and Special Circumstances

Extensions and Learning adjustments: All extensions and requests to apply a learning adjustment regarding submission **MUST** be submitted via the Extensions and Special Circumstances Service, see www.ed.ac.uk/student-administration/extensions-special-circumstances.

The School does not have the power to grant extensions.

From September 2023

- the standard extension length for all coursework assignments will be four days
 - language assignments an exception with shorter extensions
 - the Extra Time Adjustment approved by the Disability and Learning Support Service will allow students with this adjustment an extra 7 days
 - The final deadline for students to submit late work will continue to be 14 days after the published deadline.
 - The very small number of exceptions will be dealt with by the course administrator

Make sure you check the Extensions/Late Submissions dropbox during the above period.

Students applying for an 'extra time learning adjustment'

Students who are registered with the Disability Learning Support Service and have learning adjustments for extra time on coursework or assessments can apply the extra time to their assessments using the Extra Time Adjustment (ETA) Tool. This includes the extra time adjustment for a student to complete their work and for a proofreader to do their work.

Information for staff can be accessed on the website:

[Learning adjustments explained | The University of Edinburgh](#)

Students can be directed to the following website for further information:

[Apply for extra time using a learning adjustment | The University of Edinburgh](#)

Students Tab - course registers

Student Administration Staff Page

Maintain Students

- Search for student(s) | Student Hub **Updated**
- Course adjustment breakdowns
- Maintain Taught Students' Directors
- Maintain Course Enrolment Rules
- Programme Change Request Management **New**
- Audit Report
- Flag Eng/Acad Certificate

Engagement

- Bulk Create Student Engagement Events
- Bulk Update/Delete Student Engagement Events
- Upload from File Student Engagement Events
- Upload from File Course Groups and Register
- View Course Groups and Register

**Find your registers here.
You will be sent a link to this and instructions
shortly before registers are due to commence
(week 3).**

Enrol Students on Courses

- List My Students
- List Programmes within my School
- Search by Student UUN

Students Tab - course registers

Student Engagement - Group Management The Iron Age of Western Temperate Europe until the 3rd Century BC (ARCA10030)

Group ALL ALL 9


Tutor(s): Tanja Romankiewicz (TROMANKI) Tutor(s): Manuel Fernandez-gotz (MFERNAN2)

S166	
S164	
S165	S
S150	
S162	R
S173	L
S162	S
S166	
S166	A

Open Register View Engagement

Click here to open register

Students Tab - course registers

 THE UNIVERSITY of EDINBURGH Attendance recording

Home / ARCA10030 The Iron Age of Western Temperate Europe until the 3rd Century BC Tutorial / ALL / 28/Aug/2019

The Iron Age of Western Temperate Europe until the 3rd Century BC Tutorial **ALL** 28/Aug/2019

Photo display: Small Large None

Student	Initials	Present	Absent	Exempt	Status
Student 1	S [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No attendance recorded
Student 2	S [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No attendance recorded
Student 3	S [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No attendance recorded
Student 4	S [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No attendance recorded
Student 5	S [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No attendance recorded
Student 6	S [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No attendance recorded
Student 7	S [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No attendance recorded

9 9 0 0 0 [To top](#)

Mark students as present, absent or exempt. Please do not leave any blank.

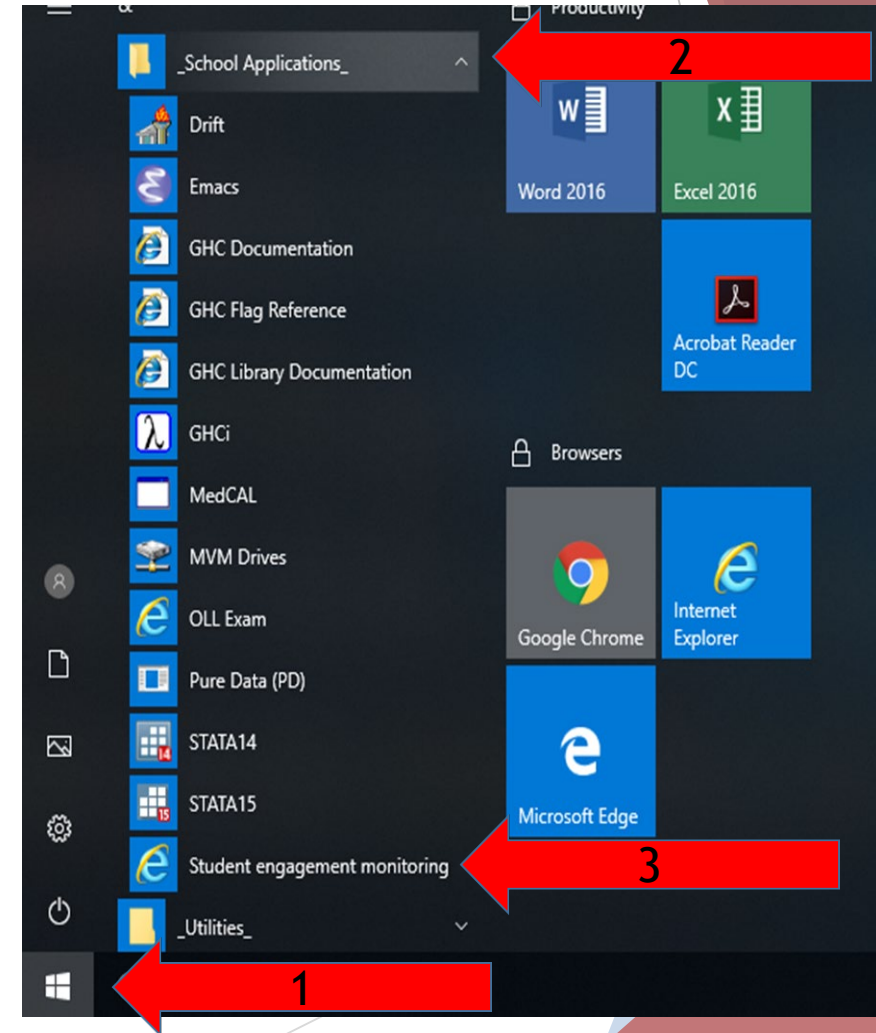
Course registers

UG and PGT classes

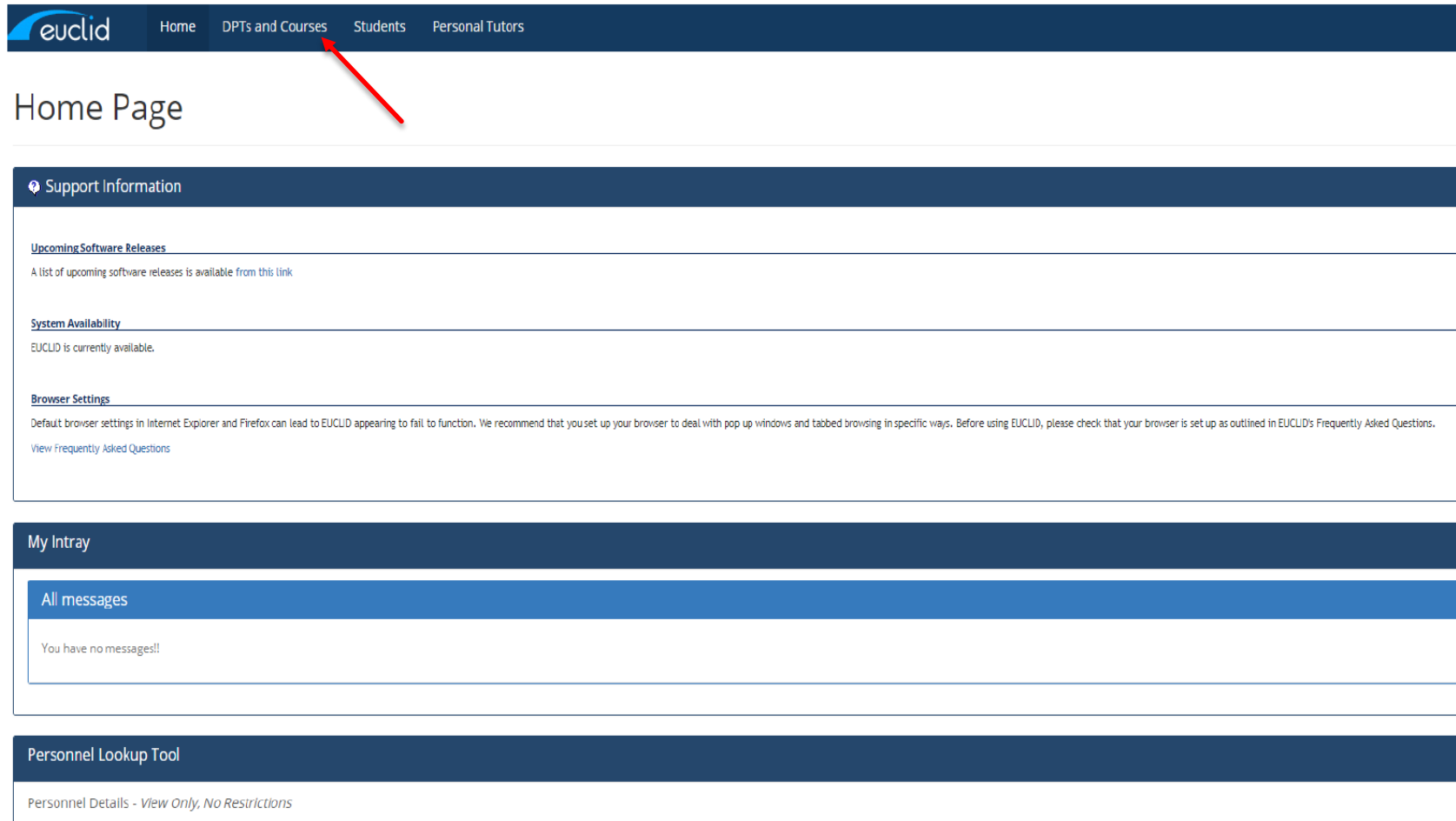
- Registers must be taken from week 3
- You will be sent an email with instructions shortly before registers are due to commence

To access

- <http://edin.ac/student-attendance-recording>
- In tutorial rooms
 1. click on bottom left square Windows icon
 2. open **_School Applications_** folder
 3. click on **Student engagement monitoring** at the bottom of the list
 4. enter EASE logon details - STAFF account
 5. takes you straight to the **Attendance recording** screen listing your groups as above



DPTs and Courses tab:



The screenshot shows the EUCLID website interface. At the top is a dark blue navigation bar with the 'euclid' logo on the left and four menu items: 'Home', 'DPTs and Courses', 'Students', and 'Personal Tutors'. A red arrow points to the 'DPTs and Courses' tab. Below the navigation bar is the 'Home Page' header. The main content area is divided into three sections:

- Support Information**: Contains three sub-sections: 'Upcoming Software Releases' (with a link), 'System Availability' (stating EUCLID is available), and 'Browser Settings' (with a link to frequently asked questions).
- My Intraday**: Contains a sub-section 'All messages' with the text 'You have no messages!!'.
- Personnel Lookup Tool**: Contains the text 'Personnel Details - View Only, No Restrictions'.

DPTs and Courses tab:

Curriculum Management

Course Enrolment for Personal Tutor/Programme Director

List my Students

Course Enrolment for Administrator

List programmes within my school

Search by Student UUN

Curriculum Management Reports

View Collections

View Class List - Confirmed Course Enrolments (inc VS applicants accepted onto the course) and Provisional Course Enrolments

Curriculum Management Group In trays

UG Input Course Details for School of History, Classics and Archaeology

Course Creation, Approval and Maintenance

View Course ←

Amend/Close Course

Propose New Course

View Course Proposals

DPTs and Courses tab:

The Hellenistic City (PGHC11183)

Postgraduate

Overview

Delivery Information

Learning Outcomes

Reference Data

Print

Organiser

Prof Andrew Erskine
Andrew.Erskine@ed.ac.uk
P: (0131 6)50 3591

Secretary



Summary

This course explores the role of the city, the Greek polis, in the Hellenistic world. Both old cities like Athens and new ones like Alexandria. There will be a particular emphasis on the use of epigraphic material.

Course Description

This course explores the role of the city, the Greek polis, in the Hellenistic world. Many have thought that the polis ended with Alexander, so the validity of this position will be examined. Key themes will include civic identity, the interaction between cities and with kings, cult and euergetism and the spread of Greek culture, but the selection of themes will also vary according to the interests of those taking the course. Other possible topics would include specific cities such as Athens or Alexandria, education, food supply, diplomacy, philosophers, public buildings, democracy, leagues and federations. An understanding of the Hellenistic world is particularly important for understanding the development of the Roman empire in the East. All taking the course will be expected to do a presentation on a subject of their choice.

Course Outline

College & School	College of Arts, Humanities and Social Sciences > School of History, Classics and Archaeology	Course Availability	Available to all students
SCQF Credit Level	SCQF Level 11 (Postgraduate)	Subject Area(s)	Postgraduate (History, Classics and Archaeology)
SCQF Credit Volume	20	ECTS Credit Volume	10

Enrolment Requirements ?

Pre-Requisites	
Co-Requisites	
Prohibited Combinations ?	
Other Requirements	None

Visiting Student Information

DPTs and Courses tab:

The Hellenistic City (PGHC11183)

Postgraduate

Overview

Delivery Information

Learning Outcomes

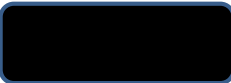
Reference Data

Print

Organiser

Prof Andrew Erskine
Andrew.Erskine@ed.ac.uk
P: (0131 6)50 3591

Secretary



Academic year 2019/20, Available to all students (SV1)

Period Dates

Overview

Learn enabled	Yes	Quota	0
Course Start	Semester 1	Course Start Date	16/09/2019
Timetable	View timetable		

Learning and Teaching Activities

Lectures	22
Programme Level Learning and Teaching Hours	4
Directed and Independent Learning	174
Total	200 Hours

Additional Information (Learning and Teaching)

None

Assessment

Written Exam	0%
Coursework	100%
Practical Exam	0%

Additional Information (Assessment)

1 Essay of minimum 4000 words.

Feedback

Not entered

Exam Information

No exam information entered.

Teaching Load

Subject Unit Code	Subject Unit Description	JACS Code	JACS Description	Percentage Split
Q800_SU114	Classical studies within Classics	Q800	Classical studies	100

Learning & Teaching Staff

Staff member	Role	Added	Updated	In use
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THE UNIVERSITY *of* EDINBURGH
School of History, Classics
& Archaeology

Welcome!

Line Management

Line management is split between administrative and academic functions.

- **Academic line management**

- Academic line management will include oversight of performance and annual review and academic training
 - Academic line management:
 - Archaeology – Professor Jon Henderson
 - Classics – Dr Benedikt Eckhardt
 - History – Dr Zubin Mistry

- **Administrative line management**

- Administrative line management will include oversight of
 - allocation of hours
 - approval of time card claims
 - absence management
 - systems training
- Administrative functions will be undertaken by the Tutor and Demonstrator Co-ordinator, Anne Brockington
- Anne will appear in People and Money as your line manager



THE UNIVERSITY *of* EDINBURGH
School of History, Classics
& Archaeology

HR Policies

HUMAN RESOURCES

Human Resources home

Policies and Guidance

A to Z of policies and guidance

Conditions of Service and other Policies

Leave, Absence, Attendance, Returning Parents

Pay and Reward

Organisational Change

Discipline, Grievance, Capability

Redundancy and Career Transition Service

Leaving the University

Health and Wellbeing

ECA

Trade Unions Information (including Facility Time Reporting)

Home > Human Resources > Policies and Guidance > A to Z of policies and guidance

Contact us

A to Z of HR Policies

An alphabetical list of HR policies, procedures and guidance documents.

A

- ✕ [Absence Management Policy \(646.53 KB PDF\)](#)
 - ✕ [Absence Management Policy - Key Facts \(184.21 KB PDF\)](#)
- ✕ [Adoption and Surrogacy Leave Policy \(with effect from 1 June 2019\) \(782.21 KB PDF\)](#)
- ✕ [Adoption and Surrogacy Leave Policy \(with effect until 31 May 2019\) \(572.3 KB PDF\)](#)
- ✕ [Agency Workers - Hiring Policy \(759.59 KB PDF\)](#)
- ✕ [Alcohol and Drugs Policy \(474.2 KB PDF\)](#)
- ✕ [Annual Leave Policy \(874.39 KB PDF\)](#)
- ✕ [Appeals - Employment Related Appeals Procedure \(452.96 KB PDF\)](#)
 - ✕ [Court Resolution on Appeals Against Dismissal \(21.22 KB PDF\)](#)

Sickness Absence - Summary

- Must make contact as soon as possible, ideally before 9.30am on the first morning of absence, so we are aware that you are unable to fulfil their tutoring or demonstrating commitments
- 7 days self certification – after this, a Doctor's note is required
- Special leave policy covers Bereavement Leave, Time off for Dependents



THE UNIVERSITY *of* EDINBURGH
School of History, Classics
& Archaeology

Absence

STEP 1:

Let Tutor and Demonstrator Co-ordinator, Course Organiser and Course Administrator know that you can't make a class.



STEP 2:

They will then arrange for cover. Don't arrange cover yourself.



STEP 3:

Keep in contact with regard to length of illness and return to work.

Further information is available in the handbook about the University absence policy.

[Training and support for tutors and demonstrators](#)



THE UNIVERSITY *of* EDINBURGH
School of History, Classics
& Archaeology

My Ed

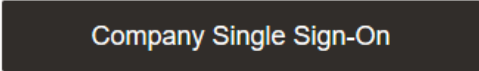
- Upload a photo for your staff card
- Access employee self –service
 - Payslips
- People and Money
 - Update Personal Details
- Register for training course via Learn
- Access various teaching resources



THE UNIVERSITY *of* EDINBURGH
School of History, Classics
& Archaeology

People and Money

- You should be able to log into your People & Money account in the system via MyEd. Log into MyEd using your Staff UUN and Password and select “Staff Resources”- “Human Resources” - “People and Money”
- From here select the Company Single sign on option:



Company Single Sign-On

- Please ensure you complete all allocated checklist tasks which includes updating your information and required training- you can find these under “Me” and “On boarding”.



- If in doubt reach out to hca-hr@ed.ac.uk



THE UNIVERSITY *of* EDINBURGH
School of History, Classics
& Archaeology

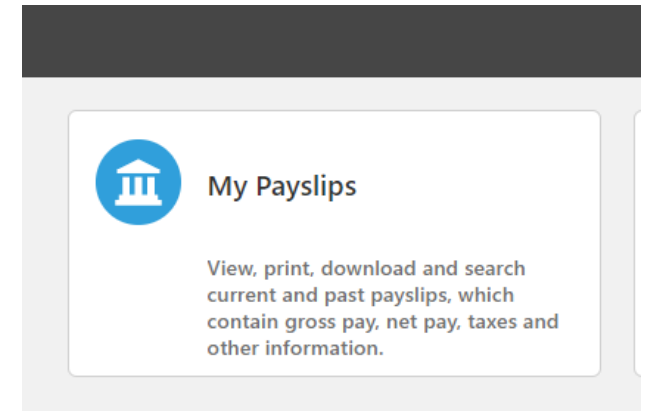
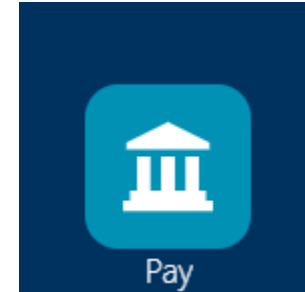
Payslips – P60

In P&M select “Me” and then “Pay”

From here select “ My Payslips”

Here you can view your payslips and P60’s in the system.

If you want to change your payment method, from “Pay” select “Payment Method” and update the information here.



Payment Methods

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

People and Money user guides

[People and Money user guides | The University of Edinburgh](#)

The screenshot shows a web page for staff users. At the top is a dark red header with the word "STAFF" in white. Below the header is a navigation menu with the following items: "Staff home", "Services & support", "HR and Finance", "People and Money system", and "People and Money user guides". The "People and Money system" and "People and Money user guides" items are highlighted in dark red. To the right of the navigation menu is a "Contact us" button. Below the navigation menu is a breadcrumb trail: "Home > Staff > Services & support > HR and Finance > People and Money system > People and Money user guides". The main content area has a heading "People and Money user guides" and a paragraph: "A library of user guides is available to support staff using the People and Money system and the new HR processes it supports. These guides include easy to follow, step-by-step instructions with screenshots of how to complete tasks in the system". Below this is a paragraph: "The guides, which are grouped by topic and user role, are below." followed by a paragraph: "If you're unsure which guide will best explain how to complete your task, use My Knowledge - People and Money's in-system bank of guidance - to search for your topic." followed by a paragraph: "Articles in My Knowledge include details about specific processes and will highlight which user guides are most relevant." followed by a paragraph: "My Knowledge remains your go-to destination for guidance and support in using the system and should be your first port of call with any questions." followed by a paragraph: "You can also contact the new HR Helpline team through People and Money for dedicated support with your query." followed by a bold paragraph: "This page holds the most current versions of the user guides, which are regularly updated. Please do not download and save copies locally - always access the user guides via My Knowledge or the links below." followed by a heading "Accessing People and Money" followed by a paragraph: "To log in, click the button below and choose 'Company single sign-on'." followed by a paragraph: "This will take you to the University's login page where you can sign in with your EASE credentials to access the People and Money homepage." followed by a paragraph: "You can also access People and Money by navigating to 'My Information' or 'Staff Resources' within MyEd." followed by a "Log in to People and Money" button. At the bottom left is a "Change cookie settings" button.

STAFF

Staff home

Services & support

HR and Finance

People and Money system

People and Money user guides

People and Money - answers to common questions

Contact us

Home > Staff > Services & support > HR and Finance > People and Money system > People and Money user guides

People and Money user guides

A library of user guides is available to support staff using the People and Money system and the new HR processes it supports. These guides include easy to follow, step-by-step instructions with screenshots of how to complete tasks in the system

The guides, which are grouped by topic and user role, are below.

If you're unsure which guide will best explain how to complete your task, use My Knowledge - People and Money's in-system bank of guidance - to search for your topic.

Articles in My Knowledge include details about specific processes and will highlight which user guides are most relevant.

My Knowledge remains your go-to destination for guidance and support in using the system and should be your first port of call with any questions.

You can also contact the new HR Helpline team through People and Money for dedicated support with your query.

This page holds the most current versions of the user guides, which are regularly updated. Please do not download and save copies locally - always access the user guides via My Knowledge or the links below.

Accessing People and Money

To log in, click the button below and choose 'Company single sign-on'.

This will take you to the University's login page where you can sign in with your EASE credentials to access the People and Money homepage.

You can also access People and Money by navigating to 'My Information' or 'Staff Resources' within MyEd.

Log in to People and Money

Change cookie settings

Training

Continuing tutors and demonstrators

The University has launched an updated mandatory data protection training course that all staff must have enrolled in by September 2023. From the date of enrolment, you have 90 days to complete the training. All staff must complete the training on the new system even if they have recently undertaken it but once completed, it won't need to be repeated for two years. The course should take you about ¾ hour (0.75 hour) and you should claim for it via your Time Card as usual. The course is accessed via People and Money, please use the link [Enrol in course](#).

New tutors and demonstrators

New employees must complete the following training courses as part of their tasks assigned through the People and Money HR system. Continuing employees should keep up-to-date with this information. Please follow the links in P&M and the handbook for more information and login details for each course. You may also find it useful to consult the [On-boarding - Induction](#) pages on the Human Resources website, especially [Making the most of your on-boarding](#).

- [Anti-Bribery and Corruption](#)
- [Challenging Unconscious Bias](#)
- [Data Protection](#)
- [Equality and Diversity Essentials](#)
- [Information Security Essentials](#)
- [Responding to Disclosures of Sexual Violence](#)

Health and Safety

- [Induction to the University](#)
- [Health and safety awareness](#)
- [Fire safety awareness](#)
- [Healthy Working](#)



THE UNIVERSITY *of* EDINBURGH
School of History, Classics
& Archaeology

Useful Contacts

CONTACT	EMAIL
Human Resources	hca-hr@ed.ac.uk Room: 1M.30
IT	hca-it@ed.ac.uk
Finance	hca.finance@ed.ac.uk Room: 1M.30
Research, Knowledge Exchange and Impact	hca-research@ed.ac.uk Room: 2M.27
Estates	hca-estates@ed.ac.uk Room: 1M.30
Reception	shca@ed.ac.uk Room: G.06



The University of Edinburgh

Payment – People and Money Time Cards



Paid one month in arrears

MUST claim hours worked via Time Card in People and Money

Hours claimed must match the hours allocated to you in your breakdown of hours letter

Input hours as worked during the month and **SAVE** (do not submit)

Last day of the calendar month
SUBMIT Time Card

Once SUBMIT Time Card any changes needed contact hca-teaching-support@ed.ac.uk

You MUST NOT view your Time Card 10th to 20th of the following month

Help:

Website: [Getting paid for Teaching Support](#)
New GH: 27th September, Room 2.36, 2.30 pm
hca-teaching-support@ed.ac.uk

Payment



Timescales for Time Cards

The standard timescales for each month are:

1 st to last day of the calendar month	Enter and save entries to Time Card
Last day of the calendar month	Submit Time Card
1 st of the next month to payroll deadline, usually 10 th of the month	Any adjustments required to Time Card email hca-teaching-support@ed.ac.uk or hca-hr@ed.ac.uk as appropriate
Payroll deadline for ten days, usually 20th of the next month	No changes to or viewing of Time Cards
At least two days before Pay day	Payslip available
28th of each month, unless a weekend when previous Friday	Pay day

It is important that you do not go back in to view your Time Card once you have submitted it.



Submitting your monthly claim

Submitting your monthly claim

- In order to be paid you **MUST** submit a Time Card
- You must submit your claim on or before the last day of the month
- You must only submit one claim per month
- **Once you have submitted your claim it is important that you do not go back into view your Time Card, as explained on the Timescales for Time Cards slide.**
- You can save a PDF copy of your Time Card to refer to once you have submitted it
 - In the Time Card scroll to the top
 - click on **Actions** at the top right
 - choose **Print**

This gives you a print preview of your Time Card which you can then save as a PDF. All the details you have entered, including Work Category, Course Code etc. are shown, though please be aware that the details are shown twice in a slightly different order.
- Any changes or additions needed to submitted or approved Time Cards
 - Contact hca-teaching-support@ed.ac.uk
 - **Additional entries for previous months add to current Time Card with note in Comments, do not enter on the previous Time Card**
- Please make sure you are checking your staff email once you have submitted for any queries about your Time Card



[Website](#)

Teaching support website

- [Teaching support](#)

How to apply

How to apply for tutoring and demonstrating work in the School of History, Classics and Archaeology.

Eligibility

Who is eligible to apply for Teaching Support work with us.

Payment and additional Guaranteed Hours information

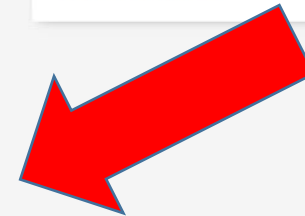
Information about contracts, getting paid and resigning from your Teaching Support post.

Common questions

Some of the most commonly-asked questions about tutoring opportunities.

Useful information for tutors

Once you have joined us as a tutor, you'll find lots of helpful information about the training offered and a copy of the tutor handbook.





Website

Useful information for tutors

- [Useful information for tutors](#)

Useful information for tutors

Once you have joined us as a tutor, you'll find lots of helpful information about the training offered and a copy of the tutor handbook.

Training and support for tutors and demonstrators

Training and support for tutors and demonstrators

eSubmission and eFeedback guidance and documentation

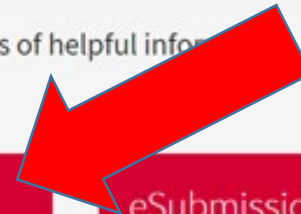
This page provides documentation and guidance for our tutors on the eSubmission and eFeedback process.

Notification of Suspected Academic Misconduct

Information for tutors about suspected academic misconduct.

Postgraduate and part-time tutor liaison committee

Information and Minutes from the Postgraduate and Part-Time Tutors Liaison Committee.





Training and support for tutors and demonstrators

- [Training and support for tutors and demonstrators](#)
 - **HCA Tutor and Demonstrator Handbook**
 - **HCA Tutor and Demonstrator Induction**
 - Recordings
 - Slides

Training and support for tutors and demonstrators

Training and support for tutors and demonstrators

HCA Tutor and Demonstrator Handbook

[2022-2023 HCA Tutor and demonstrator handbook \(1.33 MB PDF\)](#)

HCA Tutor and Demonstrator Induction

It is essential that all Tutors and Demonstrators attend the required induction and training sessions mentioned below. You will be paid for your attendance.

2023/2024 Tutor and Demonstrator Induction

University Systems including new Learn Ultra session

Wednesday 13th September 2023 - 14.00 – 16.00 – Teviot Lecture Theatre

School Tutor and Demonstrator Induction

Thursday 14th September 2023 - 10.00 – 13.00 – Teviot Lecture Theatre

Subject Area Meetings

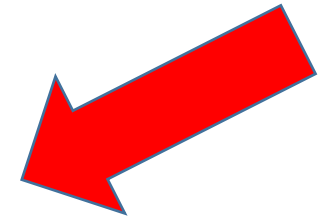
Friday 15th September 2023

Archaeology – Tutors - 10.00 – 11.00 - Room G.10

History - 11.30 – 12.30 - Room G.16

Classics – Non-Languages - 14.00 – 15.30 - Room G.16

Classics – Languages - 15.30 – 17.00 - Room G.16



Website



Tutor and Demonstrator Handbook



THE UNIVERSITY of EDINBURGH
School of History, Classics
& Archaeology

Handbook for Part-Time Tutoring and Demonstrating Staff

2023/2024

Revised: September 2023

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Tutor and Demonstrator Handbook



Teams – course information

HIST08035 Medieval Worlds

Semester 1

Course Organiser Richard Sowerby Richard.Sowerby@ed.ac.uk

Course Admin Marketa Vejskalova Marketa.Vejskalova2ed.ac.uk@ed.ac.uk

Per Group

Contact	Preparation	Marking	Feedback	Total hours
10	10	12	5	37

Classes Weeks 2 to 11

Marking		per student	per group
2 x 750 word Source Commentaries submission dates (40%)		0.50	6
2,000 word Essay (60%) submission dates		0.50	6
Total		1.00	12

Submission dates should be checked to the latest information on the course Learn page.

Marking is for up to 12 students per group, whether submitted on time or late.

If you have 13 or more students in your group please email for further advice -

hca-teaching-support@ed.ac.uk

Weekly hours per group

These figures are to give you an overall feel of the shape of the semester. The marking and feedback hours are only an approximate guide.

Marking hours for each submission are divided in two, with half allocated in the week of submission and half in the following week.

Feedback hours are divided in two, with half allocated in the week following each submission.

	Contact	Preparation	Marking	Feedback	Total hours
Semester 1					
Week 1	18/09/2023 to 24/09/2023				
Week 2	25/09/2023 to 01/10/2023	1	1		2
Week 3	02/10/2023 to 08/10/2023	1	1		2
Week 4	09/10/2023 to 15/10/2023	1	1		2
Week 5	16/10/2023 to 22/10/2023	1	1	3	5
Week 6	23/10/2023 to 29/10/2023	1	1	3	5
Week 7	30/10/2023 to 05/11/2023	1	1	2.5	4.5
Week 8	06/11/2023 to 12/11/2023	1	1		2
Week 9	13/11/2023 to 19/11/2023	1	1		2
Week 10	20/11/2023 to 26/11/2023	1	1		2
Week 11	27/11/2023 to 03/12/2023	1	1		2
Revision	04/12/2023 to 10/12/2023		3		3
Exams - Week 1	11/12/2023 to 17/12/2023		3		3
Exams - Week 2	18/12/2023 to 24/12/2023			2.5	2.5
Total	10	10	12	5	37

If you are unable to take a scheduled class

If you wish to swap an individual class due to another commitment please see below the list of tutors / demonstrators on the course who may be able to swap with you.

Before the swap can be finalised you will need to check that restrictions on hours worked to not prevent it. To check email -

hca-teaching-support@ed.ac.uk

You must also contact the course admin so the registers can be amended, email -

Marketa.Vejskalova2ed.ac.uk@ed.ac.uk

If you are unable to take a class due to illness or other personal circumstances please email for further advice -

hca-teaching-support@ed.ac.uk

Tutors

Anne Brockington



HIST08035 Medieval Worlds

Semester 1

Course Organiser Richard Sowerby Richard.Sowerby@ed.ac.uk

Course Admin Marketa Vejskalova Marketa.Vejskalova2ed.ac.uk@ed.ac.uk

Per Group

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10	10	12	5	37

= Breakdown of Hours

Classes	Weeks 2 to 11
---------	---------------

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Total	1.00	12

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If you have any questions, please email for further advice -

hca-teaching-support@ed.ac.uk

will
add
dates
once
known

Teams course
information



Weekly hours per group

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		Contact	Preparation	Marking	Feedback	Total hours	
Semester 1	Week 1	18/09/2023 to 24/09/2023					
	Week 2	25/09/2023 to 01/10/2023	1	1		2	
	Week 3	02/10/2023 to 08/10/2023	1	1		2	
	Week 4	09/10/2023 to 15/10/2023	1	1		2	
	Week 5	16/10/2023 to 22/10/2023	1	1	3	5	
	Week 6	23/10/2023 to 29/10/2023	1	1	3	5	
	Week 7	30/10/2023 to 05/11/2023	1	1		2.5	4.5
	Week 8	06/11/2023 to 12/11/2023	1	1			2
	Week 9	13/11/2023 to 19/11/2023	1	1			2
	Week 10	20/11/2023 to 26/11/2023	1	1			2
	Week 11	27/11/2023 to 03/12/2023	1	1			2
Revision	04/12/2023 to 10/12/2023			3		3	
Exams - Week 1	11/12/2023 to 17/12/2023			3		3	
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Total		10	10	12	5	37	

Teams course information

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You must also contact the course admin so the registers can be amended, email -

If you are unable to take a class due to illness or other personal circumstances please email for further information hca-teaching-support@ed.ac.uk

need to know about swaps

once dates known will update weeks expected

Example only – dates to be confirmed



The screenshot shows a Microsoft Teams chat interface. On the left is a sidebar with navigation options: Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main chat area is titled 'Teaching and Supporting Students in HCA Teams Site' and contains a 'General' channel named 'Edinburgh Teaching Award'. A red arrow points to the 'General' tab in the top navigation bar. The chat content includes a welcome message from Caroline Proctor, dated 31/08 12:54, with the text: 'Welcome to the Teaching and Supporting Students in HCA Teams Site! This site is for all staff who teach in the School of History, Classics & Archaeology.' Below this is a list of instructions: 'Useful information' (found in Staff Notebook), 'Questions' (tag Team Owners), 'Updates' (tag Teaching in HCA 2023-24), and 'Edinburgh Teaching Award' (dedicated channel). A 'New conversation' button is at the bottom.

Teams - Teaching in HCA 2023-24



Teams - Teaching in HCA 2023-24

Search

All teams

Activity

Chat

Teams

Calendar

Calls

Files

...

General

Edinburgh Teaching Award

General

Posts Files Staff Notebook Reflect +

File Home Insert Draw View Help Tell me what you want to do Open in Desktop A

Accessibility and Inclusion

Tuesday, August 29, 2023 6:17 PM

The University is committed to making learning and teaching accessible. Guidance on this is available.

Search

All teams

Activity

Chat

Teams

Calendar

Calls

Files

...

Apps

General

Edinburgh Teaching Award

General

Posts Files Staff Notebook Reflect +

File Home Insert Draw View Help Tell me what you want to do Open in Desktop A

Teaching in HCA 2023-24 Notebook

Content Library	Emergency Student Sup...
Welcome and Cont...	Student Support Overview
Teaching Administr...	Student Support & Expe...
Curriculum and Qu...	Cohort Lead Information
Student Support G...	Peer and skills support
Teaching Developm...	Teaching Team responsi...
Teaching Tips and ...	Accessibility and Inclusion
Student information	Confidentiality
Key dates	
Key HCA contacts	

Accessibility and Inc

Tuesday, August 29, 2023 6:17 PM

The University is committed to making learning and teaching accessible. Guidance on this is available.

[Accessibility Guidance](#)

[Disability & Learning Support Service](#)

[Staff Disability Advice Service](#)

Students or staff in HCA who want to find information on our website

[EDI in HCA](#)



HCA Student Intranet

- [HCA Student Intranet](#)

The screenshot shows the HCA Student Intranet website. At the top, there is a dark blue header with the University of Edinburgh logo and the text "THE UNIVERSITY OF EDINBURGH School of History, Classics and Archaeology HCA Student Intranet Home". To the right of the header is a "Not following" button. Below the header is a navigation bar with "Send to" and "Immersive Reader" options. The main content area features a large banner image of a city skyline at sunset with the text "HCA Student Intranet". Below the banner is the title "School of History, Classics and Archaeology - Student Intranet" and a welcome message: "Welcome to the School of History, Classics and Archaeology (HCA) student intranet. This is where you find information to support your studies." At the bottom, there are five dark blue buttons with icons and text: "Taught Students (UG & PGT)", "Postgraduate Research Students...", "Support for your Studies (Taught...", "Your Community", and "School events & updates".



HCA Student Intranet

- [HCA Student Intranet](#)

Taught Students (UG & PGT)

Essential Information for all Taught Students

Coursework	Exams	Extensions & Special Circumstances	Implementing Learning Adjustments
Good Academic Practice and Referencing	The Common Marking Scheme	Moderation Policy and External Examiners	Programme Handbooks
Course Preferences	Regulations	Central Services	

Information for Undergraduate Students

Laboratory Requirements and Costs	Dissertation (UG)
Fieldwork (UG)	Optional Year Abroad (UG)

Support for your Studies (UG & PGT)

Find out where to access the right support for you.

This page offers information on how to access guidance and support to help you get the most out of your studies and experience as a student in HCA.

From September 2023, the University of Edinburgh has introduced a new model of student support, to provide enhanced support to all students. In HCA, we provide support through joined-up teams of specialist staff who work alongside academics, university services and fellow students.

The HCA Student Support and Experience Team (SSET) is the gateway to all aspects of support. If you are not sure who to approach with an issue or query, your Student Adviser will always serve as a first point of contact.

Top Links

Your Student Adviser	Your Academic Cohort	Events & Workshops
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I need help with...

Practical Support	Health & Wellbeing Support	Learning Support	Confirming your Attendance
Finding your Community (TBC)	Academic Support and Development (TBC)		

HCA Student
Intranet



Room booking

Resource Booker

- <https://resourcebooker.ted.is.ed.ac.uk/> or via MyEd
- Click on log in (top right), and enter your details
- Choose the 'School of History, Classics and Archaeology' application
- **You will now see a list of rooms available to you. There are two ways of making a booking:**
 - you can specify a particular room and look to see when it is available
 - you can specify a date/time when you want to meet and look to see what rooms are available at that time
- **To book a specific room from the list click on the room you are wanting to book:**
 - this will show you when the room is available
 - double-click on the timeslot you are wanting to book
 - a booking window will now appear in which you fill out the necessary information
 - click book and you will now receive a confirmation on screen and an email
- **You can view and amend all your current bookings by choosing 'My bookings' in the left-hand menu**
- **Full instructions with screen shots in the [HCA Tutor and Demonstrator Handbook](#)**



Any Other Queries

hca-teaching-support@ed.ac.uk

**Any Other
Queries**