

### The Teaching Database

The Teaching Database holds data relating to the courses and degrees taught in the Department and of all persons belonging or related to it, both staff and students. It constitutes the main source of information for teaching and teaching administration purposes.

### How to access this database - on the web at

<https://teachdb.doc.ic.ac.uk/>

You will be asked to enter your Username and College Password to gain access. You will see a page similar to:

Imperial College London		Department of Computing				Teaching Database		Curr ▾
<a href="#">Contacts</a>	<a href="#">Books</a>	<a href="#">Courses</a>	<a href="#">Degrees</a>	People:	Teaching:	Tutoring:	Helpers:	
<a href="#">Help</a>	<a href="#">Reading</a>	<a href="#">Options</a>	<a href="#">Classes</a>	• Staff	• Staff	• Staff	• Staff	
<a href="#">Reports</a>	<a href="#">Rooms</a>		<a href="#">Regulations</a>	• Students	• GTA/UTAs	• GTA/UTAs	• GTA/UTAs	<a href="#">Finger</a>
				• Staff on Leave				

*Request processed in 35 msec. 28 reqs/sec.*

### Checking your record

It is important that you check the correctness of your personal details as shown in this database. Click on the **Students** link (if you're an Undergraduate, MSc or PhD student) or the **Staff** link (otherwise). You'll see a page similar to:

Imperial College London		Department of Computing				Teaching Database		Student Curr ▾
<a href="#">Contacts</a>	<a href="#">Books</a>	<a href="#">Courses</a>	<a href="#">Degrees</a>	People:	Teaching:	Tutoring:	Helpers:	
<a href="#">Help</a>	<a href="#">Reading</a>	<a href="#">Options</a>	<a href="#">Classes</a>	• Staff	• Staff	• Staff	• Staff	
<a href="#">Reports</a>	<a href="#">Rooms</a>		<a href="#">Regulations</a>	• Students	• GTA/UTAs	• GTA/UTAs	• GTA/UTAs	<a href="#">Finger</a>
				• Staff on Leave				

	Photo	Login	Firstname	Lastname	Let Yr	Degree	Yr	Status	Cand No	Entry Year
Find		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Request processed in 22 msec. 43 reqs/sec.*

Type your Username into the 'Login' box and click on the 'Find' button. This will return a table showing all possible matches. Click on the number on the leftmost column of the record that corresponds to you; your information will be displayed. Please ensure that your name is spelt correctly and any other information is accurate.

Clicking on the 'Help' link towards the top left of the page will show you a short explanation about the various ways to use the 'Find' facility.

### Reporting inaccuracies and missing records

If any of your personal information is incorrect, or you are unable to find your record, click on the 'Contacts' link near the top left of the page and contact the member of staff or administrator that is most suitable to handle your case, depending on your category.