

## Adding Students to My Placement

All undergraduate students undertaking a placement as part of their degree must have a profile on My Placement, which is The University of Manchester's placement management system. Each student's profile will contain details of their placement, and downloadable resources/documents for the student to review and complete in preparation for their placement.

This guide will provide guidance on how to set up student profiles on My Placement. This guide can be read in conjunction with the relevant video available on [StaffNet](#). Timestamps for the corresponding section of the video are listed in each section of this guide.

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Please contact [myplacement@manchester.ac.uk](mailto:myplacement@manchester.ac.uk) if you have any further questions about the My Placement system.

## Updating Campus Solutions (00:00:10)

Student records within My Placement are linked to the information contained within their profile on Campus Solutions.

In order for Campus Solutions data to successfully migrate through onto My Placement, the student must be listed on Campus Solutions as being enrolled onto an academic plan that includes a *compulsory placement* (e.g French, Computer Science **with Industrial Experience**, Geography **with International Study**). Students on relevant courses should already have the necessary attributes on their Campus Solutions record.

For students who are not listed on Campus Solutions as being enrolled onto an academic plan which includes a *compulsory placement* (e.g History, Geography, Computer Science), their record will need to be manually updated, with an OPLC (optional placement) attribute added to their record. Instructions on how to add an OPLC attribute to a student's record are available on [the My Placement page on the Staff Learning and Development website](#).

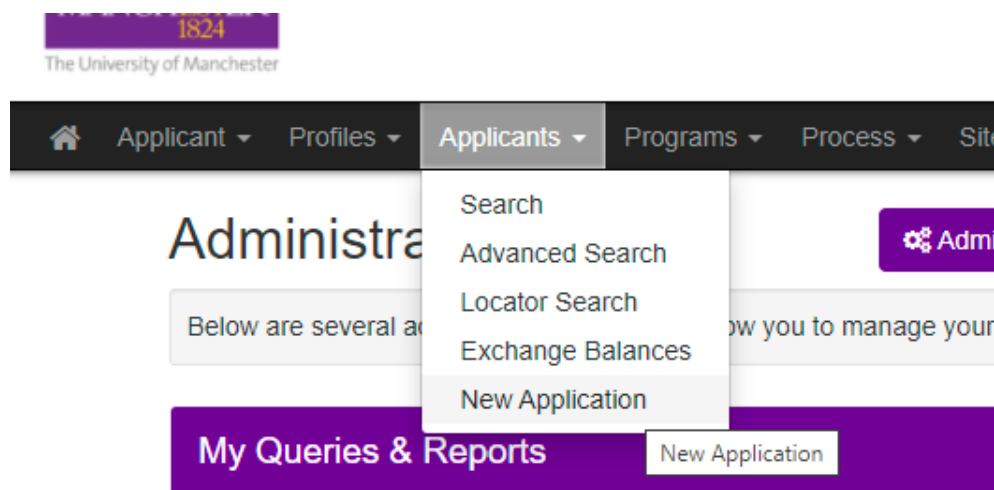
Once the students' Campus Solutions record reflects the fact that they will be undertaking a placement, you will need to wait until the next working day before adding the student to My Placement, as Campus Solutions will refresh overnight.

## Adding Students' Data to My Placement (00:01:15)

There are several ways to add students to My Placement. Staff can add students individually or in batches, or students on certain programmes can also set themselves up.

### Adding individual students (00:01:38)

1. Log into My Placement, click Applicants > New Application



2. Search for a student by typing their name into the 'Keywords' box. It is recommended that speech marks are used around the name to return a more exact match (e.g. "Joe Bloggs"). Alternatively, it is possible to search for the student's ID number (the Login ID box).

Click 'Add' next to the relevant search result:

The screenshot shows the 'Applicant Search' interface. It includes a search bar with the instruction: 'To find Manchester applicants, enter a first and/or last name and/or email address:'. Below the search bar are input fields for 'Keywords:', 'Login ID:', and 'Directory to Search:'. The 'Directory to Search' section has radio buttons for 'SIS' (selected) and 'HR'. There is also a checkbox for 'Non-processed applicant'. A 'Search' button and a 'Cancel' button are located at the bottom of the search section. Below the search section is the 'Search Results' section, which contains a table with search results and an 'Add' button next to each result.

Last Name	First Name	Email	Add
Rowlands	Victoria	victoria.rowlands@manchester.ac.uk	Add

*If no search results are returned, this will likely be due to Campus Solutions data not pulling through. You should check the student's CS record to ensure that they have either the 'OPLC' or 'Compulsory Placement' attribute saved to their record.*

3. Once you have ticked 'Add', you will need to select the program you wish to add the student to. You can type the program name into the box, or manually scroll through the list. Then, click 'create', and you will be taken to the student's new My Placement record. This account creation can sometimes take a few minutes for the system to process:

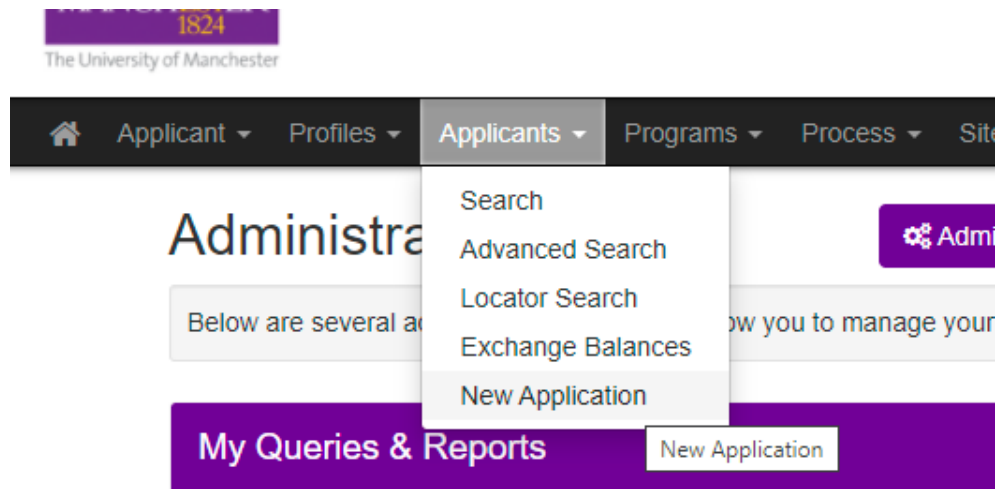
The screenshot shows the University of Manchester logo at the top left. Below it is a navigation bar with the following items: Applicant, Profiles, Applicants (highlighted), Programs, Process, Site, Settings, and Maintenance. The main heading is "Application : Select Program". Below the heading is a text box that says "Choose the program from the drop-down menu below." This is followed by a purple header bar that says "Choose the Program for this Application:". Below this is a form with a label "Programs:" and a text input field containing "IPO: University of Missouri at Columbia Full Year, 2021". At the bottom right of the form are two buttons: "Create" and "Cancel". Below the form is a section with the text "Or:" followed by a purple button that says "Create Advising Application for Student".

The above method of adding students to My Placement is ideal for adding small numbers of students. However, for larger numbers it is advised that the 'batch import' function be used instead.

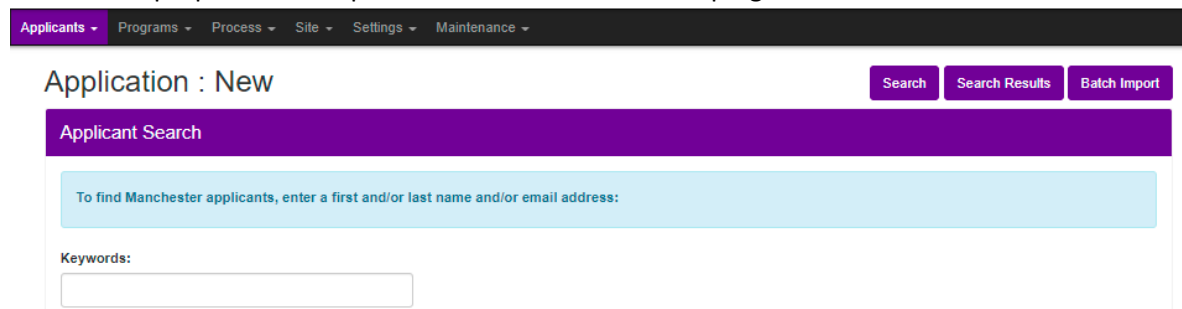
*Please note that if you add students to My Placement individually, the My Placement system **will not** send the student an automated email to notify them that their account has been created. When adding students individually, you must email them to inform them that their account has been created, and provide instructions on how they can access their account.*

Batch Import (00:04:08)

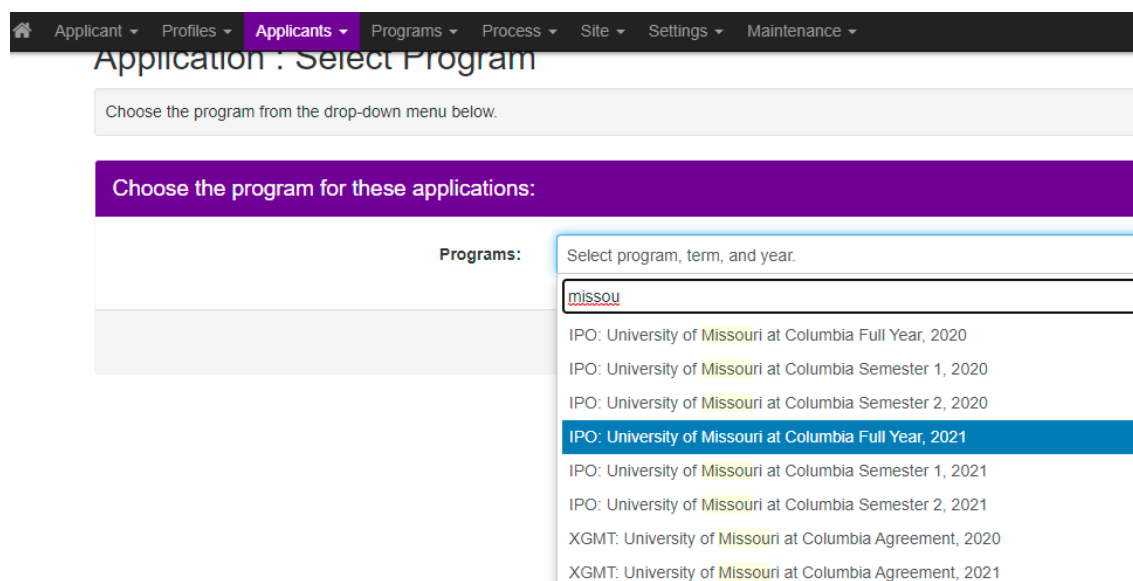
1. Log into My Placement, click Applicants > New Application:



2. Click the purple 'Batch Import' function button in the top right corner:



3. Then select the programme you wish to add the batch of students to (in the batch import function, you select the programme first, and search for the relevant students to add to the programme after. In the individual 'new application' function described above, you would search for the student first and then select the relevant programme):



4. You will then be asked to type in the student IDs of the students you wish to add to the programme, separated by a semi-colon. If copying and pasting the list of ID numbers, the semi-colon will be added automatically:

The screenshot shows the 'Applicants' section of a web application. At the top, there is a navigation bar with 'Applicants' selected. Below it, a purple header reads 'Applicant List'. The main content area contains instructions and a form. The 'Add by username:' field is populated with '8955227;9594400;7657573;1027443'. The 'Batch file import:' section has a 'Choose file' button and 'No file chosen' text. A 'Non-processed:' checkbox is unchecked. At the bottom right, there are 'Create' and 'Cancel' buttons.

5. Confirm the information on the next page – any students who could not be found in the My Placement system will appear in the box at the top of the page. Where this happens, you should refer back to the student’s Campus Solutions record to ensure that they have the correct attributes assigned:

The screenshot shows the 'Batch Import Confirmation' page. At the top, a message states: 'The following applications will be generated for this batch import. Any users that do not have an account on this site and were unable to be found in your SIS/HR Datasource are listed in the 'Usernames not found' table. You can edit and resubmit the usernames in this list by editing it and clicking on the 'Refresh List' button.' Below this is a purple header 'Usernames Not Found' with a text box containing '7567573,1027443' and a 'Refresh List' button. The main section is a table titled 'Batch Import Confirmation' with the following data:

Username	Name	Location	Status
9594400	Mewes, Alison (internal)	United States, Columbia, MO (North America) [23-AUG-2021 - 17-MAY-2022]	Pending
8955227	Rowlands, Victoria (internal)	United States, Columbia, MO (North America) [23-AUG-2021 - 17-MAY-2022]	Pending

At the bottom right of the table, there are 'Create' and 'Cancel' buttons.

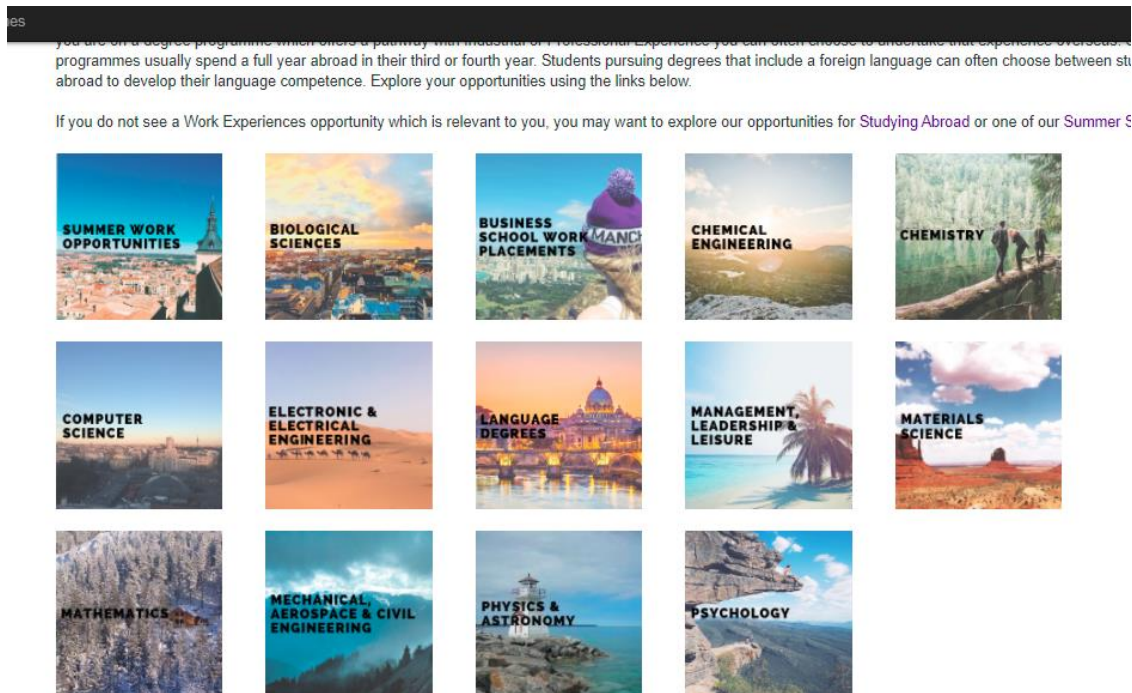
6. Click 'create'

*When students are added to My Placement via the batch import feature, they will receive an automated email from My Placement with instructions on how to access their account*

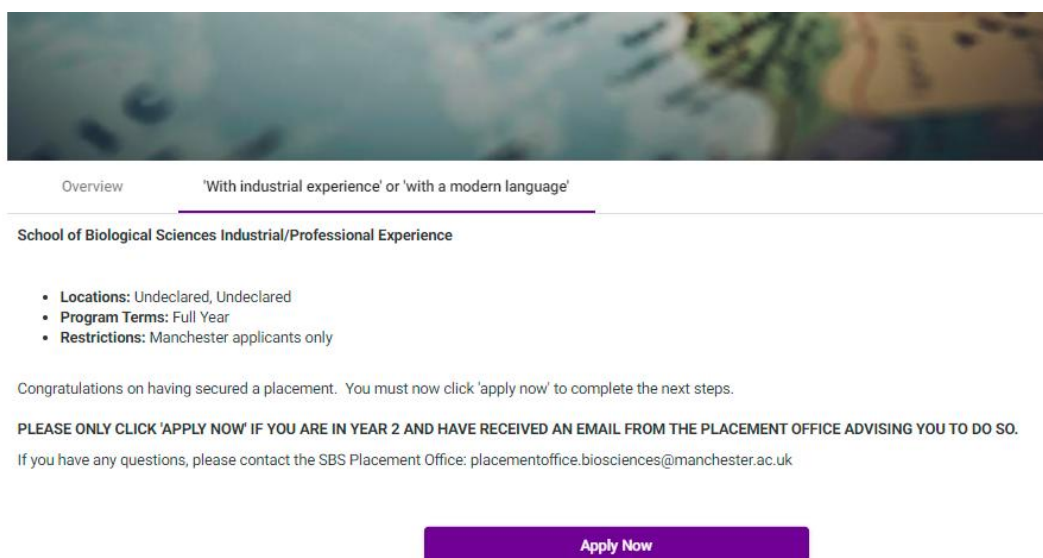
## Student Self-Set Up (00:06:04)

Students are able to set themselves up with an account on My Placement for certain work placement programmes (such as the School of Biological Sciences' Industrial Experience programme). The student will need to have the relevant placement attribute on their Campus Solution record in order to do this.

1. The student should navigate to the My Placement [homepage](#) > Work Experiences > select the relevant programme from the subjects shown:



2. The student will then be re-directed to the Program brochure, where they should click the 'Apply Now' button. Please refer to the Brochure Design user guide/video for information on how to add this button:



3. The student will then need to log into My Placement using their University of Manchester username and password:

## Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

- I have a University of Manchester username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

Submit

4. Once the student has logged in, they will need to select the relevant term for their application and click 'Apply'. It may take several seconds for their application to be created:

## Your Home Page : Available Programme Terms

To create your application, Select the term and year to which you are applying. When you are ready to create

Available Terms

- Terms
- Full Year, 2020-2021
  - Full Year, 2021-2022
  - Full Year, 2022-2023

Apply

Cancel