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Extra-Curricular Student Achievement Data (STA 8)
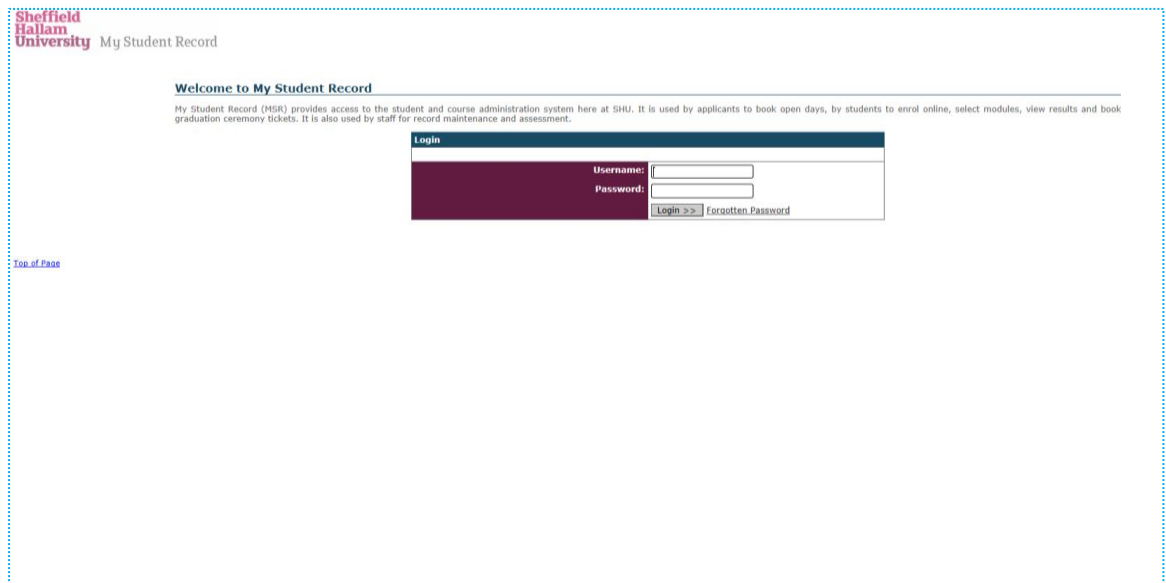
Contents

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.

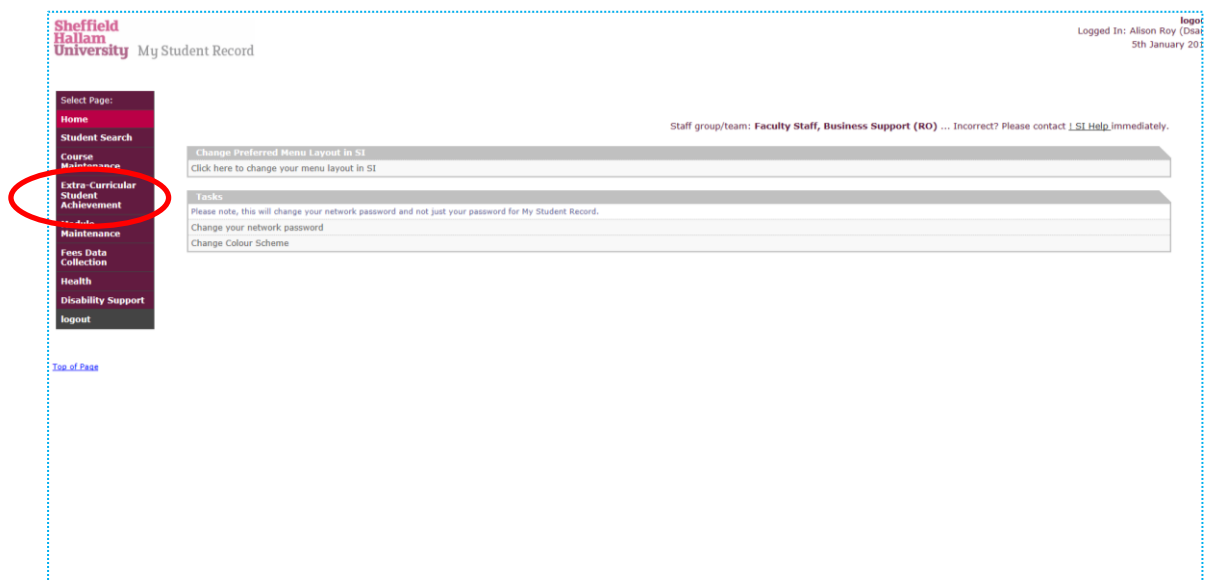# Extra-Curricular Student Achievement Data

1 Logging In

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

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

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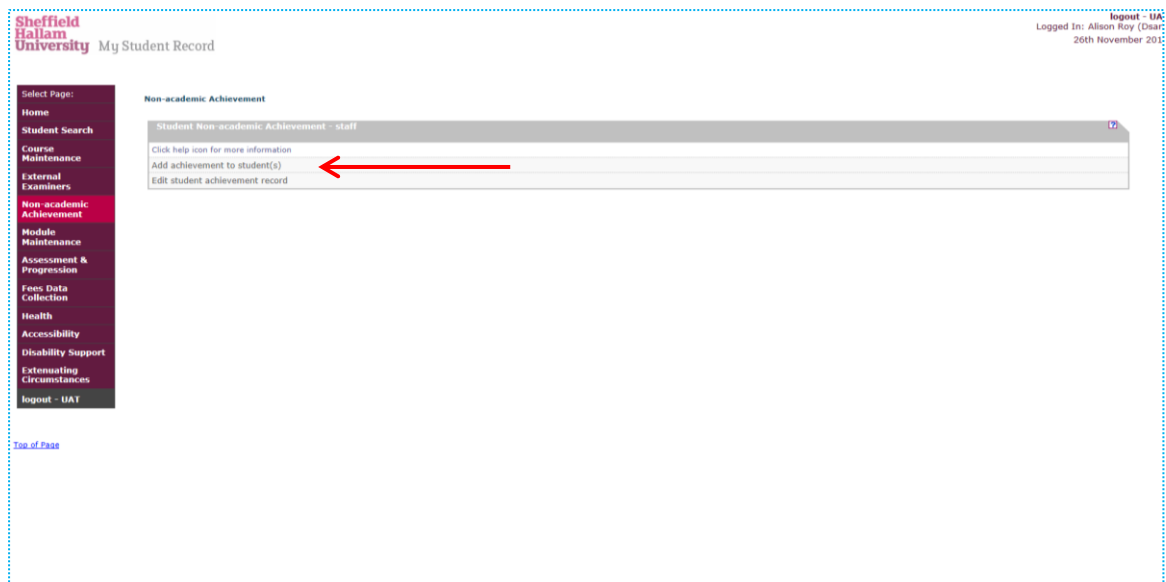
2.2. Select an achievement, ie: "Course Rep", from the "Choose achievement type you want to attach" drop down list, and enter a student's number or student's course join code (SCJ) into the relevant search field. The student's name will display. By default, the academic year is set as the current year;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

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

Click to add student to the achievement

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.

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.

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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.

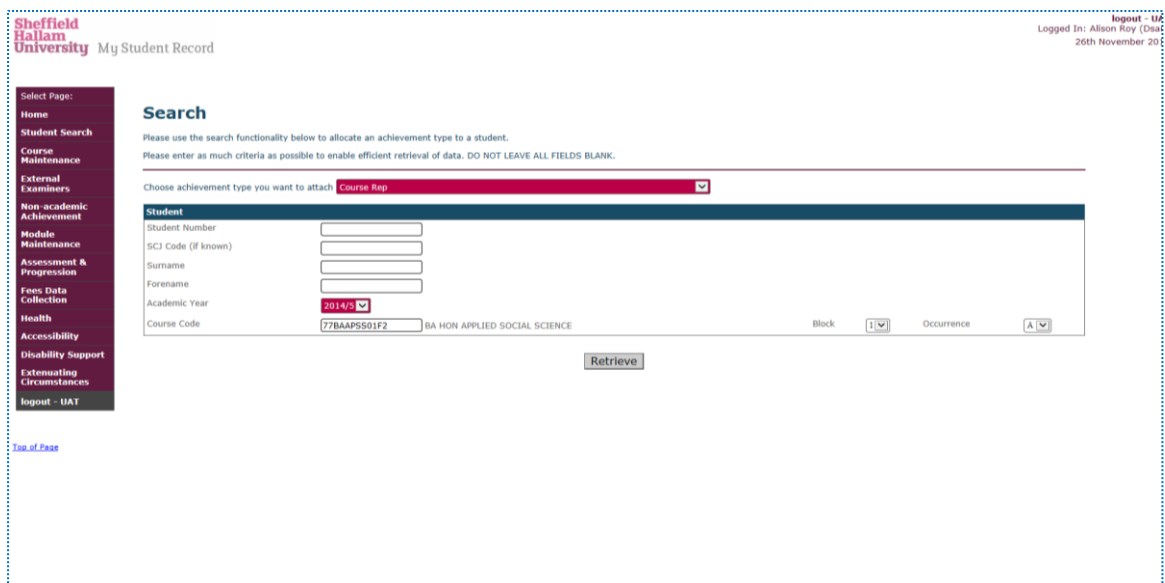3.2. Select an achievement, ie: "Course Rep", from the "Choose achievement type you want to attach" drop down list, and enter the Course Code, Block and Occurrence into the relevant search fields. *Please note: You must input a minimum of 5 digits for the filter to produce a drop down list.* By default, 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.

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.

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

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.

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.

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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)).

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'

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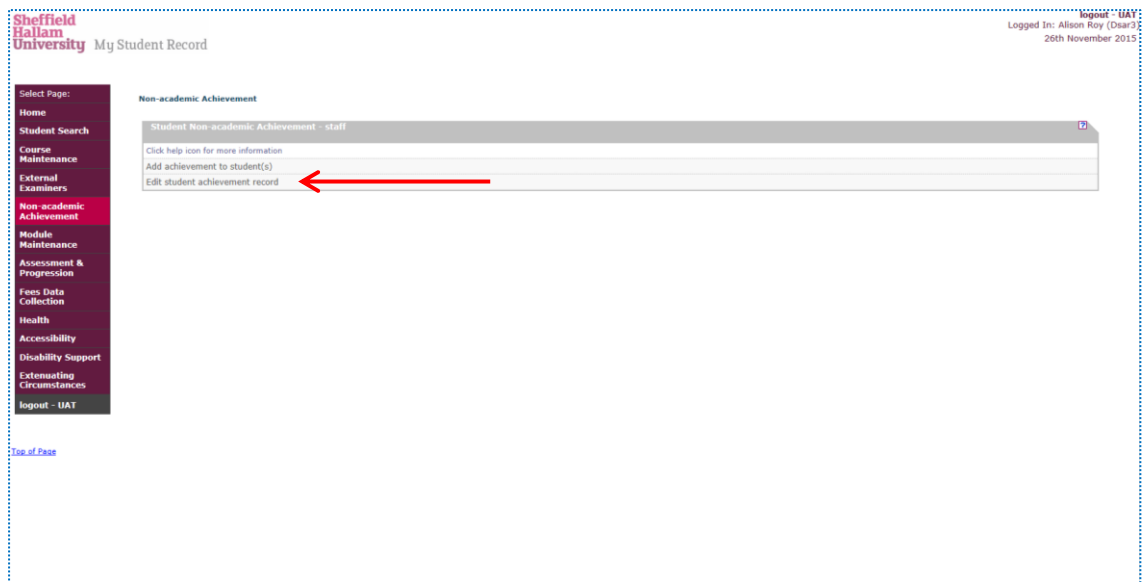
6.3. From the Search screen, select an 'Achievement Type' from the drop down list, and then complete the fields for *either* the student (student number or student course join code (SCJ) code) or the course code, department or subject group. **Remember** to select the correct academic year.

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.

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

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.

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 **except** 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