

# **Extra-Curricular Student Achievement Data (STA 8)**

---

**Version control**

Created: November 2015

Updated:

Version: 1.0

## Contents

Foreword.....	5
Extra-Curricular Student Achievement Data .....	6
1 <i>Logging In</i> .....	6
2 <i>Adding an Achievement Record - Individual students</i> .....	7
3 <i>Adding an Achievement Record - Multiple students (course level)</i> .....	10
4 <i>Searching for an Achievement Record - Individual students</i> .....	13
5 <i>Searching for an Achievement Record – Multiple students (course level)</i> .....	13
6 <i>Updating Records (Student)</i> .....	14
7 <i>Updating Records (Achievement)</i> .....	15
8 <i>Updating Records (Milestones)</i> .....	16
9 <i>Updating Records (Withdrawal)</i> .....	17
10 <i>Deleting a student achievement</i> .....	18
11 <i>Appendix of Terms</i> .....	19

---

Intentionally blank

## **Foreword**

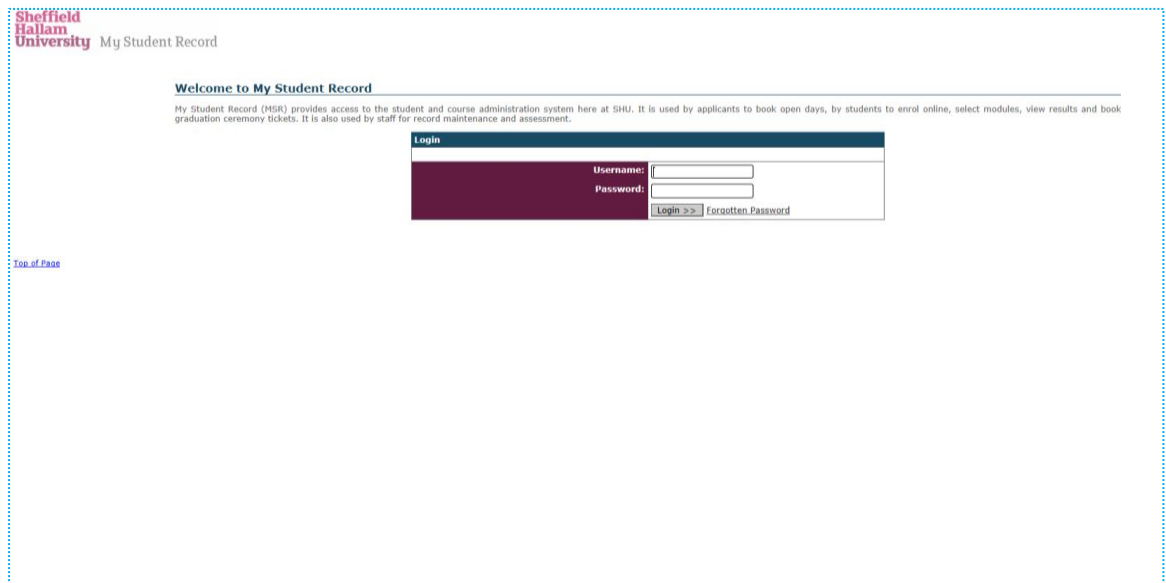
This guidance is aimed at faculty professional services staff who are responsible for holding and maintaining information about student achievements. Such information may include, but is not limited to, course reps, department reps or faculty reps.

The guidance aims to support staff in setting up and maintaining student achievements by way of adding and editing records.

## Extra-Curricular Student Achievement Data

### 1 Logging In

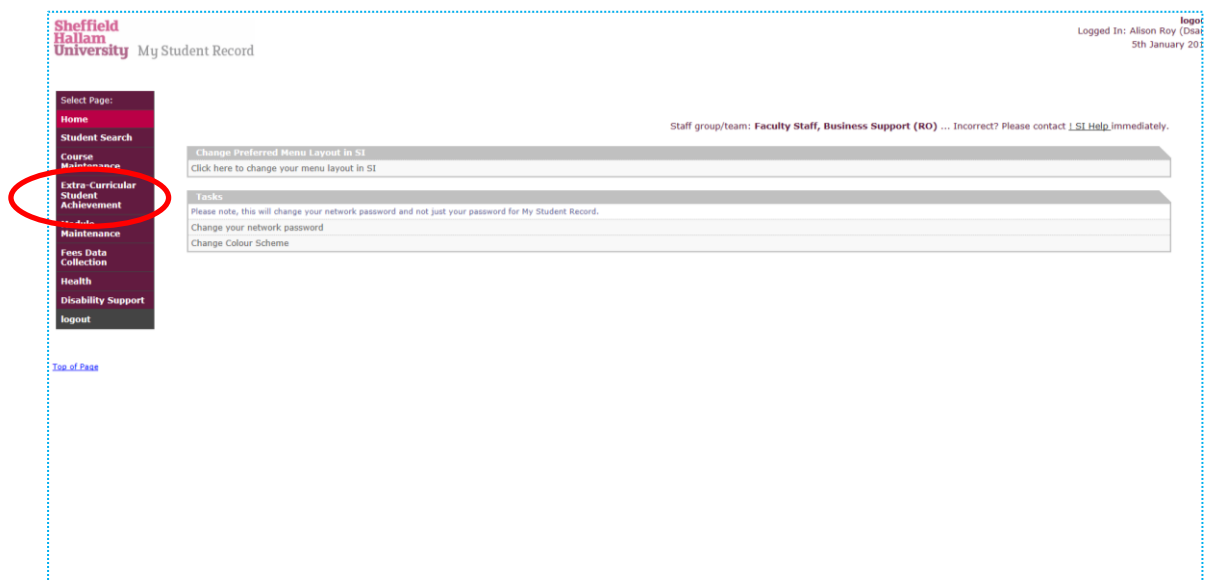
1.1. First, you will need to login to MSR using your existing staff username and password.



The screenshot shows the 'My Student Record' login page. At the top left is the Sheffield Hallam University logo. Below it, the text 'My Student Record' is displayed. A 'Welcome to My Student Record' message is followed by a brief description of the system. A 'Login' box contains fields for 'Username:' and 'Password:', a 'Login >>' button, and a 'Forgotten Password' link. A 'Top of Page' link is visible on the left side.

1.2. If you have the staff permissions to access this area, you will see a section named "Extra-Curricular Student Achievement" on the left hand toolbar. Click on this option to open a new menu.

If you do not have the staff permissions to access, please contact [! SI Help](#)



The screenshot shows the 'My Student Record' dashboard after login. The top right corner shows 'Logged In: Alison Roy (OS)' and '5th January 20'. A message states 'Staff group/team: Faculty Staff, Business Support (RO) ... Incorrect? Please contact ! SI Help immediately.' The left-hand toolbar contains a 'Select Page:' menu with options: Home, Student Search, Course Maintenance, Extra-Curricular Student Achievement (highlighted with a red circle), Maintenance, Fees Data Collection, Health, Disability Support, and Logout. The main content area includes a 'Change Preferred Menu Layout in SI' section and a 'Tasks' section with a note about network password changes.

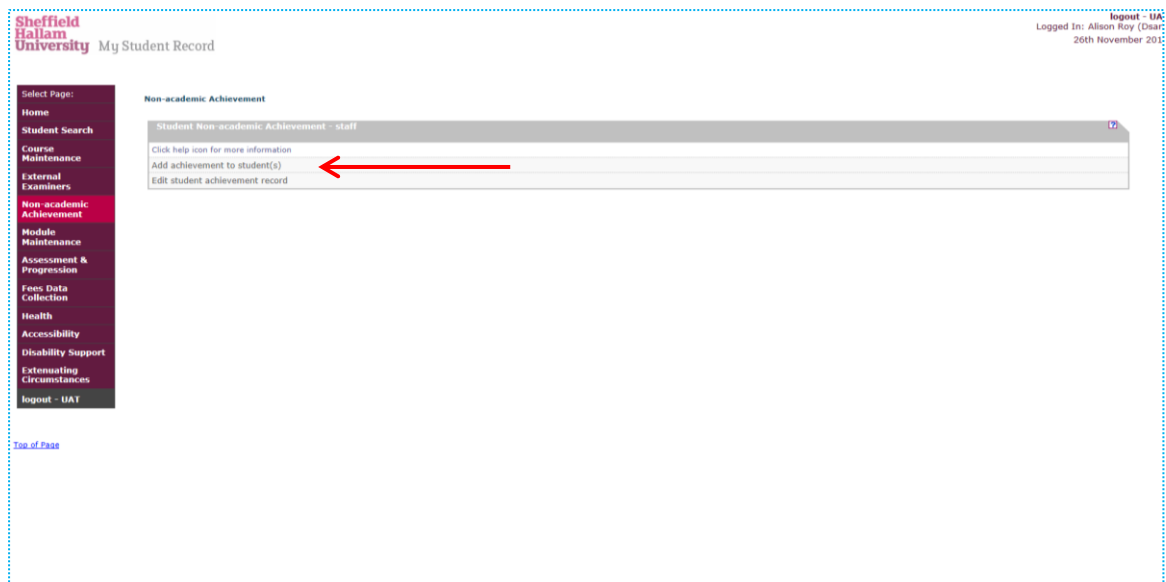
1.3. You will be presented with a menu which gives two options and allows you to add a student - whether as an individual or in a group – to an achievement type :

1.3.1. Add achievement to student(s)

1.3.2. Edit student achievement record

## 2 Adding an Achievement Record - Individual students

2.1. To add an achievement to a **student**, select the "Add achievement to student(s)" option. The system will then present you with the Search page.



2.2. Select an achievement, ie: "Course Rep", from the "Choose achievement type you want to attach" drop down list, and enter a student's number or student's course join code (SCJ) into the relevant search field. The student's name will display. By default, the academic year is set as the current year; change this if you require a different year, ie: if the student has a non-standard start date.

Sheffield Hallam University My Student Record

logout - UAT  
Logged In: Alison Roy (Dsar3)  
26th November 2015

Select Page:  
Home  
Student Search  
Course Maintenance  
External Examiners  
Non-academic Achievement  
Module Maintenance  
Assessment & Progression  
Fees Data Collection  
Health  
Accessibility  
Disability Support  
Extenuating Circumstances  
logout - UAT

### Search

Please use the search functionality below to allocate an achievement type to a student.  
Please enter as much criteria as possible to enable efficient retrieval of data. DO NOT LEAVE ALL FIELDS BLANK.

Choose achievement type you want to attach **Course Rep**

Student	
Student Number	24046086 X
SCI Code (if known)	24040006 Liam Moynahan
Surname	
Forename	
Academic Year	2014/5
Course Code	
Block	
Occurrence	

Retrieve

[Top of Page](#)

2.3. Click on the "Retrieve" button to bring up the student's name and course details.

Sheffield Hallam University My Student Record

logout - UAT  
Logged In: Alison Roy (Dsar3)  
18th December 2015

Select Page:  
Home  
Student Search  
Course Maintenance  
Extra-Curricular Student Achievement  
Module Maintenance  
Fees Data Collection  
Health  
Disability Support  
logout

### Search Results

Please select which students you would like the achievement to be attached to.  
Clicking on the 'Select All' button will choose all students retrieved or you can select individually by checking the tick box against the student. A tick ☒ will select and unticking will deselect the student. Clicking the 'Next' button will take you to the verification screen where you can check your selection.

SCI Code	Name	Course Code	Course Name	AC Year	Block	Occ	Select All
24046086/1	LIAM MOYNAHAN	4485EPAED1T2	BSC HON EVENTS MNGEMENT WITH ARTS & ENTERTAINMENT	2015/6	2	A	<input checked="" type="checkbox"/>

Search Again Next

Click to add student to the achievement

Click to add student to the achievement

Select All

Click the 'Next' button will take you to the verification screen where you can check your selection.

2.4. Click in the tick box (☐) at the end of the relevant row to attach the student to the achievement. The (☐) should now change to a (☒). Click on 'Next' to go to the verification screen where you can check your selection.

2.5. The verification screen will confirm the achievement type, the number of student records selected and the student details.



Sheffield Hallam University
My Student Record

logout - UAT
Logged In: Allison Roy (Dsar3)
26th November 2015

Select Page:
Home
Student Search
Course Maintenance
External Examiners
Non-academic Achievement
Module Maintenance
Assessment & Progression
Fees Data Collection
Health
Accessibility
Disability Support
Extenuating Circumstances
logout - UAT

### Verification

Below is a list of students you have selected for the observation. If this is correct click on 'Add Records', if incorrect click 'Back' to review your selection or 'Quit' to search again.

Achievement type selected: **COURSE REP**  
Total number of student records selected: **1**

SCJ Code	Name	Course Code	Course Name	AC Year	Block	Occ
24046086/1	LIAM MOYNAHAN	44BSEMAE01T2	BSC HON EVENTS MANAGEMENT WITH ARTS & ENTERTAINMEN	2014/5	1	A

Back Quit Add Records

2.6. If these details are *incorrect*, you have the option of selecting the 'Back' button to return to the previous screens and modify the selection details.

2.7. If you are satisfied that the details are correct, click on 'Add Records' to confirm the selection and add the student achievement. Click on 'Finish' to return to the main menu.

Sheffield Hallam University
My Student Record

logout - UAT
Logged In: Allison Roy (Dsar3)
26th November 2015

Select Page:
Home
Student Search
Course Maintenance
External Examiners
Non-academic Achievement
Module Maintenance
Assessment & Progression
Fees Data Collection
Health
Accessibility
Disability Support
Extenuating Circumstances
logout - UAT

### Results

List below indicates whether a record has been added.

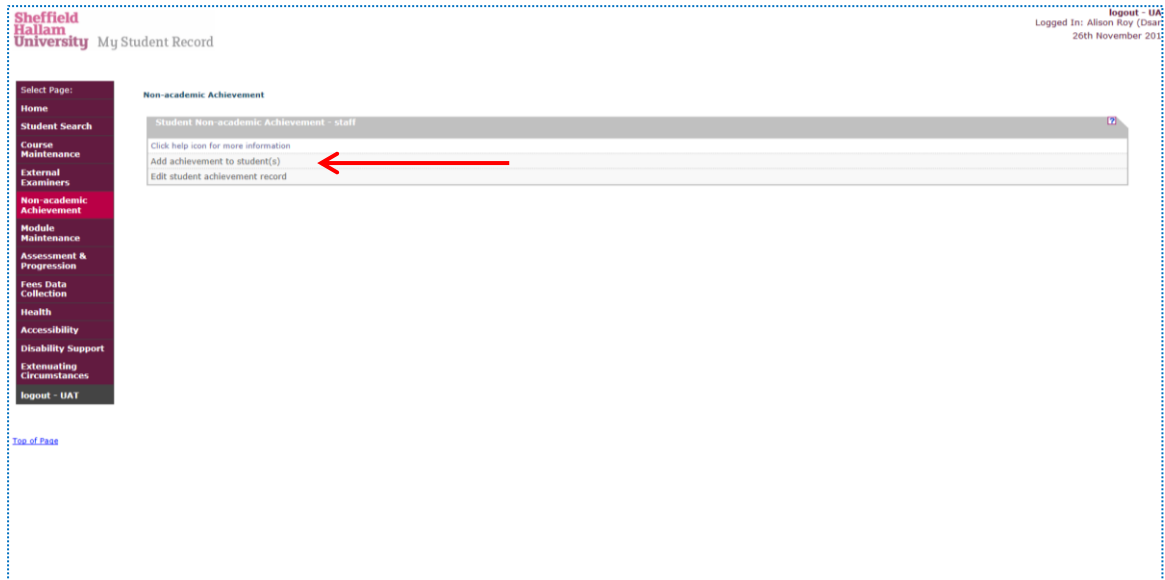
SCJ Code	Name	Course Code	Course Name	AC Year	Block	Occ	Added?
24046086/1	LIAM MOYNAHAN	44BSEMAE01T2	BSC HON EVENTS MANAGEMENT WITH ARTS & ENTERTAINMEN	2014/5	1	A	✓ Added

Total numbers of records added: **1**

Finish

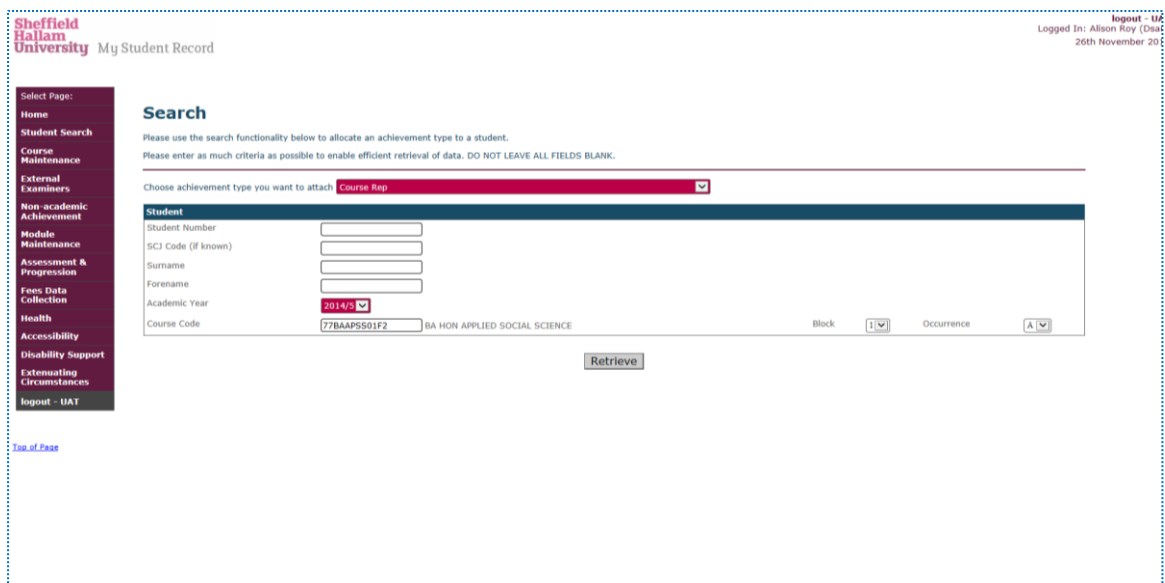
## 3 Adding an Achievement Record - Multiple students (course level)

- 3.1. To add an achievement to a **group of students**, select the "Add achievement to student(s)" option. The system will then present you with the Search page.



The screenshot shows the 'My Student Record' interface. On the left is a navigation menu with options like Home, Student Search, Course Maintenance, External Examiners, Non-academic Achievement (highlighted), Module Maintenance, Assessment & Progression, Fees Data Collection, Health, Accessibility, Disability Support, Extenuating Circumstances, and Logout - UAT. The main content area is titled 'Non-academic Achievement' and contains a sub-header 'Student Non-academic Achievement - staff'. Below this, there are three links: 'Click help icon for more information', 'Add achievement to student(s)' (indicated by a red arrow), and 'Edit student achievement record'. The top right corner shows the user is logged in as 'Alison Roy (Dsa)' on '26th November 2015'.

- 3.2. Select an achievement, ie: "Course Rep", from the "Choose achievement type you want to attach" drop down list, and enter the Course Code, Block and Occurrence into the relevant search fields. *Please note: You must input a minimum of 5 digits for the filter to produce a drop down list.* By default, the academic year is set as the current year; change this if you require a different year, ie: if the student has a non-standard start date.



The screenshot shows the 'Search' page. At the top, it says 'Please use the search functionality below to allocate an achievement type to a student. Please enter as much criteria as possible to enable efficient retrieval of data. DO NOT LEAVE ALL FIELDS BLANK.' Below this, there's a dropdown menu 'Choose achievement type you want to attach' with 'Course Rep' selected. Under the 'Student' section, there are input fields for 'Student Number', 'SCJ Code (if known)', 'Surname', and 'Forename'. The 'Academic Year' is set to '2014/5' with a dropdown arrow. The 'Course Code' is '77BAAPSS01F2' with a dropdown arrow, followed by 'BA HON APPLIED SOCIAL SCIENCE'. To the right, 'Block' is set to '1' and 'Occurrence' is set to 'A'. A 'Retrieve' button is at the bottom. The top right corner shows the user is logged in as 'Alison Roy (Dsa)' on '26th November 2015'.

- 3.3. Click on the "Retrieve" button to bring up all students who are currently enrolled on the occurrence and year of the course.
- 3.4. Click in the tick box (☐) at the end of each student's details to attach them to the achievement. The (☐) should now change to a (☒). Click on 'Next' to go to the verification screen where you can check your selection.

Sheffield Hallam University My Student Record

Logout - UAT  
Logged In: Alison Roy (Dsar3)  
18th December 2015

Select Page:  
Home  
Student Search  
Course Maintenance  
Extra-Curricular Student Achievement  
Module Maintenance  
Fees Data Collection  
Health  
Disability Support  
Logout

### Search Results

Please select which students you would like the achievement to be attached to.

Clicking on the 'Select All' button will choose all students retrieved or you can select individually by checking the tick box against the student. A tick ☒ will select and unticking will deselect the student. Clicking the 'Next' button will take you to the verification screen where you can check your selection.

SCJ Code	Name	Course Code	Course Name	AC Year	Block	Occ	Select All
25028643/1	SALMA AKHTAR	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
24029263/1	MAARIYAH ALI	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
24003695/1	EMELY ARMIN	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
20018925/3	KUBRA ASSIM	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
25027417/1	MEG AYEBAH-COFFIE	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
25012969/1	CLAIRE BAILEY	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
24002806/2	LAUREN BAINES	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
25009239/1	LAUREN BEECH	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
25043783/1	CHLOE BELLAVIA	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
25020024/1	CAITLIN BENT	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
25001412/1	LEISHA BILLINGSLEY	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
25040545/1	AMY BLACKWELL	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
24015174/1	DEMI-LEIGH BLAKESLEY	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
25004273/1	AMY BOOTH	77BACHSD01F2	BA HON CHILDHOOD STUDIES	2015/6	1	A	<input type="checkbox"/>
25005850/1	HANNAH BRAY	77BACHSD01F2	BA HON CHILDHOOD ST	2015/6	1	A	<input type="checkbox"/>
25007112/1	LAURA BROOK	77BACHSD01F2	BA HON CHILDHOOD ST	2015/6	1	A	<input type="checkbox"/>
25032735/1	CHLOE BROWETT	77BACHSD01F2	BA HON CHILDHOOD ST	2015/6	1	A	<input type="checkbox"/>
25028284/1	SAPPHIRE CLARKE	77BACHSD01F2	BA HON CHILDHOOD ST	2015/6	1	A	<input type="checkbox"/>
24008944/1	NICHOLE COLLINS	77BACHSD01F2	BA HON CHILDHOOD ST	2015/6	1	A	<input type="checkbox"/>
25019340/1	MEGAN COOPER	77BACHSD01F2	BA HON CHILDHOOD ST	2015/6	1	A	<input type="checkbox"/>
23004324/1	ELLIE COOPER	77BACHSD01F2	BA HON CHILDHOOD ST	2015/6	1	A	<input type="checkbox"/>

Click to add student to the achievement

Select All  
X  
✓  
✓  
X  
X

- 3.5. The verification screen will confirm the achievement type, the number of student records selected and the student details.

Sheffield Hallam University My Student Record

Logout - UAT  
Logged In: Alison Roy (Dsar3)  
26th November 2015

Select Page:  
Home  
Student Search  
Course Maintenance  
External Examiners  
Non-academic Achievement  
Module Maintenance  
Assessment & Progression  
Fees Data Collection  
Health  
Accessibility  
Disability Support  
Extenuating Circumstances  
Logout - UAT

### Verification

Below is a list of students you have selected for the chosen achievement type. If this is correct click on 'Add Records', if incorrect click 'Back' to review your selection or 'Quit' to search again.

Achievement type selected: **COURSE REP**  
Number of student records selected: **3**

SCJ Code	Name	Course Code	Course Name	AC Year	Block	Occ
24014035/1	SARAH GARRETT	77BAAPSD01F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	1	A
22022575/2	RUBY PALMER	77BAAPSD01F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	1	A
24041878/1	AURELIE PAPIEN	77BAAPSD01F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	1	A

Back Quit Add Records

Top of Page

- 3.6. If these details are *incorrect*, you have the option of selecting the 'Back' button to return to the previous screens and modify the selection details.

- 3.7. If an achievement is being added to a student record at a later date, follow the steps above. The course list presented will show which students already have this type of achievement assigned to them.

Sheffield Hallam University My Student Record

Logout - UAT  
Logged In: Alison Roy (Dsar3)  
26th November 2015

Select Page:  
Home  
Student Search  
Course Maintenance  
External Examiners  
Non-academic Achievement  
Module Maintenance  
Assessment & Progression  
Fees Data Collection  
Health  
Accessibility  
Disability Support  
Extenuating Circumstances  
Logout - UAT

### Search Results

Please select which students you would like the achievement to be attached to.

Clicking on the 'Select All' button will choose all students retrieved or you can select individually via the button against the student. The tick (✓) will select and the cross (✗) will deselect. Clicking the 'Next' button will take you to the verification screen where you can check your selection.

SCJ Code	Name	Course Code	Course Name	AC Year	Block	Occ	Select All
23036871/2	CAMERON DOIG	77BAAPSS01F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	1		✗
24014035/1	SARAH GARRETT	77BAAPSS01F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	1	A	GAR already exists for type and year
22022575/2	RUBY PALMER	77BAAPSS01F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	1	A	GAR already exists for type and year
24041878/1	AURELIE PAPIN	77BAAPSS01F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	1	A	GAR already exists for type and year
23008142/2	REBECCA SHAW	77BAAPSS01F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	1		✗
24022673/1	KATHERINE WRIGHT	77BAAPSS01F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	1	A	✗

Search Again
Next

- 3.8. If you are satisfied that the details are correct, click on 'Add Records' to confirm the selection and add the student achievement. Click on 'Finish' to return to the main menu.

Sheffield Hallam University My Student Record

Logout - UAT  
Logged In: Alison Roy (Dsar3)  
26th November 2015

Select Page:  
Home  
Student Search  
Course Maintenance  
External Examiners  
Non-academic Achievement  
Module Maintenance  
Assessment & Progression  
Fees Data Collection  
Health  
Accessibility  
Disability Support  
Extenuating Circumstances  
Logout - UAT

### Results

List below indicates whether a record has been added.

SCJ Code	Name	Course Code	Course Name	AC Year	Block	Occ	Added?
22022575/2	RUBY PALMER	77BAAPSS01F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	1	A	✓ Added
24041878/1	AURELIE PAPIN	77BAAPSS01F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	1	A	✓ Added
24014035/1	SARAH GARRETT	77BAAPSS01F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	1	A	✓ Added

Total numbers of records added: 3

Finish

## 4 Searching for an Achievement Record - Individual students

- 4.1. To search for a student's achievement, select the 'Edit student achievement record' link, and in the 'Student Number (or 'SCJ Code' field), type in the student's details. Remember to change the 'Academic Year' if necessary, and click on 'Retrieve'
- 4.2. If a student has previously had one or more achievements added, all achievements details will be listed. Information relating to this student can then be added to all achievements if required (see [Section 6](#) – Updating Records (Students)).

**Search Results**

Please complete the fields you require below to update the selected records.  
Clicking on the 'Select All' button will choose all students retrieved or you can select individually by checking the tick box against the student. A tick ☒ will select and unticking will deselect the student. Clicking the 'Next' button will take you to the verification screen where you can check your data and selection.

Search Results

SCJ code	Student Name	Course Code	Course Name	Year	Achievement	Achievement Details (max 200 chars)	Achievement Status	Start Date	End Date	Milestones	Milestone Date	Milestone Notes (max 100 chars)	Reasons for not continuing in role	Select All
22022370	RUBY PALMER	77BAAP0001F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	Department Rep		IN PROGRESS	22/SEP/2014	29/MAY/2015	1-Training Session/Workshop	03/Dec/2015			<input type="checkbox"/>
22022370	RUBY PALMER	77BAAP0001F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	Course Rep		IN PROGRESS	22/SEP/2014	29/MAY/2015	1-Training Session/Workshop	26/Nov/2015	Student has been invited to and has attended the recent Course Rep Induction meeting. Student has confirmed attendance to the next course rep meeting at the start of Semester 2. Student has been invited to and has attended the recent Course Rep Induction meeting.		<input type="checkbox"/>

[Search Again](#) [Next](#)

## 5 Searching for an Achievement Record – Multiple students (course level)

- 5.1. To search for the achievements of students at a course level, select the 'Edit student achievement record' link, and add in the 'Course Code field', 'Block' and 'Occurrence'. Remember to change the 'Academic Year' if necessary, and click on 'Retrieve'

**Search Results**

Please complete the fields you require below to update the selected records.  
Clicking on the 'Select All' button will choose all students retrieved or you can select individually by checking the tick box against the student. A tick ☒ will select and unticking will deselect the student. Clicking the 'Next' button will take you to the verification screen where you can check your data and selection.

Search Results

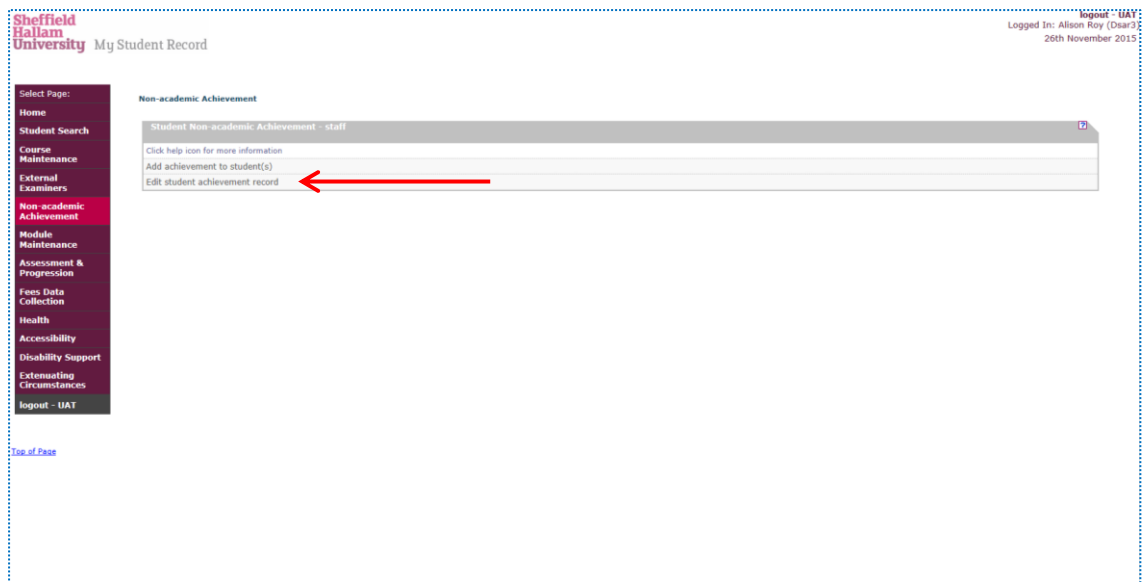
SCJ code	Student Name	Course Code	Course Name	Year	Achievement	Achievement Details (max 200 chars)	Achievement Status	Start Date	End Date	Milestones	Milestone Date	Milestone Notes (max 100 chars)	Reasons for not continuing in role	Select All
240140353	SARAH GARGETT	77BAAP0001F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	Course Rep		IN PROGRESS	22/SEP/2014	29/MAY/2015	1-Training Session/Workshop	26/Nov/2015	Student gave a presentation in conjunction with the Students' Union about being a Course Rep. Student gave a presentation in conjunction with the Students' Union about being a Course Rep. Student has been invited to and has attended the recent Course Rep Induction meeting. Student has confirmed attendance to the next course rep meeting at the start of Semester 2.		<input type="checkbox"/>
22022370	RUBY PALMER	77BAAP0001F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	Department Rep		IN PROGRESS	22/SEP/2014	29/MAY/2015	1-Training Session/Workshop	03/Dec/2015			<input type="checkbox"/>
22022370	RUBY PALMER	77BAAP0001F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	Course Rep		IN PROGRESS	22/SEP/2014	29/MAY/2015	1-Training Session/Workshop	26/Nov/2015	Student has been invited to and has attended the recent Course Rep Induction meeting. Student has confirmed attendance to the next course rep meeting at the start of Semester 2. Student has been invited to and has attended the recent Course Rep Induction meeting.		<input type="checkbox"/>
240416763	AURELIE PAPER	77BAAP0001F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	Course Rep		IN PROGRESS	22/SEP/2014	29/MAY/2015	1-Training Session/Workshop	26/Nov/2015	Student has been invited to and has attended the recent Course Rep Induction meeting. Student has confirmed attendance to the next course rep meeting at the start of Semester 2.		<input type="checkbox"/>

[Search Again](#) [Next](#)

- 5.2. A list of achievement records for all students on this course, level and occurrence will be displayed. Course information relating to all students can then be added if required (see [Section 7](#) – Updating Records (Achievements)).

## 6 Updating Records (Student)

- 6.1. When a student has an achievement, their record will need updating as and when their status changes ([Appendix 11.1](#)) or they reach a 'milestone' ([Appendix 11.2](#))
- 6.2. To update a student record with an achievement, from the main menu, click on the 'Edit student achievement record' option.



- 6.3. From the Search screen, select an 'Achievement Type' from the drop down list, and then complete the fields for **either** the student (student number or student course join code (SCJ) code) or the course code, department or subject group. **Remember** to select the correct academic year.

Sheffield Hallam University My Student Record

Logged In: Admin Key User  
3rd December 2015

Select Page:  
Home  
Student Search  
Course Maintenance  
External Examinations  
New Academic Achievement  
Module Maintenance  
Assessment & Progression  
Fee Date Collection  
Health  
Accessibility  
Disability Support  
Extenuating Circumstances  
Support - UAT

[Top of Page](#)

### Search

Please use the search functionality below to edit/update a student(s) achievement record.  
Please enter as much criteria as possible to enable efficient retrieval of data. DO NOT LEAVE ALL FIELDS BLANK.

Achievement Type	Course Rep
Student Number	22021975/2
SCJ Code (if known)	PALMER, R.
Surname	
Forename	
Academic Year	2014/15
Course Code	778AAPP001F2
Faculty	
Department	
Subject Group	

Retrieve

Complete either student or course details

6.4. Click on 'Retrieve' to bring up the relevant record. If a record(s) exists, the search results will return the relevant student details. The circumstances when a student record is to be updated are when :

- 6.4.1. A student has undertaken relevant training as part of their role
- 6.4.2. A student has been engaged in their role and has reached a notable milestone
- 6.4.3. A student has received a certificate or award
- 6.4.4. A student withdraws from the course

6.5. The 'Start Date' and 'End Date' fields on a student record will automatically be pre-populated with the course delivery start and end dates (from CBO) unless otherwise changed (see [Section 9](#) – Updating Records (Withdrawals)).

6.6. **Please note:** It is important that the achievements for a 'Course Reps' and 'Department Reps' are updated **as a minimum** across all faculties. Where faculties hold more information on student achievements, it is at their discretion how much information should be recorded.

## 7 Updating Records (Achievement)

7.1. Follow the instructions in Section 4, select the student(s) whose record is to be updated, and enter the updated information into the 'Achievement Details' and 'Achievement Status' fields at the top of the screen.

7.2. Further information about achievements can be found in [Appendix 11.1](#).

7.3. When complete, click on 'Next' to move to the verification screen.

7.4. The verification screen will summarise the details and the students that these will be applied against to ensure that these are correct.

**Verification**

Below is a list of students you have selected and the data that will be updated. If this is correct click on 'Add Records', if incorrect click 'Back' to review your selection or 'Quit' to search again.

Enrolment Details	Enrolment Status	Start Date	End Date	Milestone	Milestone Date	Milestone Notes	Reason left role					
22022375/2	RUBY PALMER	778AAPS020F2	BA HON APPLIED SOCIAL SCIENCE	2014/5	Course Rep	IN PROGRESS	22/Sep/2014	25/May/2015	1-Training Session/Workshop	26/Nov/2015		

Total number of student records selected: 1

[Back](#) [Quit](#) [Update Records](#)

7.5. If you are satisfied that these details are correct, click on 'Update Records'.

7.6. The results screen gives confirmation of the updated student record. Click on 'Finish' to return to the main menu.

## 8 Updating Records (Milestones)

**8.1.** Follow the instructions from Section 4.1 through to 4.4, select the student(s) whose record is to be updated, and enter the updated information into the following fields at the top of the screen:

- 8.1.1. The Milestone
- 8.1.2. Milestone Date
- 8.1.3. Milestone Notes



**Search Results**

Please complete the fields you require below to update the selected records.

Clicking on the 'Select All' button will choose all students removed or you can select individually by checking the tick box against the student. A tick ☒ will select and unchecking will deselect the student. Clicking the 'Next' button will take you to the verification screen where you can check your data and

**Achievement Details**

Achievement Status:  Start Date:  End Date:  Milestone:  Milestone Notes:  Reason left role:

**Search Results**

Student ID	Name	Program	Program Code	Program Name	Year	Course	Course Code	Course Name	Status	Start Date	End Date	Milestone	Milestone Notes	Reasons for not continuing in role	Select All
220223753	RUBY PALMER	77BAAP05012	BA HON APPLIED SOCIAL SCIENCE	2014/5	Course Rep			IN PROGRESS	22/08/2014	29/08/2014		Signing on/Workshop	26/Nov/2015		<input checked="" type="checkbox"/>

**Reasons for not continuing in role**

Reason	Reason Notes	Reasons for not continuing in role	Select All
Student has been invited to and has attended the recent Course Rep Induction meeting		<input checked="" type="checkbox"/>	
Student has been invited to and has attended the recent Course Rep Induction meeting		<input type="checkbox"/>	
Student has been invited to and has attended the recent Course Rep Induction meeting		<input type="checkbox"/>	
Student has been invited to and has attended the recent Course Rep Induction meeting		<input type="checkbox"/>	

- 8.2. Where a student already has milestone notes against their record, any new notes will be appended to the existing notes.
- 8.3. **Please note:** a student will automatically be added to option 1 in 'Milestone' when they are added to an achievement record. Further information about milestones can be found in [Appendix 11.2](#).
- 8.4. When complete, click on 'Next' to move to the verification screen.
- 8.5. The verification screen will summarise the details and the students that these will be applied against to ensure that these are correct.
- 8.6. If you are satisfied that these details are correct, click on 'Update Records'.
- 8.7. The results screen gives confirmation of the updated student record. Click on 'Finish' to return to the main menu.

## 9 Updating Records (Withdrawal)

- 9.1. Follow the instructions from Section 4.1 through to 4.4 and select the student(s) whose record is to be updated.
- 9.2. Where a student withdraws from their role, enter the end date of the role into the 'End Date' field in addition to completing the 'Reason left role' field ([Appendix 11.3](#)).
- 9.3. Where a student has withdrawn from their course, the 'End Date' field on their record will have automatically been updated with their course withdrawal date (from SCE record).

- 9.4. When complete, click on 'Next' to move to the verification screen.
- 9.5. The verification screen will summarise the details and the students that these will be applied against to ensure that these are correct.
- 9.6. If you are satisfied that these details are correct, click on 'Update Records'.
- 9.7. The results screen gives confirmation of the updated student record. Click on 'Finish' to return to the main menu.

Sheffield Hallam University My Student Record

Logged in: Allison Roy (Classroom) 3rd December 2015

### Results

List below indicates whether a record has been updated.

RCJ Code	Name	Course Code	Course Name	AC Year	Achievement	Achievement Details	Achievement Status	Start Date	End Date	Milestone	Milestone Date	Milestone Notes	Review left	Updated?
2202257572	ALICE PALMER	778AAP502J2	BA HON APPLIED SOCIAL SCIENCE	2014/5	Course Rep		IN PROGRESS (On/Dept rep's only)	22-SEP-14	29-MAY-15	1-Training Session/Workshop	26/Nov/2015	Student has been invited to and has attended the recent Course Rep Induction meeting.		✓ Updated!

Total numbers of records updated: 1

[Search Again](#) [Finish](#)

[Top of Page](#)

## 10 Deleting a student achievement

- 10.1. If a student has incorrectly been added to an achievement and needs deleting, send the details of the student (including their student number), the achievement they have been added to, and the academic year to [! SI Help](#).

## 11 Appendix of Terms

### 11.1. Achievement Status

Achievement Status	Description
ACTIVE	Applies to all achievements <b>except</b> Course and Department Reps.
CANCELLED	Do not use – default system status
CERTIFIED	Applies to Course and Department reps. Once milestone 3 achieved, status is automatically changed to this
IN PROGRESS	Applies to Course and Department reps. Defaults to this status when milestone 1 achieved, until milestone 3 is achieved.
WITHDRAWN	Student withdraws from achievement. If the student withdraws from the course entirely, the status will change to WITHDRAWN automatically

### 11.2. Milestone Status

Milestone (Course Rep specific)	Description
1-Training session/workshop	Initial course rep training session/workshop
2-Engaged in semester 1	Attendance at staff/student or course committee meeting
3-Engaged in semester 2	Attendance at staff/student or course committee meeting
Milestone (Dept Rep specific)	Description
1-Training session/workshop	Initial department rep training session/workshop
2-Engaged in semester 1	Proof of engagement with Head of Department / Course Leaders and possible attendance of Department boards
3-Engaged in semester 2	Proof of engagement with Head of Department / Course Leaders and possible attendance of Department boards

### 11.3. Withdrawn Status

Withdrawn Reasons	Description
Not Stated	Student didn't give a reason for withdrawing
Non Engagement	Student did not meet all engagement milestones
Personal	Student has personal reasons for withdrawing
Workload	Student doesn't have sufficient time to continue due to workload
Disciplinary	Student has been withdrawn for disciplinary reasons
Academic decision	Academic has made the decision that the student can no longer continue as a Course or Department Rep