SIS Programme

Structured Progression

User Guide
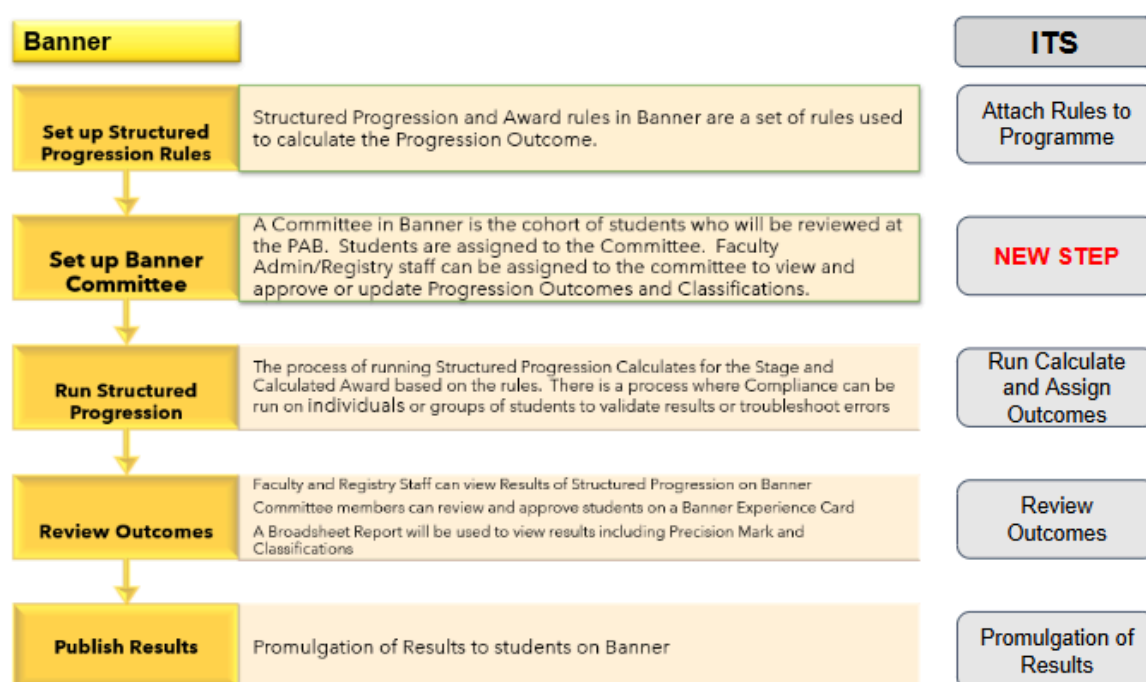
Version 7

24th Jul 2025

Background

Structured Progression Definition

Structured Progression is the Banner term for what was previously known as "Calculate". Structured Progression validates the full programme credits, and checks against each year of the Programme to assign a degree classification or allow students to progress to the following year.

Steps for Running Structured Progression

Step 1 - Set up a Committee

1. Committees Explained

Committee is not a conventional list of all members attending a review, it's a facility within Banner to enable Faculties and Registry to;

- Assemble relevant Student Body
- List Faculty programme owner & Registry representatives as members
- Run/refresh Structured Progression process (calculate)
- View Outcomes on Experience
- Approve Outcomes on behalf of PAB

Setup to access build and view of Committees
- **Faculty / Advisor Access:** Faculty / Registry must be setup as <u>Advisor</u> on SHAINST in order to access **SHACOMI**
- Enter the page **SIAINST** with Banner (Staff) ID
- Input **Status**: AC
- **Status Date**: day of input
- Click **Advisor**
- Leave all other fields blank and **Save**

SHACOMI setup required in order to be able to view the committee and students on Banner Experience
- Must be listed on SHACOMI with Role ME Member and Committee Code must be EB Exam Board under COMMITTEE CATEGORY
- On SHACOMI, select role as ME
- Select COMMITTEE CATEGORY as EB Exam Board

Committee Codes

- 6 digit Committee **code** is generic, starting with 3 digits per Year and Exam Diet/Semester
- Committees remain active, to be used as often as needed

Examples of Codes

	Faculty 1- DCUBS	Faculty 2 - IOE	Faculty 3 - FHSS	Faculty 4 - FEC	Faculty 5 - FSH
Exam Diet 1	Committee 251100	Committee 251200	Committee 251300	Committee 251400	Committee 251500
	Committee 251101	Committee 251201	Committee 251301	Committee 251401	Committee 251501
	⋮	⋮	⋮	⋮	⋮
	Committee 2511xx	Committee 2512xx	Committee 2513xx	Committee 2514xx	Committee 2515xx
Exam Diet 2	Committee 252100	Committee 252200	Committee 252300	Committee 252400	Committee 252500
	Committee 252101	Committee 252201	Committee 252301	Committee 252401	Committee 252501
	⋮	⋮	⋮	⋮	⋮
	Committee 2521xx	Committee 2522xx	Committee 2523xx	Committee 2524xx	Committee 2525xx

Committee Descriptions (30 Character)

- 30 character Committee Description
- Standardised format
- Start with 4 digit year
- No spaces
- 3 digit Faculty code
- Max 6 digit Banner Prog code
- 4 digit stage stgX
- 4 digit SEM 1, 2 or 8

Examples of Descriptions

Committee 3 char	YEAR 2 char	Semester 1 char	FACULTY 3 char	PROG 6 char	STAGE 4 char	Code 6 char	Description 30 char
PAB	25	2	IOE	ALL	STG1	252500	PAB252 IOE ALL STG1
PRV*	25	1	FSH	BNCG	ALL	251500	*PRV251 FSH BNCG All

Guidelines for Provisional Committees in Appendix

Set up committees to suit administration of programmes through Reviews (needed for PAB), for example, programmes can sometimes be grouped together on one Committee such as all of Year 1.

Example of set of Committee codes and Descriptions to align with PABs

WEDNESDAY 29th MAY 2024				
Session No	Start	Programme	Programme Codes	Faculty
16	09:45	All Common First Year Science Programmes	CGE/AS/AC/EST/BGE/BT/GCB	Science & Health
		BSc in Analytical Science (Years 2-4)	AS	Science & Health
		BSc in Chemical and Pharmaceutical Sciences (Years 2-4)	AC	Science & Health
		BSc in Chemistry with Artificial Intelligence (year 2-3)	AI	Science & Health
		BSc in Environmental Science & Technology (Years 2-4)	EST	Science & Health
		BSc in Biotechnology (years 2-4)	BT	Science & Health
		BSc in Bioprocessing (year 2-3)	BP	Science & Health
		BSc in Genetics and Cell Biology (years 2-4)	GCB	Science & Health
		Single Module Programme Science and Health	SMPSC	Science & Health

2. Set up a Committee (STVCOMT)

● Navigate to Banner Screen STVCOMT to see the list of Committees in Banner

Code *	Description *		Print Switch *
220001	POC AS Stage 1 2022		☐
240001	POC AS Stg1		☑
240002	POC AS Stg2		☑
240003	POC AS Stg3		☑
240004	POC AS Stg4		☑
240005	POC AS All Stages		☑

● Click Insert to add **Committee type**
● Specify **Committee Code**
● Specify Committee **Description**
● Click **Save**

● Then Go to Banner Screen SHACOMI

(Committee/Service SHACOMI 9.3.31 (BILD1011) — Committee/Service Type, Associated ID, Go)

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

● Specify Committee/Service (if known)
● If not known, click on the 3 dots to see a list of Committees
● Leave **Associated ID** Blank
● Click **Go**

- Enter **Date initiated**
- Add **Status** (Active) then Save and tab down to Committee Members
- Insert to add yourself as a **Committee Member (ME)** - this is necessary to see the committee in Experience
- For **Participation To** date on Member setup, the guideline is to set a date aligning with the last PAB date
- **Committee type** should be set to EB Exam Board - this is also necessary for Experience
- *Note* - Date Dissolved is only used when applicable if dissolving or deleting a committee

Banner Screen **SHICOMQ** lists all Committees and Details
<u>Retain all valid committees</u> in active state for use as needed in Post PAB, etc.

3. Add a population to a Committee (SHACSPD)

SHACSPD is where students are assigned to the population. i.e. where we associate a cohort of students to the Board. Faculties create their own committees. Navigate to the Banner Screen SHACSPD to assign students to the population.

Note - you can also Import list of Students from Excel into a Committee - see Appendix

- Enter the Committee Code and Click Go
- Or click the 3 dots and see all Committee Codes and Search for the one you need

To ensure that only Students who are fully enrolled in this Academic Year are included, you need to use a combination of **Search Criteria** *and* **Population Selection**

On the **'Search Criteria'** Section=>
- Enter **Effective Term** - this is mandatory and needs to align with Structured Progression
  - PAB/Broadsheet Term - Note: *Semester 1 and 2 modules will be captured* - Term 202501 should be used for the May/June diet of Exams
  - **Term** 202506 for Autumn diet Exams
- Select your required **Programme** - this is Optional, but recommended for most Boards

Other Optional Parameters available for use as required for your Board
- **Level** of study
- **College**: Faculty
- **Field of Study Type/Code**: Manually enter "CONCENTRATION" and "FT" for Full-Time Concentration or "FL" for Flexible etc. Do not use the 3 dots LOV
- **Department:** School
- **Student Attributes:** Stage/Stream

On the **Population Selection** Section =>
- o Enter **Application:** STUDENT
- o **Selection ID**: derived Master Population name, for example MASTER_25 or AUGUST_25
  - This will need to be refreshed each year
- o **Creator ID**: LRYAN
- o **User ID**: LRYAN
- Click **Search:** this will return the list of Students meeting the criteria from both Search Criteria and Population Selection

> **NOTE** - if you do not enter **all fields exactly** as listed above and in the below screenshot, the **population will <u>not</u> pull correctly**

- The list of students from the population selected will appear in the Results:

- You can use the Filter button to review and check the Search Results

- e.g. You can search for individual Student IDs, search by Programme etc. as required

- When you are satisfied with with the Search results, Click **Select All** radio button

- Then Click 'Save' - This will save the Students into the Committee
- Ensure that you only save your Committee when you have <u>selected</u> all the relevant Students (removing any Students as required), otherwise no Students will be saved on to the Committee
- You can add another programme and Save again, to add another population of Students
- You can select all students, or if needed select or deselect specific student(s) from the list
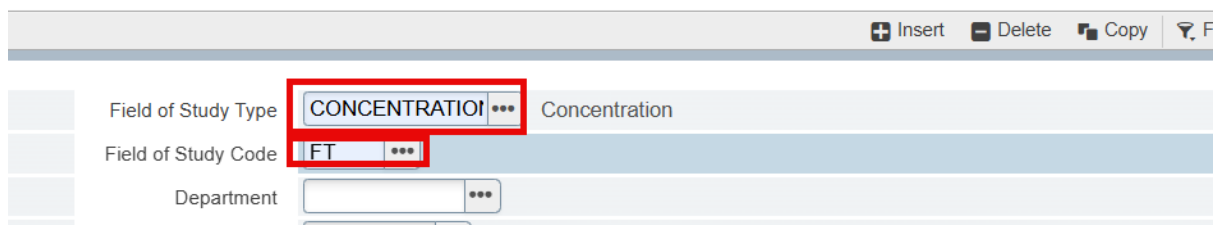
4. Search for Full Time or Part Time Students only
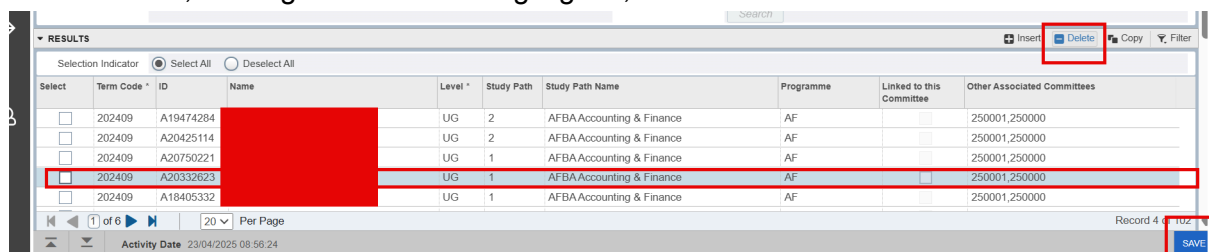
- You can Search for all students associated with a Programme, or if needed you can use the the **Field of Study Type** and **Field of Study Code** fields to find Full-time or Part-Time students as required

5. Delete Students from the Committee

- You can delete Students from the results after saving by finding the appropriate record, clicking on that row to highlight it, click **Delete** and click **Save**
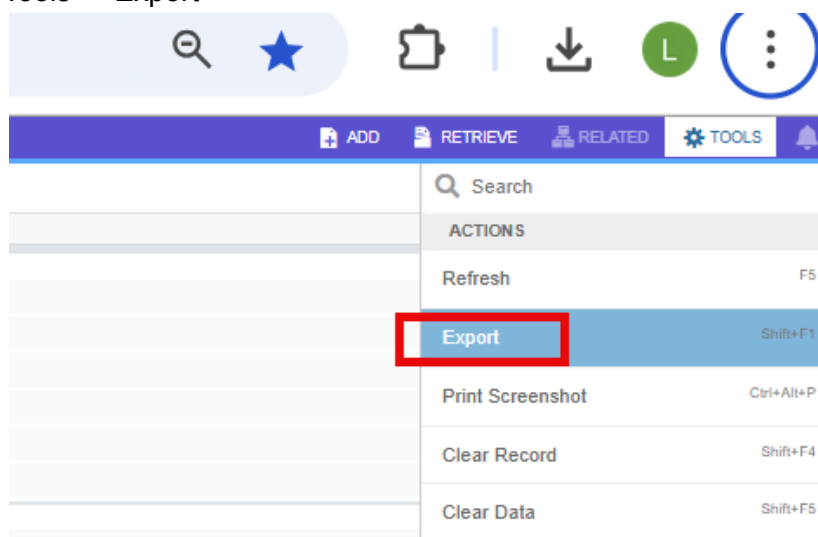
- You can delete all Students from the results by clicking **Delete** multiple times until all results have been removed and click **Save**

6. Extract the list of Students from the Committee

On occasion you may need to extract the list of Students linked to a Committee. For example you may wish to compare the listing against the Broadsheet

- To extract the listing, open the Committee as required in the SHACSPD screen
- Click Tools -> Export

-

- The list will be available in your Downloads folder in a file named SHACSPD.csv
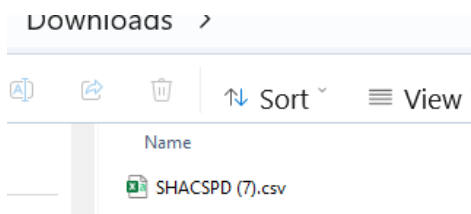
- When you open the file you will see a list of Students associated with the Committee.
- Report also shows all other committees Student is associated to, which should be only one per Programme per PAB diet

- Note if you have not already saved the Committee you may need to navigate down to the list of Students using the section down arrow

- Then once you are on the Results section of the page, click Tools -> Export and the list of Students will be available in your Downloads folder in a file named

7. Add Student to Committee Manually
   - If required to add a missing Student please follow the steps in the "Enrolment Updated" Scenario 1 in the Appendix

Step 2 - Run Structured Progression (SHPPGAW)
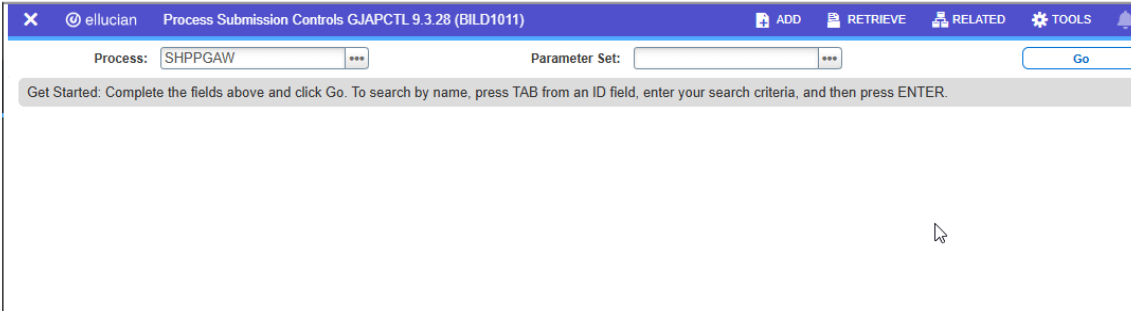
Banner Calculate Screen is **SHPPGAW**:
1. Validates <u>stage</u> **credits earned**, calculates GPA/**precision mark** and assigns an <u>annual</u> **OUTCOME**
2. Evaluates <u>total</u> **credits earned**
- IF meeting total programme credits: calculates a <u>final</u> **GPA/precision mark** and assigns <u>award</u> **classification**

Banner needs to assign an **annual Outcome** to all students;

    a) who are registered on a programme which will go to PAB for review and approval
    b) who are on a programme stage where they will require progression to register to the next stage

- To assign an outcome, Banner calculate process will run a **compliance** request for each student - similar to **min credits for progression**, this validates the courses taken which will be included in the calculation
- It selects the right **'rule'** applicable to the programme and stage the student is enrolled on
- It adds up the credits earned on that stage, calculates the GPA from contributing grades
- Lastly it compares the credits and precision mark with those listed on the rule and chooses a matching outcome

To Run Calculate, Navigate to Structured Progression Screen (SHPPGAW) and click Go

Enter the following parameters:
    A. Printer: Always set to DATABASE
    B. **Evaluation Term**: The exam diet in which you are running Structured Progression example in May 2025 the Evaluation Term is 202501.
    C. The Stage/Year of Study you are running SP for for the Student or Group of Students you will select. This should be the year of study the student is currently in. This is required when running for a Committee.
    D. Run Mode: Set to S if running for an individual student or C if you are running for a Committee
    E. The Committee code if you are running for a Committee or an individual student. Leaving blank will generate an error.

F. Student ID: The Student id of the Student you are running SP for. If running for a committee, leave this blank
G. Assess Compensated Grades: Should be set to N

Student Mode

Process: SHPPGAW Structured Progression Parameter Set:

▼ PRINTER CONTROL

Printer	DATABASE A	•••	Submit Time		PDF Font Size	
Special Print			MIME Type	*None*	Delete After Days	
Lines	55		PDF Font		•••	Delete After Date	

▼ PARAMETER VALUES

Number *	Parameters		Values
01	Evaluation Term	B	202501
02	Stage Number	C	
03	Run Mode	D	S
04	Committee Code	E	
05	Student ID	F	A00011111
06	Assess Compensated Grades?	G	N
07	Default Parameter Code		BATCH
08	Origin Code		AUTO

Committee Mode

Process: SHPPGAW Structured Progression Parameter Set:

▼ PRINTER CONTROL

Printer	DATABASE A	•••	Submit Time		PDF Font Size	
Special Print			MIME Type	*None*	Delete After Days	
Lines	55		PDF Font		•••	Delete After Date	

▼ PARAMETER VALUES

Number *	Parameters		Values
01	Evaluation Term	B	202501
02	Stage Number	C	2
03	Run Mode	D	C
04	Committee Code	E	252545
05	Student ID	F	
06	Assess Compensated Grades?	G	N
07	Default Parameter Code		BATCH
08	Origin Code		AUTO

Evaluation Term: Enter the term in which you are running Structured Progression (Calculate) eg. in May 2025 the Evaluation Term is 202501

Click **Save** to run Structured Progression

Note - to run Structured Progression for **Single Module** or **Microcredential** Programme where you only want to take into account modules taken within this academic year and not earlier, you need to change the Default Parameter Code 07 from "BATCH" to "SINGLEYEAR".

Step 3 - Review Structured Progression Output

Banner Experience **and** GJIREVO Screen in Banner

Banner needs to assign an **Annual Outcome** to all students;

    a) who are registered on a programme which will go to PAB for review and approval

    b) who are on a programme stage where they will require progression to register to the next stage

- To assign an outcome, Banner calculate process will run a **compliance** request for each student - similar to **min credits for progression**, this validates the courses taken which will be included in the calculation
- It selects the right **'rule'** applicable to the programme and stage the student is enrolled on
- It adds up the credits earned on that stage, calculates the GPA from contributing grades
- Lastly it compares the credits and precision mark with those listed on the rule and chooses a matching outcome
- Structured Progression contains calculate elements and by assigning outcomes, <u>sets the student up for progression</u>

Award Stage Outcome

- <u>If</u> total credits earned so far on the programme meet Programme requirements (SMAPROG), Banner proceeds to assign an **AWARD Outcome**;
    - this will now include PEC percentages from previous years
- The award outcome will map to final **Classification** and **Precision Mark**

Outcomes - Example listing of approved outcomes currently configured

Code	Banner Outcome Description	Purpose and usage
DF	Deferred	Any **deferred module** present will assign this Outcome
H1	First Class Honours	• No deferred credits are present • Compensation is validated where applicable • Credits earned meet programme requirements • GPA meets the **classification band**
21	Second Class Honours, Grade I	
22	Second Class Honours, Grade II	
H3	Third Class Honours	
PH	Pass with Honours	Where **Pass with Honours** required, eg. where all modules in the year are P/F
CN	Continue Programme *Stage doesn't change*	Auto assigned outcome for **flexible programmes** which stay on one Banner stage but span multiple Academic Years. *Assigned when total credits have not yet been earned*
PR	Progress *Stage changes*	Student moving Stage without a Classification being assigned, **such as Year 1 of Part Time**
CF	Results Confirmed	Applied on **non award programmes** which need outcome for PAB
PW	Programme Complete	Used for part time programmes in **Award stage** when **credits have been met**
F	Fail	Stage or Award **requirements not met**
VP	Verify Modules Passed	Specific programme allowing a range of credits, when validation is needed that Student has earned all required credits - to be tested
CK	Check Outcome *Required last on ALL rules*	A **catch-all bucket** to highlight Students who did not meet earlier configured requirements in the hierarchy - **investigate and resolve** to the correct outcome above Required last on all rules

## Outcome determines enrolment shell for next registration

- 2 attributes are decided by each Outcome - Programme Stage and Student Type
- Config requires update after resits, to direct deferred/fail towards Repeat

Outcome	Banner Outcome Description	Assigns Stage	Assigns Student Type	
DF	Deferred	Same	Same	
H1	First Class Honours	Next	Continuing	
21	Second Class Honours, Grade I	Next	Continuing	
22	Second Class Honours, Grade II	Next	Continuing	
H3	Third Class Honours	Next	Continuing	
PH	Pass with Honours	Next	Continuing	
CN	Continue Programme	Same	Continuing	
PR	Progress	Next	Continuing	
CF	Results Confirmed	Same	Continuing	
PW	Programme Complete	Next	Continuing	
F	Fail	Same	Same	**Amend config post resit**
CK	Check Outcome	Same	Same	

Review Outcome on Banner Experience

Outcomes can be reviewed on Banner Experience. You will see all the Boards you are attached to.
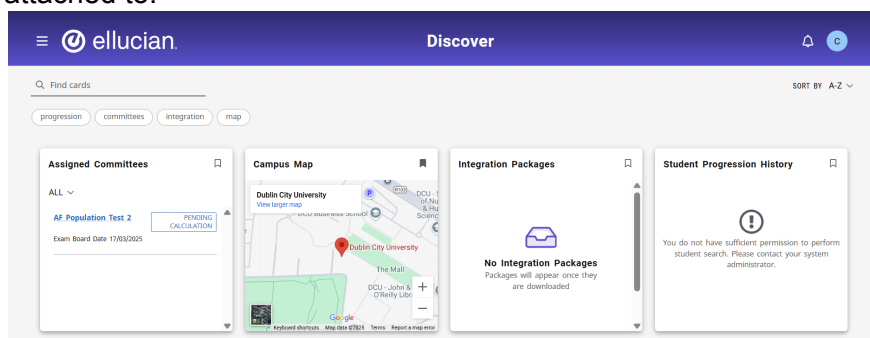
CALCULATED Means – Structured Progression has been run
Pending Calculation Means – waiting for Structured Progression to run.
Partially approved means - calculation has been run and some of the results have been

approved.

Faculty and Registry Office Members must be set up as Advisor on SIAINST to view committees on Experience.

SIAINST excerpt below being added to Committees Guide, (also appears in Curriculum Module/Section Guide focusing on the setup as Faculty role for Module Coordinators).

Faculty Office should set themselves up as Advisor rather than Faculty role.

- Open **SIAINST Faculty/Tutor Information**
- **ID**: Input Staff ID

- **Term**: Input current term and click Go
- **Status**: Select AC
- **Status Date:** Select current date
- **Faculty/Advisor:** Click Advisor for Faculty or Registry Staff
- Remaining fields: leave blank
- Click **Save**

You need to approve before you Roll.

Click on the Assigned Committee
Pick a Stage, and Click on the Student you want to approve / amend Structured Progression
Note - You can select all and deselect specific students as needed

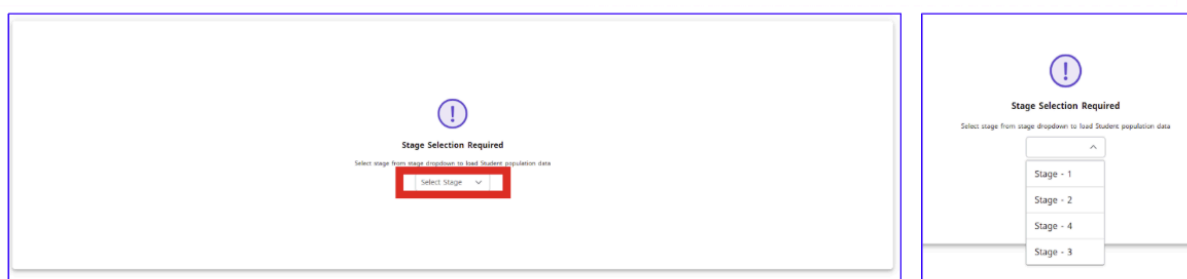|	Student ID	Term	Department	Programme	Mode	Annual Outcome Proposed Progression Outcome	Approval Status Progression Status
Drill to review Precision Marks →	A23492022	Yr 2024	Policy & Professional Practice	Bachelor of Education	Full-time	FAIL	CALCULATED
	A21788149	Yr 2024	Biotechnology	BSc Biotechnology	Full-time	SECOND CLASS HONOURS, GRADE I	CALCULATED
	A22766961	Yr 2024	--	BA Jnt Hons (Media)	Full-time	THIRD CLASS HONOURS	OVERRIDDEN

Outcome & Precision also feed to Broadsheet

Review Output on Banner GJIREVO Screen

You can also review the results by clicking Related ->Review in Banner Output [GJIREVO]

Select the .lis file using the 3 dots next to the Number field and click OK.
Note it may take a few moments for the file to be available and you will see an error. This is because the system is processing in the background, once it is finished the file will appear in the list.

The results file will display. You can use the arrows in the bottom left to click through the pages and you will be able to see the calculated GPA for the Stage and Calculated Award. Also note the Compliance Request No as you will need it in the next section.

Scenarios requiring update after Structured Progression runs

- Listed below scenarios requiring manual intervention specific to certain codes and programmes
- *Important to ensure Structured Progression **IS NOT** run again on the same student after some updates in case it will reinstate the amended value*

Update PH Progression Outcome for programmes which require to handle both codes H1-H3 and PH for Yr Abroad

- A number of students who take Y3 abroad, do not have any numeric modules to calculate a GPA but Banner doesn't discern a null GPA from 0. So update is required for those students with null GPA.
- Example programmes; CASE/COMBUS/COMSCI/DS/EC
- **Action: Update H3 to PH for those Y3 Abroad students identified locally**, in future they will be identifiable in Banner with the Y3 abroad registration
- Carry out the update on Annual Outcome on Experience per the instruction above.

Update U1-U3 Progression Outcome to Annual Progression Outcome

- Programme stage needs to cater for a range of credits, eg., student can register for 60 or 65 credits and the differential 5 credits are not a requirement to progress. SHASPAR can't repeat each H1-H3 outcome for 2 different credit values.
- Example programmes; AF, BPDT/BPM/BPY
- U1-U3 will be assigned in accordance with GPA/precision, to students who registered for 65 credits and who earned all 65. UF will be assigned to those who registered for 65 but earned less.
- **Action: for students given U1, UA, UB, U3, UF codes**
  - Verify the credits earned and determine the correct outcome
  - Update U1-U3 to honours codes for those who earned 65cr
  - Update UF to F for those who did not earn the required credits for the stage

1	DF	DEFERRED
2	U1	UPDATE TO H1
3	UA	UPDATE TO 21
4	UB	UPDATE TO 22
5	U3	UPDATE TO H3
6	H1	FIRST CLASS HONOURS
7	21	SECOND CLASS HONOURS, GRADE I
8	22	SECOND CLASS HONOURS, GRADE II
9	H3	THIRD CLASS HONOURS
10	UF	UPDATE TO FAIL

Update PW Programme Complete Annual Progression Outcome to Honours Code

- Students can continue on flexible programmes on one Banner stage but multiple academic years, so they need to be rolled to a new Term to allow enrolment on new modules.
- The outcome has to be generic on a continuing basis because students could earn a range of credits on a range of durations.
- This means that at Award stage we're still on Stage 1 therefore we can't differentiate merit outcomes - we can only recognise total credits achieved.
- .Example programmes; BATRS/BASM/EMLDAI/LLM   CRS/CRSPT/PCRS/CISE/DISE/GDGCO GCSL   multi-stage P/T Masters, GDIPL9 degrees
- PW Programme Complete will be assigned as Annual Outcome in final stage when total credits achieved.
- **Action: for outcome PW,** update to an honours progression outcome as appropriate based on credits earned and GPA.
  - Verify the credits earned and determine Award Outcome
  - Update Experience to the Honours Code H1-H3

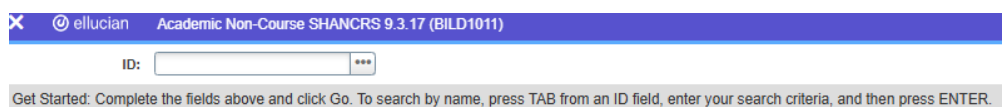## Update VA Award Outcome to Honours Code

- Complex weighting on modules or other regulation derogation impacting calculate, will result in incorrect Award Outcome.
- Example programmes; MCM, IS, IT, BAPY, BASM, BATRS
- VA Verify Prec. Mark and Class. will be assigned at Award Level when total credits achieved.
- **Action: for Award Outcome VA,** update to an honours progression outcome as appropriate based on credits earned and GPA.
  - Verify the credits earned and determine Award Outcome
  - Update Experience to the Honours Code H1-H3

Specific to FHSS:

ALTS Programme - Input SHANCRS Non-course Requirement

- Programme requires to select students to exit with award from those to proceed to ALTSIN/YA
- Those exiting with ALTS will be graded Y in SHANCRS

  - Open **SHANCRS Academic Non Course**
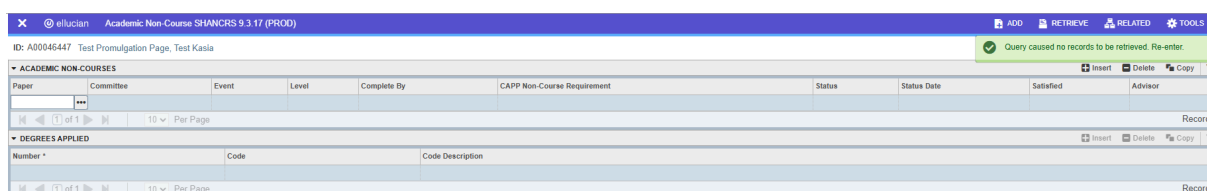 - Enter the first **Student ID** and click **Go**

- Click into the row titled ACADEMIC NON-COURSES
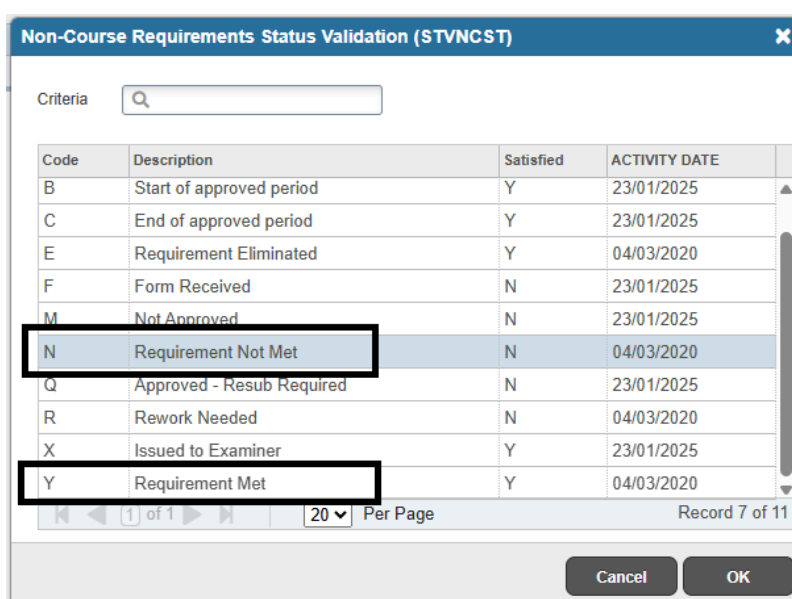
- Leave blank: Paper, Committee, Event, Level and Complete by
- Tab over to the field **CAPP Non-Course Requirement** and input COMP
- Tab onto **Status** and input **Y for those students who will exit with ALTS award**, or **N for those students who are eligible to proceed to ALTSIN/ALTSYA**
- As this is a requirement on ALTS, only those who receive Y, will trigger award level on ALTS programme

Student not proceeding to ALTSIN/YA gets Y

Complete By	CAPP Non-Course Requirement	Status	Status Date	Satisfied	Advisor
	COMP ...	Y	09/05/2025	Y	

Student proceeding to ALTSIN/YA gets N

e By	CAPP Non-Course Requirement	Status	Status Date	Satisfied	Advisor
	COMP ...	N	09/05/2025	N	

- **Status Date** should auto populate with the live date and **Satisfied** will update in line with the Status entered
- Click **SAVE** - you will get the following error if not saved

> ⊗ *ERROR* Record needs to be created first.
>
> ➕ Insert ➖ Delete 🔲 C
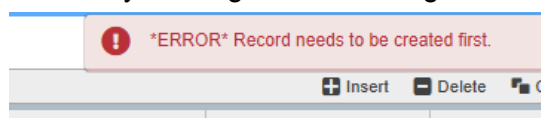
- It's very important now to link the above input row with the programme the student is on
- So navigate down to the next pane on same page: **DEGREES APPLIED** and click the 3 dots beside the **Number** field

▼ DEGREES APPLIED

Number *	Code	Code Description
1	BA	Bachelor Arts

|◀ ◀ ① of 1 ▶ ▶| 10 ∨ Per Page

- Select ALTS programme BA Appl Lang & Transl Studies

✕ ⓐ ellucian   Degree Summary SHADGMQ 9.3.30 (BILD1011)

ID: A00018214 Sheridan, Naoise J. Level: Campus: College: Degree: Term: Programme: Field of Study Type: Field of Study C

▼ LEARNER OUTCOME SUMMARY

Sequence Number *	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term
1	SO	202409	2025	

|◀ ◀ ① of 1 ▶ ▶| 10 ∨ Per Page

▼ CURRICULA SUMMARY - PRIMARY

Priority	Term	Programme	Catalogue	Level
11	202409	BA Appl Lang & Transl Studies	202409	Undergraduate

|◀ ◀ ① of 1 ▶ ▶| 1 ∨ Per Page

▼ FIELD OF STUDY SUMMARY

🔍 Attached to Major Details

Priority	Term	Type	Field of Study
1	202409	Major	ALTS-Interm Ger & Begs Jpn
1	202409	Concentration	Full-time

- Click **SELECT** on the bottom right to go back to SHANCRS

| CANCEL | SELECT |

- Sequence **Number** will have populated
- Tab to the next field **Code** and Banner will auto populate the selected Degree Code for ALTS

- Click **SAVE**
- That completes the grading

- Move to the next student by clicking **start over**

- Enter the next **Student ID** and repeat above series of steps until all students are 'graded'
- Review the associated committee for ALTS on Experience to verify that only those students selected for ALTS award have received Award outcomes i.e. overall classification

Preponderance

Annual Preponderance

- Annual preponderance is not delivered

Award Preponderance - without Previous Element Contribution (PEC)

- For non PEC programmes, award stage preponderance is out of box capability:
- It's configured as borderline credits applied to 50% of stage credits

	Honours Code	Honours Description	Priority Order	Overall GPA From *	Overall GPA To *	Borderline GPA From	Borderline GPA To	Percentage (%) Credits for Overall GPA Honours	Percentage (%) Credits for Borderline Honours	Rule Number
	H1	FIRST CLASS HONOURS	1	69.500000000	100.000000000	69.000000000	69.499999999		50	19
	H21	SECOND CLASS HONOURS, GRADE I	2	59.500000000	69.499999999	59.000000000	59.499999999		50	19
	H22	SECOND CLASS HONOURS, GRADE II	3	49.500000000	59.499999999	49.000000000	49.499999999		50	19
	H3	THIRD CLASS HONOURS	4	0.000000000	49.499999999					19

Award Preponderance - with Previous Element Contribution (PEC)

- Award preponderance for PEC programmes, if configured in the same way, would grant preponderance against all credits in the PEC umbrella, instead of the final stage credits
- So for PEC programmes, we are using an outcome of VP1 to VP3 to identify any students given proposed preponderance at award stage
- This allows identification and control of proposed preponderance for the purposes of governance and reporting
- **Action:** For any student assigned a VP outcome, review the student's results to verify that preponderance applies for the final stage, before upgrading to the proposed honours outcome H1-H3.

cription	Honours Code	Honours Description	Priority Order	Overall GPA From *	Overall GPA To *	Borderline GPA From	Borderline GPA To	Percentage (%) Credits for Overall GPA Honours	Percentage (%) Credits for Borderline Honours	Rule Number
TE	H1	FIRST CLASS HONOURS	1	69.500000000	100.000000000					18
TE	VP1	VERIFY PREPONDERANCE H1	2	69.000000000	69.499999999					18
TE	H21	SECOND CLASS HONOURS, GRADE I	3	59.500000000	68.999999999					18
TE	VP2	VERIFY PREPONDERANCE H21	4	59.000000000	59.499999999					18
TE	H22	SECOND CLASS HONOURS, GRADE II	5	49.500000000	58.999999999					18
TE	VP3	VERIFY PREPONDERANCE H22	6	49.000000000	49.499999999					18
TE	H3	THIRD CLASS HONOURS	7	0.000000000	48.999999999					18

First Attempt Grades

In SHATCKN you may see First Attempt Grades eg. 16-P in the screenshot below.
-P is a Pass.

First Attempt grades - migrated

41168	M	Migration Do not use	M203	Eng Mechanics Dynamics		7	DCU	DCU
20817	M	Migration Do not use	M203	Eng Mechanics Dynamics		6	DCU	DCU
11235	M	Migration Do not use	M204	Thermodynamics:Energy		8	DCU	DCU
11236	M	Migration Do not use	M211	Mechanics of Materials I		9	DCU	DCU
20819	M	Migration Do not use	M212	Mechanics of Materials II		10	DCU	DCU

◄ ◄ 1 of 2 ► ► | 10 ▼ | Per Page

▼ GRADES

Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description
2	16-P	N	Numeric	5.000	5.000	FA	First Attempt
1	60	N	Numeric	5.000	5.000	OE	Original Entry

-P because the subsequent attempt passed.
No -P if failing subsequent att.

You'll see the Original Entry grade as earlier sequence 1
And the newer sequence 2 row associated with the subsequent attempt

Components remain unchanged.
If amending grades for any reason, a first attempt script will need to be run.
This is to ensure that the first attempt grade row is the highest sequence.

NB: Details on this process to be provided soon - and for other scripts that will need to be run.

Running Structured Progression Tests (BILD)

1. Identify **Test Student** - note Programme, Stage, Term and Rule # **SHASPAR** you expect to use
2. Open **SHACRSE** and verify credits and grades in the Term
3. [If 202501 Student and so needs grading in SFASLST, also add PEC attribute in SHATCKN]
4. Attach Student to **Committee SHACSPD**
5. Run **SHPPGAW Structured Progression** test in S Student Mode
6. Review **Related Output**
7. Open **Experience card** to confirm rule used
8. Run **SMICRLT** Compliance Check to review **Areas and Courses met**

202501 Test student needs graded sections in Academic Year 2024:

1. 202409/202501 sections need grades (SFASLST without components is enough)
2. You don't need the module outcome script to have run.

SHACRSE:										credit & grade history
202409	1	DCU	UG	10771	GCB	1009		A	5.000	58
202409	1	DCU	UG	10772	GCB	1010		A	5.000	62
202409	1	DCU	UG	10773	GCB	1011		A	5.000	68
202324	1	DCU	UG	10038	B	E201		1	5.000	36
202324	R	DCU	UG	40039	B	E201		2	5.000	36-P
202324	2	DCU	UG	20029	B	E202		3	5.000	30
202324	R	DCU	UG	40040	B	E202		4	5.000	30-P

3. Enter **PEC attribute** on SHATCKN, and click the Down arrow to Person Course Attributes

Insert PEC attribute to match the year the Student took the section on (only needed in testing for 2024-25 students)
PEC script will stamp all sections after grades are rolled, but we just need to update any being used in BILD for testing purposes

4. Attach the test student to a Committee in BILD SHACSPD
   ● Identify or setup a suitable test committee for the stage, either 202501 or 202324
   ● Identify or attach your test student

5. Run SHPPGAW **Structured Progression** test in S Student Mode

Tip - Click Save Parameter Set on facing page of SHPPGAW to save for next time

Click Save while in the Submission pane to save parameter set if any
SHPPGAW produces Compliance Output

- **.lis file** message appears
- Take note of the number
- Click Tools, Related Output [GJIREVO]
- **.lis file** shows calculated GPA and outcomes

ADD | RETRIEVE | RELATED | TOOLS

✅ Saving current parameter values as STUDENT.

✅ Log file: shppgaw_47514.log List file: shppgaw_47514.lis

RETRIEVE | RELATED | TOOLS

🔍 Search

'Jereevo'

Review Output [GJIREVO]

Delete Multiple Saved Output [GJIREVD]

Upload File [GUAUPLP]

Upload file [GJAJFLU]

Review PDF output [GJAJLIS]

Review Email Status [GCAMAIL]

.lis file

EVALUATION TERM: 202501
STAGE NUMBER: 0
RUN MODE: S
STUDENT ID: A22268742
COMMITTEE CODE: 25BOM1
ASSESS COMPENSATED GRADES: N
DEFAULT PARAMETER CODE: BATCH
ORIGIN CODE: AUTO

STUDENT ID   NAME   PROGRAM   STUDY PATH STAGE NO
A22268742   Mcgillicuddy, Anna   MPO   1   2
            Compliance request successful. Compliance Request No: 18
            Stage GPA calculated. Stage GPA: 80.0
            Stage Academic Standing Evaluated. Stage Academic Standing: H1 - First Class Honours
            Overall GPA calculated. Overall GPA: 76.35
            Overall Academic Standing Evaluated. Overall Academic Standing: PW - Programme Complete, Honors: H1 - First Class Honours

6. Review Related output (GJIREVO)

This is just the blank stage we had in setup

EVALUATION TERM: 202501
STAGE NUMBER: 0
RUN MODE: S
STUDENT ID: A22268742
COMMITTEE CODE: 25BOM1
ASSESS COMPENSATED GRADES: N
DEFAULT PARAMETER CODE: BATCH
ORIGIN CODE: AUTO

		Study Path	Stage calculated
STUDENT ID NAME	PROGRAM	STUDY PATH	STAGE NO
A22268742 Mcgillicuddy, Anna	MPO	1	2

Helpful to run compliance — Compliance request successful. Compliance Request No: 18

We got annual outcome — Stage GPA calculated. Stage GPA: 80.0
Stage Academic Standing Evaluated. Stage Academic Standing: H1 - First Class Honours

We got final outcome — Overall GPA calculated. Overall GPA: 76.35
Overall Academic Standing Evaluated. Overall Academic Standing: PW - Programme Complete, Honors: H1 - First Class Honours

To reopen this compliance report later, go to page **GJIREVO** and open your most recent **.lis file**

ellucian | Saved Output Review GJIREVO 9.3.19 (BILD1011)

Process: SHPPGAW [...] Structured Progression   **Number:** 46598 [...]
File name: [...]   **Beginning Date:** [calendar]
Saved

Lines:

Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENT

Available Files ✕

Criteria 🔍 [_____]

Output File Name	Record Count	Date Saved
shppgaw_46598.lis	27	28/04/2025 15:41:55

◀◀ ◀ 1 of 1 ▶ ▶▶   10 ▾   Per Page   Record 1 of 2

Cancel   OK

7. Open Experience card to confirm rule used

25BOM1 Test Committee

← **Student Profile**

[...] | Stage 2 | MSc Work & Organisational Psy   UNLOCKED   APPROVE

80
Stage Average

76.35
Overall GPA

Stage: 2 ▾ Audit History

Progression Outcome		**Classification Outcome**	
Calculated On:	30/04/2025, 12:16:51 PM	Calculated On:	01/05/2025, 09:18:27 AM
Job Status:	CALCULATED	Job Status:	CALCULATED
Progression Status Summary	▾	Classification Status Summary	▾
Current Progression Outcome	--	Current Classification	--
Proposed Progression Outcome	First Class Honours ▾	Proposed Classification	First Class Honours ▾
Stage Credit Required	55	Overall Credit Required	90
Stage Credit Attempted	55	Overall Credit Attempted	85
Stage Credit Earned	55	Overall Credit Earned	85
Compensated Credit Earned	0	Classification Rule Number	171

8. Run Compliance Check **SMICRLT** to review **Areas** and **Courses met**

1. Navigate to SMICRLT.
2. Enter the Student Number and click the 3 dots next to the request number, and select the highest number - take note of this number.
3. Click Go.
4. You will see a Summary screen. Click on the available button under Areas (it might be in the Met or Not Met column.
5. For each year of study that the Student has completed, check that Awarded credits and Awarded courses are as expected.

6. For each Area/Year of Study, click on the General Requirements button (it might be in the Met or Not Met column) and take note of the Actual GPA for that Area.

Note: Faculty Admin have an **option** to run Compliance on an individual student or group of students to validate ahead of Structured Progression, or troubleshoot errors after running Structured Progression. Details below on how and why it may be useful to run this process.

1. Useful to run in order to;
    a. Check Compliance in a different Term
    b. Check element of SP prior to running SP
2. Running Compliance is not Structured Progression - and Compliance Request can be run in PROD as required
    a. Compliance = CAPP evaluation for the Student + GPA annual Calculation/Precision Mark
    b. Structured Progression = Compliance (above) + Application of the SHASPAR rules to map to an Outcome and final GPA

Run Compliance for an Individual Student (SMARQCM)

1. Navigate to SMARQCM
2. Enter Student ID and click Go
3. If there is already a Compliance entry, click Insert
4. Set the Evaluation Term
5. Uncheck "Use In-Progress Courses". If you leave this checked, it will count modules that the student is registered on as complete/awarded
6. Change the Maximum Cut-Off term to 999999

7. Click down, enter the Programme, some fields on the screen will then pre-populate (Major, Department, Level, Campus, College, Degree).
8. You need to manually enter the correct Catalogue term for the student (can be found on their student record (SFAREGS) and the correct Concentration for the student.
9. Click Save.

10. Click Tools-> Submit for Processing.

11. If all runs successfully, you can review the Compliance result by clicking Related-> Display Compliance Results.

Scenario Running Compliance

Whole year/stage missing from Compliance

In this example, the student is in year 1. The year 1 area is not listed on the compliance output page (A)

You can see however that there are courses/modules which are unused. This indicates that the student has some academic history/modules that should be included.

First check is that the Student Catalogue Term and Attribute are correct. In this case, the student has catalogue term 202409 and attribute 1 which is correct.
Sothis looks like a Curriculum issue.

Check what Major the Student is on: **GZPI**
Use the Argos report for the Programme to check which Area the student should be on: **ZCPMF**
Check the SMAALIB Area qualifiers for the matching Catalogue Term for the student and check the major is there.

How Compliance works for matching modules to an Area

While running compliance on academic history, the following behaviour was noted. For some programmes eg. JZCM a module might have been taught in year 2 for some years and year 3 for other years. Because of how CAPP Backwards was built, the module was included in both historical Areas. The way compliance seems to work is that it picks up any modules that the student took in alphabetical order for each are years 1,2,3…etc and once the required credits have been met for an Area, it stops counting.

Example Compliance Output: In this example, this student took 60 credits each year but the compliance is picking up a year 3 module in the year 1 Area and leaving out one of the modules actually taken in year 1. Module MC123 is included in both year 1 Area and year 3 Area. This student took it in year year. The student took Module MC125 in Year 1 but since compliance picked up MC123 for year 1 Area as it come first alphabetically and that made up the 60 credits, then compliance stops looking. Since MC125 is not included in Year 3, compliance never picks it up.

Appendix - Scenarios for Committees

Align Committees with PAB Schedule

- Faculties are asked to provide committee codes on the PAB Schedule template provided by Registry as a google form
- The timing of committee creation will be following the commencement of exam diet and prior to running of Reviews
- When creating committees, please add the code and description to the form and submit to Registry
- There is no requirement to add Registry personnel to the committee - this will be done by Registry

SCHEDULE PAB MAY 2025

Committee Guidance: 1) Numbering Convention: BS-100 EC-200 HS-300, EC-400, SH-500 Eg BS will begin 252101, 252102, 252103 etc

2) Naming Convention Eg PAB252 SH AS1-4 where PAB252 FacultyCode(2 digits as above) QUAL Period(s)ofstudy.

3) Dates of Committee Membership- Faculty reps added to Committee until last date of PAB session. Registry will add Registry Reps prior to PAB.

Friday 23rd May 2025

ogramme	Committee CODE	Committee Description	Programme Codes	Fa
l Common First Year Science Programmes			CGE/AS/AC/EST/BGE/BT/GCB	Sc
ic in Analytical Science (Years 2-4)			AS	Sc
ic in Chemical and Pharmaceutical Sciences (Years 2-4)			AC	Sc
ic in Chemistry with Artificial Intelligence (year 2-4)			AI	Sc
ic in Environmental Science & Technology (Years 2-4)			EST	Sc

Requirements for 202501 Committee:

Committee needed:

- Programme **ending its full academic year and all modules completed**, this programme requires a structured progression outcome for PAB, Promulgation, Broadsheet and Transcript
- Programmes such as flexible concentration / year one of a Part Time PT Masters, where requirements are completed

202501 Provisional Committee needed:

- Programmes such as flexible concentration which have **not completed all programme requirements** yet and so will not go to PAB until all programme requirements are complete, need a provisional committee to assign a provisional progression outcome to **enable registration** for the following term.
- If you want to review Student outcome and update it in Experience, Student needs to be attached to a committee.

202501 Committee not needed - specific students go on Aug committee:

- Year abroad student cohort on a particular stage of a programme, which are pabbed in Aug, setup that Student on Aug committee instead.
- Programme with **outstanding module which will not complete until Aug**, such as Full Time Time PT Masters, do not set up committees until all modules are completed as Precision Mark calculated in May will be inaccurate.
- Programme with year long i.e. **Part of Term AY Module** which does not have results yet, as above, do not set up a committee until results are in.
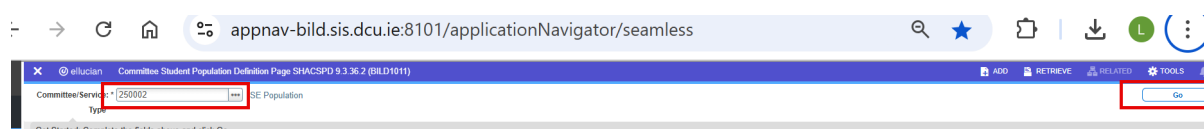
Scenario 1 - Enrolment updated

After you create the Committee, as per the steps in [Step 1 - Set up a Committee](#), ensuring that you Select All the relevant Students and then Save your committee, the selected Students are saved against your committee for use in Structured Progression.

- Amendments to module registration don't impact Committee setup as this is based on the enrolled student status (ES), not the modules on which the Student is registered. So if the Student in question is already fully Enrolled and you need to make a module change only, this will not impact the Master Popsel

If a Student Enrolment status is subsequently updated, this will not reflect in your Committee, even if they fall under the parameters of the Search Criteria you had used at the time of original creation. This is because the **Population Selection** (Popsel) is issued once to support the creation of committees. It is not refreshed or maintained during the exam diet, after an agreed point in time.

- Only if you are made aware that a Student never fully enrolled on the system e.g. because they are missing from Faculty Grade Entry, would this impact their inclusion in the Master Popsel
- In these cases, the Committee owner needs to tidy the committee as an impact out of any student enrolment status changes - select or deselect relevant students as needed
- Late enrolled students can be added individually to the student set of an already created Committee.

You can add a Student manually to your committee if required by re-opening the previously saved Committee in the SHACSPD screen by entering the Committee Code, and Press Go;

- When the Committee is open, navigate to the Student listing using the Section down arrow

- Press Insert

- Enter Student Term manually and also their Student ID and press Tab

- Enter the Level and Select the Study Path. Then Select the Student and press Save

- The Student is now saved on to this Committee:

- To be considered - the impact of **Withdrawn** Student resolved on Broadsheet but still showing on committee. Exception report ?
- Identified requirement to add committee code to Broadsheet.

Scenario 2 - Committee Groupings/multiple Quals

Remembering all purposes of committees, set up your committees to suit administration of programmes through Reviews. Depending on your Board, it may be more suitable to set up the committee for all years of a programme, or add multiple Quals to a Programme. The committee can be larger, but the more students on the committee the longer it will take to run. PAB Schedule rows seem a good guide for how you might set up committees.

For example, programmes can sometimes be grouped together on one Committee such as all of Year 1 on a selection of Programmes.

Session No	Start	Programme	Programme Codes	Faculty
16	09:45	All Common First Year Science Programmes	CGE/AS/AC/EST/BGE/BT/GCB	Science & Health
		BSc in Analytical Science (Years 2-4)	AS	Science & Health
		BSc in Chemical and Pharmaceutical Sciences (Years 2-4)	AC	Science & Health
		BSc in Chemistry with Artificial Intelligence (year 2-3)	AI	Science & Health
		BSc in Environmental Science & Technology (Years 2-4)	EST	Science & Health
		BSc in Biotechnology (years 2-4)	BT	Science & Health
		BSc in Bioprocessing (year 2-3)	BP	Science & Health
		BSc in Genetics and Cell Biology (years 2-4)	GCB	Science & Health
		Single Module Programme Science and Health	SMPSC	Science & Health

WEDNESDAY 29th MAY 2024

- To achieve this scenario on your Committee, follow the steps in Step 1 - Set up a Committee, ensuring that you select the relevant *Stage Attribute* along with the first Programme in your listing (the Stage Attribute is the year of Study);

	Department		•••	
Cohort		•••	
Student Attribute	1	•••	Year 1
Resit	☐	Resit	

- Then Select All the relevant Students found in the Search Results and Save your committee
- Once you have saved the Students from the first Programme into the Committee, navigate back to the Search Criteria section of the screen
- When you click on any textbox away from your Search Results, you may be prompted with a message if there are some unsaved records - "WARNING: All non saved records will be removed. Do you want to continue?"

- Press Ok to Continue without Saving or press Cancel and Save the unsaved Records as required. Then navigated back to the Search Criteria
- Now enter the second/subsequent Programme Code required for inclusion in the Committee Groupings in th Programme Search Box. Enter the new Programme name e.g. AI and press Tab

- Ensure you enter the relevant Stage Attribute again - to only include Student from a particular Year of Study;

-
- Ensure the Master Popsel parameters are still populated and then Press Search again to see the new search result listing appear:

- When you are satisfied with the new shown, press Select all and Save to add the new set of Students retrieved in the Search Result to the Committtee

Scenario 3 - Student has two study paths

This scenario depends largely on whether your review needs to include both Study Paths on the one Committee for review.

- In the case of larger volumes of Students with multiple Study Paths e.g. BED and CRS, these will likely be two separate Committees. In which case you should follow the steps in Step 1 - Set up a Committee, ensuring that you select the relevant **Programme** for each Committee.
  - This would result in Committee 1 = BEd, Committee 2 = CRS and the student would therefore be on both Comittees once saved

- However, for smaller volumes of Students with multiple Study Paths, you can use the Steps in Scenario 2 - Committee Groupings to add Students from one Programme and then add Students from a second/subsequent Programme to the Committee. If you do require both programmes to be in the same committee, the same student will then be listed twice on this Committee (for the 2 study paths)

Scenario 4 - flexible/continuous programme

Filter SHACSPD to Programme. Select field of study type = **concentration** and **field of study code** as FL. The student list will then appear.

Scenario 5 - Programme for which outcomes inaccurate due to regulations

Setup committee and run structured progression. Use manual calculations to update SHAINST annual outcome. Guru or Banner SHACRSE can be used to view contributing module grades.

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
🔍	202324	1	DCU	UG	11026	L	G229	1	5.000	W	N	E	Administrative Law
🔍	202324	1	DCU	UG	11037	L	G307A	2	5.000	65	N	I	Employment Law
🔍	202324	1	DCU	UG	11043	L	G324	3	5.000	64	N	I	Equity
🔍	202324	1	DCU	UG	11047	L	G327	4	5.000	63	N	I	Jurisprudence
🔍	202324	2	DCU	UG	20691	L	G337	5	5.000	W	N	E	Law of Evidence
🔍	202324	2	DCU	UG	20696	L	G3480	6	10.000	71	N	I	Law and Body Politic
🔍	202324	2	DCU	UG	20697	L	G349	7	5.000	70	N	I	Jurisprudence II
🔍	202324	2	DCU	UG	20698	L	G351	8	5.000	71	N	I	Trusts Law
🔍	202324	2	DCU	UG	20702	L	G364	9	5.000	W	N	E	I Prop Information Te
🔍	202324	1	DCU	UG	11060	L	G370	10	5.000	60	N	I	Climate Change Law
🔍	202324	1	DCU	UG	11061	L	G3720	11	10.000	67	N	I	Genetics Law and S
🔍	202324	2	DCU	UG	20710	L	G3990	12	5.000	67	N	I	Technology Law and
🔍	202324	2	DCU	UG	20711	L	G404	13	5.000	76	N	I	International Trade L
🔍	202223	3	DCU	UG	12381	L	G388	1	60.000	P	P	I	BCL (INTRA) Placem
🔍	202122	1	DCU	UG	12438	L	G124	1	10.000	63	N	I	Moot Court
🔍	202122	1	DCU	UG	12264	L	G215	2	5.000	63	N	I	Property Law
🔍	202122	2	DCU	UG	12445	L	G230	3	5.000	71	N	I	Advanced Contract L

Scenario 6 - Repeat Student

Repeating Student (Enrolment Status R?), will sit in the popsel student body for stage and year, along with the rest of the class

Resit diet however, needs a full set of committees for all Programmes with autumn resits

- Diet would be 202506
- Part of Term R

Scenario 7 - Import list of Students from Excel into a Committee

After you create the Committee, as per the steps in Step 1 - Set up a Committee, if you find that the Search Criteria is not sufficient then you can create the basic skeleton of the Committee in STVCOMT and SHACOMI and then import the list of Students from a CSV file ~(instead of using the search criteria and generic Master_25 Popsel).

There are four main steps required for assigning a list of

- Create a list of Students in a CSV file for a Committee based on reports etc.
- Import the CSV file to the Ellucian Cloud server (GJAJFLU)
- Assign the List of Students in the CSV to the Popsel (GLRSLCT and GJRPSIM)
- Assign list of Students to the Committee (SHACSPD)

Follow the Steps below to import a list of Students from CSV file to a Committee:

You will need to create a list of Student IDs based on reports, broadsheet info etc.

1. First save your list as a **CSV** file with short simple name (no spaces in the name) eg 258003.csv
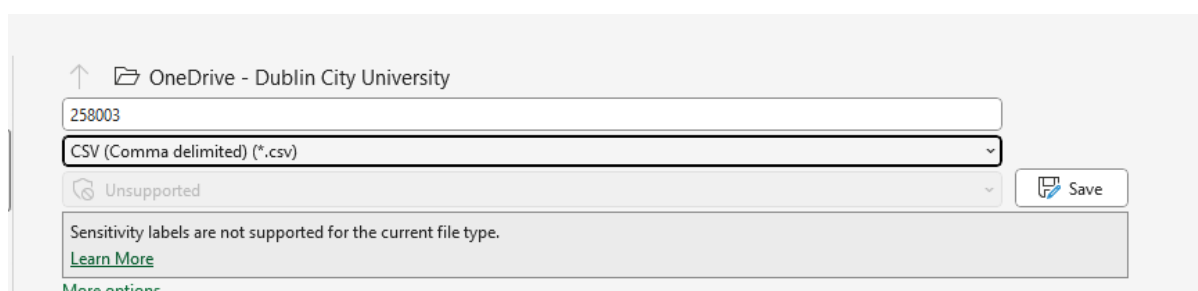
2. Then go to GLRSLCT - Population Selection Definition Rules
   a. Application = GENERAL
   b. Selection ID = Enter a short identifying name – SP_258003
      i. Note - Ensure you use an A-Z Character otherwise you will receive an error message "ERROR* Selection name must contain at least one character (A thru Z)"
   c. Creator ID = Will auto populate
   d. Press GO

3. Enter a Description e.g. 258003 Student listing
   a. Press SAVE

4. Open the Main Menu and open GJAJFLU Page
   a. This page is for getting the file from your desktop loaded up to the Banner Cloud
   b. Open the GJAJFLU Page
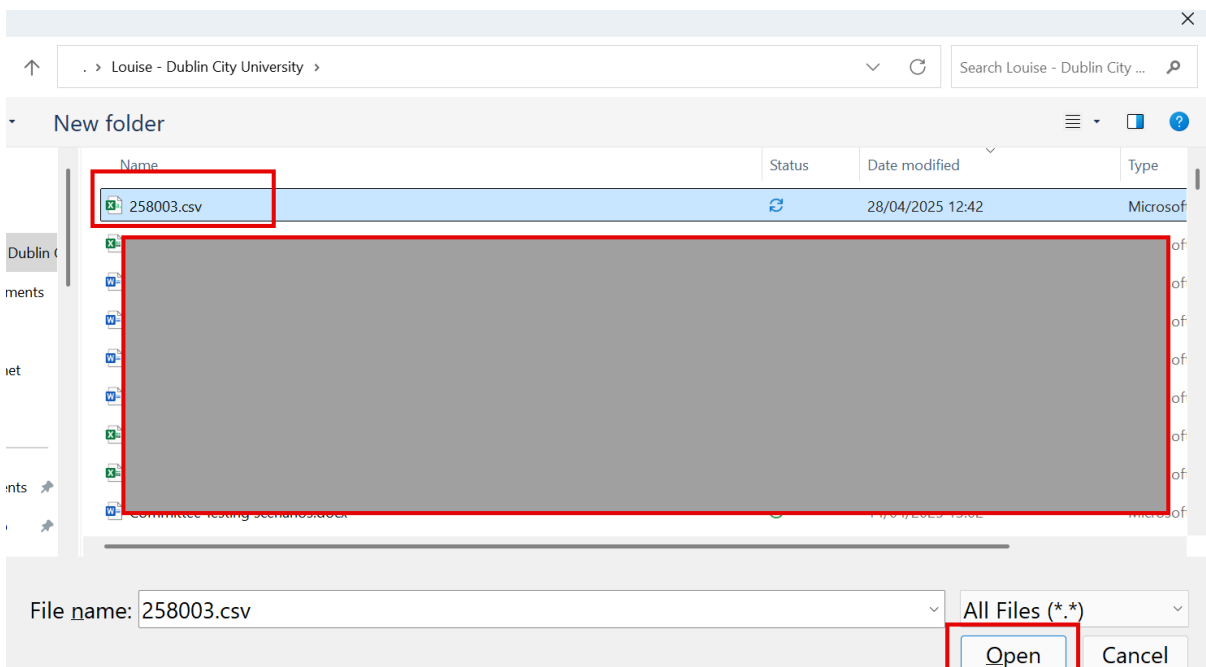   i. Enter GJRPSIM, Press GO

5. If you have imported a file previously you should press Insert (top right)
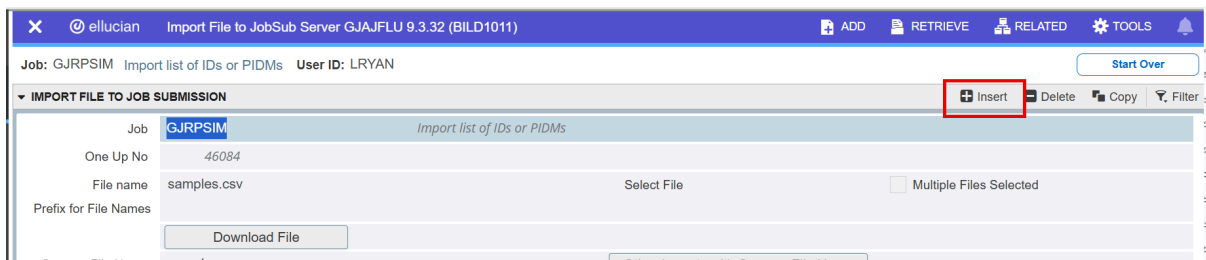
6. Then you can select the CSV file of Students to add to the Committee from your desktop
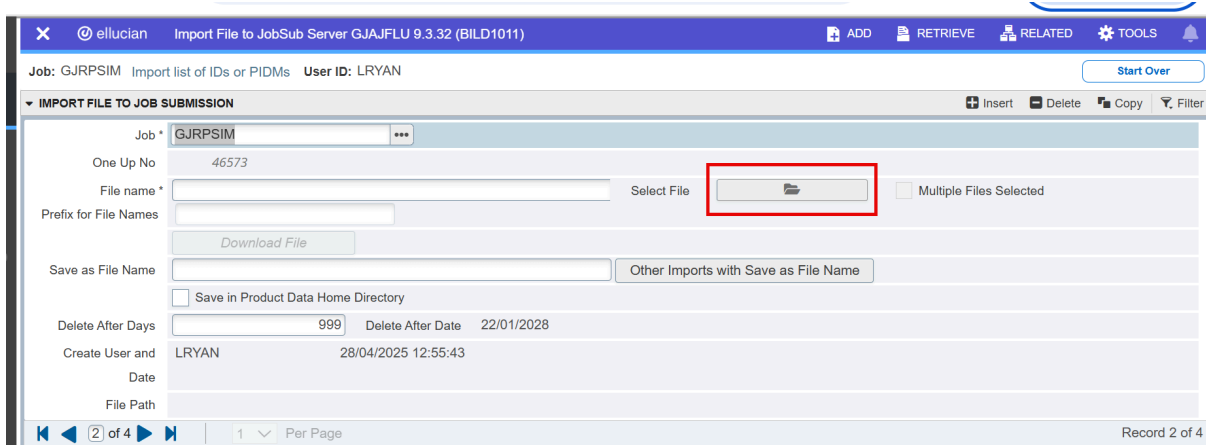
7. Click on the folder button and select the file you saved at the start and click Open

8. To help with the next step, double-click the filename and take a copy of this filename using CTRL + C, and then SAVE and exit this screen

9. Now Open the Main Menu and open GJRPSIM Page - Import list of IDs or PIDMs
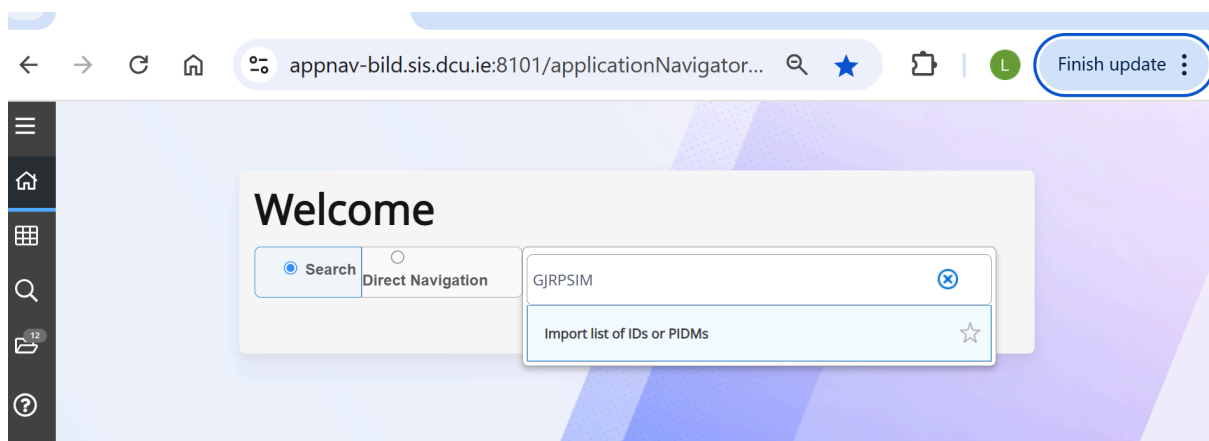
10. Open the Page, Job name will be pre-populated with GJRPSIM, Press GO
    a. This page will take the file you imported up to the Cloud using GJAJFLU page, and assign the list of Students to the Population Selection you defined on GLRSLCT page

11. When the page opens you will see a list of Parameters to populate. Enter the following values;
    a. 1 – Application ID = application id used in the Popsel i.e. **GENERAL**
    b. 2 – Selection ID = name of the Popsel created in GLRSLCT i.e. **SP_258003** (in this case)
    c. 3 – Creater ID = your own Banner ID i.e. **LRYAN** (in this case)
    d. 4 – System Indicator = **M**
    e. 5 – Import Type = **I**
    f. 6 – File path or file name =file name copied on the before you saved the GJRPSIM i.e. **258003.csv (**in this case)

g. 7 – Purge all records (Y or N) = **Y**
h. 8 – Check ID as previous (Y or N) = **N**
i. 9 – Check ID on last name (Y or N) = **N**

12. Press Down arrow to bring you to the SUBMISSION box and Save

a. Note - You can **optionally** choose to save your parameters for the next time by clicking Save Parameter Set as - but this is not Necessary, and you can Save the process without Saving the Parameters

13. Once save go to RELATED on the top blue bar and Select Review Output

a. You may see an error message but this often just indicates the process has not yet finished. Hit the 3 dots after the file name and give it a couple of minutes
b. Once the job is completed you can click the 3 dots after the filename and you will get a pop screen as below. CLick OK on the **.lis** file to review the report
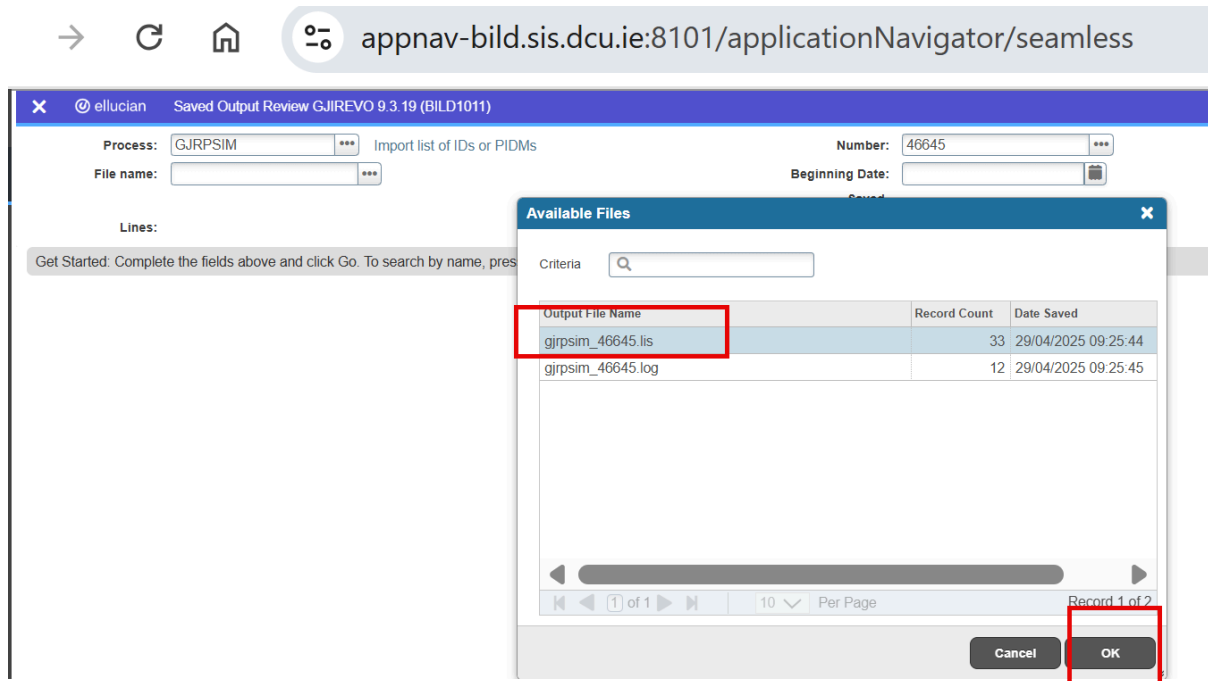
c. You should then see a report which will confirm if this has worked ok - navigate to the last page of the .lis file and you should the Total Number of records process from data file matching the number of records from your CSV file
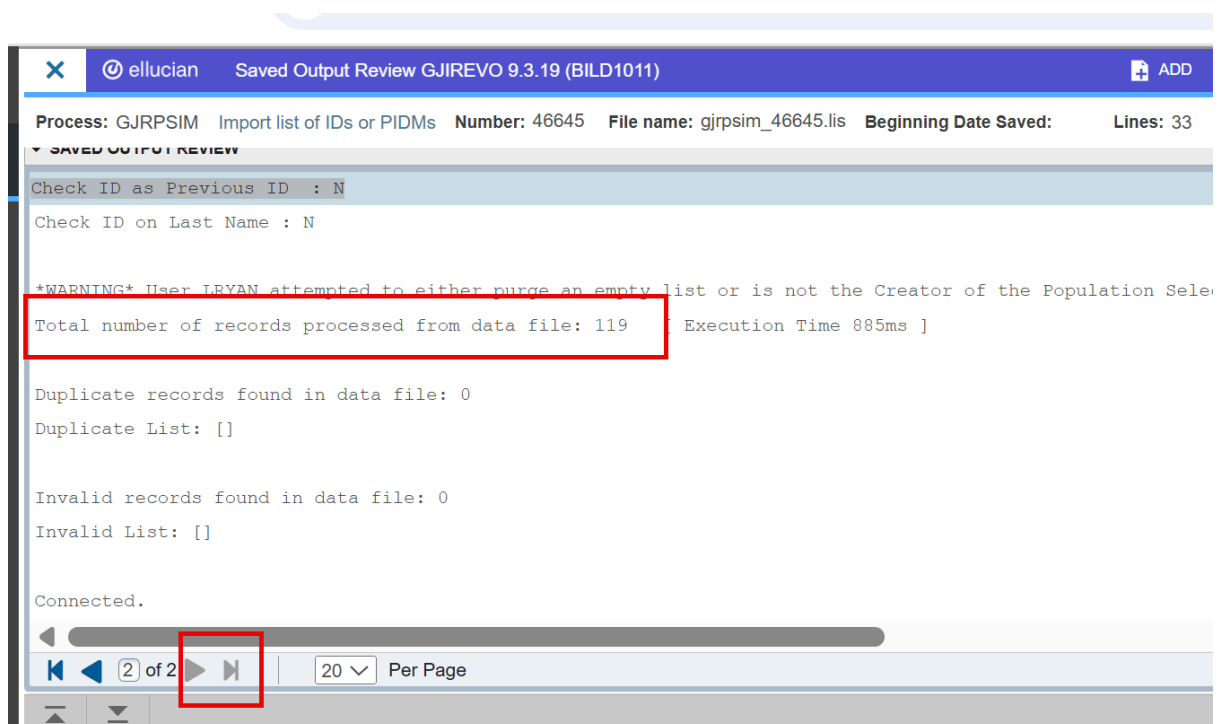
14. Next open SHACPSD Committee Student Population Definition Page
    a. Enter the Effective Term for this diet of Exams e.g.202501.   Term 202501 should be used for the May/June diet of Exams.
    b. Navigate to the Population Selection section and enter the Parameters according to your Popsel Definition in GLRSLCT in the first step above
    c. Then Press Search

    d. Note re multiple **Study Paths** - if you want to make sure that only a specific Programme/Study Path is returned for the Students in the CSV file, please also use the Programme Search box **otherwise, all Study Paths will be returned for all Students** in your original CSV file
        i. If there are multiple programmes associated with Students in your CSV file, you can use Search and Save and Search again as per steps in Scenario 2
15. Press Select all and Save and now these Students from your CSV file are saved to the Committee, ready for use in Structured Progression