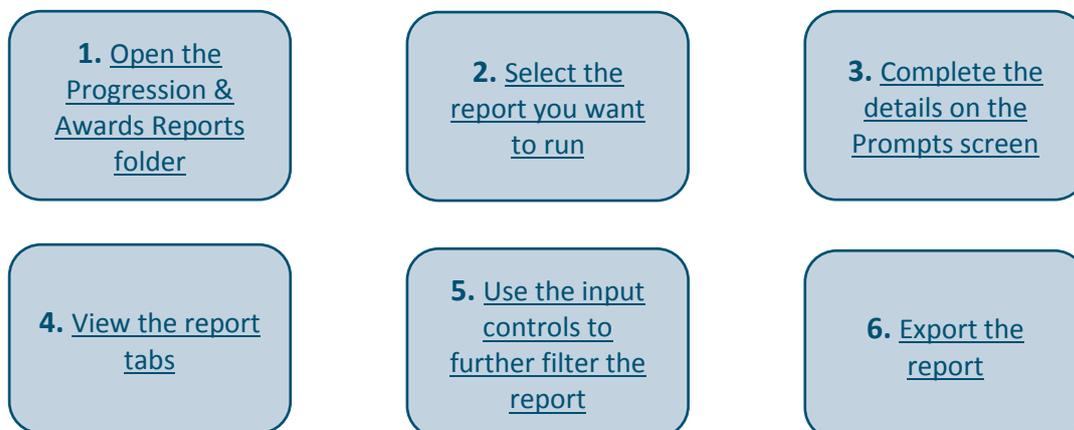


How to run the Progression & Awards board reports

Process Overview



Step by Step Instructions

1 Open the Progression and Award Reports folder

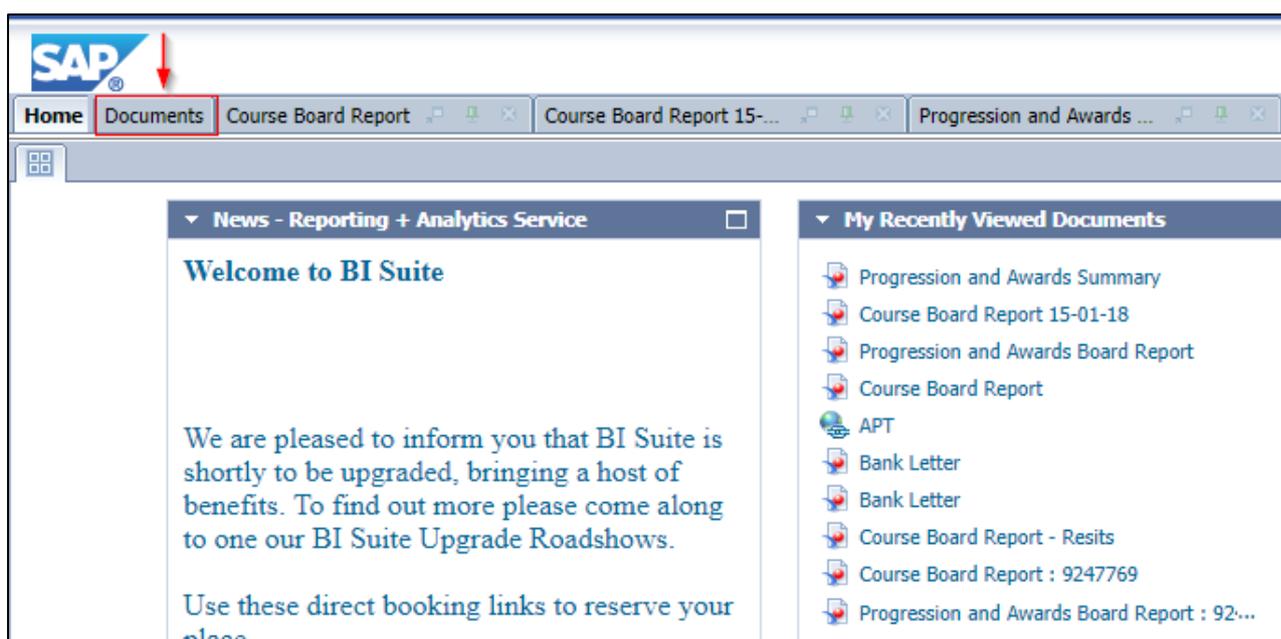
The folder can be found through this file path:

Public Folders > SASG: Student Systems > Officially Dev & Maintained > Student > Assessment and Progression Tools > Progression & Awards Reports

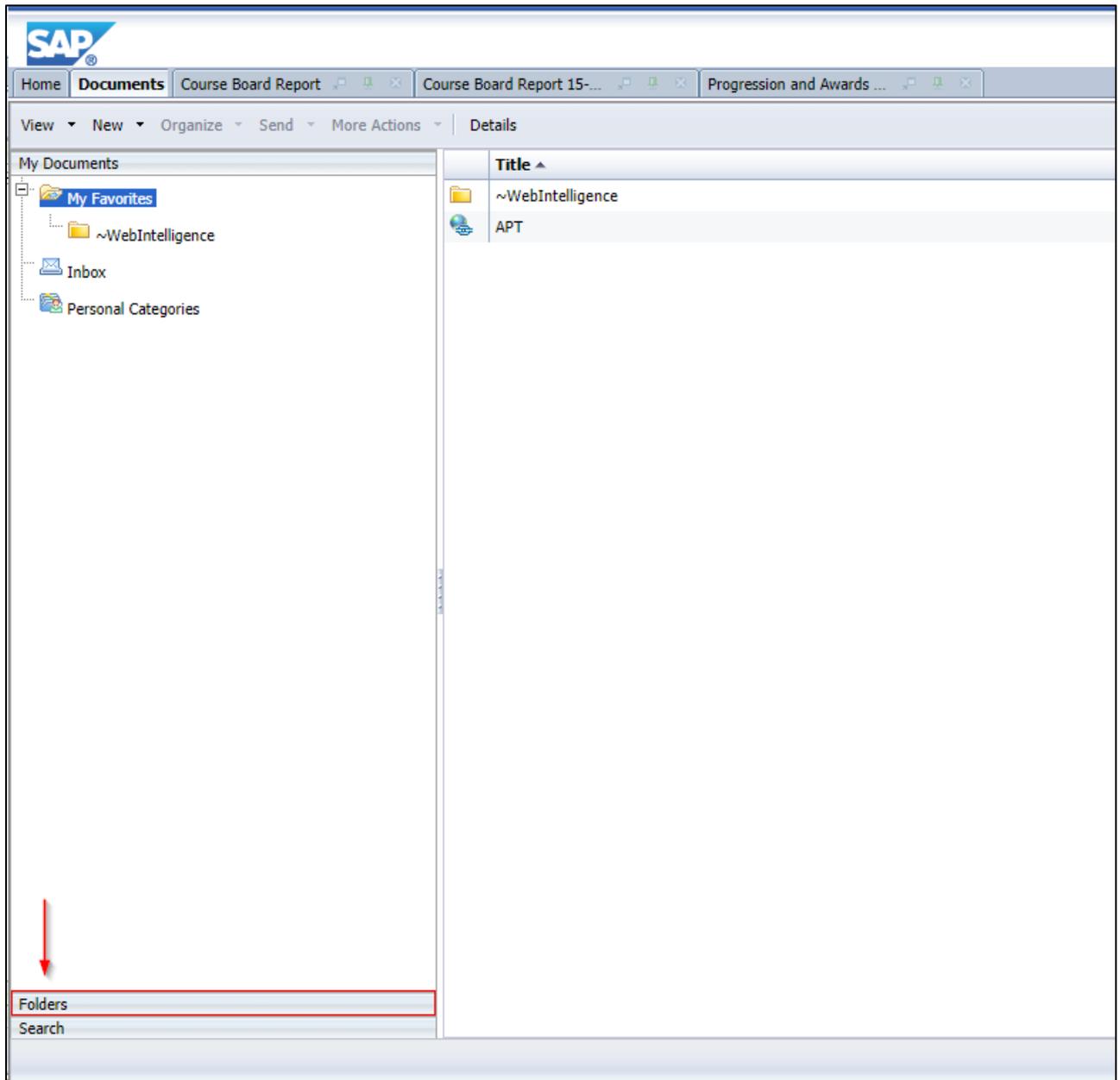
If you don't have access to this folder you'll need to request it from Student Systems. Complete the staff account form ([Apply for an account](#)) and under "Show Role Options", select the Progression folder under the BI Suite section.

To access the folder:

1.1 Click the Documents tab

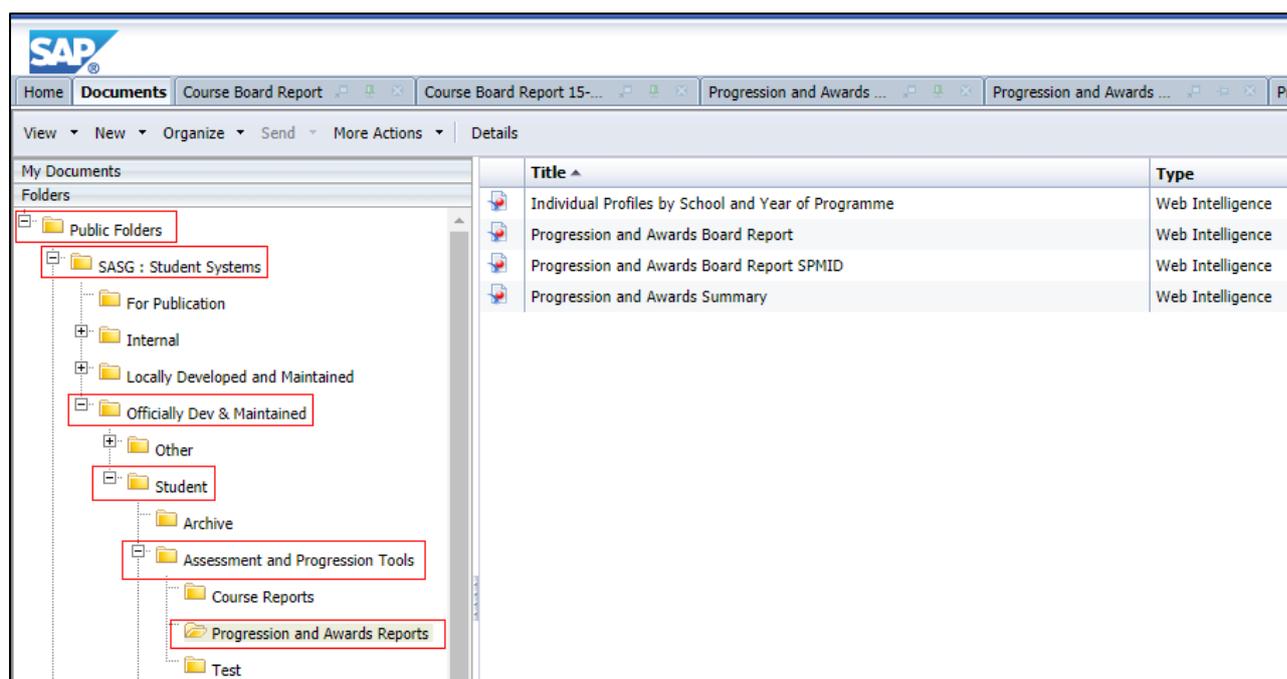


1.2 Click “Folders” at the bottom of the left side window pane



1.3 Double click or click the plus sign to open the following folders:

- Public Folders
- SASG: Student Systems
- Officially Dev & Maintained
- Student
- Assessment and Progression Tools
- Progression and Awards Reports



2 Select the report you want to run

There are three reports in this folder to choose from:

Individual Profiles by School and Year of Programme

This report runs for all students in a school on a specific year of programme and programme type (e.g. Year 1, UG).

It displays one student per page with their course results, progression and award decisions, notes, and data from the progression calculations (e.g. credit counts or year averages).

This report can be used alongside the Progression and Awards Summary report if a board needs to see detailed information for one student (e.g. an overview of their course results).

When exported to a PDF, it can be quickly searched to find details for specific students.

Progression and Awards Board Report

This report runs for a single programme code and year of programme.

It includes all students in a single report showing course results, progression and award decisions, and calculation data. It also has a separate tab for individual student profiles with one student per page.

Progression and Awards Summary

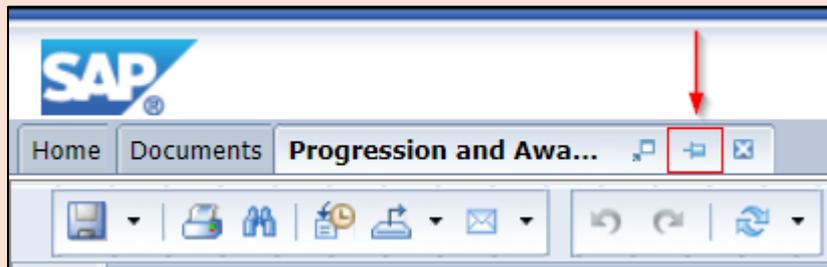
This report runs for all students in a school by programme type, and can be run for multiple years of programme if required (e.g. Years 1, 2, 3, 4, UG).

It groups the data by programme and year, and includes progression and award decisions along with calculation data.

There is no course information in this report, and is intended for boards to use to ratify progression and award decisions.

Tip!

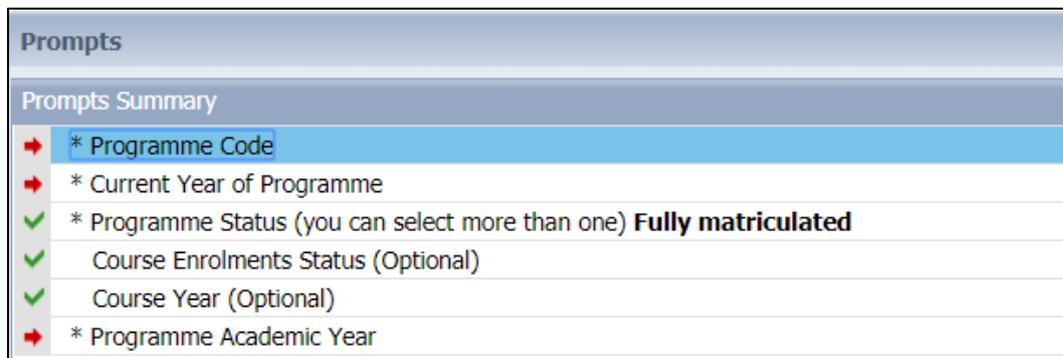
Pin the report - click the pin icon on the report header tab to access it quicker next time.



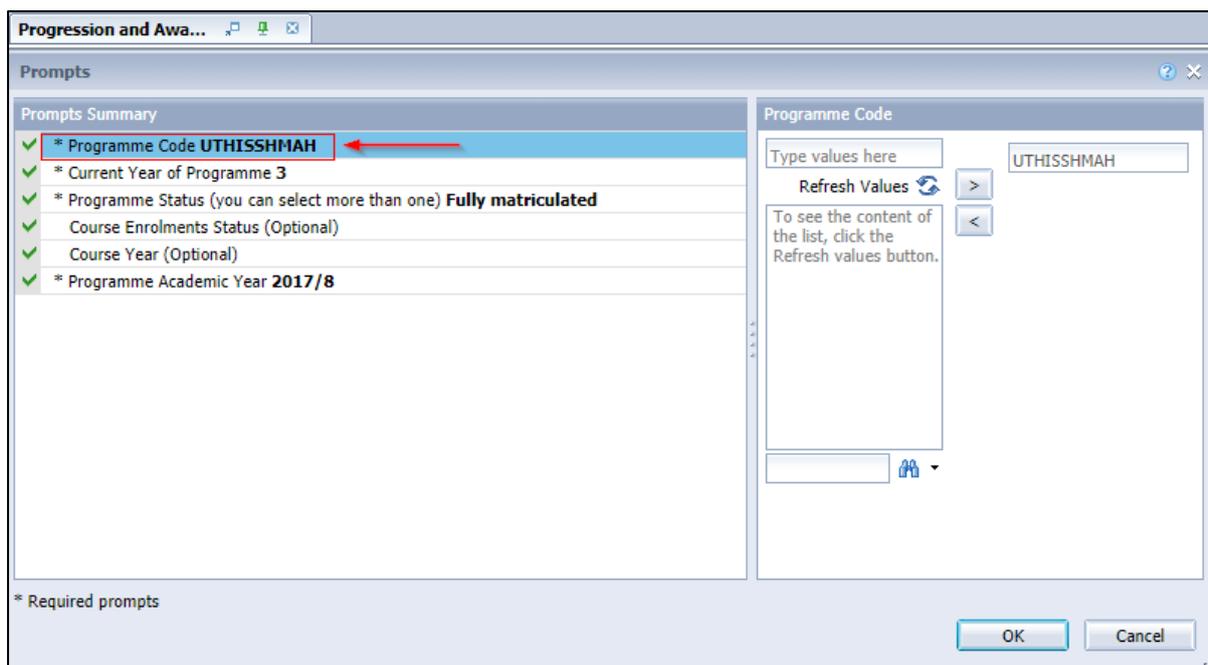
3 Complete the programme details on the Prompts screen

For each report there are some mandatory fields to complete and some optional.

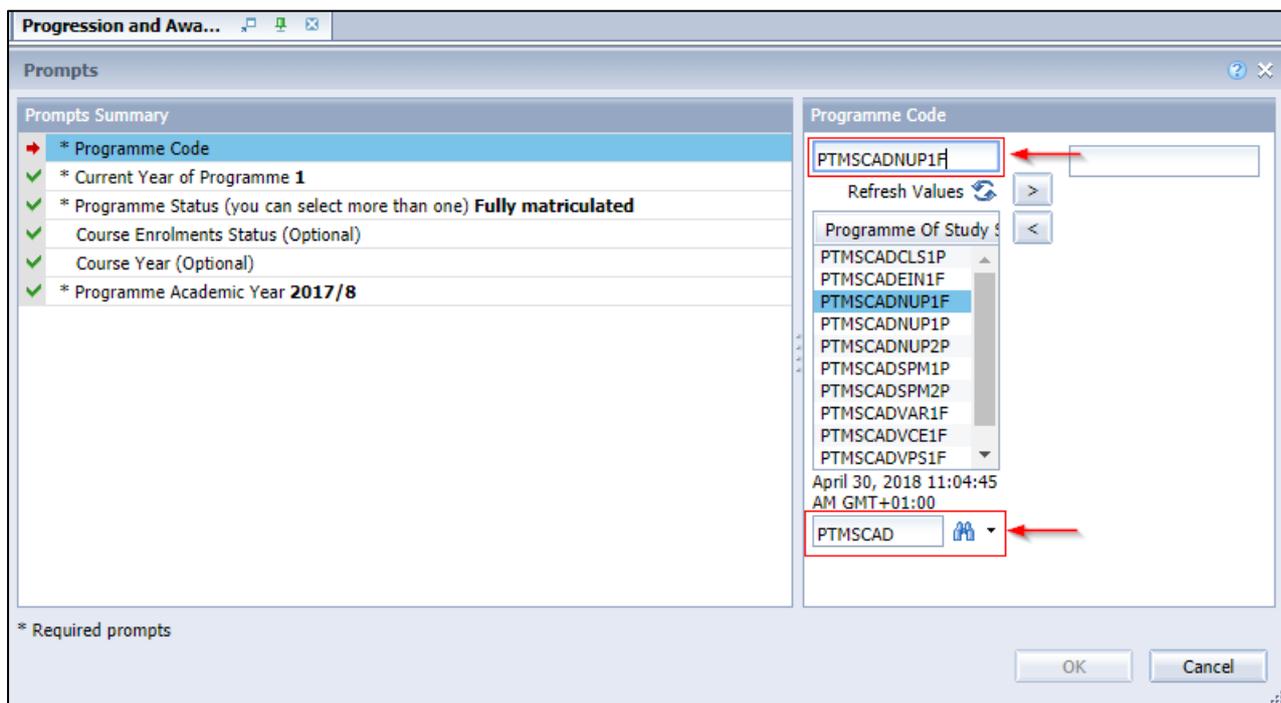
If you haven't entered a value in a mandatory field, you'll see a red arrow pointing right. Once a value has been entered, or if the field is optional, you'll see a green tick. For example:



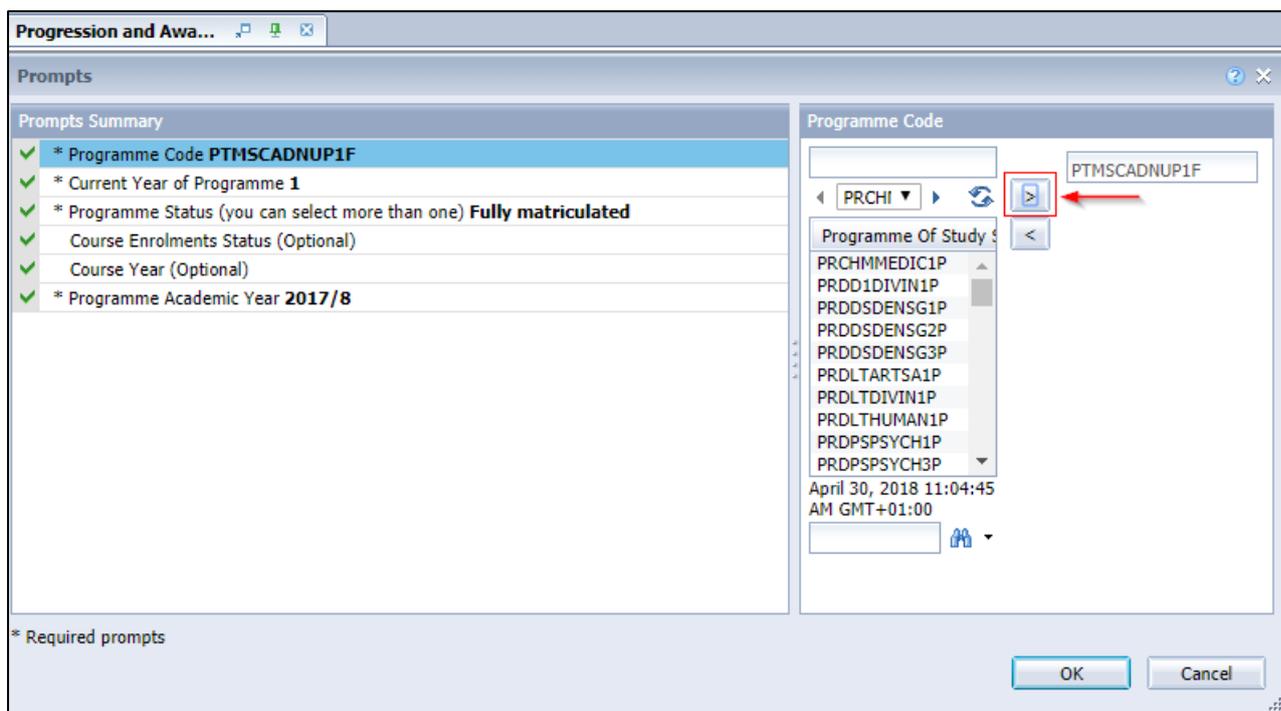
3.1 On the left side of the screen, click the field you want to change. This will highlight blue once selected



3.2 In the pane on the right side, either type the values you want in the box at the top, or use the search function at the bottom (the binoculars icon) to find what you're looking for:



3.3 Click the right arrow (>) to input the value. This will change the value on the left side pane:



3.4 Once you have completed the prompts, press ok. This will run the report.

4 View the report tabs

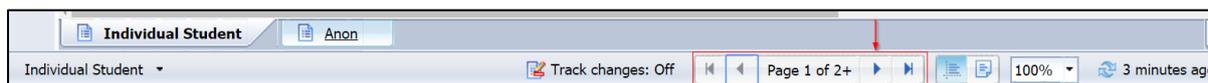
Depending on the report you're running there will be different tabs available to view. Each of these are summarised below.

Individual Profiles by School and Year of Programme

This report has two tabs:

- **Individual Student** – this shows one student per page and includes their UUN and name.
- **Anon** – this also shows one student per page but only includes their exam number so it can be used as an anonymised version.

For either report, use the next/previous arrows at the bottom of the screen to move between student profiles.



Progression and Awards Board Report

This report has five tabs:

- **Progression and Awards** – this has all students in a single report with tables showing course results, calculation data, and progression and award decisions. Student names and UUNs are included on this report.
- **Progression and Awards Anon** – this shows the same information as the tab above but only student exam numbers are included for an anonymised version.
- **Individual Student** – this shows individual student profiles including course results, progression and award decisions, notes, and data from the progression calculations (e.g. credit counts or year averages). Student names and UUNs are included on this report.
- **Individual Student Anon** – this shows the same information as the tab above but only student exam numbers are included for an anonymised version.
- **Course Result Checking** – this shows all students, their course results, and course and weighted average.

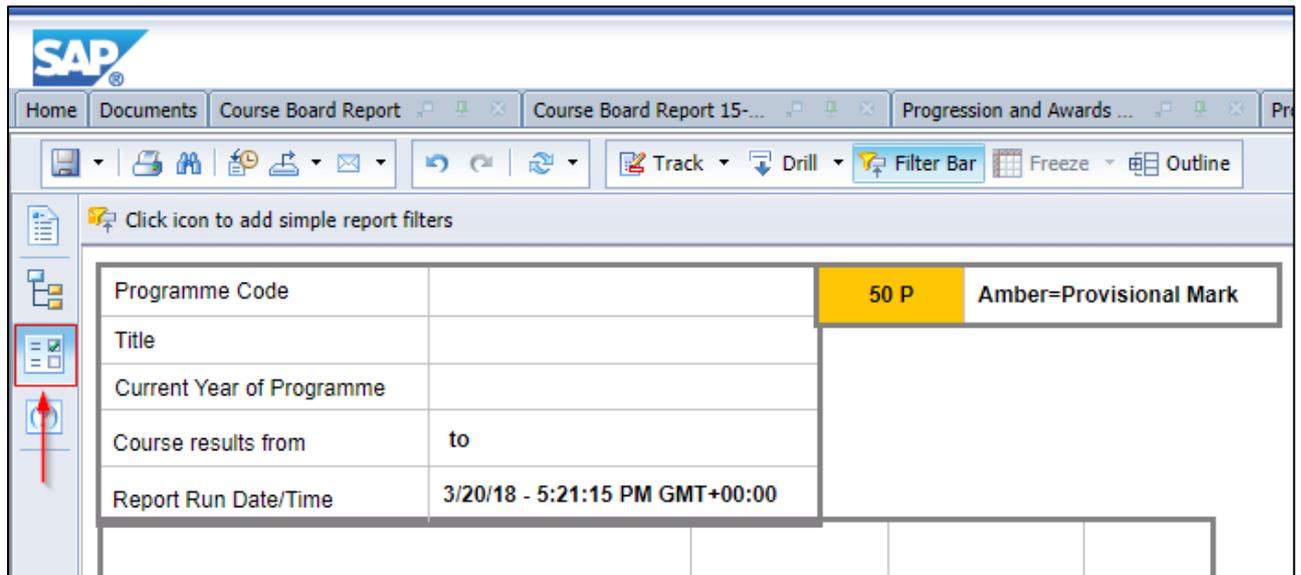
Progression and Awards Summary

This report has five tabs:

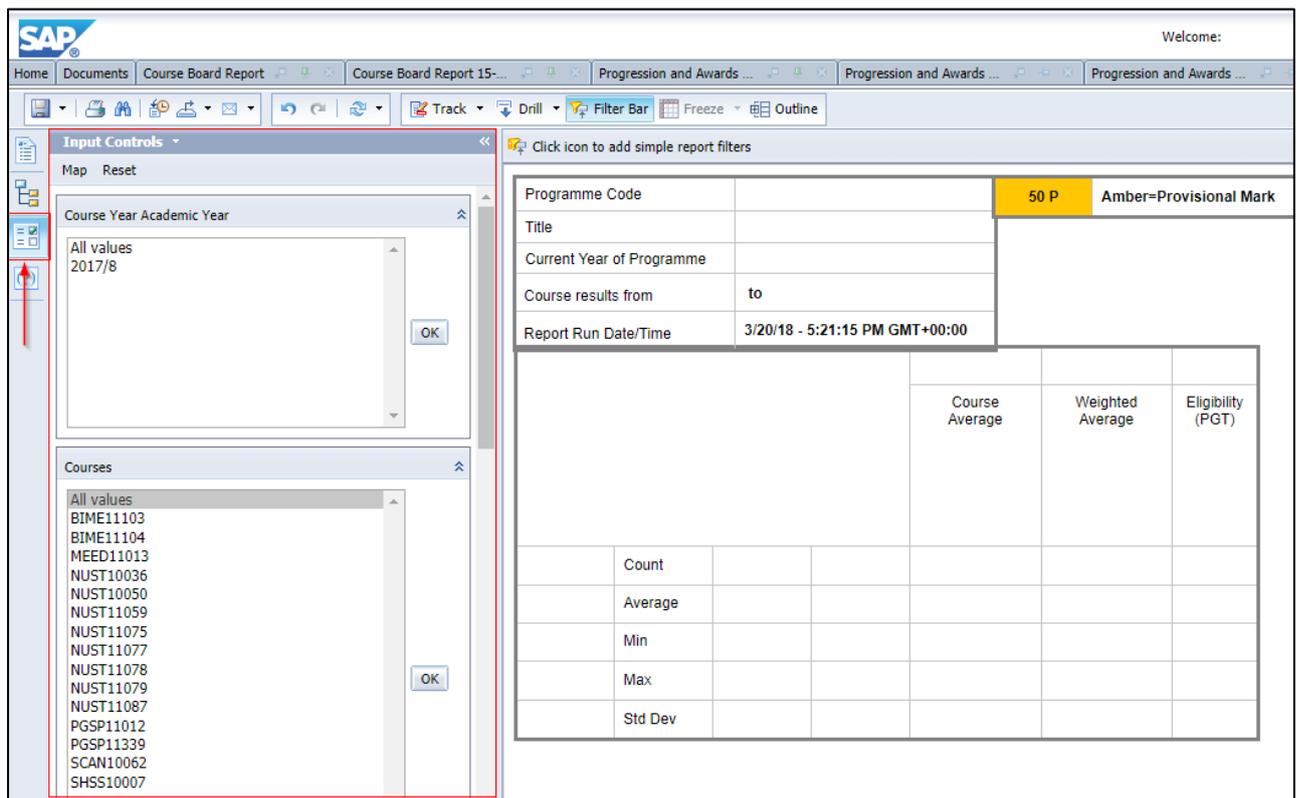
- **Overview** – this shows a list of all the programmes within the school, the number of students, and the number of recorded and ratified decisions
- **Progression Summary** – this is grouped by programme and year of programme and includes students, progression calculations, recommended decision, and any notes. Student names and UUNs are included on this report.
- **Progression Summary Anon** - this shows the same information as the tab above but only student exam numbers are included for an anonymised version.
- **Award Summary** – this is grouped by programme and year of programme and includes students, progression/award calculations, recommended award, classification, additional award information, and any notes. Student names and UUNs are included on this report.
- **Award Anon** - this shows the same information as the tab above but only student exam numbers are included for an anonymised version.

5 Use the input controls to further filter the report

5.1 If you want to filter the report further, click the input controls icon on the left side of the page:



Once opened, it will look like this:



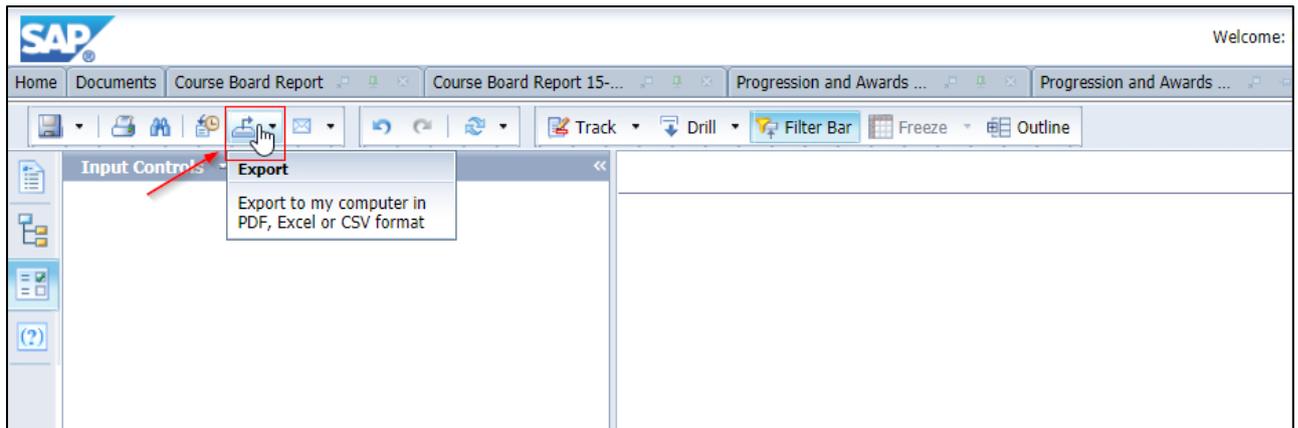
5.2 Select the filters you want and press OK for each section.

6 Export the report

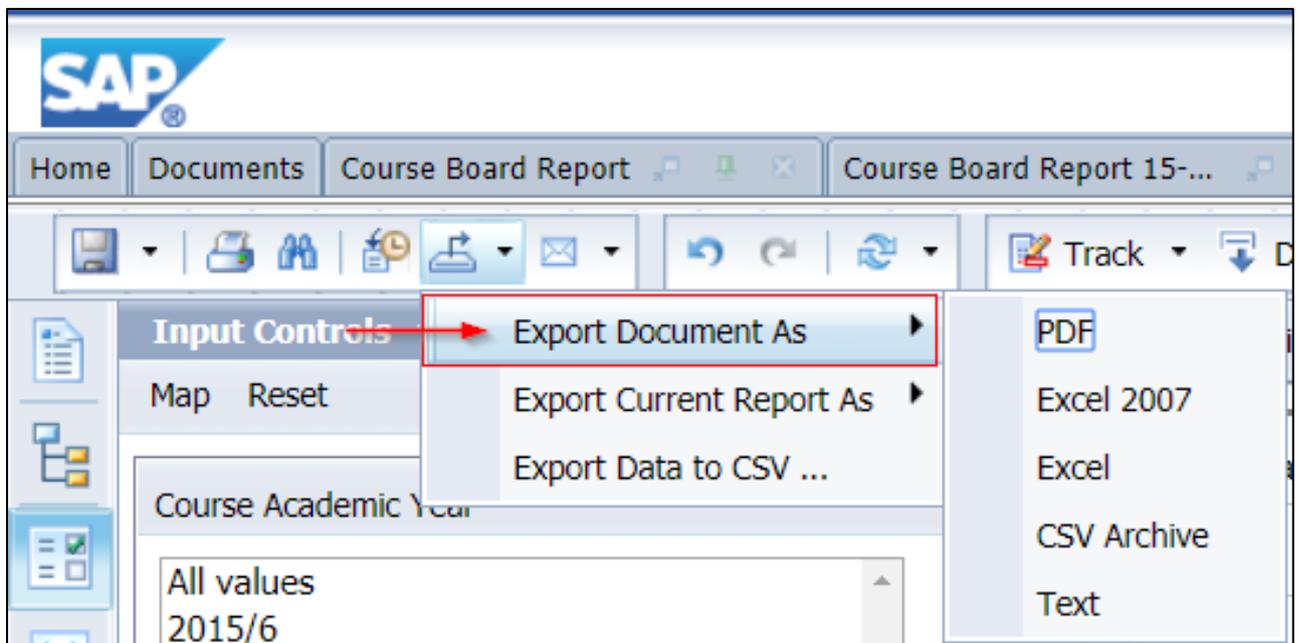
If you want to export the report you can do this to:

- PDF
- Excel 2007 / Excel
- CSV
- Text

6.1 Click the export icon:



6.2 Click “Export Document As” to export the whole report with all tabs, and choose the format you want:



If you’re exporting to Excel, you may need to make some manual adjustments to make the report fit for purpose. Some cells are merged during export, making it difficult to sort the students in a different order.

When you’ve finished with the report, close it without saving.