Information Technology

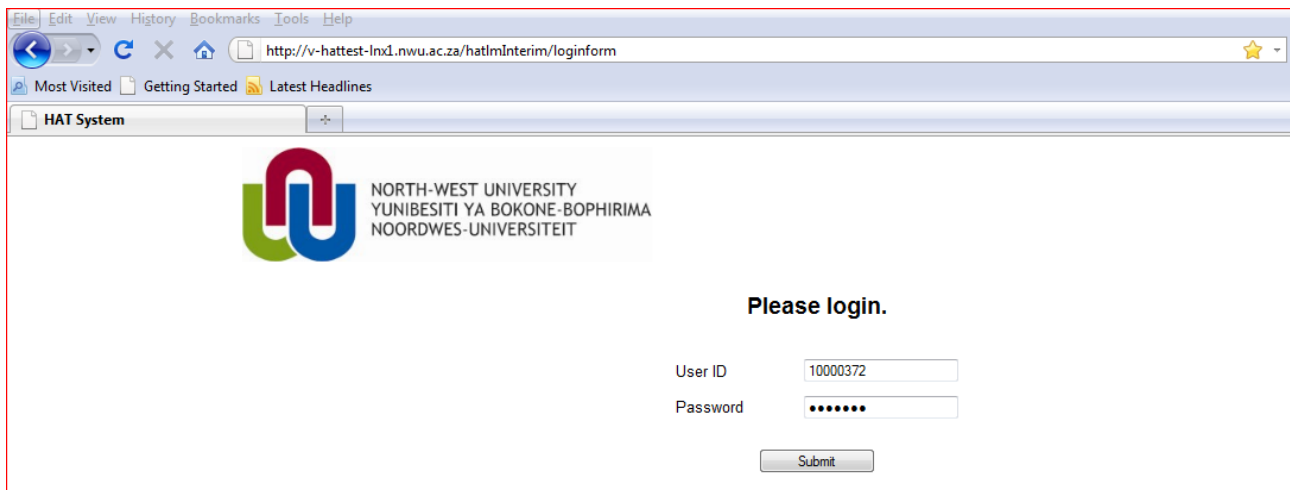# HAT LM User Manual for Top Lecturer Semester 1 2013

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.

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.

Campus: Required field. Select your campus.

Faculty: Please choose your aculty

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:

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

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.

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

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

- The number of students must be entered. This field is required if the "Person Role" is "Lecturer

- 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
☐	CEMI 121	20538049	MR MR TIETZ
☑	CEMI 121	12413887	DR M LE ROUX

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

Select	Module Code		Lecturer
☐	CEMI 121	20538049	MR MR TIETZ
☐	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
☐	AAAA 441	
☑	ITRI 611	

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

Select	Module Code	Lecturer
☐	AAAA 441	
☑	ITRI 611	
☐	ITRI 611	

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

☑	ITRI 611	10068732	DR E TAYLOR
☑	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.