

# School of Physics & Astronomy

Class & Lab Head Guidance

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## Note on timeline

The timeline discussed here assumes the course you are running lasts throughout Semester 1 and 2.

The details of duties etc is broadly identical if your course only runs for one semester, but the specifics for the times may differ. If you are uncertain about timings, please consult previous class head, or feel free to speak to the School's Convenor of Learning & Teaching.

Course enrolment opens through MyCampus

- ~10<sup>th</sup> August for continuing undergraduate students
- ~15<sup>th</sup> August for MSc students
- ~20<sup>th</sup> August for new undergraduate students

Before this happens you must ensure that the course is set up correctly within MyCampus

- Is there an enrolment section associated with the course?
- Are all the different class sections in place?
- Are the capacities for those sections correct?

All of this should have been set up with support from the Teaching Support Team in February/March.



## MyCampus access

As a class head you need to make sure you have the correct access rights within MyCampus. You need to be able to access ...

- Main Menu – Curriculum Management – Class Roster – Class Roster
- Main Menu – Curriculum Management – Schedule of Classes – Update Sections of a Class
- Main Menu – Curriculum Management – Grading – Grade Roster
- Main Menu – Curriculum Management – Student Good Cause

We'll come back to these later on.

To gain the correct access rights, please visit

<https://www.gla.ac.uk/myglasgow/mycampussupport/mycampus%20access/#studentrecordsaccess>



Once course enrolment opens you should ...

- Expect queries from new students – is this the right course? When does it start?
- Expect queries from Adviser of students – can my student take this course? Is it suitable?
- Keep an eye on enrolments in class subsections (e.g. Lab groups) – are you getting an even distribution across all sections? Do you want to “massage” section sizes temporarily to encourage an even distribution?



You should prepare the lecture allocations for your course

- All teaching allocations are assigned to your course by the School Registrar. (David Miller currently)
  - Lecturers, demonstrators, tutors etc
- You should be able to see who has been assigned by generating a class head report ...
  - Go to the School's website at <https://www.gla.ac.uk/schools/physics/>
  - Follow link to "Information for Staff", then "Staff Database"
  - Log in with your School GUPHYS ID and click on "Staff Database"
  - "Administer the database" – set "Department" to "Physics & Astronomy"
  - Under "Admin" select "Teaching Allocation"
  - Then under "Reports" select "Class Head reports" and select your course. (You also need to set the year to the current term – box at top left.)
- To gain access to GUPHYS email phas-it@glasgow.ac.uk



Search staff by

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**School of Physics and Astronomy Database**

School of Physics and Astronomy | [Departments](#) | [Staff Categories](#) | [Admin](#)

Academic Teaching Allocation Administration: School of Physics and Astronomy

### School of Physics and Astronomy Academic Teaching Allocation

Session to view:

Session on view: **22-23** [Core administration](#)

Categories	Courses	Class Heads	Review	Allocation	Notes	Reports
<ul style="list-style-type: none"> <li style="padding-left: 20px;">Allocation Table</li> <li style="padding-left: 20px;">Allocation Detail</li> <li style="padding-left: 20px;">Allocation by category</li> <li style="padding-left: 20px; background-color: #4F81BD; color: white;">Class Head Reports               <ul style="list-style-type: none"> <li style="padding-left: 20px;">A1 - Astronomy 1</li> <li style="padding-left: 20px;">A345 - Astronomy Honours</li> <li style="padding-left: 20px;">EB1 - Environmental Biology 1</li> <li style="padding-left: 20px;">IP - Introductory Physics</li> <li style="padding-left: 20px;">IPSS - International Physics Summer School</li> <li style="padding-left: 20px;">MIA - The Science of Musical Instruments and Acoustics</li> <li style="padding-left: 20px;">P1 - Physics 1</li> <li style="padding-left: 20px;">P2 - Physics 2</li> <li style="padding-left: 20px;">P2T - Physics 2T</li> <li style="padding-left: 20px;">P3 - Physics 3</li> <li style="padding-left: 20px;">P45 - Physics 4 and 5</li> <li style="padding-left: 20px;">PGT - Taught postgraduate courses</li> <li style="padding-left: 20px;">PPUSS - Physics Pre-University Summer School</li> <li style="padding-left: 20px;">SciFun - Science Fundamentals</li> <li style="padding-left: 20px;">ScSkill - Science Skills</li> <li style="padding-left: 20px;">SI IPA - SI IPA</li> </ul> </li> <li style="padding-left: 20px;">Allocat Report of all courses by class for class heads</li> </ul>						

javascript:void(0)



For Honours years, lecture sessions are set centrally, so there is nothing for you to do.

For non-Honours years, your course will contain a series of modules, and you need to sort who precisely who will be lecturing each day.

E.g. ...

SEMESTER 1							
Week	Beginning	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Practical Component
0	11/09/2023					Introduction	Nothing
1	18/09/2023	OWL1:1	OWL1: 2	TP1: 1	D&R1: 1	D&R1: 2	Diagnostic Test
2	25/09/2023	OWL1:3	OWL1: 4	TP1: 2	D&R1: 3	D&R1: 4	PCP Intro
3	02/10/2023	OWL1:5	OWL1: 6	TP1: 3	D&R1: 5	D&R1: 6	PCP Drop In
4	09/10/2023	OWL1:7		TP1: 4	D&R1: 7	D&R1: 8	PCP Presentations
5	16/10/2023	P2P 1		OWL2: 1	P2P 2	CPT1	Labs
6	23/10/2023	OWL2: 2	OWL2: 3	TP1: 5	D&R2: 1	D&R2: 2	Labs
7	30/10/2023	OWL2: 4		TP1: 6	D&R2: 3	D&R2: 4	Labs
8	06/11/2023	OWL2: 5	OWL2: 6	TP1: 7	D&R2: 5	D&R2: 6	Labs
9	13/11/2023	OWL2: 7			D&R2: 7	D&R2: 8	Labs
10	20/11/2023	P2P 3	FoP1	FoP2	P2P 4	CPT2	Labs
11	27/11/2023	OWL1: TUT	D&R1: TUT	OWL2: TUT	D&R2: TUT	TP1: TUT	Nothing/Catch Up
12	04/12/2023	Class test during this fortnight					
13	11/12/2023						





- Arrange a pre-semester meeting with your lecturing team and support staff
- Allows you to set out your expectations on staff
- Allows your staff to ask any questions they might have



## Set up your Course Moodle site(s)

- Tom Queen – Chief Technician – archives all Moodles each year, cloning the previous years to create the next year.
- You need to make sure that anything you want hidden from students at the start of the year is hidden.
- As soon as students enrol on your course they will have access to the Moodle site (or from the date the site is set to open, depending on when they enrol)
- Make sure to remind your lecturers that it is their responsibility to maintain the part of the Moodle relating to their course/module.



6



Course Information

- Course Guide
- Constants and Relationships
- Induction lecture slides
- Physics 1 general informa...
- Course component infor...
- Frequently asked questio...
- Assessment and Feedbac...
- School of Physics & Astro...
- School of Physics & Astro...
- Code of Professional Con...
- Physics 1 Survey 1 SARD
- EvaSays Survey - Quantu...
- EvaSys Survey P1 Labs SARD
- PHYSICS 1 - P&A Summar...
- Elect., Electr. & Mag II Eva...

### Frequently asked questions

Plenty of good questions, and hopefully, good answers, on [padlet](#) (use Physics1 for password)

### Contents

#### Physics 1 Information

- |  |   |
|--|---|
| <a href="#">Course Information</a>                 | <a href="#">Physics Communication Project</a>                   |
| <a href="#">Class Announcements and Discussion</a> | <a href="#">Revision Homework Exercises</a>                     |
| <a href="#">Contacts</a>                           | <a href="#">Tutorials</a>                                       |
| <a href="#">Timetables</a>                         | <a href="#">Additional practice questions</a>                   |
| <a href="#">Phys1001 Assessments</a>               | <a href="#">Class tests / Degree examinations / Past Papers</a> |
| <a href="#">Mastering Physics/Textbook</a>         |   |

- [Lecture Material](#)
- [Lab Information](#)

#### General Student Information

- [Course Related Websites](#)
- [Student Support](#)

▶ Open all    ▼ Close all

### Course Information

#### Part I: Physics 1 Course Information



Course Guide Uploaded 5/10/22, 17:48



Moodle is our main point of contact for students

- Messages sent to the Class News Forum automatically get forwarded to student emails, so they have no excuse for missing messages.
- All examinable material must be made electronically via Moodle by the time assessments of that material come round.
- Uploaded documents should be as accessible as possible.
- The Teaching Support Team and/or the Technician Team can help you get everything set up.



We are not meant to keep pdf timetables on Moodle.

Students should be told to either ...

- Log in to the University's website and go to "Timetables and Room Booking" link, select the "Timetable Viewer" tab and then enter their course, or
- Download "UofG Life" app for their mobile device which they can then log in to with their GUID – this should show them all of their classes and where they are

We ARE allowed to keep local timetables with details of which module is on which day, but these should not include the venues.

- Minimises risk of students going to the wrong places.



Teaching runs for 22 weeks, split into two semesters.

Semester 1	Week	Beginning	Monday	Tuesday	Wednesday	Thursday	Friday	
	0	12/09/2022	Freshers Week					
	1	19/09/2022	<i>Teaching Weeks</i>					
	2	26/09/2022						
	3	03/10/2022						
	4	10/10/2022						
	5	17/10/2022						
	6	24/10/2022						
	7	31/10/2022						
	8	07/11/2022	<b>EXAMS</b>					
	9	14/11/2022						
	10	21/11/2022	<b>Student Vacation</b>					
	11	28/11/2022						
	12	05/12/2022						
	13	12/12/2022						
	19/12/2022							
	26/12/2022							
	04/01/2023							

Semester 2	Week	Beginning	Monday	Tuesday	Wednesday	Thursday	Friday	
	1	09/01/2023	<i>Teaching Weeks</i>					
	2	16/01/2023						
	3	23/01/2023						
	4	30/01/2023						
	5	06/02/2023						
	6	13/02/2023						
	7	20/02/2023						
	8	27/02/2023						
	9	06/03/2023						
	10	13/03/2023						
	11	20/03/2023						<b>Student Vacation</b>
		27/03/2023						
		03/04/2023						
		10/04/2023	<b>EXAMS</b>					
	17/04/2023							
	24/04/2023							
	01/05/2023							
	08/05/2023							
	15/05/2023							



Courses begin with an Induction session, either at the end of Freshers week, or the beginning of week 1.

## Purpose of Induction

- Say hello
- Explain what the course is and who it is for
- Set out clearly what you expect the students to do
- Set out clearly what the students can expect from you
- Highlight how they can contact you if they need to
- Explain what to do if they are absent from the course – Good Cause Claims
- Summarise content – both in terms of subject matter and skills that they'll develop/improve



## Class representatives

- All classes have student representatives who act as the liaison between their classmates and the School.
  - How many your class has depends on the class size
    - Up to 50 – 1 or 2
    - 51 – 150 – 2
    - 150 or more – 3 or 4
  - They – and you – are part of the Staff-Student Liaison Committees.
  - The School has 2 – one for levels 1 and 2, and one for Honours years





## Class representatives

- You need to run an election early in Semester 1 (or 2 if your course only runs then)
- Format is up to you
  - In person
  - On moodle
- Good practice is to ask for people to volunteer and then get those candidates to put together a short – 200-300 words – “Why me” message for the class
- Once you have your reps, pass details to the School’s TST
- (Students then get offered training from the SRC.)



## Class representatives

- You can learn more at
  - Staff Tool Kit
    - <https://www.gla.ac.uk/myglasgow/students/studentrepresentationtoolkit/stafftoolkit/>
  - Code of Practice
    - <https://www.gla.ac.uk/myglasgow/apg/qea/studentrepresentationmyclassreps/codeofpractice/>



## Class representatives

- The SSLCs meet once per semester
- Good practice to meet with your own class reps ahead of those meetings so there is a chance to discuss solutions to problems at the meetings



## Class sub-groups

### Supervisions

- If your class has Supervisions you will need to decide how to divide the class up
- You will be assigned a team of staff to run these as they see fit
- Supervisors may need encouraging/reminding to sort out their students into groups and arrange meetings

### Lab Groups

- Students will have selected a specific lab day or group in MyCampus when they enrolled on the course
- If you then need them to choose experiments or put themselves into sub-groups you'll need to work out how.
- Moodle Choice can help
- Speak to the Technicians.

## Students with special needs

- Students with additional need can register with the Student Disability Service <https://www.gla.ac.uk/myglasgow/disability/>
- This can entitle them to additional provisions for classes and assessments
  - Can include
    - Permission to record lectures
    - Flexibility with deadlines
    - Extra time in examinations
    - Separate rooms for examinations
- School's Disability Coordinator will contact you with details for your course.
- Best to then discuss with individual students

## Students with special needs

- You can identify such students on your course in MyCampus using the following query:
  - Main Menu – Reporting Tools – Query – Query Viewer
  - UOG\_DISABILITY\_BY\_CLASS\_ENR
  - Set “Institution” to “GLSGW”
  - Set “Subject” to “PHYS” or “ASTRO”
  - Set “Catalog” to the 4 digit code for your course.  
E.g Physics 1 = “PHYS” and “1001”
  - Set “Term” to current academic.  
E.g. 2023-24 = “2023”



## Good Cause Claims

If students miss an assessment, or a course component that contributes to their course grade, they should log a Good Cause Claim.

Details on how to do this should be contained within the Course Guide.

They do this through their MyCampus account, via their “Student Centre”

Once the claim is submitted three people (set within MyCampus) will receive an email notification and be able to access the details:

- “Course Coordinator” – usually set as Class Head
- “Good Cause Coordinator” – usually set as Lab Head or Class Deputy Head
- “Course Administrator” – usually set as a member of the TST

## Good Cause Claims

<https://www.gla.ac.uk/myglasgow/apg/policies/assessment/goodcausefaqs/>

- They are designed to be used for unexpected events – illness, accident
- Should not be used for chronic conditions – issues that run on for weeks/months
- Decisions on whether to accept/decline GCCs for continuous assessment should be made by the class head within 1-2 weeks at most
- Decisions on whether to accept/decline GCCs for examinations are made by the School's Good Cause Claim Committee, which meets January, June and August.
- Chair of GCC Committee happy to offer advice on any claims – Peter Sneddon





## Good Cause Claims

<https://www.gla.ac.uk/myglasgow/apg/policies/assessment/goodcausefaqs/>

- We do not usually insist on supporting evidence for one-off continuous assessment absences/affected performances
- We DO insist on supporting evidence for claims relating to examinations



Once the course is up and running, your role is basically supervisor ...

- Keep an eye on attendance
- Keep an eye on performance/engagement in any assessments
- Respond to any student queries
- Make sure lecturers are uploading notes, responding to queries, etc
- Post regular messages to class if there are important events coming.
- Making decisions on any GCCs
  
- If you are seeing students who are missing a lot of the course, make sure to pro-actively try to engage with them. An email is usually sufficient to get things going. If you struggle to make contact, though, you should get in touch with the student's Adviser of Studies and/or the School's Student Support Officer

People you can contact if you are concerned about a student ...

- Their Adviser of Studies - details can be found on MyCampus – Main Menu – Records and Enrollment – Student Summary.

Instructor / Adviser			
<input checked="" type="checkbox"/> Adviser Privacy Notice Consent			
Adviser Role	Adviser ID	Name	Send E-mail
1 Adviser of Studies (UG)	9403539	Peter Sneddon	<a href="mailto:Peter.Sneddon@glasgow.ac.uk">Peter.Sneddon@glasgow.ac.uk</a>
2 Chief Adviser (UG)	CHADV02	Office of Chief Adviser - Science	<a href="mailto:science-chief-adviser@glasgow.ac.uk">science-chief-adviser@glasgow.ac.uk</a>

- The School's Senior Adviser of Studies – Dr Donald MacLaren on [phas-senioradviser@glasgow.ac.uk](mailto:phas-senioradviser@glasgow.ac.uk)
- The School's Student Support Officer – Mara Dougall on [phas-studentsupport@glasgow.ac.uk](mailto:phas-studentsupport@glasgow.ac.uk)
- The College Chief Adviser of Studies – Dr Peter H Sneddon on [science-chief-adviser@glasgow.ac.uk](mailto:science-chief-adviser@glasgow.ac.uk)



## Preparation of Degree Examinations

- The majority of our degree examinations are held in the May exam diet, though a small number run in the December diet.
- Preparation of exam papers for Honours years is led by the School's Honours Exam Committee, with initial calls for questions usually going out early in Semester 1.
- Preparation of exam papers for non-Honours years is led by the Class Heads



## Preparation of Degree Examinations and Resit Examinations

- There are multiple stages in preparing the exam papers for level 1 and 2 courses
- The precise dates vary from year to year, but the approximate pattern is as follows:

<b>Deadline (all Semester 2)</b>	<b>Detail</b>
End of Week 3	1 <sup>st</sup> complete draft of exam paper(s) sent to School's non-Honours exam chair for relaying to the School's Internal Checker
Beginning Week 7	Feedback from Internal Checker returned to Class Heads
End of Week 7	Revised papers returned to non-Honours exam chair for relaying to the External Checker
Beginning Week 10	Feedback from External Checker returned to Class Heads
End of Week 11	Final version of papers returned to non-Honours exam chair

- Strongly encourage you ask lecturers for questions as early as possible.

## Preparation of Degree Examinations and Resit Examinations

- It is possible to re-use previous resit examination papers at non-Honours.
- Alternatively, you can ask your lecturers to create new ones each year
- Re-use is permitted provided you are 100 % certain that the papers have never been released electronically. If they have, they are considered “public” and cannot be re-used.
- If you do wish new resits created, they should be created at the same time as the main diet papers so they can go through the same checking process.
- Re-used papers usually only need to be checked by the lecturers to make sure they are still appropriate.