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PREPARING FOR THE PE RELEASE

How will Student Records functionality be affected?

Various areas of existing Campus Solutions functionality will be impacted by the Program Enrolment release, including:

- Academic Program Table & Academic Plan Table

- Course Catalog

- Scheduling Classes

- Student Program/Plan

There are also many areas of CS where there will be no impact from the initial release, due to the split of PE & AM (Activity Management) functional releases
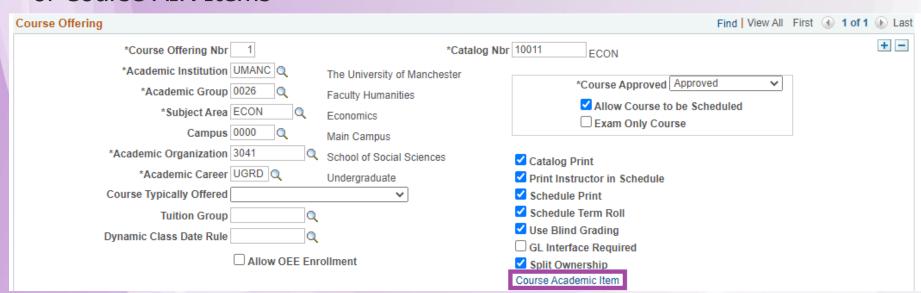
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Academic Program Table
Academic Plan Table

- CAF fields were introduced as part of the Admissions release in October 2021

- New CAFs will be brought into usage for the PE release, to identify plans where additional degree regulations may apply, including:
    - Allowance of Special Compensation
    - PSRB requirements for UG/PGT programmes
    - Credits required for lower awards

- These will be pre-populated for existing progs/plans, but must be completed manually where new progs/plans are set up following go-live

- The fields included will be used for assessment & progression processes upon the AM release

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Course Catalog

- A new CAF will be introduced on Course Catalog items to denote where a course unit should be excluded from the integration to Syllabus+ for faculty timetabling and scheduling
  - This would be used wherever a course unit does not have any timetabled teaching, e.g. skills units, health & safety units
- A link to the related Course Academic Item(s) will be visible from the Course Catalog page, and will be used as the primary navigation path for the creation of Course AIR Items
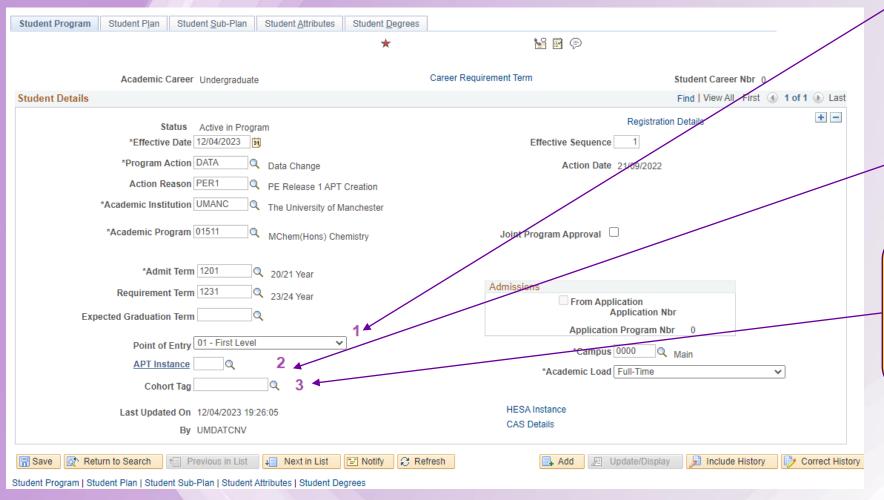
Scheduling Classes

- The main change for Class Scheduling is that only the main component of a course unit will be recorded in Campus Solutions and available for students to select
  - This will be the class which is 'common' to all students taking the unit
  - All other components will be in S+ only

- Roll Curriculum Data Forward will still be in use for CS scheduling each term, and will facilitate the roll forward of instructors for Blackboard access

- Meeting patterns will be populated by an integration for S+ (subject to testing)

- Course/Class Roll will remain in use for minor changes to course units following scheduling/enrolment
  - There will be additional steps in these processes to ensure that the changes are reflected in all areas of new functionality

Changes on Student Program/Plan

These fields will be in use for all students

1. **'Point of Entry'**
   This denotes the Entry Level of the student. This field will determine which curriculum structure is assigned to a student, and is particularly important for direct entrants
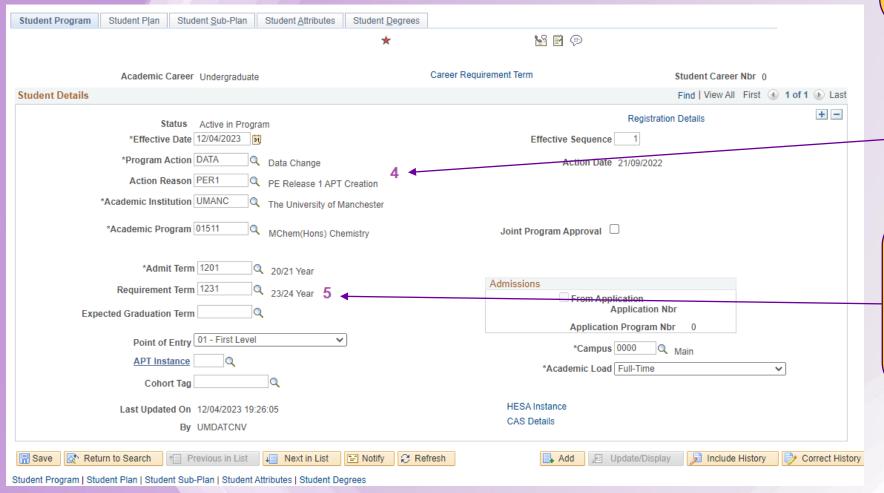
2. **'APT Instance'**
   This field will indicate the corresponding Academic Progress Tracker (APT) for a particular record, as some students may have more than one APT

3. **'Cohort Tag'**
   This field denotes the month in which a student started their course. This will be populated for all students, and will be vital for the correct generation of APTs

Changes on Student Program/Plan (cont.)

Other changes have also been made to all active records in Student Program/Plan – these changes have been made to support the implementation of Program Enrolment functionality

4. DATA – PER1 row
This row will be added to all current records, to facilitate the APT Creation process – <u>this row should not be deleted or amended without consulting the CS Records team</u>

5. Requirement Term Changes
The Requirement Term will no longer match the Admit Term in all cases, as this field is used for APT processes. The requirement term on all active records will be updated to 1231 ready for the new term

What *isn't* changing?

- There will be many areas of enrolment functionality which will work in conjunction with Program Enrolment
  - Quick Enrol
  - Block Enrol (for bulk drops)

- Student/Academic Advisor assignment will remain the same

- Transfer credit will continue to be recorded in the current manner, with additional steps to reflect this in the Academic Progress Tracker
  - This will provide the benefit of being able to see where there is transfer credit alongside that studied at UoM

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What *isn't* changing? (cont.)

- The Student Term Record will remain in use:
  - Student Prog/Plan
  - Term Activation
  - Registration Details
  - Registration Wizard
  - Term History
  - Student Grades

- Assessment & Progression functionality will remain the same until the AM release
  - Gradebook
  - Academic Standings
  - Year/Degree Mark
  - Exam Grid Functionality

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Further transition videos & training updates

- Transition videos and training materials will be made available on Sharepoint

- These will include the new areas of PE functionality such as Academic Item Registry (AIR) for curriculum structures, and Academic Progress Trackers

- We will also be publishing new training across Student Records Management, particularly in relation to the areas mentioned in this presentation

- Interim guidance for some processes will be available throughout Spring/Summer 2023, as different elements of PE functionality are still being released

- Full guides will be made available for all new and amended processes from mid-July, for use in the new academic year

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Changes to where and how you will access training

- This interim training replaces information previously contained within the Student Records Maintenance Complete Guide v11.2 and Research Student Management v3.5 training and is for use by staff between 1st May – 14th July 2023.

- The guides have been broken them down into smaller, more digestible bite-size lessons. We've also changed some of the terminology that has been used previously, to make things clearer and more consistent.

- From Monday 17th July 2023, these interim training guides will be replaced with a brand-new online Student Records Management training suite which will be available from the week commencing Monday 26th June 2023.

- We'll also begin a phased move to a new Student Records Management Sharepoint Knowledge Hub. We'll let you know as soon as the new site is live.

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