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**Student Information System**

Liverpool John Moores University

**A Quick Guide to Progression using Student Groups**

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Contents

[Introduction 3](#_Toc339543749)

[1. Running the Progression Process 4](#_Toc339543750)

[2. Run the Assessment Board Reports 5](#_Toc339543751)

# Introduction

This document details the steps that need to be followed in order to process students using Student Groups.

Processing using Students Groups provide the following benefits:

1. Students can be viewed in SIS by cohort
2. Students can be progressed by cohort
3. Assessment Board Reports can be generated by Student Group which takes less time to run and will only display those students in the group.

This guide should be used in association with the Quick Guide: Student Groups, which details how to place students into Groups and how to maintain the record.

Staff are encouraged to name the groups themselves. Set up for the groups will be done by the Business Support Office. Staff are then able to add students to the group. This can be done on an individual student by student basis or by a system query or external file.

## Running the Progression Process

**Navigation: Main Menu>Records and Enrolment>Term Processing>End of Term Processing>Run Academic Standing Process**

* Add a new Value – the code you use should include at least the Prog code and maybe the date e.g. 22057\_250812
* Institution – JMU
* Career
* Term
* Academic Programme
* Emplid – Student ID, use this when running the process to process individual students
* Enrolment Action Reason – COMP, this allows Compensation to be applied automatically
* Calculate Academic Standing – Click the Checkbox to enter a tick, this creates a Progression Status for students on that Programme
* Look at Previous Status Previous Term – Leave unchecked
* Date – change to today’s date
* Add a row to run multiple students or Programmes

Enter the Student Group Detail

* Institution – JMU
* Group Name – This is the Student Group Code
* Save
* Click Run, then ok to submit the process
* Click the Process Monitor link, when ‘successfully posted’ the reports are complete.

The process will calculate the progression status of students based on the number of credits they have achieved and display the result on the Term History pages:

**Main Menu>Records & Enrolment>Student Term Information>Term History>Progression Tab**

## Run the Assessment Board Reports

All the Assessment Board reports now have a new parameter when opening the report, it is called Student Group and the Student Group ID should be used as the parameter value.

This will ensure that ONLY those students in the Student Group are shown in the report.