

How to calculate Progression/Awards

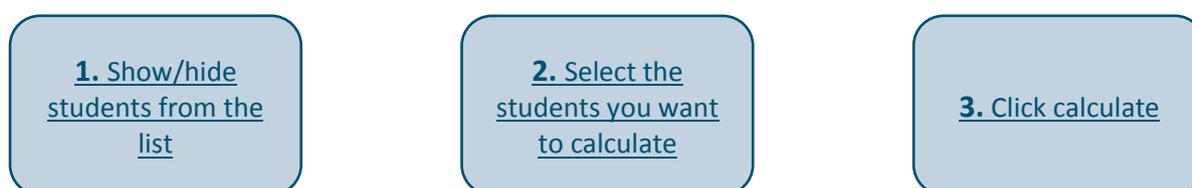
You can calculate the progression/awards for one or more students from the main student list screen, or for a single student from their individual progression record.

This document includes instructions for both methods.

Calculating from the student list screen

Calculating from the student list screen allows you to select one or more students and calculate them all at once.

Process Overview



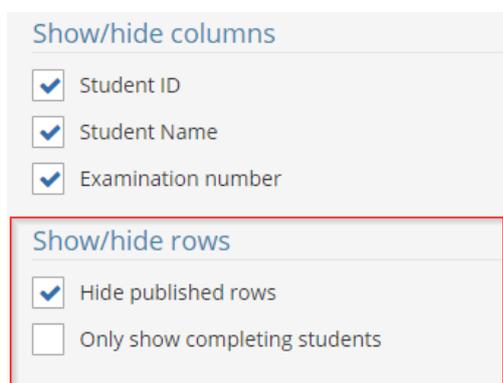
Step by Step Instructions

1. Show/hide students from the List

If appropriate start by using the filters under “Show/hide rows” on the right side of the page to show or hide students from the list. There are two filters to choose from:

Hide published rows

If you have previously published decisions to some students, you can tick this box to hide the published records and only work with the ones you still need to process.



Show/hide columns

- Student ID
- Student Name
- Examination number

Show/hide rows

- Hide published rows
- Only show completing students

Only show completing students

This filter is helpful when you’re working on a one year Masters Programme with students graduating in autumn.

In this scenario you’ll find the completing students in the new academic year alongside the new students taking the programme for the first time.

You can tick this box to hide the new students and leave the completing students who have rolled over into the new academic year.

Show/hide columns

Student ID

Student Name

Examination number

Show/hide rows

Hide published rows

Only show completing students

2. Select the students you want to calculate

Use the tick boxes on the left to select who you want to calculate. You can select all or specific students:

Select all

To select all students tick the box at the top beside the column headings:

Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8					
<input checked="" type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓
<input checked="" type="checkbox"/>				No decision yet	Edit
<input checked="" type="checkbox"/>				No decision yet	Edit
<input checked="" type="checkbox"/>				No decision yet	Edit

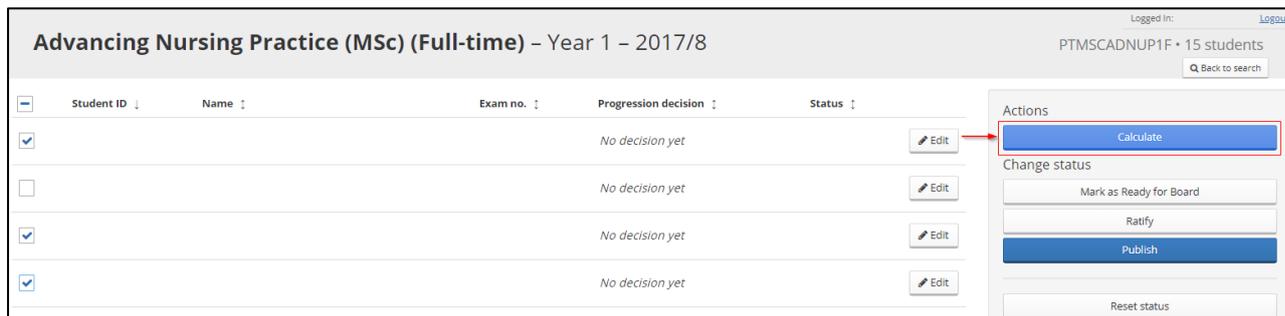
Select specific students

To select specific students, tick the box beside their name/number:

Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8					
<input type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓
<input checked="" type="checkbox"/>				No decision yet	Edit
<input type="checkbox"/>				No decision yet	Edit
<input type="checkbox"/>				No decision yet	Edit
<input checked="" type="checkbox"/>				No decision yet	Edit
<input checked="" type="checkbox"/>				No decision yet	Edit
<input type="checkbox"/>				No decision yet	Edit

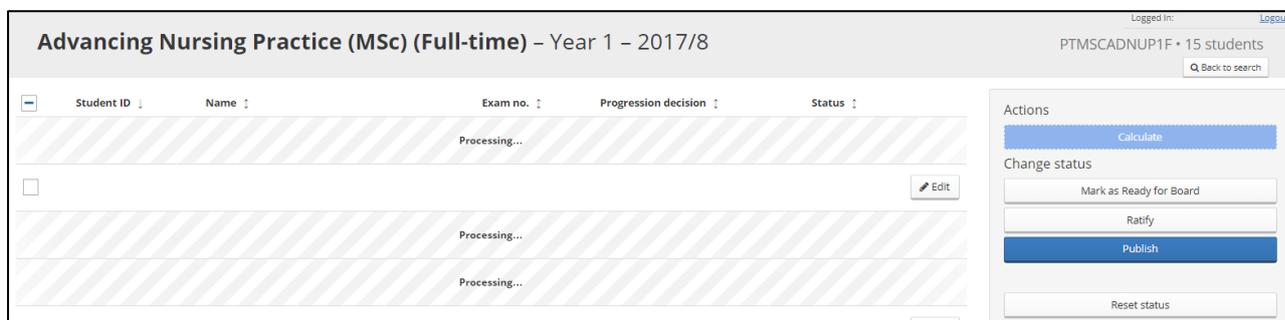
3. Click Calculate

This button is under Actions on the right side of the page:



The screenshot shows the APT interface for 'Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8'. The table lists 15 students with a 'Progression decision' of 'No decision yet'. On the right, the 'Actions' menu is open, and the 'Calculate' button is highlighted with a red box. Other buttons in the menu include 'Mark as Ready for Board', 'Ratify', 'Publish', and 'Reset status'.

You'll see a "Processing..." indicator for the student's you're calculating. It may take a few minutes if you are calculating a large number of students at once.



The screenshot shows the same APT interface, but the 'Progression decision' column for the first three students now displays 'Processing...'. The 'Calculate' button in the Actions menu remains highlighted.

Once you've calculated the status will change to calculated and the progression decision will be populated with a calculated decision:



The screenshot shows the APT interface with 2 students. The 'Calculate' button in the Actions menu is still highlighted. The first student's 'Progression decision' is now 'Progress to dissertation' and their 'Status' is 'Calculated', both highlighted with a red box.

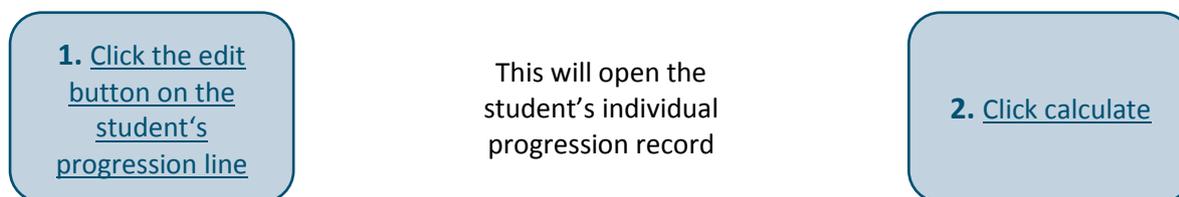
Make sure to [review the progression calculations and decisions](#) to make sure everything looks correct and resolve any issues you may find.



Calculating from an individual progression record

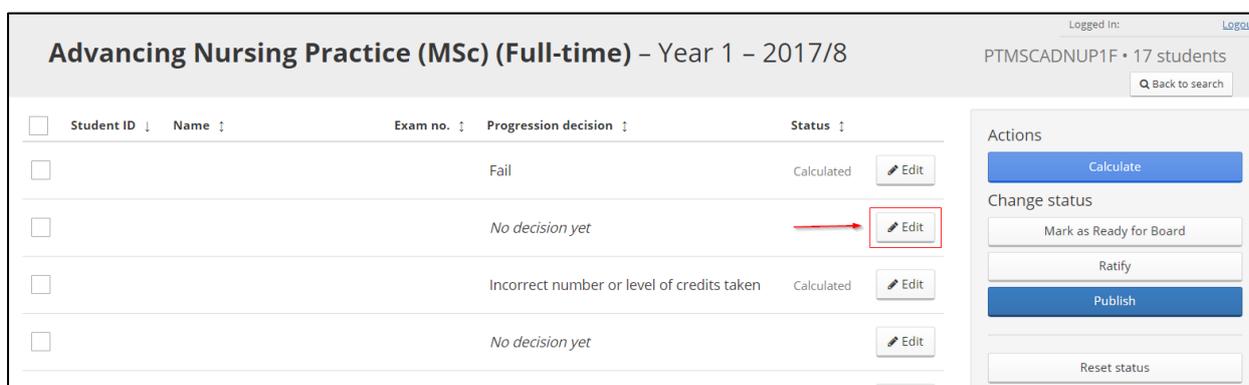
Calculating from an individual progression record allows you to complete the action for a single student only. You can then review the calculations and decisions from the same screen.

Process Overview



Step by Step Instructions

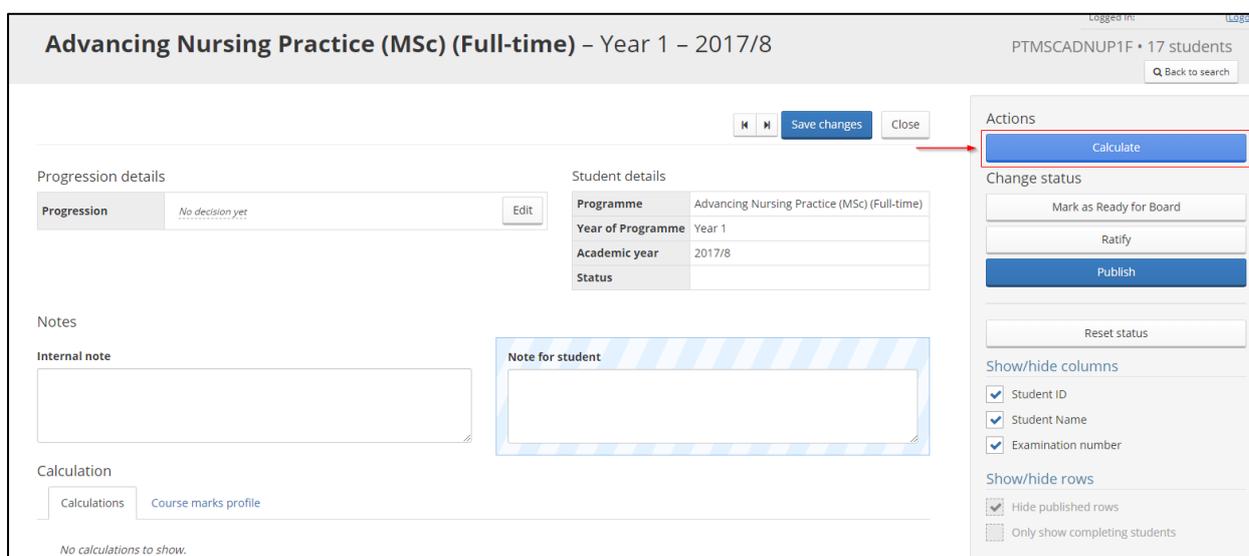
1. Click the edit button on the student's progression line



This will take you to the student's individual progression record/

2. Click calculate

This button is under Actions on the right side of the page:





The status will change to calculated, the progression details will be populated with a decision, and there should be calculations showing on the calculations tab.

Save changes Close

Progression details

Progression Progress to dissertation Edit

Notes

Internal note

Note for student

Student details

Programme Advancing Nursing Practice (MSc) (Full-time)

Year of Programme Year 1

Academic year 2017/8

Status Calculated

Actions

Calculate

Change status

Mark as Ready for Board

Ratify

Publish

Reset status

Show/hide columns

Student ID

Student Name

Examination number

Show/hide rows

Hide published rows

Only show completing students

Calculation

Calculations Course marks profile

Calculated by Elizabeth McEnteer, 02/Apr/2018

Calculation	Expected	Calculated	Status
RPL credits	≤ 40	0	✓ Successful
Credits taken	120	120	✓ Successful
Credits failed < 40%	0	0	✓ Successful
Y1 credits passed at ≥40%, < 50%	0	0	✓ Successful

Make sure to [review the progression calculations and decisions](#) to make sure everything looks correct and resolve any issues you may find.