



How to view progression information in the Student Hub

Process Overview



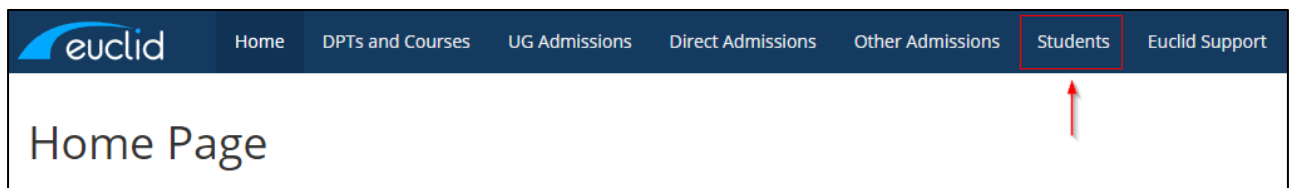
Step by Step Instructions

1. Go to the Student Hub and retrieve the student

1.1 Log into EUCLID

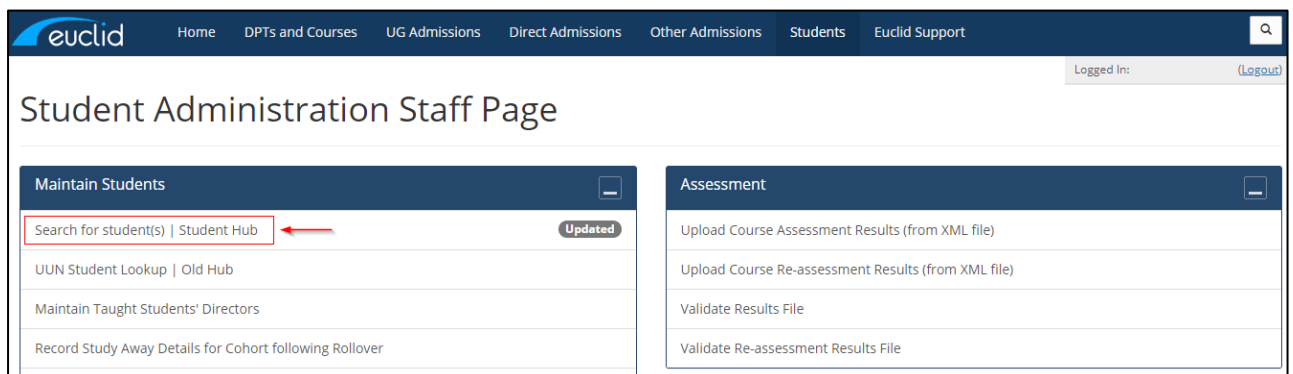
EUCLID is available from your MyEd account (EASE log in required). If you don't have EASE access, you'll need to [register here](#). You'll then need to register for a Student Systems staff account - register from the [Staff Accounts – Apply for an account](#) page.

1.2 Click the “Students” tab

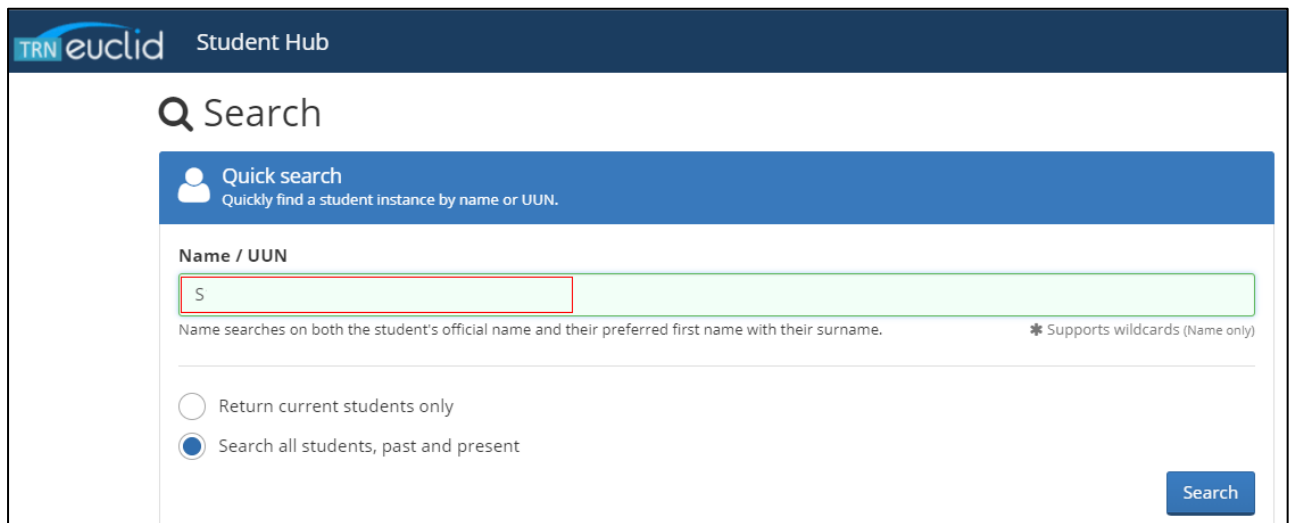


1.3 Open the Student Hub

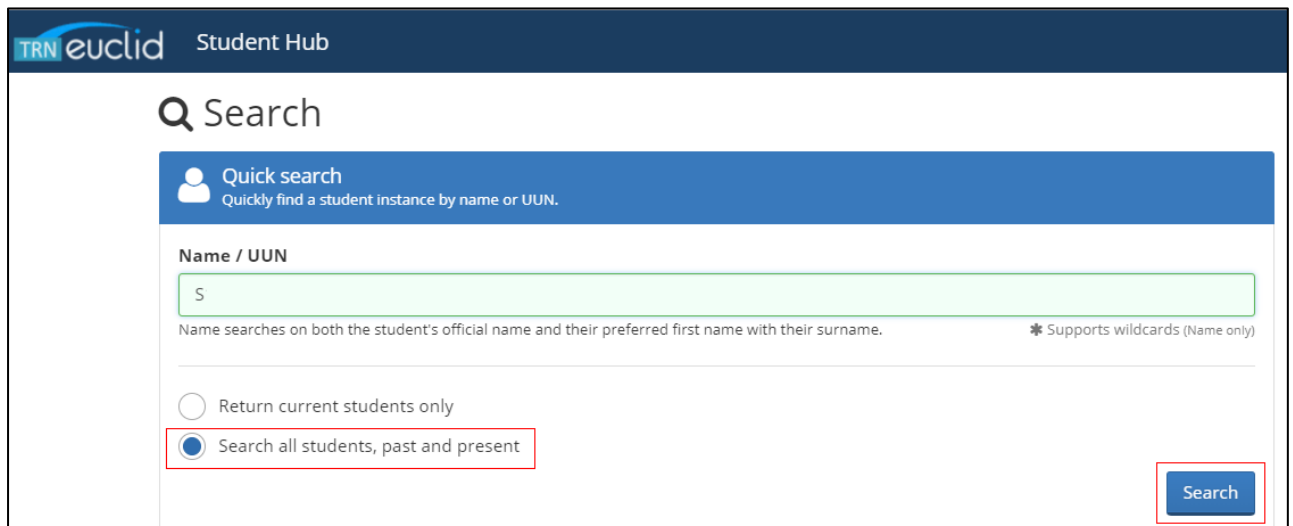
Click “Search for Students | Student Hub” under the Maintain Students section



1.4 Enter the student’s name or UUN into the search box

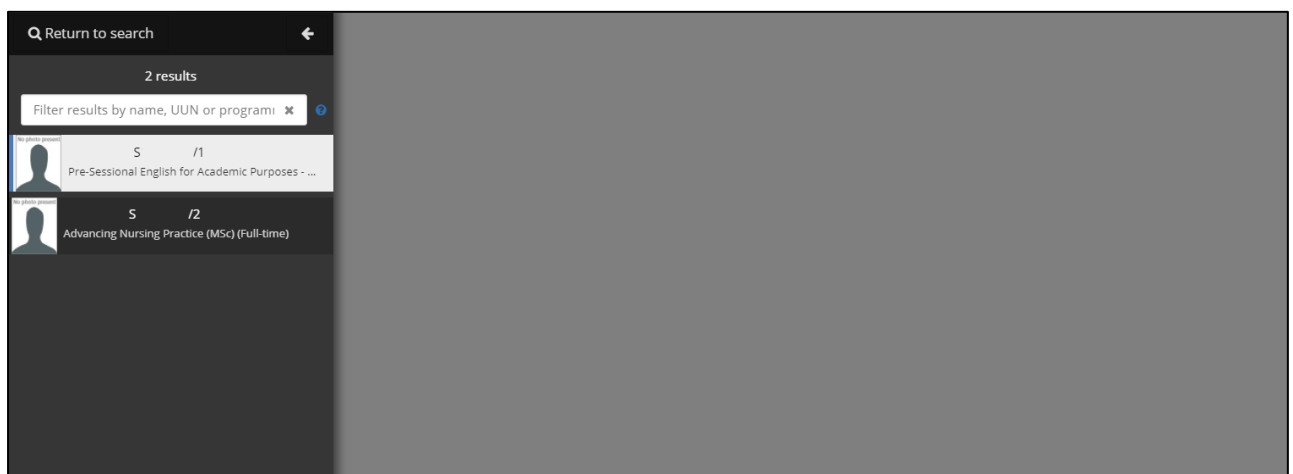


1.5 Select Search all students, past and present and click Search



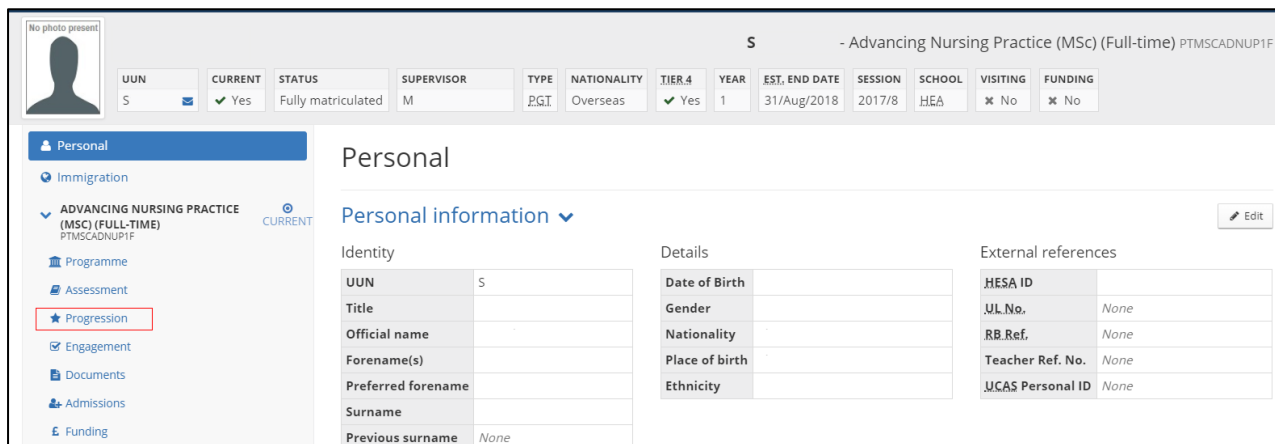
1.6 Select the instance if required

If there is more than one instance of the student’s UUN (e.g. S...../1 and S...../2), you will need to select the relevant instance before you can view the record:



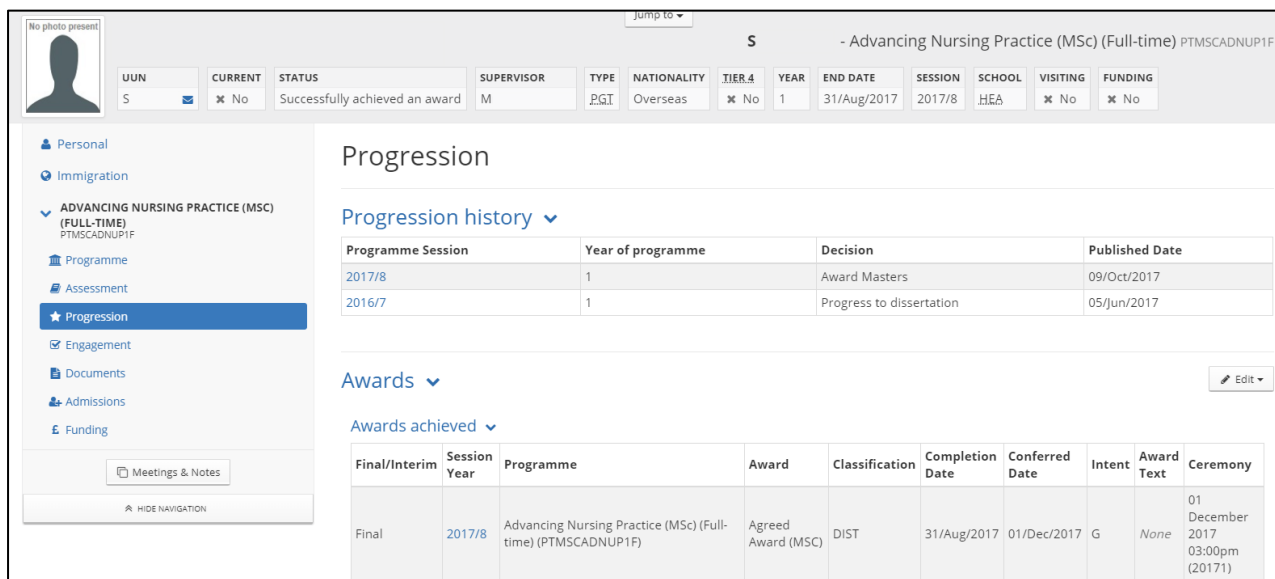
2. Click the Progression tab

Once in the student record, click the “Progression” tab on the menu on the left side of the page:



The screenshot shows a student record for 'S' in the 'Advancing Nursing Practice (MSc) (Full-time) PTMSCADNUP1F' program. The left-hand navigation menu has the 'Progression' tab highlighted with a red box. The main content area shows 'Personal information' with fields for Identity, Details, and External references.

This will take you to the progression record where you can find published progression and awards



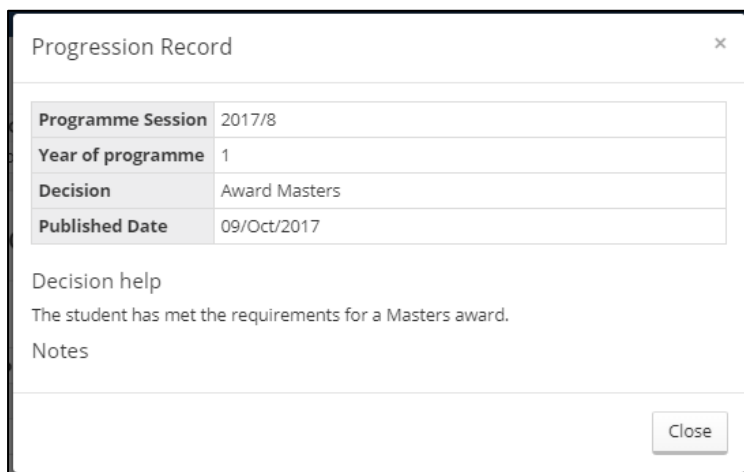
The screenshot shows the 'Progression' section of the student record. The left-hand navigation menu has the 'Progression' tab highlighted. The main content area shows 'Progression history' and 'Awards achieved' tables.

Programme Session	Year of programme	Decision	Published Date
2017/8	1	Award Masters	09/Oct/2017
2016/7	1	Progress to dissertation	05/Jun/2017

Final/Interim	Session Year	Programme	Award	Classification	Completion Date	Conferred Date	Intent	Award Text	Ceremony
Final	2017/8	Advancing Nursing Practice (MSc) (Full-time) (PTMSCADNUP1F)	Agreed Award (MSc)	DIST	31/Aug/2017	01/Dec/2017	G	None	01 December 2017 03:00pm (20171)

3. Click the academic year to view more information

Under the Programme Session, select the academic year to open a pop up box with a bit more information about the decision:



The screenshot shows a 'Progression Record' pop-up box with the following details:

Programme Session	2017/8
Year of programme	1
Decision	Award Masters
Published Date	09/Oct/2017

Decision help
The student has met the requirements for a Masters award.

Notes

Close