

# UNIVERSITY OF GREENWICH

## Personal tutors



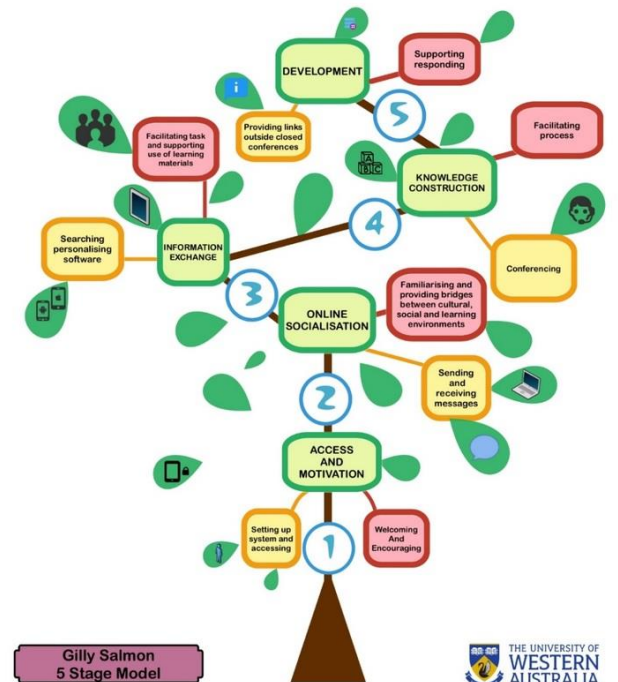
## This session will cover:

- MS TEAMS for personal tutoring
- PTMS
- Learning Analytics
- Adding value through CPD
- Evidence based approaches.
- Some tips and examples of effective personal tutoring strategies.



# Evolution of personal tutoring

- The digital learning pioneer Gilly Salmon has developed a [five-stage process](#) for supporting students through e-learning.



## Explore initiatives that enhance the learning process

- Coaching offers an approach which seeks to enable and empower learners and has the potential to contribute to their personal development, facilitating solution-focused approaches which are transferable to the workplace.



## Academic and pastoral care

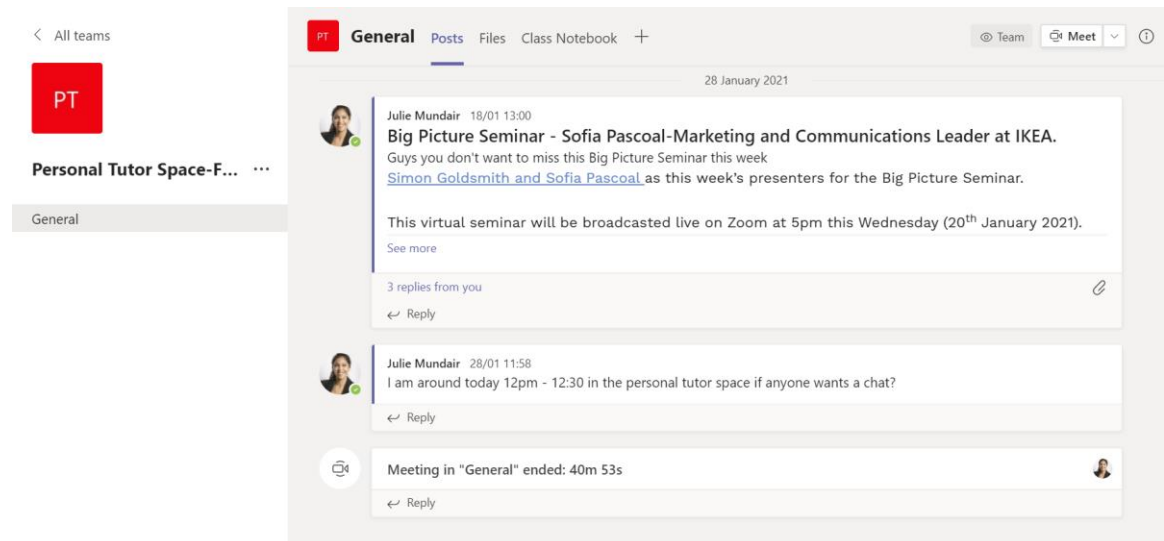
- Effective tutoring acknowledges the “whole student”, both their academic and pastoral needs.
- Need to recognise the importance of skilled interpersonal conversations that explore both academic and personal goals, as well as the reality that students currently face.
- Don't limit tutoring to one-to-one meetings.



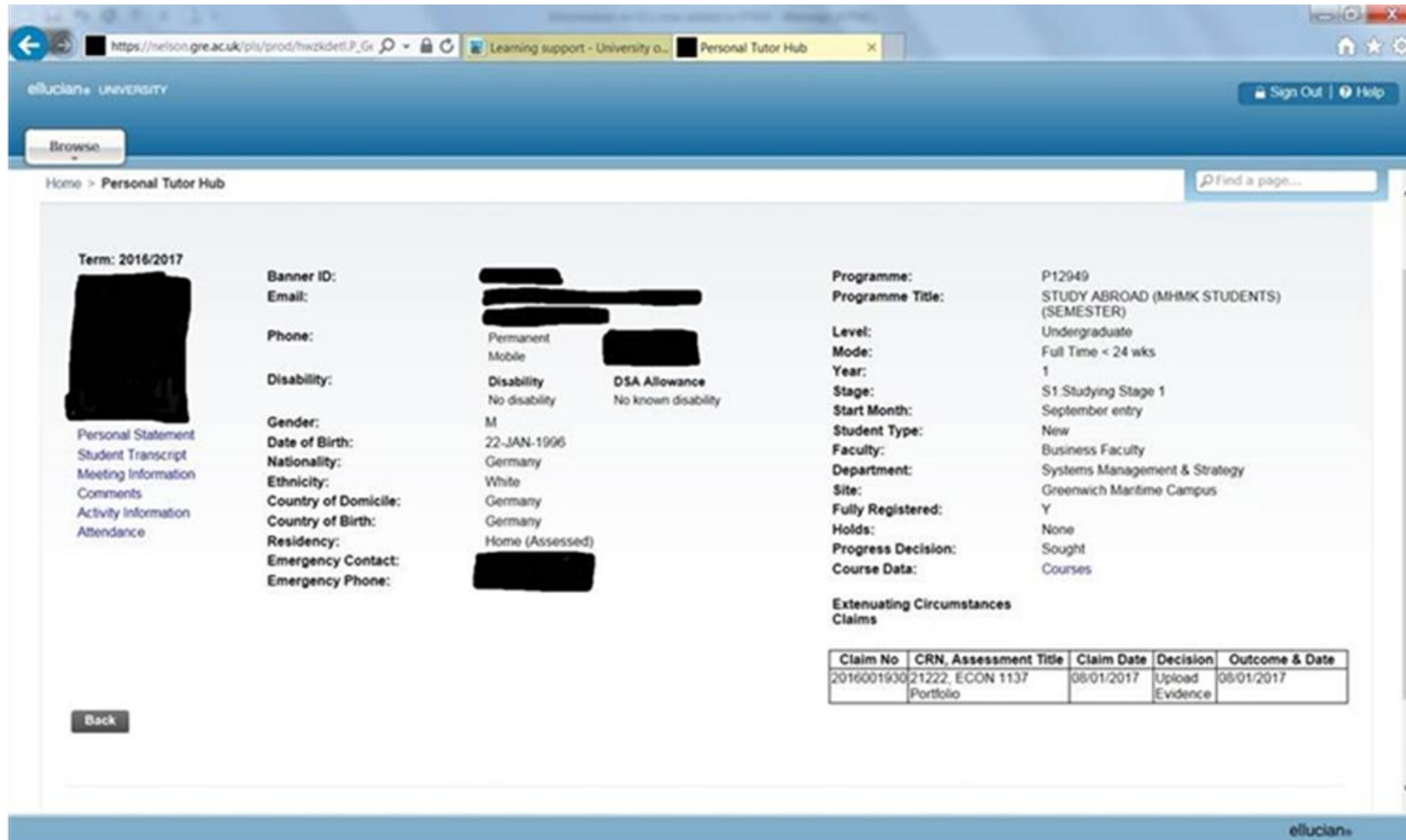
# Technology must be embraced - Setup an online learning community for your tutees

Build your effective remote tutoring environment Setup the information and communication technologies and learn how to use them effectively. Gather the information you need to support students, preferably in electronic format. **Hold group tutorial meetings.**

....but beware of relying on only technology. Ask your students what would be useful to them and let them choose what works best for them.



# PTMS



Home > Personal Tutor Hub

Term: 2016/2017

**Personal Statement**  
Student Transcript  
Meeting Information  
Comments  
Activity Information  
Attendance

**Banner ID:** [REDACTED]  
**Email:** [REDACTED]  
**Phone:** Permanent [REDACTED]  
Mobile [REDACTED]  
**Disability:** Disability No disability DSA Allowance No known disability  
**Gender:** M  
**Date of Birth:** 22-JAN-1996  
**Nationality:** Germany  
**Ethnicity:** White  
**Country of Domicile:** Germany  
**Country of Birth:** Germany  
**Residency:** Home (Assessed)  
**Emergency Contact:** [REDACTED]  
**Emergency Phone:** [REDACTED]

**Programme:** P12949  
**Programme Title:** STUDY ABROAD (MHMK STUDENTS) (SEMESTER)  
**Level:** Undergraduate  
**Mode:** Full Time < 24 wks  
**Year:** 1  
**Stage:** S1 Studying Stage 1  
**Start Month:** September entry  
**Student Type:** New  
**Faculty:** Business Faculty  
**Department:** Systems Management & Strategy  
**Site:** Greenwich Maritime Campus  
**Fully Registered:** Y  
**Holds:** None  
**Progress Decision:** Sought  
**Course Data:** Courses

**Extenuating Circumstances**  
Claims

| Claim No   | CRN, Assessment Title         | Claim Date | Decision           | Outcome & Date |
|------------|-------------------------------|------------|--------------------|----------------|
| 2016001930 | 21222, ECON 1137<br>Portfolio | 08/01/2017 | Upload<br>Evidence | 08/01/2017     |

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# Using Learning Analytics



Student Records  
(Banner)



Other Data



VLE  
(Moodle)



Library



Attendance



Equipment  
Use

## Student characteristics, prior learning

- Student records (Banner)

## Engagement

- Virtual Learning Environment (Moodle)
- Attendance monitoring system
- Personal Tutor management system
- Library access/usage

## Assessment

- Student records (Banner)
- Moodle

Academic  
Support Team





## Value of group tutorials

- Students must learn to develop effective peer relationships.
- The way in which personal tutor groups are managed is likely to effect any positive impact that may result from their formation.



## Student Feedback

I've been really happy having you as my personal tutor. You have been very helpful not only when I was unsure on what to do for PPM but also when I was in doubt about the course and supported me when I was not feeling the greatest. As my first year in university where most of the teaching was online and did not know anyone I found it quite rough to adapt to this major challenge in my life having come straight from sixth form and having to independently learn how university works and how to work from home. However, I truly believe that you helped me get through term 1 and understand how to prepare for my first assignments which I am very grateful for. In addition, you make sure to keep check on everyone as our personal tutor and encourage us to build our skills by providing additional constructive advice and support to help boost our employability skills and CV. Overall, I'm extremely pleased that you are my personal tutor especially with the unfortunate circumstances the pandemic has inflicted on university and the teaching.

Throughout my time at Greenwich University, Jules has been my personal tutor and honestly she has been the best support for me. I have had a couple of meetings and each meeting I leave satisfied with our talk. Example is a meeting I had recently. Before the meeting I was feeling anxious, stressed and frustrated, but as the meeting begun Jules helped me to understand the issue and made me feel calm. She helped me with my understanding of the situation at hand and let me speak my mind. I felt at ease and gave me the confidence that I can talk to Jules about any issues I am having. Also, Jules offered some helpful tips that will benefit me during the rest of my time in university which was very useful for me and I will take these tips on-board. Overall, Jules was very helpful and honestly changes my mood completely after each talk which I am grateful for. She offers more help than expected by the student and hopefully I can have Jules as my personal tutor again.

Academic  
Support Team

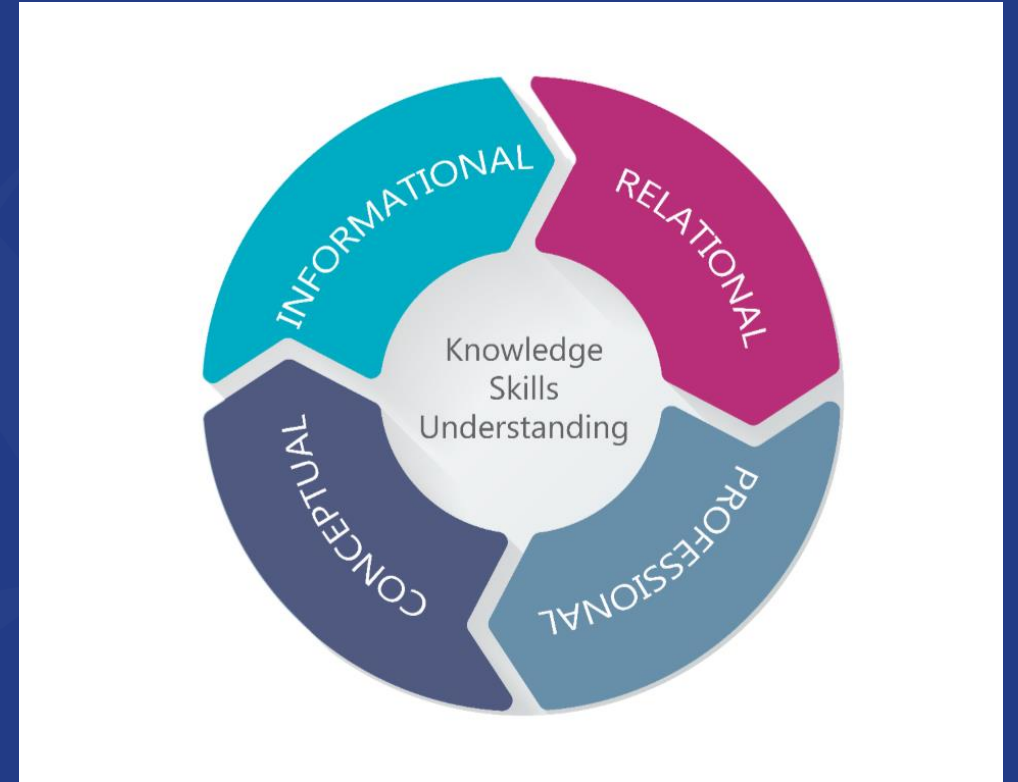


## Next steps for personal tutors

- CPD activities to engage in
- UK Advising and Tutoring (UKAT) Excellent online webinars and resources about personal tutoring and being a personal tutor: [www.ukat.uk](http://www.ukat.uk)



# The UKAT Professional Framework for Advising and Tutoring



# Final tips

- Communicating. Send weekly news bites via MS teams
- Be there. Hold regular group meetings online or face to face
- The three key aims of personal tutoring are to enable students to better understand their **own learning**; to better manage their **educational and career goals**; and to **offer support** to at-risk students.
- Offer support, in whatever form that may take.
- We have seen at times poor attendance at meetings... some tutees blame their tutors for not being proactive. To be successful it requires both parties to make an equal effort to arrange meetings on a regular basis.
- Send follow-up emails. After each meeting, email your tutee a copy of the notes, together with any links, documents, and resources that will be useful to them





**Any questions?**