TCUP user instructions for tutors

Step 1: enter the following URL:
http://bsntsyr5.bsys.monash.edu.au/tcup/

Step 2: the login screen

Step 3: After logging in

Select the “Enter Timesheet” option to make a claim here.
Note: in the following steps, if you change any criteria, you should click the “refresh” button.

Step 4: Entering a scheduled claim

Click “Edit” to start a scheduled claim. NB. Do not delete any scheduled claims.

Check the tutor, semester, unit, and week details. All scheduled claims are listed here.

Step 5: Entering the Quantity.

Enter the Actual Quantity, and add a comment if different from the expected quantity.

Click Update to complete the claim.
After updating the After record

Status is converted to Waiting – (i.e. waiting for the lecturer to approve)

Step 6: Adding an unscheduled task (e.g. Assignment marking)

Click “Add” to make an unscheduled claim – e.g. Exam marking

Select the appropriate activity from the listbox, then enter the quantity. Next click “Update” to complete the claim.

You must add a comment for any unscheduled claims

After updating the record, the approval status changes to “Waiting”.