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Results Notification – A User Guide

July 2020

Business Support

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# Version Control

| Date | Author | Version | Change Reference |
| --- | --- | --- | --- |
|  |  |  |  |
| 01/07/20 | Business Support Team | 1.0 | Results Notification – new document |

# Summary of Change

The current solution for results notification was implemented in 2014/15 and was intended to be used once only. The upshot of this is, there are elements of the technical solution that were not intended to be in place long-term and need changing.

To deliver increased efficiency, PDF documents will no longer be produced and will be replaced by a web page displaying results accessible via ‘MyLJMU.’

To deliver these changes, the following adjustments have been made in Web hub.

* Change from existing colour scheme
* New text box to provide optional supplementary information per student
* Additional check box indicating ‘ESR’
* Ability to ‘future date’ results information for timed release
* Multiple publishing options (e.g. ‘Publish All, Publish Individual’)
* Option to ‘Un-publish’
* Reduce the amount of progression outcome options
* Review of all ‘published’ results data

# Maintain Results Notification Data

* You should select the progression status (template) for each student
* Add any notes/supplementary information to the student (optional)
* Confirm/Save the status selected. Only ‘confirmed’ records are eligible for publishing



## There are now 6 Progression Status to select from

* Not eligible to progress (Ref/Def etc)
* Progress
* Trailing
* Completed – Target Award
* Award Alternative Exit
* Fail and Leave

## Add Notes

Should you need to provide the student with individual/personalised content as part of their results, you should add them in the ‘Add/Edit’ note.

## Confirm

You should confirm/save the status you have entered in step 3.1.

# Record Publishing Tools (User Confirmed Status)

There are five new options available to administrators and faculty registrars.

There are two options to publish, two to unpublish and a page to review what has been published.



## Publish Data Tool

Set the following:

* Results Day to Publish. This is the date the student will see their ‘progression status’ in My LJMU > My Results
* Release Time. (This should be 7am for end of year results)
* Publish option. You can; ‘Publish All’, ‘Publish Students Previously Not Published’ or ‘Publish Individual Records’.



### Publish Options - Publish All

Setting the publish option ‘Publish All’ and clicking the ‘Publish button’ will publish all records on the date and time entered as the ‘Results Day to Publish’ and ‘Release Time’

### Publish Options – Publish Individual Records

This option requires you to manually select the records you wish to publish.



### Publish Option – Publish Records Previously not published

Setting the publish option ‘Publish Records Previously Not Published’ and clicking the ‘Publish button’ will publish all records on the date and time entered as the ‘Results Day to Publish’ and ‘Release Time’

### Update

The update button will take you to the ‘Maintain Results Notification Data’ page to continue processing.

## Publish Data by Plan Code Tool

Selecting this option will allow you to specify publishing at a plan level. You should follow advice given in section 4.1 with regards to publishing options.



## Review Published Records

This page allows a user to see at a glance the records that may typically require more attention.



You must enter all or partial parameters from the following: school, programme and/or results date and template type.

You have the option to filter by: ‘Has Notes’, ‘Has Ref’, ‘Has Def’, ‘Has ESR’, ‘Has FMA’ or ‘Is Fail and Leave’. You can select one or more of the filter options.

From this page, you also have the option to:

* View notes
* Un-publish – if you un-publish a record from here, an email notification will be sent to the initial publisher. You should provide a meaningful note of why you have decided to take this action.



* view full details

## Un-publish Records at a Student Level

On this page, you are able to search by Emplid and Results Day.

You should select the record(s) you wish to un-publish (or select all) and click the ‘Unpublish’ button.



## Un-publish Records at Prog Level

On this page, you are able to search by Program and Results Day.

You should select the record(s) you wish to un-publish (or select all) and click the ‘Unpublish’ button.

‘Un-publishing’ is not real time. It happens at on the hour, 15, 30 and 45 minutes past the hour.



# Downloading and Zipping files

The development work is ongoing and scheduled for completion w/c 13th July and this section will be updated.