Extension System

Academic/ASIS Manager User Guide

ASIS Support: ext 2255 asissupport@hud.ac.uk

Administrator

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Reviewing Extension Requests

Log in to My Students by either following the link to My Students from the Staff Hub at staffhub.hud.ac.uk

\leftarrow	← → C ③ https://staffhub.hud.ac.uk/Pages/default.aspx											
Sta	iff Hub Uni	Share										
Н	University UDDERSF	of IELD		I'm looking fo	or							
	Staff Hub	Connect	News & events	Research	Online systems	Us						
	ents Calendar				Hello Andrea, w	elco						
	Email (web) Files											
	Students		Balando of HUDDERSFIEL	Univers	ity Christmas c	ard						
Tim	netables		HUDDERSFIEL	D	ourage your studen							
Uni	Learn (auto si	ign in)										
	p page for au O Team Page	to sign in	THIS	This Mig Discount ti	ght Hurt ckets at Lawrence B	atley						

or by going directly to <u>http://halo.hud.ac.uk/silive/</u> and using your AD username and password.

Once logged into My Students, find the Extension System (Academic) or Extension System (ASIS Manager) container, depending on your role.

Extension System (Academic)

Extension System (Academic)

Extension System (ASIS Managers)

Extension System (ASIS Manager)

Barcode Receipting

Click on the **Extension System** link within the container to access the list of submitted extension requests. If you are an academic, you will see all requests assigned or re-assigned to you. If you are an ASIS Manager, you will see all requests in your School.

You can **show** or **hide** completed (approved or refused) requests by **clicking** on the **Hide Complete/Show Complete** buttons at the top left.

	Туре	e a search filter in	here								
Hide Complete	Show Complet	e									
Reference	Module	Assessment	Assigned To	Student	Time Logged □	Days Logged □	Submitted	Extended	Evidence Status	PLSP	Progress
1360220_59936719	Psycho- Social and Policy Aspects of Midwifery Practice	Poster Presentation (HFM1007- 001)	Dr M (M01)		26/Sep/2016 08:49	0	On Time	Normal	<u>Requested</u>		In Progres

Approving or Refusing Requests

To approve or refuse a request, **click** on the **request reference number**. Full details of the extension request will be displayed.

nsion Request Details						
Request informat	Request information					
Student						
Academic Year	2016/17					
Module	Psycho-Social and Policy Aspects of Midwifery Practice (HFM1007)					
Assessmend	Poster Presentation					
Date Submitted	26/Sep/2016					
Late submission	No (submitted on time)					
Requested Submission Date	11/Nov/2016 (2 working days)					
Number of previous extension requests	3					
Number of accepted extensions in this period	0					
Evidence required	Υ					
Supporting Statemen	t from student:					

If evidence is mandatory for this piece of work, the student will already have been sent an email requesting that evidence is provided.

To approve or refuse the request, **set** the new due date using the **date picker**. By default this is set to the date the student has requested but it can be changed.

Evidence Status	Requ	estec	ł						
New Due Date	11/N	ov/20	16						
Decision	O November 2016 O					6	0	T	
	Su	Mo	Tu	We	Th	Fr	Sa		
			1	2	3	4	5		
	6	7	8	9	10	11	12		
Submit	13	14	15	16	17	18	19	Exit	
	20	21	22	23	24	25	26		
	27	28	29	30				e:Vision Portal	© Tribal Group

In the **Decision** box, **enter your decision**: you can either approve or reject the request. Click **Submit** to action the decision, or **Exit** to return to the home page if you do not want to make a decision yet.

The student will receive an email to inform them of your decision.

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Re-assigning Requests to another member of staff

If you need another member of staff to look at a request, you can **re-assign** it. To do this, **click** on the **name** of the person it has been assigned to.

Extension Request (Extension Request Overview											
	Туре	a search filter in	here									
Hide Complete S	show Complete	е										
		_										
Reference	Module	Assessment	Assigned To	Student	Time Logged □	Days Logged 🗆						
<u>1360220_59936719</u>	Psycho- Social and Policy Aspects of Midwifery Practice (HFM1007)	Poster Presentation (HFM1007- 001)	<u>Dr</u> M (M 1)		26/Sep/2016 08:49	0						
					Exit							

You can then **start typing** the name of another member of staff into the box and a list of staff matching that will be displayed. **Select** the correct member of staff then click the **Reassign** button to send the request to them, or **Exit** to return to the homepage.

Extension Request Reassign									
Please select a member of staff	E								
	E01 E								
Reas	01 El	xit							

To view whether a request has been re-assigned, and if so who it has been re-assigned to, return to the list of requests. From here, **click** on the **arrow** at the top right and **tick** the '**Re-assigned To**' tickbox. An extra column will be displayed with the details of who a request has been re-assigned to.

Extension Request	Overview										
Hide Complete	Type Show Complet	e a search filter in e	here								
Reference	Module	Assessment	Assigned To	Re- assigned To	Student	Time Logged □	Days Logged 🗆	Submitted	Extended	Reference School Module	Prog
<u>1360220_59936719</u>	Psycho- Social and Policy Aspects of Midwifery Practice (HFM1007)	Poster Presentation (HFM1007- 001)	D	E W (M)		26/Sep/2016 08:49	0	On Time	Normal	 Assessment Assigned To Re-assigned To Student Time Logged 	In Pr
					Exit					 Days Logged Submitted Length 	

Handling Evidence

If evidence is mandatory when a student requests an extension, the student will be sent an email informing them of this. The student can then submit evidence by email from their view of the extension system.

As an academic or an ASIS manager, you may receive this evidence.

To log it as received, **open** your list of extension requests and **click** in the **Evidence Status** column for the appropriate request.

Extension Request Overview											
Hide Complete S	Type Show Complete	e a search filter in	here								••••• ▼
Reference	Module	Assessment	Assigned To	Student	Time Logged □	Days Logged □	Submitted	Extended	Evidence Status	PLSP	Progress
<u>1360220_59936719</u>	Psycho- Social and Policy Aspects of Midwifery Practice (HFM1007)	Poster Presentation (HFM1007- 001)	D/ M (I)		26/Sep/2016 08:49	0	On Time	Normal	<u>Requested</u>		In Progress
					Exit						

This will open the Evidence Submission page.

Evidence Submission		
Evidence reference	EXT_REQ_ 1360220_59936719	
Evidence Accepted/Received	×	
Link to evidence		
Ne	d Exit	

From here you can set **Evidence Accepted/Received** to **yes** or **no**, as appropriate and provide a link to the evidence (e.g. in Wisdom) so that it can be viewed by other members of staff if necessary.

Extension System

Evidence Submission	
Evidence reference	EXT_REQ_ 1360220_59936719
Evidence Accepted/Received	· · · · · · · · · · · · · · · · · · ·
Link to evidence	Yes No
Ne	d Exit

Click **Next** to store the details or **Exit** to return to the homepage.

Once **Evidence Accepted/Received** is completed, the **Evidence Status** on the list of requests will change to either **Received** (if set to yes) or **Rejected** (if set to no).

Extension Request	Extension Request Overview										
Hide Complete	Type Show Complet	e a search filter in e	here								
Reference	Module	Assessment	Assigned To	Student	Time Logged □	Days Logged □	Submitted	Extended	Evidence Status	PLSP	Progress
<u>1360220_59936719</u>	Psycho- Social and Policy Aspects of Midwifery Practice (HFM1007)	Poster Presentation (HFM1007- 001)		(26/Sep/2016 08:49	0	On Time	Normal	<u>Received</u>		In Progress
					Exit						

Extension Request Overview											
	Туре	Type a search filter in here									
Hide Complete	Show Complete	e									
									•••		•••••
Reference	Module	Assessment	Assigned To	Student	Time Logged □	Days Logged 🗆	Submitted	Extended	Evidence Status	PLSP	Progress
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					Exit						