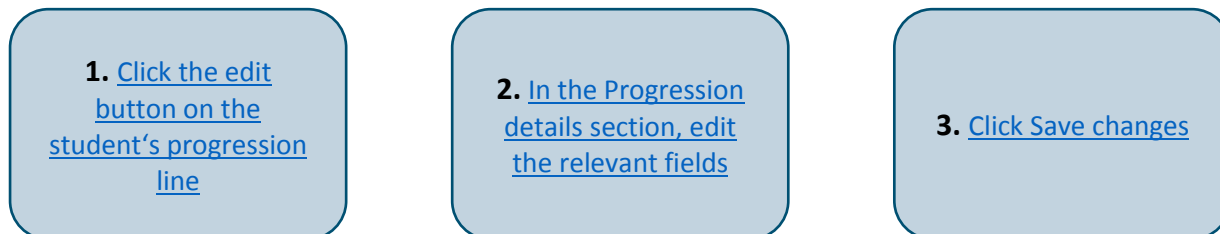




How to add award information

Process Overview



Step by Step Instructions

1. Click the edit button on the student's progression line

If an award has been recommended or selected but the information is incomplete, the student's progression decision will be highlighted orange.

Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8						
<input type="checkbox"/>	Student ID ↓	Name ↑	Exam no. ↑	Progression decision ↓	Status ↓	
<input type="checkbox"/>				Progress to dissertation	Ratified	
<input type="checkbox"/>				Progress to dissertation	Ratified	
<input type="checkbox"/>				<i>Needs award</i> Progression: Award	Edited	

This will take you to the student's individual progression record.

2. In the Progression details section, edit the relevant fields

Where the progression decision is an award, the "Progression details" section will expand to include award fields. Some of these fields may be pre-populated, or they may be blank depending on what the system has calculated.

Progression details	
Progression	Award <input type="checkbox"/> Is the award programme different from the programme of study?
Award	No award recorded
Classification	No classification recorded
Award text	None



Edit each of these fields by clicking the “edit” button beside it and selecting information. Use the table below for guidance on editing each one:

<p>Progression</p>	<p>The system may calculate a recommended award, or indicate an award type should be selected. For example “Award Masters”, or “No progression: Undergraduate Diploma awarded”.</p> <ul style="list-style-type: none"> ➤ If you need to change the decision, click the edit button and choose a new one from the drop down list.
<p>Is the award programme different from the programme of study?</p>	<ul style="list-style-type: none"> ➤ Tick this box if the award programme is different from the programme of study.
<p>Award programme</p>	<p>If you tick the box in the section above, this field will appear and will be pre-populated with the current programme.</p> <ul style="list-style-type: none"> ➤ Click the edit button and select a new programme from the drop down list. <p>Note</p> <p>If the award programme you need is not on this pre-populated list, please contact Student Systems. Do not choose an alternative or similar programme.</p>
<p>Award</p>	<p>This may be pre-populated by the system, or it could be blank.</p> <ul style="list-style-type: none"> ➤ Choose an award from the drop down list. You'll only see awards specific to the programme.
<p>Classification</p>	<p>This may be pre-populated by the system, or it could be blank.</p> <ul style="list-style-type: none"> ➤ Choose the award classification, e.g. 1st, 2:1, with merit, pass etc. These options are specific to the award you have selected.
<p>Award text</p>	<p>This is fixed additional wording to be published with an award. If award text is not relevant for your programme, the Edit button will be unavailable.</p> <ul style="list-style-type: none"> ➤ Choose the award text from the drop down list. The choices on this list are specific to a college or school and whether the programme is undergraduate or postgraduate.



3. Click Save changes

Once you have made all the relevant edits, click Save changes:

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

Save changes Close

Progression details		Student details	
Progression	Award Diploma <input type="button" value="Cancel"/>	Programme	Advancing Nursing Practice (MSc) (Full-time)
	<input checked="" type="checkbox"/> Is the award programme different from the programme of study?	Year of Programme	Year 1
Award programme	Humanities and Social Science (GPGC(T)) <input type="button" value="Cancel"/>	Academic year	2017/8
Award	General Postgraduate Diploma <input type="button" value="Cancel"/>	Status	Edited
Classification	With Merit <input type="button" value="Cancel"/>		
Award text	None <input type="button" value="Edit"/>		

When you return to the main student list screen, you will see the student’s progression decision has turned from orange to blue to signify an award has been added:

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

<input type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	<input type="button" value="Edit"/>
<input type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input type="checkbox"/>				General Postgraduate Diploma With Merit Progression: Award Diploma	Edited	<input type="button" value="Edit"/>
<input type="checkbox"/>				Fail	Calculated	<input type="button" value="Edit"/>

If you haven’t entered a classification, the record will still be blue but will state “Needs classification”. You won’t be able to publish the record until it has been classified.

<input type="checkbox"/>				MSc - Needs classification Progression: Award Diploma	Edited	<input type="button" value="Edit"/>
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