School of Physics & Astronomy

Class & Lab Head Guidance

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THE DUTIES OF A CLASS/LAB HEAD – A TIMELINE
PART 1

NOTE:

- Timeline discussed here assumes course you are running lasts through Semester 1 and 2.

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

August: Everything starts

Course enrolment opens through MyCampus

- ~10th August for continuing undergraduate students
- ~15th August for MSc students
- ~20th August for new undergraduate students

Before this happens you must ensure that 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 (TST) in February/March.

August: 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

August: Once open …

Once course enrolment opens you should …

- Expect queries from new students
  - Is this the right course? When does it start? Is there a textbook?
- Expect queries from Adviser of students
  - Can my student take this course? Is it suitable? Will more space be available later on?
- 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?
  - There are limitations on how much "massaging" can be done – the TST can help you here.

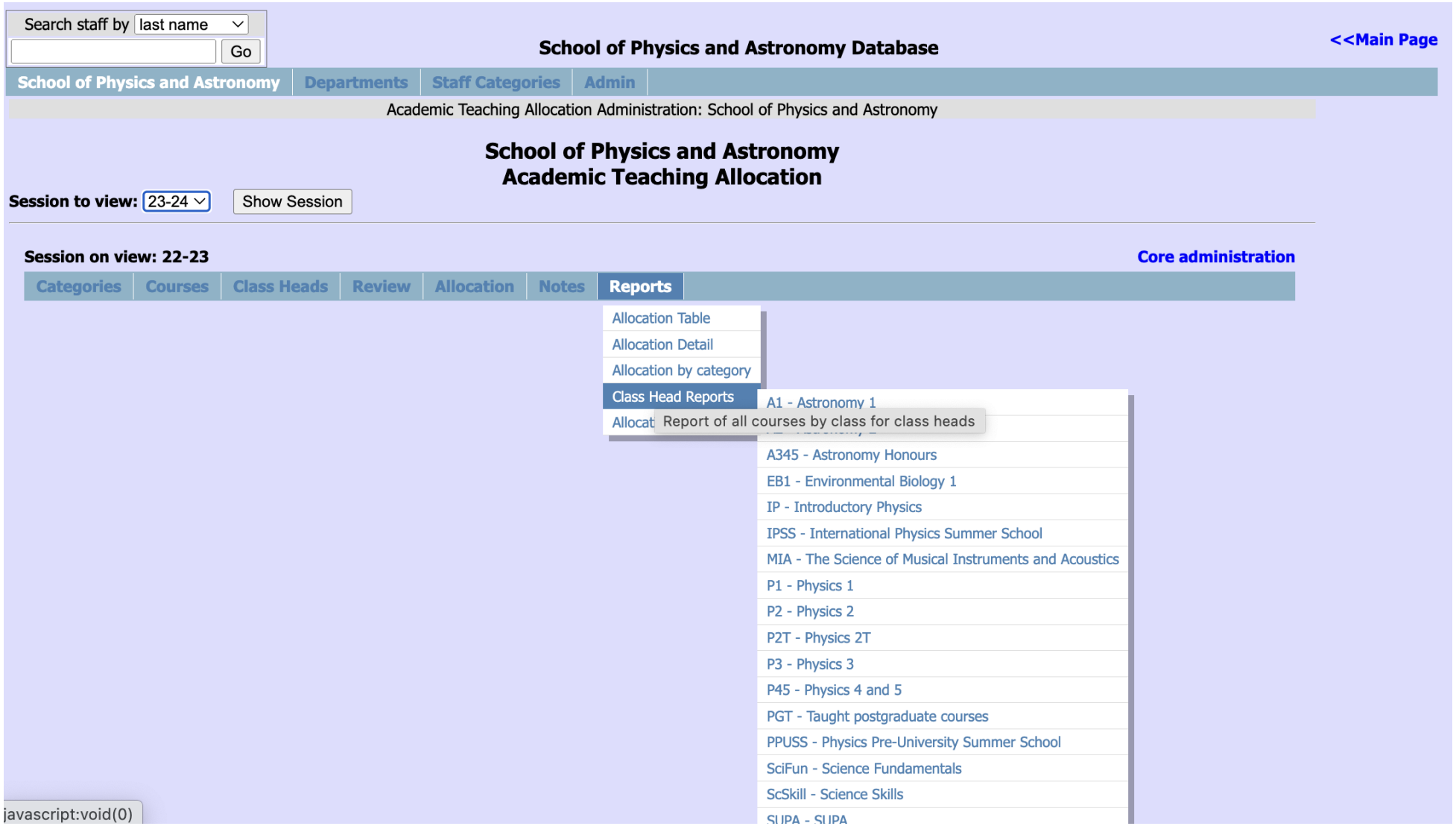
August: Identifying teaching staff

- All teaching allocations are assigned to your course by the School Registrar.
  - 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

August: Staff database



August: Scheduling lectures

Honours years (levels 3, 4, 5): lecture times are set centrally, so there is nothing to do.

Non-Honours years (levels 1, 2): 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						

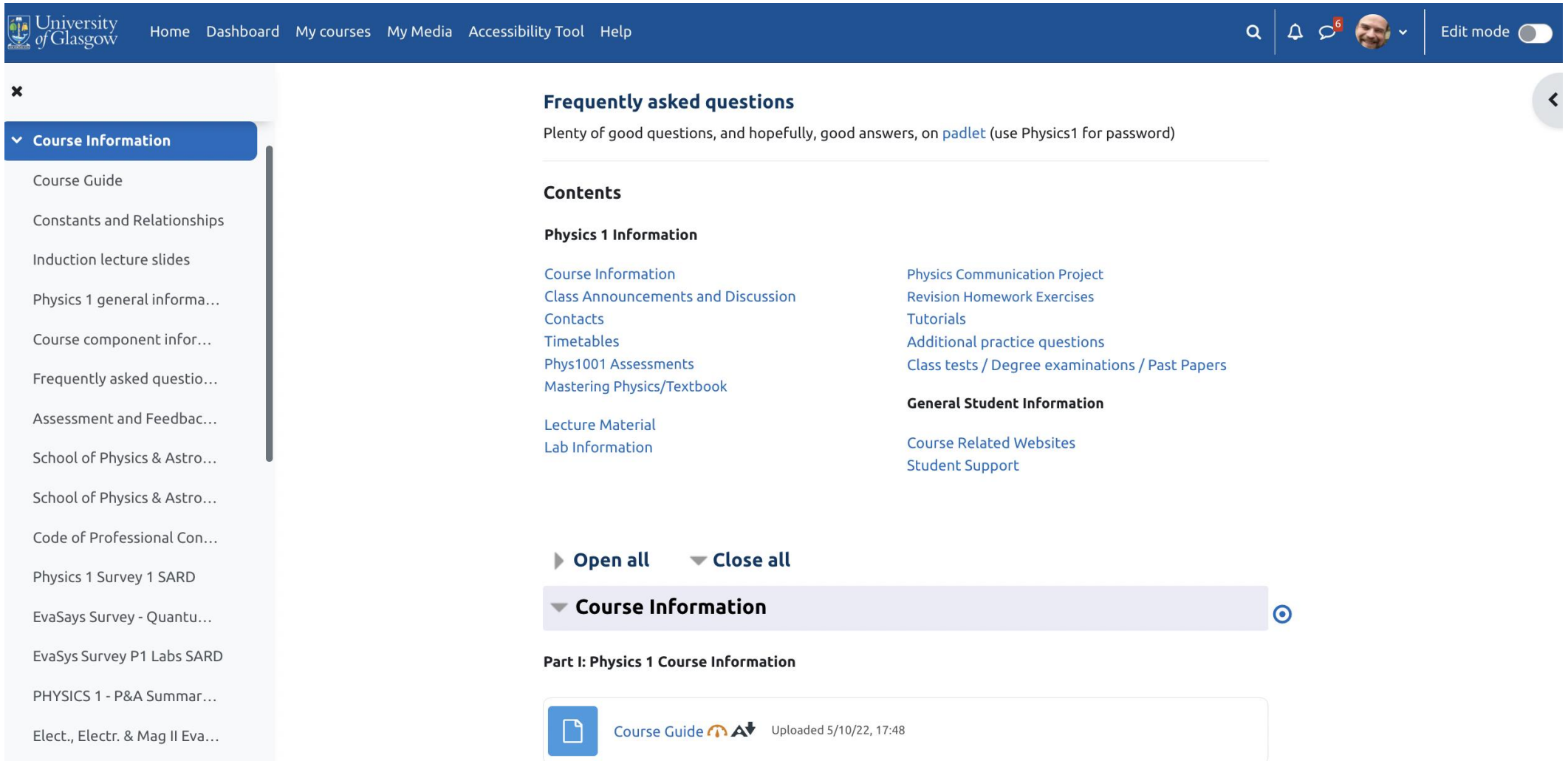
August: Meet your team

- Arrange a pre-semester meeting with your lecturing team and support staff
  - Allows you to set out your expectations on staff such as
    - Deadline for assessments
    - Any changes to staffing
    - Any changes to delivery
  - Allows your staff to ask any questions they might have

September: Set up course Moodle(s)

- The TST 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.

September: Example Moodle



September: Moodle for communication

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.

September: Timetables and Moodle

We are not meant to keep pdf timetables on Moodle.

Students should be told to either …

- 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; OR

- 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.

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.

September: The academic year

Teaching runs for 22 weeks, split into two semesters.

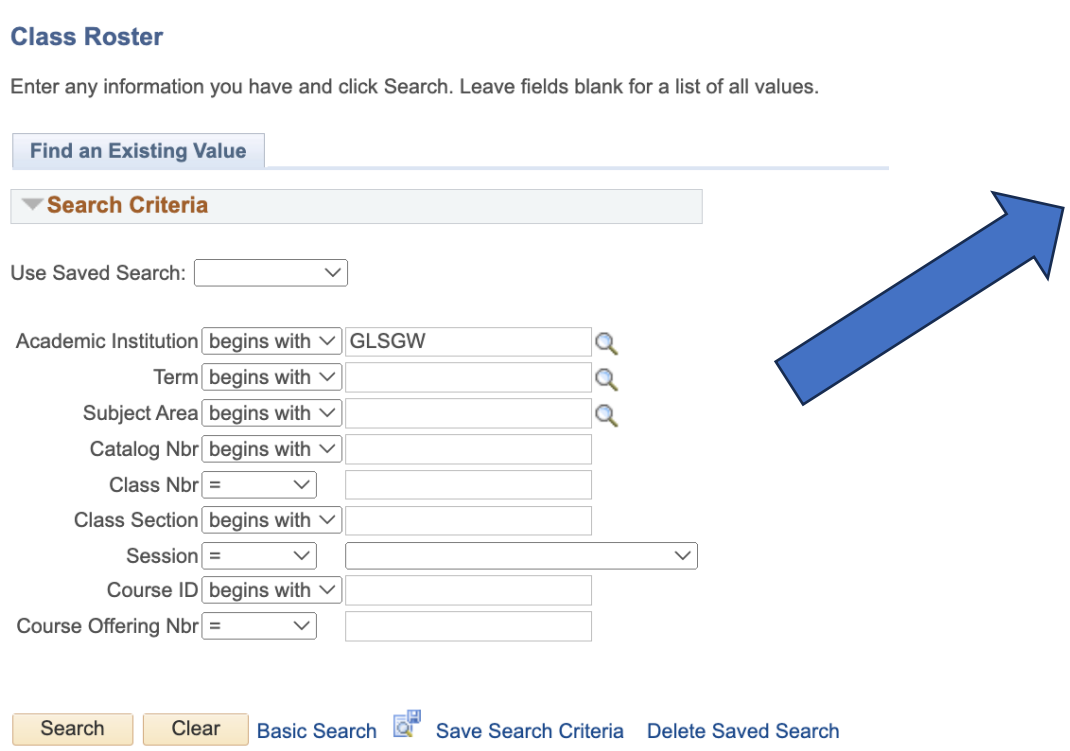
	Week	Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
Semester 1	0	16/09/2024	Freshers Week				
	1	23/09/2024	Teaching Weeks				
	2	30/09/2024					
	3	07/10/2024					
	4	14/10/2024					
	5	21/10/2024					
	6	28/10/2024					
	7	04/11/2024					
	8	11/11/2024					
	9	18/11/2024					
	10	25/11/2024					
	11	02/11/2024					
	12	09/12/2024	EXAMS				
	13	16/12/2024					
		23/12/2024	Student Vacation				
		30/12/2024					
		06/01/2025					

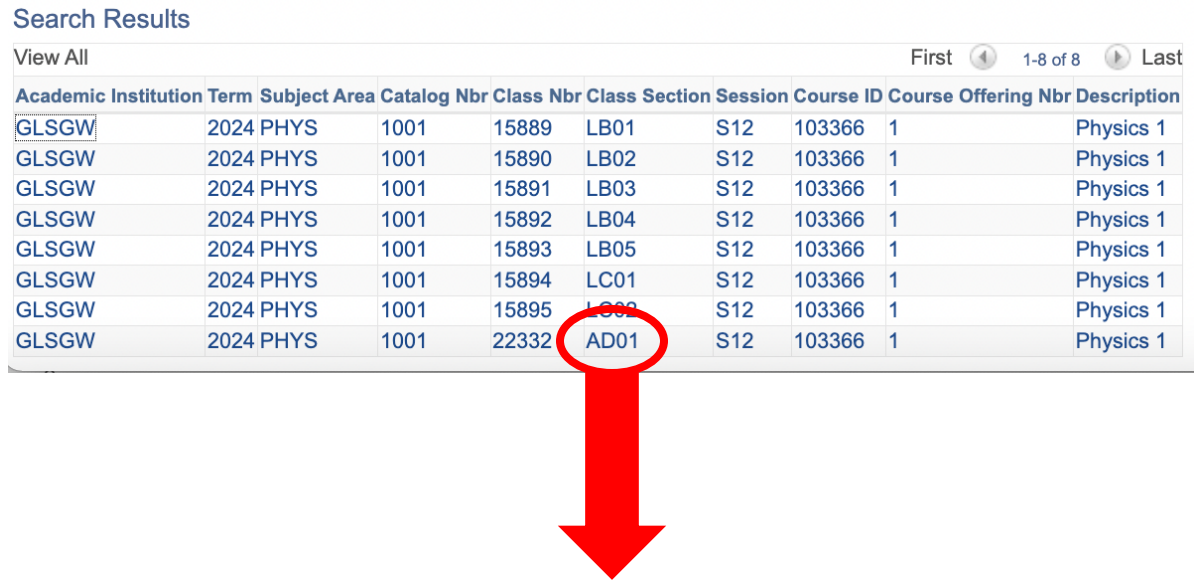
	Week	Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
Semester 2	1	13/01/2024	Teaching Weeks				
	2	20/01/2024					
	3	27/01/2024					
	4	03/02/2024					
	5	10/02/2024					
	6	17/02/2024					
	7	24/02/2024					
	8	03/03/2024					
	9	10/03/2024					
	10	17/03/2023					
	11	24/03/2024					
		31/03/2024	Student Vacation				
		07/04/2024					
		14/04/2024					
		21/04/2024	EXAMS				
		28/04/2024					
		05/05/2024					
		12/05/2024					
		19/05/2024					

September: Class list

If you wish to create a class list of students for your course you can do so through MyCampus…

Main Menu → Curriculum Management → Class Roster → Class Roster





Full class list

September: Class list

Class Roster

Academic Year 2024-25 | Semesters 1 and 2 | University of Glasgow | Undergraduate

PHYS 1001 - AD01 (22332)
Physics 1 (Admin)

Days and Times	Room	Instructor	Dates	Topic
TBA	TBA	Staff	01/08/2024 - 30/05/2025	

*Enrollment Status Enrolled

Enrollment Capacity 999 Enrolled 141

Exports an xlsx file

Enrolled Students Personalize | Find | | First 1-141 of 141 Last

	Select	ID	Name	Grade Basis	Units	Program and Plan	Level
1	☐	[redacted]		Sched A	40.00	Bachelor of Science(Scis) - Physics with Astrophysics,BSc	First Year
2	☐			Sched A	40.00	Bachelor of Science(Scis) - Physics with Astrophysics,BSc	First Year
3	☐			Sched A	40.00	Bachelor of Science(Scis) - Computing Sci & Physics,BSc	First Year
4	☐			Sched A	40.00	Master in Science(SE) - Theoretical Physics,MSci	First Year
5	☐			Sched A	40.00	Bachelor of Science(Scis) - Physics with Astrophysics,BSc	First Year
6	☐			Sched A	40.00	Bachelor of Science(Scis) - Comp Sci & Mathematics,BSc	First Year
7	☐			Sched A	40.00	Bachelor of Science(Scis) - Mathematics,BSc	First Year
8	☐			Sched A	40.00	Bachelor of Science(Scis) - Physics,BSc	First Year
9	☐			Sched A	40.00	Bachelor of Science(Scis) - Astronomy & Physics,BSc	First Year

September: Class list

Alternatively … use Query **UOG_STDNT_GRADES_BY_COURSE**

Term 2024
*Subject PHYS
Catlog Nbr (Enter % for all) 1001
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (76 kb)

View All

First 1-100 of 141 Last

Row	Last	First Name	ID	Subject	Catalog	Long Title	Acad Prog	Plan Name	Acad Load	Grade	Grd Pt/Unt	Exam only	Grade Base	Unit Taken
1	[redacted]			PHYS	1001	Physics 1	2208	Physics with Astrophysics,BSc	F		0.000	N	GRD	40.00
2				PHYS	1001	Physics 1	2208	Physics with Astrophysics,BSc	F		0.000	N	GRD	40.00
3				PHYS	1001	Physics 1	2208	Computing Sci & Physics,BSc	F		0.000	N	GRD	40.00
4				PHYS	1001	Physics 1	2207	Theoretical Physics,MSci	F		0.000	N	GRD	40.00
5				PHYS	1001	Physics 1	2208	Physics with Astrophysics,BSc	F		0.000	N	GRD	40.00
6				PHYS	1001	Physics 1	2208	Comp Sci & Mathematics,BSc	F		0.000	N	GRD	40.00
7				PHYS	1001	Physics 1	2208	Mathematics,BSc	F		0.000	N	GRD	40.00
8				PHYS	1001	Physics 1	2208	Physics,BSc	F		0.000	N	GRD	40.00
9				PHYS	1001	Physics 1	2208	Astronomy & Physics,BSc	F		0.000	N	GRD	40.00
10				PHYS	1001	Physics 1	2208	Astronomy & Physics,BSc	F		0.000	N	GRD	40.00
11				PHYS	1001	Physics 1	2207	Computing Sci & Physics,MSci	F		0.000	N	GRD	40.00
12				PHYS	1001	Physics 1	2208	Physics with Astrophysics,BSc	F		0.000	N	GRD	40.00
13				PHYS	1001	Physics 1	2208	Theoretical Physics,BSc	F		0.000	N	GRD	40.00
14				PHYS	1001	Physics 1	2207	Physics,MSci	F		0.000	N	GRD	40.00
15				PHYS	1001	Physics 1	2208	Chemistry,BSc	F		0.000	N	GRD	40.00
16				PHYS	1001	Physics 1	2207	Astronomy & Physics,MSci	F		0.000	N	GRD	40.00
17				PHYS	1001	Physics 1	2208	Astronomy & Mathematics,BSc	F		0.000	N	GRD	40.00
18				PHYS	1001	Physics 1	2208	Chemical Physics,BSc	F		0.000	N	GRD	40.00
19				PHYS	1001	Physics 1	2208	Astronomy & Physics,BSc	F		0.000	N	GRD	40.00
20				PHYS	1001	Physics 1	2208	Physics,BSc	F		0.000	N	GRD	40.00
21				PHYS	1001	Physics 1	2208	Theoretical Physics,BSc	F		0.000	N	GRD	40.00
22				PHYS	1001	Physics 1	2207	Computing Science,MSci	F		0.000	N	GRD	40.00
23				PHYS	1001	Physics 1	2207	Astronomy & Physics,MSci	F		0.000	N	GRD	40.00
24				PHYS	1001	Physics 1	2208	Mathematics,BSc	F		0.000	N	GRD	40.00
25				PHYS	1001	Physics 1	2207	Chemistry with WP,MSci	F		0.000	N	GRD	40.00
26				PHYS	1001	Physics 1	2207	Physics with Astrophysics,MSci	F		0.000	N	GRD	40.00
27				PHYS	1001	Physics 1	2208	Astronomy & Physics,BSc	F		0.000	N	GRD	40.00

September: Course begins

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

Purpose of Induction/Introduction:

- 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

September: 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

September: Class rep elections

- 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.)

September: SSLCs

- 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
- 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/

September: 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 the 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.

September: 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 which 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

September: Who are these students?

- You can identify such students on your course in MyCampus using the following query:
    - Main Menu – Reporting Tools – Query – Query Viewer
    - Search for query: 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. 2025-26 = “2025”

September: Extenuating Circumstances Claims

If students miss an assessment, or a course component that contributes to their course grade, they should log an Extenuating Circumstance Claim. They can also do this if they take part in assessment but feel their performance was adversely affected by something.

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

TO BE CONFIRMED

September: Handling ECCs - TBC

- 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 ECCs for **continuous assessment (CA)** should be made by the class/lab head within 1-2 weeks at most
- Decisions on whether to accept/decline ECCs for **examinations** are made by the School's Good Cause Claim Committee, which meets January, June and August.
- Chair of ECC Committee happy to offer advice on any claims
- We do not usually insist on supporting evidence for one-off CA absences/affected performances
- We DO insist on supporting evidence for claims relating to examinations.

September: Lab demonstrators

If you are a lab head, now is the time to bring your team up to speed.

- Let them know what their duties are.
- Let them know what behaviour expected from them.
- Train them in the experiments they will be carrying out.
- Make sure they understand how marking will be carried out.

October/November: Up and running …

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 up.
- Making decisions on any ECCs

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.

October/November: Contacts

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

Adviser Privacy Notice Consent

	Adviser Role	Adviser ID	Name	Send E-mail
1	Adviser of Studies (UG)	9403539	Peter Sneddon	Peter.Sneddon@glasgow.ac.uk
2	Chief Adviser (UG)	CHADV02	Office of Chief Adviser - Science	science-chief-adviser@glasgow.ac.uk

- The School's Senior Adviser of Studies – Prof Jörg Götte (Dr Peter H Sneddon from October) on phas-senioradviser@glasgow.ac.uk
- The School's Student Support Officer – Mara Dougall on phas-studentsupport@glasgow.ac.uk
- The College Chief Adviser of Studies – Dr Colette Mair on science-chief-adviser@glasgow.ac.uk

November/December: Exam prep

- 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.

November/December: Exam prep non-Hons

- 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:

Deadline (all Semester 2)	Detail
End of Week 3	1st 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.

November/December: 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.

Useful contacts

Learning & Teaching Committee: Convenor Sarah Croke sarah.croke@glasgow.ac.uk

Teaching Support Team: Lead by Lynne Stewart phas-teachingsupport@glasgow.ac.uk

Technician Team: Led by Tom Queen phas-teaching-techs@glasgow.ac.uk

Student Support Officer: Mara Dougall phas-studentsupport@glasgow.ac.uk

Senior Adviser of Studies for School: Jörg Goette phas-senioradviser@glasgow.ac.uk

Extenuating Circumstances Claims: Donald MacLaren donald.maclaren@glasgow.ac.uk

Disability Coordinator: Chris Messenger christopher.messenger@glasgow.ac.uk

General queries: Me peter.sneddon@glasgow.ac.uk