

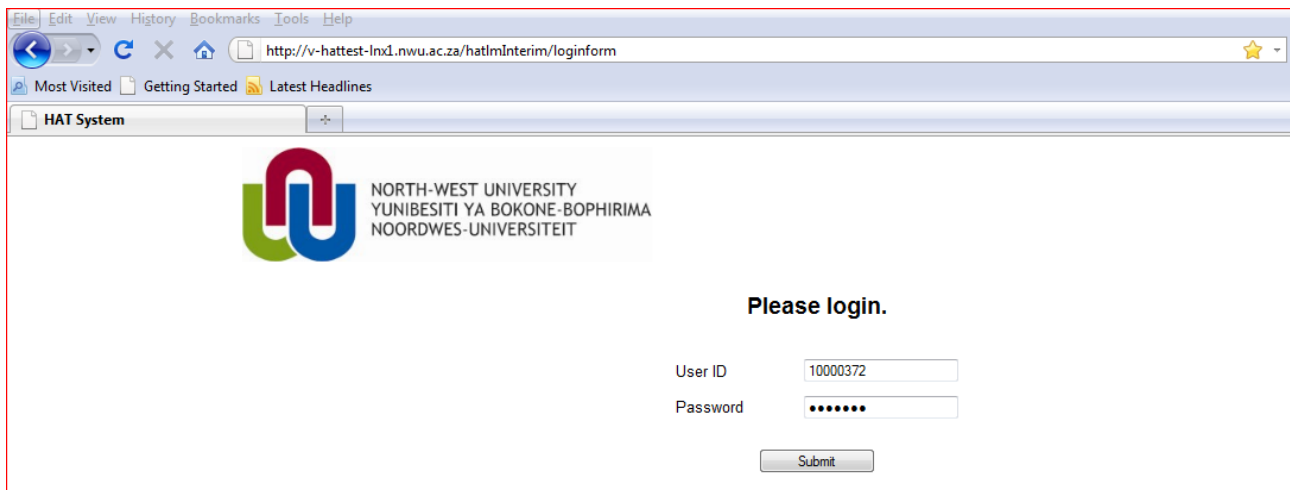
HAT LM User Manual for Top Lecturer Semester 1 2013

1 Login

Go to Windows Internet Explorer or Mozilla Firefox and type in the following link:

<http://v-hat-lnx1.nwu.ac.za>

A screen will appear looking like the one below.



The screenshot shows a browser window with the address bar containing <http://v-hat-lnx1.nwu.ac.za/hatlminterim/loginform>. The page title is "HAT System". The main content area features the North-West University logo and the text "NORTH-WEST UNIVERSITY YUNIBESITI YA BOKONE-BOPHIRIMA NOORDWES-UNIVERSITEIT". Below this, the text "Please login." is displayed. There are two input fields: "User ID" with the value "10000372" and "Password" with masked characters. A "Submit" button is located below the password field.

Please fill in your NWU number (8 characters) next to **User ID** e.g. 10000372.

Enter your network password next to **Password** and click on **Submit**.

2 Capturing of information

After logging in, the following screen will appear.

NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

Development Environment - Ontwikkeling Omgewing

University number : 10063730
Logout

Year 2013
Campus*
Faculty
School
Subschool
Module Code e.g.AAAA*
Search

Validate Submit Add Remove

Select	Module Code	Lecturer	Person Role*	# Students	Campus	School
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Validate Submit Add Remove

Campus: Required field. Select your campus.

Faculty: Please choose your faculty

School: Please choose the school

Subschool: Please choose the subschool – this list will only be populated if the specific school is divided into subschools

Module Code: Please type your module code, e.g. CHEN 111 (please note the space) or only a part of it, e.g. RK* (Remember the * (asterisk)) for all the modules starting with RK to appear. .

Click on **Search**.

For example:

Year 2013
Campus* 02-Vaal Triangle
Faculty 1908 - VTC Faculty of Economic Sciences and Information Technology
School 1905 - VTC School of Information Technology
Subschool
Module Code ITR* e.g.AAAA*
Search

A list of all the valid module codes matching the search criteria will be displayed. Example:



Year
 Campus*
 Faculty
 School
 Module Code e.g.AAAA*

Select	Module Code	Lecturer	Person Role	# Students	Campus	School
<input type="checkbox"/>	WISK 613		Lecturer		01-Potchefstroom	1220 - PC School of Computer Statistical and Ma
<input type="checkbox"/>	WISK 614		Lecturer		01-Potchefstroom	1220 - PC School of Computer Statistical and Ma
<input type="checkbox"/>	WISK 615		Lecturer		01-Potchefstroom	1220 - PC School of Computer Statistical and Ma
<input type="checkbox"/>	WISK 624		Lecturer		01-Potchefstroom	1220 - PC School of Computer Statistical and Ma
<input type="checkbox"/>	WISK 874		Lecturer		01-Potchefstroom	1220 - PC School of Computer Statistical and Ma
<input type="checkbox"/>	WISK 875		Lecturer		01-Potchefstroom	1220 - PC School of Computer Statistical and Ma
<input type="checkbox"/>	WISK 876		Lecturer		01-Potchefstroom	1220 - PC School of Computer Statistical and Ma
<input type="checkbox"/>	WISK 878		Lecturer		01-Potchefstroom	1220 - PC School of Computer Statistical and Ma
<input type="checkbox"/>	WISN 111	10064370 MRS MJ ROTHMAN	Lecturer		01-Potchefstroom	1220 - PC School of Computer Statistical and Ma
<input type="checkbox"/>	WISN 111	10085858 DR M HITGE	Lecturer		01-Potchefstroom	1220 - PC School of Computer Statistical and Ma
<input type="checkbox"/>	WISN 111	11152095 MRS E MEYER	Lecturer		01-Potchefstroom	1220 - PC School of Computer Statistical and Ma

In certain instances, lecturers will already be linked to certain module codes.

2.1 To link a lecturer to a module code

- Tick the select box to the left of the module code.
- Enter the NWU number of the lecturer in the open box and press **ENTER** or click the **Validate** button.

<input type="checkbox"/>	STTN 616	<input type="text" value="11086637"/>	PROF CJ SWANEPOEL
<input type="checkbox"/>	STTN 617	<input type="text" value="10515623"/>	
<input type="checkbox"/>	STTN 618	<input type="text"/>	

- The NWU number will be validated. If correct, the person’s title, initials and surname will appear.

<input type="checkbox"/>	STTN 616	<input type="text" value="11086637"/>	PROF CJ SWANEPOEL
<input checked="" type="checkbox"/>	STTN 617	<input type="text" value="10515623"/>	MRS MC RICHARDS
<input type="checkbox"/>	STTN 618	<input type="text"/>	

- The “Person Role” must now be specified: (only “Lecturer”-role will be used for the Toplecturer system)

<input checked="" type="checkbox"/>	WISK 875	<input type="text" value="10515623"/>	MRS MC RICHARDS	<input type="text" value="Lecturer"/>	<input type="text"/>
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- The number of students must be entered. This field is required if the “Person Role” is “Lecturer

<input checked="" type="checkbox"/>	WISK 875	<input type="text" value="10515623"/>	MRS MC RICHARDS	<input type="text" value="Lecturer"/>	<input type="text" value="15"/>
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- In the end click on **Submit** to save all the information.
- You can Tick and fill in the information for all your modules before submitting.

2.2 To remove a lecturer

E.g. CEMI 121 is no longer presented by DR M LE ROUX:

- Click on the “Select” box of the module

Select Module Code**Lecturer**

Select Module Code	Lecturer
<input type="checkbox"/> CEMI 121	20538049 MR MR TIETZ
<input checked="" type="checkbox"/> CEMI 121	12413887 DR M LE ROUX

- Click on **Remove**.
- The name of the lecturer will disappear. Click on **Submit**.

Select Module Code**Lecturer**

Select Module Code	Lecturer
<input type="checkbox"/> CEMI 121	20538049 MR MR TIETZ
<input type="checkbox"/> CEMI 121	

- When you once again select your campus and school to look for this module, it will appear without a name of a lecturer. You can link it now to the correct lecturer.

2.3 To add another lecturer to a module code (when a module is presented by more than one lecturer):

- Click on the “Select” box of the appropriate module, e.g. ITRI 611

Select Module Code**Lecturer**

Select Module Code	Lecturer
<input type="checkbox"/> AAAA 441	
<input checked="" type="checkbox"/> ITRI 611	

- Click on **Add**.
- The appropriate module code will be duplicated.

Select Module Code**Lecturer**

Select Module Code	Lecturer
<input type="checkbox"/> AAAA 441	
<input checked="" type="checkbox"/> ITRI 611	
<input type="checkbox"/> ITRI 611	

This module code can now be linked to 2 different lecturers:

<input checked="" type="checkbox"/> ITRI 611	10068732	DR E TAYLOR
<input checked="" type="checkbox"/> ITRI 611	10063374	PROF GR DREVIN

When you are completely satisfied with all the additions and deletions, click on **Submit**.

Your information is then ready for the completion of the percentages per category later.

Note: Please link ALL module codes – for all the campuses and schools - that you are responsible for – per campus and school. Also all the research module codes.

3 Help

Campus IT Service Desk.

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