1. In EUCLID Students, click 'Bulk create student engagement events'.

Engagement				
Bulk Create Student Engagement Events				
Bulk Update/Delete Student Engagement Events				
Upload from File Student Engagement Events				
Upload from File Course Groups and Register				
View Course Groups and Register				

2. Select 'Course Level' or 'Programme Level'.



3. Enter the course code or name and select it from the dynamic list.

Please select the course and press the Continue button								
Selected Course Course Tier 4 Student	CHEE09014 × CHEE09014 × e.g. Chemistry 1A/CHEM08016 YES NO	Dynamic List						

4. This tool can be used to add events to multiple courses. Add each additional course's details in the course retrieval field. If one is added in error, just click on the X next to each course.

Please select the course and press the Continue button								
Selected Course Course	CHEE09014 × CHEE09014 × CHEE09014 × CHEE09015	Dynamic List						
Tier 4 Student	CHEE09015 Chemical Engineering Design 3							

5. Select whether Tier 4 [sponsored] students. If the engagement event affects all students, leave these boxes unticked. Press 'Continue'.

Student Enga	Student Engagement - Create Engagement Events								
Please select th	e course and press the Continue button								
Selected Course Course Tier 4 Student	CHEE09014 × CHEE09014 × CHEE09015 × e.g. Chemistry 1A/CHEM08016 YES NO	Chemical Engineering Design 3 Dynamic List							
			✓ Back ✓ Continue						

6. The list of students will display. Tick 'Select' to select all, or manually tick the records to be updated.

Studen	t Enga	gement	t:						✓ Create Event	Back	Count: 138
Select	UUN 🗘	Tier 4 🗘	Student Name	Programme Name	Matric Status	Course Name	PT/ Supervisor	Engaged 🗘	Not Engaged 💲	Exempt 🗘	No Action 💠 🔽
	S	Y		Chemical Engineering (BEng Hons)	Programme level	Process Dynamics and Control 3	35a/6rg/5a (8000013878)	30	0	0	1
	S	Y		Chemical Engineering (BEng Hons)	Programme level	Chemical Engineering Design 3	35a/6rag/5a (8000013878)	30	0	0	1
	S	Y		Chemical Engineering (BEng Hons)	Programme level	Process Dynamics and Control 3	(Aurop./ Aurop./ 80000115077a)	31	0	0	1
	S	Y		Chemical Engineering (BEng Hons)	Programme level	Chemical Engineering Design 3	(Kurup) Kung (800001100718)	31	0	0	1
	S	Y		Chemical Engineering (BEng Hons)	Programme level	Process Dynamics and Control 3	Santiago Romano, Angas (Santilian (2000) (75):48)	22	1	0	1
	S	Y		Chemical Engineering (BEng Hons)	Programme level	Chemical Engineering Design 3	Serlings Reners: Augus Sutoritus (2000) (75):45	22	1	0	1
	S	Y		Chemical Engineering (BEng Hons)	Programme level	Process Dynamics and Control 3	3millia 3milia 0000000000	30	2	0	1
	S	Y		Chemical Engineering (BEng Hons)	Programme level	Chemical Engineering Design 3	3millin 3miling/00000000000	30	2	0	1
	S	Ν		Chemical Engineering (BEng Hons)	Programme level	Process Dynamics and Control 3	Nume Tuble Nume (000014/7018)	26	0	0	1
	S	Ν		Chemical Engineering (BEng Hons)	Programme level	Chemical Engineering Design 3	Number Tublic (Number (10000) 4/70148	26	0	0	1
	S	Ν		Chemical Engineering (MEng Hons)	Programme level	Process Dynamics and Control 3	Settings Remark: Augus (Settillus (2000) (75)45)	26	1	0	1
	S	Ν		Chemical Engineering (MEng Hons)	Programme level	Chemical Engineering Design 3	Serlings Revenue Arrays (Services (2000) 75245)	26	1	0	1

7. Click 'Create Event'. The next screen will prompt you for the student engagement data.

Student Engage	Student Engagement										
Create a new Engag	gement Event for selected students										
Event Type	Please Select 🗸										
Event Date	10/Sep/2021										
Organiser	Dynamic List										
Engaged	No Action 🗸										
Event Description											
Notes											
Upload document?											
	✓ Back ✓ Create Event										

- 8. Follow the prompts to enter the event data.
 - Event Type [mandatory]
 - Event Date [mandatory]
 - o Organiser
 - Engaged
 - Event Description
 - Notes
 - Upload document?
 - Click 'Create Event'.

Create a new Engageme	ent Event for selected students		
Event Type	Tutorial 🗸		
Event Date	23/Sep/2021		
Organiser	Dynamic List		
Engaged	No Action		
Event Description	Course Tutorial Attendance)	
Notes			
		//	
Upload document?			
			✓ Back ✓ Create Event

9. The selected students' Engagement pages will be updated with the new event. To check, click the student's UUN to open their record.

Student Engagement:								✓ Create Event	K Back	Count: 138		
Select	UUN 🗘	Tier 4 💲	Student Name	Programme Name	Matric Status	Course Name	PT/ Supervisor	\$ Engaged 🗘	Not Engaged	Exempt 🛟	No Action	^
	S	Y		Chemical Engineering (BEng Hons)	Programme level	Process Dynamics and Control 3		30	0	0	3	
	S	Y		Chemical Engineering (BEng Hons)	Success New	Engagement Events have been crea	ted successfully. ×	30	0	0	3	
				a						•		

10. Click 'Engagement' to view the events breakdown for the current academic year. Scroll to 'Events' and the uploaded engagement events will display.

vents 🗸				
Date	Engaged	Event	Documents	Course / Programme
23/Sep/2021	N Not actioned	Tutorial (Course Tutorial Attendance)	0	Chemical Engineering Design 3 CHEE09015
23/Sep/2021	N Not actioned	Tutorial (Course Tutorial Attendance)	0	Process Dynamics and Control 3 CHEE09014
01/Sep/2021	Not actioned		0	Process Dynamics and Control 3 CHEE09014

11. Click the hyperlink to open the event and display its details. The event is now ready to be updated if and when the student completes the engagement.

Event details	5		\times
Date	23/Sep/2021		
Contact point	None		
Engaged	Not actioned		
Event type	Tutorial		
Organiser	None		
Created	10/Sep/2021 by		
Updated	10/Sep/2021 by		
Description	Course Tutorial Attendance		
Course	Chemical Engineering Design 3 (CHEE0901	15)	
Group	None		
Programme	None		
Documents	None		
Notes	None		
× Delete		🛓 Add document	🖋 Edit