THE UNIVERSITY *of* EDINBURGH

How to unpublish a progression decision

Process Overview

|			
1. Go to the Student Hub and retrieve the student	**2.** Click on the Progression tab	**3.** Click the academic year	**4.** Click unpublish decision and confirm the action
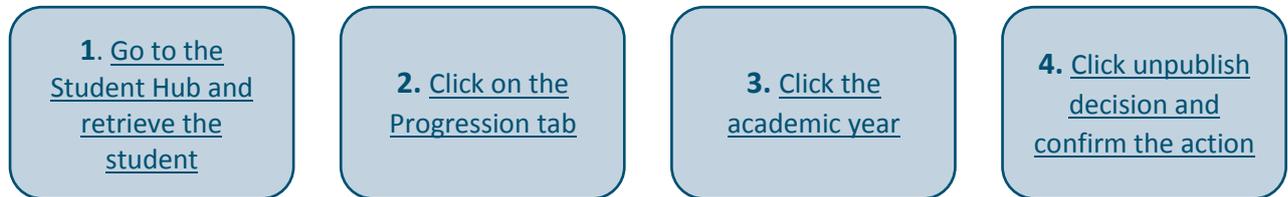
Step by Step Instructions

1. Go to the Student Hub and retrieve the student

1.1 Log into EUCLID

EUCLID is available from your MyEd account (EASE log in required). If you don't have EASE access, you'll need to register here. You'll then need to register for a Student Systems staff account - register from the Staff Accounts – Apply for an account page.

1.2 Click the "Students" tab
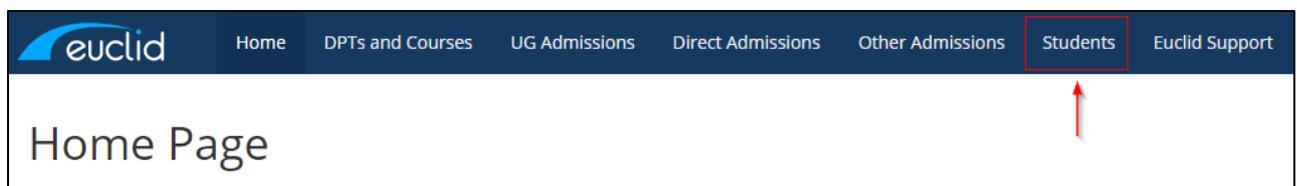
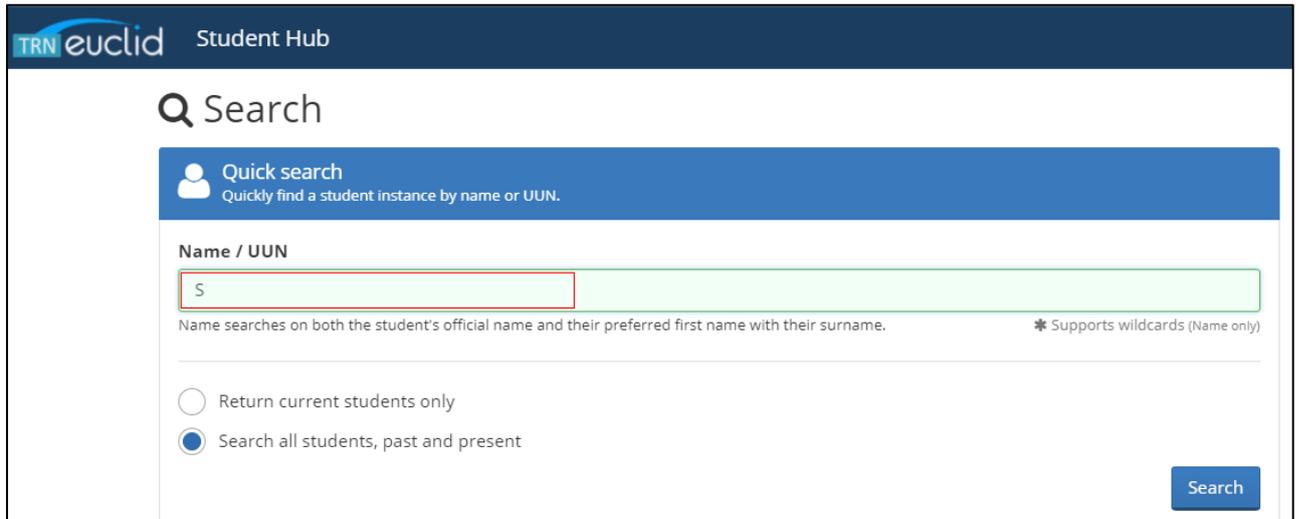#### 1.3 Open the Student Hub

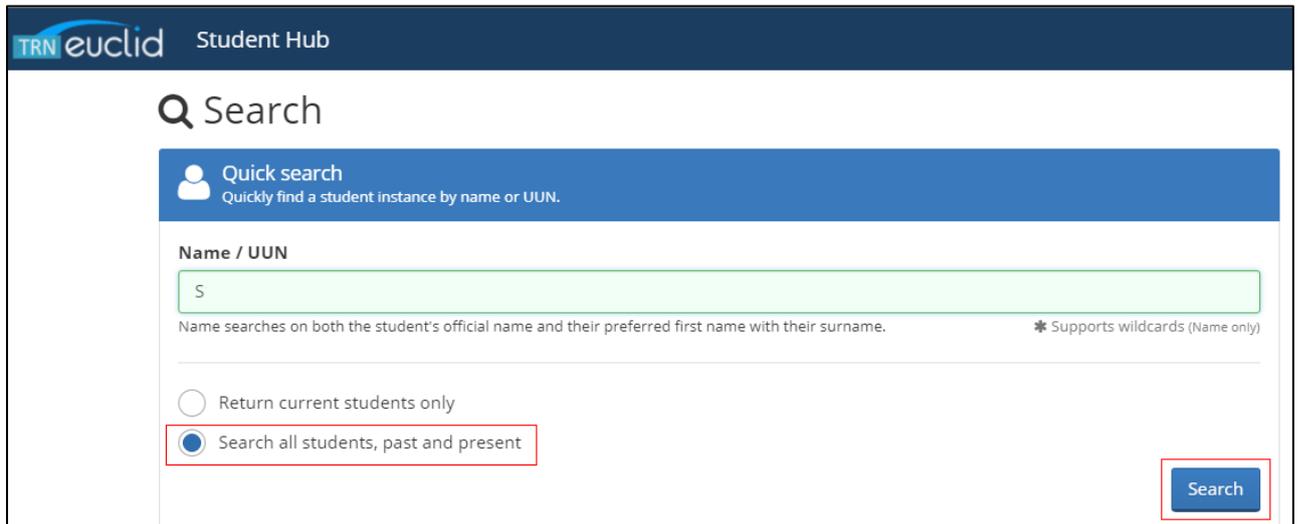Click "Search for Students | Student Hub" under the Maintain Students section
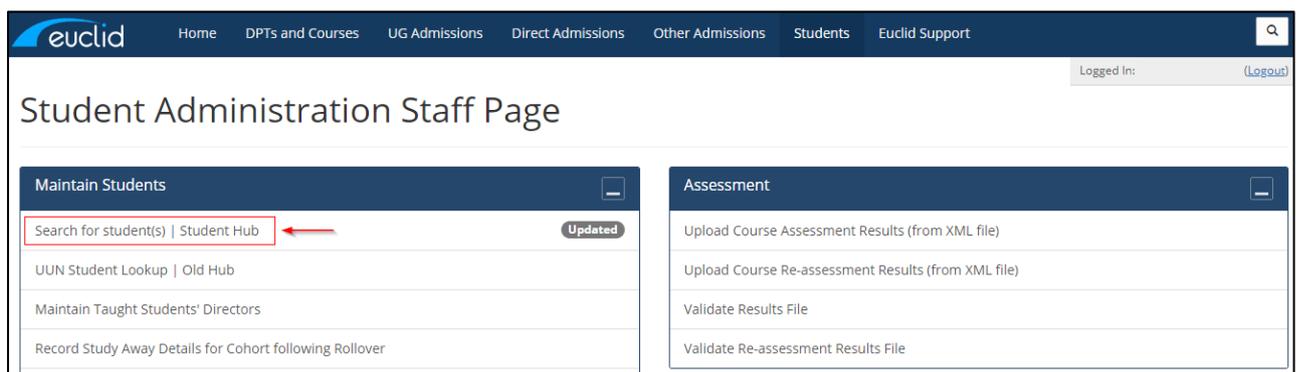
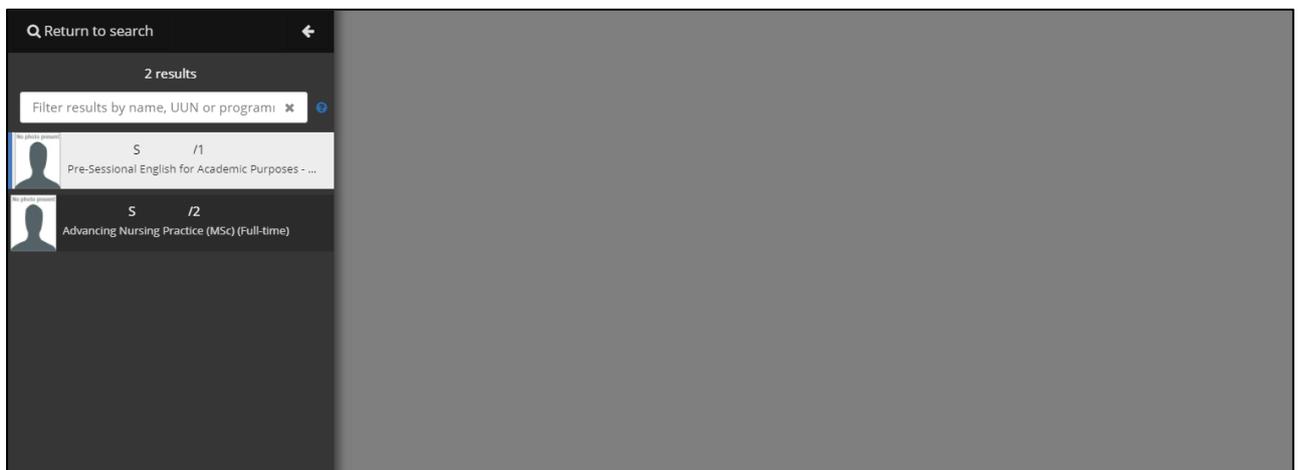### 1.4 Enter the student's name or UUN into the search box

1.5 Select Search all students, past and present and click Search

1.6 Select the instance if required

If there is more than one instance of the student's UUN (e.g. S……./1 and S……./2), you will need to select the relevant instance before you can view the record:

2. Click the Progression tab

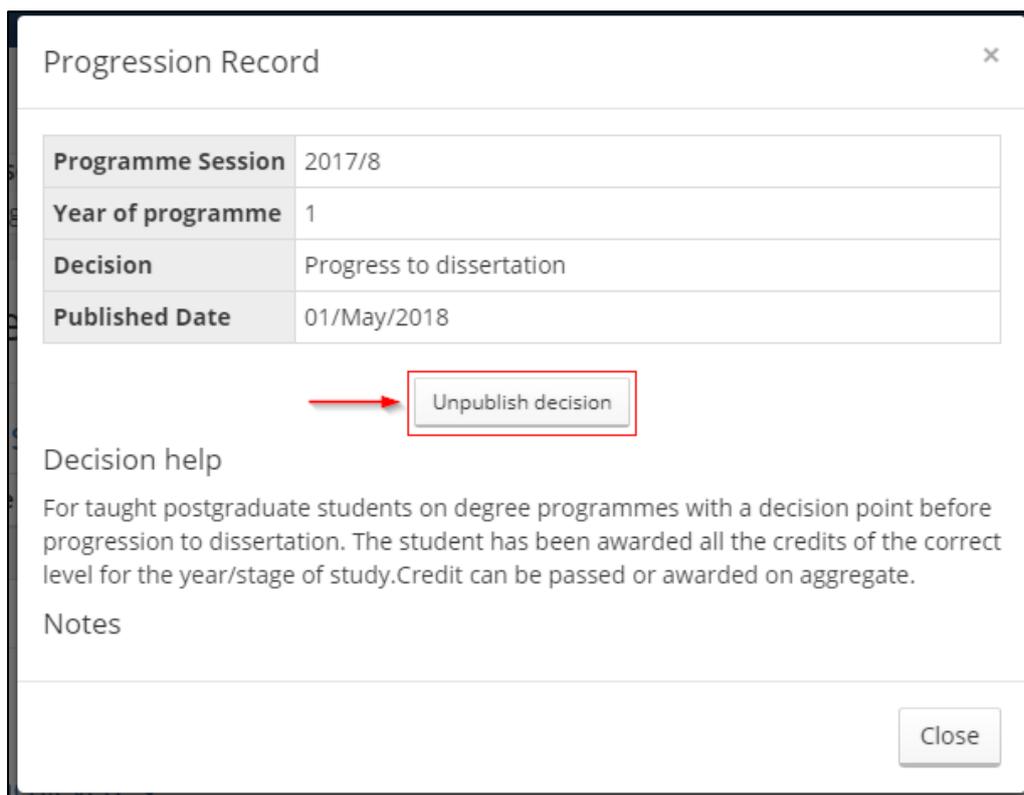Once in the student record, click the "Progression" tab on the menu on the left side of the page:

3. Click the academic year

Under the Programme Session, select the academic year you want to unpublish

This will open a Progression Record pop up box with more information about the decision.

4. Click unpublish decision and then confirm the action

Progression Record   ×

Programme Session	2017/8
Year of programme	1
Decision	Progress to dissertation
Published Date	01/May/2018

Unpublish decision

Decision help

For taught postgraduate students on degree programmes with a decision point before progression to dissertation. The student has been awarded all the credits of the correct level for the year/stage of study.Credit can be passed or awarded on aggregate.

Notes

Close

Once you click that button you will be asked to confirm the action. Click unpublish decision again.

Progression Record   ×

Programme Session	2017/8
Year of programme	1
Decision	Progress to dissertation
Published Date	01/May/2018

Are you sure you want to unpublish this progression decision?

✖ Unpublish decision   Cancel

Decision help

For taught postgraduate students on degree programmes with a decision point before progression to dissertation. The student has been awarded all the credits of the correct level for the year/stage of study.Credit can be passed or awarded on aggregate.

Notes

Close