Recording Student Prizes

User Guide

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Administrator

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Why do we need to record prizes in ASIS?

It is now possible to record prizes that a student has been awarded in ASIS. These prizes will then appear on the Diploma Supplement produced by Registry after a student's graduation.

On the Diploma Supplement, the prize appears like this:

6 ADDITIONAL INFORMATION	
6.1.1 Prizes	
Year of Award 10/11 10/11 11/12	

Name WM Northams prize Worshipful Company of Woolmen Biological Sciences Gold Award Category Bronze for Technical Innovation and Design For Highest Average Marks in First Year

Prizes are stored in the PRZ screen in ASIS, and this is managed by the ASIS Team and Registry.

Prizes are attached to a student's record using the SPZ screen, and this is managed by the student's academic school.

How do we attach a prize to a student's record?

A prize can be made up of one or two parts as shown above – the name and the category. The codes for both prize name and category are listed on a separate document – please contact ASIS Support if you don't have this list.

To attach a prize to a student's record, open the SPZ screen:

SPZ] Student Prize		
PAISACR SPS07	The University of Huddersfield	16/Jul/2014
51(307	Student Filze (SFZ)	51(5_512
1 of 0	Student Prize (SPZ) records	UDF
Sequence		
Prize Code		
Ceremony		
Chudent Cude		
Student Code		
Pris Code		
Year		
Period		
Title		
Forenames		
Surname		

Enter the prize code and retrieve – you need to do this first to work out what sequence number to give the SPZ record as this is not generated automatically.

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SPZ] Student Prize	ISPZ] Student Prize
PAISACR The University of Huddersfield SRS07 Student Prize (SPZ)	PAISACR The University of Huddersfield SRS07 Student Prize (SPZ)
1 of 0 Student Prize (SPZ) records	2 of 2 Student Prize (SPZ) records
Sequence Prize Code Ceremony Student Code Prs Code Year Period	Sequence D02 Prize Code A-0001 Ceremony PRIZES Student Code 1065400 Prs Code 1065400 Year 13/14 Priod 13/14
Title Forenames Surname	Title MISS Forenames LAURA OPAL Surname WAINMAN

So in this example, the highest existing sequence number for this prize (A-0001) is 002. So the record you set up will need to have sequence number 003. To create a new record, you can press <Ctrl>+<N> on your keyboard together, or go to File -> Add in the menu bar on ASIS.

l S	ITS:Vision 8.6.1	Logged into	TEST on BERLI
File	Edit Goto	Misc Help)
	Add	Ctrl+N	
	Retrieve	Ctrl+R	
	Store	Ctrl+S	
	Delete	Alt+D	
	Release		
	Print	Ctrl+P	

Once you have your blank record, type in the sequence number and prize code. Use the ceremony code 'PRIZES'.

Enter the student code. The student's name will be filled in automatically.

In the year, enter the year for which the prize was awarded. This must be a year that the student has an SCE record for, or the prize will not appear on the Diploma Supplement.

Once you have filled in all of these fields, the SPZ will look like this:

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[SPZ] Student Prize		
PAISACR	The University of Huddersfield	16/Jul/2014
SRS07	Student Prize (SPZ)	SRS_SPZ
3 of 2	Student Prize (SPZ) records	UDF
Sequence	003	
Prize Code	A-0001 A-0001	
Ceremony	PRIZES PRIZES	
Student Code Prs Code	1065900 AHMAD W	
Year Period	12/13	n
Title		E
Forenames	WAQAAR	
Surname	AHMAD	

Remember to store the SPZ now!

Enter the Date of CAB: Open the UDF screen by clicking on the UDF button in the top right hand corner of SPZ.



Enter the date of the CAB at which the prize was awarded into UDF2 – Date of CAB. Click 'Apply' then store the SPZ again.

User Defined Fields	s Screen (MEN_YUDF)			8
PAISACR MAS01	The Un Ceremony Student	iversity of Huddersfield t Prize (SPZ) User Defined	l Fields.	17/Jun/2016 MEN_YUDF
1 Prize Category 2 Date of CAB				
X Cancel	Clear	🎽 Edit UDFs	×	Apply

If this prize only has a name (no category), then the set-up is complete.

If this prize has a category, you now need to add this. Open the UDF screen by clicking on the UDF button in the top right hand corner of SPZ.



User Defined F	ields Screen (MEN_YUDF)			23
PAISACR MAS01	The Ceremony Stu	e University of Huddersfield Ident Prize (SPZ) User Def	i fined Fields.	17/Jun/2016 MEN_YUDF
 Prize Category Date of CAB 	17.			
X <u>C</u> ancel	Clear	🎽 Edit UDFs	~	Apply

The prize category will always have the same code as the prize, followed by a letter. The prizes and category codes are listed on a separate document – please contact ASIS Support if you don't have this list.

So for example, the Business School's 'Leadership and Management Departmental Prize' has a prize code of B-0006 and category codes of B-0006A 'For Best Year One Student', B-0006B 'For Best Year Two Student' etc.

To enter the category code, you can type it directly into the UDF field...

User Defined Fields Screen (MEN_YUDF)				
Student ceremony prizes (SPZ) User Defined Fields.				
Prize Category	•	B-0006A	B-0006A	

...or you can find a list of categories for a given prize code by typing the prize code into the field followed by the * (gold star wildcard), then pressing <F2> on your keyboard. This will display a list of categories for you to choose from.

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🔋 User Defined	l Fields Screen (Mi	EN_YUDF)
	Student c	eremony prizes (SPZ) User Defined Fields.
Prize Category		▲ B-0006-*
Select		- • •
1 of 8	User Defined Valid	dation Detail (UDD) records
Code 📎	Short name	Name
B-0006A	B-0006A	For Best Year One Student
B-0006B	B-0006B	For Best Year Two Student
B-0006C	B-0006C	For Best Student on Business Administration
B-0006D	B-0006D	For Excellence in Business Placement Gold A
B-0006E	B-0006E	For Excellence in Business Placement Silver
B-0006F	B-0006F	For Excellence in Business Placement Bronze
B-0006G	B-0006G	For DMS
B-0006H	B-0006H	For MBA Full Time

You can then select one by double-clicking on the right line.

Once you have entered or selected the right category code, click Apply in the bottom right of the UDF screen. Remember to store the record again to ensure both your prize name and category are stored.

Repeat as necessary with different students/prizes.