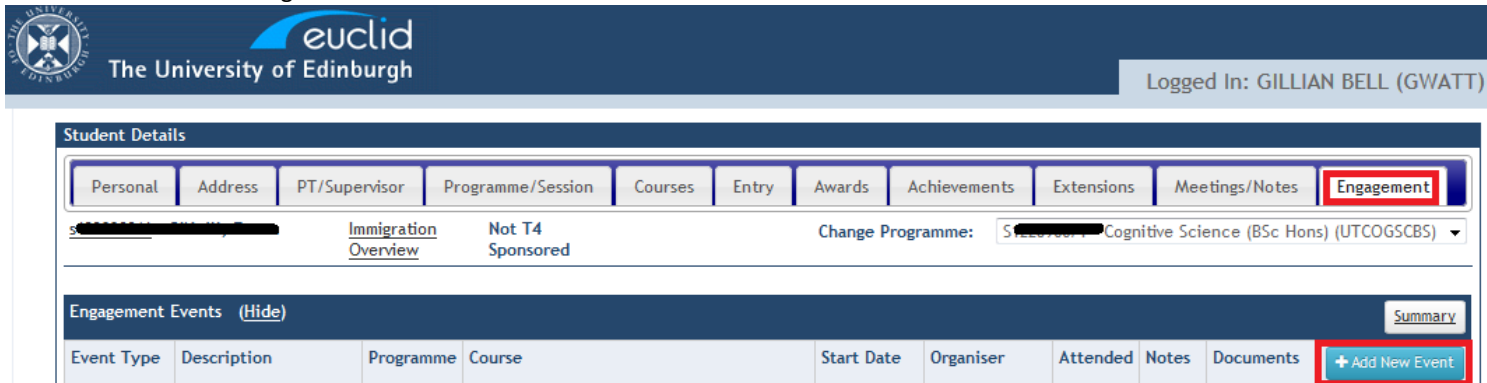


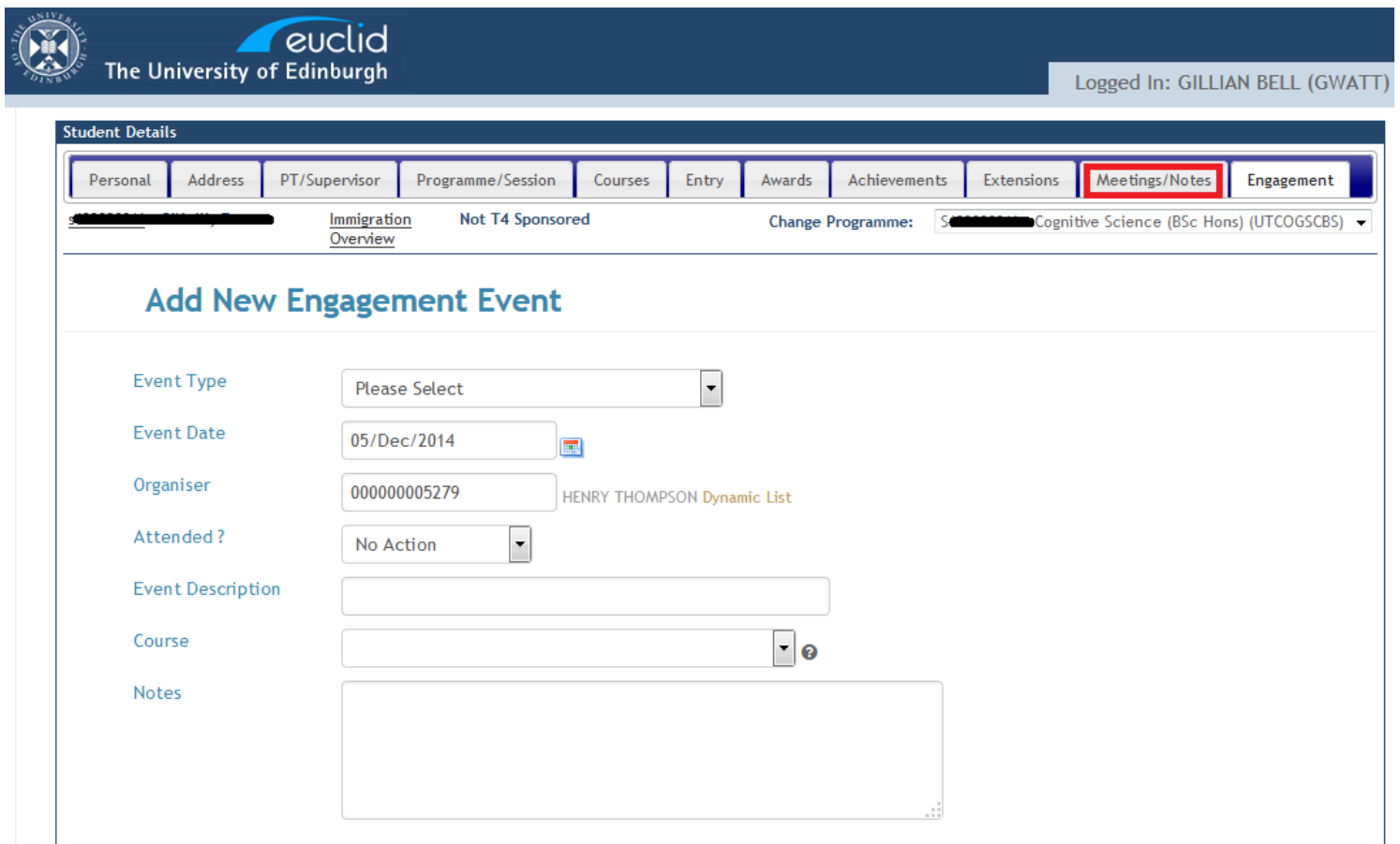
PT Guide to Recording Student Engagement in EUCLID

1. In EUCLID (http://www.star.euclid.ed.ac.uk/urd/sits.urd/run/siw_sso.signon), load the student record. Click on the 'Engagement' tab along the top. Each tab in EUCLID displays the immigration status of a student; either 'T4 Sponsored' or 'Not T4 Sponsored'. As shown in the image below.



The screenshot shows the EUCLID interface for a student record. The top navigation bar includes the University of Edinburgh logo and the 'euclid' branding. The user is logged in as GILLIAN BELL (GWATT). The 'Student Details' section has a tabbed interface with 'Engagement' selected. Below the tabs, the student's immigration status is 'Not T4 Sponsored'. A table titled 'Engagement Events (Hide)' is visible, with a '+ Add New Event' button highlighted in red.

2. To record an Engagement point, click the  button. The following screen will appear:



The screenshot shows the 'Add New Engagement Event' form. The 'Meetings/Notes' tab is selected in the navigation bar. The form fields are: 'Event Type' (Please Select), 'Event Date' (05/Dec/2014), 'Organiser' (00000005279 HENRY THOMPSON Dynamic List), 'Attended?' (No Action), 'Event Description' (empty text area), 'Course' (empty dropdown), and 'Notes' (empty text area).

Enter the following required information:

- Event Type (Meeting);
- Event Date (Enter the date the event happened or was scheduled to happen);
- Organiser (PT name);
- Attended? (did the student attend the meeting? Yes/No);
- Event Description (PT Meeting).
- Course (Please leave blank)
- Notes (Please leave blank but continue to add meeting notes to the Meetings/Notes section highlighted above to share comments with the student).

If you have any questions please contact ITO: email ito@inf.ed.ac.uk or call ext.502692.