

Adding College Prizes to SITS via SRS

1. [The College Prizes Application](#)
2. [Finding a student by SPR code](#)
3. [Finding a student by Module Code](#)
4. [Entering the Prize Information](#)
5. [Formatting](#)

For additional information refer to the 'University Prizes' section of the [TQA Manual](#).

1. The College Prizes Application

College users can now add/amend transcript prize information for the current academic year via the Staff tab in SRS. This will replace the previous system whereby prize lists were sent to Registry.

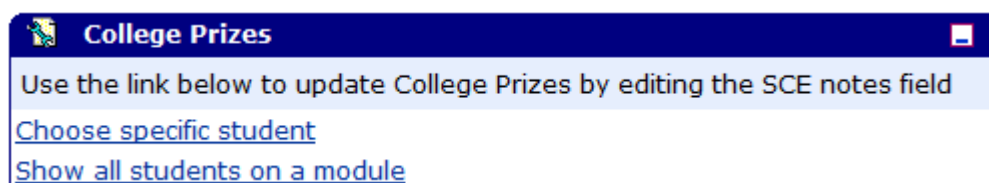
Dean's commendations do not need to be entered here and should be added to the SPR 'Dean's Commendations' UDF field as usual.

To request edit access for yourself or other users in your department please contact Student Records at sr-admin@exeter.ac.uk and include each in your request. (Access is granted on a user-by-user basis and is controlled by the Student Records team).

The College Prizes application in SRS allows you to edit **live SITS data**. The text you enter here will appear on the student's final transcript.

Please be careful not to delete/overwrite any pre-existing information. If you think you have done this please contact the Student Records team as soon as possible.

Once you have been granted access, log in to SRS via <https://srs.exeter.ac.uk>, on the Staff tab you will see a new box called 'College Prizes'. This application allows you to edit the transcript notes for the student's record in the current academic year. (To add prizes in previous academic years you should contact the Student Records team).



You can search for students by either SPR code ([Section 2](#)) or module code ([Section 3](#)).

2. Finding a Student by SPR Code

Once you have clicked on 'Choose specific student' you will see the following form (the academic year is not editable and is for reference only - it should always show the current year):

Update Prize Student	
Please enter the SPR code of the student you require:	
SPR Code	<input type="text"/>
Academic Year code	<input type="text"/>
<input type="button" value="Clear Fields"/> <input type="button" value="Run Report"/>	

Enter the SPR code for the student whose transcript you wish to record a prize on and click 'Run Report'. When the student is retrieved you will see the following:

Update Prize Note: Student details

Show entries Search:

Module	Student Course Join Code	SCE Sequence No.	Student name	Programme name	Notes	
BEAM024 BEAM025 BEAM027 BEAM035 BEAM046 BEAM047 BEAM050 BEAM051 BEEM104 BSDM100		02		MSC Accounting and Finance	School Commendation (SSLC)	Add/Edit prize note

Showing 1 to 1 of 1 entries Previous Next

Click 'Add/Edit prize notes' on the right (see [Section 4](#) 'Entering the Prize Information' for further details).

3. Finding a student by Module Code

When you choose to 'Show all students on a module' (from the College Prizes box in SRS > Staff) you will see the following search form:

Update Prizes Students

Please enter the Module code for the students you require:

Module code	<input style="width: 95%;" type="text" value="ARC1003"/>	<input type="button" value="List"/>
<input type="button" value="Clear Fields"/> <input type="button" value="Run Report"/>		

Enter the module code you wish to retrieve on (or click 'List' to find the module code from a list). Then click the 'Run Report' button.

You will be shown a list of all students currently attached to the module and any Transcript notes already populated for them:

Update Prize Notes: Student details for 2014/5

Module	Student Course Join Code	SCE Sequence No.	Notes	Programme name	Notes	
ARC1000B (2014/5)		01		BA Archaeology		Add/Edit prize note
ARC1000B (2014/5)		02		BA Archaeology		Add/Edit prize note
ARC1000B (2014/5)		01		BA Archaeology		Add/Edit prize note

Find the student you want to add a prize for and click 'Add/Edit prize notes' on the right (see [Section 4](#) 'Entering the Prize Information' for further details).

4. Entering the Prize Information

Once you have located the student (whether by SPR code or by module code) you will see the following screen:

College Prizes: Add/edit note for [Student ID] [Academic Year]

Please add/edit the note below:

Important: You are editing live SITS data and anything you submit here will appear on the student's transcript

In the example above there is no pre-existing data for this student in the current academic year. If there was information already present for the student it would appear in the box as shown here:

College Prizes: Add/edit note for [Student ID] [Academic Year]

Please add/edit the note below:

Important: You are editing live SITS data and anything you submit here will appear on the student's transcript

School Commendation (SSLC)

Make sure you **do not delete** any pre-existing text. You are editing **live SITS data** and anything you submit here will appear on the student's final transcript.

Once your text is entered click 'Preview note >>' to continue.

You will be shown a preview of the data you have added, if you notice a mistake at this stage you can click '<< Cancel' to return to the student search or if you happy with the text click 'Save note >>'.

College Prizes: Preview note for [Student ID] [Academic Year]

The transcript notes field for [Student ID] [Academic Year] will look like this:

School Commendation (SSLC)

Finally, you will see a confirmation notice that your notes have been saved. This updates SITS instantly and these will appear on any final transcript generated for the student.

College Prizes: Note added/updated for [Student ID] [Academic Year]

The transcript notes field for [Student ID] [Academic Year] has been updated:

School Commendation (SSLC)

5. Formatting

Please adhere to the following guidelines for the format of the notes you enter:

- Put each prize/award on a new line (hit return/enter once).
- Avoid abbreviations.
- Keep capitalisation uniform, e.g. enter 'Prize Title: For Good Work' instead of 'Prize title: for Good work'.

Always check spelling. Most web browsers will spell-check the text you enter but please double check.