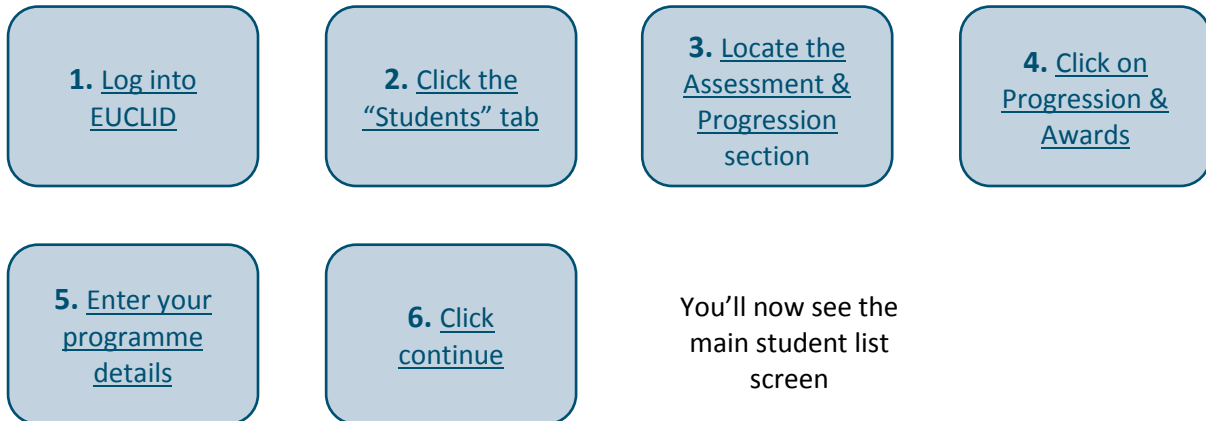




## How to access the Progression & Awards System

### Process Overview



### Step by Step Instructions

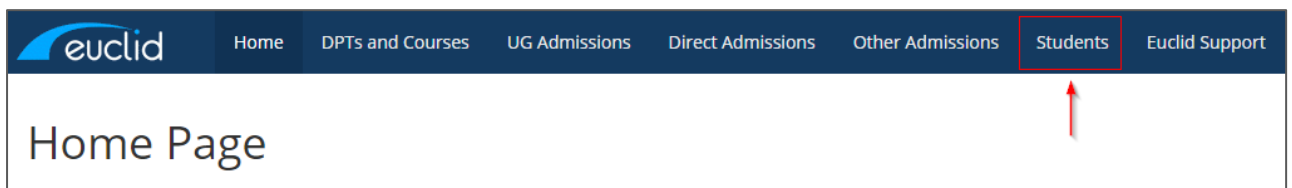
#### 1. Log into EUCLID

EUCLID is available to all staff via the University's EASE login authentication system.

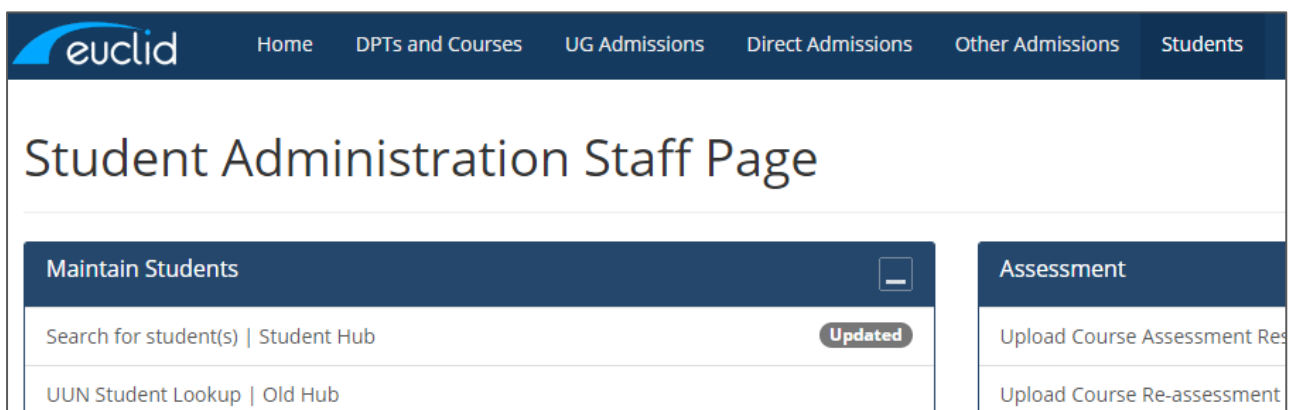
If you don't have EASE access, you'll need to [register here](#). You'll then need to register for a Student Systems staff account - register from the [Staff Accounts – Apply for an account](#) page.

You can access EUCLID through MyEd.

#### 2. Click the "Students" Tab



This will take you to the Student Administration Staff Page:



### 3. Locate the Assessment and Progression section

The exact location of this on your page will be different for each user as it depends on your role:

Assessment and Progression <span style="float: right;">▢</span>	
Assessment Hub	
Progression & Awards	
Generate barcode labels	
Upload Unratified Overall Course Marks	
Mark Scaling	

If you can't see this anywhere on the page, you may need to request access to the Assessment and Progression Tools. Go to [Staff Accounts – Apply for an account](#) to request access.

### 4. Click on Progression & Awards

Assessment and Progression <span style="float: right;">▢</span>	
Assessment Hub	
Progression & Awards	
Generate barcode labels	
Upload Unratified Overall Course Marks	
Mark Scaling	

### 5. Enter your programme details

Enter your programme name or code. You can begin typing the name/code in the search box and select from the options in the drop down list:



euclid Home DPTs and Courses UG Admissions Direct Admissions Other Admissions Students Euclid Support

### Select programme

**Programme**

Programme

ptmsc

- PTMSCADCLS1P** Advanced Clinical Skills (MSc) (Part-time)(ODL) - 3 Years
- PTMSCADNUP1F** Advancing Nursing Practice (MSc) (Full-time)
- PTMSCADNUP1P** Advancing Nursing Practice (MSc) (Part-time) - 2 Years

Use the criteria to select an academic year which will maintain the progress of your studies. You may only select a programme if you are currently enrolled on one. The available programmes are listed below.

Once you have selected your programme, the programme years will be updated to reflect what is available.

Select the academic year and year of programme:

euclid Home DPTs and Courses UG Admissions Direct Admissions Other Admissions S

### Select programme

**Programme**

PTMSCADNUP1F **Advancing Nursing Practice (MSc) (Full-time)**

**Academic year**

2016/17

2017/18

**Year of Programme**

Year 1



6. Click continue

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### Select programme

**Programme**  
 PTMSCADNUP1F **Advancing Nursing Practice (MSc) (Full-time)**

**Academic year**  
 2016/17  2017/18

**Year of Programme**  
 Year 1

Use the criteria to academic year wh maintain the prog  
 You may only sele  
 The available prog those available in

**Continue**

You'll now see the main student list screen:

TEST euclid Home DPTs and Courses UG Admissions Direct Admissions Other Admissions Students Euclid Support

Logged in: (Logout)

### Advancing Nursing Practice (MSc) (Full-time) - Year 1 - 2017/8

PTMSCADNUP1F • 17 students

Back to search

<input type="checkbox"/>	Exam no. ↓	Progression decision ↓	Status ↓	
<input type="checkbox"/>		Fail	Calculated	
<input type="checkbox"/>		No decision yet		
<input type="checkbox"/>		Incorrect number or level of credits taken	Calculated	
<input type="checkbox"/>		No decision yet		
<input type="checkbox"/>		No decision yet		
<input type="checkbox"/>		No decision yet		
<input type="checkbox"/>		No decision yet		

**Actions**  
 Calculate  
 Change status  
 Mark as Ready for Board  
 Ratify  
 Publish  
 Reset status

**Show/hide columns**  
 Student ID  
 Student Name  
 Examination number

Show/hide rows