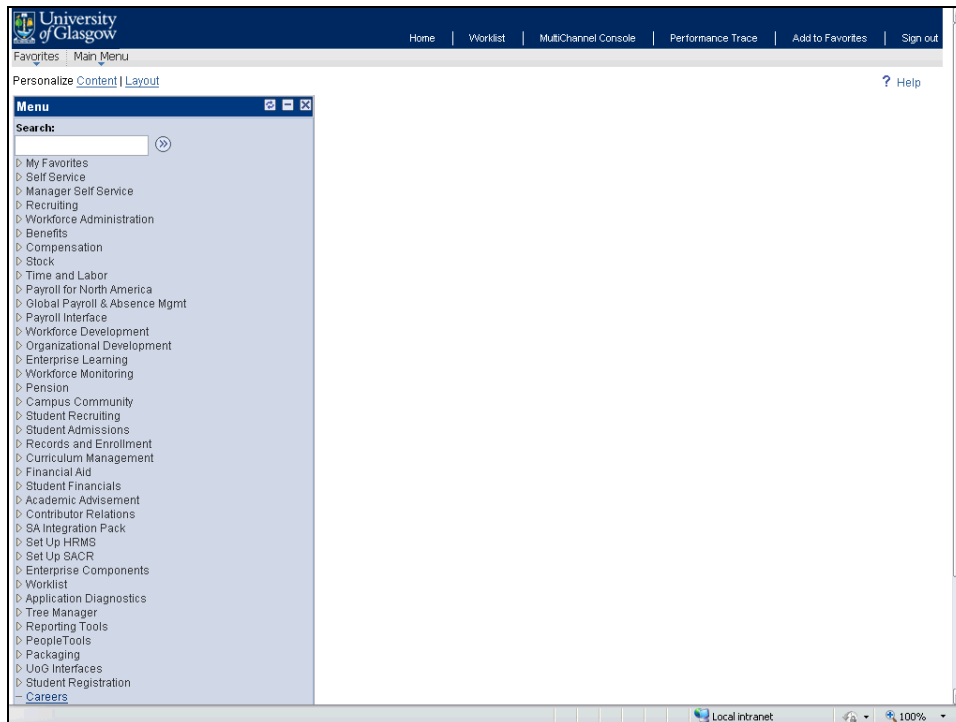

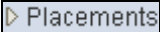

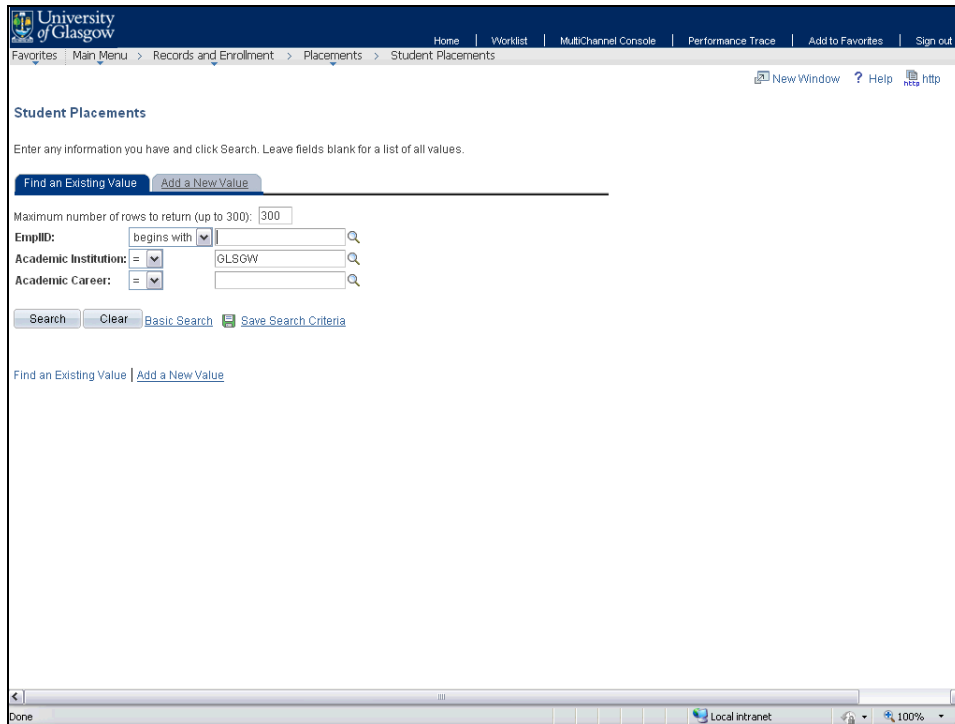








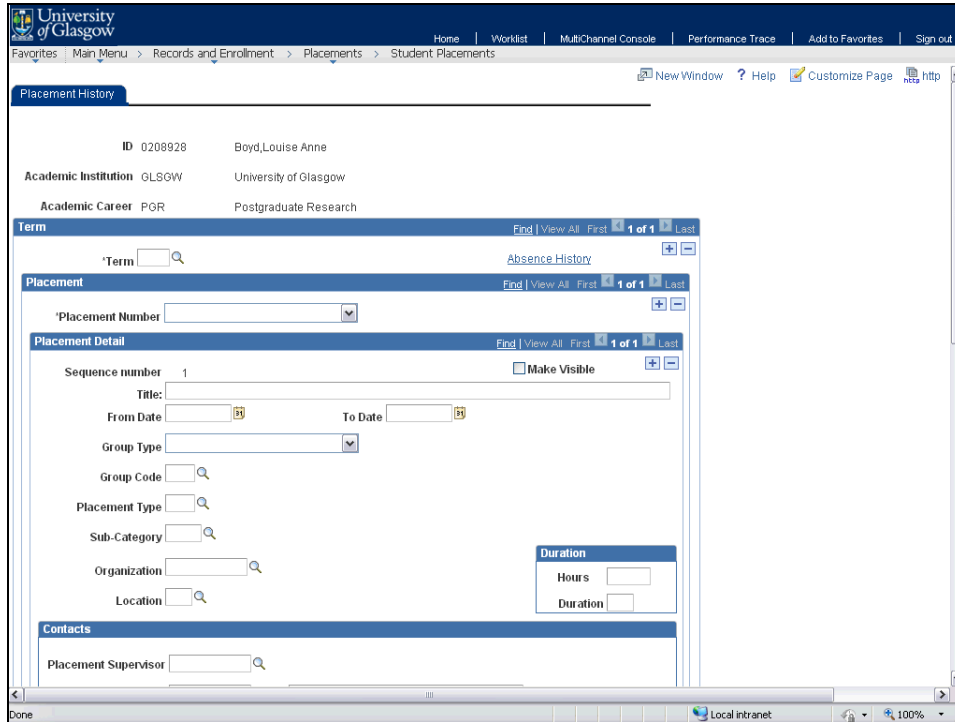
Adding Student Placement Information



| Step | Action |
|------|--|
| 1. | Click the Records and Enrollment link.  |
| 2. | Click the Placements link.  |
| 3. | Click the Student Placements link.  |



| Step | Action |
|------|--|
| 4. | Click the Add a New Value tab.  |
| 5. | Enter the students ID information into the EmplID field. For this example we use a valid value e.g. " 0208928 ". |
| 6. | Click the Look up Academic Institution (Alt+5) button.  |
| 7. | Click the GLSGW link.  |
| 8. | Click the Look up Academic Career (Alt+5) button.  |
| 9. | Click the PGR link.  |
| 10. | Click the Add button.  |



University of Glasgow

Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Placements > Student Placements

Placement History

ID 0208928 Boyd, Louise Anne

Academic Institution GLSGW University of Glasgow

Academic Career PGR Postgraduate Research

Term: Find | View All | First 1 of 1 | Last

'Term' Absence History

Placement: Find | View All | First 1 of 1 | Last

'Placement Number' **Placement Number list**

Placement Detail: Find | View All | First 1 of 1 | Last

Sequence number 1 Make Visible

Title:

From Date To Date

Group Type

Group Code

Placement Type

Sub-Category

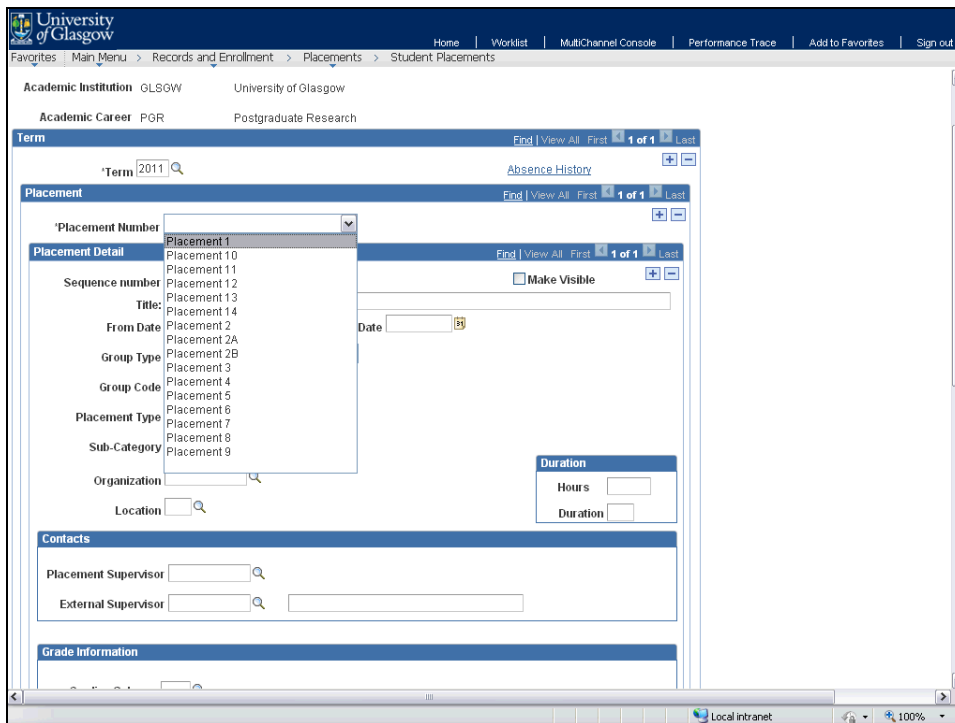
Organization

Location

Duration: Hours Duration

Contacts: Placement Supervisor

| Step | Action |
|------|--|
| 11. | Enter the desired information into the Term field. Enter a valid value e.g. "2011". |
| 12. | Press [Tab] . |
| 13. | Click the Placement Number list. <input type="text"/> Placement Number list |



University of Glasgow

Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Placements > Student Placements

Academic Institution GLSGW University of Glasgow

Academic Career PGR Postgraduate Research

Term: Find | View All | First 1 of 1 | Last

'Term' 2011 Absence History

Placement: Find | View All | First 1 of 1 | Last

'Placement Number' **Placement Number list**

Placement Detail: Find | View All | First 1 of 1 | Last

Sequence number Make Visible

Title:

From Date Date

Group Type

Group Code

Placement Type

Sub-Category


Organization

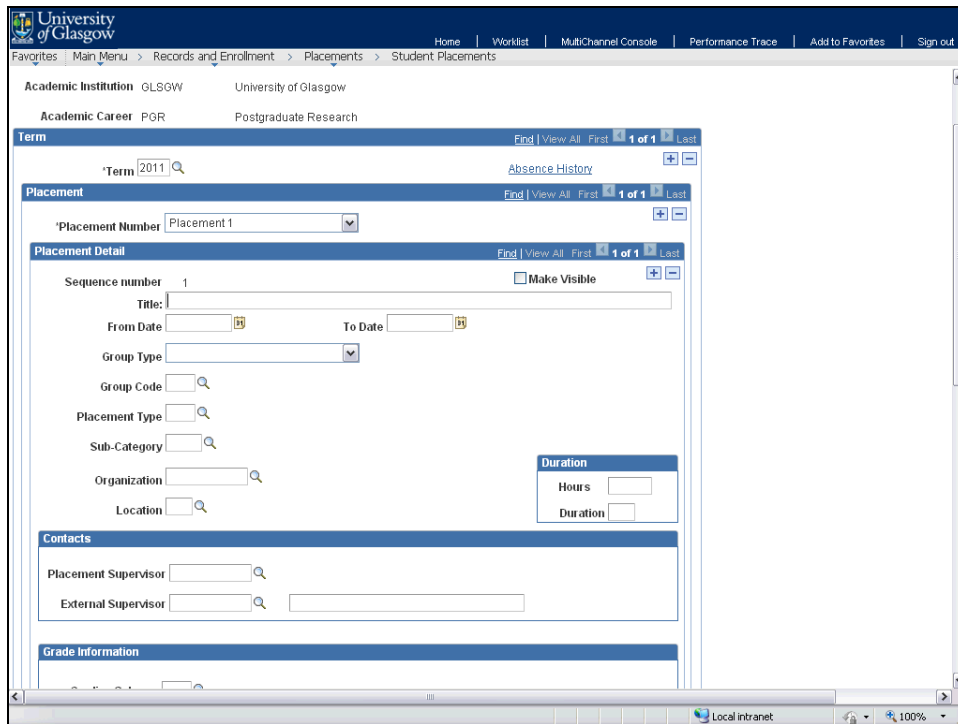
Location


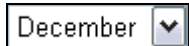
Duration: Hours Duration

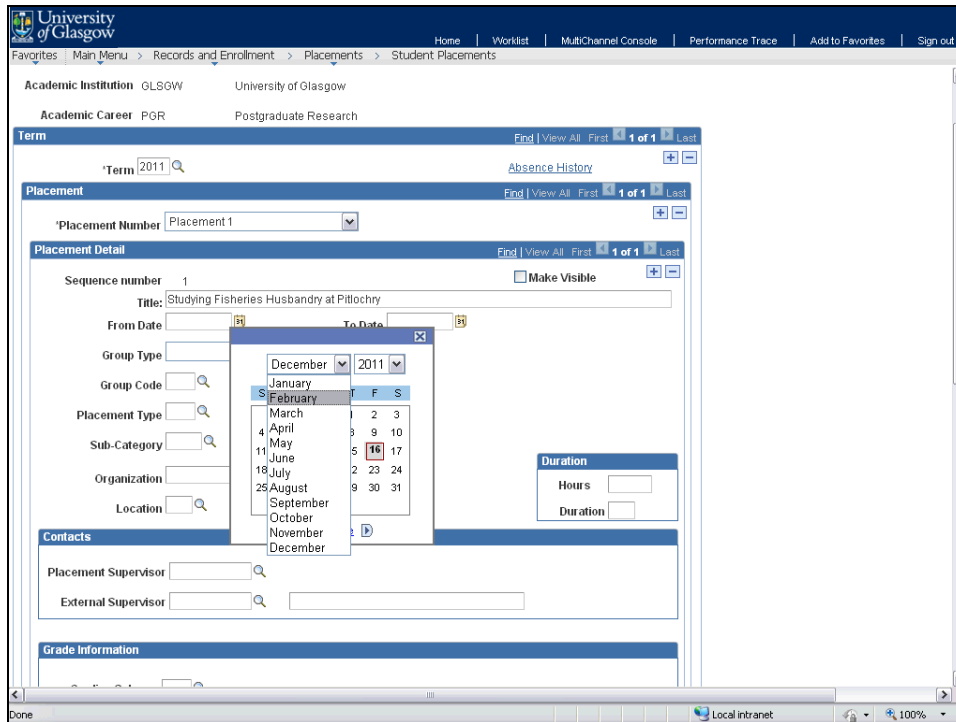
Contacts: Placement Supervisor External Supervisor


Grade Information

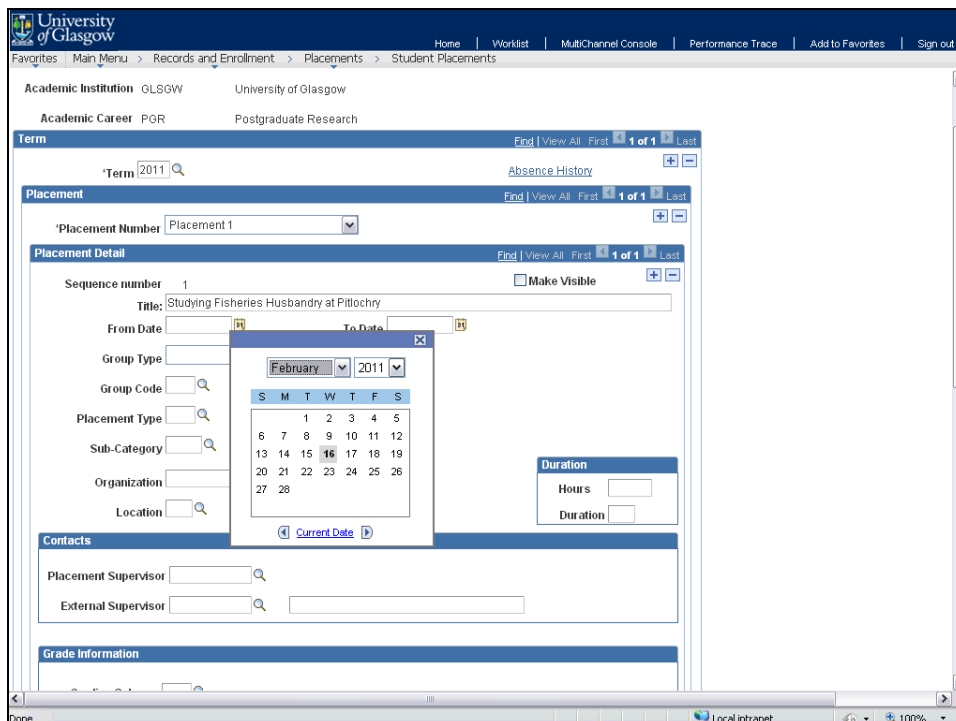
| Step | Action |
|------|--|
| 14. | Click the Placement 1 list item.  |

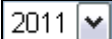


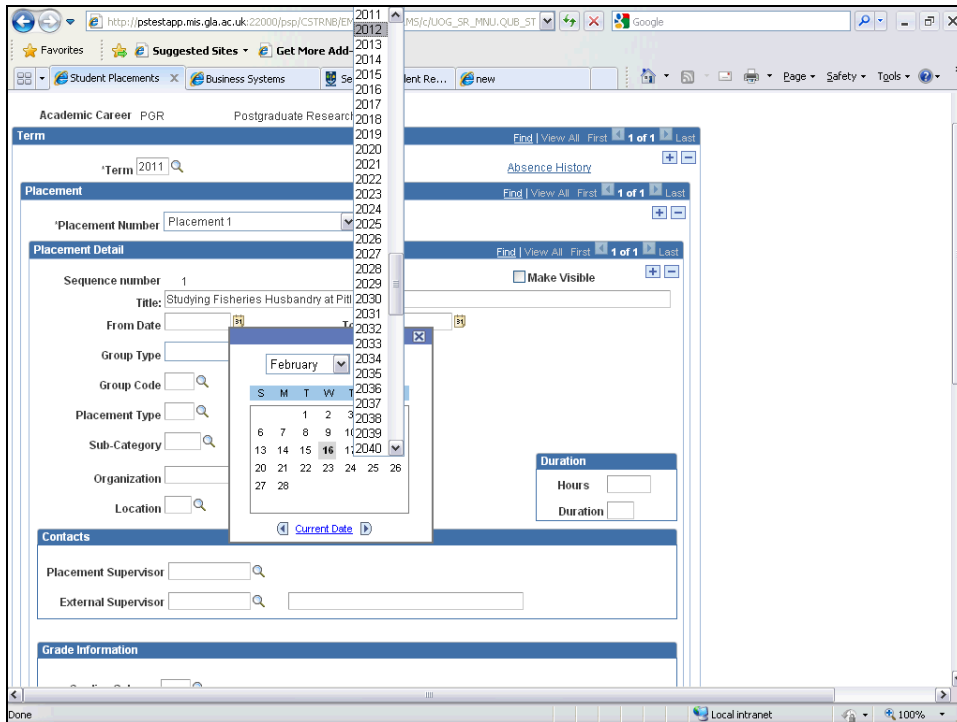
| Step | Action |
|------|--|
| 15. | Enter the desired information into the Title field. For this example type a valid value e.g. " Studying Fisheries Husbandry at Pitlochry ". |
| 16. | You now need to add the relevant start and end dates. Click the Choose a date (Alt+5) button.  |
| 17. | Click the list.  |




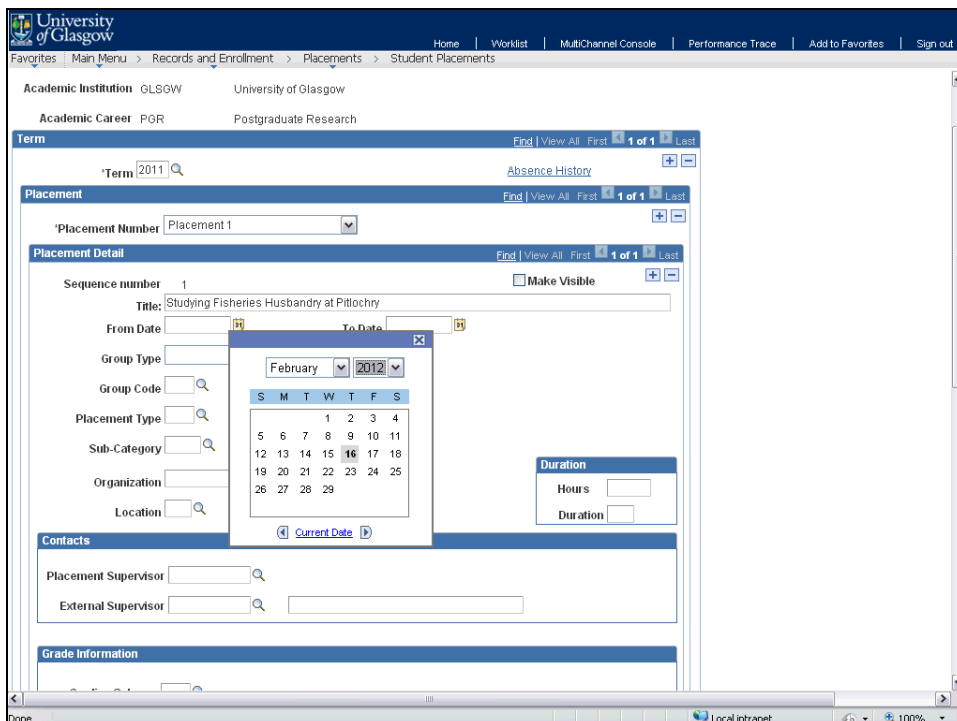
| Step | Action |
|------|---|
| 18. | Click the February list item.  |






| Step | Action |
|------|--|
| 19. | Click the list.  |

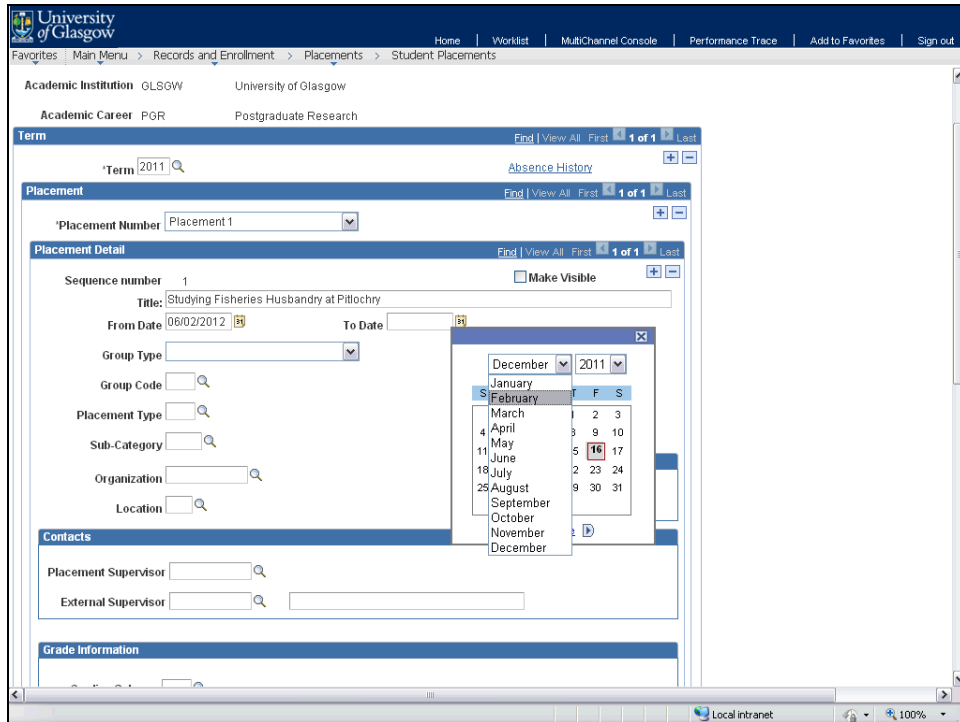



| Step | Action |
|------|---|
| 20. | Click the 2012 list item.  |

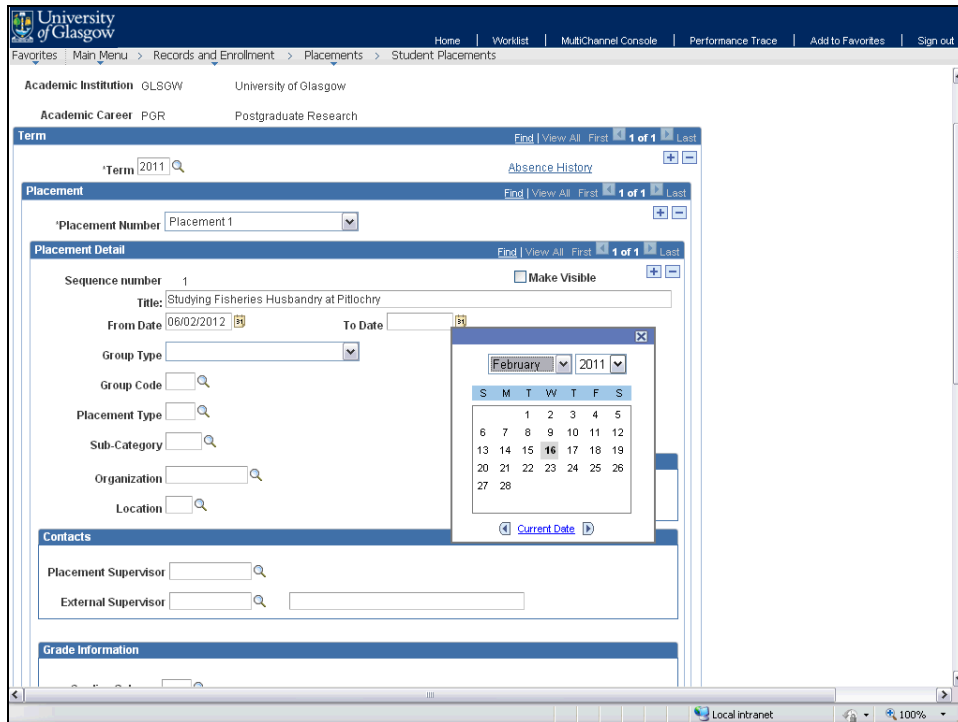


| Step | Action |
|------|---|
| 21. | Click the 6 link.  |

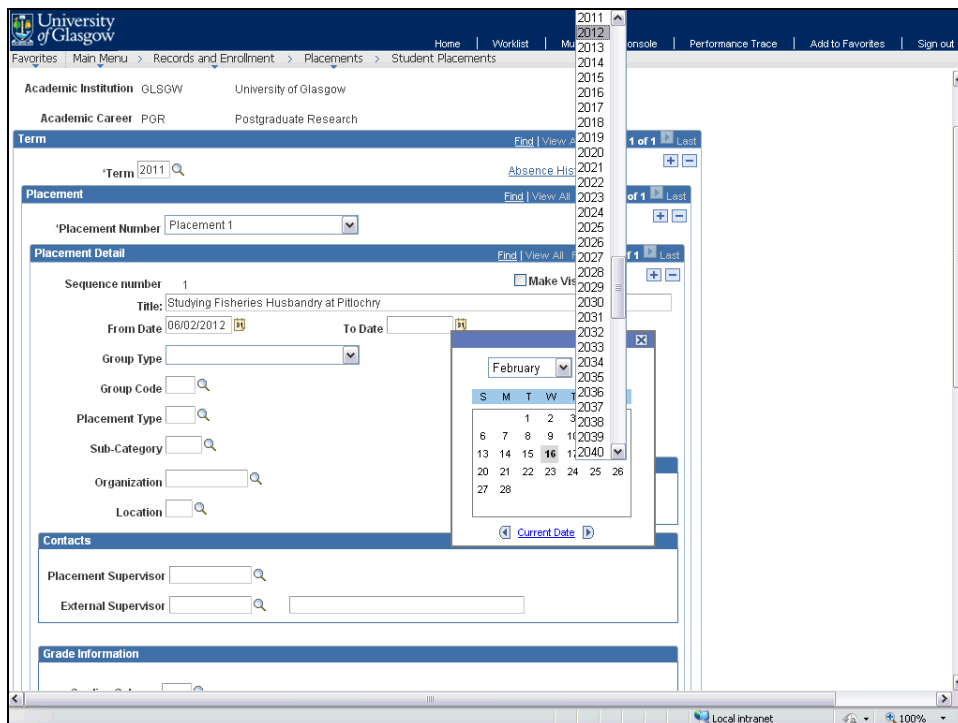
| Step | Action |
|------|---|
| 22. | Click the Choose a date (Alt+5) button.  |
| 23. | Click the list.  |



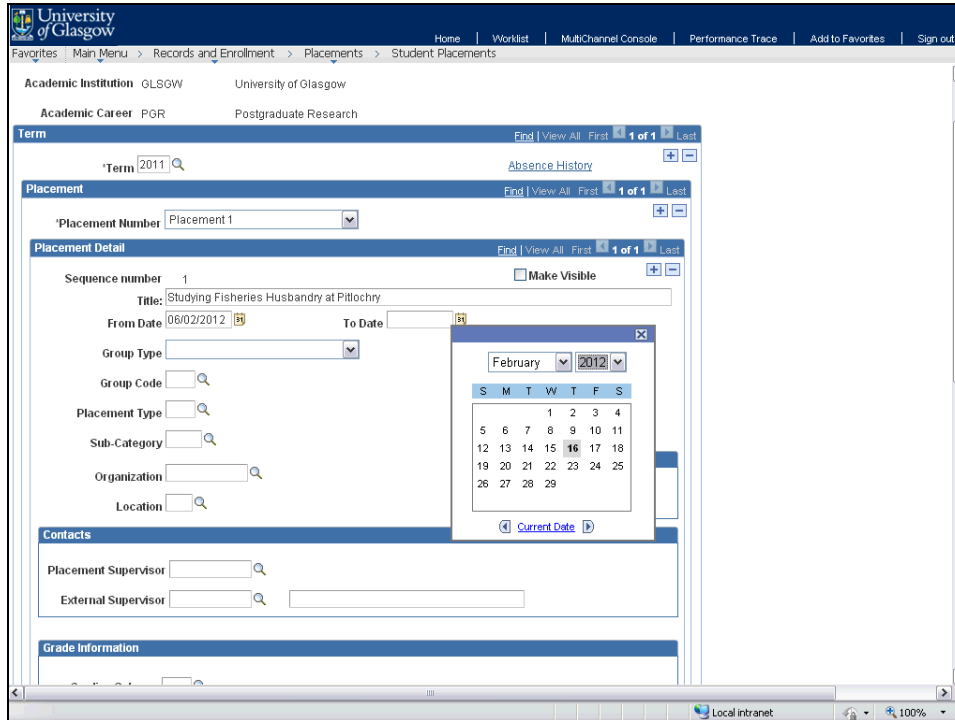
| Step | Action |
|------|---|
| 24. | Click the February list item.  |





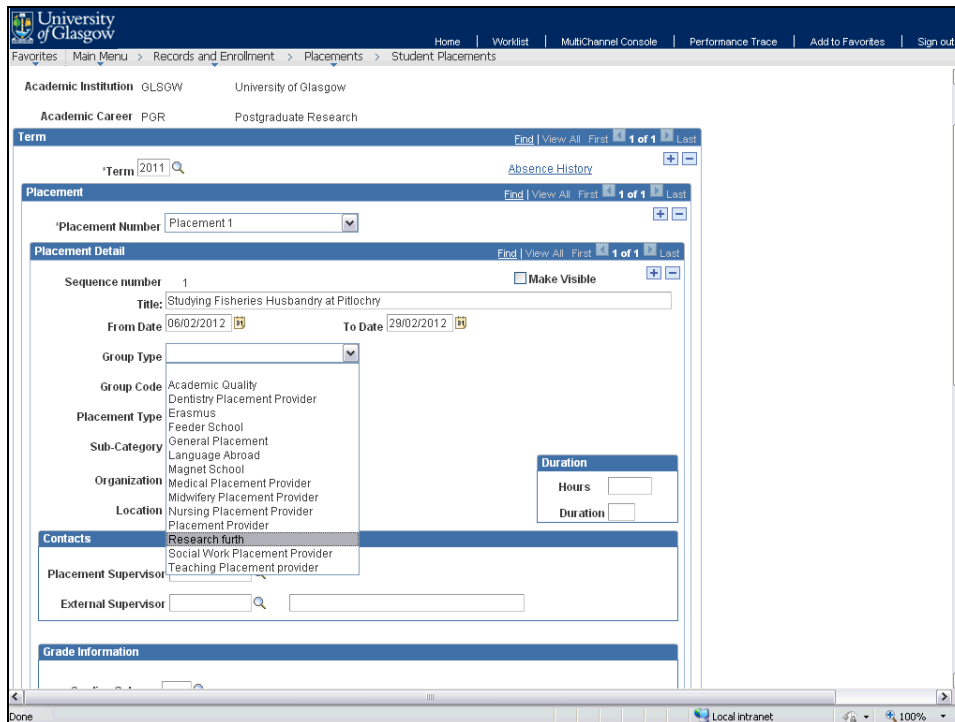
| Step | Action |
|------|--|
| 25. | Click the list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">2011 ▼</div> |




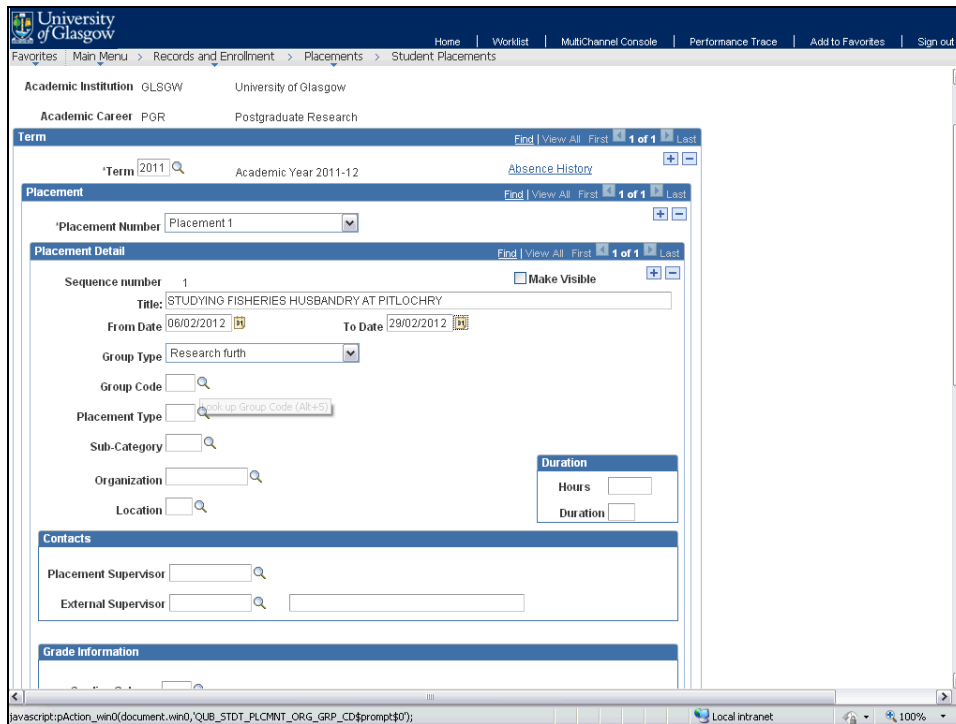
| Step | Action |
|------|---|
| 26. | Click the 2012 list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">2012</div> |






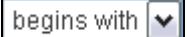


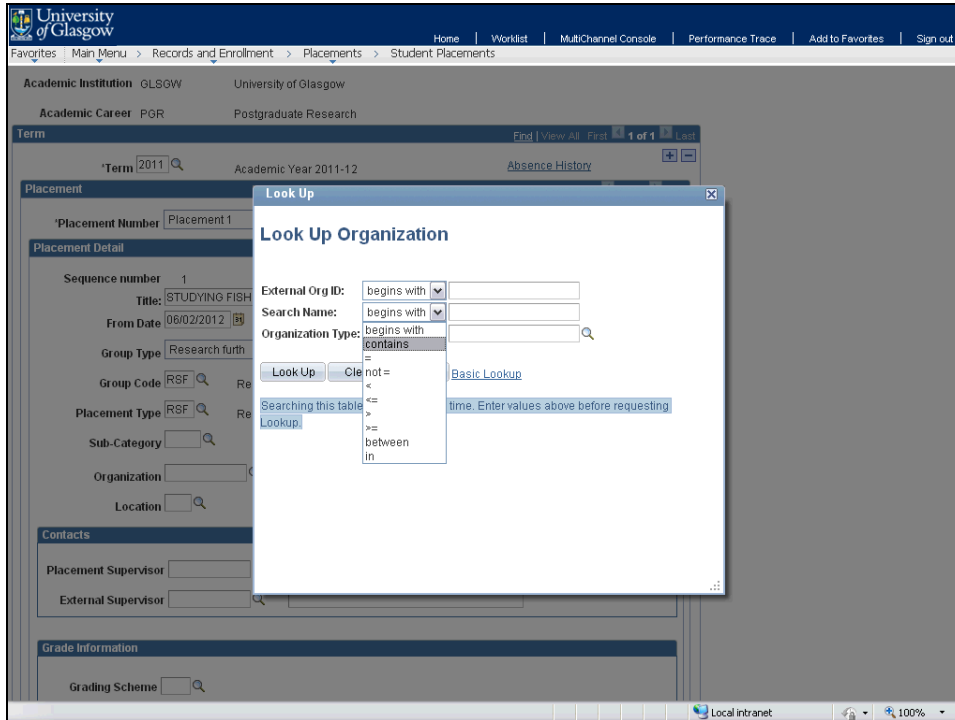
| Step | Action |
|------|--|
| 27. | Click the 29 link.  |
| 28. | Click the Group Type list.  |




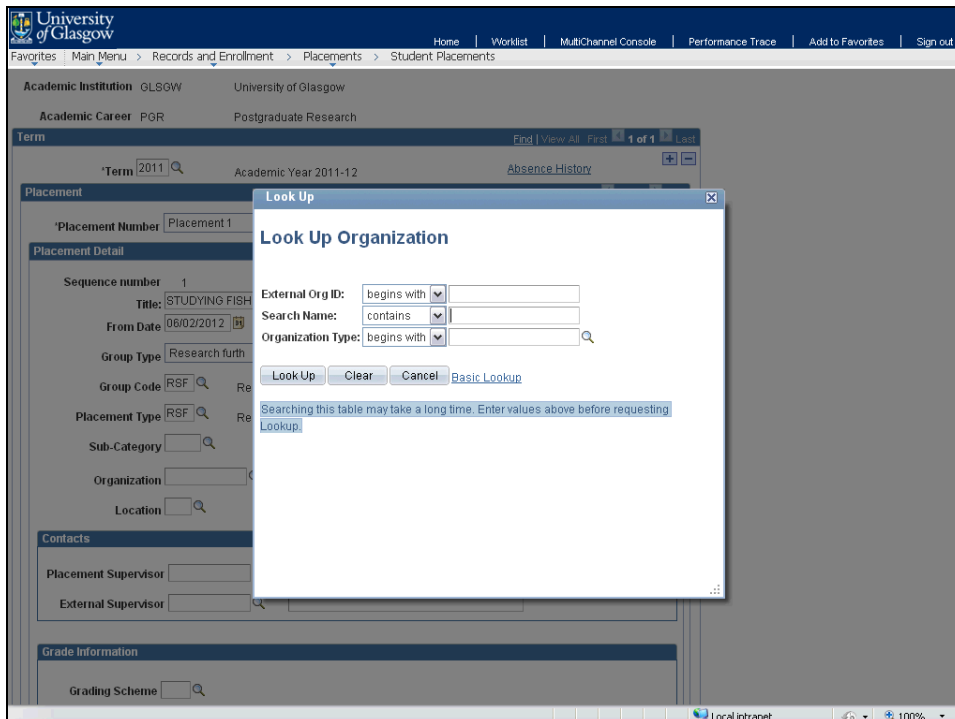
| Step | Action |
|------|---|
| 29. | Click the Research furth list item.  |



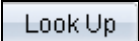





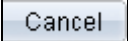




| Step | Action |
|------|---|
| 30. | Group codes in MyCampus are linked to the Group Type. Click the Look up Group Code (Alt+5) button.  |
| 31. | Click the RSF link.  |
| 32. | Placement Types are linked to the Group type. We do not use the Sub-Category. Click the Look up Placement Type (Alt+5) button.  |
| 33. | Click the RSF link.  |
| 34. | Click the Look up Organization (Alt+5) button.  |
| 35. | In this example we will search for Fisheries Research Services. Click the Search Name list.  |




| Step | Action |
|------|---|
| 36. | Click the contains list item.  |



| Step | Action |
|------|--|
| 37. | Enter the desired information into the Search Name field. Enter a valid value e.g. "fisheries" . |

| Step | Action |
|------|--|
| 38. | Click the Look Up button.  |
| 39. | Click the FISHERIESRESEARCHSERVICES link.  |
| 40. | Some Organisations have locations added in MyCampus - if there isn't one there please leave blank. Click the Look up Location (Alt+5) button.  |
| 41. | Click the Fisheries Research Services link.  |
| 42. | This field is important, for the student to view this information you must tick this box. Tick the Make Visible option.  |
| 43. | Some organisations have Supervisor information added, if none are available in the drop down list you can use the text field to store the Supervisors name. Click the Look up External Supervisor (Alt+5) button.  |
| 44. | If nothing appears here, Click the Cancel button.  |
| 45. | Enter the desired information into the Placement Supervisor field. Enter a valid value e.g. " Dr George Smith ". |
| 46. | In the Grade Information box, enter only if the placement has a grade or outcome placed against it. |
| 47. | Program and Plan information is not required but if you know it you can add here. Click the Look up Academic Program (Alt+5) button.  |
| 48. | Click the 7000 link.  |
| 49. | Click the Look up Academic Plan (Alt+5) button.  |
| 50. | Click the Humanities Computing,PhD link.  |
| 51. | This field is visible to the student. Enter the desired information into the Comments field. Enter a valid value e.g. " Student can view this comment ". |
| 52. | This field is not visible to the student. Enter the desired information into the Private Comments field. Enter a valid value e.g. " Student cannot view this comment ". |

| Step | Action |
|------|---|
| 53. | Click the Save button.  |
| 54. | The student will now see this information in the MyCampus Student Centre under "View My Placements" End of Procedure. |