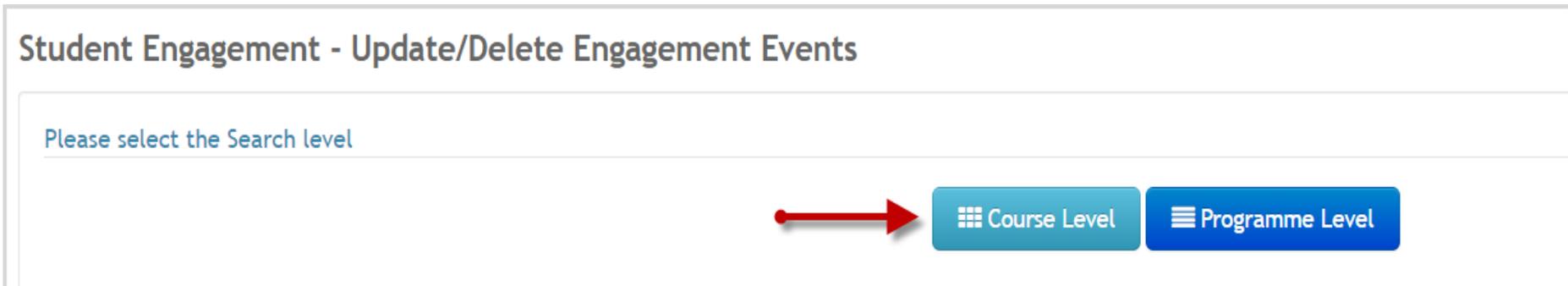


1. In EUCLID Students, click 'Bulk create student engagement events'.



2. Select 'Course Level' or 'Programme Level'.



3. Enter the course code or name and select it from the dynamic list.

Please select the course and press the Continue button

Selected Course

Course Dynamic List

Tier 4 Student YES NO

4. This tool can be used to add events to multiple courses. Add each additional course's details in the course retrieval field. If one is added in error, just click on the X next to each course.

Please select the course and press the Continue button

Selected Course

Course Dynamic List

Tier 4 Student

5. Select whether Tier 4 [sponsored] students. If the engagement event affects all students, leave these boxes unticked. Press 'Continue'.

Student Engagement - Create Engagement Events

Please select the course and press the Continue button

Selected Course: CHEE09014 x CHEE09014 x CHEE09014 x CHEE09015 x

Course: e.g. Chemistry 1A/CHEM08016 Chemical Engineering Design 3 [Dynamic List](#)

Tier 4 Student YES NO

[Back](#) [Continue](#)

6. The list of students will display. Tick 'Select' to select all, or manually tick the records to be updated.

Student Engagement:

[Create Event](#) [Back](#) Count: 138

Select	UUN	Tier 4	Student Name	Programme Name	Matric Status	Course Name	PT/ Supervisor	Engaged	Not Engaged	Exempt	No Action
<input type="checkbox"/>											
<input type="checkbox"/>	S	Y		Chemical Engineering (BEng Hons)	Programme level	Process Dynamics and Control 3	Heating/Co-HE00012676	30	0	0	1
<input type="checkbox"/>	S	Y		Chemical Engineering (BEng Hons)	Programme level	Chemical Engineering Design 3	Heating/Co-HE00012676	30	0	0	1
<input type="checkbox"/>	S	Y		Chemical Engineering (BEng Hons)	Programme level	Process Dynamics and Control 3	Heating/Co-HE00012676	31	0	0	1
<input type="checkbox"/>	S	Y		Chemical Engineering (BEng Hons)	Programme level	Chemical Engineering Design 3	Heating/Co-HE00012676	31	0	0	1
<input type="checkbox"/>	S	Y		Chemical Engineering (BEng Hons)	Programme level	Process Dynamics and Control 3	Heating/Co-HE00012676	22	1	0	1
<input type="checkbox"/>	S	Y		Chemical Engineering (BEng Hons)	Programme level	Chemical Engineering Design 3	Heating/Co-HE00012676	22	1	0	1
<input type="checkbox"/>	S	Y		Chemical Engineering (BEng Hons)	Programme level	Process Dynamics and Control 3	Heating/Co-HE00012676	30	2	0	1
<input type="checkbox"/>	S	Y		Chemical Engineering (BEng Hons)	Programme level	Chemical Engineering Design 3	Heating/Co-HE00012676	30	2	0	1
<input type="checkbox"/>	S	N		Chemical Engineering (BEng Hons)	Programme level	Process Dynamics and Control 3	Heating/Co-HE00012676	26	0	0	1
<input type="checkbox"/>	S	N		Chemical Engineering (BEng Hons)	Programme level	Chemical Engineering Design 3	Heating/Co-HE00012676	26	0	0	1
<input type="checkbox"/>	S	N		Chemical Engineering (MEng Hons)	Programme level	Process Dynamics and Control 3	Heating/Co-HE00012676	26	1	0	1
<input type="checkbox"/>	S	N		Chemical Engineering (MEng Hons)	Programme level	Chemical Engineering Design 3	Heating/Co-HE00012676	26	1	0	1

7. Click 'Create Event'. The next screen will prompt you for the student engagement data.

Student Engagement

Create a new Engagement Event for selected students

Event Type

Event Date 

Organiser Dynamic List

Engaged

Event Description

Notes

Upload document?

[← Back](#) [✓ Create Event](#)

8. Follow the prompts to enter the event data.

- Event Type [mandatory]
- Event Date [mandatory]
- Organiser
- Engaged
- Event Description
- Notes
- Upload document?
- Click 'Create Event'.

Create a new Engagement Event for selected students

Event Type:

Event Date:

Organiser: [Dynamic List](#)

Engaged:

Event Description:

Notes:

Upload document?

9. The selected students' Engagement pages will be updated with the new event. To check, click the student's UUN to open their record.

Student Engagement:

Count: 138

Select	UUN	Tier 4	Student Name	Programme Name	Matric Status	Course Name	PT/ Supervisor	Engaged	Not Engaged	Exempt	No Action	
<input type="checkbox"/>												
<input type="checkbox"/>	S	Y		Chemical Engineering (BEng Hons)	Programme Level	Process Dynamics and Control 3		30	0	0	3	
<input type="checkbox"/>	S	Y		Chemical Engineering (BEng Hons)				30	0	0	3	

Success New Engagement Events have been created successfully. ✕

10. Click 'Engagement' to view the events breakdown for the current academic year. Scroll to 'Events' and the uploaded engagement events will display.

Events ▾

Date	Engaged	Event	Documents	Course / Programme
23/Sep/2021	<input type="checkbox"/> Not actioned	Tutorial (Course Tutorial Attendance) ←	0	Chemical Engineering Design 3 CHEE09015
23/Sep/2021	<input type="checkbox"/> Not actioned	Tutorial (Course Tutorial Attendance) ←	0	Process Dynamics and Control 3 CHEE09014
01/Sep/2021	<input type="checkbox"/> Not actioned		0	Process Dynamics and Control 3 CHEE09014

11. Click the hyperlink to open the event and display its details. The event is now ready to be updated if and when the student completes the engagement.

Event details ×

Date 23/Sep/2021
Contact point None
Engaged Not actioned
Event type Tutorial
Organiser None
Created 10/Sep/2021 by [redacted]
Updated 10/Sep/2021 by [redacted]
Description Course Tutorial Attendance
Course [Chemical Engineering Design 3 \(CHEE09015\)](#)
Group None
Programme None
Documents None
Notes None