

## Quercus Plus Menu for Academic Staff

- View courses and modules you are associated with.
- View and print module class lists, and export to excel.
- Search for individual students, and view results.

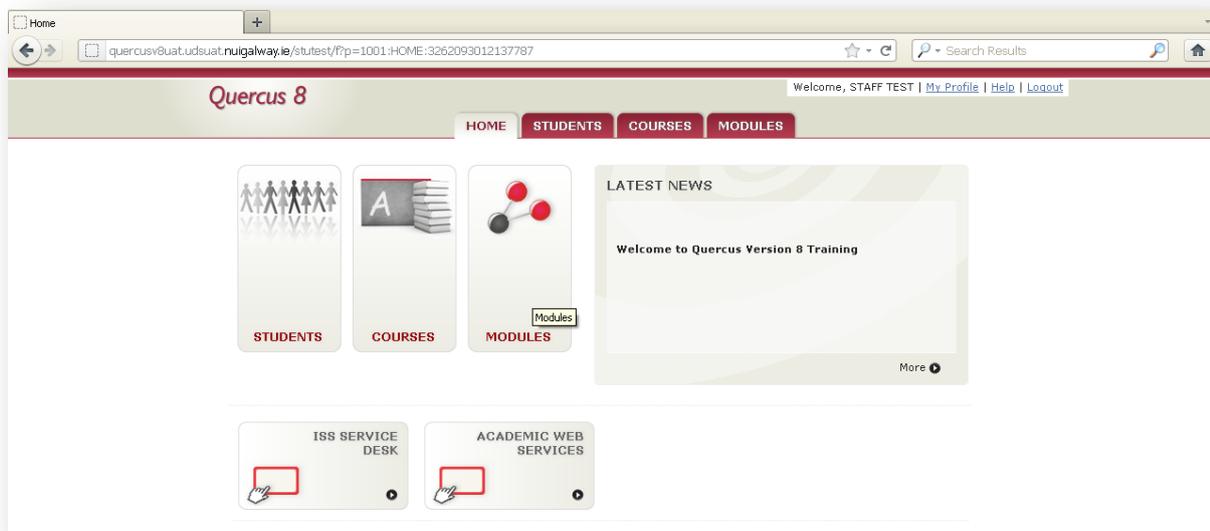
To login to QuercusPlus Menu.

- Launch the service from the **Student Records System - Access for Academics** link on the Staff Online Services Page at [www.nuigalway.ie/staff](http://www.nuigalway.ie/staff)
- Your login and password is the same as your existing one, note this is not your campus network account.



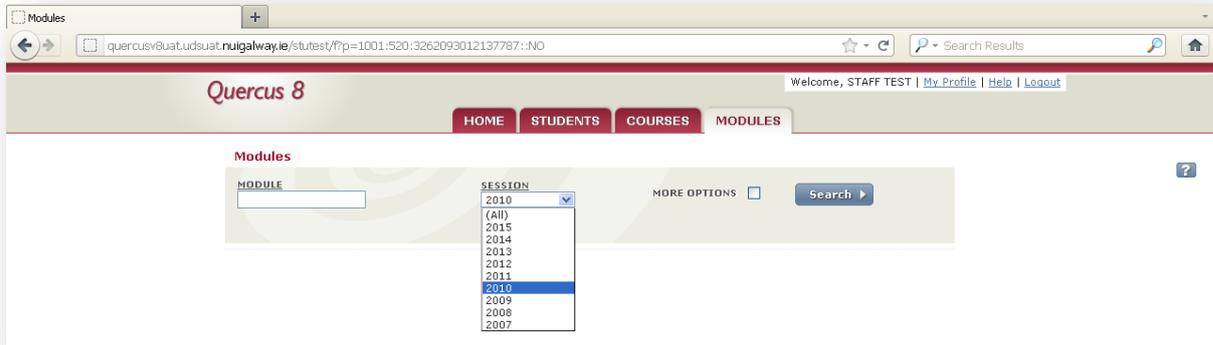
## HomePage

- Contains tabs or images to access students, course, and modules.
- These will allow access only to courses, modules and students that you are associated with.
- There are some links at the bottom that will take you out of the system to the ISS Service Desk, should you need to log a ticket for assistance, and to the existing Academic Web services.
- A news section on the right hand side will display any system notices, or include links to documentation.
- The Help link will bring to the vendor, Campus IT's Help material.
- Under the My Profile link, you may change your password.

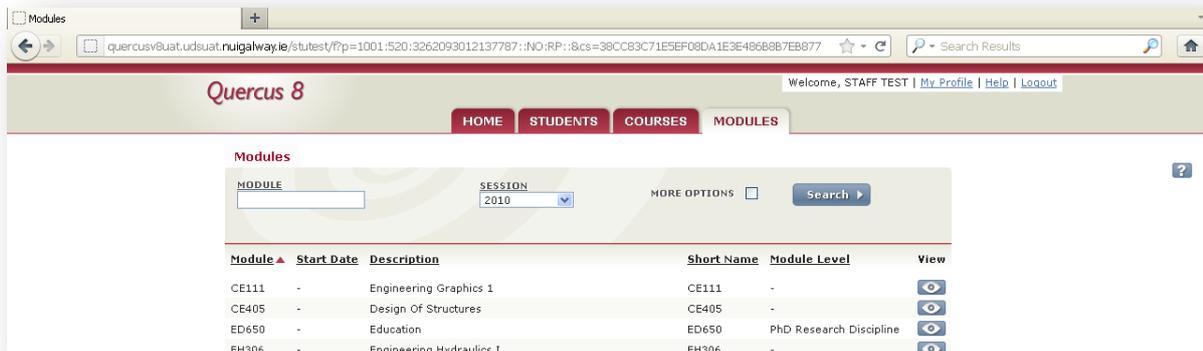


## Modules Screen

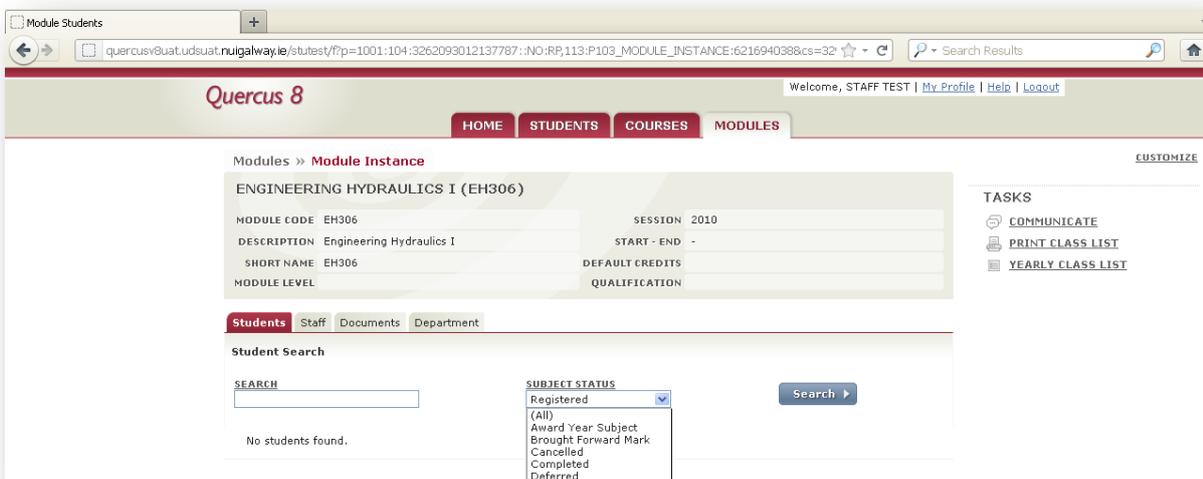
- If you leave the Module box blank and click Search, it will display all your associated modules.
- You can also enter a full or partial module name or code e.g. MSXXX, Management, Manage.
- You may specify the session to be current, or previous should you wish to view historical module or class information.



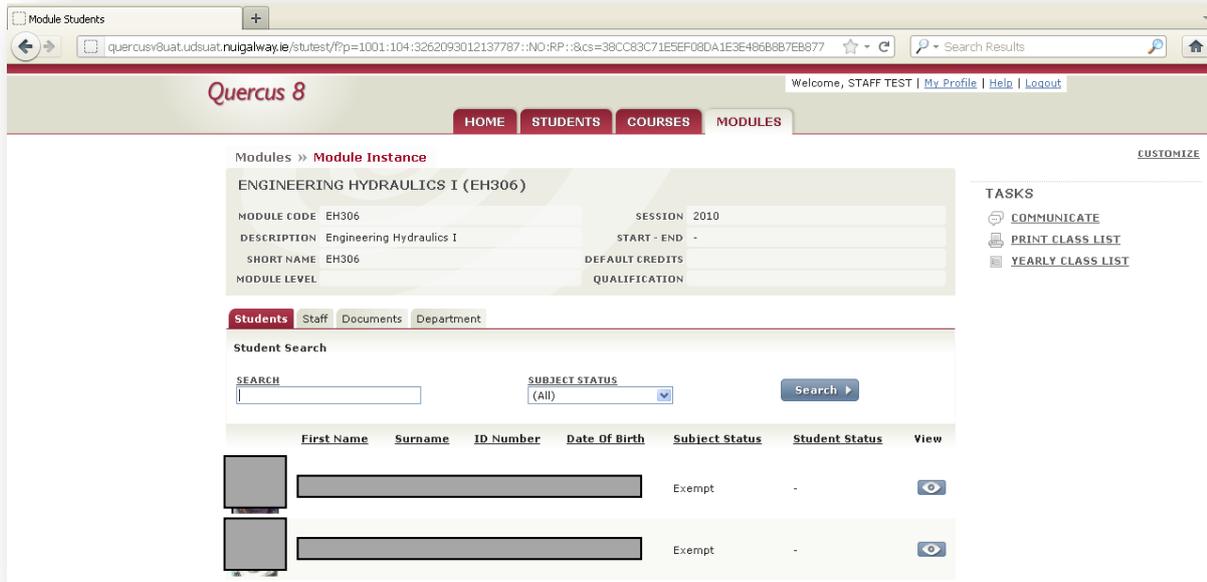
- When the module(s) are displayed, click on the view icon to drill into the module.



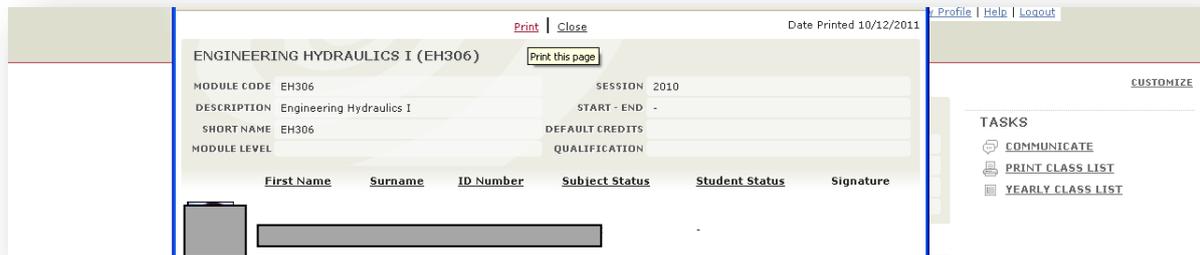
- In the Module Instance detail view, the top section gives high level information, and the lower tabs display detailed information.



- The Students tab displays the Module Class list, and you can: filter by student status, print a class list using the link on the right hand side, or export the class list to excel using the link directly under the list.



- Printing a class list opens in a window, and you can use the Print option at the top to send to your printer as normal.



## Courses Screen

- Like Modules, clicking on Courses, gives you access to the Courses you are associated with.
- Similar to Modules you can search for a Course code, partial or full name, and click the View icon to drill into the course.

The screenshot shows the Quercus 8 interface. At the top, there are navigation tabs for HOME, STUDENTS, COURSES, and MODULES. Below the tabs is a search area with a 'COURSE' input field containing 'HM', a 'SESSION' dropdown menu set to '2010', and a 'Search' button. Below the search area is a table of course instances.

| Course Code | Instance Code | Start Date  | Description                              | Mode of Study | Year | Location       | Status   | View |
|-------------|---------------|-------------|------------------------------------------|---------------|------|----------------|----------|------|
| HM          | 1HM7          | 01-SEP-2010 | Postgraduate Diploma In Health Promotion | Part Time     | 1    | NUIG           | Approved |      |
| HM          | 1HM9          | 01-SEP-2010 | Postgraduate Diploma In Health Promotion | Part Time     | 1    | Marino, Dublin | Approved |      |

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- The structure is similar to Module, the high level detail is in the top section, with detailed information on the associated tabs below.
- In NUI Galway, we do not use all the detailed information types so some may appear blank.

The screenshot shows the detailed view of a course instance. The breadcrumb trail is 'Courses >> 1HM7'. The main heading is 'POSTGRADUATE DIPLOMA IN HEALTH PROMOTION (1HM7)'. Below this is a summary table of course details.

|               |                                                    |             |                           |      |
|---------------|----------------------------------------------------|-------------|---------------------------|------|
| COURSE        | HM                                                 | SESSION     | 2010                      |      |
| INSTANCE      | 1HM7                                               | COURSE YEAR | 1                         |      |
| DESCRIPTION   | Postgraduate Diploma In Health Promotion           |             |                           |      |
| MODE OF STUDY | Part Time                                          | START - END | 01-SEP-2010 - 31-AUG-2011 |      |
| STREAM        | HM7 Postgraduate Diploma in Health Promotion (P/T) |             | LOCATION                  | NUIG |
|               |                                                    | PROVIDER    |                           |      |

Navigation tabs: Summary (selected), Modules, Students, Staff

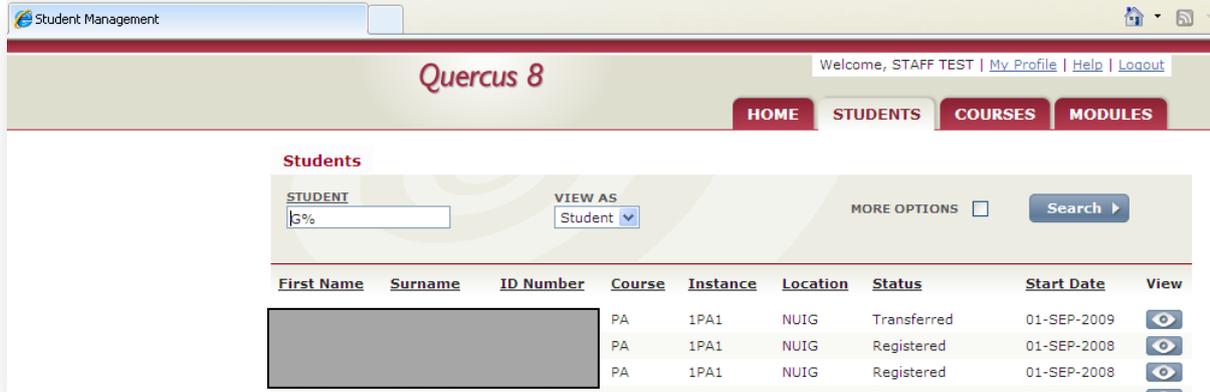
**Course Details**

|                  |                      |                 |                                                    |
|------------------|----------------------|-----------------|----------------------------------------------------|
| COURSE LEVEL     | Postgraduate Diploma | DIVISION        |                                                    |
| SEMESTERISED     | True                 | FACULTY         | College of Arts, Social Sciences, & Celtic Studies |
| COURSE STRUCTURE | 1                    | DEPARTMENT      | College of Arts, Social Sciences, & Celtic Studies |
| CREDITS          | 60                   | APPROVED DATE   | 20-SEP-2001                                        |
| DURATION         | 2                    | INSTANCE STATUS | Approved                                           |
| NUMBER OF WEEKS  |                      | QUOTA           |                                                    |

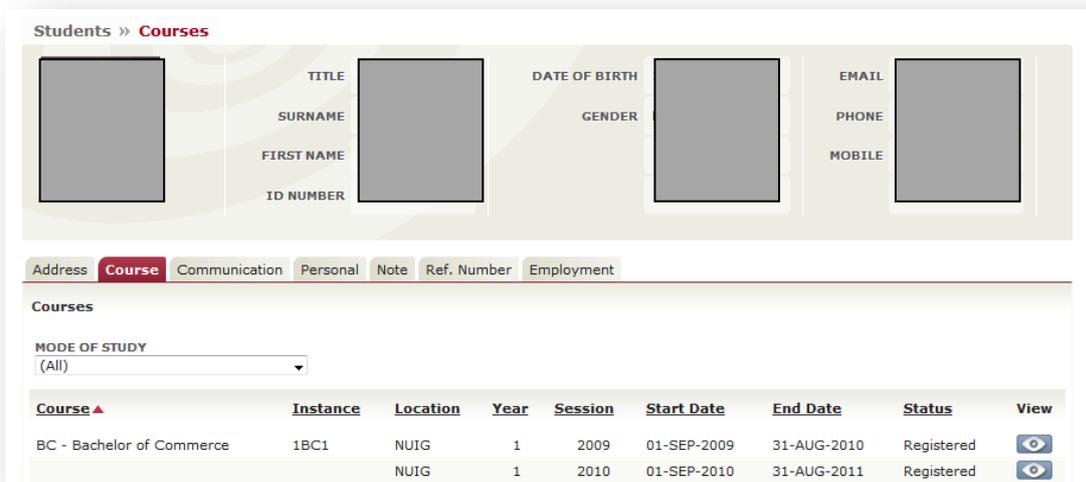
On the right side, there is a 'TASKS' section with links for 'COMMUNICATE' and 'PRINT CLASS LIST'. A 'CUSTOMIZE' link is also visible in the top right corner.

## Student Screen

- You can find a student using a full name, partial name, or wildcard search using the % as a wildcard character.
- You can also find a student by using the Course or Module entry screen, and clicking on the Student tab when in those screens.



- Click the View icon to drill into a Student record.
- Again the layout displays high level information in the top section, and detail information in the tabs on the lower section.



- By clicking on the Course tab, and then Clicking the View icon, you can drill into the student records for that Course and Year, to view results.