



The Open
University

Scotland

YASS

SCHOOL CO-ORDINATOR HANDBOOK

Tips and information to help you and your students
succeed in YASS



Scottish Funding Council
Promoting further and higher education



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www.open.ac.uk/scotland/study/young-applicants-schools



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1. LOG-IN DETAILS

Once your pupil has been registered on their module by The Open University (OU) they will receive emails which include:

- Confirmation of their registration.
- Details of their Open University username (OUCU), password, and personal identifier (PI).
- A link to the OU page where pupils can log into their Student Home pages.

2. LOGGING INTO THE STUDENT HOME PAGE

When a pupil logs into their Student Home page for the first time, they will need to use the password provided in their registration email. Once they have logged in, they will be asked to enter a new password of their choice.

3. THE STUDENT HOME PAGE ►

Opposite is an example of a Student Home page for a pupil studying a 10 credit module. The numbers **in red** show how to access the following links:

- 1. Module website** – this is where pupils can find details about their module, their study calendar and online versions of their materials.
- 2. Tutor-Marked assessment (TMA) and End-of-Module assessment (EMA)** – this is where pupils should submit their assessed work.
- 3. Student Support Team** – this area details how a pupil can contact their Student Support Team if they have any questions or concerns about their studies.
- 4. Student email** – pupils can click here to see the emails they have recently received from the Open University.

StudentHome Profile Dashboard Study Community Help Centre

Welcome [redacted]

Profile

Your personal identifier: [redacted]

- ▶ [redacted]
- ▶ View emails sent by us recently **4**
- ▶ Update personal details
- ▶ Study record

Tools

- ▶ Access to your personal blog
- ▶ Access to your personal calendar
- ▶ Access to shared activities
- ▶ Access to OU Annotate
- ▶ Access to your MyReferences
- ▶ Choose next module

Services

- ▶ Help Centre
- ▶ Services for disabled students
- ▶ Careers Advisory Services
- ▶ Library Services

Modules

- ▶ View your study record

S175 The frozen planet

- ▶ S175 module website & record **1**
- ▶ Online TMA/EMA service **2**
- ▶ Assessment
- ▶ Tutorial dates
- ▶ Study materials despatch dates
- ▶ Student Support Team **3**
- ▶ Quality assurance

Thinking about what to study next?

You'll find the information and advice you need on your [next module page](#).

3. THE STUDENT HOME PAGE cont. ▶

Opposite is an example of a Student Home page for a pupil studying a 30 credit module. The numbers **in red** show how to access the following links:

- 1. Module website** – this is where pupils can find details about their module, their study calendar and online versions of their materials.
- 2. TMA/EMA** – this is where pupils should submit their assessed work.
- 3. Individual tutor** – each pupil taking a 30 point module will be assigned a tutor. This link will take them to the contact details for their individual tutor.
- 4. Student Support Team** – this area details how a pupil can contact their Student Support Team if they have any questions or concerns about their studies.
- 5. Student email** – pupils can click here to see emails they have recently received from the Open University.

Co-ordinator tip

The Student Home page also contains other important links to sites such as the Help Centre, Careers Advisory Service and Library Service.

StudentHome Profile Dashboard Study Community Help Centre

Welcome [redacted]

Profile

Your personal identifier: [redacted]

- ▶ [redacted]
- ▶ View emails sent by us recently **5**
- ▶ Update personal details
- ▶ Study record

Tools

- ▶ Go to Google Apps email
- ▶ Access to your personal blog
- ▶ Access to your personal calendar
- ▶ Access to shared activities
- ▶ Access to OU Annotate
- ▶ Access to your MyReferences
- ▶ Choose next module

Services

- ▶ Help Centre
- ▶ Services for disabled students
- ▶ Careers Advisory Services

Modules

- ▶ View your study record

TM129 Technologies in practice

- ▶ TM129 module website & record **1**
- ▶ Online TMA/EMA service **2**
- ▶ Assignment scores
- ▶ Tutor **3**
- ▶ Tutorial dates
- ▶ Study materials despatch dates
- ▶ Student Support Team **4**
- ▶ Quality assurance

Thinking about what to study next?

You'll find the information and advice you need on your [next module page](#).

4. THE MODULE WEBSITE ►

The module website is the main study hub for your pupils.

Opposite is an example of a module website for a 10 credit module. The numbers in red show how to access the following links:

- 1. Study advisor** – if a pupil has any concerns about their module they can contact the study advisers using this link.
- 2. Course materials** – this is a link to the course materials for the module. Links to each chapter can also be found within the study calendar. This section also includes links to student forums.

- 3. Assessment questions**
– this is a link to the Assessment question(s) for the module.
- 4. Student Support Team** – if a pupil has study-related concerns, they can get in touch with their Student Support Team by clicking this link.

Co-ordinator tip

The module website normally becomes available 1-2 weeks before the module start date, and your pupils will receive an email to let them know when it opens.

Co-ordinator tip

The most important section of the module website is the Study Calendar.

The study calendar gives an indication of the work that pupils should be trying to get through week by week. It also includes links to relevant book chapters and gives information about the due dates for assignments. YASS school co-ordinators will receive a hard copy of the study calendar for each of their pupils before the modules begin.

S175-15D

5 week planner

Entire planner

Help with this page

Assessment

EMA 7 Sep

Assessment strategy

Online TMA/ECA service

See all information

Support

Tutorials

View your tutorial details

Student support **4**

Contacting your Student Support Team

Other information

Materials despatch

Qualifications linked

OU Anywhere

Your app doesn't show this website.

Add this website

Study planner

S175 The frozen planet



Progress **7**

Week

Getting started

Read the Module Guide first as it contains important information about the module.

Module Guide

Use the study planner below as a guide to pace your studies. The only deadline to be met is the cut-off date for the EMA so don't worry if you find yourself spending rather more or less time on any one chapter.

Links are provided below to the online version of the study book and the activities in each week. A PDF version of the study book (along with many other resources) can be found on the 'Study resources' page under 'Resources'.

If this is your first OU module, you may find [this document](#) and/or the link below helpful before you start studying.

New to OU study?

1 to 2
11 Apr

The frozen planet (Chapter 1)

The frozen planet: Preface

The frozen planet: Chapter 1

Activity 1.1 Your personal view of the frozen planet (study book)

Activity 1.2 The poles: the most beautiful places on our planet

Activity 1.3 Shapes on a peeled orange (study book)

Search this website

Need help with S175?

Contact the [S175 Advisers](#) **1**

News (new)

Short Module News

Resources

Study resources **2**

Activities

Activities High Resolution Video

Assessment **3**

Maths Skills ebook and interactive questions

S175 FAQs

Library resources

Other formats

Forums (new)

S175 forum (Unread posts)

5. COURSE MATERIALS

Course materials will differ significantly with each individual module. For some modules, course books will be supplied in hard copy and will also be available online on the pupil's module website. For others, course books will only be provided in an online format. Depending on their module, pupils may also receive study materials such as audio materials or computer software.



Pupils can also access the majority of their course materials anywhere in the world using the

OU Anywhere App which can be downloaded for free.

Co-ordinator tip

Pupils should receive their materials a couple of weeks before their module begins. They can track the delivery date of their materials on their Student Home page.

6. STUDY GROUPS

If you have more than one pupil studying the same module, you may wish to set up a study group where pupils can discuss the course content and raise any questions that they might have. **However, it is essential that pupils complete the module assignments independently.**

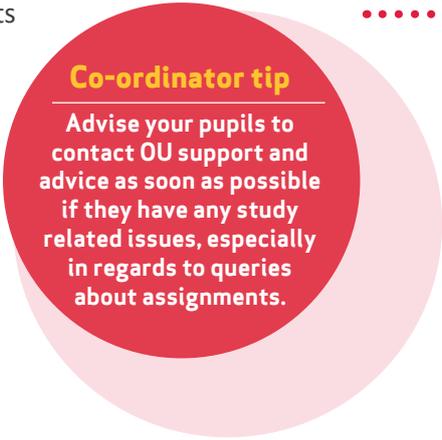
7. ADVICE AND GUIDANCE

As YASS pupils are treated the same as any other OU student, there are numerous types of advice and support available to them from the OU including:

Computing support – pupils having issues with their Student Home Page, for example, if they have forgotten their login details, or with any of the other online resources, should contact the **Computing Helpdesk on 01908 653 972**

Module-specific advice – pupils with queries about the content of their module or questions about the module assignments should contact their study adviser team or their tutor using the contact details provided on their Student Home Page.

Study-related and general queries – if your pupil has a question about studying with the OU, for example, about withdrawing from a module, additional resources or study support, they should contact their Student Support Team using the details provided on their Student Home Page.



Co-ordinator tip

Advise your pupils to contact OU support and advice as soon as possible if they have any study related issues, especially in regards to queries about assignments.

8. ASSESSMENT

There are three primary types of assignments that will be undertaken by YASS pupils:

TMA (Tutor-Marked Assessment): TMAs are only included in 15, 30 and 60 credit modules. Tutors can consider granting extensions for TMAs but only if they are contacted prior to the assignment due date.

iCMA (Computer-Marked Assessment): ICMA's may be included in 15, 30 and 60 credit modules. They normally take the form of multiple choice tests. There are no extensions for iCMA's.

EMA (End-of-Module Assessment): the majority of modules offered through YASS* have EMA's. This is normally the largest piece of work that a pupil will do for their module and extensions are not available.

If pupils are concerned about their assignment marks or have failed to submit an assignment, they can use the 'Assessment Calculator' in the Assessment section of their module website to calculate what their overall mark might be if they complete the rest of their assignments.

Co-ordinator tip

Pupils should make a note of their assignment due dates when the module website opens as they may be at similar times to school prelims or exams.

*There are a few YASS modules which feature an exam instead of an EMA.

9. WITHDRAWING PUPILS FROM THEIR MODULES

If a pupil wishes to withdraw from their YASS module, they will need to contact their Student Support Team, whose details can be found on their Student Home page. We cannot withdraw pupils unless we hear from them directly. There will be no financial penalty for pupils who wish to withdraw.

10. EXTENSIONS FOR ASSIGNMENTS

Extensions can only be granted for Tutor-Marked Assessments (TMAs). If a pupil feels that they will not be able to complete an assignment on time, they should contact their tutor as soon as possible before the assignment due date so that the tutor can consider granting them an extension.

11. PLAGIARISM

If you have more than one pupil studying the same module, please ensure they complete their assignments independently and in their own words. The Open University routinely uses 'Turnitin' text-matching software to detect potential cases of plagiarism in work that is submitted for assessment. If a pupil has any questions about what constitutes plagiarism, they can get further information from the 'Assessment Resources' section of their module website.

Co-ordinator tip

It is important to note that there are no extensions for End of Module Assessments (EMAs) or Computer-Marked Assessments (iCMAs).

12. YASS ATTAINMENTS

YASS modules are recognised by the Scottish Government, NUS Scotland and UCAS. They can add valuable content to university or college applications and enrich the academic profile of your school:

UCAS – Taking a YASS module can help UCAS personal statements stand out. Pupils can also add their modules to the ‘Add Qualifications’ section on the UCAS form. To do this, they need to type ‘YASS’ into the qualification search box and the following option will appear: ‘OU Modules in Schools/YASS (level 4 & SCQF level 7):’

College applications – YASS modules can be added to college application forms.

Insight – The OU provides YASS attainment data to Insight, the Scottish Government’s online benchmarking tool. Information about Insight can be found at:

www.gov.scot/Topics/Education/Schools/curriculum/seniorphasebenchmarking

13. MODULE RESULTS AND CERTIFICATES

Module results are normally released around 6-8 weeks after the module end date. As soon as the results are released, the YASS Co-ordinator will contact you to make you aware of your pupils’ results.

Pupils who pass their modules will receive a certificate signed by the Director of the Open University in Scotland. If a pupil’s results are released during the school year, the certificates will be posted to the school. If the results are released outside of the school term, the certificates will be sent directly to the pupils.

Co-ordinator tip

If you have any queries about your pupils’ results, the YASS co-ordinator will assist you with this.

14. SAFETY GUIDELINES

Open University study involves engagement with a variety of online forums, some of which are moderated and some which are not, as well as chat rooms and social networking sites, which allow pupils to engage in discussions on all kinds of topics with fellow students. These students come from all over the UK and the EU. It is important, therefore, that pupils take account of the following basic safety guidelines. Remember, other students will not necessarily be aware that YASS pupils are under 18.

The majority of our computer forums and chat rooms are moderated, and any inappropriate message will be deleted. However, others are not moderated, and there is an increasing informal use of Facebook, over which the University has no authority. If your pupils feel uncomfortable about any approach from another student or anybody involved with the OU, we would want to know so we can address any concerns you may have.

The University is keen to ensure full participation in the opportunities available and advises that, to do so safely, pupils should be mindful about safety when accessing any social media. We would advise pupils to:

- Not to give out personal details such as their age, address, telephone or mobile number, msn or other addresses, photo, school name and location, favourite meeting places etc to anyone in a computer forum, chat room or Facebook or to other students in their tutor group.
- Not to arrange to meet another student with whom they have only had online contact via a computer forum, chat room or Facebook.
- To discuss with their parents/carers and seek their agreement if they wish to meet socially with a student from their tutor group. We would not encourage pupils to do this, but if it is decided a meeting will take place, we advise you to ensure it is in a public place and a responsible adult such as a parent or relative is present.



The Open
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Scotland

15. CONTACT DETAILS

OU Yass Co-ordinator: **Page Munro**

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e: **page.munro@open.ac.uk**

www.open.ac.uk/scotland/study/young-applicants-schools