

Create a Teaching Arrangement

To create a teaching arrangement, the user must first be registered as a tutor in TMS. Note that most TMS admin support staff do not have these permissions and so cannot create teaching arrangements for tutors.

To create a new teaching arrangement, tutors can start from the homepage. At the bottom in pink is the button to 'Add Teaching Arrangement'.

The screenshot shows the TMS homepage with a navigation bar at the top containing links for Organising, Teaching, Payments, People, Org Units, and Management Reports. A 'My Profile' dropdown is also present. The main content area is titled 'Welcome to TMS' and includes a disclaimer about data protection and cookies. A 'Please note' section states that required fields are marked with an asterisk. The page is divided into two main sections: 'College Office' and 'Teaching Tutor'.

College Office

Count	Status	Details	Action
587	Reports requiring your attention	All years and terms	>
25	Reports to note	Trinity 2023/2024	>
444	Not Edited	Up to 1 Academic year	>
302	Draft	All years and terms	>
28	Returned	All years and terms	>
93	Submitted	All years and terms	>
17	Accepted	All years and terms	>
477	Processed	All years and terms	>

Teaching Tutor

my tutor profile →

Count	Status	Details	Action
169	Reports requiring your attention	All years and terms	>
97	Not Edited	Up to 1 Academic year	>

Session claims

You do not currently have any session rate claims

3 Teaching Arrangements >

ADD TEACHING ARRANGEMENT

Once in the arrangement, tutors should complete the fields below with relevant information.

Mail x Email - St Anne's College Acad x TMS CreateTeachingArrangeme x

tms.ox.ac.uk/TeachingArrangement/CreateTaTermly?orgTypeId=1&categoryType=1

TMS Organising ▾ Teaching ▾ Payments ▾ People ▾ Org Units Management Reports My Profile ▾

Add a Teaching Arrangement

Type *

College Tutorial/Class ▾

Teaching Unit * **Subject**

Approaches to History ⓘ History

Topic

Historiography ⓘ

Academic year term *

Trinity 2023/2024 ▾

Group name *

St. Anne's Undergraduate History

Description

E.g. joining instructions, material covered, etc.

Self Help

Then click save and finish to create the group.

Mail x Email - St Anne's College Acad x TMS CreateTeachingArrangeme x

tms.ox.ac.uk/TeachingArrangement/CreateTaTermly?orgTypeId=1&categoryType=1

TMS Organising ▾ Teaching ▾ Payments ▾ People ▾ Org Units Management Reports My Profile ▾

Topic

Historiography ⓘ

Academic year term *

Trinity 2023/2024 ▾

Group name *

St. Anne's Undergraduate History

Description

E.g. joining instructions, material covered, etc.

SAVE AND FINISH NEXT

Self Help

Support contact information T: +44(0)1865 (2)84848

Student systems eVision

Accessibility
Privacy Policy
Student Systems Data Protection



Once the arrangement has been created, the tutor and students need to be added.

The screenshot shows the TMS Teaching Arrangement page for 'St. Anne's Undergraduate History'. The page has a dark blue header with the TMS logo and navigation links: Organising, Teaching, Payments, People, Org Units, and Management Reports. A 'My Profile' link is on the right. The main content area has a light blue background. At the top, it says 'History | Approaches to History | Historiography' and 'Trinity | 2023/2024'. There are two main sections: 'Teaching tutor' and 'Students'. Both sections show 'No staff members currently assigned to the Group' and 'No student members currently assigned to the Group' respectively. Each section has a blue button labeled 'ADD TEACHING TUTOR' and 'ADD STUDENTS'. A 'Self help' button is on the right side of the page.

Teaching tutor

No staff members currently assigned to the Group

ADD TEACHING TUTOR

Students

No student members currently assigned to the Group

ADD STUDENTS

Users can search for the tutor.

The screenshot shows the TMS Tutor Directory page for 'St. Anne's Undergraduate History'. The page has a dark blue header with the TMS logo and navigation links: Organising, Teaching, Payments, People, Org Units, and Management Reports. A 'My Profile' link is on the right. The main content area has a light blue background. At the top, it says 'Add Tutors to St. Anne's Undergraduate History'. Below this, there is a message: 'Can't find who you're looking for? You may need to [authorise as a tutor](#).' There are two filters on the left: 'Current filters' and 'Filters'. The 'Current filters' section shows 'Keyword search' and 'Authorisation' with a 'CLEAR ALL' button. The 'Filters' section shows 'Keyword search', 'Authorisation', 'Category', and 'Student status'. The main content area shows a table of tutors. The table has columns for 'Tutor', 'Language', 'Years taught', 'Allocation type', and 'Authorised until'. There is a 'Showing 1 to 1 of 1 Tutors' message and a 'Sort by' dropdown menu set to 'Last name A-Z'. A 'Self help' button is on the right side of the page.

Add Tutors to St. Anne's Undergraduate History

Can't find who you're looking for? You may need to [authorise as a tutor](#).

Showing 1 to 1 of 1 Tutors

Sort by Last name A-Z

Tutor	Language	Years taught	Allocation type	Authorised until
☒ st-annes.ox.ac.uk	Modern Hebrew	1 2 3 4 5 6 7 8	Graduate Student not holding Lecturership	30 September 2024 Student

1

1 Tutor selected

Allocation type

Tutor

ADD TUTORS

Then, search for the students.

The screenshot shows the 'Add Students to St. Anne's Undergraduate History' page in the TMS system. The page has a dark blue header with navigation links: Organising, Teaching, Payments, People, Org Units, Management Reports, and My Profile. The main content area is titled 'Add Students to St. Anne's Undergraduate History' and shows 'Showing 1 to 48 of 1016 Students'. A 'Sort by' dropdown is set to 'Last name A-Z'. On the left, there are 'Current filters' (College: St Anne's) and 'Filters' (Keyword search, College, Programme of study). The main list shows three students, each with a checkbox, name, email, college, and programme details. At the bottom, a summary bar indicates '2 Students selected' with buttons for 'CLEAR ALL STUDENTS' and 'ADD STUDENTS'.

Student ID	Name	Email	College	Programme of study
sann	St Anne's	!@st-annes.ox.ac.uk	St Anne's	MEng Materials Science Year 4 Undergraduate Enrolled
sann	St Anne's	!@st-annes.ox.ac.uk	St Anne's	MChem Chemistry Year 3 Undergraduate Enrolled
sann	St Anne's	!@st-annes.ox.ac.uk	St Anne's	BA Geography Year 3 Undergraduate Completed - Conferred

Once tutors and students have been added, the teaching arrangement should look like so:

The screenshot shows the 'St. Anne's Undergraduate History' teaching arrangement page in the TMS system. The page has a dark blue header with navigation links: Organising, Teaching, Payments, People, Org Units, Management Reports, and My Profile. The main content area is titled 'St. Anne's Undergraduate History' and shows 'History | Approaches to History | Historiography'. The 'Teaching tutor' section has a 'Tutor' field and buttons for 'ADD TEACHING TUTOR' and 'CONTACT STAFF ABOUT THIS TEACHING GROUP'. The 'Students' section shows a list of students with their names, colleges, and programmes, along with buttons for 'ACADEMIC REPORT' and 'BATCH EDIT'. At the bottom, there is an 'ADD STUDENTS' button.

Student ID	Name	College	Programme of study	Status	Academic Report
sann	St Anne's	MEng Materials Science (4)	Registered	ACADEMIC REPORT	
sann	St Anne's	MChem Chemistry (3)	Registered	ACADEMIC REPORT	

Tutors can then add teaching hours under 'Bulk Hours.'

Mail - Email - St Anne's College Acad... TMS Teaching Arrangement

tms.ox.ac.uk/TeachingArrangement/Edit/8998d0f6-e811-ef11-b638-6045bdd24976

TMS Organising Teaching Payments People Org Units Management Reports My Profile

Students

BATCH EDIT

sann.	St Anne's MEng Materials Science (4)	Registered	ACADEMIC REPORT	
sann.	St Anne's MChem Chemistry (3)	Registered	ACADEMIC REPORT	

ADD STUDENTS

Bulk hours

MANAGE HOURS

Default payment claim

ADD DEFAULT PAYMENT CLAIM

Self Help

Mail - Email - St Anne's College Acad... TMS Bulk Hours

tms.ox.ac.uk/Session/BulkHourSessions?studentGroupId=8998d0f6-e811-ef11-b638-6045bdd24976

TMS Organising Teaching Payments People Org Units Management Reports My Profile

Manage Hours for St. Anne's Undergraduate History

History | Approaches to History | Historiography

Tutor

Self Help

	1	2	3	
Group Size	2	2	2	
Hours	1.00	1.00	1.00	
Students	☒ Select all	☒ Select all	☒ Select all	+
sann. St Anne's	☒	☒	☒	
sann. St Anne's	☒	☒	☒	

BACK TO TEACHING GROUP DEFAULT PAYMENT CLAIM BATCH EDIT

Teaching arrangements are also where tutors add end of term reports. Each student requires an individualized report with feedback, which can be added by clicking ‘academic report’.

Mail -

Email - St Anne's College Acad

TMS Teaching Arrangement

← → ↻ tms.ox.ac.uk/TeachingArrangement/Edit/8998d0f6-e811-ef11-b638-6045bdd24976 ☆ ⬇ 👤 ⋮

TMS

Organising ▾ Teaching ▾ Payments ▾ People ▾ Org Units Management Reports

My Profile ▾

Students

BATCH EDIT

sann	St Anne's MEng Materials Science (4)	Registered	ACADEMIC REPORT	🗑
sann	St Anne's MChem Chemistry (3)	Registered	ACADEMIC REPORT	🗑

ADD STUDENTS

Bulk hours

MANAGE HOURS

Default payment claim

ADD DEFAULT PAYMENT CLAIM

Self Help

Mail - xEmail - St Anne's College AcadexTMS Index x +

← → ↻ tms.ox.ac.uk/AcademicFeedback?studentGroupStudentId=72b4b418-e911-ef11-b638-6045bdd24976 ☆ ⬇ 👤 ⋮

TMS

Organising ▾Teaching ▾Payments ▾People ▾Org UnitsManagement Reports

My Profile ▾

End of Term Report

Tutor

Pieces of work

Set

4

Completed

4

Late

1

Sessions

Total (for whole term)

4

Missed

1

To Come

0

Achievement

Satisfactory ▾

Vacation assignments

Estimates

2.1 ▾

Tutor's comments

▶ Editor shortcuts

B *I* U ↶ ↷ ⌨ ⌨

Student X was well prepared. Though he struggled in the beginning with some of the methodologies, he made significant improvements throughout term. He has shown a real interest in the subject and I believe he will do well at collections.

Characters remaining 3762

CANCEL

SAVE

Mandatory on submission. You may leave the field blank and return to complete at a later date. Draft content only becomes visible to office staff if unsubmitted after 3 terms.

Once a report has been completed with all the relevant information, it is only after the tutors hit 'save' that the option to complete the payment claim becomes available.

Mail - xEmail - St Anne's College Acad... xTMS Index x

tms.ox.ac.uk/AcademicFeedback?studentGroupStudentId=72b4b418-e911-ef11-b638-6045bdd24976

TMS

Organising ▾Teaching ▾Payments ▾People ▾Org UnitsManagement Reports

My Profile ▾

Payment Details

Payment Method

Please note: You need to complete Payment Method section and Save, before you can confirm Payment Rates section.

Tutor category

Graduate Student not holding Lectureship ▾

Payment method

Pay my College / Credit my College Stint ▾

Please note: The payment method selected by you will determine the payment rates available to you. If you change the payment method, the payment rates that are no longer applicable, will be reset to their default values.

Pay to

St Anne's ▾

CANCEL

SAVE

MANAGE HOURS

Payment Rates

Group size	Duration	Payment rate
2	1.00	

Self Help

VIEW REPORT HISTORY ▾

SUBMIT

DELETE REPORT