## **Quercus Plus Menu for Academic Staff**

- View courses and modules you are associated with.
- View and print module class lists, and export to excel.
- Search for individual students, and view results.

## To login to QuercusPlus Menu.

- Launch the service from the Student Records System Access for Academics link on the Staff Online Services Page at <u>www.nuigalway.ie/staff</u>
- Your login and password is the same as your existing one, note this is not your campus network account.

Quercus 8		
	Quercus 8	
	USER NAME staff test PASSWORD Login )	
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## HomePage

- Contains tabs or images to access students, course, and modules.
- These will allow access only to courses, modules and students that you are associated with.
- There are some links at the bottom that will take you out of the system to the ISS Service Desk, should you
  need to log a ticket for assistance, and to the existing Academic Web services.
- A news section on the right hand side will display any system notices, or include links to documentation.
- The Help link will bring to the vendor, Campus IT's Help material.
- Under the My Profile link, you may change your password.

Home	+ Buat.udsuat.nuigalway.ie/stutest/l?p=1001:HCME:3262093012137787	
	Quercus 8 Home students courses modu	Welcome, STAFF TEST   <u>My Profile</u>   <u>Help</u>   <u>Loqout</u>
	LATEST NEWS Welcome to Quercus Ve	ersion 8 Training
	STUDENTS COURSES MODULES	More 🜑
	ISS SERVICE DESK ACADEMIC WEB SERVICES	

## **Modules Screen**

- If you leave the Module box blank and click Search, it will display all your associated modules.
- You can also enter a full or partial module name or code e.g. MSXXX, Management, Manage.
- You may specify the session to be current, or previous should you wish to view historical module or class information.

Modules +	0:3262093012137787::NO	· · ·
Quercus 8	Welcome, STAFF TEST   <u>My Profile</u>   <u>Help</u>   <u>Logout</u>	
Modules	SESSION         MORE OPTIONS         Search ▶           (Al)             (2014         2013            2011         2011            2010         2009            2008         2007	2

• When the module(s) are displayed, click on the view icon to drill into the module.

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	Quercus	8			Welcome, STAFF TEST	<u>My Profile</u>   <u>Help</u>   <u>Loqout</u>	
			HOME STUDENTS	COURSES MODUL	ES		
	Modules						
	MODULE		SESSION 2010	MORE OPTIONS	Search 🕨		?
	Module	Start Date	Description	Short Name	Module Level	View	
	CE111	-	Engineering Graphics 1	CE111	-	•	
	CE405	-	Design Of Structures	CE405	-	$\odot$	
	ED650		Education	ED650	PhD Research Discipline		
	EH306	-	Engineering Hydraulics I	EH306	-		

 In the Module Instance detail view, the top section gives high level information, and the lower tabs display detailed information.

Quercus 8		, STAFF TEST   <u>My Profile   Helo   Loqout</u>
Modules » Module Instance		CUSTOMIZE
ENGINEERING HYDRAULICS I (EH:	306)	TASKS
MODULE CODE EH306	SESSION 2010	
DESCRIPTION Engineering Hydraulics I	START - END -	PRINT CLASS LIST
SHORT NAME EH306	DEFAULT CREDITS	YEARLY CLASS LIST
MODULE LEVEL	QUALIFICATION	
Students Staff Documents Department		
Student Search		
SEARCH	SUBJECT STATUS Registered V (All)	
No students found.	Åward Year Subject Brought Forward Mark Cancelled Completed Deferred	

• The Students tab displays the Module Class list, and you can: filter by student status, print a class list using the link on the right hand side, or export the class list to excel using the link directly under the list.

udsuat.nulgalway.le/stutest/f2p=1001:104:3262093012137787:1N Quercus 8 HOME	STUDENTS COURSES MODULI	Welcome, STAFF TEST   My Pro	arch Results 🔎 😭
Modules » Module Instance ENGINEERING HYDRAULICS I (EH306) MODULE CODE EH306 DESCRIPTION Engineering Hydraulics I SHORT NAME EH306 MODULE LEVEL Students Staff Documents Department Student Search SEARCH	SESSION 2010 START - END - DEFAULT CREDITS QUALIFICATION	Scarch >	CUSTOMIZE
First Name Surname ID Numbe		Student Status View	

 Printing a class list opens in a window, and you can use the Print option at the top to send to your printer as normal.

MODULE CODE EH306     SESSION 2010     CLUSTOM       DESCRIPTION Engineering Hydraulics I     START - END -     TASKS       SNORTNAME EH306     DEFAULT CREDITS     TASKS       MODULE LEVEL     QUALIFICATION     G COMMUNICATE       First Name     Sumame     ID Number     Student Status     Signature	ENGINEERING HYDRAULICS I (EH306)	Print this page		
SHORT NAME     EH306     DEFAULT CREDITS     TASKS       MODULE LEVEL     QUALIFICATION     Image: Communicate in the second sec	MODULE CODE EH306	SESSION 2010		CUSTOM
SHORT NAME E F1305 DEFAUL CREDITS OF COMMUNICATE MODULE LEVEL QUALIFICATION OF COMMUNICATE First Name Surpage ID Number Subject Status Student Status Signature	DESCRIPTION Engineering Hydraulics I	START - END -		
First Name Surname ID Number Subject Status Student Status Signature	SHORT NAME EH306	DEFAULT CREDITS		
First Name Surname ID Number Subject Status Student Status Signature	MODULE LEVEL	QUALIFICATION		COMMUNICATE
	<u>First Name</u> <u>Surname</u> <u>ID N</u>	lumber <u>Subject Status</u> <u>Student Statu</u>	s Signature	1

- Like Modules, clicking on Courses, gives you access to the Courses you are associated with.
- Similar to Modules you can search for a Course code, partial or full name, and click the View icon to drill into the course.

Quercus 8						Welcome,	STAFF TEST	<u>My Profi</u>	ile   Help   Logout	
		номе	STUDENTS C	OURSES	JLES					
Courses										?
COURSE HM		SESSION 2010	•			Search )				
Course Code 🔺	Instance Code	<u>Start Date</u>	Description	Mode of Study	'ear	<u>Location</u>	<u>Status</u>	View		
нм	1HM7	01-SEP-2010	Postgraduate Diploma In Health Promotion	Part Time	1	NUIG	Approved	•		
НМ	1 <b>HM</b> 9	01-SEP-2010	Postgraduate Diploma In Health Promotion	Part Time	1	Marino. Dublin	Approved	$\bigcirc$		
								1 - 2		

- The structure is similar to Module, the high level detail is in the top section, with detailed information on the associated tabs below.
- In NUI Galway, we do not use all the detailed information types so some may appear blank.

Courses » 1	IM7				
POSTGRADU	ATE DIPLOMA IN HEAL	TH PROMOTI	ON (1HM7)		TASKS
COURSE	нм		SESSION	2010	
INSTANCE	1HM7		COURSE YEAR	1	PRINT CLASS LI
DESCRIPTION	Postgraduate Diploma In Healt	th Promotion	START - END	01-SEP-2010 - 31-AUG-2011	
MODE OF STUDY	Part Time		LOCATION	NUIG	
STREAM	HM7 Postgraduate Diploma in I	Health			
Summary Moo	Promotion (P/T)		PRO¥IDER		
Summary Moo	,		PROVIDER		
Course Details	,		PROVIDER		-
Course Details	lules Students Staff VEL Postgraduate Diploma	DIAI	SION	of Arts, Social Sciences, & Celtic Studies	
Course Details COURSE LE	lules Students Staff VEL Postgraduate Diploma IED True	DIVI	SION College	of Arts, Social Sciences, & Celtic Studies of Arts, Social Sciences, & Celtic Studies	
Course Details COURSE LE SEMESTERIS COURSE STRUCTI	lules Students Staff VEL Postgraduate Diploma IED True	DIVI FAC DEPART	SION College	of Arts, Social Sciences, & Celtic Studies	
Course Details COURSE LE SEMESTERIS COURSE STRUCTI	Vel Postgraduate Diploma ED True ITTS 60 ON 2	DIVI FAI DEPART APPROVED INSTANCE ST	SION CULTY College MENT College	of Arts, Social Sciences, & Celtic Studies 2001	

- You can find a student using a full name, partial name, or wildcard search using the % as a wildcard character.
- You can also find a student by using the Course or Module entry screen, and clicking on the Student tab when in those screens.

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	Ŭ			HOME STUDENTS COL			JRSES MODULES	
Students								
STUDENT		VIEW Stude			Μ	IORE OPTIONS	Search 🕨	
First Name	<u>Surname</u>	ID Number	Course	<u>Instance</u>	Location	<u>Status</u>	Start Date	View
			PA	1PA1	NUIG	Transferred	01-SEP-2009	
			PA	1PA1	NUIG	Registered	01-SEP-2008	

- Click the View icon to drill into a Student record.
- Again the layout displays high level information in the top section, and detail information in the tabs on the lower section.

	TITLE SURNAME FIRST NAME ID NUMBER			ATE OF BIRTH		EMAIL PHONE MOBILE		
Address Course Communicat	tion Personal	Note Ref. Nu	mber Er	mployment				
MODE OF STUDY (All)	<b>~</b>							
	▼ <u>Instance</u>	Location	Year	Session	Start Date	End Date	<u>Status</u>	View
(All)		<u>Location</u> NUIG	<u>Year</u> 1	<u>Session</u> 2009	Start Date	<u>End Date</u> 31-AUG-2010	<u>Status</u> Registered	View

 By clicking on the Course tab, and then Clicking the View icon, you can drill into the student records for that Course and Year, to view results.