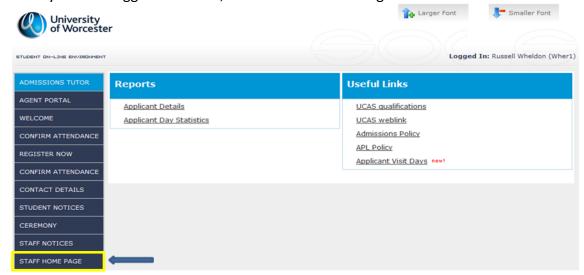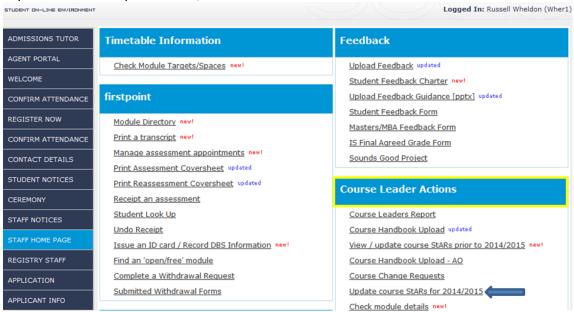# Uploading Course Rep Details to SOLE

Uploading a Student as a Course Rep

1. Once you have logged into SOLE, click on 'Staff Home Page'

2. Look under the heading called 'Course Leader Actions', click on the link called 'Update Course Reps for 2018/19'
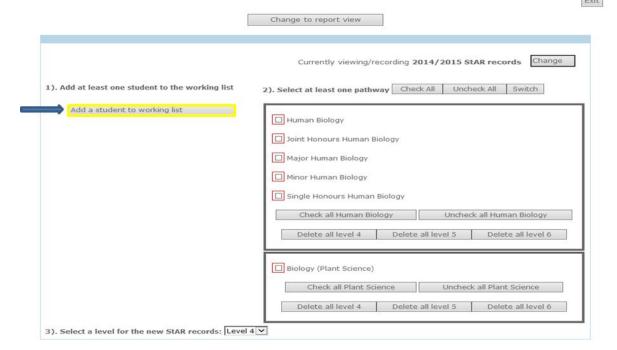

Please Note: Only the course leader can have access to the 'Course Leader Actions' heading. If you are the course leader and cannot see this heading, please contact solehelp@worc.ac.uk

3. When you click on the 'Update Course Reps for 2018/19' link for the first time you will be presented with this screen. Check the academic year is correct and click 'Continue'.
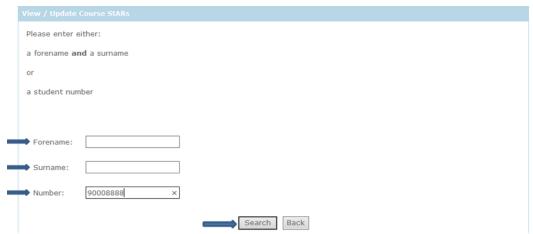
Exit

View / Update Course StARs

View 2014/2015 StAR records

Continue

4. You will be presented with a screen that requires you to complete the options in order. The courses that you are the course leader for will be listed under option 2, if you are the course leader for more than one course, they will be in separate boxes. (E.g. Below Human Biology and Biology)

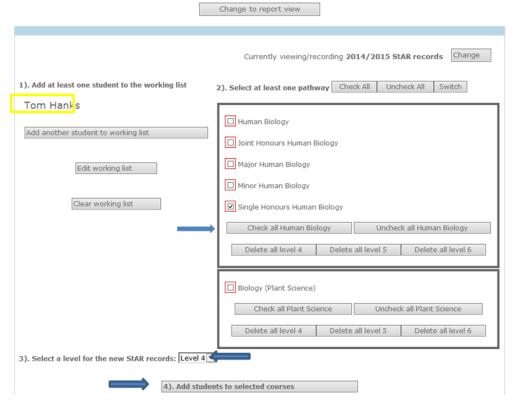5. To add a student, please click on the button called 'Add a student to working list'.

Exit

Change to report view

Currently viewing/recording **2014/2015 StAR records**   Change

1). Add at least one student to the working list

Add a student to working list

2). Select at least one pathway   Check All   Uncheck All   Switch

☐ Human Biology

☐ Joint Honours Human Biology

☐ Major Human Biology

☐ Minor Human Biology

☐ Single Honours Human Biology

Check all Human Biology   Uncheck all Human Biology

Delete all level 4   Delete all level 5   Delete all level 6

☐ Biology (Plant Science)

Check all Plant Science   Uncheck all Plant Science

Delete all level 4   Delete all level 5   Delete all level 6

3). Select a level for the new StAR records: Level 4

6. Please enter either a student's Forename and Surname or a student number and click on 'Search'.

View / Update Course StARs

Please enter either:

a forename **and** a surname

or

a student number

Forename: [   ]

Surname: [   ]

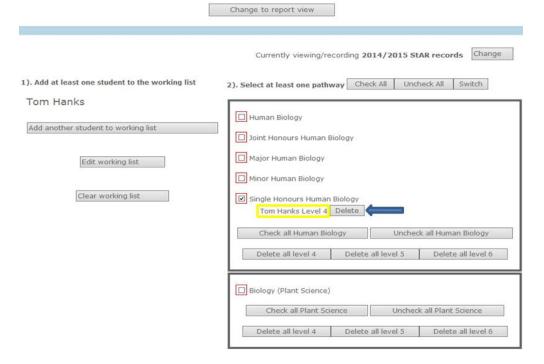Number: [90008888   ×]

Search   Back

7. You will be presented with a list of details and a picture of the student you have searched for. If this is the student you want to select, please click on the tick box. If this is not the correct student, please click 'Back'.

8. The student you have selected to be a Course Rep will appear under option 1. Click the 'Check all' option. Ensure all pathways are selected for that Course (including Joint Honours).
9. Once you have selected the pathway(s), click on the drop down box in option 3 and select the level of the course you want the Course Rep to be uploaded to.
10. Once you have completed this and checked the details click 'Add students to selected courses'.
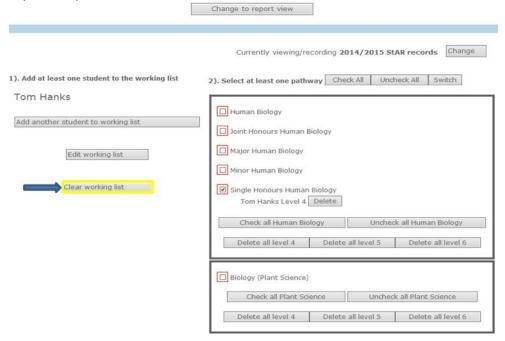

11. The student and their level will appear under the pathway names when they are assigned as a Course Rep.
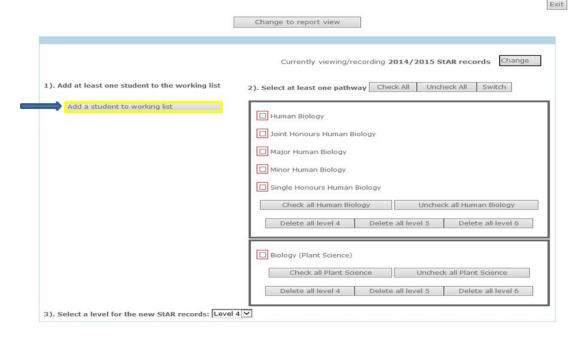
12. To add a new student as a Course Rep, click on the 'Clear working list' box and repeat step 4.

Uploading multiple students as Course Reps

Please Note: When you are adding multiple students as Course Reps, this can only be done if the students are on the same course and level

1. You will be presented with a screen that requires you to complete the options in order. The courses that you are the course leader for will be listed under option 2, if you are the course leader for more than one pathway, they will be in separate boxes. To add a student, please click on the button called 'Add a student to working list'.

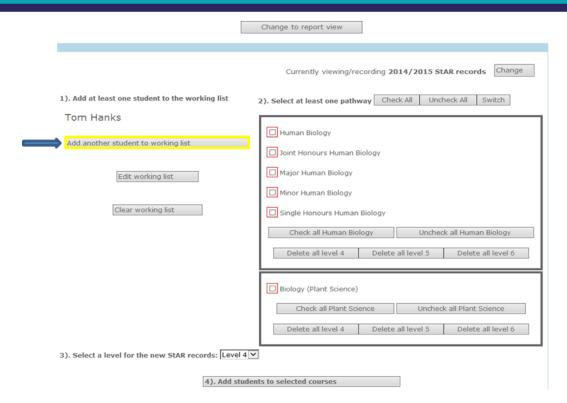2. Please enter either a student's Forename and Surname or a student number and click on 'Search'.

3. You will be presented with a list of details and a picture of the student you have searched for. If this is the student you want to select, please click on the tick box. If this is not the correct student, please click 'Back'

4. The student you have selected to be a Course Rep will appear under option 1. To add another student click on the button called 'Add another student to working list'.

5. Please enter either a student's Forename and Surname or a student number and click on 'Search'
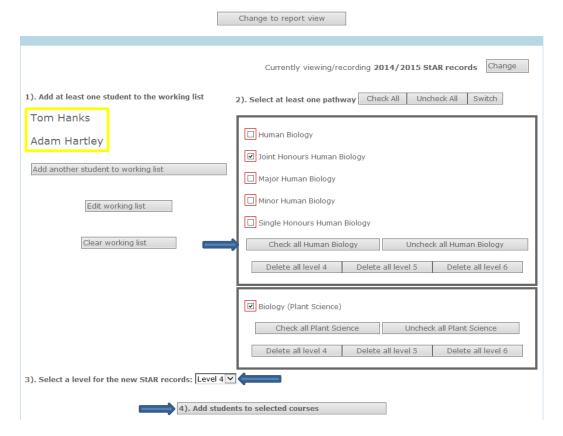

6. You will be presented with list of details and a picture of the student you have searched for. If this is the student you want to select, please click on the tick box. If this is the incorrect student, please click on the 'Back' button.

7. The students you have selected to be a Course Rep will appear under option 1. Click the 'Check all' option and check all pathways are selected for that Course.
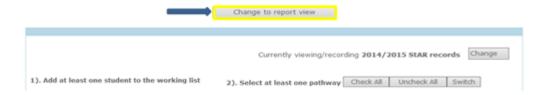
8. Once you have selected the pathway(s), click on the drop down box in option 3 and select the level of the course you want the Course Rep to be uploaded to.

9. Once you have completed this and checked the details click 'Add students to selected courses'.

10. The students and their level will appear under the pathway name when they are assigned as Course Reps.

11. To add a new group of students as Course Reps, click on the 'Clear working list' box and repeat step 2.1.
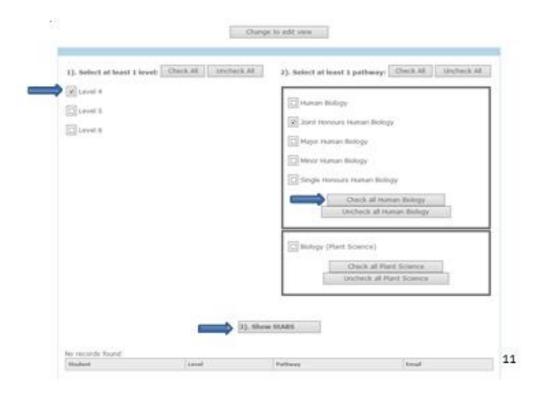
View current Course Reps

1. To view or contact the current Course Reps uploaded, click on the 'Change to report view'

2. You will be presented with a screen that requires you to complete the options in order. Firstly, select the level. Secondly, choose all 'Check All' on the course. Finally, click on the '3). Show Course Reps' button.

3. The Course Reps and their details will be displayed at the bottom of the screen. The Course Reps institution email addresses are provided if you need to contact them.