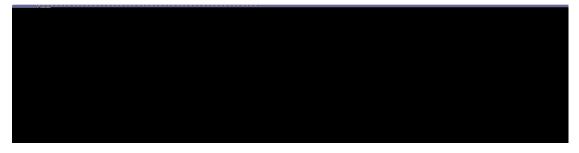
Business Information Services

bishelp4 sussex.ac.uk

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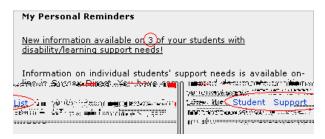


Chris Smith is shown as having students out of her 10 support students, for whom she has not read the documents. Only + saffron students are included in this number.

Academic Staff Reminder

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Tutors, Convenors, and Academic Advisors who have any Student Support documents *that need reading*, will be notified in their My Personal Reminders section on the front page of Sussex Direct (The first page they see once they have logged in). So there will only be a reminder here if there are any newly uploaded documents for + saffron students.

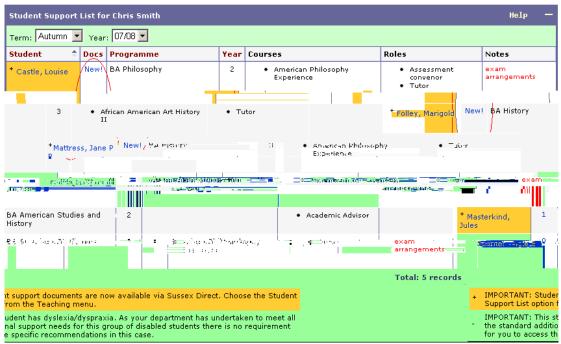


Clicking on the Student Support List link marked above will take Chris Smith to her Student Support List where she will be able to view unread documents. The Student Support List is also available from the Teaching tab, as shown below.

Teaching Pages

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The Student Support List is the clearest way for academic staff to find out about their support students. Academic staff access their Student Support List via the Teaching tab.



In the Student Support List, shown above, students with documents which academic staff

Shown below, Chris Smith has two support students in her Autumn Seminar 1 teaching group.



Academic staff can also access a support student s