

How to Sign-Up for your Business School Tutorial Groups

Please check your other course slots before selecting a tutorial to avoid any clashes.

Once you have committed to a slot you cannot change it.

1st year students and any courses you take with other schools (Law, languages...) will be allocated and not self-selected.

1. Before you sign-up for your Tutorial Groups make sure you are **registered** properly. Check that your profile is complete on banner web. (<http://banner.gre.ac.uk>)
2. Go to: **<http://portal.gre.ac.uk>**
3. Log into the Portal using your **username and password** (i.e.ab123).
4. All the courses you are registered for will be shown under **MyCourses**.
5. For **PPD, Dissertation and TIS** tutorials, please check your WebCT site as every department will put up the instructions for these individually.
6. For all other courses follow the instructions below to sign-up to your Tutorial Groups.

If you experience any problems throughout this process contact the Business School office on 020 8331 9004.

FAQ:

1. I forgot my password/user id.

- a. Please contact the Portal team by filling in the Enquiry student form. You can find this on the portal login page on the bottom left.

2. I click on the title of a course and nothing happens.

- a. This is due to a Pop-up Blocker being enabled. You will have to turn it off. You can do this by going to your web browser (usually Internet Explorer) then go to Tools - Internet Options and go to the Privacy tap. At the bottom untick the box: Block Pop-ups.

Instructions:

The screenshot shows the University of Greenwich Gateway portal. At the top left is the university logo. The main header reads "University of Greenwich Gateway". Below this, there are three main sections: "Login", "Getting Started", and "Help". The "Login" section contains fields for "Username" and "Password", with "submit" and "cancel" buttons. A callout box with an arrow pointing to the "submit" button contains the text: "Go to the student portal (http://portal.gre.ac.uk) and login using your user id (i.e.:ab123) and password." The "Getting Started" section has a "Virtual tour of the portal" link with a globe icon. The "Help" section lists links for "Getting started guide", "How to guides", "Site Index", "FAQs", "Contact Portal Support", and "Need a guest account?". Below the main content is a footer with copyright information and an "Accessibility Terms of Use" link.

1.

2. Click on My Learning

The screenshot shows the "My Learning" section of the portal. A navigation bar at the top includes "Home", "My School", "Library & Computing", "My Learning" (highlighted), "My Support", "My Future", and "My Space". The date "September 14, 2006" is shown in the top right. The main content area is divided into three columns: "My Courses", "Study Skills", and "Student Records (Banner)". The "My Courses" section has a callout box with an arrow pointing to it, containing the text: "On the My Learning site you will see the My Courses window. Click on View My Courses to see all courses you are registered on through bannerweb." The "Study Skills" section lists resources like "Study Skills workshops on Essay Writing, Note Making, Reading Techniques, Presentation Skills, Oral Presentation Skills and Research Skills". The "Student Records (Banner)" section lists links for "View Your Student Profile", "Student Detail Schedule", "View Your Grades", and "Print Coursework Header Sheets".

3.

My Courses

September 11, 2006

Useful links: Support Office, Non-Staff, Business School, WebSite Tools, Web of Student Exp.

Course Schedule for:

My Unsubmitted Courses

Courses I'm Teaching:

Academic Session (YYYY/SS)	Code	Dept	Event No. (1)
Intro to Organ. Mgmt (EPAS/MS)	MARK-1081-M01	Marketing & Operations Managmt	For Details [Link]
Marketing Fund. Sector	MARK-1115-M01	Marketing & Operations Managmt	For Details [Link]
Strategic Mktg. Customers	MARK-1041-M01		

My Courses shows you all your courses and the course code for each one. Enter a course by clicking on the title.

4.

MARK-1115-CL-2008 - MARK-1115-CL-2008

on: Home Page

The University of Greenwich: Business School
(Course code) Course description: Course leader, email@gre.ac.uk

Click Learning Modules (on left side) to find your course materials.
[Please follow this link for instructions to create a Headersheet](#)

[Lecture Slides](#)
Click here to view/download.

[Tutorial Group Sign-Up](#)
Please note that it is your responsibility to build your course timetable around work and family commitments. Once you have selected your groups you will not be allowed to change unless there are exceptional circumstances.

On the content page click on the Tutorial Group Sign-Up link.

5.

Please note that it is your responsibility to build your course timetable around work and family commitments. Once you have selected your groups you will not be allowed to change unless there are exceptional circumstances.

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Build Teach Student View

Course Tools

- Course Content
- Announcements
- Learning Modules
- Assignments
- Assessments
- Discussions
- Calendar
- Course Handbook
- Regulations

Your location: Home Page > Tutorial Group Sign-Up

Tutorial Group Sign-Up

Please note that it is your responsibility to build your course timetable around work and family commitments. Once you have selected your groups you will not be allowed to change unless there are exceptional circumstances.

Group Name	Description	Maximum Members	Members	Sign Up for Group
Tutorial Group 1	Friday, 12.00-13.00, SL105	20	(0)	<input type="button" value="Sign Up"/>
Tutorial Group 2	Friday, 13.00-14.00, SL103	20	(0)	<input type="button" value="Sign Up"/>

Choose your tutorial and click on Sign Up.

6.

the UNIVERSITY of GREENWICH [Accessibility](#) | [Help](#)

Build Teach **Student View** MARK-1115-CL-2008 - MARK-1115-CL-2008

Course Tools

- Course Content
- Announcements
- Learning Modules
- Assignments
- Assessments
- Discussions

Your location: [Home Page](#) > **Tutorial Group Sign-Up**

Confirm Sign Up in: Tutorial Group 1

You have successfully signed up in **Tutorial Group 1**. There is currently **1 member** in this group. Depending on the design of your course, you may be able to access assignments, discussion topics or chat or whiteboard rooms created for the group.

OK

7.

A message will confirm your selection.