Questions on the NST Part IA practical allocation system

FOR COLLEGE STAFF ENTERING DATA

HOW DO I LOG ON TO ENTER STUDENTS' DETAILS?
WHAT DO I DO IF I HAVE PROBLEMS LOGGING ON?

You can access the data input web pages either from the NST website, or by going directly to:

https://nstreg.admin.cam.ac.uk/nst-reg/dos/dosStudentEntry.htm

Some example screenshots are provided at the end of this document.

You will need to have RAVEN authentication to log on: if you already have a Hermes account, you can "activate" your RAVEN password by going to:

https://jackdaw.cam.ac.uk/get-raven-password/

If you do not have a Hermes account, go to:

http://www.cam.ac.uk/cs/request/raven.html

If you still have problems logging on, please contact the Natural Sciences Administrator at natsci@admin.cam.ac.uk , (UTN 64853).

HOW LONG SHOULD ENTERING A STUDENT'S DETAILS TAKE?

Providing you have all of this information, data entry via the web pages will take less than thirty seconds per student. The web pages will also display all of the students already entered for your College so you can see at a glance who has already been entered.

WHAT INFORMATION DO YOU NEED ABOUT EACH STUDENT?

You will need to know the following information for each student:

- their **CRSID** and name;
- their **Tripos**;
- their **subject choices** within the Natural Sciences Tripos (including their Maths subject)

There is also a field to add a **comment** of free text to alert the administrator to any individual needs or problems. **Please note that this field should NOT be used for individual timetable requests (see below).**

We are asking that you enter a provisional choice for each student by 21st September, it is up to the College to determine whether you will ask students for this choice or if you will enter a best guess at their subjects based on their application.

For the final deadline of the Tuesday, it is well-recognised that not all students are certain of their future pathway through the NST by this very early point in their career. **It is important, however, that a complete set of subject choices (however provisional) is entered for each student** to allow the Departments to manage the numbers of students they will have to provide laboratory space for, and to allocate students as efficiently as possible.

HOW DO I CHANGE A STUDENT'S PROVISIONAL CHOICE AND WHAT IF I MAKE A MISTAKE ABOUT THE DATA I ENTER?

At any time, you can "recall" a student's information simply by typing in their CRSID. You can overwrite any information you have already entered (and the system will warn you that this is what you are doing.)

If you have entered information for a student who should not be included (*i.e.* you want to delete the student), contact the Administrator (natsci@admin.cam.ac.uk, UTN: 64853).

WHAT IF I DON'T KNOW A STUDENT'S CRSID?

The easiest way to select a student for data input is by typing in their CRSID. Their details (including full name and College) should appear for you to be sure you have selected the right one. You should also be able to search for a CRSID if you have the name of the student.

It is possible to type instead **only** a name and College, but this will not allow the system to pass on to the student their individualised timetable and you will need to arrange to print out their timetable on their behalf and provide it. You are therefore advised to use this facility sparingly.

WHY IS THERE A PROVISIONAL CHOICE DEADLINE OF 21ST SEPTEMBER?

Due to a number of factors the pressure on the allocation system has been increasing over the past years; the number of places available in Laboratories are close to capacity in some instances, and due to the restricted timetable for allocations there is a danger that a satisfactory allocation solution will not be available for the start of teaching. The NST Management Committee have therefore decided to continue the preliminary deadline so that the allocation system can determine areas of potential over subscription, resolve individual timetable needs, identify problematic subject choice combinations and a solution can be determined for these issues.

WHY IS THE DEADLINE FOR STUDENT REGISTRATION 10.30 ON THE TUESDAY?

The deadline has been chosen to meet a number of conflicting needs of the Departments and the Colleges. Obviously, Colleges need time to discuss with their students their final choice of the subjects they wish to study but equally the Departments need time to prepare for practical classes which may start on the Thursday. The allocation process takes time to run and those running the process need to have time to consult with Departments where there is pressure on capacity.

The live system allows you to correct inputted information, so it is possible to enter provisional information in advance providing this is corrected by the deadline.

Please note that this is a different – and separate – process to that of examination entries via CamSIS (where the deadlines are further into Term).

WHAT IF I MISS THE DEADLINE?

The allocation process will run as soon as the deadline has passed.

The allocator only works effectively if all of the student details have been entered, which is why it is so important for all the information to be entered by the deadline. If student details are not included by the time the allocation process is run, they will not be allocated practical classes for any of their subjects. Students and Directors of Studies will then be responsible for arranging registration with the individual Departments and/or course organisers. If you discover that information has been omitted please contact the Administrator as soon as possible (natsci@admin.cam.ac.uk UTN:64853).
The allocation system does not get updated, and no data (beyond summary statistics) will be retained as a permanent record.

WHAT IF A STUDENT IS UNDECIDED ABOUT THEIR CHOICES?

For the first provisional deadline we ask that you enter your best guess at the student's choices but we are well aware that this might change following discussions with Directors of Studies and fellow students.
It is important that (at least) a provisional set of subject choices is registered for each student by 10.30 am on the Tuesday. A number of students do change their minds in the first weeks of the Michaelmas Term and they will continue to have to negotiate these changes via their Directors of Studies.

The practical allocation system will be a one-off event on the Tuesday before lectures: any changes to subject choices will not need to be registered by the system and will be captured by the examination entry process via CamSIS.

If a student changes their mind before the Tuesday deadline, you can simply overwrite the existing subject choices by entering their CRSID again. The system will warn you if you are overwriting existing information.

WHAT IF A STUDENT WANTS TO "TRY" AN ADDITIONAL SUBJECT IN THE SHORT TERM, OR HAS AN IRREGULAR CHOICE OF SUBJECTS?

The on-line registration system will not allow students to register for more than the formal number of subjects to be studied. The number of places on practical classes has become too tight to allow students to undertake this freely. If students wish to register for an additional subject, they may be able to do so by contacting the individual Department or course organiser after the allocations has been completed, but only if there are places available.

The system will only allow you to enter permitted combinations of subjects for that Tripos. If an irregular combination (or number) of subjects needs to be entered, you will need to contact the Administrator (natsci@admin.cam.ac.uk, UTN 64853).

WHAT IF A STUDENT HAS PARTICULAR NEEDS AND WANTS TO REGISTER ON A PARTICULAR DAY?

Special requests for practical classes on particular days (or avoiding particular days) will only be allowed in extenuating circumstances and for good educational or pastoral reasons. Examples of this would include students with limited mobility or other related issues, students with particular religious requirements, students from the Education Tripos with conflicting timetables, etc.

These students will have their practical classes "hardwired" before the allocation process starts.

If you have a case that requires pre-registration, please contact the Administrator (natsci@admin.cam.ac.uk or phone UTN: 64853) as soon as you can and preferably by the provisional choice deadline of 21st September it is vital that we have this information <u>at least 24 hours</u> ahead of the final deadline with precise details of the required timetable. You may find it helpful to refer to the online timetable at https://www.timetable.cam.ac.uk/

WHEN AND HOW WILL STUDENTS HEAR ABOUT THEIR INDIVIDUAL TIMETABLE?

All NST students will be informed by email of their individualised timetable by **9 am** on **the Wednesday before lectures start** at the latest. This should allow them time to arrange supervisions and collect any material required prior to lectures starting.

OTHER TRIPOSES
Students from the Computer Science Tripos, Education Tripos or Mathematical Tripos with Physics taking NST subjects will receive an email with information on the NST components of their course.
Students from the Computer Science Tripos who are taking NST Mathematics and a Paper from the Psychological & Behavioural Sciences Tripos will have been logged in the system, but will not appear on student lists. They will receive a separate email.
Students from the Psychological & Behavioural Sciences Tripos taking NST subjects will not be logged in the system or appear on student lists but will receive details of the NST components of their course by email.

WHAT OTHER INFORMATION WILL STUDENTS BE TOLD ABOUT?

Students will receive an email on the Tuesday afternoon about induction sessions and practicalities such as lab coats, calculators etc. The timetable email will include subject specific information where relevant.

WHAT IF A STUDENT WANTS TO CHANGE A SUBJECT OR A PRACTICAL SLOT ONCE THE ALLOCATIONS HAVE BEEN MADE?

Students are asked to consult with their Directors of Studies before any changes are negotiated. Directors of Studies can visit this website:
https://wiki.cam.ac.uk/nstiapracticals/Main_Page
where they can see free practical slots and see the contact details of those who need to contacted to request changes. It is important that all subjects are kept informed of any

changes – including those that a student may no longer be taking. Practical Coordinators try to be as accommodating as possible but it is possible that some practical slots will have reached capacity.
You may find it helpful to look at the online timetable at:
https://www.timetable.cam.ac.uk/

WHAT INFORMATION WILL I GET BACK OUT OF THE SYSTEM?

You will also be able to access timetable information for each of the students you inputted, and may choose to alert them to their timetable if they are unable to access their email by the Wednesday morning.

Aug 2015

EXAMPLE SCREENSHOTS

SELECT A STUDENT

Your identifier

You **MUST** have the student's identifier – this will be used to send them an email informing them of their individualised timetable.

You may proceed, however, without an ID, but you will then need to have a College mechanism for students to obtain their timetable from you or someone else in the College.

Students will need to be able to access their @cam accounts.

EXAMPLE SCREENSHOTS

CONFIRM THE STUDENT'S DETAILS

You will be able to alter both the name and College of the student concerned if the details are wrong. **Please be certain that you have the correct ID if this is the case.**

The system will alert you if the ID you have entered does not correspond to a student.

You will only be allowed to proceed if the student is a member of your College.

EXAMPLE SCREENSHOTS

CONFIRM THE STUDENT'S DETAILS – EXAMPLE OF AN INCORRECT ID

Please pay close attention to any ALERT MESSAGES. These will always appear on a yellow background.

File   Edit   View   Favorites   Tools   Help

Back ▼ ▼ ▼ ▼ ▼ | Search ✩ Favorites ❀ | ▼ ▼ ▼ ▼ ▼

Welcome, Mark Demonstrator (mond1000) | [Log out]

Steps : ☐ Find Student by CRSID ☐ Confirm Student Details ☐ Enter Course Choices ☐ Confirmation

☐☐☐☐ Step 2: Confirm Student Details

⚠ Could not find an entry in the University Directory with CRSID: df465, which means that it is unlikely to be a valid CRSID. If you are sure that you have entered the correct CRSID, you may enter their Name and College manually. You can alternatively return to Step 1 and enter a different CRSID.

PLEASE NOTE that if this is not a valid CRSID, the student will not be able to access their timetables online, nor will they get any emails about the course, until they are assigned a valid CRSID.

CRSID: df465
Name: [   ]
College: [– please choose a college – ▼]

[<< Step 1]   [Step 3 >>]

You may optionally wish to write some comments below to explain any unusual circumstances with regards this record, for instance, reasons why they would not be in the University Directory. These comments may help a System Administrator later on, but there is no guarantee that anyone will definitely read these comments.

Comments:
[   ]

🔹 Done   🌐 Internet

This alert message indicates that the ID entered has not found a student on the Computer Service database. If you are sure the ID is correct (and therefore also the student's email address), you can edit the name and College and proceed.

There is also an opportunity to alert the administrator if you feel that would be helpful in explaining what has happened.

EXAMPLE SCREENSHOTS

SELECT THE COURSES – Natural Sciences Tripos example

Welcome, Mark Demonstrator (mond1000) | [Log out]

Steps : ☐ Find Student by CRSID   ☐ Confirm Student Details   ☐ Enter Course Choices   ☐ Confirmation

☐☐☐☐ Step 3: Enter Course Choices

Please enter the Tripos and Course choices.
Proceeding to Step 4 will Save this Student Record permanently.
CRSID: hybc2
Name: H.Y.B. Chow
College: Jesus

Select Tripos: [Natural Sciences Tripos, Part IA ▾]

Select Course(s):
- ☑ Biology of Cells
- ☑ Chemistry
- ☐ Computer Science
- ☑ Earth Sciences
- ☐ Evolution and Behaviour
- ☐ Materials Science
- ☐ Physics
- ☐ Physiology of Organisms

- ☐ EMB
- ☐ Mathematical Biology
- ☐ Mathematics

- ☐ PBS 1: Introduction to Psychology
  (n.b. with CST ONLY)

[<< Step 2]   [Step 4 >>]

Confirm the appropriate Tripos for the student and check the boxes for the subjects the student has chosen.

The system knows the appropriate subject combination rules and will alert you if an improper selection is made.

EXAMPLE SCREENSHOTS

SELECT THE COURSES – Computer Sciences Tripos example

Welcome, Mark Demonstrator (mond1000) | [Log out]

Steps : ⬚ Find Student by CRSID | ⬚ Confirm Student Details | ⬛ Enter Course Choices | ☐ Confirmation

⬚⬚⬛☐ **Step 3: Enter Course Choices**

Please enter the Tripos and Course choices.
Proceeding to Step 4 will Save this Student Record permanently.
CRSID: hybc2
Name: H.Y.B. Chow
College: Jesus

Select Tripos: Computer Science Tripos, Part IA ▾

> IMPORTANT note regarding Computer Science Tripos students,
> i.e. all students taking Papers 1 and 2 of the Computer Science Tripos:
>
> Please enter all students taking any Natural Science papers (*including the NST IA Mathematics paper*).
> Please do *not* enter students taking the "Computer Science with Mathematics" option (i.e. mathematics papers from the *Mathematical TRIPOS*).

Select Course(s):

- ☐ Biology of Cells
- ☐ Chemistry
- ☐ Computer Science
- ☐ Earth Sciences
- ☐ Evolution and Behaviour
- ☐ Materials Science
- ☑ Physics
- ☐ Physiology of Organisms

- ☐ EMB
- ☐ Mathematical Biology
- ☑ Mathematics

- ☐ PBS 1: Introduction to Psychology
  (n.b. with CST ONLY)

[<< Step 2]   [Step 4 >>]

The system will also not allow you to select subject options that are not open to your student – and will pre-select any compulsory subjects.

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EXAMPLE SCREENSHOTS

SELECT THE COURSES – Mathematical Tripos with Physics example

Welcome, Mark Demonstrator (mond1000) | [Log out]

Steps : ☐ Find Student by CRSID   ☐ Confirm Student Details   ☐ Enter Course Choices   ☐ Confirmation

☐☐☐☐ **Step 3: Enter Course Choices**

Please enter the Tripos and Course choices.
Proceeding to Step 4 will Save this Student Record permanently.

CRSID: hybc2
Name: H.Y.B. Chow
College: Jesus

Select Tripos: [Mathematical Tripos (Mathematics with Physics option) ▾]

Select Course(s):

☐ Biology of Cells
☐ Chemistry
☐ Computer Science
☐ Earth Sciences
☐ Evolution and Behaviour
☐ Materials Science
☑ Physics
☐ Physiology of Organisms

☐ EMB
☐ Mathematical Biology
☐ Mathematics

☐ PBS 1: Introduction to Psychology
   (n.b. with CST ONLY)

[<< Step 2]   [Step 4 >>]

Confirm the appropriate Tripos for the student and check the boxes for the subjects the student has chosen.

The system knows the appropriate subject combination rules and will alert you if an improper selection is made.

EXAMPLE SCREENSHOTS

CONFIRM DETAILS MOVE TO NEXT STUDENT

On completion, you are informed of the information that has been saved.

At this point you can either:
log out; or start again with another student.

File   Edit   View   Favorites   Tools   Help

Back ▾ ⬤ ▾ ✗ ⬛ ⬆ Search ⭐ Favorites ⬤ ⬅ ▾ ⬆ W ▾ ⬜ ⬜

University of Cambridge > **Natural Sciences Tripos** > **Practical Registration** > **Student and Course-Choice Entry**

Practical Registration - *PLAY AREA ONLY*

🔴 **WARNING:** all data will be **erased** before system goes live

Welcome, Mark Demonstrator (mond1000) | [Log out]

Steps : ☐ Find Student by CRSID   ☐ Confirm Student Details   ☐ Enter Course Choices   🟧 Confirmation

☐☐☐🟧 Step 4: Confirmation

The following details have been saved:
CRSID: hybc2
Name: H.Y.B. Chow
College: Jesus

Tripos: Natural Sciences Tripos, Part IA
Courses: Biology of Cells,
Chemistry,
Earth Sciences,
Mathematics

You may enter or edit details for another student, or Log Out if you have finished.

<< Step 3   Enter/Edit Next Student

View entered student data for my College(s)

Done   Internet