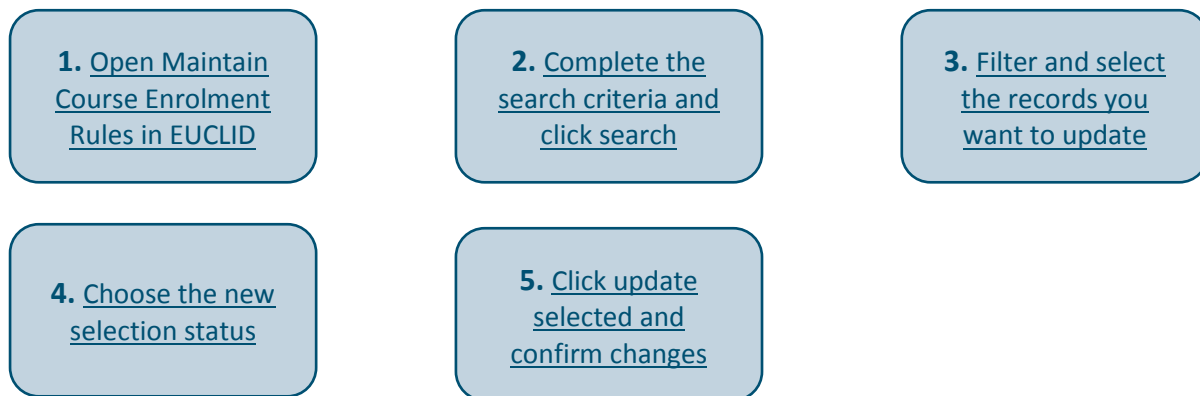


# How to change the selection status in Maintain Course Enrolment Rules

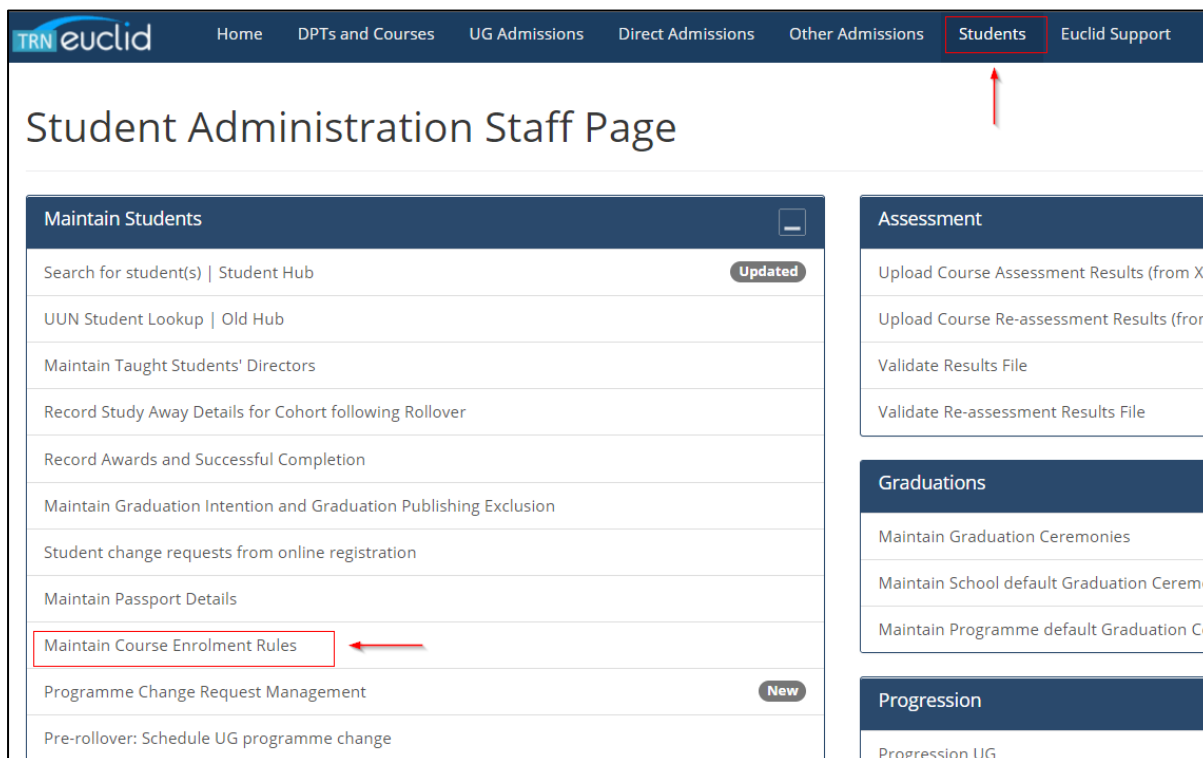
## Process Overview



## Step by Step Instructions

### 1. Open Maintain Course Enrolment Rules in EUCLID

This is under the “Students” tab, then the Maintain Students section. Exactly where the tool is under Maintain Students will depend on your role and access.





## 2. Complete the search criteria and click search

### 2.1 Select an academic year

You must select an academic year to continue.

### 2.2 Select the school

This may already be pre-populated based on your role.

### 2.3 Enter the programme, course and/or student details you want to retrieve

You don't need to complete every field, just the ones to retrieve the information you want.

Use the table below to understand what each search box is for.

Programme Subject Area	If you're searching on a programme, you can choose a Programme Subject Area to help limit the number of students returned. Click the list button on the right to select, or type a subject area - e.g. Social Anthropology.
Programme	You can enter the programme name or code. When you start typing you'll see a drop down list to choose from. This will retrieve all students on that programme, filtered depending on the other information you enter.
Year of programme	Select the cohort for the year of programme you want to look at.
Enrolled on course	Enter a course code to return all the enrolments of the students taking that course. This will retrieve the enrolments for the course you have entered, as well as other courses the students are enrolled on. You can enter the course name or code and when you start typing you'll see a drop down list to choose from.
Student UUNs	Enter student UUNs to retrieve all the enrolments for those specified students. You can narrow it down further by entering courses in the course list.
Course list – Add course	Enter multiple courses here to retrieve enrolments only on those courses. You can enter the course name or code and when you start typing you'll see a drop down list to choose from.

The selected search criteria will build up on the right side of the page as you make your selections:

**Students**

**Academic year**

**School**

---

**Programme Subject Area**  List

**Programme**  **Year of programme**

---

**Enrolled on course**  Anatomy and Art  
Return enrolments of all the students taking the specified course

---

**Student UUNs**

Separate student codes with commas (e.g. S1234567, S1324756)

**Maintain enrolment rules**

Select search criteria to find the students and courses you want to update. You can further filter the results afterwards.

Find students in 2017/18, in the Edinburgh College of Art and enrolled on Anatomy and Art on all courses

Search



## 2.4 Click Search

**Students**

**Academic year**  
2017/18

**School**  
Edinburgh College of Art

---

**Programme Subject Area**  
Any List

**Programme**  
Any

**Year of programme**  
Any

---

**Enrolled on course**  
ARTX08053 Anatomy and Art

Return enrolments of all the students taking the specified course

---

**Student UUNs**

Separate student codes with commas (e.g. S1234567,S1324756)

**Maintain enrolment rules**

Select search criteria to find the students and courses you want to update. You can further filter the results afterwards.

Find students in 2017/18, in the Edinburgh College of Art and enrolled on Anatomy and Art on all courses

Search

## 3. Filter and select the records you want to update

### 3.1 Apply a programme filter and group by course, student, or programme

Depending on your search criteria you may find it useful to filter the results by programme. For example, if you have searched by “enrolled on course”, enrolments may be across programmes. If you have searched by programme you won’t need to filter the results.

Back Edit course enrolments

---

Search details <

**Filter results**

**By programme**

- Don't filter
- Don't filter
- Art BA (Hons)
- Fine Art (MA Hons)
- History of Art (MA Hons)
- History of Art and English Literature (MA Hons)
- Intermedia Art BA (Hons)
- Painting BA (Hons)
- Photography BA (Hons)
- Sculpture BA (Hons)

**Group by**

Course

Collapse all groups Expand all groups

Enrolments			
St	Course	Programme year	Enrolment rule

You can also choose to group by course, student or programme.

Back Edit course enrolments

---

Search details <

**Filter results**

**By programme**

Don't filter

**Select all**

**Group by**

- Course
- None
- Course
- Student
- Programme

Collapse all groups Expand all groups



### 3.2 Select the records you want to change

There are different selection boxes to choose depending on what you want to change:

#### Select all enrolments

At the top of all enrolments, there is a “Select all” box. This will select all records you have retrieved. The screenshot below has retrieved for all students on the programme.

The screenshot shows the 'Edit course enrolments' interface. At the top, there is a 'Back' button and the title 'Edit course enrolments'. Below this is a search bar labeled 'Search details'. A filter section titled 'Filter results' contains two dropdown menus: 'By programme' (set to 'Don't filter') and 'Group by' (set to 'Course'). Below the filters are two buttons: 'Collapse all groups' and 'Expand all groups'. A 'Select all' checkbox is highlighted with a red box and a red arrow pointing to it. Below this is a blue header for a section titled 'TPG Curatorial Theory (7 enrolments)'. Underneath is a table with the following columns: Student, Current year, Programme, Course, Programme year, and Enrolment rule. The table contains four rows of data, each with a checked checkbox in the Student column.

Student	Current year	Programme	Course	Programme year	Enrolment rule
<input checked="" type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input checked="" type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input checked="" type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input checked="" type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core

#### Select all within a section

There are selection boxes at the top of each section in the blue header. Choosing this will select all records within that section – e.g. for the course, student, or programme.

This screenshot is identical to the one above, but with a red arrow pointing to the 'Select all' checkbox in the blue header of the 'TPG Curatorial Theory (7 enrolments)' section. The checkbox is highlighted with a red box.



### Select specific records

Use the tick boxes beside each individual record if you want to only update those records

Back Edit course enrolments

Search details

Filter results

By programme: Don't filter

Group by: Course

Select all Collapse all groups Expand all groups

TPG Curatorial Theory (7 enrolments)

Student	Current year	Programme	Course	Programme year	Enrolment rule
<input type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input checked="" type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input checked="" type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core

### 4. Choose the new selection status

You can change the programme year or enrolment rule that the record is “badged” to:

#### Change programme year

Click on the box “don’t change programme year” and choose a new one from the list

Back Edit course enrolments

Search details

Filter results

By programme: Don't filter

Group by: Course

Select all Collapse all groups Expand all groups

TPG Curatorial Theory (7 enrolments)

Student	Current year	Programme	Course	Programme year	Enrolment rule
<input type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input checked="" type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input checked="" type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core

2 enrolments selected

Reset selection

Don't change programme year ? Not core Update selected

Don't change programme year

- Mark as a year 1 course
- Mark as a year 2 course
- Mark as a year 3 course
- Mark as a year 4 course
- Mark as a year 5 course
- Mark as a year 6 course
- Mark as a year 7 course
- Mark as a year 8 course
- Mark as a year 9 course

### Change enrolment rule

Click on the box with the current enrolment rule and choose a new one from the list

Back Edit course enrolments

Search details

Filter results  
By programme: Don't filter  
Group by: Course

Select all Collapse all groups Expand all groups

TPG Curatorial Theory (7 enrolments)

Student	Current year	Programme	Course	Programme year	Enrolment rule
<input type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input checked="" type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input checked="" type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core

2 enrolments selected

Reset selection Don't change programme year ? Not core Update selected

Not core

- Must be passed
- Must be passed at 50%
- Must be passed 1st time
- Must be passed 1st time at 50%
- Must be passed for professional purposes
- Additional credit
- Intercalated degree

### 5. Click update selected and confirm changes

Select all Collapse all groups Expand all groups

TPG Curatorial Theory (7 enrolments)

Student	Current year	Programme	Course	Programme year	Enrolment rule
<input type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input checked="" type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core
<input checked="" type="checkbox"/>	Year 1	Contemporary Art Practice (MA (eca)) PTMARTCOAP1F	TPG Curatorial Theory ARTX11032	Year 1	Not core

2 enrolments selected

Reset selection Don't change programme year ? Must be passed Update selected

A pop up box will appear asking you to confirm the changes for the selected records. Click update records

Confirm changes

The following enrolment records will be updated to the status: **Must be passed.**

Student	Course
	TPG Curatorial Theory ARTX11032
	TPG Curatorial Theory ARTX11032

Cancel Update records