MINERVA DATABASE
Guidelines for Managing Intercollegiate Classes

The database can be accessed at http://minerva.maths.ox.ac.uk/

Minerva is a shared database run by the department for tutors, TAs, colleges and students to access class information and store student marks, attendance and reports.

**LECTURERS**
- Should submit the names of the tutor and TA of each class. They should also enter the time, venue and type (4x1.5 or 6x1 hour) of the class and the time and place where work should be submitted. This needs to be done by 12pm on Monday of 0th Week.

**CLASS TUTORS**
- Should update the names of students in their classes if they change. At the beginning of week 4, Minerva freezes and no further changes in class membership will be permitted for financial reasons. If a student wants to stop attending a class, they must notify both the class tutor and Jessica Sheard (sheard@maths.ox.ac.uk) before the end of week 3.
- Should indicate for each class they are giving whether payment should be
  - made to them directly,
  - credited to their college as part of their stint,
  - credited to the department as part of their stint.

*In the exceptional case that a class won’t have a TA, the Academic Admin office (acadadmin@maths.ox.ac.uk) must be informed.*

**CLASS TAs**
- Should enter reports on the attendance and marks of their students into the database. This should be done after every class, so that college tutors can track their students’ progress.

**CLASS TUTORS and TAs**
- Should ensure that overall reports on all students’ performances (regardless if classes continue into the following term) are entered by 9am on Monday of Week 8. At this point colleges will be instructed that reports on students are up-to-date. These reports enable college tutors to have an end-of-term review on their students’ progress.

**CLASS TUTORS with a TA on the TEACHING TRAINING PROGRAMME**
- Will be alerted to this fact by the database.
- Should discuss and agree a report with the TA before entering it on Minerva. These reports will be made available to TAs, and should be completed before the end of term. The report should indicate whether the TA needs any further training in order to become a class tutor.

**UNDERGRADUATES**
- Can access details (from within the Oxford network only) of class memberships, times, and venues together with instructions for submitting work at http://minerva.maths.ox.ac.uk/, following the links to
  - “Mathematical Institute classes”
  - “Department of Statistics classes”.
  They will not require a password to do this.

**COLLEGES**
- Can access the database using their three letter Socrates Admissions database codes and password. Please remember this is a shared password for all users.
- Can download reports on all their students once they are final (after 9am Monday Week 8).

**CHANGING PASSWORDS and UPDATING PERSONAL INFORMATION**
If you have:
- Changed Postal Address
- Changed Email Address
- Changed your Title
- Lost your username/password
- Further queries/problems with an account
- Require a new account
Then please contact Jessica Sheard (sheard@maths.ox.ac.uk) for assistance