

## **HEAR – TLSO Activities/Responsibilities**

### **1. Uploading into Campus Solutions the following activities and prizes and awards;**

- PASS Leader training/Peer Mentor training/Peer Support Co-ordinator /Advanced PASS training (TLSO)
- Student consultations (TLSO)
- PWC – students who have completed the Price Waterhouse Coopers Training and Development Course (TLSO)
- Outstanding Academic Achievement Award (TLSO)
- Student Ambassador Programme (SRAIDD)
- Undergraduate of the Year Award programme (President's Office)
- Manchester Gold (Careers and Employment Division)
- Xing Business Game (Careers and Employment Division)
- Sports Volunteer Scheme (Directorate of Sport)
- Student Rep training (UMSU)
- Volunteering Student Action (UMSU)
- The Alison Uttley Prize (School of Physics)
- School of Education UG dissertation of the year award (Education)
- School of Education Contribution to Community award (Education)

The upload of the majority of these activities and prizes and awards will take place in June, as the deadline will normally coincide with the weeks prior to graduation ceremonies (taking place in early July) – therefore it is unlikely you would have to input student data at any other time of the year, unless specifically requested to. Data needs to be in Campus Solutions by end of first week in July in order that this shows in a student's degree transcript. (HEAR)

Please also note that TLSO will be responsible for inputting any other SaP activities, any student representatives, and any UMSU activities that may be approved now or in the future. It is also the case that uploading for other offices can be negotiated if strictly necessary.

Recommendation: that upload completion data when it is ready in order to ensure that it appears on the formative display of the HEAR, for example PASS data could be uploaded as soon as training has ended. This would help to reduce the workload in June.

Information on how to upload/amend prizes/awards/activities is in **G:\TLSO\HEAR\HEAR Upload Activity**

### **2. Creating new activities in Campus Solutions (details on how to do this are in the HEAR folder in the G Drive)**

- These will normally be received from the named contact within the division which owns the data.
- An email request for new activities goes out to all HEAR contacts in January. This is to enable these to go to the Teaching and Learning Group in February/March for approval, and be uploaded into Campus Solutions in time for graduation at the end of

the academic year. Please attach the A7 HEAR Additional Activities Approval Form to this email (G:\TLSO\HEAR\HEAR data request)

- Activities can be received all year round but they only go for approval annually.
- Any amendments to activities are carried out by the TLSO – again these would be received from the named contact.

### **3. Prizes and Awards**

- TLSO is not responsible for creating or amending prizes and awards – this is the responsibility of the Schools themselves.

### **4. HEAR Email**

- A generic email account has been set up for the HEAR project for any queries and TLSO will be responsible for checking and dealing with these queries.

### **5. Emailing Schools/Activity Owners**

- TLSO will be responsible for emailing Schools and Activity Owners in May of the academic year to remind them that the HEAR information needs to be uploaded onto a Student's record in Campus Solutions, to ensure it shows on their final HEAR transcript.