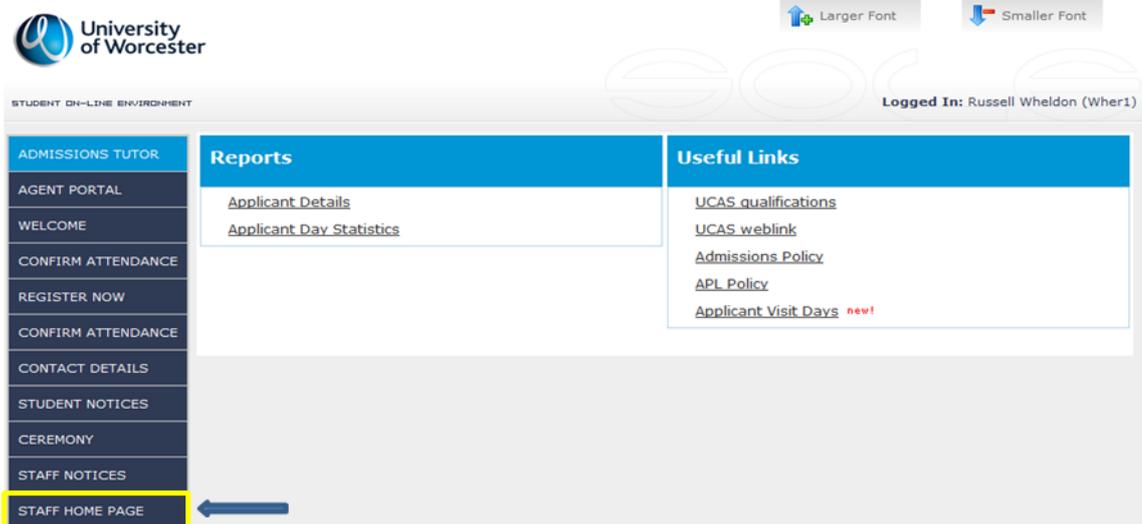


Uploading Course Rep Details to SOLE

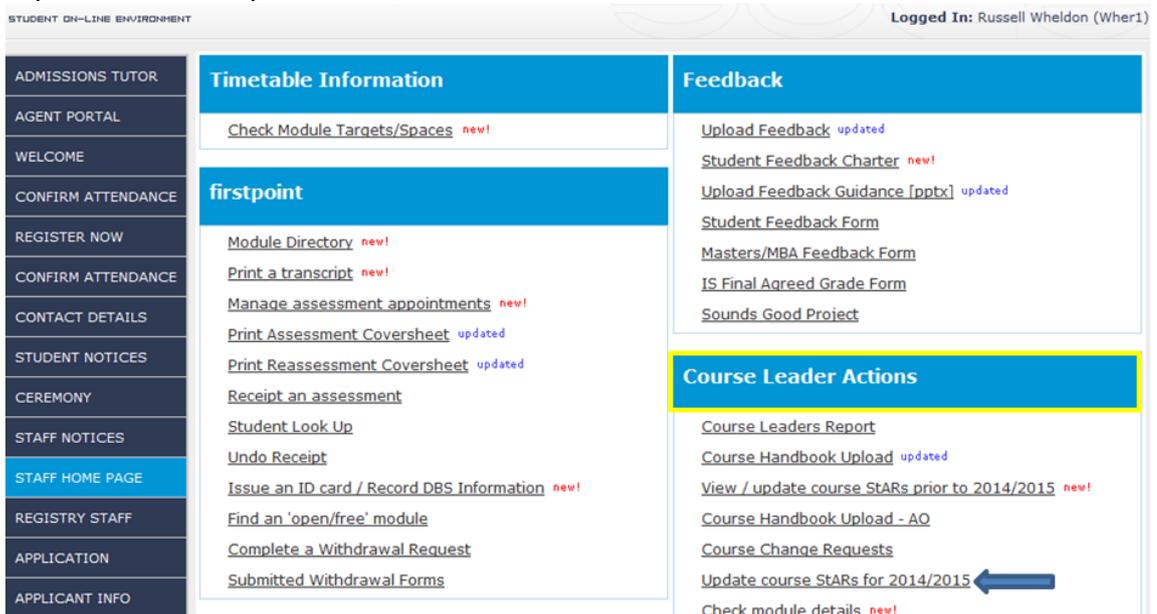
Uploading a Student as a Course Rep

1. Once you have logged into SOLE, click on 'Staff Home Page'



The screenshot shows the SOLE Staff Home Page. At the top right, there are 'Larger Font' and 'Smaller Font' buttons. Below them, the text 'STUDENT ON-LINE ENVIRONMENT' and 'Logged In: Russell Wheldon (Wher1)' are visible. On the left is a vertical navigation menu with items: ADMISSIONS TUTOR, AGENT PORTAL, WELCOME, CONFIRM ATTENDANCE, REGISTER NOW, CONFIRM ATTENDANCE, CONTACT DETAILS, STUDENT NOTICES, CEREMONY, STAFF NOTICES, and STAFF HOME PAGE. The 'STAFF HOME PAGE' item is highlighted with a yellow box and a blue arrow points to it from the right. The main content area is divided into three sections: 'Reports' (with links for Applicant Details and Applicant Day Statistics), 'Useful Links' (with links for UCAS qualifications, UCAS weblink, Admissions Policy, APL Policy, and Applicant Visit Days), and a large greyed-out area below.

2. Look under the heading called 'Course Leader Actions', click on the link called 'Update Course Reps for 2018/19'



The screenshot shows the SOLE Course Leader Actions page. At the top right, it says 'STUDENT ON-LINE ENVIRONMENT' and 'Logged In: Russell Wheldon (Wher1)'. On the left is a vertical navigation menu with items: ADMISSIONS TUTOR, AGENT PORTAL, WELCOME, CONFIRM ATTENDANCE, REGISTER NOW, CONFIRM ATTENDANCE, CONTACT DETAILS, STUDENT NOTICES, CEREMONY, STAFF NOTICES, STAFF HOME PAGE, REGISTRY STAFF, APPLICATION, and APPLICANT INFO. The 'STAFF HOME PAGE' item is highlighted with a blue background. The main content area is divided into three sections: 'Timetable Information' (with a link for Check Module Targets/Spaces), 'firstpoint' (with links for Module Directory, Print a transcript, Manage assessment appointments, Print Assessment Coversheet, Print Reassessment Coversheet, Receipt an assessment, Student Look Up, Undo Receipt, Issue an ID card / Record DBS Information, Find an 'open/free' module, Complete a Withdrawal Request, and Submitted Withdrawal Forms), and 'Feedback' (with links for Upload Feedback, Student Feedback Charter, Upload Feedback Guidance, Student Feedback Form, Masters/MBA Feedback Form, IS Final Agreed Grade Form, and Sounds Good Project). Below the Feedback section is the 'Course Leader Actions' section, which is highlighted with a yellow box. It contains links for Course Leaders Report, Course Handbook Upload, View / update course StARs prior to 2014/2015, Course Handbook Upload - AO, Course Change Requests, Update course StARs for 2014/2015 (highlighted with a blue arrow), and Check module details.

Please Note: Only the course leader can have access to the 'Course Leader Actions' heading. If you are the course leader and cannot see this heading, please contact solehelp@worc.ac.uk

3. When you click on the 'Update Course Reps for 2018/19' link for the first time you will be presented with this screen. Check the academic year is correct and click 'Continue'.

Exit

View / Update Course STARS

View **2014/2015** StAR records

Continue

- You will be presented with a screen that requires you to complete the options in order. The courses that you are the course leader for will be listed under option 2, if you are the course leader for more than one course, they will be in separate boxes. (E.g. Below Human Biology and Biology)

- To add a student, please click on the button called 'Add a student to working list'.

Exit

Change to report view

Currently viewing/recording **2014/2015** StAR records Change

1). Add at least one student to the working list

Add a student to working list

2). Select at least one pathway Check All Uncheck All Switch

Human Biology

Joint Honours Human Biology

Major Human Biology

Minor Human Biology

Single Honours Human Biology

Check all Human Biology Uncheck all Human Biology

Delete all level 4 Delete all level 5 Delete all level 6

Biology (Plant Science)

Check all Plant Science Uncheck all Plant Science

Delete all level 4 Delete all level 5 Delete all level 6

3). Select a level for the new StAR records: **Level 4**

- Please enter either a student's Forename and Surname or a student number and click on 'Search'.

View / Update Course STARS

Please enter either:

a forename **and** a surname

or

a student number

Forename:

Surname:

Number: x

Search Back

- You will be presented with a list of details and a picture of the student you have searched for. If this is the student you want to select, please click on the tick box. If this is not the correct student, please click 'Back'.

8. The student you have selected to be a Course Rep will appear under option 1. Click the 'Check all' option. Ensure all pathways are selected for that Course (including Joint Honours).
9. Once you have selected the pathway(s), click on the drop down box in option 3 and select the level of the course you want the Course Rep to be uploaded to.
10. Once you have completed this and checked the details click 'Add students to selected courses'.

Change to report view

Currently viewing/recording **2014/2015 STAR records** Change

1). Add at least one student to the working list

Tom Hanks

Add another student to working list

Edit working list

Clear working list

2). Select at least one pathway Check All Uncheck All Switch

Human Biology

Joint Honours Human Biology

Major Human Biology

Minor Human Biology

Single Honours Human Biology

Check all Human Biology Uncheck all Human Biology

Delete all level 4 Delete all level 5 Delete all level 6

Biology (Plant Science)

Check all Plant Science Uncheck all Plant Science

Delete all level 4 Delete all level 5 Delete all level 6

3). Select a level for the new STAR records: **Level 4**

4). Add students to selected courses

11. The student and their level will appear under the pathway names when they are assigned as a Course Rep.

Change to report view

Currently viewing/recording **2014/2015 STAR records** Change

1). Add at least one student to the working list

Tom Hanks

Add another student to working list

Edit working list

Clear working list

2). Select at least one pathway Check All Uncheck All Switch

Human Biology

Joint Honours Human Biology

Major Human Biology

Minor Human Biology

Single Honours Human Biology

Tom Hanks Level 4 Delete

Check all Human Biology Uncheck all Human Biology

Delete all level 4 Delete all level 5 Delete all level 6

Biology (Plant Science)

Check all Plant Science Uncheck all Plant Science

Delete all level 4 Delete all level 5 Delete all level 6

12. To add a new student as a Course Rep, click on the 'Clear working list' box and repeat step 4.

Change to report view

Currently viewing/recording 2014/2015 STAR records Change

1). Add at least one student to the working list

Tom Hanks

Add another student to working list

Edit working list

Clear working list

2). Select at least one pathway Check All Uncheck All Switch

Human Biology

Joint Honours Human Biology

Major Human Biology

Minor Human Biology

Single Honours Human Biology
Tom Hanks Level 4 Delete

Check all Human Biology Uncheck all Human Biology

Delete all level 4 Delete all level 5 Delete all level 6

Biology (Plant Science)

Check all Plant Science Uncheck all Plant Science

Delete all level 4 Delete all level 5 Delete all level 6

Uploading multiple students as Course Reps

Please Note: When you are adding multiple students as Course Reps, this can only be done if the students are on the same course and level

- You will be presented with a screen that requires you to complete the options in order. The courses that you are the course leader for will be listed under option 2, if you are the course leader for more than one pathway, they will be in separate boxes. To add a student, please click on the button called 'Add a student to working list'.

Change to report view Exit

Currently viewing/recording 2014/2015 STAR records Change

1). Add at least one student to the working list

Add a student to working list

2). Select at least one pathway Check All Uncheck All Switch

Human Biology

Joint Honours Human Biology

Major Human Biology

Minor Human Biology

Single Honours Human Biology

Check all Human Biology Uncheck all Human Biology

Delete all level 4 Delete all level 5 Delete all level 6

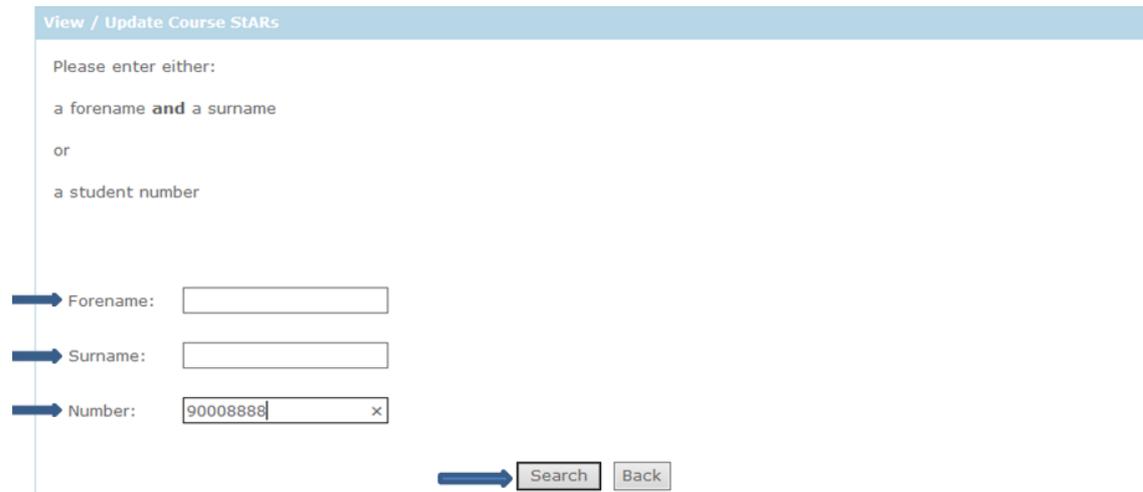
Biology (Plant Science)

Check all Plant Science Uncheck all Plant Science

Delete all level 4 Delete all level 5 Delete all level 6

3). Select a level for the new STAR records: Level 4 ▼

- Please enter either a student's Forename and Surname or a student number and click on 'Search'.



View / Update Course StARs

Please enter either:

a forename **and** a surname

or

a student number

Forename:

Surname:

Number: x

- You will be presented with a list of details and a picture of the student you have searched for. If this is the student you want to select, please click on the tick box. If this is not the correct student, please click 'Back'



View / Update Course StARs

Please choose the correct student below

<input type="checkbox"/>	Name: Tom Hanks Started: 2010/2011 Status: Current Route: Single Honours Human Biology	
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- The student you have selected to be a Course Rep will appear under option 1. To add another student click on the button called 'Add another student to working list'.

Change to report view

Currently viewing/recording **2014/2015 STAR records** Change

1). Add at least one student to the working list

Tom Hanks

Add another student to working list

Edit working list

Clear working list

2). Select at least one pathway Check All Uncheck All Switch

Human Biology

Joint Honours Human Biology

Major Human Biology

Minor Human Biology

Single Honours Human Biology

Check all Human Biology Uncheck all Human Biology

Delete all level 4 Delete all level 5 Delete all level 6

Biology (Plant Science)

Check all Plant Science Uncheck all Plant Science

Delete all level 4 Delete all level 5 Delete all level 6

3). Select a level for the new STAR records: Level 4

4). Add students to selected courses

- Please enter either a student's Forename and Surname or a student number and click on 'Search'

View / Update Course STARS

Please enter either:

a forename **and** a surname

or

a student number

Forename:

Surname:

Number:

Search Back

- You will be presented with list of details and a picture of the student you have searched for. If this is the student you want to select, please click on the tick box. If this is the incorrect student, please click on the 'Back' button.

View / Update Course STARS

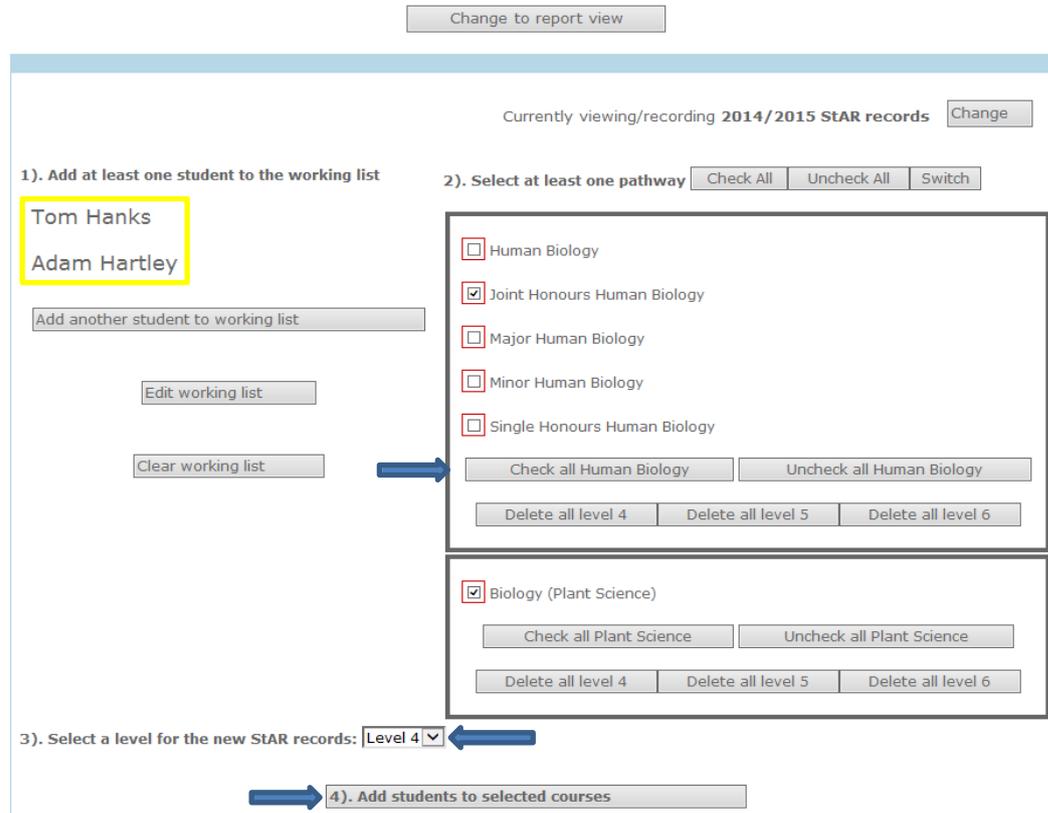
Please choose the correct student below

<input type="checkbox"/>	Name: Adam Hartley Started: 2013/2014 Status: Current Route: Single Honours Human Biology	
--------------------------	--	---

Back

- The students you have selected to be a Course Rep will appear under option 1. Click the 'Check all' option and check all pathways are selected for that Course.

8. Once you have selected the pathway(s), click on the drop down box in option 3 and select the level of the course you want the Course Rep to be uploaded to.
9. Once you have completed this and checked the details click 'Add students to selected courses'.



Change to report view

Currently viewing/recording 2014/2015 STAR records Change

1). Add at least one student to the working list

Tom Hanks
Adam Hartley

Add another student to working list

Edit working list

Clear working list

2). Select at least one pathway Check All Uncheck All Switch

Human Biology

Joint Honours Human Biology

Major Human Biology

Minor Human Biology

Single Honours Human Biology

Check all Human Biology Uncheck all Human Biology

Delete all level 4 Delete all level 5 Delete all level 6

Biology (Plant Science)

Check all Plant Science Uncheck all Plant Science

Delete all level 4 Delete all level 5 Delete all level 6

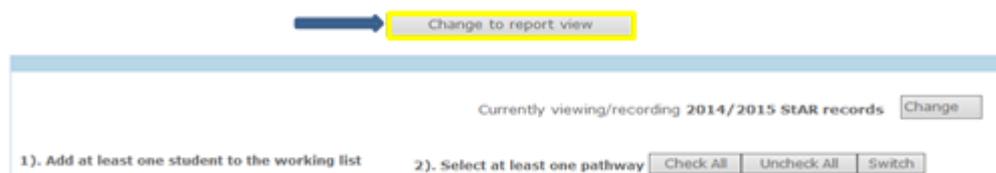
3). Select a level for the new STAR records: Level 4 ▼

4). Add students to selected courses

10. The students and their level will appear under the pathway name when they are assigned as Course Reps.
11. To add a new group of students as Course Reps, click on the 'Clear working list' box and repeat step 2.1.

View current Course Reps

1. To view or contact the current Course Reps uploaded, click on the 'Change to report view'



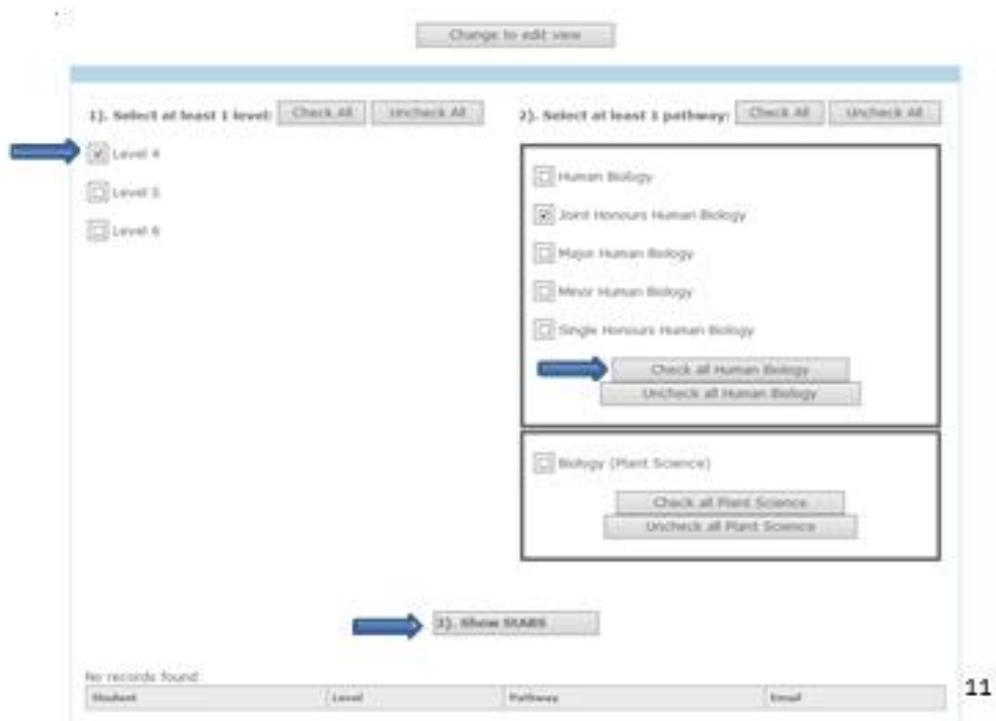
Change to report view

Currently viewing/recording 2014/2015 STAR records Change

1). Add at least one student to the working list

2). Select at least one pathway Check All Uncheck All Switch

- You will be presented with a screen that requires you to complete the options in order. Firstly, select the level. Secondly, choose all 'Check All' on the course. Finally, click on the '3). Show Course Reps' button.



Change to edit view

1). Select at least 1 level:

Level 4
 Level 5
 Level 6

2). Select at least 1 pathway:

Human Biology
 Joint Honours Human Biology
 Major Human Biology
 Minor Human Biology
 Single Honours Human Biology

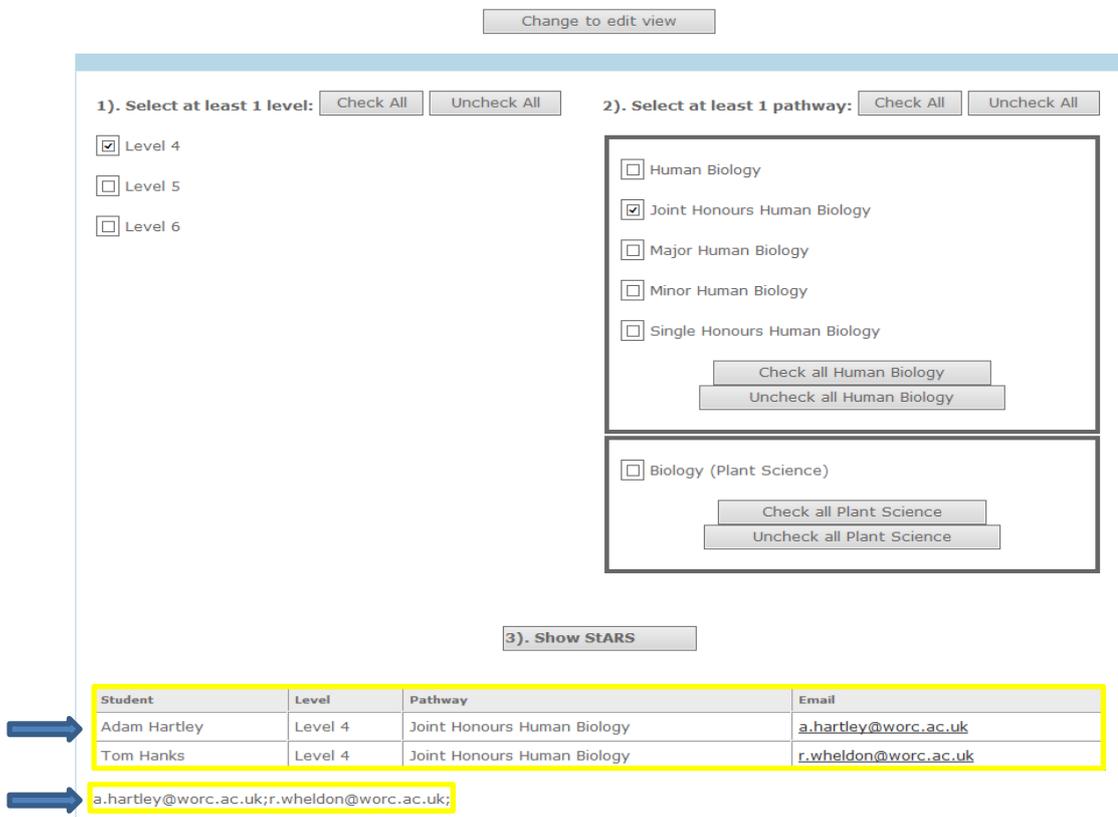
Biology (Plant Science)

No records found

Student	Level	Pathway	Email
Adam Hartley	Level 4	Joint Honours Human Biology	a.hartley@worc.ac.uk
Tom Hanks	Level 4	Joint Honours Human Biology	r.wheldon@worc.ac.uk

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- The Course Reps and their details will be displayed at the bottom of the screen. The Course Reps institution email addresses are provided if you need to contact them.



Change to edit view

1). Select at least 1 level:

Level 4
 Level 5
 Level 6

2). Select at least 1 pathway:

Human Biology
 Joint Honours Human Biology
 Major Human Biology
 Minor Human Biology
 Single Honours Human Biology

Biology (Plant Science)

Student	Level	Pathway	Email
Adam Hartley	Level 4	Joint Honours Human Biology	a.hartley@worc.ac.uk
Tom Hanks	Level 4	Joint Honours Human Biology	r.wheldon@worc.ac.uk

a.hartley@worc.ac.uk;r.wheldon@worc.ac.uk;