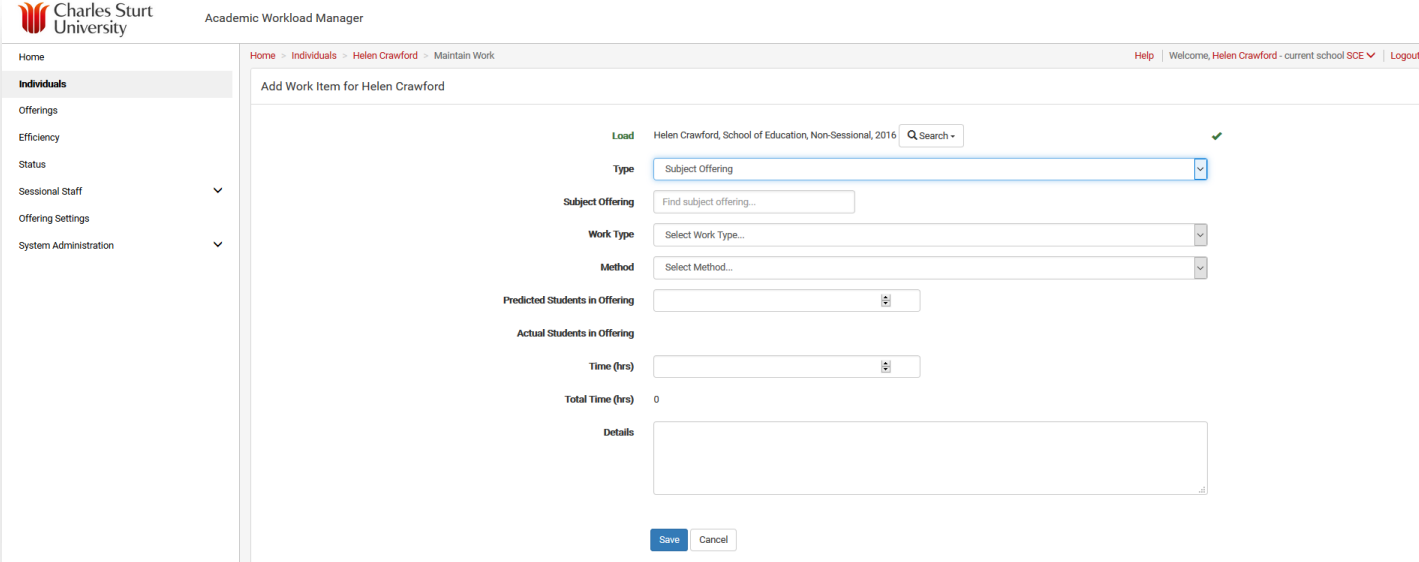


ADD A WORK ITEM FOR A NON-SESSIONAL ACADEMIC



The screenshot shows the 'Academic Workload Manager' interface. The main content area is titled 'Add Work Item for Helen Crawford'. The form includes the following fields:

- Load:** Helen Crawford, School of Education, Non-Sessional, 2016 (with a search icon and a green checkmark)
- Type:** Subject Offering (dropdown menu)
- Subject Offering:** Find subject offering... (text input)
- Work Type:** Select Work Type... (dropdown menu)
- Method:** Select Method... (dropdown menu)
- Predicted Students in Offering:** (text input)
- Actual Students in Offering:** (text input)
- Time (hrs):** (text input)
- Total Time (hrs):** 0
- Details:** (text area)

At the bottom of the form are 'Save' and 'Cancel' buttons.

Load:

A Load (workload) is the set of academic work planned for an individual for a particular school in a particular year. Enter the person the Work Item is to be assigned to (the Load will automatically be populated when a Work Item is being added from the individuals Individual Workload/Summary or Detail screen).

Search:

This is a drop down menu that allows you to select or search for a Non-Sessional Academic, Sessional Academic or Create a New Casual Placeholder.

Type:

Specifies whether the work is a Subject Offering, Subject or Other.

Subject Offering: relates to delivery of an offering. To populate this section, start entering the offering code and a list of relevant offerings will appear in a drop down menu.

Subject: The work is for a subject but not a specific offering. To populate this section, start entering the subject code and a list of relevant offerings will appear in a drop down menu.

Other: Any work that cannot be associated to a specific subject or offering. To populate this section choose from the drop down menu of International Trips, Moderation meetings, Smart learning and Training.

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Work Type:

- Update – time spent making routine minor updates to the content of the offering – making small changes that you would typically make to the content of a subject each time you deliver it.
- Setup – setting up the offering for delivery, focussed on administrating the offering.
- Contact – actively teaching the students, be it synchronously or asynchronously.
- Preparation – time spent preparing for contact activity.
- Marking – marking student work.
- Consultation – reacting to student questions and other requests.
- Analysis – examining how the offering is going or reflecting on how it went.
- Travel – travelling needed to deliver the offering.
- Supervision – supervising students, typically for a thesis/dissertation or on a placement.
- Development – creating or modifying content or resources of the subject that is being offered.
- Other – an activity not covered by another work type.

Method:

- Fixed - Your school workload policy will be clear on the Method to use for the Work Type chosen.
- Per Student - Your school workload policy will be clear on the Method to use for the Work Type chosen.

Predicted Students in Offering:

This figure is manually loaded into the system from the Maintain Subject Offering page.

Actual Students in Offering:

This figure is automatically loaded into the system from the Student Administration systems following census.

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Time (hrs):

If the Method is Per Student Time is the amount of time the task is allocated Per Student. If the Method is Fixed, Time must be calculated across the whole offering.

Total Time (hrs):

Total Time will automatically calculate the Actual Students in Offering x Time ONLY when the Method is Per Student. If no manual calculation is done when the Method is Fixed the Total Time will equal Time.

Details:

Any information relevant to the particular Load, Type and Subject Offering should be typed here as this provides a trail of information for this Work Item.

General Information

- All Non-Sessional Academics will have the ability to maintain their own Work Items provided they have been assigned planning permission on their workload.
- Only the owner of the Non-Sessional Workload OR a central School Workload Planner may plan an individual Non-Sessional Workload.
- General Non-Sessional Academics may be able to look at work for someone else but they won't be able to make any changes to another person's workload.
- If you do not have permission to make changes the screen will look the same, however the "add", "edit", "delete" and "Add a Work Item" buttons will not be active on your screen.
- People who do have the ability to add Work Items to everyone in their school are the Head of School and Workload Managers.