

## A Guide to the Semester 2 Personal Development Tutorial For Year 2 Students

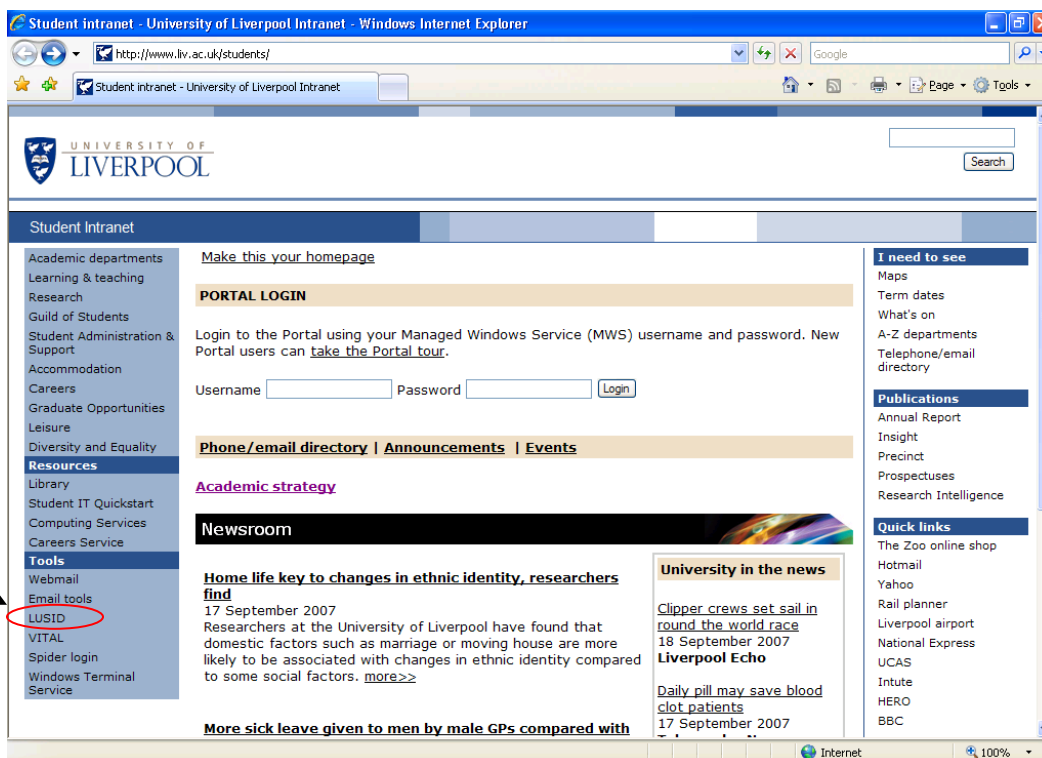
This guide will take you through the necessary steps for preparing for your semester 2 personal development (PD) tutorial. You should have already completed the preparation for the first PD tutorial last semester and have met with your tutor to discuss your *initial impressions* statements. The first semester tutorial was designed to give you the opportunity to get to know your tutor and to raise any initial concerns you may have had.

### Year 2 Semester 2 PD Tutorial - Overview

The semester 2 tutorial gives you the opportunity to think about how you are performing from an academic point of view, and to discuss your progress with your tutor. LUSID will guide you through the preparation for your tutorial. There are two stages to the semester 2 PD tutorial. The first stage is about reviewing your semester 1 progress. You will be asked to look back over your module results from semester 1 and any feedback you may have received on assignments or fieldwork. You will be prompted to think about and record areas that you think you are good at and areas where you feel you may need some further development. Stage 2 of the preparation is for you to create an action plan - what do you intend to do to tackle those areas where you feel you could do better or improve. Again you will email the preparation work to your tutor prior to your tutorial meeting.

### Accessing LUSID

LUSID can be accessed from the student intranet (<http://www.liv.ac.uk/students>) by clicking on the link to LUSID under 'tools' in the left hand column.



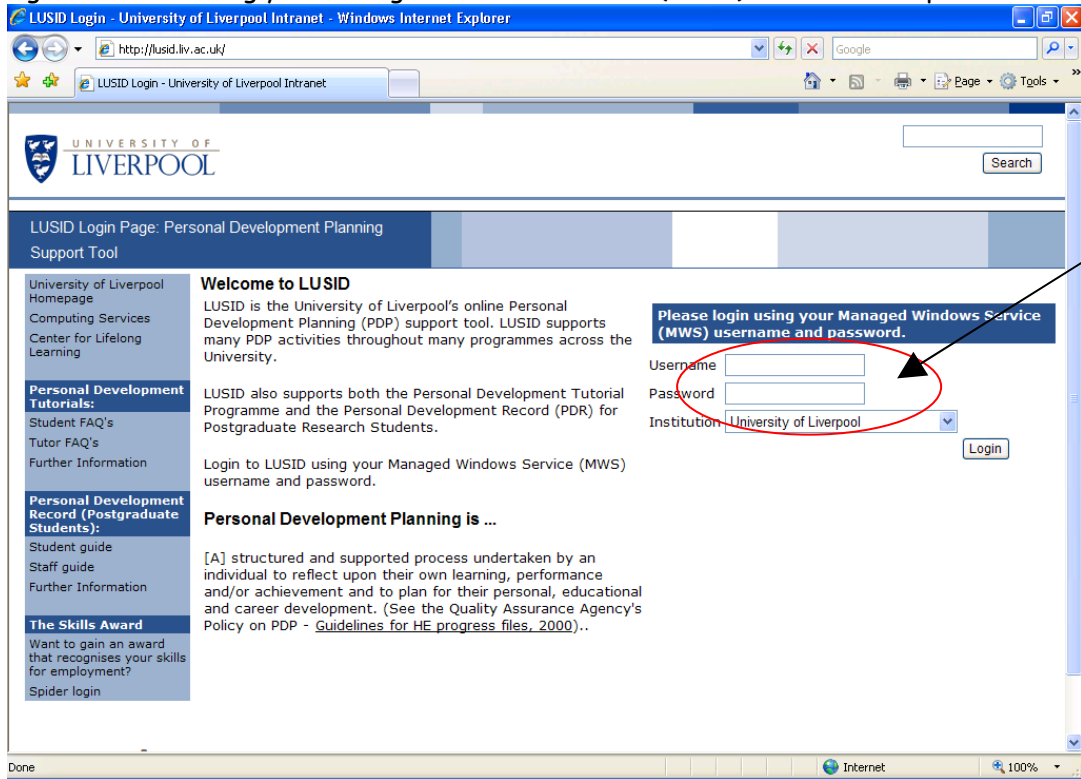
The screenshot shows the University of Liverpool Student Intranet in a Windows Internet Explorer browser. The address bar shows <http://www.liv.ac.uk/students/>. The page features a navigation menu on the left with categories: Academic departments, Resources, Tools, and Vital. The 'Tools' category is expanded, and the 'LUSID' link is circled in red. An arrow points from the text 'Click link to 'LUSID'' to this link. Other visible links in the 'Tools' menu include Webmail, Email tools, VITAL, Spider login, and Windows Terminal Service. The main content area includes a 'PORTAL LOGIN' section with a login form, a 'Newsroom' section with a headline 'Home life key to changes in ethnic identity, researchers find', and a 'University in the news' section with a headline 'Clipper crews set sail in round the world race'.

To find out more information about PD Tutorials visit the information web site at:

<http://www.liv.ac.uk/pdtutorials/>  
PDT Student Guide Yr 1 Sem 2

**Logging into LUSID**

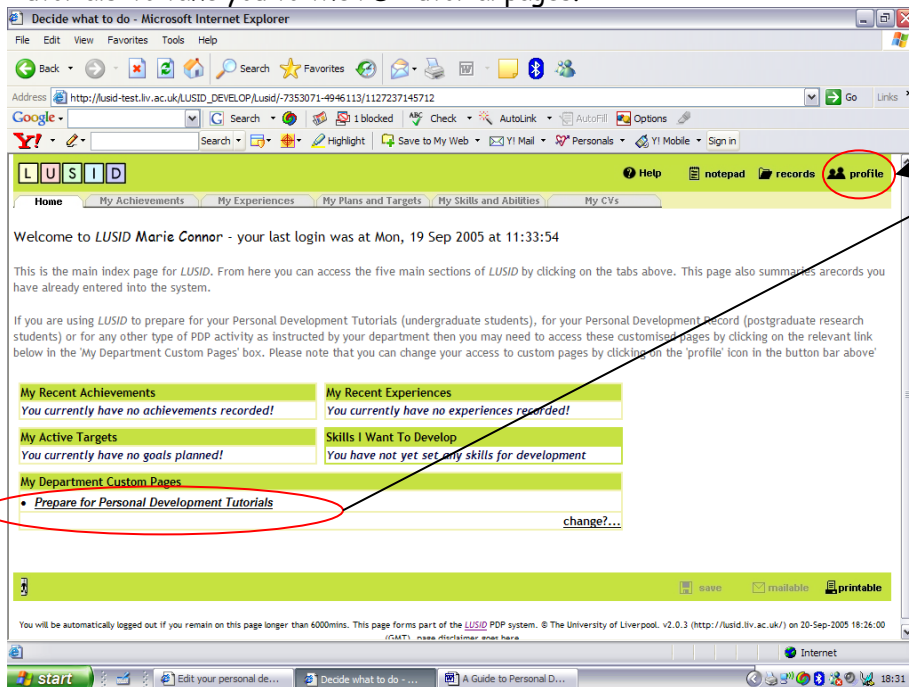
Login to LUSID using your Managed Windows Service (MWS) username and password.



Login using your MWS username and password

**Accessing the PD Tutorial Pages**

Once you have logged into LUSID you should be able to see a link to the PD Tutorials in the box 'My Department Custom Pages'. Click on the link 'Prepare for Personal Development Tutorials' to take you to the PD Tutorial pages.



If no link appears then Click on 'profile' to choose which PD tutorial pages you require access to. For example, your department may have its own custom pages.

Access the PD Tutorial Pages

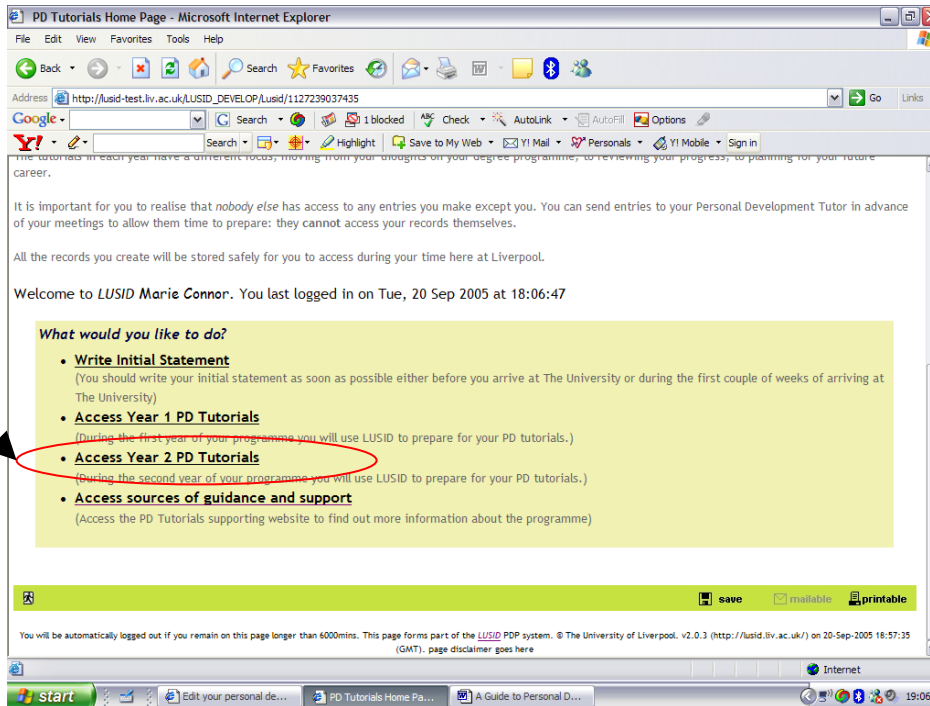
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The PD Tutorial main page

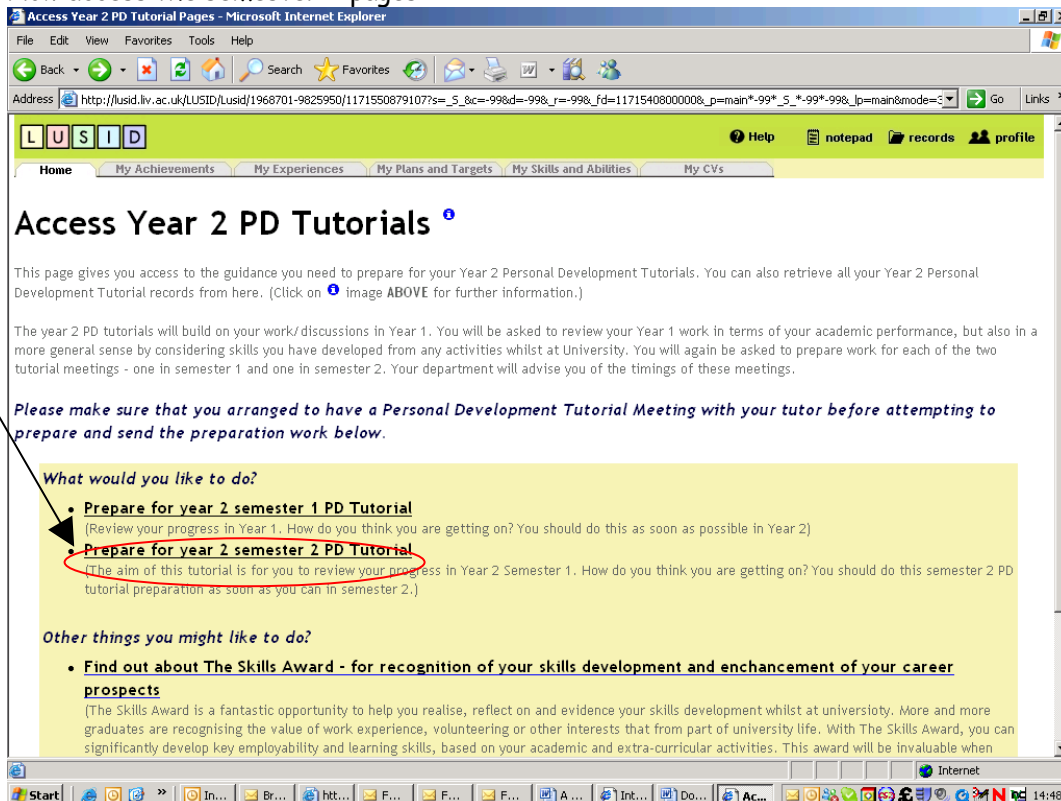
Access the Year 2 PD Tutorial pages

Access the Year 2 PD Tutorial Pages



Now access the semester 2 pages:

Access the Year 2 Semester 2 PD Tutorial Pages

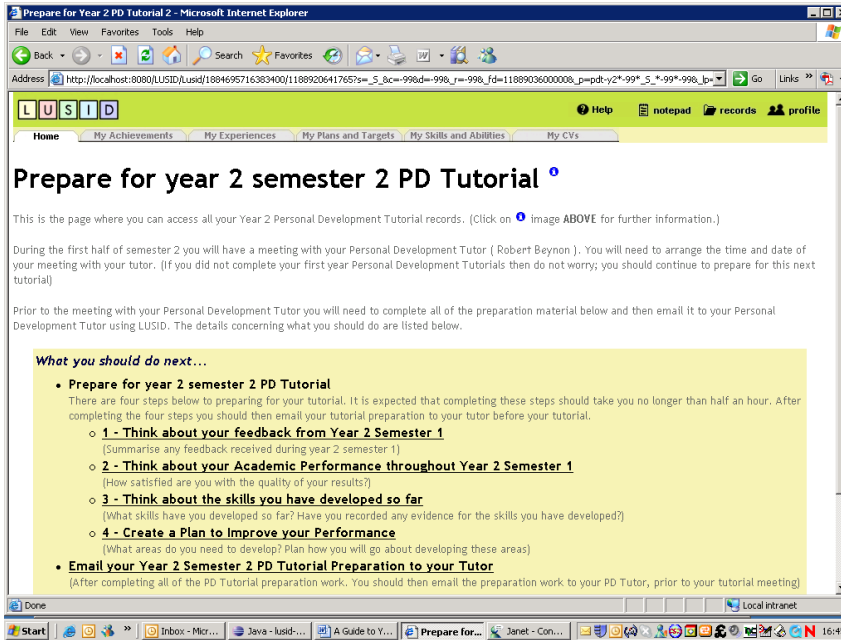


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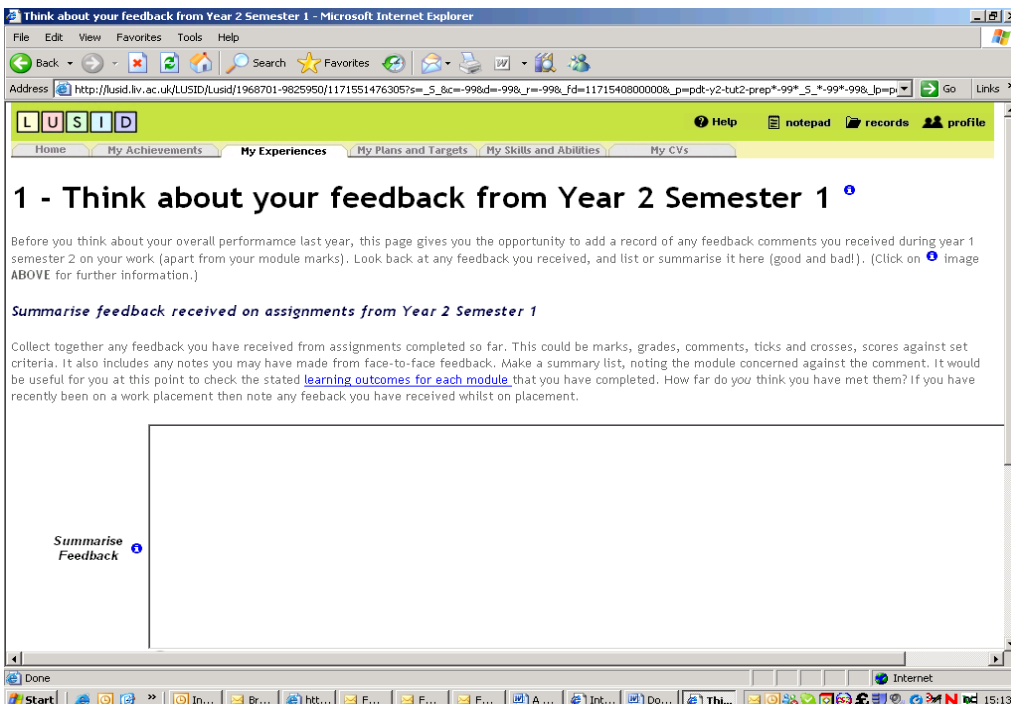
## The Year 2 Semester 2 PD Tutorial preparation:

This preparation has three stages, all of which should be completed before emailing your preparation to your tutor::



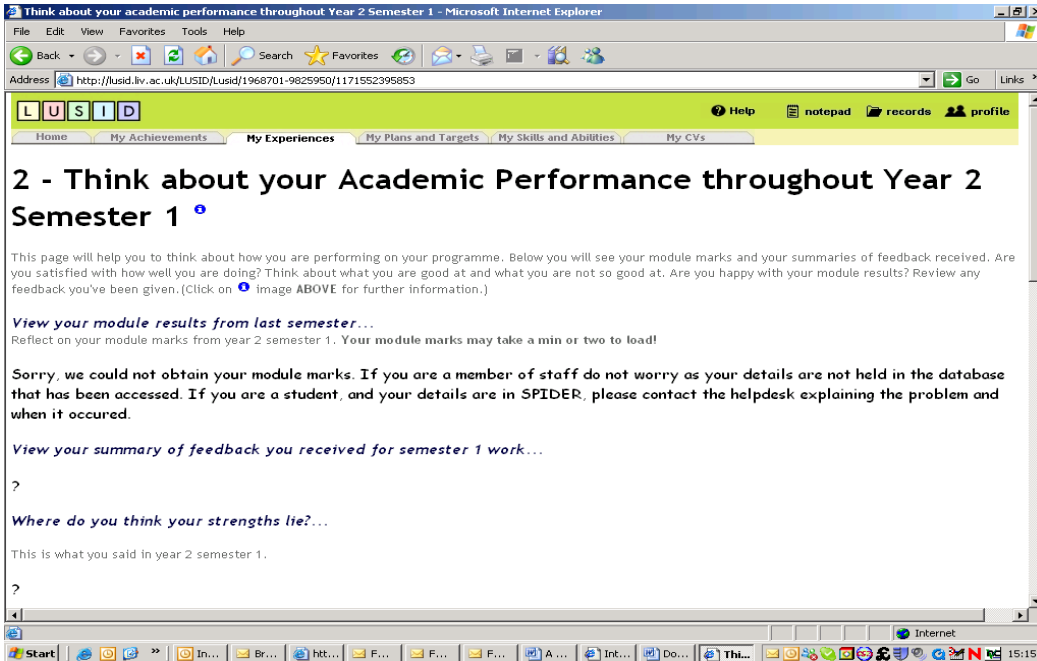
## Preparing for your Semester 2 Tutorial – Stage 1

Stage 1 is a review of your feedback from semester 1. When you have completed stage 1, click on 'save and continue' to access stage 2.



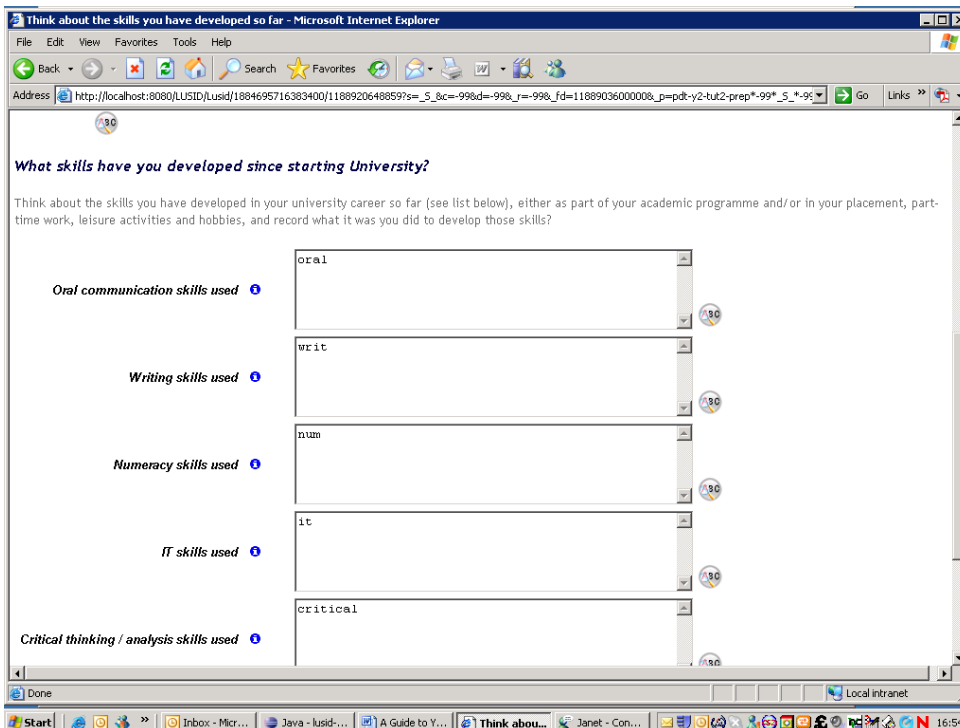
**Preparing for your Semester 2 Tutorial - Stage 2**

Stage 2 is a review of your academic performance from semester 1. Again, complete this page then click on 'save and continue' to access stage 3.



**Think about the skills you developed during year 1 and so far in year 2- Stage 3**

Think about the skills you have developed since starting university. What did you do to develop each of the skills listed.



### Develop an action plan - Stage 4

Think about what you plan to do to tackle those areas that you have identified as areas for development by creating your Action Plan. Your action plan can consist of one or more action points. To add an action point simply fill in the three fields indicating the action point and the method and timescale for completing the action point. Click on the 'save and refresh' button to save your action point and add it to your action plan. You may repeat this process as many times you wish. An example of stage 3 is given below.




To edit an action point click on the title and a popup box will appear



questions.

**Develop an Action Plan**

The following table shows your action plan. You may have one or more action points to your action plan. Any action points you have already recorded will be listed below. Click on the action point title to access a page where you can edit the details of an action point

Action Point	Method of addressing the action point	Timescale for completion	Completed
 <b>To find out how to reference properly</b>	I keep getting consistent comments about not making references to other peoples work properly. I need to find out how I do this before my next assignment.	8 Aug 2006	<input checked="" type="radio"/> Completed <input type="radio"/> Not yet completed
 <b>To ask questions when i don't understand something</b>	I wil.....	8 Aug 2006	<input checked="" type="radio"/> Completed <input type="radio"/> Not yet completed
 <b>To create an essay plan my next assignment</b>	My last two assignments have been handed in late. I will create an essay plan for my next assignment.	8 Aug 2006	<input checked="" type="radio"/> Completed <input type="radio"/> Not yet completed

An action plan can be made up of one or more action points. To develop your action plan you should complete one or more action points, highlighting the point for action, and the method and timescale for completing the action.

**Add new action point to my action plan.**

Click on the following link to create a new action point to add to your action plan (you can do this any number of times): [Add new action point](#)

Use the button below to save your data and refresh your action plan. Your new action point should be then be listed in the table above

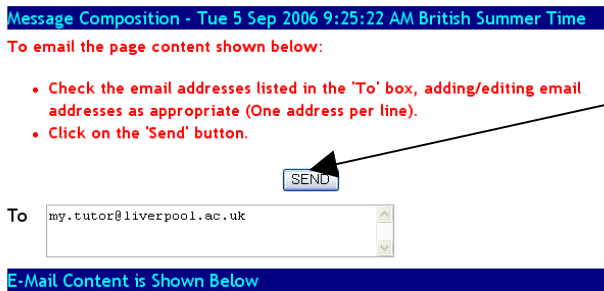
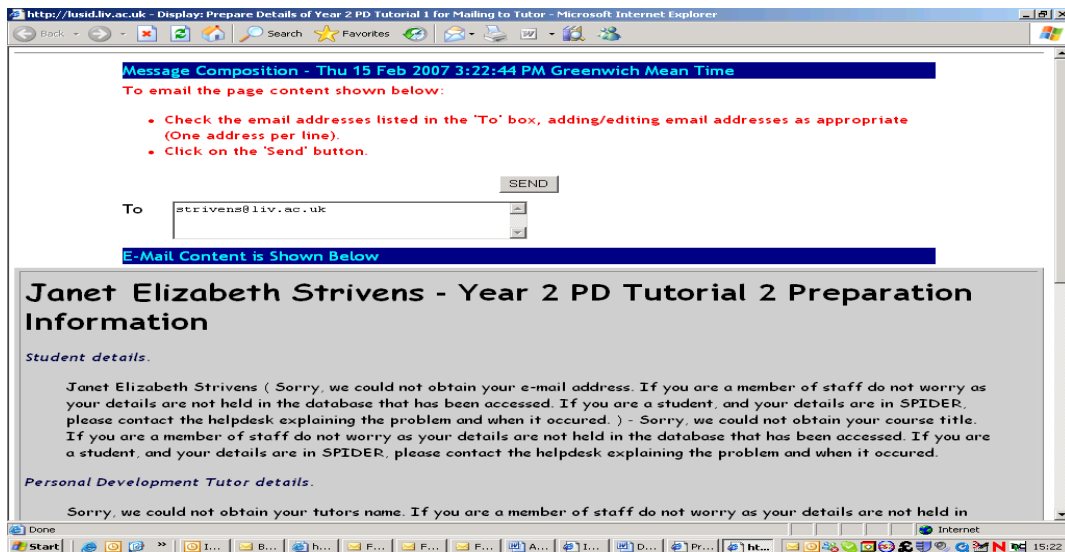
*Email semester 2 preparation to your tutor*

Develop an action plan – consisting of one or more action points

**Saving and mailing your PD Tutorial preparation work to your tutor.**

Once you have completed all three stages of the preparation work for your semester 2 PD tutorial you should firstly save your work by clicking on the 'save' button at the bottom of the page, then click on the 'mailable' button at the bottom of the page to start the mail process. A window will appear with your preparation work in a format for emailing as shown below: Please note that you will need to click the **SEND** button to email your preparation to your tutor.

*Example: Emailing your preparation to your tutor:*



Click **SEND** to send your preparation to your tutor

**Checking your tutors email**

LUSID should automatically pick up your tutors email address in the 'To' box. LUSID automatically retrieves it from the central student database (SPIDER). If for some reason your tutors email address does not appear or is incorrect then you can simply add/change it straight into the 'To' box. Click '**SEND**' once you are happy the email address is correct.