

Department of Computer Science Demonstrator Training October 2022

**Jim Finnis
Alan Macmillan**

Dignity and Respect

- Equality and Diversity – equal respect for all:
<https://www.aber.ac.uk/en/cs/equality-and-diversity/>
- Dignity and respect policy
- Disabilities, learning differences and anxieties are not always visible
- Be kind and patient
- Help people towards understanding rather than show what you know
- Respect personal space (!)
- You are representing the University

All modules are different

- I've tried to cover everything but will have missed things
- If in doubt, talk to the module coordinator

Responsibilities

- Best ability is availability – **be on time**
- **Be prepared** for the class content
- **Be proactive** – don't wait to be asked
- Be ready to interact with people
- Focus for the length of the class
- Don't come if you are unwell – but **let us know**
- Respect confidentiality
- Declare conflicts of interest

Emergencies

- You are not alone and responsible for everything – ask for help
- We try to have more experienced demonstrators available, and the lecturer will always be available
- Fire
- Illness – look for first aiders
- Disruptiveness – seek help from lecturing staff

Emergency contacts

It is very unlikely you'll need these numbers, but:

- In emergencies, call 2424 on an internal phone (01970 622424 on a mobile) for CompSci reception.
- In extreme cases, call 2649 for Security at the porter's lodge.

Practicalities

- Register on Aberworks
- Right to work checks
- Apply for role
- Check email regularly!
- Payment by monthly timesheet:
 - Only slots for each month
 - Submit as soon as you can to ensure payment
 - Enter all the details of modules, times, employee number

Worksheet signoff system

- <https://signoff.dcs.aber.ac.uk>
- You should be able to log in and you should see your module.
- Three options (for demonstrators!)
 - Signoff
 - Queueing (students can add themselves to a queue for signoff).
 - Instructions

Worksheet signoff system

The screenshot shows a web browser window with multiple tabs. The active tab is 'signoff.dcs.aber.ac.uk/signoff'. The browser's address bar shows the URL. Below the browser window, the web application interface is visible. It has a purple header bar with the Aberystwyth University logo. A left-hand navigation menu is also purple and contains the following items: 'Logged in as: James Finnis (jcf12)', 'Queueing', 'Sign-off' (which is underlined), 'Modules', 'Worksheets', 'Extensions', 'Signoffs', 'Instructions', and 'Logs'. The main content area has a light gray background. At the top of this area, the text 'Sign-off' is underlined. In the center, there is a white rectangular box with a shadow containing the text 'JCFTest' and 'Jim Finnis' testing module'. At the bottom of the purple navigation menu, there is small text: 'Worksheet sign-off System', 'Prifysgol Aberystwyth University', and 'Copyright © Wiktor Gawronski'.

Quora x Worksheet Sign-off system x Teaching show and tell work... x Home / Twitter x Home - BBC News x +

signoff.dcs.aber.ac.uk/signoff

Apps https://pdfs.semant... Elite key buttons pale.org/rainbow.p... NMS Nutrition Reci... Rhymes with knives... CDSAP Courses ACUE online teachi... Lavender Increase ~... Kerbin Biomes module_design_bas... Tyler KSP stuff General - KanbanFI...

PRIFYSGOL
ABERYSTWYTH
UNIVERSITY

Logged in as:
James Finnis
(jcf12)

Queueing

Sign-off

Modules

Worksheets

Extensions

Signoffs

Instructions

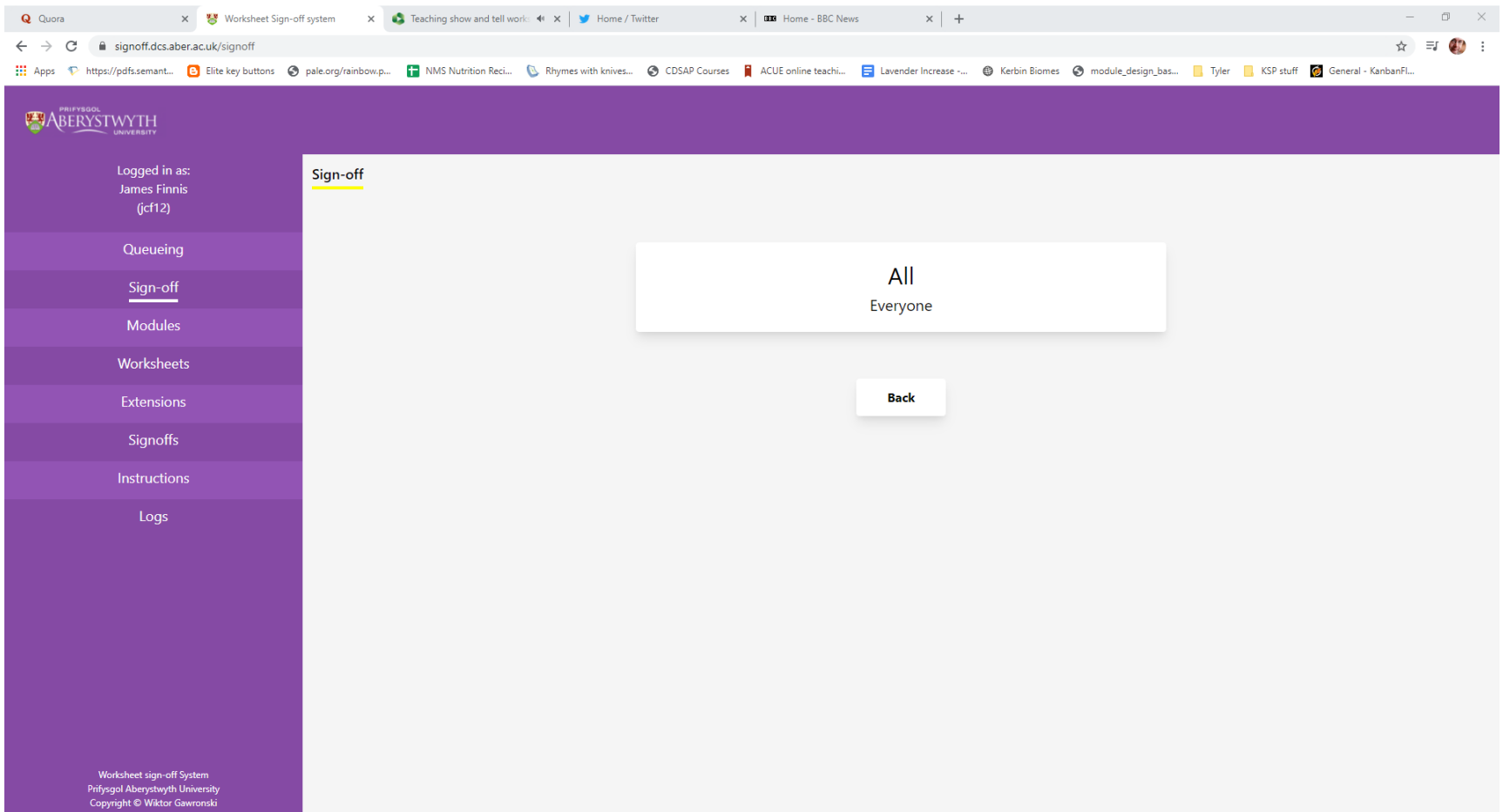
Logs

Worksheet sign-off System
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Sign-off

JCFTest
Jim Finnis' testing module

Worksheet signoff system



The screenshot shows a web browser window displaying the 'Worksheet Sign-off system' interface. The browser's address bar shows the URL 'signoff.dcs.aber.ac.uk/signoff'. The page has a purple header and a purple sidebar on the left. The sidebar contains the university logo, the user's login information ('Logged in as: James Finnis (jcf12)'), and a list of navigation links: 'Queueing', 'Sign-off' (which is underlined), 'Modules', 'Worksheets', 'Extensions', 'Signoffs', 'Instructions', and 'Logs'. At the bottom of the sidebar, there is a copyright notice: 'Worksheet sign-off System Prifysgol Aberystrwyth University Copyright © Wiktor Gawronski'. The main content area has a light gray background. At the top of this area, the word 'Sign-off' is underlined. In the center, there is a white rectangular box containing the text 'All' in a large font, with 'Everyone' in a smaller font below it. Below this box is a white button with the text 'Back'.

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Queueing

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Worksheet sign-off System
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Sign-off

All
Everyone

Back

Worksheet signoff system

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Sign-off

Filter

Jim Finnis	jcf1
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Back

Worksheet signoff system

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signoff.dcs.aber.ac.uk/signoff

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Sign-off

WS1


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Worksheet signoff system

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Sign-off

Task 1

Done?

T1 - write your name

☒

Save the change

Show history

Task 2

Done?

T2 - write the date!

☐

Show history


Back

Worksheet signoff system

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Sign-off

Task 1

Done? T1 - write your name ☒

[Cancel this signoff](#)

[Show history](#)

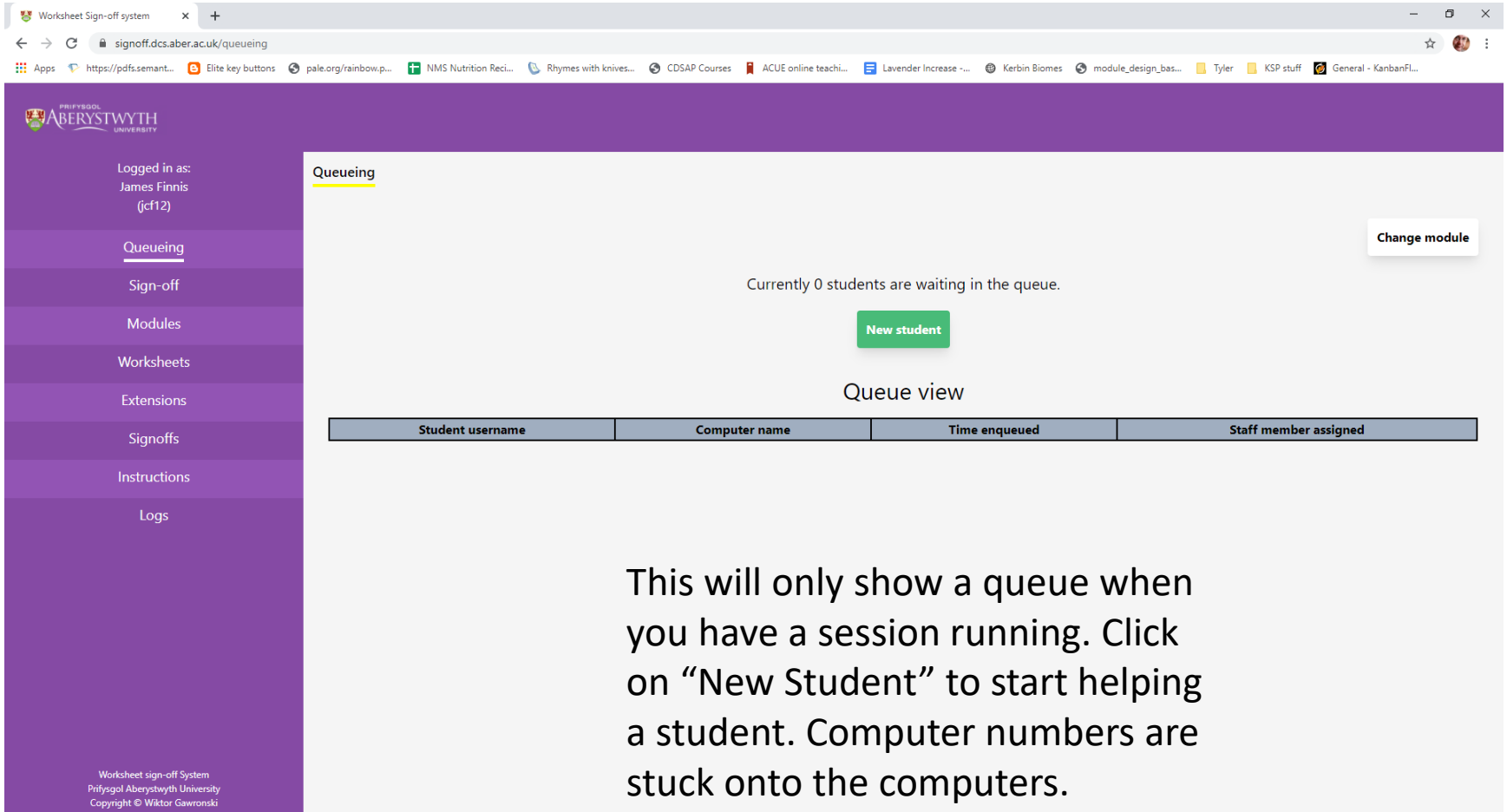
Task 2

Done? T2 - write the date! ☐

[Show history](#)

[Back](#)

Queuing system



The screenshot shows a web browser window with the URL `signoff.dcs.aber.ac.uk/queueing`. The page has a purple header and a sidebar on the left. The sidebar contains the Aberystwyth University logo, the user's login information (James Finnis, jcf12), and a list of navigation links: Queueing (highlighted), Sign-off, Modules, Worksheets, Extensions, Signoffs, Instructions, and Logs. At the bottom of the sidebar, it says "Worksheet sign-off System", "Prifysgol Aberystwyth University", and "Copyright © Wiktor Gawronski".

The main content area is titled "Queueing" and displays the message "Currently 0 students are waiting in the queue." Below this message is a green button labeled "New student". In the top right corner of the main area, there is a button labeled "Change module".

Below the "New student" button is a section titled "Queue view" which contains a table with four columns: "Student username", "Computer name", "Time enqueued", and "Staff member assigned". The table is currently empty.

This will only show a queue when you have a session running. Click on "New Student" to start helping a student. Computer numbers are stuck onto the computers.

COVID-19 (Face to Face)

- If you are unwell, please **let us know** and **don't come in**.
- You can approach students, but don't touch their keyboards (good practice anyway!)
- And don't get closer than 2m.

Demonstrating

- Read the worksheet in advance!
- You don't have to know everything, you can get help from the lecturer
- Help students to work out the solution a step at a time
- Ask them to describe the problem as precisely as they can
- Don't do the work for them – easy to do that incrementally
- Needs to be their work, their way
- Be aware of plagiarism
- Try to be available to all students
- Be relaxed

Kent (adj.)

Politely determined not to help despite a violent urge to the contrary. *Kent* expressions are seen on the faces of people who are good at something watching someone else who can't do it at all.

- *The Meaning of Liff* (Douglas Adams & John Lloyd)

Demonstrating

- If you think a student can't do it, and you show it, they will believe you. Don't even think it.
- It is very easy to lose patience and become dismissive. This makes students "disengage."
- This can sometimes be a real challenge.

End of session

- Try to make sure student work is reasonable before sign-off
- You need to know what the requirements are
- Feedback any issues to module coordinator

Please turn up.

- If you don't come to a session you're supposed to attend, it puts an unfair load on the other demonstrators and the lecturer.
- Students might not get seen. They might start to fall behind.
- If you can't come, **tell us in good time.**

Finally

Thank you.

We are really delighted that you all want to demonstrate and help other students. You can have a wonderful effect on what people will learn and how they will feel about computing and their prospects for the future. You are role models and have really helpful expertise to share.

Any questions?

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