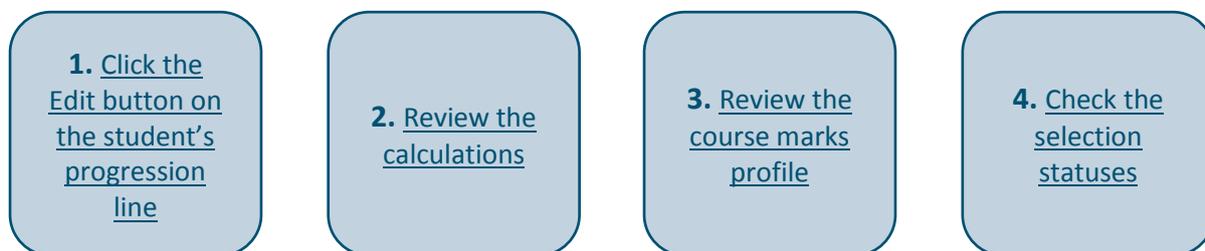


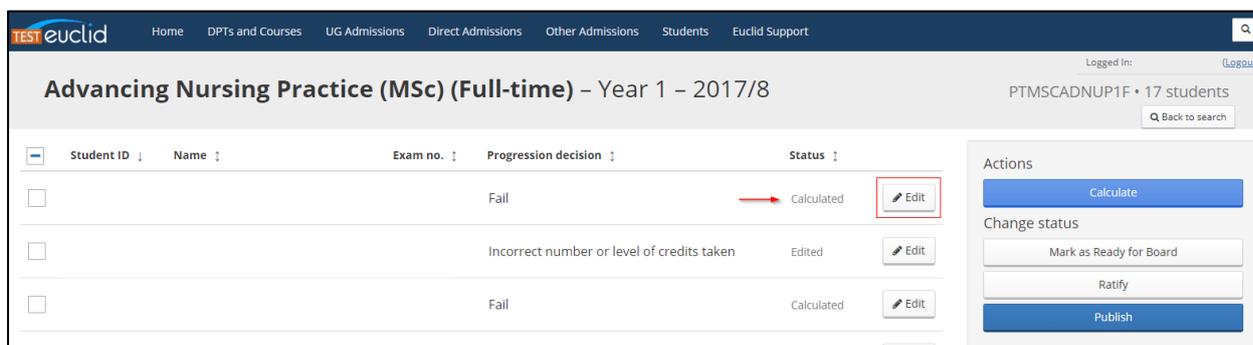
How to review an individual progression record

Process Overview



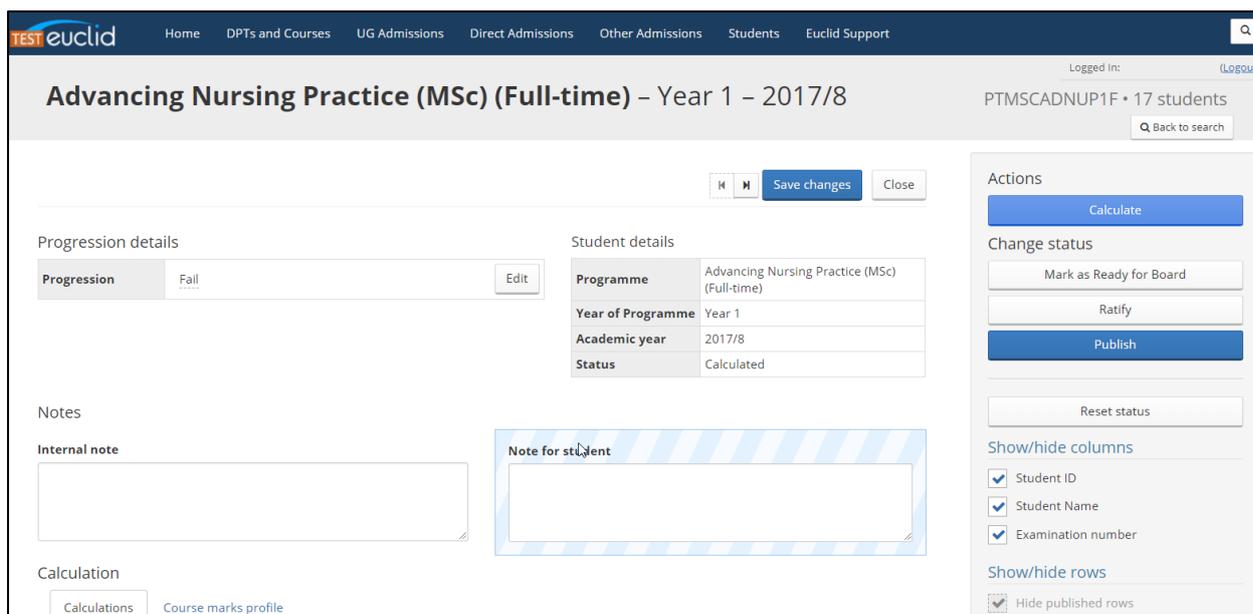
Step by Step Instructions

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



Student ID	Name	Exam no.	Progression decision	Status	Actions
<input type="checkbox"/>			Fail	Calculated	Edit
<input type="checkbox"/>			Incorrect number or level of credits taken	Edited	Edit
<input type="checkbox"/>			Fail	Calculated	Edit

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



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

Logged In: PTMSCADNUP1F • 17 students

Progression details: Progression: **Fail** [Edit]

Student details:

Programme	Advancing Nursing Practice (MSc) (Full-time)
Year of Programme	Year 1
Academic year	2017/8
Status	Calculated

Notes:

Internal note:

Note for student:

Calculation: Calculations | **Course marks profile**



2. Review the calculations

Scroll down the page past the “Notes” to the “Calculation” section.

There are two tabs – Calculations and Course marks profile.

Calculation

Calculations

Course marks profile

Change status

Mark as Ready for Board

Ratify

Publish

Reset status

Calculation	Expected	Calculated	Status
RPL credits	≤ 40	0	✓ Successful
Credits taken	120	120	✓ Successful
Credits failed < 40%	0	0	✓ Successful
Y1 credits passed at >=40%, < 50%	0	0	✓ Successful
Credits passed at >=50%	120	0	✗ Unsuccessful
Overall average	≥ 50	0	✗ Unsuccessful
Average of courses with results	≥ 50	0	✗ Unsuccessful
No. courses without result	0	6	✗ Unsuccessful
Calc: PG Masters Prog to Diss (MSP01)	0	0	✓ Successful

Show/hide columns

Student ID

Student Name

Examination number

Show/hide rows

Hide published rows

Only show completing students

Look at the calculations tab and identify where the system has calculated an “Unsuccessful” status:

Calculation

Calculations

Course marks profile

Change status

Mark as Ready for Board

Ratify

Publish

Reset status

Calculation	Expected	Calculated	Status
RPL credits	≤ 40	0	✓ Successful
Credits taken	120	120	✓ Successful
Credits failed < 40%	0	0	✓ Successful
Y1 credits passed at >=40%, < 50%	0	0	✓ Successful
Credits passed at >=50%	120	0	✗ Unsuccessful
Overall average	≥ 50	0	✗ Unsuccessful
Average of courses with results	≥ 50	0	✗ Unsuccessful
No. courses without result	0	6	✗ Unsuccessful
Calc: PG Masters Prog to Diss (MSP01)	0	0	✓ Successful

Show/hide columns

Student ID

Student Name

Examination number

Show/hide rows

Hide published rows

Only show completing students

Compare the “Expected” versus “Calculated” results to identify further details. For example, in the screenshot below we can see the student has been unsuccessful in “No. courses without result” and the expected number is zero, while this student has six calculated.

Calculation

Calculations

Course marks profile

Change status

Mark as Ready for Board

Ratify

Publish

Reset status

Calculation	Expected	Calculated	Status
RPL credits	≤ 40	0	✓ Successful
Credits taken	120	120	✓ Successful
Credits failed < 40%	0	0	✓ Successful
Y1 credits passed at >=40%, < 50%	0	0	✓ Successful
Credits passed at >=50%	120	0	✗ Unsuccessful
Overall average	≥ 50	0	✗ Unsuccessful
Average of courses with results	≥ 50	0	✗ Unsuccessful
No. courses without result	0	6	✗ Unsuccessful
Calc: PG Masters Prog to Diss (MSP01)	0	0	✓ Successful

Show/hide columns

Student ID

Student Name

Examination number

Show/hide rows

Hide published rows

Only show completing students



3. Review the course marks profile

Click on Course marks profile to see an overview of the student’s course enrolments and outcomes.

Calculation										
Calculations		Course marks profile								
Academic year	Course code	Course name	Credits sought	Selection status	Mark	Grade	Credits gained	Status	Notes	
2017/8	BIME11103	Fundamentals of Human Anatomy 1	20	Year 1 elective						
	BIME11104	Fundamentals of Human Anatomy 2	20	Year 1 elective						
	NUST10036	Critical Care Nursing	20	Year 1 elective						
	NUST11059	Professional and Personal Development	20	Year 1 compulsory						
	NUST11078	Research Methods in Nursing and Health Care A (20 credits)	20	Year 1 compulsory						
	NUST11087	Global Public Health: A critical approach to health improvement	20	Year 1 elective						

Reviewing this tab is a useful way to check the marks/grades for each course and if credits have been gained, and to see if the selection statuses are correct.

The screenshot below is the same student we looked at in step 2 where they were unsuccessful in:

- Credits passed at >=50%
- Overall average
- Average of courses with results
- No. courses without result

We can see from the course marks profile that none of the courses have marks, grades or credits gained. This is leading to the unsuccessful outcome in the four areas on the calculations tab. It is also why the system has a recommended decision of “Fail”.

Calculation										
Calculations		Course marks profile								
Academic year	Course code	Course name	Credits sought	Selection status	Mark	Grade	Credits gained	Status	Notes	
2017/8	BIME11103	Fundamentals of Human Anatomy 1	20	Year 1 elective						
	BIME11104	Fundamentals of Human Anatomy 2	20	Year 1 elective						
	NUST10036	Critical Care Nursing	20	Year 1 elective						
	NUST11059	Professional and Personal Development	20	Year 1 compulsory						
	NUST11078	Research Methods in Nursing and Health Care A (20 credits)	20	Year 1 compulsory						
	NUST11087	Global Public Health: A critical approach to health improvement	20	Year 1 elective						

This scenario will occur if the progression/award calculations are run before course results are in. You’ll need to ensure the marks/grades are entered and ratified in the Assessment Hub, before returning to Progression & Awards to calculate again.

4. Check the selection statuses

The selection/enrolment status for a student’s courses can be viewed from the course marks profile.

You’ll need to make sure these are correct so the right credits are counted in the right academic year and year of programme.

Calculation

Calculations Course marks profile

Academic year	Course code	Course name	Credits sought	Selection status	Mark	Grade	Credits gained	Status	Notes
2017/8	BIME11103	Fundamentals of Human Anatomy 1	20	Year 1 elective					
	BIME11104	Fundamentals of Human Anatomy 2	20	Year 1 elective					
	NUST10036	Critical Care Nursing	20	Year 1 elective					
	NUST11059	Professional and Personal Development	20	Year 1 compulsory					
	NUST11078	Research Methods in Nursing and Health Care A (20 credits)	20	Year 1 compulsory					
	NUST11087	Global Public Health: A critical approach to health improvement	20	Year 1 elective					

You can update the selection status on this screen by clicking the blue link:

Calculation

Calculations Course marks profile

Academic year	Course code	Course name	Credits sought	Selection status	Mark	Grade	Credits gained	Status	Notes
2017/8	BIME11103	Fundamentals of Human Anatomy 1	20	Year 1 elective					
	BIME11104	Fundamentals of Human Anatomy 2	20	Year 1 elective					
	NUST10036	Critical Care Nursing	20	Year 1 elective					
	NUST11059	Professional and Personal Development	20	Year 1 compulsory					

This will open a pop up box called “Change enrolment details” where you can edit and save the information.

Notes

Internal note

Calculation

Calculations Course marks profile

Change enrolment details

Current selection status: **Year 1 elective** (O1PGN)

I want to disregard this course from progression calculations

Enrolment rule: Not core

Selection: Compulsory Elective

Programme year: Year 1

Close Save changes



If you need to update the selection status for multiple courses, or for all students on a course/programme, it might be better to use the Maintain Course Enrolment Rules tool in EUCLID.

For more guidance on updating selection statuses, please see [Changing a selection status](#).

For guidance on resolving issues you might see when reviewing the calculations and course marks profile, please see [Error & Problem Resolution](#).