

How to unpublish a progression decision

Process Overview



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 <u>Staff Accounts – Apply for an account</u> page.

1.2 Click the "Students" tab

euclid	Home	DPTs and Courses	UG Admissions	Direct Admissions	Other Admissions	Students	Euclid Support
Home Pa	ge					t	

1.3 Open the Student Hub

Click "Search for Students | Student Hub" under the Maintain Students section

Home DPTs and Cou	irses UG Admissions	Direct Admissions	Other Admissions	Students	Euclid Support		٩
						Logged In:	(<u>Logout</u>)
Student Administra	tion Staff F	Page					
Maintain Students			Assessment				_
Search for student(s) Student Hub		Updated	Upload Course	Assessment F	Results (from XML file)		
UUN Student Lookup Old Hub			Upload Course	Re-assessme	nt Results (from XML file)		
Maintain Taught Students' Directors			Validate Result	s File			
Record Study Away Details for Cohort following	Rollover		Validate Re-ass	essment Resu	ults File		



1.4 Enter the student's name or UUN into the search box

TRN EUCLIC	Student Hub
	Q Search
	Quick search Quickly find a student instance by name or UUN.
	Name / UUN
	S Name searches on both the student's official name and their preferred first name with their surname. * Supports wildcards (Name only)
	Return current students only
	Search all students, past and present
	Search

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

TRN euclid	Student Hub
C	X Search
	Quick search Quickly find a student instance by name or UUN.
	Name / UUN S Name searches on both the student's official name and their preferred first name with their surname. * Supports wildcards (Name only)
	 Return current students only Search all students, past and present

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:

UUN CURRENT STATUS Yes Fully matric	supervisor Type NATIONALITY TIER.4 PGT Overseas Yes
Personal Immigration	Personal
ADVANCING NURSING PRACTICE (MSC) (FULL-TIME) PTMSCADNUP1F Programme	Personal information
 Assessment Progression Engagement 	Title Official name
Documents	Forename(s) Preferred forename Surname
£ Funding	Previous surname None

3. Click the academic year

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

No photo present UUN CURRENT STATUS Fully matricul	ated SUPERVISOR TYPE NATIONALI	TY TIER.4 YEAR EST, END DATE SESSIC ✓ Yes 1 31/Aug/2018 2017/	- Advancing Nursing Practice	(MSc) (Full-time) ptmscadnup1f
Personal Commigration ADVANCING NURSING PRACTICE (MSC) (FULL-TIME) CURRENT CURRENT	Progression Progression history 🗸			
	Programme Session	Year of programme	Decision	Published Date
Assessment	2017/8	1	Progress to dissertation	01/May/2018
★ Progression				
 Engagement Documents 	Awards 🗸			
Admissions Awards achieved V				
£ Funding	Final/Interim Session Year Prog	ramme Award Classification C	ompletion Date Conferred Date Inten	Award Text Ceremony
C Meetings & Notes	No rows found.			

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.				
	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? The value of the progression 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					
	Clos	e			