Quercus Plus Menu for Academic Staff

- View courses and modules you are associated with.
- View and print module class lists, and export to excel.
- Search for individual students, and view results.

To login to QuercusPlus Menu.

- Launch the service from the **Student Records System - Access for Academics** link on the Staff Online Services Page at www.nuigalway.ie/staff
- Your login and password is the same as your existing one, note this is not your campus network account.

HomePage

- Contains tabs or images to access students, course, and modules.
- These will allow access only to courses, modules and students that you are associated with.
- There are some links at the bottom that will take you out of the system to the ISS Service Desk, should you need to log a ticket for assistance, and to the existing Academic Web services.
- A news section on the right hand side will display any system notices, or include links to documentation.
- The Help link will bring to the vendor, Campus IT's Help material.
- Under the My Profile link, you may change your password.
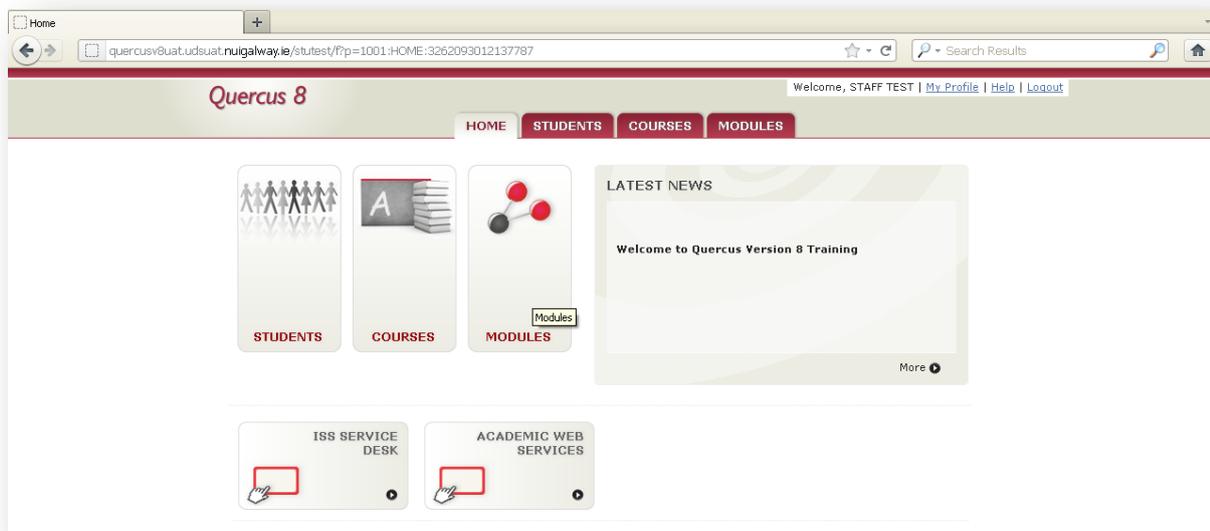
Modules Screen

- If you leave the Module box blank and click Search, it will display all your associated modules.
- You can also enter a full or partial module name or code e.g. MSXXX, Management, Manage.
- You may specify the session to be current, or previous should you wish to view historical module or class information.
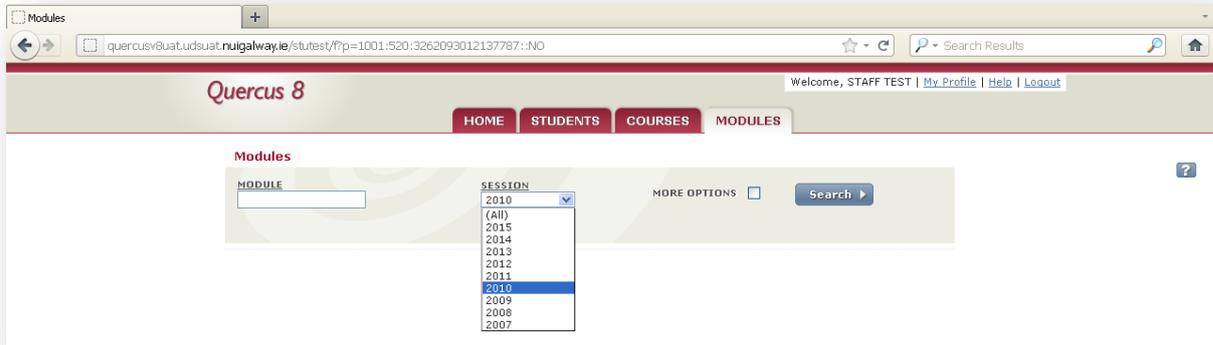
- When the module(s) are displayed, click on the view icon to drill into the module.
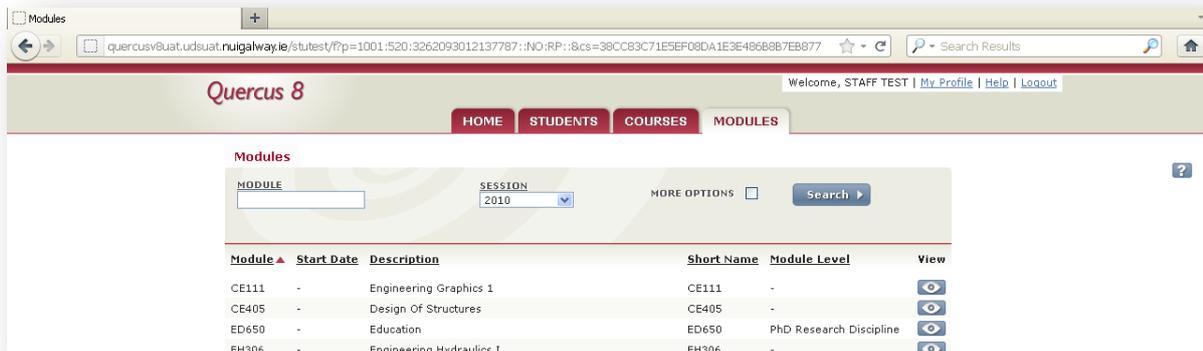
- In the Module Instance detail view, the top section gives high level information, and the lower tabs display detailed information.
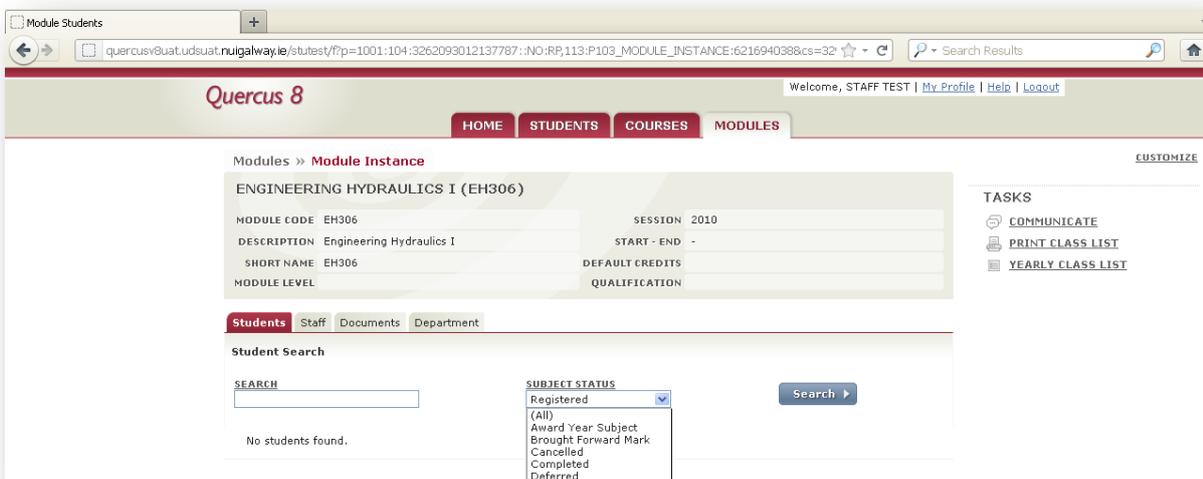
- The Students tab displays the Module Class list, and you can: filter by student status, print a class list using the link on the right hand side, or export the class list to excel using the link directly under the list.
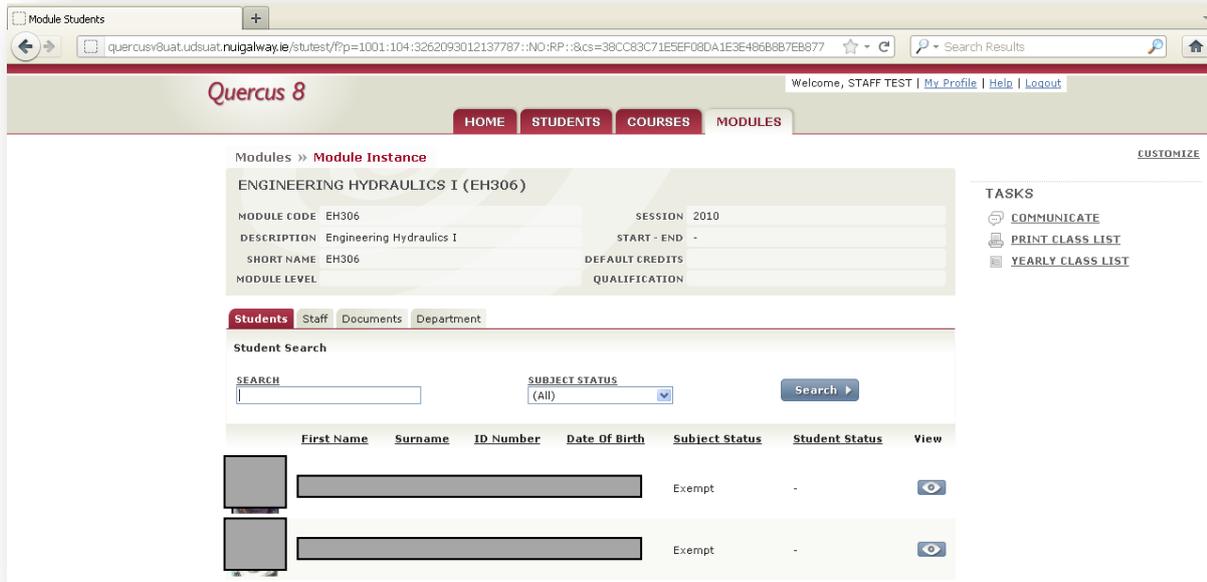
- Printing a class list opens in a window, and you can use the Print option at the top to send to your printer as normal.
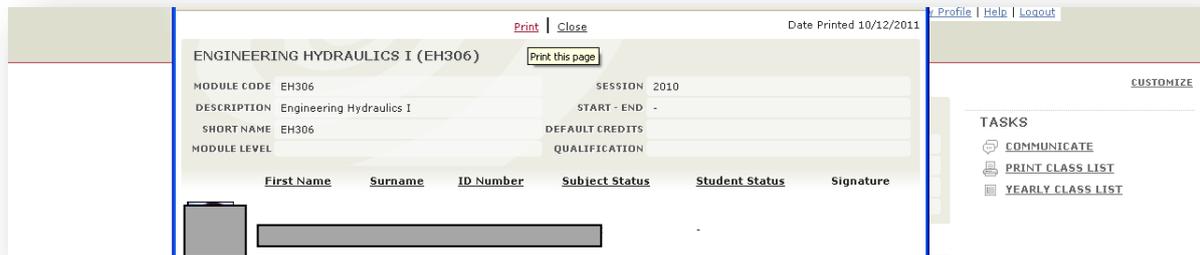
Courses Screen

- Like Modules, clicking on Courses, gives you access to the Courses you are associated with.
- Similar to Modules you can search for a Course code, partial or full name, and click the View icon to drill into the course.

- The structure is similar to Module, the high level detail is in the top section, with detailed information on the associated tabs below.
- In NUI Galway, we do not use all the detailed information types so some may appear blank.

Student Screen

- You can find a student using a full name, partial name, or wildcard search using the % as a wildcard character.
- You can also find a student by using the Course or Module entry screen, and clicking on the Student tab when in those screens.
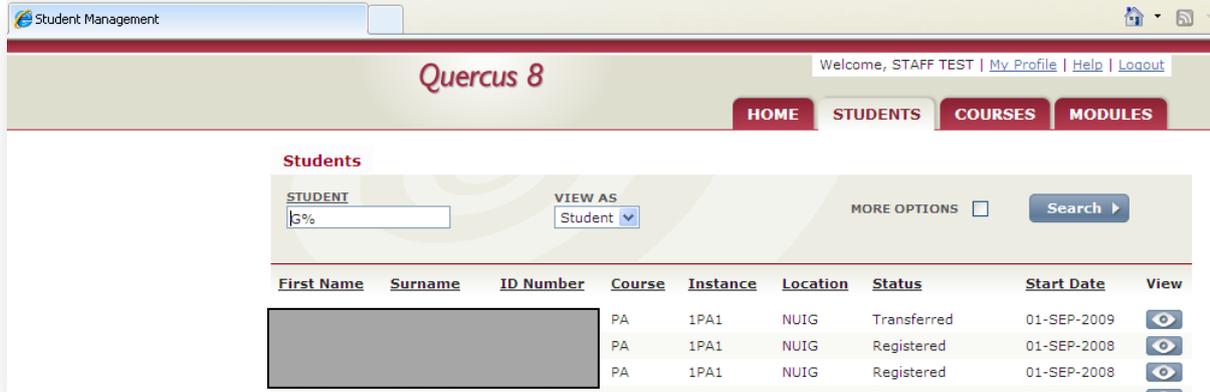
- Click the View icon to drill into a Student record.
- Again the layout displays high level information in the top section, and detail information in the tabs on the lower section.
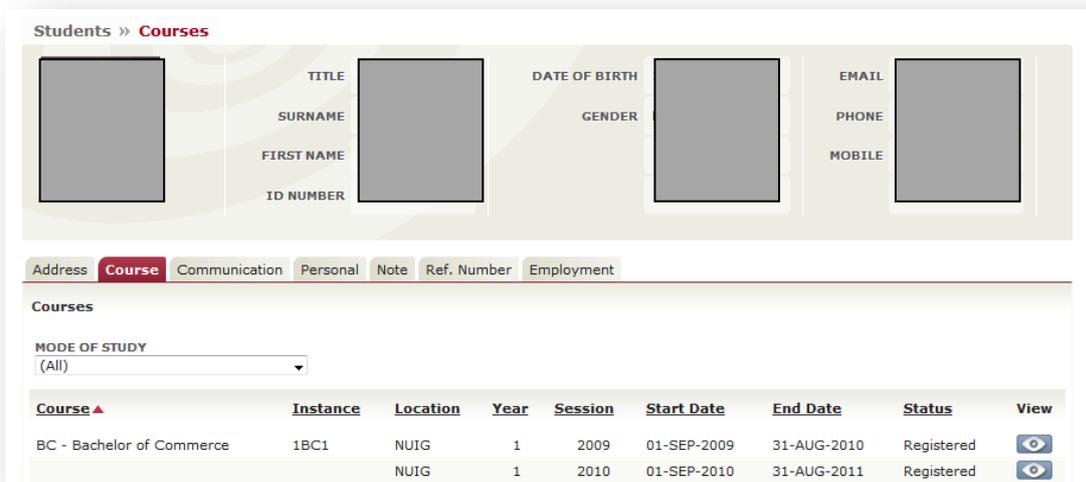
- By clicking on the Course tab, and then Clicking the View icon, you can drill into the student records for that Course and Year, to view results.