

SPI Records

Creating, amending and deleting SPI records

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For other SAINT documentation please see:
<http://www.brad.ac.uk/admin/SAINT/traindocs.php>

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1. What is a SPI record and how are they created?

A SPI record is a 'Student Progress Information' record. It shows student and course details, along with the actual and agreed PIT (progression information) codes.

A student's initial SPI record is created when they first join a course. After this, SPI records are created automatically at certain points during the academic year.

A student should have one SPI record for each Board of Examiners they have been through – so a pass & proceed student will have one record per academic year, and a re-sit student will have two or more SPI records per academic year. Chair's Actions usually also require a new SPI record.

2. Creating a new SPI record manually

If you need to create a new SPI record (for example in the case of a Chair's Action) this can be done by duplicating an existing record.

Open the SPI screen, and retrieve the record(s) for the student (figure 2a).

The screenshot shows a software window titled "Student Progress Info" with the following content:

- Header: ACRYANI, SAINT - Test System, 02/Feb/2010
- Sub-header: CAM01, Student Progress Info (SPI), CAM_SPI
- Main Content: 8 of 8 Student Progress Information (SPI) records
- Record Details:
 - SPR code: 0203/2
 - Year: 2008/9
 - Period: SEM2
 - Level: 3
 - Programme: UBSCM
 - Route: COMSCI
 - Seq No.: 08
 - Sort name: [blurred]
 - SCJ code: 0203/2
 - Course: CMUGD3
 - Block: 3
 - Occ: A
 - Status: [empty]
 - Updated By: [empty]
 - Updated Date: [empty]
 - Scope Year: [empty]
 - Scope Period: [empty]
 - MitCircs: [empty]
 - Current batch: HONS
 - QCA Factor: [empty]
 - QCA residual: [empty]
 - Process status: Agreed
 - Actual PIT: UG BSC
 - Agreed PIT: UG BSC
 - Decision Date: 10/Sep/2009
 - BREACH: [empty]
 - Attempted Hrs: [empty]
 - Credit Hrs: [empty]
 - Non-Qual Hrs: [empty]
 - QCS: [empty]
 - Minutes: [empty]
 - SPI notes: [empty]

Figure 2a – A student's SPI records

Scroll to the last record (in this example, record 8), then re-retrieve that record by pressing retrieve/F5 (figure 2b).

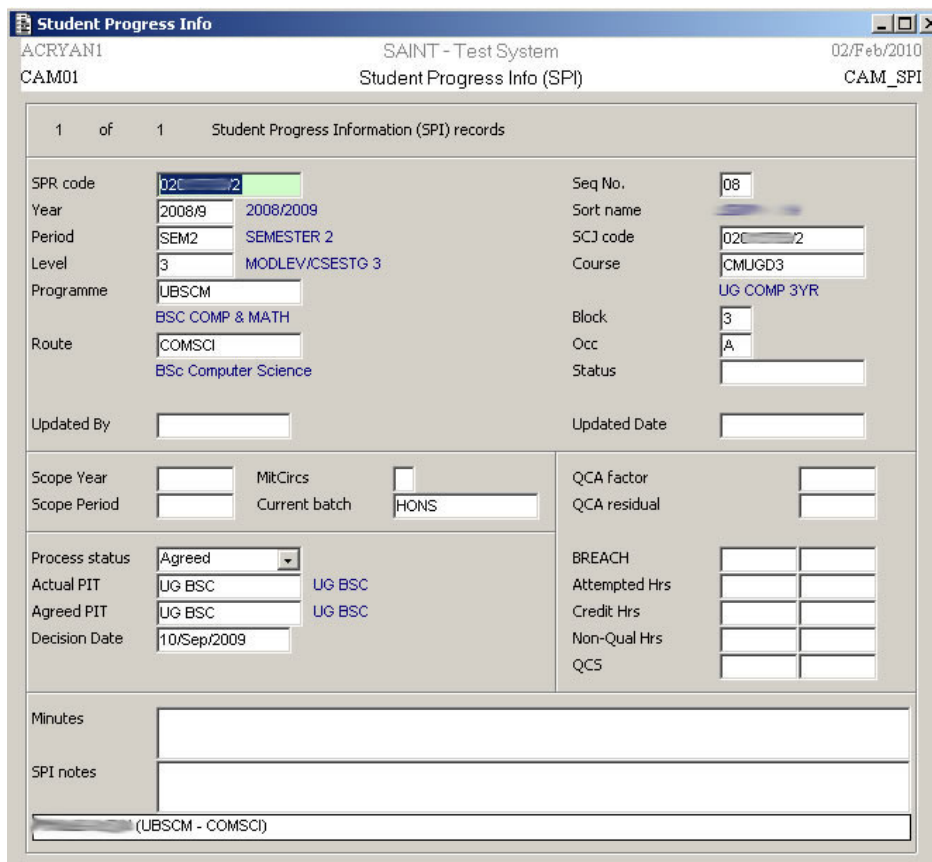


Figure 2b – Re-retrieving one of the student’s SPI records

Go to File → Release (figure 2c). You will now have a copy of the record which can be altered as necessary (figure 2d).

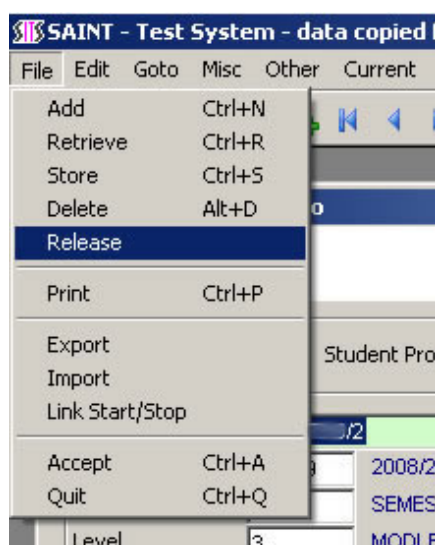


Figure 2c – File → Release to duplicate a SPI record

Student Progress Info

ACRYAN1 SAINT - Test System 02/Feb/2010
CAM01 Student Progress Info (SPI) CAM_SPI

1 of 0 Student Progress Information (SPI) records

SPR code: 02...2 Seq No.: 09
 Year: 2009/0 2009/2010 Sort name: ...
 Period: SEM1 SEMESTER 1 SCJ code: 02...2
 Level: 3 MODLEV/CSESTG 3 Course: CMUGD3
 Programme: UBSCM UG COMP 3YR
 Route: COMSCI BSc Computer Science Block: 3
 Occ: A Status:
 Updated By: Updated Date:

Scope Year: MitCircs:
 Scope Period: Current batch: HONS QCA factor:
 QCA residual:

Process status: Incomplete BREACH:
 Actual PIT: Attempted Hrs:
 Agreed PIT: Credit Hrs:
 Decision Date: Non-Qual Hrs:
 QCS:

Minutes:
 SPI notes:
 (UBSCM - COMSCI)

Figure 2d – Copy of SPI record which can be altered as necessary

When creating a new SPI record, remember the following:

- Sequence number must be higher than existing SPI records – e.g. if the highest sequence number of all SPI records was 8, new SPI record must be 9
- Year and period can be edited as required
- Ensure level and block are correct
- Set 'Process Status' to incomplete
- Clear 'Actual PIT', 'Agreed PIT' and 'Decision Date' boxes
- Don't forget to store the record!

3. Amending a SPI record

Users now have write access to the SPI screen and are therefore able to amend most things on SPI. For example, if a student's SPI record shows their 'Current Batch' is HONS when it should be ORD, this can be corrected without contacting SAS or The SAINT Team.

However, if incorrect data on SPI is coming from another screen relating to the student's course registration, such as SCE, this will need to be corrected by SAS. This would include data such as route or course codes.

To amend a SPI record, open the SPI screen and retrieve the appropriate record(s). Make the necessary changes and store the record.

Please note: incorrect Agreed PIT codes and/or Decision Dates **must not** be amended on the SPI screen. If you need to do this, use the Undo Process button on the CSP screen (figure 3a).

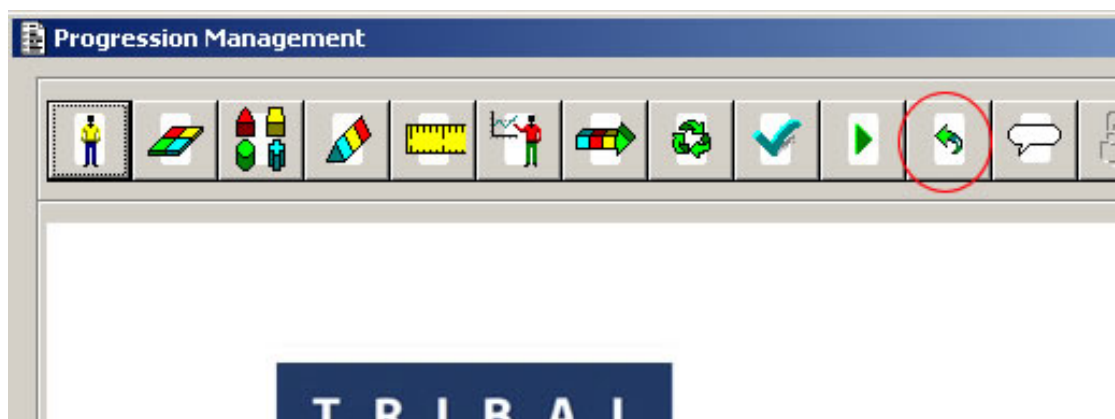


Figure 3a – To amend and agreed PIT and/or decision date, use Undo Process on the CSP screen

If you are in any doubt, please call the SAINT Team on x3333, option 2.

4. Deleting a SPI record

If a SPI record has been created in error, and is no longer needed, it can be deleted. To do this, retrieve the unwanted record and go to File → Delete (figure 4a). Alternatively, press <Alt> + <D>.

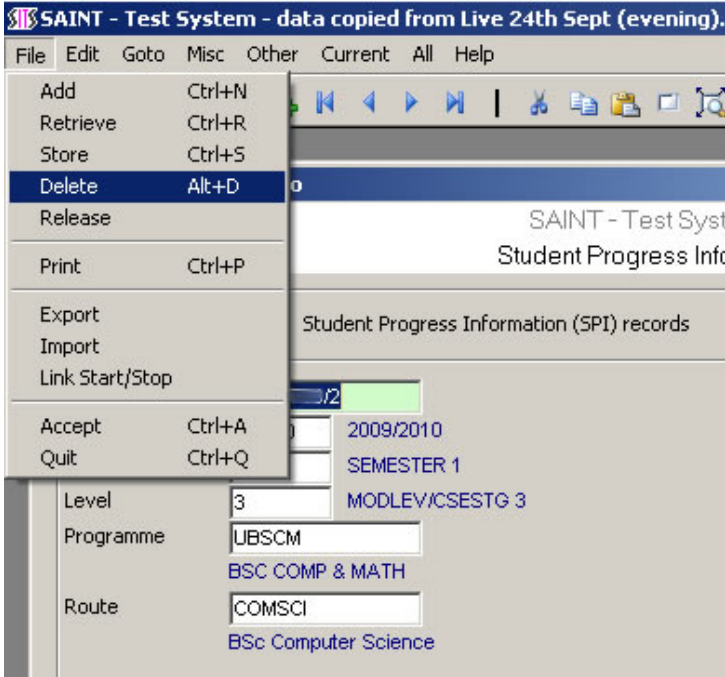


Figure 4a – Deleting a SPI record

You will be asked to confirm deletion of the record (figure 4b).

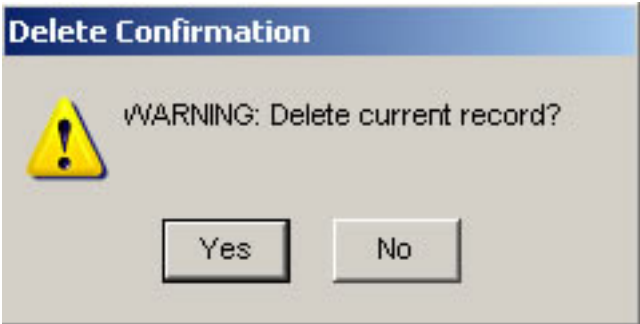


Figure 4b – Confirming deletion of a record