Flagging plans and individual student records for MyPlacement

Flagging plans that have compulsory placements

In order for student placement activity to be managed within the MyPlacement system it is vital that the plan is flagged appropriately. This enables student data for those active on that plan to flow via integration into the MyPlacement system. Flagging the plan as having a compulsory placement element is straightforward and quick. This process will need to be carried out by members of staff with Correct History Access.

Navigate to *Main Menu>Set up SACR>Foundation Tables>Academic Structure>Academic Plan Table*

Enter Plan Code

In the first tab (Academic Plan) tick the **Compulsory Placement box** and then Save

This plan has now been flagged and this will enable students making applications for placements to be able to access MyPlacement via MyManchester. It will also instruct the integration job to pull essential data for the student into MyPlacement.

<u>Attaching the OPLC attribute to individual students who are undertaking an optional placement</u>

Students undertake placements that are not a compulsory part of their degree programme. It is therefore not appropriate to flag this in the academic plan screen and an alternative method is used on the individual student record. It is important that, in order for student data to flow into MyPlacement, the OPLC attribute is attached in the **Student Attributes** tab of the **Student Program/Plan screen**.

Navigate to ***Main Menu>Records and Enrollment>Career and Program Information>Student Program/Plan***

Enter student ID in the look-up screen. Once in the record, click on the **Student Attributes** tab and enter the OPLC value in both the **Student Attribute** field and the **Student Attribute Value** field.

Whilst it is logical that the attribute would accompany the data change for intercalation it is advisable that the attribute is attached as soon as the student expresses an interest in going on placement. This will mean that the student's data will be available to MyPlacement and enable them to use the system well ahead of the placement start date. Once you have entered this attribute value it will automatically carry forward into the next effectively-dated row so you would not need to re-key. So for activities such as **DATA CHANGE/INTERCALATION** the attribute will be retained. However it is of vital importance to be aware that a **Programme Change** or **Plan Change** <u>will automatically delete the attribute on the new effectively-dated row</u>. This is because a placement may not necessarily be associated with the new programme of study. Indeed, a student may have been changed to a programme which includes a compulsory placement element, thus flagged in the **Academic Plan Table**. If you are programme-changing a student and the optional placement is still going to take place then the OPLC attribute must be re-entered before the programme change is saved.