

MINERVA DATABASE

Guidelines for Managing Intercollegiate Classes

The database can be accessed at <http://minerva.maths.ox.ac.uk/> from Monday of Week 0.

LECTURERS

- Should submit the names of the tutor, TA and student members of each class by **9am on Monday of Week 2**. They should also enter the time and venue of the class and the time and place where work should be submitted. Please let Helen Lowe (loweh@maths.ox.ac.uk) know the names of your TAs in advance, so that she can put them into the database.

CLASS TUTORS

- Should enter the type of class i.e.
 - 4 classes with tutor and TA (Part B),
 - 6 classes with tutor and TA (O1 and exceptional Part B cases),
 - 7 classes with tutor and TA (Part C),
 - Classes with no TA (exceptional cases only).**In the exceptional cases described in the information for lecturers, the academic assistant (Helen Lowe) must also be informed.**
- Should update the names of students in their classes if they change. **At the end of week 4, no further changes in class membership will be permitted for financial purposes.** If a student wants to stop attending a class, they must notify both the class tutor and Helen Lowe before the end of week 4.
- 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.

CLASS TUTORS and 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.
- Should ensure that overall reports on all students' performance up to that point are entered by **9am on Monday of Week 8**. At this point colleges will be instructed that reports on students are up-to-date. The reports should be up-to-date by 9am on Monday of week 8 to enable college tutors to have end-of-term reviews of 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 Oxford network only) of class membership, 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 passwords.
- Can download reports on all their students once they are final (after 9am Monday Week 8).