

STAFF  
UPDATE

Exclusively for staff at The University of Manchester

## RAISING RESEARCH PROFILES

**The University website is now displaying the research profiles of individual researchers as part of a major project to provide easy access to detailed research information for key audiences such as researchers in other centres worldwide, prospective research students, Research Assessment Exercise (RAE) assessors, research funders, the media and the public.**

The Research Information (RIP) Project has achieved this through harvesting profile information from faculty databases, which is then re-presented at University level. Researchers can continue updating their profiles using their faculty systems, and the information on the University website will be refreshed nightly. This information resource will continue to improve and grow, as more researchers create profiles.

Professor Bonnie Sibbald, who has played a key role in the project, said: "Until now it could sometimes be difficult to find out who does research in a particular area without specific knowledge of the University's structure because information has been organised by Faculty and School and the names of the researchers and was

not searchable by topic. Now it is possible to find a researcher's profile by searching at University-level using free text, or by restricting the search to personal details, research, or publications.

"The new, more accessible profiles will also help to demonstrate our status as a world class research university, as part of our 2015 goals, by displaying the breadth, depth and quality of our research in an inclusive and comprehensive way.

"Prominent profiles will support the RAE effort by enabling panel and sub-panel members to browse our research activity and to find background information about individual researchers if they wish. They should also achieve improved visibility for research activity in search engines and more prominence for individual researchers."

Individual research profiles have a 'human-friendly' web address, of the form

 [www.manchester.ac.uk/research/jane.smith](http://www.manchester.ac.uk/research/jane.smith)

which academic staff can use in web links, business cards, email signatures etc.

The 'Our Research' section of the University website has

also been improved more generally, with the overall aim of making it a better tool for the promotion and marketing of research at the University.

Many thanks to all the academic staff who have updated their profiles using their faculty system. If you have a query about your own profile, please contact:

- FLS: Mark Hagon (51522 or [mark.hagon@manchester.ac.uk](mailto:mark.hagon@manchester.ac.uk))
- MHS: Mike Pigram (55326 or [mike.pigram@manchester.ac.uk](mailto:mike.pigram@manchester.ac.uk))
- EPS: MIS Team (EPS-IS-INTRAFDBCK@listserv.manchester.ac.uk)
- HUM: Humanities ICT Service Desk (65544 or [servicedeskhum@manchester.ac.uk](mailto:servicedeskhum@manchester.ac.uk))
- MBS: Humanities ICT Service Desk for publications, Nick Lodge ([nick.lodge@mbs.ac.uk](mailto:nick.lodge@mbs.ac.uk)) for other parts of profiles

More general queries should go to Chris Eccles, Central Web Team Manager (58282 or [chris.eccles@manchester.ac.uk](mailto:chris.eccles@manchester.ac.uk))

 [www.manchester.ac.uk/research/profiles](http://www.manchester.ac.uk/research/profiles)

## BLACKBOARD GOES UNIVERSITY-WIDE!

**The Blackboard virtual learning environment (VLE), which supports eLearning courses, is now available to all staff following the development of 62 pilot and exemplar courses which are now being delivered to around 7,000 students.**

During this third phase, all staff with a University username and password (LDAP account) will be able to log-in to the new VLE but you will not see any of your academic courses at first, unless you were part of phases 1 or 2. However, there is a range of training materials which will help you to become familiar with Blackboard and explore the possibilities for its use in your teaching. Enquiries should be directed to: [training.corpapps@manchester.ac.uk](mailto:training.corpapps@manchester.ac.uk).

All staff are now able to start developing materials in the VLE and all new course developments should be undertaken in Blackboard. This will minimise disruption when the WebCT Campus Edition service

is decommissioned at the end of the current academic year. Whilst Blackboard is available to all staff from February, it is not expected that teaching using Blackboard will take place until September, giving colleagues time to develop new courses that exploit the features of the new VLE.

From February onwards, eLearning support staff will be busy assisting academic colleagues with the migration of existing courses from WebCT to Blackboard. Support for those staff who wish to develop new materials in Blackboard for courses starting in September 2008 is therefore being given priority. Support for courses due to be delivered from February 2009 will be prioritised accordingly.

Staff who wish to develop new courses in Blackboard are advised to contact their Faculty eLearning team for further information about the VLE, including migration surgeries, to assist in the transition from WebCT to Blackboard. Queries relating to the

integration and automatic upload of student details from the Campus Solutions student records system should be directed to the relevant School Administrators.

**Further information**

Further information about the deployment of Blackboard and a range of supporting materials to introduce you to its potential uses in teaching and assessment can be found at:

 [www.campus.manchester.ac.uk/elearning](http://www.campus.manchester.ac.uk/elearning)

To log-in to the VLE visit:

 <https://blackboard.manchester.ac.uk>

Requests for general Blackboard technical issues can be sent to [blackboard@manchester.ac.uk](mailto:blackboard@manchester.ac.uk)

To access discussions about Blackboard technical matters and general eLearning issues visit:

 <https://forums.manchester.ac.uk/clearspace/community/talent/elearning>

## APPOINTMENTS

**Paul Hogg** joined the University on 1 January 2008 to take up the Chair in Composite Materials. He will be heavily involved in the Northwest Composites Centre and with the activities of UMARI (University of Manchester Aerospace Research Institute). He was previously Head of Materials Department at Queen Mary, University of London and led the Heads of Materials Departments Group in the UK for a number of years.

**Chris Searle** has been appointed Director of the Ahmed Iqbal Ullah Race Relations Archive. Chris was previously Visiting Professor at York University, Toronto. He succeeds the Archive's founder Emeritus Professor Lou Kushnick OBE.

## TRAINEE TECHNICIANS

**The Faculty of Engineering and Physical Sciences has taken on seven new trainee technicians to support academics throughout the Faculty in their work.**

EPS has launched a trainee technician scheme, which involves day release study at an FE college to attain a minimum vocational qualification of a National Certificate.

Alongside this, the trainees attend initial off-site training with the Stockport Engineering Training Association (SETA).

This year's intake of successful candidates were given the opportunity of a workshop or laboratory-based route towards a four-year modern apprenticeship in one of a range of disciplines including Mechanical and Electrical Engineering, Chemistry and Physics.

This scheme couples practical and academic skills in such a way that the trainees are equipped with the background knowledge that will form the foundation for a successful introduction to their workplace.

After a local induction, a careful monitoring programme addresses the trainees' career and personal development needs.

Technicians working in laboratories and workshops are crucial to the continued success and smooth running of the University, keeping equipment functioning, preparing experiments and collecting vital data and information.

## APPOINTMENT OF DEPUTY PRESIDENT AND DEPUTY VICE-CHANCELLOR

**Message from Professor Alan Gilbert, President and Vice-Chancellor.**

The University's Board of Governors at its meeting on Monday 10 December 2007 approved the appointment of Professor Dame Nancy Rothwell as Deputy President and Deputy Vice-Chancellor, with effect from 10 December 2007.

The resolution to appoint Nancy to this position was carried by acclamation.

Nancy will be a genuine Deputy President. We will take care to ensure that her appointment does not create another layer of line management in the Senior Executive. In other words, she and I will share responsibilities across the full range of high level management tasks and functions, ranging from internal oversight and communication to external representational roles, nationally and internationally.

I am pleased that Nancy's new role will enhance my own capacity to listen to and interact with colleagues throughout the University. Such communication has been vital during the past year, when our necessary "belt-tightening" has caused acute workload pressures for many, but it will continue to be vital as we reinvest to continue building towards 2015. Nancy's high

national and international profile will also greatly strengthen our capacity to engage with important external bodies and shape wider policy-making processes.

While she will combine this position with her research programme in Life Sciences, Nancy will now relinquish her responsibilities as Vice-President (Research).

Following the completion of the University's RAE Submission, I think that it is appropriate for oversight of the research policy portfolio to be exercised by Professor Simon Gaskell, working with Associate Vice-Presidents Nigel Vincent and Michael Grant, the Associate-Deans (Research) in each Faculty and the Research Office. Simon will of course monitor this new arrangement, and we will review from time to time the question of whether we are making appropriate provision for high level research management.

Professor Alan Gilbert  
President and Vice-Chancellor  
December 2007

## TODAY'S NAVY

**At the last meeting of the Manchester and Salford Universities' Defence Dining Club in November, Rear Admiral Alan Massey CBE explained how the Navy is dependant on well educated, highly trained and motivated individuals working both on their own and in teams. He demonstrated how the Navy is currently fully deployed and surprisingly is a significant contributor of troops to the War in Afghanistan. His presentation was followed by a question and answer session.**

The Defence Dining Club is organised by the Manchester and Salford Universities' Military Education Committee. This is a joint committee

of the three universities that oversees the activities of the Universities' Royal Navy Unit, Officer Training Corps. and the Universities' Air Squadron.

All members of staff of the three universities are welcome to attend, those interested should get in touch with Dr Linda Jackson on 295 2258 or l.a.jackson@salford.a.c.uk. The next meeting is on 21 May 2008 where the speaker will be Wing Commander Nick Wharmby who will talk about his experiences as Station Commander RAF Basrah.

## TECHNICIANS' CONFERENCE

**A conference is being held on 28 March for all Faculty of Life Sciences technicians with a focus on careers. There will be a series of talks by people who started their careers as technicians and have ended up in a variety of different positions within and outside the University.**

Ken Bromfield MBE will be running a group session exercise to get the technicians to take a look at their career goals, and make them aware of what they need to be doing to succeed in their aims.

The Venue is the Great Hall Sackville Street and it runs from 9am - 4.30pm

## THE UNIVERSITY OF MANCHESTER JOB WEEKLY ALERT

Looking for another job within the University? The Job Weekly Alert has now been launched on StaffNet to notify members of staff of job opportunities in which they may be interested. You can subscribe to the service at:

- StaffNet: Employment (see the box in the bottom right hand corner)

Simply enter your email address and select the job category(ies) in which you are interested. You can unsubscribe yourself or add/amend job categories at any time.

## LANYARD AND SWIPE CARD HOLDERS

University lanyard and swipe card holders are available to purchase from the University GiftShop by contacting:

Each set (consisting of lanyard and card holder) costs £1.30. Anyone wishing to buy in bulk (25 or more sets) can do so at a reduced cost of £1.20 each.

For more information please contact:

- Lisa Linekar on 63010 (0161 306 3010 or at [lisa.linekar@manchester.ac.uk](mailto:lisa.linekar@manchester.ac.uk)

## SUPPLIER EXHIBITION

**The University is holding a Preferred Supplier Exhibition on Friday 22 February between 10.30am and 3.30pm in the Refectory Building on Oxford Road.**

The exhibition is being organised by the Procurement Office for members of staff and is aimed at promoting the arrangements in place with the University's preferred suppliers, by increasing contract awareness, encouraging contract uptake and improving supplier relationships. It offers a chance to meet suppliers and learn about products/services that may be of use to you in your job in an informal environment.

The exhibition this year has the theme of how suppliers are providing the University with "Value for Money". Over 40 exhibitors will be demonstrating how they support the University in reaching its objectives, by exhibiting products or services which support this commitment.

The exhibition will be split between three connected rooms: Howarth Room, Jubilee Room and the Stopford Room.

Please see the link below for full details of the exhibitors

 [www.campus.manchester.ac.uk/purchase/exhibition08.htm](http://www.campus.manchester.ac.uk/purchase/exhibition08.htm)

## SIMON AND HALLSWORTH RESEARCH FELLOWSHIPS

**Staff can now apply for the Simon and Hallsworth Research Fellowships, the deadline is 20 February.**

The Hallsworth Research Fellowship Scheme uses endowments to appoint Research Fellows in the field of Political Economy. The Simon Research Fellowship Scheme appoints Research Fellows in any of the Social Sciences. Schools in the Faculty of Humanities, and a number of schools outside the Faculty of Humanities, are suitable to be nominated as candidates' academic centre.

The Simon Fellowships are intended for outstanding researchers who have completed a doctoral degree or research to an equivalent standard. A record of research and publications or demonstrated potential for research in relevant subject areas is essential.

These Fellowships are not intended to support postgraduate students.

Further details are available at:

 [www.manchester.ac.uk/aboutus/jobs](http://www.manchester.ac.uk/aboutus/jobs)

## NEW ARCHIVE AND RECORD CENTRE

**The new University Archive and Record Centre is now open for business on Blue 4 floor of the main John Rylands University Library, Burlington Street.**

It consists of over 4000 linear metres of shelving in temperature, humidity and access controlled conditions and is designed to provide high density secure storage, retrieval, review and destruction services for hard copy University documents.

It will cater for semi-current records i.e. those records which need to be kept for legal, audit or administrative purposes, but which are rarely consulted on a daily basis. These are managed by the University's Records Management Office.

It also serves as the official repository of the University's archives i.e. those records selected for permanent preservation because of their research and reference value. These are managed by the John Rylands University Library.

Staff are encouraged to assist in developing the archives by working with the University Archivist to identify appropriate material and to ensure its timely transfer to the Centre.

It is hoped that the Centre will provide a solution to important University records being stored inappropriately. It also provides reading room facilities for researchers consulting the University archives.

The Centre will accept properly boxed and packaged records with agreed retention or review periods.

Advice on the identification of records suitable for storage within the Centre, retention periods and any other records management issues can be obtained from the Records Management Office.

### Contacts

Records Management Office:  
58111/58400/55782 [foi@manchester.ac.uk](mailto:foi@manchester.ac.uk)

University Archives:  
James Peters, University Archivist  
55306 [James.peters@manchester.ac.uk](mailto:James.peters@manchester.ac.uk)

 [www.campus.manchester.ac.uk/recordsmanagement](http://www.campus.manchester.ac.uk/recordsmanagement)

## NEW RECYCLING FACILITIES FOR JODRELL BANK

**Staff and visitors are now benefitting from the new recycling facilities that have recently been installed at Jodrell Bank Visitors Centre.**

The Environmental Services Unit in the Directorate of Estates has installed public facilities in the car park area for the recycling of plastic bottles, juice cartons, glass and cans. Paper and cardboard were already being recycled via collections by the Campus Cleansing Unit.

The University Waste Co-ordinator Simon Atkinson said, "We have worked with contractors to install the recycling banks at very little cost. They are situated at the edge of the car park and close to picnic areas, and this combined with the new signs, should maximise the collection of recyclable materials".

In addition, the Visitor Centre Manager Linda Bennett has purchased recycling bins for the café. Currently there are plans to redevelop the Visitor Centre and the provision of recycling facilities will be part of any future development.

## CLASSIFIED ADS

Readers looking for the classified advertisements can now find them on the University's staff intranet 'StaffNet' at:

 [www.staffnet.manchester.ac.uk/news/ads](http://www.staffnet.manchester.ac.uk/news/ads)

Advertisements can also be submitted here. Ads for staff and students remain free of charge in some categories and there is a small charge for all external advertisers – the cost remains unchanged from last year. Full details are available on the site.

The decision to move them was taken as a result of moving more news and information for staff online where ads can be more readily updated and are easier to read with a better layout.

## ARCHAEOLOGY AND EGYPTOLOGY GALLERY - WHAT DO YOU THINK?

**The Manchester Museum is proposing to fully redevelop its Archaeology and Egyptology galleries.**

Staff and students of the University are invited to attend the public consultation events taking place on Saturday, 29 March (theme: Ethnicity and Identity in the Past) and Saturday, 19 April (theme: Understanding our Past), to discuss the form and content of the galleries. For further information, and to book a place, please contact Karen Exell (Curator, Egypt and the Sudan), on [karen.exell@manchester.ac.uk](mailto:karen.exell@manchester.ac.uk).

 [www.museum.manchester.ac.uk/community/getinvolved](http://www.museum.manchester.ac.uk/community/getinvolved)



**When you have finished with this magazine please recycle it.**

## POLICIES SECTION ON STAFFNET

A number of changes are planned for the policies section on the University intranet, StaffNet.

The Policies section of StaffNet contains a wide variety of non-policy material including guidance, good practice, forms, frameworks and strategies. All of this material is also accessible via the 'Documents' section of StaffNet. As part of the Policies Initiative it has been decided that this extra material will be removed from the Policies section (though not from the 'Documents' area).

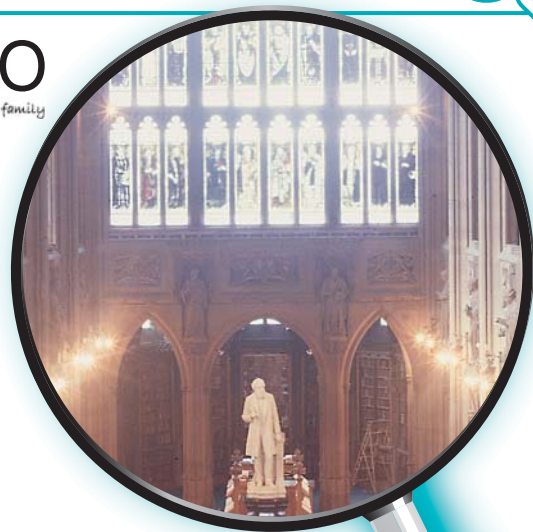
The Policies section of StaffNet will now only contain a list of University policies, although it will contain links to other material, such as related procedures and guidance. Adding the relevant links will take a little time and users of the StaffNet Policies section are kindly asked for their patience.

The University Policies Coordinator is Jonathan Orford (Head of the Records Management Office). For queries about any aspect of the Policies Initiative please contact him on 58401 or at [jonathan.orford@manchester.ac.uk](mailto:jonathan.orford@manchester.ac.uk).

## CAMPUS CLOSE-UP

**KRO**

*Welcome to the family*



Can you guess what this month's image is?  
Send your entries to [uniads@manchester.ac.uk](mailto:uniads@manchester.ac.uk) before 14 February. The winner will get a free meal and drink at Kro Bar.

The December winner was Rob Kinder from the Centre for Educational Leadership.

## CONTACT US

For news, stories  
[uniads@manchester.ac.uk](mailto:uniads@manchester.ac.uk) 0161 275 2112 (x52112)

For online ads and distribution enquiries  
[uniads@manchester.ac.uk](mailto:uniads@manchester.ac.uk) 0161 275 2113 (x52113)

or via [www.staffnet.manchester.ac.uk/news/ads](http://www.staffnet.manchester.ac.uk/news/ads)

## TRAINING UPDATE

*Training Update* has now been incorporated into *Staff Update* to replace the separate publication that was previously distributed with *Staff Update* and *UniLife*. This features upcoming courses with availability during February and March as run by IT Services and the Staff Training and Development Unit. It is perforated so you can detach it and keep it for reference.



# TRAINING UPDATE

Exclusively for staff at The University of Manchester

## COURSES AVAILABLE AT STAFF TRAINING AND DEVELOPMENT UNIT

Book online at [www.manchester.ac.uk/training](http://www.manchester.ac.uk/training) Don't forget to bookmark the web address so you can check for additional courses.

For more information, email [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk) or telephone 52525

### FEBRUARY 2008

#### Gas Safety and Regulators Course – HS7

9.30am - 4.30pm  
6 February 2008

#### Developing Your Staff – MS20

9.30am - 12.30pm  
6 February 2008

#### Productive Partnerships between Managers and PAs – BF47

9.30am - 4pm  
6 February 2008

#### Risk Assessment Workshop for Lab-Based Staff – HS67

9.30am - 12.30pm  
8 February 2008

#### Time Management – P4

10am - 4.30pm  
8 February 2008

#### Minutes Meetings and Agendas – BF11

10am - 4pm  
12 February 2008

#### Chairing and Leading Meetings – BF43

10am - 1pm  
13 February 2008

#### Performance & Development Review – A Briefing for All Reviewees – AP6

10am-12noon  
14 February 2008

#### COSHH Assessment for Non-Lab Based Staff – HS49

9.30am - 12.30pm  
15 February 2008

#### Performance Coaching for Line Management – MS42

9.30am - 5pm  
18 & 26 February 2008 (must be available for both dates)

#### IOSH Working Safely – HS78

9am - 5pm  
19 February 2008

#### Writing in a Clearer Style – BF46

2pm - 3.30pm  
19 February 2008

#### TEDI - Training in Equality and Diversity Issues – MS5

9.30am - 1pm  
20 February 2008

#### Presentation Practice – P32

9.30am - 1pm  
29 February 2008

### MARCH 2008

#### Fire Awareness Training – HS41

10am - 12.30pm  
3 March 2008

#### Fire Evacuation Marshall Training – HS47

1pm - 4pm  
3 March 2008

#### Organising Introductions to Academic Articles – TL32

2pm - 3.30pm  
4 March 2008

#### University of Manchester Secretaries' Workshop – BF48

9.30 - 4pm  
4 March and 11 March 2008 (must be available for both dates)

#### Making an Impact – MS43

9.30am - 4.30pm  
6 March 2008

#### COSHH Assessment for Lab-Based Staff – HS50

9.30am - 12.30pm  
7 March 2008

#### Presentations for Beginners – P30

9.30am - 4.30pm  
7 March 2008

#### Communicating Effectively With Your Staff – MS15

10am - 4pm  
10 March 2008

#### Laser Safety Training – HS42

1.30pm - 4.30pm  
10 March 2008

#### Safe Use of GMOs – HS26

10.30am - 12.30pm  
10 March 2008

#### GM Training for Principal Investigators – HS85

10.30am - 1pm  
11 March 2008

#### PDR Reviewer Training (Academic Related and Support) – AP8

1.30pm - 4pm  
11 March 2008

#### TEDI - Training in Equality and Diversity Issues – MS5

9.30am - 1pm  
13 March 2008

#### Basic First Aid Course – HS86

9.30am - 4.30pm  
17 March 2008

#### Effective Recruitment and Selection – MS5

9.30am - 4.30pm  
18 and 19 March 2008 (must be available for both dates)

#### Office Safety – HS3

9.30am - 12.30pm  
18 March 2008

#### Principles of Risk Assessment – HS15

1pm - 4pm  
20 March 2008

### APRIL 2008

#### Building Confidence – P29

10am - 4pm  
1 April 2008

#### TEDI - Training in Equality and Diversity Issues – MS5

9.30am - 1pm  
2 April 2008

#### Speed Reading - P26

9.30am - 1pm  
3 April 2008, with a follow-up session on 24 April  
9.30am - 12.30pm (must be available for all dates)

#### Laser Safety Training – HS42

1.30pm - 4.30pm  
7 April 2008

#### Assertiveness for Women – P2W

10am - 4pm  
9 April 2008, with a follow-up session on 25 April  
9.30am - 12.30pm (must be available for all dates)

#### Performance & Development Review – A Briefing for All Reviewees – AP6

10am - 12noon  
10 April 2008

#### PDR Reviewer Training (Academic) – AP5

9.30am - 1pm  
10 April 2008

#### Customer Service for Front Line Staff – BF6

10am - 4pm  
15 April 2008

#### Writing Discussion Sections – TL43

2pm - 3.30pm  
15 April 2008

#### Safety on Work Placements – HS69

9.30am - 12.30pm  
16 April 2008

#### Minutes Meetings and Agendas – BF11

10am - 4pm  
17 April 2008

#### Safe Use of Ladders and Steps – HS30

Two sessions  
9.30am - 12.30pm or 1pm - 4pm  
17 April 2008

#### An Introduction to Performance Management – MS29

10am - 4pm  
22 April 2008

#### Improve Your Memory – P25

9.30am - 1pm  
22 April 2008

#### Manual Handling Risk Assessment – HS18

1pm - 4pm  
23 April 2008

#### Speed Reading – P26

9.30am - 1pm  
24 April 2008

#### TEDI - Training in Equality and Diversity Issues – MS5

9.30am - 1pm  
24 April 2008

#### Mind Mapping – P37

9.30am - 1pm  
29 April 2008

Some of our more popular courses fill up very quickly. If a course is full we will add you to a waiting list and notify you of any available future dates. Where courses are heavily oversubscribed we will try to arrange additional dates and will notify those on the waiting list first.

# COURSES AVAILABLE FROM IT SERVICES DIVISION

View courses and Book online at [www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff](http://www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff) Don't forget to bookmark the web address so you can check for additional courses.

For more information, email [itscourses@manchester.ac.uk](mailto:itscourses@manchester.ac.uk) or telephone 56102

## Desktop Applications Training

### FEBRUARY 2008

#### Getting More from Microsoft Excel 2003

10am - 1pm  
11 February 2008

#### Using Forms in Microsoft Access 2003

2pm - 4pm  
12 February 2008

#### Using Mail Merge in Microsoft Word 2003

10am - 12noon  
13 February 2008

#### Creating Queries in Microsoft Access 2003

10am - 12noon  
14 February 2008

#### Computer Basics

10am - 12noon  
19 February 2008

#### Creating Reports in Microsoft Access 2003

2pm - 4pm  
19 February 2008

#### Getting More from Microsoft PowerPoint 2003

10am - 12noon  
20 February 2008

#### Using Advanced Forms in Microsoft Access 2003

10am - 12noon  
21 February 2008

#### Using the University of Manchester Web Calendar

2pm - 4pm  
21 February 2008

### MARCH 2008

#### Getting Started with Microsoft Excel 2003

10am - 12noon  
3 March 2008

#### Getting Started with PowerPoint 2003

10am - 12noon  
4 March 2008

#### Getting Started with Tables in Microsoft Access 2003

10am - 12noon  
5 March 2008

#### Using Pivot Tables & Charts in Microsoft Excel 2003

10am - 12noon  
10 March 2008

#### Using Forms in Microsoft Access 2003

2pm - 4pm  
11 March 2008

#### Managing Long Documents in Microsoft Word 2003

10am - 1pm  
12 March 2008

#### Creating Queries in Microsoft Access 2003

10am - 12noon  
13 March 2008

#### Using Microsoft Outlook - Quick Start

10am - 1pm  
17 March 2008

#### Creating Reports in Microsoft Access 2003

2pm - 4pm  
18 March 2008

#### Getting More from Microsoft PowerPoint 2003

10am - 12noon  
19 March 2008

## Corporate Applications Training

### FEBRUARY 2008

#### Campus Solutions: Student Records Maintenance 1

10am - 12.30pm  
12 February 2008

#### Discoverer: Guide to using Student Records Reports

1.30pm - 4pm  
12 February 2008

#### Campus Solutions: Assessment and Progression 2 - Grade Rosters/Exam Grids

10am - 1pm  
13 February 2008

#### ResourceLink: HR Refresher

10am - 12noon  
13 February 2008

#### Campus Solutions: Funding Sources

2pm - 4pm  
13 February 2008

#### Campus Solutions: Student Records Maintenance 2

10am - 12noon  
14 February 2008

#### Discoverer: Guide to using Standard Admissions Reports

1.30pm - 4pm  
14 February 2008

#### Campus Solutions: Search Match/ Direct Entry

10am - 1pm  
15 February 2008

#### ResourceLink: HR New Starter 3 - New Starters with a Difference

9.30am - 12.30pm  
18 February 2008

#### Campus Solutions: Attendance and Absence Recording

10am - 12noon  
18 February 2008

#### Discoverer: Guide to using Student Records Reports

10am - 12.30pm  
18 February 2008

#### ResourceLink: HR New Starter 4 - New Posts

9.30am - 12.30pm  
19 February 2008

#### Campus Solutions: Assessment and Progression 4 - Resit Exam Grids

10am - 1pm  
19 February 2008

#### Campus Solutions: Funding Sources

2pm - 4pm  
19 February 2008

#### ResourceLink: HR New Starter 5 - Loading HESA Data

9.30am - 12noon  
20 February 2008

#### Discoverer: Guide to using Standard Admissions Reports

10am - 12.30pm  
20 February 2008

#### Campus Solutions: Funding Sources

10am - 12noon  
21 February 2008

#### Campus Solutions: Programmes and Plans

10am - 12noon  
21 February 2008

#### Campus Solutions: UCAS Admissions and Making Offers

1pm - 4pm  
21 February 2008

#### Campus Solutions: Academic Advisement

10am - 1pm  
22 February 2008

#### ResourceLink: Training Administration - Drop in

10am - 1pm  
25 February 2008

#### Campus Solutions: Course Catalogue/Class Creation and Scheduling

10am - 1pm  
25 February 2008

#### ResourceLink: Training Administration - Foundation

9.30am - 12.30pm  
26 February 2008

#### Discoverer: Guide to using Student Records Reports

10am - 12.30pm  
26 February 2008

#### Campus Solutions: Academic Advisement 2 - Workshop

10am - 12pm  
26 February 2008

#### Campus Solutions: Research Student Management Updated Course

1pm - 4pm  
26 February 2008

#### ResourceLink: Training Administration - Foundation

9.30am - 12.30pm  
27 February 2008

#### Campus Solutions: Research Student Management Updated Course

10am - 1pm  
28 February 2008

#### Campus Solutions: PG Admissions - for Administrative Staff

10am - 1pm  
28 February 2008

### MARCH 2008

#### ResourceLink: HR New Starter 1 - New Starters

9.30am - 12.30pm  
3 March 2008

#### Campus Solutions: Introduction to Campus Solutions

10am - 12noon  
3 March 2008

#### Discoverer: Guide to using Student Records Reports

10am - 12.30pm  
3 March 2008

#### ResourceLink: HR New Starter 2 - Changes to Existing Posts

9.30am - 12noon  
4 March 2008

#### Campus Solutions: Publishing Programme/Plan Information to the Web

10am - 1pm  
4 March 2008

#### ResourceLink: HR New Starter 3 - New Starters with a Difference

9.30am - 12.30pm  
5 March 2008

#### Campus Solutions: Course Unit Selection

10am - 12noon  
5 March 2008

#### Campus Solutions: Search Match/ Direct Entry

10am - 1pm  
6 March 2008

#### Discoverer: Guide to using Standard Admissions Reports

10am - 12.30pm  
6 March 2008

#### Campus Solutions: Attendance and Absence Recording

10am - 12noon  
10 March 2008

#### Campus Solutions: Academic Advisement

10am - 1pm  
10 March 2008

#### ResourceLink: HR Refresher

2pm - 4pm  
10 March 2008

#### ResourceLink: HR New Starter 4 - New Posts

9.30am - 12.30pm  
11 March 2008

#### Campus Solutions: UCAS Admissions and Making Offers

10am - 1pm  
11 March 2008

#### Discoverer: Guide to using Student Records Reports

10am - 12.30pm  
11 March 2008

#### ResourceLink: HR New Starter 5 - Loading HESA Data

9.30am - 12noon  
12 March 2008

#### Campus Solutions: Assessment and Progression 4 - Resit Exam Grids

10am - 1pm  
12 March 2008

#### Campus Solutions: Programmes and Plans

10am - 12noon  
13 March 2008

#### Discoverer: Guide to using Standard Admissions Reports

10am - 12.30pm  
13 March 2008

#### Campus Solutions: Introduction to Campus Solutions

2pm - 4pm  
13 March 2008

#### Campus Solutions: Assessment and Progression 1 - Gradebook

10am - 1pm  
17 March 2008

#### Campus Solutions: Student Records Maintenance 1

10am - 12.30pm  
17 March 2008

#### ResourceLink: Training Administration - Refresher

9.30am - 12.30pm  
18 March 2008

#### Campus Solutions: Introduction to Campus Solutions

10am - 12noon  
18 March 2008

#### Discoverer: Guide to using Student Records Reports

1.30pm - 4pm  
18 March 2008