



Faculty of Engineering Assignment Database

Staff support
guidelines



Guidelines

These guidelines are intended as a tool to provide further information to those already using the system. For a beginners guide, or for a refresher, please refer to the “Introduction” PowerPoint file that can be found on the staff support page:

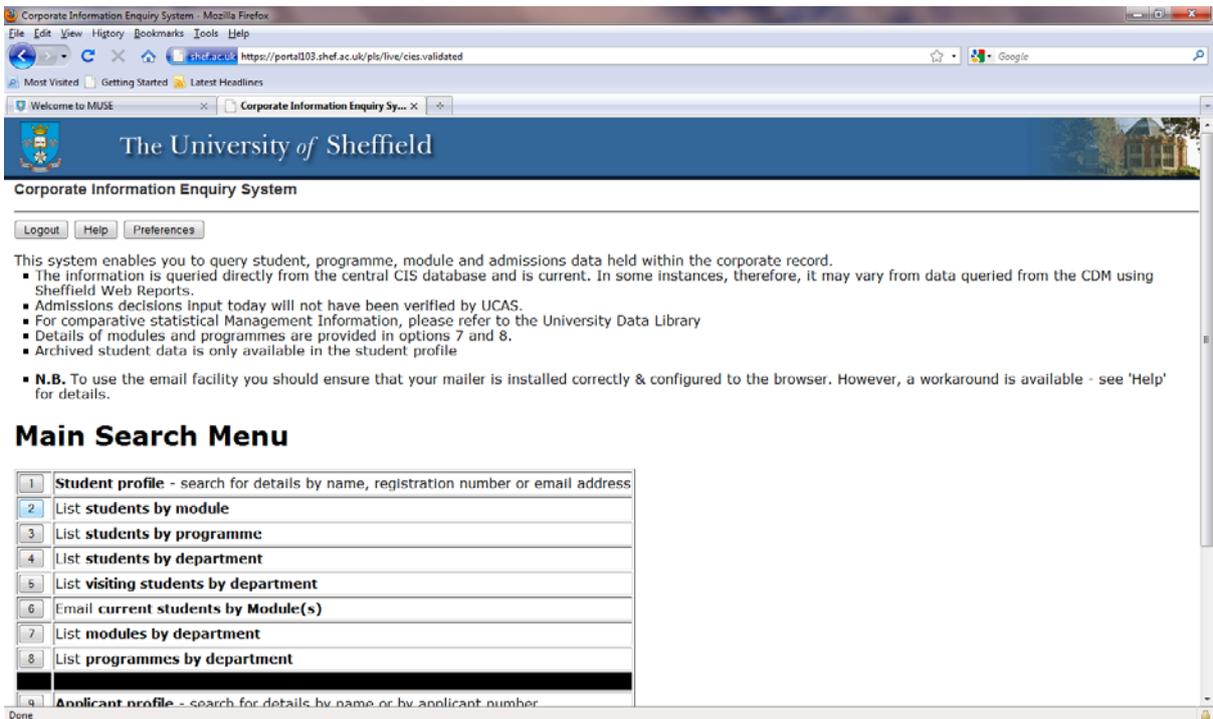
<http://www.cpe-electronics.group.shef.ac.uk/bcstaff/>

Importing student data files

The uploading of files to the system allows the user to add details of students, such as their registration number, name and module codes. It also allows for a number of assignment details to be uploaded simultaneously.

Users must have access to the Corporate Information Enquiry Service (CIES) before student data can be accessed. CiCS can provide staff with access. Once access is granted student data can be extracted. CIES is accessed through MUSE.

1. Log into MUSE as normal
2. Select the “Staff Applications” tab
3. Click on “Student Enquiry” in the CIES box
4. Click option 2 from the main search menu “List students by module”



Corporate Information Enquiry System - Mozilla Firefox
 https://portal103.shef.ac.uk/pls/live/cies.validated

The University of Sheffield
 Corporate Information Enquiry System

Logout Help Preferences

This system enables you to query student, programme, module and admissions data held within the corporate record.

- The information is queried directly from the central CIS database and is current. In some instances, therefore, it may vary from data queried from the CDM using Sheffield Web Reports.
- Admissions decisions input today will not have been verified by UCAS.
- For comparative statistical Management Information, please refer to the University Data Library
- Details of modules and programmes are provided in options 7 and 8.
- Archived student data is only available in the student profile

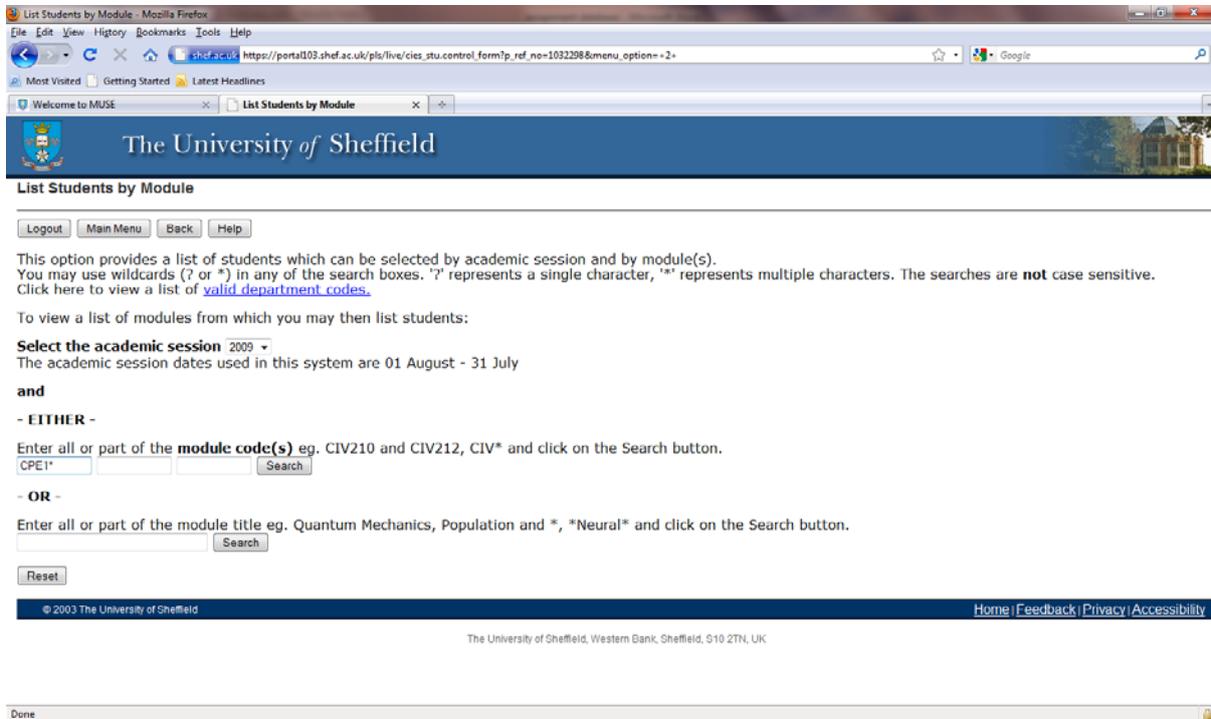
▪ **N.B.** To use the email facility you should ensure that your mailer is installed correctly & configured to the browser. However, a workaround is available - see 'Help' for details.

Main Search Menu

1	Student profile - search for details by name, registration number or email address
2	List students by module
3	List students by programme
4	List students by department
5	List visiting students by department
6	Email current students by Module(s)
7	List modules by department
8	List programmes by department
q	Applicant profile - search for details by name or by applicant number

5. In the search box enter your three letter department code, followed by the first number of the module code and an asterisk (*). The system will only run a limited number of scripts so it is best to search in this manner to ensure all data is collected, rather than searching for all modules together.

6. Check the “Select All” box and click “Show List”



List Students by Module - Mozilla Firefox

File Edit View History Bookmarks Tools Help

shf.ac.uk https://porta003.shef.ac.uk/pls/live/cies_stu.control_form?p_ref_no=1032208&menu_option=+2+ Google

Welcome to MUSE

List Students by Module

The University of Sheffield

List Students by Module

Logout Main Menu Back Help

This option provides a list of students which can be selected by academic session and by module(s). You may use wildcards (? or *) in any of the search boxes. '?' represents a single character, '*' represents multiple characters. The searches are **not** case sensitive. Click here to view a list of [valid department codes](#).

To view a list of modules from which you may then list students:

Select the academic session 2009

The academic session dates used in this system are 01 August - 31 July

and

- EITHER -

Enter all or part of the **module code(s)** eg. CIV210 and CIV212, CIV* and click on the Search button.

CPE1* Search

- OR -

Enter all or part of the **module title** eg. Quantum Mechanics, Population and *, *Neural* and click on the Search button.

Search

Reset

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7. On the “Student list” page you may need to select “All” from the attendance drop-down box. At the bottom of the page the data required to be extracted must be selected using the check boxes. The data required for extraction is:

- i. Surname
- ii. Forename
- iii. Title
- iv. Registration number
- v. Student username
- vi. Email
- vii. Programme
- viii. Module code



Student List - Mozilla Firefox
File Edit View History Bookmarks Tools Help
https://portal103.shef.ac.uk/pls/finv/cics_stu.unit_student_profile?p_status_list=Attending&uio_codes=0&uio_codes=CPE1002.A.3&uio_codes=CPE
Most Visited Getting Started Latest Headlines
Welcome to MUSE Student List
Total records displayed 343
[Email everyone on this list](#)
(N.B. Refer to system help before use)

[Top of Page](#)

Data Extract

To extract the data shown below in a tab separated format choose which fields you wish to export from the list below then press the extract button

- Surname
- Forename
- Middle Names
- Title
- Registration No.
- Fee Status
- Email
- Registration Status
- Programme
- Period
- Module Code
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- Live Registration
- Attending
- Date of Birth
- Personal Tutors
- Supervisors

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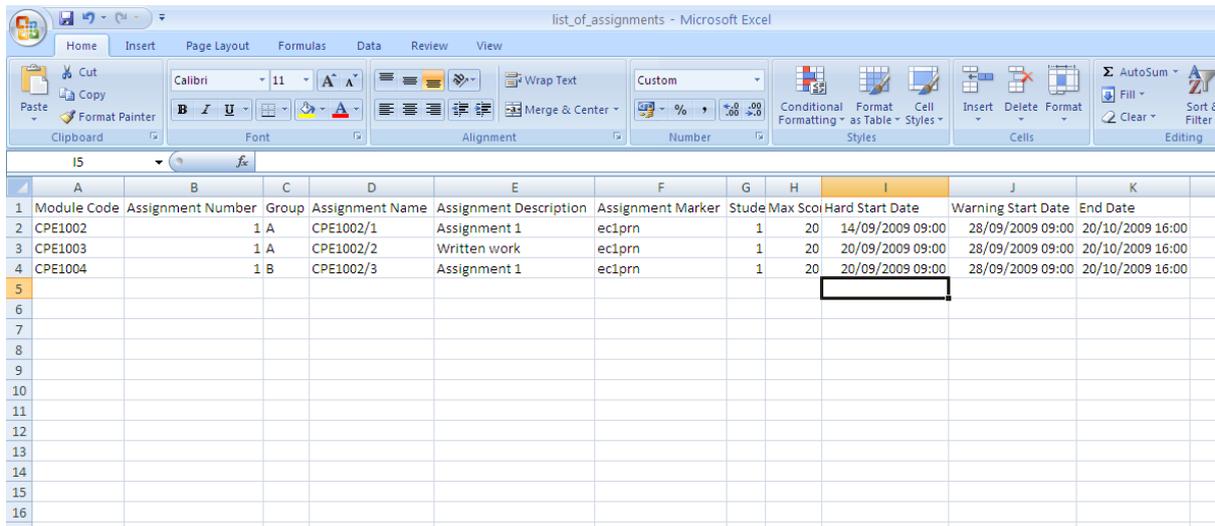
Done
11:49
01/10/2009

Please note that students do NOT need to be put into separate groups if their hand in date is the same. Students only need to be “grouped” if they have the same assignment with different hand-in dates.

Importing assignment data files

Assignment data files can be imported in a similar way to importing student data files. The system should be accessed in the same way as when importing student files. At the “Upload text file” page the selections should be set to “Comma separated” files and the type of data set to “Assignment details”.

The data must be entered into a spreadsheet in the format shown in the example. The data must be saved as a comma-separated (comma delimited CSV) file.



	A	B	C	D	E	F	G	H	I	J	K
1	Module Code	Assignment Number	Group	Assignment Name	Assignment Description	Assignment Marker	Stude	Max Scoi	Hard Start Date	Warning Start Date	End Date
2	CPE1002	1	A	CPE1002/1	Assignment 1	ec1prn	1	20	14/09/2009 09:00	28/09/2009 09:00	20/10/2009 16:00
3	CPE1003	1	A	CPE1002/2	Written work	ec1prn	1	20	20/09/2009 09:00	28/09/2009 09:00	20/10/2009 16:00
4	CPE1004	1	B	CPE1002/3	Assignment 1	ec1prn	1	20	20/09/2009 09:00	28/09/2009 09:00	20/10/2009 16:00
5											
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16											

The column headings are as follows:

- i. Module Codes
- ii. Assignment Number
- iii. Group
- iv. Assignment Name
- v. Assignment Description

- vi. Assignment Marker
- vii. Student must submit to turnitin (1 = must submit, 0 = not necessary)
- viii. Max Score
- ix. Hard Start Date
- x. Warning Start Date
- xi. End Date

It is important to provide a suitable “assignment description”. This will help staff and students distinguish between each assignment. Try to make sure each “assignment description” is individual and not duplicated.

The individual barcode for each assignment is made up of data from the module code, assignment number and group. The hard start date refers to the date at which the assignment can be submitted. Assignments submitted before this date will not be allowed by the system. This helps reduce the chance of a student submitting an assignment with the incorrect coversheet. Assignments submitted between the hard start date and the warning start date will be allowed, but will warn the submitter that the assignment is early. The person scanning the document should check that the correct coversheet is attached. Documents scanned between the warning start date and end date will be scanned as normal. Documents scanned after the end date will be marked as late submissions.