

EXAMPLE SCREENSHOTS

SELECT A STUDENT

Diagram illustrating the "SELECT A STUDENT" process on the University of Cambridge website.

The screenshot shows the "Natural Sciences Tripos - Part IA" page, specifically the "Practical Registration - PLAY AREA ONLY" section. A warning message states: "WARNING: all data will be erased before system goes live".

The user is logged in as "Mark Demonstrator (mond1000)". The navigation bar indicates the current path: "University of Cambridge > Natural Sciences Tripos > Practical Registration > Student and Course-Choice Entry".

The "Steps" section shows four steps: "Find Student by CRSID" (selected), "Confirm Student Details", "Enter Course Choices", and "Confirmation".

Step 1: Find Student by CRSID

Please enter the Student's CRSID.

If you do not have it, try using their last name to search for their CRSID using the [University Lookup Service](#) (Requires Raven id, opens in a new window).

As a last resort you may press "Step 2 >>" without entering a CRSID and enter their Name and College manually.

Student's CRSID:

Step 2 >>

View entered student data for my College(s)

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

You can use the *University Lookup Service* link on that page to search for their CRSID identifier if you do not have it.

As a last resort you may proceed 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

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UNIVERSITY OF CAMBRIDGE

Natural Sciences Tripos - Part IA

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 2: Confirm Student Details**

The following Name and College details were found for the CRSID: hybc2
Please confirm that these details are correct.

You may change the Name and/or College details if you are sure that this is the correct CRSID for the Student.

CRSID: hybc2
Name:
College:

<< Step 1 Step 3 >>

Done Internet

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.

The screenshot shows a web browser window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. The page title is "Welcome, Mark Demonstrator (mond1000) | [Log out](#)". Below the title, there are four steps: "Find Student by CRSID", "Confirm Student Details" (selected), "Enter Course Choices", and "Confirmation". The main content area is titled "Step 2: Confirm Student Details". A yellow alert box with a red border and a red exclamation mark icon contains the following text: "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." Below the alert box, there are input fields for "CRSID: df465", "Name:" (with an empty text box), and "College:" (with a dropdown menu showing "- please choose a college -"). There are also buttons for "<< Step 1" and "Step 3 >>". At the bottom, there is a section for "Comments:" with a text area. The browser's status bar at the bottom shows "Done" and "Internet".

This alert message indicates that the ID entered has not found a student on the UIS Lookup 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.

Before doing this, please check carefully that you have not made a typo, check whether you can find the student on the Lookup Service, and then check with UIS why they do not appear in Lookup/why they have a different ID in Lookup.

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

EXAMPLE SCREENSHOTS

(Please note that EMB and Computer Science are no longer available as NST IA options, and students on other Triposes taking NST papers should NOT be registered on this system)

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):

<input checked="" type="checkbox"/> Biology of Cells	<input type="checkbox"/> EMB
<input checked="" type="checkbox"/> Chemistry	<input type="checkbox"/> Mathematical Biology
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Mathematics
<input checked="" type="checkbox"/> Earth Sciences	
<input type="checkbox"/> Evolution and Behaviour	
<input type="checkbox"/> Materials Science	
<input type="checkbox"/> Physics	<input type="checkbox"/> PBS 1: Introduction to Psychology (n.b. with CST ONLY)
<input type="checkbox"/> Physiology of Organisms	

Confirm the appropriate Tripos for the student and check the boxes for the subjects the student has chosen. **NOTE:** Only students taking the full Natural Sciences Tripos should be entered into this system.

Students on other Triposes taking NST papers are allocated manually, and their details should be supplied to the NST Coordinator via natsci@admin.cam.ac.uk.

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

(NB – EMB and Computer Science are no longer available as NST IA options)

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.

The screenshot shows a web browser window with the URL: [University of Cambridge](#) > [Natural Sciences Tripos](#) > [Practical Registration](#) > [Student and Course-Choice Entry](#). The page title is "Practical Registration - *PLAY AREA ONLY*". A warning message states: "WARNING: all data will be erased before system goes live". The user is logged in as "Mark Demonstrator (mond1000)" with a "Log out" link. The progress bar shows four steps: "Find Student by CRSID", "Confirm Student Details", "Enter Course Choices", and "Confirmation" (which is the current step, indicated by a yellow square). The "Confirmation" section displays the following saved details: "CRSID: hybc2", "Name: H.Y.B. Chow", "College: Jesus", "Tripos: Natural Sciences Tripos, Part IA", and "Courses: Biology of Cells, Chemistry, Earth Sciences, Mathematics". Below this, it says: "You may enter or edit details for another student, or [Log Out](#) if you have finished." At the bottom left is a button "<< Step 3" and at the bottom right is a button "Enter/Edit Next Student". The status bar at the bottom shows "View entered student data for my College(s)" and "Done".