

HEAR Procedures – Creating a new Prize/Award

Log into CS > Navigate to Records and Enrollment > HEAR > this takes you to the following page >

The screenshot displays the Manchester 1824 web application interface. At the top left is the logo "MANCHESTER 1824". A navigation bar at the top right contains links for "Home", "Performance Trace", and "Add to Favorites". On the left side, there is a "Menu" widget with a search box and a list of navigation items: "My Favorites", "Staff To Do Lists", "Self Service", "Campus Community", "Records and Enrollment", "Curriculum Management", "Set Up SACR", "Reporting Tools", "PeopleTools", and "My Personalizations". The main content area is titled "> Records and Enrollment >" and features a "HEAR" folder icon. Below this, the text "Higher Education Achievement Record" is displayed. The interface is organized into a grid of three columns. The first column contains a "Student Activities" section with a description: "Record information about which activities students have taken part in." The second column contains a "Student Prizes and Awards" section with a description: "Record information about prizes and awards obtained by students." The third column contains a "Setup" section with a sub-section "HEAR Setup" and three sub-items: "HEAR Setup", "Set Up Achievements", "Set Up Activities", and "Set up Prizes and Awards". At the bottom of the grid, there is a "Processes" section with "HEAR Processing" and "HEAR Batch Upload".

Click 'Set up Prizes and Awards' > this takes you to the following page >

Menu

Search:

- ▷ My Favorites
- ▷ Staff To Do Lists
- ▷ Self Service
- ▷ Campus Community
- ▽ Records and Enrollment
 - ▷ Career and Program Information
 - ▷ Enrollment Summaries
 - ▷ Term Processing
 - ▷ Student Registration
- ▽ HEAR
 - ▽ Setup
 - HEAR Setup
 - Set Up Achievements
 - Set Up Activities
 - Set up Prizes and Awards
 - ▷ Processes
 - Student Activities
 - Student Prizes and Awards

[New Window](#)

HEAR Set Up Prizes and Awards

Enter any information you have and click Search. Leave fields blank for a list of all values.

Academic Institution:

Award / Prize ID:

Formal Title of Award or Prize:

Include History Correct History Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click 'Add a New Value' > takes you to the following page >

Menu 

Search: 

- ▷ My Favorites
- ▷ Staff To Do Lists
- ▷ Self Service
- ▷ Campus Community
- ▽ Records and Enrollment
 - ▷ Career and Program Information
 - ▷ Enrollment Summaries
 - ▷ Term Processing
 - ▷ Student Registration
- ▽ HEAR
 - ▽ Setup
 - [HEAR Setup](#)
 - [Set Up Achievements](#)
 - [Set Up Activities](#)
 - **Set up Prizes and Awards**

HEAR Set Up Prizes and Awards

[Find an Existing Value](#)

[Add a New Value](#)

Academic Institution: 

Award / Prize ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click the 'Add' button > the following screen will appear >

Menu

Search:

- ▷ My Favorites
- ▷ Staff To Do Lists
- ▷ Self Service
- ▷ Campus Community
- ▽ Records and Enrollment
 - ▷ Career and Program Information
 - ▷ Enrollment Summaries
 - ▷ Term Processing
 - ▷ Student Registration
- ▽ HEAR
 - ▽ Setup
 - [HEAR Setup](#)
 - [Set Up Achievements](#)
 - [Set Up Activities](#)
 - [Set up Prizes and Awards](#)
 - ▷ Processes
 - [Student Activities](#)
 - [Student Prizes and Awards](#)
- ▷ Curriculum Management
- ▷ Set Up SACR
- ▷ Reporting Tools
- ▷ PeopleTools
- [My Personalizations](#)

Academic Institution: UMANC The University of Manchester

Award / Prize ID: NEXT

Find | View All First 1 of 1 Last

*Effective Date:

*Status:

*Formal Title of Award or Prize:

*Description:

Academic Organization:

Academic Level:

Amount / Award:

Save Notify

Add Update/Display Include History Correct History

Within the field 'Formal Title of Award or Prize' input the title > click 'tick' button to spell check > within the 'Description' field input the Prize or Awards description > click 'tick' button to spell check > Please note these **two fields are compulsory**

Within 'Academic Organization' field click 'magnifying glass' icon and search for relevant school

Within 'Academic Level' field click the drop down button and select relevant year, for example 'First Year'

Within 'Amount/Award' field enter the details of what the award or prize entails, for example '£100' or 'Certificate'

N.B. These three fields are not compulsory so the prize/award can be created without this information.

Click 'Save' > an award or prize ID will appear in 'Award/Prize ID' field > the prize or award has now been successfully uploaded to Campus Solutions