

TCUP user instructions for tutors

Step 1: enter the following URL:

<http://bsntsvr5.bsys.monash.edu.au/tcup/>

Step 2: the login screen

TCUP

Staff Type: Tutor

Username: peter

Password:

Login Clear

Enter your authcate username and password here

Step 3: After logging in

[Change Tutor Details](#) [Enter Timesheet](#)

[Log Out](#)

WELCOME TO TCUP!
Peter Kent

**You have logged in as a
Tutor**

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

Tutor: Ms. Tree Apple
Semester: 2005_S1
Unit: BUS4444_CL_(Ms. Mary Jones)
Week: 03: 14/03/2005-20/03/2005

Refresh

Step 4: Entering a scheduled claim

Change Tutor Details | Enter Timesheet

Log Out

Tutor Timesheet

Tutor: Ms. Tree Apple
Semester: 2005_S1
Unit: BUS4444_CL_(Ms. Mary Jones)
Week: 03: 14/03/2005-20/03/2005

Refresh Add

Edit	Delete	Week	Task Type	Actual Quantity	Expected Quantity	Comments	Approval Status
Edit	Delete	03: 14/03/2005-20/03/2005	BUS_2hr_tute		4		Schedule

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

All scheduled claims are listed here

Step5: Entering the Quantity.

Change Tutor Details | Enter Timesheet

Log Out

Tutor Timesheet

Tutor: Ms. Tree Apple
Semester: 2005_S1
Unit: BUS4444_CL_(Ms. Mary Jones)
Week: 03: 14/03/2005-20/03/2005

Refresh Add

Edit	Delete	Week	Task Type	Actual Quantity	Expected Quantity	Comments	Approval Status	
Update	Cancel	Delete	03: 14/03/2005-20/03/2005	BUS_2hr_tute	4	4		Schedule

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

The screenshot shows the 'Tutor Timesheet' interface. At the top, there are links for 'Change Tutor Details' and 'Enter Timesheet'. Below these are 'Log Out' and a 'Log Out' link. The main heading is 'Tutor Timesheet'. The form includes dropdown menus for 'Tutor' (Ms. Tree Apple), 'Semester' (2005_S1), 'Unit' (BUS4444_CL_(Ms. Mary Jones)), and 'Week' (03: 14/03/2005-20/03/2005). There are 'Refresh' and 'Add' buttons. Below the form is a table with the following data:

Edit	Delete	Week	Task Type	Actual Quantity	Expected Quantity	Comments	Approval Status
Edit	Delete	03: 14/03/2005-20/03/2005	BUS_2hr_tute	4	4		Waiting

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

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

The screenshot shows the 'Tutor Timesheet' interface with the 'Add' button highlighted. A new task entry is visible in the table:

Edit	Delete	Week	Task Type	Actual Quantity	Expected Quantity	Comments	Approval Status	
Update	Cancel	Delete	03: 14/03/2005-20/03/2005	Assignment marking	2	0	20 assignments @10mins	

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".

The screenshot shows the 'Tutor Timesheet' interface with the updated record. The table now contains two entries:

Edit	Delete	Week	Task Type	Actual Quantity	Expected Quantity	Comments	Approval Status
Edit	Delete	03: 14/03/2005-20/03/2005	BUS_2hr_tute	4	4		Waiting
Edit	Delete	03: 14/03/2005-20/03/2005	Assignment marking	2		20 assignments @10mins	Waiting