INTERIM TRAINING RESOURCE

IMPORTANT TRAINING NOTE:

This interim training resource replaces information previously contained within the *Student Records Maintenance Complete Guide v11.2* and includes updates as part of the Student Experience Project.

This interim training resource is for use between 1st May – 14th July 2023 **ONLY**.

Student Records Management Transactional Processes

Recording Dissertation Titles and Supervisors for Taught Students

**Student Records Management
Transactional Processes**

Recording Dissertation Titles & Supervisors for Taught Students

Version: INTERIM 1.0

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Managing Dissertations

This process is primarily aimed at managing dissertations for Taught students (**UGRD/PGDT**) where a dissertation is a graded dissertation assignment, as part of a taught course unit.

This process assumes that a 'Dissertation' assessment component has been defined for the student in Gradebook, (as per all other assessments), where you can record mark; due date and receipt date. See the Assessment & Progression training guide for more information.

Recording the Dissertation Title and Supervisor

These steps **MUST** be followed for the Dissertation information to appear within the Access Gradebook and on any resulting Examination Grids.

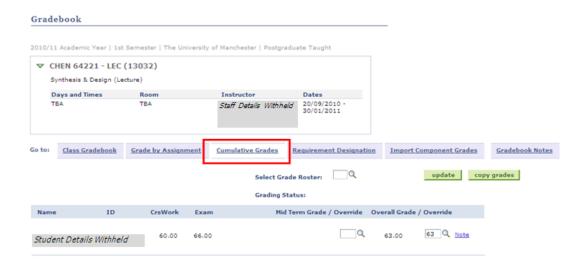**Process Steps:**   **Add Notes in Access Gradebook to see Dissertation Information on the Exam Grid**
Add Notes in Quick Enrol a Student to see Dissertation Information on the Transcript

Navigate To: Menu > Curriculum Management > Gradebook > Access Gradebook

1. Enter some search criteria to locate the class/course to which the Dissertation is linked (such as **Term; Class Nbr; or Subject Area & Catalog Nbr**) and click **Search**. (If more than one match is returned, select the relevant one from the list).

2. The **Gradebook** component will open by default on the **Class Gradebook** page where all students enrolled on the Dissertation are listed. Select the **Cumulative Grades** page.

3. Within the **Cumulative Grades** page, click the **Note** link against the student you wish to enter the Dissertation information for.

4. The **Display Note to Student** checkbox **MUST** be selected.
5. Within the comments field Enter the **Dissertation Title**, along with the students **Supervisor** details and click **Save**

Gradebook Notes

Empl ID:	*Student Details Withheld*
Term:	2010/11 Academic Year
Subject Area:	CHEN **Catalog Nbr:** 64221 Synthesis & Design
Class Nbr:	13032 **Section:** LEC

Instructor Comments

☑ **Display Note to Student**

Dissertation Title: "The Artistic Variations in Musical Composition"
Supervisor: Dr Joe Bloggs

[OK] [Cancel]

Setting the Dissertation Title to Appear on a Student Transcript

ⓘ **NOTE**: It is important for Administrators to complete this in Campus Solutions as adding a transcript note integrates and feeds in to Digitary. Resits and Pass by Resits also pull through to Digitary.

As Transcript information is pulled from the Course Enrolment section (as opposed to from Gradebook) in order for the Dissertation title to appear on the transcript this also needs to be logged against the course unit enrolment.

Navigate To: Menu > Records and Enrolment > Enrol Students > Quick Enrol a Student

1. Enter the student **ID** number in the **ID** field and click **Search**.
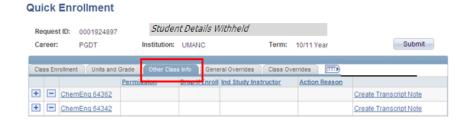
    The **Quick Enrollment** component will open by default:

2. Insert a new row of data row.

3. Within the **Action** field select the value of **Norm Maint** and enter the **Class Nbr**. This will be the class number of the Dissertation enrolment.

4. Select the **Other Class Info** page.

5. Within the Other Class Info page, against the row that you have just inserted, there will be a link displayed to **Create Transcript Note**. Click this **Create Transcript Note** link.

6. Enter the **Dissertation Title**, as you wish it to appear on the Transcript.

6. Click **OK**.

7. Back on the **Quick Enrollment** page, click **Submit** to apply the changes you have made.