PROSE Postgraduate Record of Student Experience

User Requirements

You will need a computer (minimum requirements: processor 500MHz and RAM 512Mb) with a web browser such as Internet Explorer or Firefox and continuous access to a reliable and secure internet connection.

Getting Started in PROSE

To have access to PROSE as a '**course tutor**' you will need to be invited by an Administrator. You will receive an email requesting you to activate your account. Click on the hyperlink to complete this task. You will be asked to create a password for your account.

1. Go to PROSE at https://prose.le.ac.uk .
2. Enter your University of Leicester **email address** and **password** to log in.
3. If you are currently enrolled in PROSE you may have used an email address other than your university one. In the coming months all emails accounts to access PROSE will have to be **university email accounts only**.

Course Tutor Role

The role of 'course tutor' is a user that delivers training events. This role enables you to do the following:

Home/Dashboard - Your personalised dashboard will collate all your online actions.

Available Events - View and search all forthcoming events on PROSE.

Recent Events - Revisit information about events that have run previously.

View Notifications - See all your personal notifications and messages.

Edit Profile - Update your details.

Change Password - Change your PROSE password.

My Events

You will be able manage all the events that you are a course tutor for. All events appear in chronological order. If you are looking for a specific event you can use the **Filter** to search by course title, venue and date.

To view the event details click on the **Event title.** If you wish to send a message to students attending the event use the drop down menu and buttons in the top right hand corner of the **Events page**. PROSE will send you an event reminder 7 days and 48 hours before the event is due to start.

If you need to add/cancel an event to a course that you are teaching you should contact your Department/College administrator.

After an event is completed you will be able to mark an attendee as absent by adding a mark in the second tick box by their name. Any student without an absence mark will be considered present at the event. Students who have attended the event but have not signed up for it beforehand will appear in red in the signup sheet for the event.