Accessing a read only view of a student’s Orientation Planner

Staff can use a student view of the Orientation Planner to assist student enquiries. A commencing student’s view of the Orientation Planner can be viewed by QUT staff through their personal portal in QUT Virtual (qutvirtual.qut.edu.au) or by accessing it via the Quicklinks box on the QUT Home page.

1. From the QUT Virtual default Administration page, search for a student’s details in the QUT Virtual Search portlet. Staff can search for a student using their surname, student number or the advanced search parameters.

   ![QUT Virtual Search](image)

   **People by surname**

   or **student number**

   Advanced search

   **Units (unit code)**

   Advanced search

   or **Divisions and Faculties**

2. Once a student’s details are found, select the **View orientation events** link from the Further Information box.

   **Further Information**

   The following links are what this student sees as part of their view of QUT Virtual:

   - View current unit enrolment
   - View on-line enrolment
   - View unit results
   - View advanced standing outcomes
   - View academic history
   - **View orientation events**

   View class allocations
   View class timetable
   View exam timetable

   **View booklist**

   Currently there are no encumbrances preventing student’s access.
3. Staff will be able to see what Essential and Recommended Events for a particular student and the Scheduled Events a student has registered for.

Staff can see the events by selecting the arrow to expand upon information contained in each of the fields. Staff can also determine if any events exist by noting if any of the days have a value greater than '0'.

Essential Events
There are no essential events for which you are not already registered.

Recommended Events
The following events are recommended. Please browse the available events, and register in as many as you please.

- **Pre-Orientaion Week**: 0 event(s)
- **Orientation Week**: 12 event(s)
  - Monday 13 July 2009: 0 event(s)
  - Tuesday 14 July 2009: 5 event(s)
  - Wednesday 15 July 2009: 5 event(s)
  - Thursday 16 July 2009: 0 event(s)
  - Friday 17 July 2009: 2 event(s)

  **Free Friday Night Sales**
  Come along for a guided tour of Southbank. We’ll show you how to have a good time in Southbank for as little money as possible. [More info](#)

  Contact names: Sarah Pearce
  Contact phone: 3333 1904
  Contact email: sarah.pierce@qut.edu.au

  Day/Date Time Location Vendors
  Friday 17/7 6:00pm at U Block 15 [QUT Art Museum]

  **Week One**: 0 event(s)
  **Week Two**: 0 event(s)

Service counter staff also have the option of being able to print off a copy of a student’s event details by selecting the PRINT MY EVENTS button.