

HEAR Procedures – Inputting Plan Achievement

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

MANCHESTER
1824

Home | Performance Trace | Add to F

Menu

Search:

- ▶ My Favorites
- ▶ Staff To Do Lists
- ▶ Self Service
- ▶ Campus Community
- ▶ Records and Enrollment
- ▶ Curriculum Management
- ▶ Set Up SACR
- ▶ Reporting Tools
- ▶ PeopleTools
- [My Personalizations](#)

> [Records and Enrollment](#) >

HEAR
Higher Education Achievement Record

Student Activities Record information about which activities students have taken part in.	Student Prizes and Awards Record information about prizes and awards obtained by students.	Setup HEAR Setup <ul style="list-style-type: none"> HEAR Setup Set Up Achievements Set Up Activities Set up Prizes and Awards
Processes HEAR Processing <ul style="list-style-type: none"> HEAR Batch Upload		

Click on 'Set up Achievements' > takes you to the following page >

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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


HEAR Set Up Achievements

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

Find an Existing Value

[Add a New Value](#)

Academic Institution: begins with 

Academic Plan: begins with 

Include History Correct History

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

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

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

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Student Registration
HEAR

Setup

- HEAR Setup
- Set Up Achievements**
- Set Up Activities
- Set up Prizes and Awards


Processes

- Student Activities
- Student Prizes and

HEAR Set Up Achievements

[Find an Existing Value](#)

[Add a New Value](#)

Academic Institution: 


Academic Plan: 


Add

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

Search for the programme by the 'Academic Plan' code (which can be found in the master document in G Drive – G:\TLSO\HEAR\PLAN\ Achievements) > this brings up the following page >

[New Window](#)

Menu 

Search: 

- My Favorites
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 - ▷ Career and Program Information
 - ▷ Enrollment Summaries
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- ▼ HEAR
 - ▼ Setup
 - [HEAR Setup](#)
 - **Set Up Achievements**
 - [Set Up Activities](#)
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 - ▷ Processes
 - [Student Activities](#)
 - [Student Prizes and Awards](#)
- Curriculum Management
- Set Up SACR
- Reporting Tools
- PeopleTools
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Set Up Achievements

Institution UMANC The University of Manchester

Acad Plan 06631 MEnt Life Sciences

Find | View All First  1 of 1  Last

***Effective Date**  ***Status**   

***First Term Valid** 

***Achievements**  max: 3000

In the First Term valid field the code for the relevant academic year needs to be added, for e.g. 1091 for academic year 2009/10

In the Achievements field enter the text sent by the relevant Faculty/School – this has to be 3000 characters or less or it will not save the Plan Achievement > click ‘Save’ button > Plan Achievement has been uploaded to relevant programme

PLEASE NOTE: If you do not know the ‘Academic Plan’ code > click the magnifying glass next to the relevant field >

The screenshot shows the 'HEAR Set Up Achievements' web application. At the top left is the 'MANCHESTER 1824' logo. A blue navigation bar at the top right contains a 'Home' link. On the left side, there is a 'Menu' sidebar with a search box and a list of navigation items: 'My Favorites', 'Staff To Do Lists', 'Self Service', 'Campus Community Records and Enrollment', 'Career and Program Information', 'Enrollment Summaries', 'Term Processing', 'Student Registration', 'HEAR' (expanded to show 'Setup' and 'Processes'), 'HEAR Setup', 'Set Up Achievements' (highlighted), 'Set Up Activities', 'Set up Prizes and Awards', 'Student Activities', and 'Student Prizes and Awards'. The main content area is titled 'HEAR Set Up Achievements' and features two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there are two input fields: 'Academic Institution:' with the value 'UMANC' and a magnifying glass icon, and 'Academic Plan:' with a redacted field and a magnifying glass icon. A yellow 'Add' button is positioned below these fields. At the bottom of the main content area, there are two blue links: 'Find an Existing Value' and 'Add a New Value'.

The following screen is brought up >

1824
Home | Performa

Menu -

Search: »

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 - 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

Look Up Academic Plan

Academic Institution:

Academic Plan:

Description:

Academic Plan Type:

Academic Program:

Academic Career:

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of results.

[View All](#) First 1-100 of 300 [Last](#)

Academic Plan	Description	Academic Plan Type	Academic Program	Academic Career
00011	Adv Dip Pharmaceut Engin PEAT	Programme	00140	(blank)
00018	Adv Diploma Biomed & For StEg	Programme	00147	(blank)
00000	Adv Diploma Biomed & For StEg	Programme	00140	(blank)

You can then search by, for e.g. description i.e. programme name and the programme you are looking for should be listed.