

# User Guide

## Steps To Arrange Optional Meetings with Lecturers

1. **Login to Self Service Banner** <https://ssb.ancheim.ie/ittralee/> using your student ID & PIN (ID and PIN to access exam results).
2. Select **Student Main Menu**
3. Select **Organise Student Lecturer Meetings (OPTIONAL)**
  - a. This screen will display a list of modules. See sample screen below:

Page Title - Internet Explorer  
https://ssb.ancheim.ie/ittraleetest/app/pk\_swirlest.p\_meetings  
Tralee Production 11g - App 39  
Page Title

File Edit View Favorites Tools Help

Suggested Sites BlackBoard Helpdesk Infoweb IT Tralee Library MyDocs Office365 Password Change Self Service Banner Staff Email Staff Local Printers

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Search  Go

RETURN TO MENU SITE MAP EXIT

Student / Lecturer Meetings

05 Dec 2016 10:00 am

Check the Request Meeting box of those CRNs/Lecturers for which you wish to meet with. NOTE: Meetings cannot be booked for Deferred Modules.

The mobile number on record for you is: -----> Please contact the Exams Office (exams@ittralee.ie) if you need this mobile number updated.

Request Meeting?	CRN	Module Title	Grade	Status	Lecturer Name	Corrected By
<input type="checkbox"/>	43315	Practice Placement (Mental Health)	50	Pass	Joan Murphy	
<input checked="" type="checkbox"/>	43315	Practice Placement (Mental Health)	50	Pass	Michael Reen	Yes

Testing footer\_before\_link  
Please check your student email account for email confirmation of your request.  
RELEASE: 8.5.1

4. The screen lists the following columns:
  - a. Request Meeting check box
  - b. CRN
  - c. Module Title
  - d. Grade
  - e. Status
  - f. Lecturer Name
  - g. Corrected By Indicator
5. To request a meeting with a lecturer, for a particular CRN, please **tick the relevant check box(s)**.
6. When the required check box(s) has been ticked, click the **Submit Changes** button.

7. This will then display a second screen, where the student may indicate that they will be accompanied at the staff-student meeting:

The screenshot shows a web browser window with the URL [https://testssb.ancheim.ie/itraleetest/app/pk\\_svrtest.p\\_meetings](https://testssb.ancheim.ie/itraleetest/app/pk_svrtest.p_meetings). The page header includes the ITralee logo and contact information: Tel: 066-7145600, Fax: 066-7125711, info@staff.itralee.ie. A search bar is located at the top left. The main heading is "Student / Lecturer Meetings: Will you be Accompanied?". Below this is a red instruction: "Will you be accompanied to the meeting(s) you have selected? If yes then you need to indicate by ticking below:". A note states: "The mobile number on record for you is: -----> Please contact the Exams Office (exams@itralee.ie) if you need this mobile number updated." A table lists modules with columns: Will you be Accompanied to the Meeting?, CRN, Module Title, Grade Status, Lecturer Name, Corrected By, and Meeting Requested. The first two rows show "43315 Practice Placement (Mental Health) 50" with "Pass" status and "Joan Murphy" and "Michael Reen" as lecturers. The first row has an unchecked checkbox, while the second row has a checked checkbox. Below the table are "Submit Changes" and "Reset" buttons. At the bottom, there is a link "[ Return to Previous Screen ]" and a footer note: "Please check your student email account for email confirmation of your request. RELEASE: 8.5.1". A red circle highlights the "RETURN TO MENU" link in the top right corner. A blue arrow points from the checked checkbox to the "RETURN TO MENU" link.

Will you be Accompanied to the Meeting?	CRN	Module Title	Grade Status	Lecturer Name	Corrected By	Meeting Requested
<input type="checkbox"/>	43315	Practice Placement (Mental Health) 50	Pass	Joan Murphy		Yes
<input checked="" type="checkbox"/>	43315	Practice Placement (Mental Health) 50	Pass	Michael Reen	Yes	Yes

8. This second screen lists the modules for which a student has requested a meeting.
9. To indicate that the student will be accompanied at the staff-student meeting, please **tick the relevant check box(s)**.
10. This will cause an email will be sent to your student email account. This email:
- Confirms receipt of the meeting request(s)
  - Informs you of the date, time & location of the meeting(s).
11. **Note:** Just one email will be sent to your student email account - not an email per meeting requested.
12. When completed, select **RETURN TO MENU**