

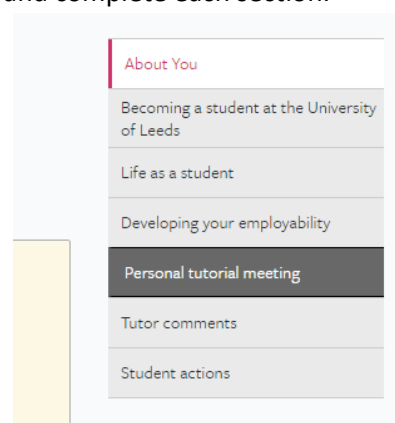
Leeds for Life 6: enhancements for the 2016 academic year *(updated 26/10/16)*

This release focusses on responding to feedback from personal tutors and students to improve the navigation and operation of the site. In addition to minor fine-tuning, the major enhancements are:

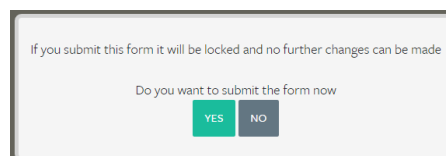
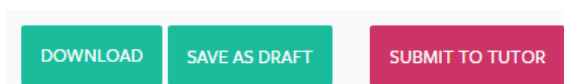
- Students can choose to share their record with any member of staff, eg Careers Advisor, Dissertation Supervisor or Student Support Officer.
- The booking system has been improved in terms of design, flexibility and speed.
- *Staff can add multiple student types to invitations to book personal tutorials.*
- All staff can log in to explore the Leeds Network and the Opportunities database.
- A new video on the About page introduces key features of the site (primarily for students)

1. For students

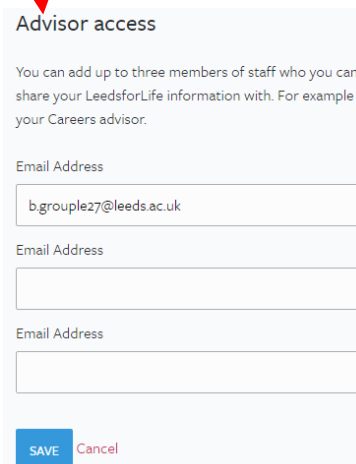
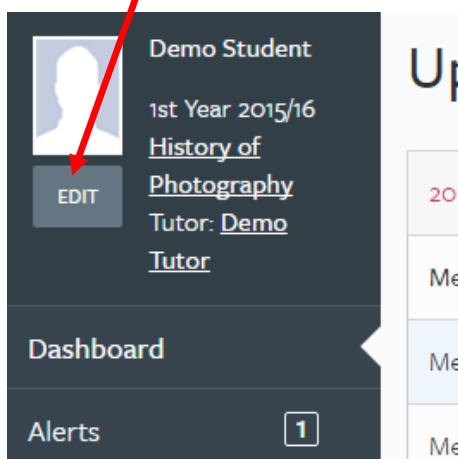
- a) A new navigation block has been added to make it easier and quicker to move down through personal tutorial form. It is important for students to review and complete each section.



- b) Warnings have been added to remind tutees that when the form is submitted to the tutor the form is locked from further editing.



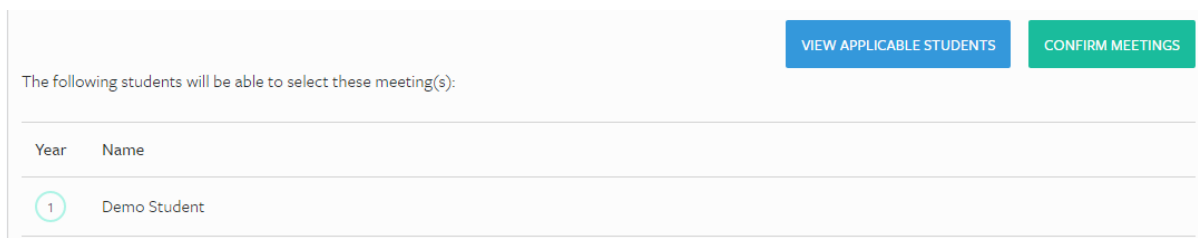
- c) All students can provide up to three members of university staff with read-only access to the information they have in Leeds for Life (except for personal tutoring forms). This is done by editing their profile then adding the email address of each person. Students have sole control over adding and removing email addresses.



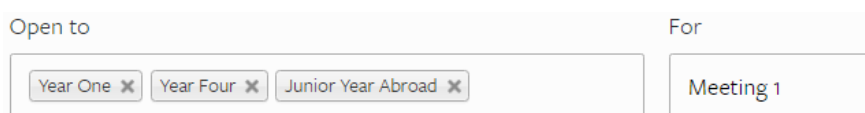
2. For Personal Tutors

Booking System

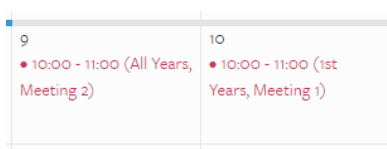
- a) Redesigned to make process of setting up meetings more intuitive.
- b) When a tutee cancels a meeting that time becomes available immediately to other tutees.
- c) Tutors can preview the list of invited students before meeting arrangements are confirmed, to ensure they are the correct group.



- d) Multiple student cohorts can be invited to book meetings in the same block of time slots



- e) Added confirmation of which students have been invited to each group of meetings

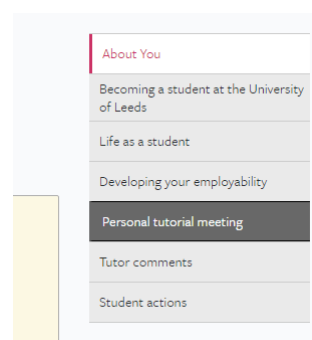


- f) Meetings for ineligible students are greyed-out to indicate they cannot be selected.

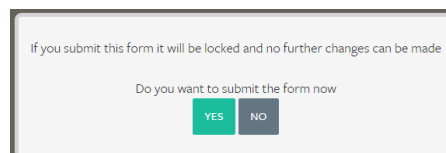


Other enhancements

- a) Tutees name added to top of each section of their personal tutorial form
- b) New work-flow navigation block added to move down through personal tutorial form

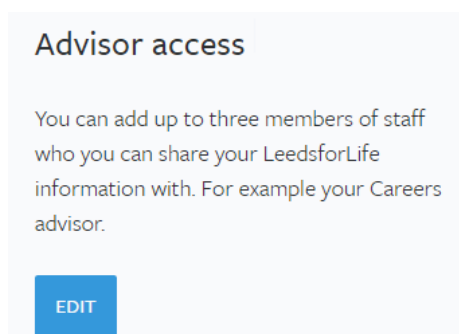


- c) Warnings have been added to remind tutors that when the form is submitted to their tutee the form is locked from further editing.



3. For All Staff

- An overview of the key information and functionality provided by the Leeds for Life website is on open access at <https://leedsforlife.leeds.ac.uk/>
- All staff can now log in to the website (using their standard usernames and passwords) and explore the full functionality of the site, eg the Opportunities database and the Leeds Network.
- Functionality which support the personal tutoring process is of course restricted to personal tutors.
- All students can now edit their Leeds for Life profile to share their full Leeds for Life record with up to three members of staff, by simply adding their email addresses.



4. Next release(s)

Work will continue to complete the remaining 'fine-tuning' and where these are minor changes they will be released as and when they are ready. Major changes will be announced.

Business analysis is about to start to develop the detailed specification, development and release phasing of three major additions to Leeds for Life which will complete Leeds for Life 6. These will be added in stages over the coming academic year and completed no later than September 2017.

- Online personal tutoring for the University's new portfolio of online Masters programmes.
- Final Year Project supervision tool to support this major feature of the Leeds Curriculum.
- Language Exchange to match students who have a particular language skill with those who would like to help.

5. Leeds for Life 'wish list'

Please send any suggestions for enhancements to leedsforlife@leeds.ac.uk.
Faults must be reported direct to IT Helpdesk helpdesk@Leeds.ac.uk.

*David Gardner
Head of Learning Enhancement
26th October 2016*