How do I?

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To Note –

- Some pages in e:Vision have prompts which are case sensitive. If you get an error message, double back and put on caps lock to try again before seeking assistance.
- The asterisk key * on the number keypad can be used as the wildcard where you are uncertain of spellings etc
- Awards (English, Fine Art, Music Tech etc) are known as courses; where you see award, this will refer to the type of course, e.g. BA/BSc/MA
- There are separate course codes for full-time, part-time and for study site. So, for example, if you have a course which is run at 6 partner colleges as full-time or part-time, there will be 12 course codes.
- The first letter of a course codes indicates the location –
  o S – Delivered from Stafford or Stoke
  o U – Delivered by a UK partner
  o O – Delivered by an overseas partner
- Module coding reflects the home subject of the module, e.g. FINA for Fine Art, MUSI for Music, HIPO for History and Politics. The next digit indicates the level of the module and the remaining 4 digits are randomly assigned to each module.
- For example
  o FINA40123 Exhibiting and Curating in Fine Art is a level 4 Fine Art module
  o MUSI50191 Principles of Acoustics is a level 5 Music module
  o HIPO60421 The Third Reich is a level 6 History/Politics module
- You may need to refer to blocks and occurrences – a block is a period of study a student embarks on which lasts until the next ‘block’ to continuation on their award. For example, the end of the academic year/progression point. Occurrences indicate the location and start month of any student on an award, STK-SE indicates Stoke with September start, NDA-OC indicates NDA with October start
- For technical problems with e:Vision, contact 3800@staffs.ac.uk
- For guidance or training requests, contact digitalU@staffs.ac.uk
Log into E-Vision?
Select link in Iris as follows -

Enter your University username and password

You will go through to a page with a list of options on the left hand side which will be your route to most activities you might wish to do
The options you see will vary according to your role.

Find SITS codes for my courses or modules?

- Click on ‘Courses and Modules’ in your left hand menu – this will bring you to the following screen.

For Award (Course) information, click on Thesis and SITS Course Code Look-up to go through to the following screen.
• Enter values to bring back the SITS code
• You can select by Thesis award code if you know it, or Course Title (make use of the * wildcard to allow for variances in title – ‘and’ vs ‘&’, for example)
• The * wildcard is found at the top right hand corner of the numeric keypad on the standard keyboard.

• For Module information, click on Thesis and SITS Module Code Look-up

• Again, enter known values to bring back the SITS coding
• You can bring back one or a group of values, just be aware that too big a group will cause delays or be too big to work.
• Check the ‘in use’ field or you will retrieve a large number of historic modules.
• You can bring back modules led by you or other staff members by using their staff username.

TIP
You cannot log into e:Vision more than once but can open other tabs by right clicking in the menu, then selecting ‘Open link in new tab’. This will allow you to look things up (codes etc) without losing your place on a search
View student profiles?

- Log into e:Vision using your usual username and password as above
- Select ‘Student Admin Reports’ from the box on the left hand side
- In the ‘Standard Reports Pack’ container, select ‘Student Profile’
- There are other useful links here –

<table>
<thead>
<tr>
<th>Student Profile</th>
<th>To see profile details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Download Student Profile User Guide</td>
<td>Detailed instructions</td>
</tr>
<tr>
<td>Course Enrolment Lookup</td>
<td>To see course or module class list</td>
</tr>
</tbody>
</table>

The Student Profile User Guide can be downloaded to give more detail but a quick introduction is given below -

- In the ‘Student Profile’ link, enter the student number if you have it then ‘Run Process’

![Student Profile Interface](image)

- If you only have the name, enter the name then ‘Run Process’
- If the student has a live record with us, you can leave AC in the Student status code box; if the student is withdrawn or you are looking for an historic record, add AN; if you are not sure, leave this box blank.
- If your search brings back several records, note the student number, return to the search screen and search on the number; this is because multiple results will only show basic information. For more detail, the search needs to be refined.

You will see the student photograph and some further information regarding the student as below – (the student contact details will also be available on this screen).
At the bottom of the profile screen, you can choose to see applications or course records as follows:

- Click through on ‘Courses’ and select the course you wish to see the details of – you will see a range of items to help you see the progress of your students plus useful information should you have a reference request from former students.
- Following through on ‘View Assessment Details’ shows the student results by module; the module tabs give information on the modules registered to the student.
Each tab provides information about the student’s course and/or progress including modules enrolled and results.

**View a module class list?**

- Log into e:Vision
- Select ‘Student Admin Reports’ from the box on the left hand side
- Select ‘Module Enrolment Lookup’ in the ‘Standard Reports Pack’
- Enter your module code/academic year (if you know your module title precisely, use that or you can find the module code as per the instructions on P4) ***
- Select Yes for ‘Run as classlist?’
- Run Process
- Scroll to the bottom of your screen to download as per the picture below

- Print off the class list on from the Excel document *(if you want to save, save as Excel workbook – otherwise, this saves as a web page)*

**Email students on a module?**

- Follow the above instructions as far as ***
- Select NO for ‘Run as classlist?’
- Run Process
- On the Email Address column click on ‘Collect’
- A box highlighted in blue will appear at the top of the screen.
- Right click in the blue highlighted box and ‘Copy’
- Paste into the bcc field of your email by right clicking again and 'Paste'; use bcc to maintain the confidentiality of the student email addresses

- If you scroll to the bottom of this table, you can download to Excel to keep a record of students and contact details as above.

- NB - 'Module Enrolments' in 'Standard Student Reports' – is useful if you want to see which Courses your students are enrolled on and whether the module is core or optional as below –

**View students enrolled on a course?**

- Log into e:Vision
- Select 'Student Admin Reports' from the box on the left hand side
- Select 'Course Enrolment Lookup' from the 'Standard Reports Pack'
- Enter academic year (e.g. 2015/2016)
• Enter course code (remember if you have part-time students you will have to run for the full-time code and the part-time code)
• Enter block – for new level 4 students, block one (more complex courses, leave blank then filter)
• Select ‘Active’
• Include Contact Details? – Select ‘Yes’
• Run Process ***

To retrieve the following –

Again, you can download to Excel by hovering your mouse over the bottom left hand corner of the table

You can look at the student profile in each case by clicking on the Student number
Email students on a course?

- As above up until ***
- On the Email Address column click on ‘Collect’
- A box highlighted in blue will appear at the top of the screen.

- Right click – ‘Copy’
- Paste into the bcc field of your email by right clicking in the bcc field and selecting ‘paste’
- REMEMBER!!!! If you have part-time courses alongside full-time, you will need to run that report also to ensure you capture all your students.

Make use of Reports in ‘My Students’?

- Log into e:Vision
- Select ‘My Students’ from the menu on the left hand side
  - Click on My Personal Tutees to identify students allocated to you
  - To see the student’s results profile, click on ‘Student Results Profile View’ as below – you will see when the student looked at the page.
• Run Module ‘Assessment Marks Sheets’ to retrieve the marks proforma as below -

<table>
<thead>
<tr>
<th>Year: 2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period: UG Semester 1</td>
</tr>
<tr>
<td>MAV: A</td>
</tr>
<tr>
<td>Module: PSYC60681 TYPICAL AND ATYPICAL DEVELOPMENT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Number</th>
<th>Type (weighting)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>COURSEWORK - ESSAY</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>EXAMINATION - UNSEEN IN EXAMINATION CONDITIONS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Student Name</th>
<th>Student Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12003797/1</td>
<td>ADAMS, ZOE</td>
<td>CUR</td>
</tr>
<tr>
<td>12012487/1</td>
<td>ADAMS, JODIE</td>
<td>CUR</td>
</tr>
<tr>
<td>12015763/1</td>
<td>ALFREY, JOSHUA</td>
<td>CUR</td>
</tr>
<tr>
<td>12010790/1</td>
<td>ALDRIDGE, GRACE</td>
<td>CUR</td>
</tr>
<tr>
<td>10003295/2</td>
<td>ALLEN, NICOLA</td>
<td>CUR</td>
</tr>
<tr>
<td>11017251/2</td>
<td>AMANKWAH, PHILIP</td>
<td>CUR</td>
</tr>
<tr>
<td>11013535/1</td>
<td>AMOS, NATALIE</td>
<td>CUR</td>
</tr>
</tbody>
</table>

To print off, right click and select print –

Understand what is in ‘Courses and Modules’?
See who has applied to attend Graduation?

- In ‘My Students’ go to ‘Students invited to Graduation’
- Use the filters to select for year and personal tutor and/or course code –

![Graduation Courses](image)

- The list brought back will show those students who have been invited to apply for tickets (I) and those who have applied for tickets (A)

![Courses and Students Selected for Each Ceremony](image)

Know what Stages Students go through to Enrol?

![Stages of Enrollment](image)