

# **Online Student Sign Up Screen & Congregations Reporting Suite**



It'll never fly



# Requirements

- Replace old card system
- Online sign up for Students
- Online payments
- Online Reporting suite for staff
- Comprehensive System & procedural manuals
- All with an almost completely new congregations team .....

# Student Invited – completes attendance info

**My Study**  
Details & Study  
Registration  
Workshops  
Logout

**Bulletins:**  

Postgraduate Taught Students - Have your say and complete the Kent PGT Student Survey

Your Feedback wanted on Student Data System

IMPORTANT >> Exams & Assessment Check is now open - please complete this via the link under the Registration option

**My Details**  
If any of the following details are incorrect, please contact your school.  

<b>Name:</b>	Mr Johan Cruyff
<b>Login:</b>	
<b>Faculty:</b>	Faculty of Sciences
<b>School:</b>	School of Physical Sciences
<b>Programme of Study:</b>	FORENSIC:BSC
<b>Campus:</b>	Canterbury
<b>Stage:</b>	3
<b>Registration Status:</b>	Registered
<b>Study Mode:</b>	FT
<b>Study level:</b>	UG
<b>Tutor:</b>	Dr S C G Biagini

My Record (details of your record)

My Congregation

## Congregation

- Please read each section carefully and complete the relevant fields
- Press **Submit** at the bottom of the page

### Ceremony details

Ceremony:	8
Ceremony Date:	21.07.2011 at 10:30
Location:	Canterbury Cathedral

### Congregation details

**IMPORTANT** Please check the following information is correct - this is the information that will appear on your certificate

Full legal name:	Johan Cruyff
Course title:	Forensic Science
Qualification:	Bachelor of Science with Honours

**If this information is incorrect you must contact the Student Records Office.**

**Note:** If the correction to your legal name is a simple spelling correction SRO can do this via email. If the change requires the insertion of a missing forename, change of family name etc you will need to visit SRO in person with a document such as a birth certificate or passport confirming correct name details.

### Attendance / Fee Payment

Do you wish to attend the Congregation Ceremony?

- ☒ Yes - Attending Congregation
- ☐ No - I wish to receive degree in absentia
- ☐ I wish to defer my attendance to the following year

Select the number of guests you would like to attend

 ▼

*Please note that due to the number of students attending the ceremony we are unable to offer more than two tickets per student.*

**NOTE:** If you wish to attend with guests the fee is currently £40, which guarantees you two guest tickets. Graduands who wish to have their degree conferred without attending the ceremony (in absentia) or who wish to attend without guests do not need to pay this charge.

## Contact information

Please ensure that you provide us with reliable contact information. If any of the information below is incorrect you should an

### Home Address

101 The Wind Farm  
Whitstable  
Kent  
CT5 9ZZ  
England

### Term Address

77 the Sea Forts  
Herene Bay  
Kent  
CT6 8XX

### Phone/Email

Home Phone: 0195

Mobile:

Email: demostudent@kent.ac.uk

Where do you want us to send your final ceremony details / ceremony tickets to

Home ☐

Term ☐

Other Address (Enter Below) ☐

Collect from Office ☒

If you do not attend the ceremony where would you want us to send your certificate

Home ☐

Term ☐

Other Address (Enter Below) ☒

**Other Address** - only fill this in if you have selected 'Other Address' above

Address line 1

99 Treetops

Address line 2

Masai Mara

Address line 3

Address line 4

Address line 5

Address line 6

Address line 7

Country

Kenya

# Confirmation Page

## Congregation Confirmation

- Your congregation details will not be submitted until you press **Confirm**
- You are about to submit the following details
- You can do this only once. Please check the information carefully
- Press **Confirm** at the bottom of the page OR press **Back** if you wish to amend something

You are attending the ceremony and your degree will be conferred in person

You are attending with **2** guests - *Your graduation fee must be paid before guest tickets can be issued.*

You are going to collect your final ceremony details / ceremony tickets from the Congregations Office

If you do not attend the ceremony your certificate will be sent to the following address:

99 Treetops  
Masai Mara  
Kenya

<- Back

Confirm

Details are now read only – prompted to pay online

## University of Kent Student Data System

### Congregation

- Your congregation status has been confirmed as - **Attending Congregation**
- If your congregation status is incorrect please contact [Congregations](#)
- Pay your Graduation Fee using the online payment system [Online payment system](#)

### Ceremony details

Ceremony:	8
Ceremony Date:	21.07.2011 at 10:30
Location:	Canterbury Cathedral



# Online store for Congregation Payment



[Study](#) [Research](#) [Business](#) [News](#) [Locations](#) [Alumni](#) [Departments](#)

## Online Store

### Navigation

- [Home](#)
- [Product Catalogue](#)
- [Conferences & Events](#)
- [Short Courses](#)
- [Help & Information](#)

Search this Site



Help



My Account



Shopping Basket

Items: 0 £0.00

[Home](#) > [Product Catalogue](#) > [Congregations & Events](#) > [Graduation Tickets and DVDs](#)

### Graduation Fee (Canterbury Campus)



£40.00

- 1 +

Add to Basket

#### Description

Congregations Graduation Fee

#### Detailed Description

Flat fee for student to graduate, with 2 guaranteed guest tickets.

**PLEASE NOTE:** £40 is a flat fee (minimum charge), even if only one guest attends.

# STU250 Ceremony Summary

Reports - Demo - Windows Internet Explorer

https://reports.kent.ac.uk/ReportsDemo/Pages/Report.aspx?ItemPath=%2FStudent+Data+System%2Fstu250

File Edit View Favorites Tools Help

Search for:  Go

Home | My Subscriptions | Help

SQL Server Reporting Services  
Home > Student Data System >  
**stu250**

View Properties History Subscriptions

New Subscription

Ceremony: <Select a Value>

<Select a Value>

15 Jul 2011	M - MEDWAY 1 JULY
15 Jul 2011	N - MEDWAY 2 KBS KENT LAW SCHOOL SSPSR
15 Jul 2011	P - PHARMACY MEDWAY
18 Jul 2011	1 - CANTERBURY - SECL & AMERICAN STUDIES
18 Jul 2011	2 - CANTERBURY - KBS UG
19 Jul 2011	3 - CANTERBURY - KLS UG & PG
19 Jul 2011	4 - CANTERBURY - SSPSR & ECONOMICS
19 Jul 2011	5 - CANTERBURY - POLIR & ENGLISH
19 Nov 2010	A - CANTERBURY AM POSTGRAD
19 Nov 2010	B - CANTERBURY AWARDS ASSOCIATE & COLLEGIATE
19 Nov 2010	C - CANTERBURY UG & BRUSSELS
20 Jul 2011	6 - CANTERBURY - ARTS ARCHITECTURE & NEBRIJA
20 Jul 2011	7 - CANTERBURY - PSYCHOLOGY & ANTHROPOLOGY
21 Jul 2011	10 - CANTERBURY - BIOSCIENCES & MATHS
21 Jul 2011	8 - CANTERBURY - PHYSICAL SCIENCES & HISTORY
21 Jul 2011	9 - CANTERBURY - EDA COMPUTING KBS(PG) & GSK
22 Dec 2010	1 - IFS

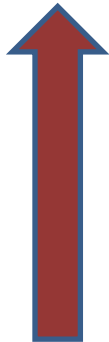
View Report

Done Local intranet 100%

# Initial Status Count

## Ceremony Student Summary

		No of students	No of Guests
Ceremony 3 : 19 Jul 2011 CANTERBURY - KLS UG & PG			
?	No Congregational Status	182	6
A	Receiving Degree in absentia	8	0
C	Attending Congregation	278	547
Total of all students assigned to Ceremony 3		468	553
Will appear on Deans List		55	
Will NOT appear on Deans List		413	
Will appear on Programme List		138	
Will NOT appear on Programme List		330	



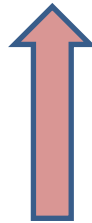
with drill down

# Exceptions Summary

## Financial and Exceptions Summary

		No of students
Ceremony 3 : 19 Jul 2011 CANTERBURY - KLS UG & PG		
No congregation fee received	? - No Congregational Status	1
No congregation fee received	C - Attending Congregation	155
Finance status not OK	? - No Congregational Status	4
Finance status not OK	A - Receiving Degree in absentia	1
Finance status not OK	C - Attending Congregation	5
Pos result - No award	? - No Congregational Status	100
Pos result - No award	A - Receiving Degree in absentia	3
Pos result - No award	C - Attending Congregation	224

Drill down



# Drill down to specific exceptions

Report Run: 11/04/2011 10:49:10

DB Built: 11/04/2011 10:12:44

Ceremony 3 19 Jul 2011 CANTERBURY - KLS UG & PG


Family Name ↕	First Names	Login	Cong Status	↕ Guests	Payment Rcvd	Finance	Final Year	Pos ↕	Pos Result	Rel*
Al	Miss Ni	ne	C	2		NOT OK		LAW:LLB	PROC	C
Cl	Mr Vi	vc	C	2		NOT OK		LAW:LLB	PROC	C
Kc	Mr Ji	jk	C	2	05 Apr 2011	NOT OK		LAW:LLB	PROC	C
Or	Miss Ti	ta	C	2		NOT OK		LAW:LLB	PROC	C
Se	Mr Olk	oe	C	2		NOT OK		LAW:LLB	PROC	C

Total students: 5

# All reports exportable in multiple formats via Reporting Services

The screenshot displays the University of Kent Student Data System reporting interface. At the top, the University of Kent logo is visible, followed by the breadcrumb navigation: [Home](#) > [Student Data System](#) > [LIVE Reports](#) > **stu251**. Below this, a navigation bar includes tabs for **View**, [Properties](#), [History](#), and [Subscriptions](#). A 'New Subscription' link is also present. The main toolbar contains navigation controls (back, forward, first, last), a page indicator showing '1 of 1', a zoom level of '100%', a search box, and 'Find | Next' buttons. An 'Export' button with a download icon is located on the right. A dropdown menu is open from the 'Export' button, listing the following formats: 'Select a format', 'XML file with report data', 'CSV (comma delimited)', 'TIFF file', 'Acrobat (PDF) file', 'Web archive', and 'Excel'. The text 'Congregation C' is partially visible in the background.

# Back up – mirror old cards if required

 New Subscription

Ceremony

19 Jul 2011   3 - CANTERBURY - KLS UG & PG

▼

congregation

Attending Congregation

▼

1 of 47

100%

Find | Next

Select a format

▼

Export

Example - Student

099999999

Master of Laws

International Law with International Relations

ILAW/INTREL:LLM-T

Result MERIT

Dept 37

Finance

OK

Attendance

Attending Congregation

Payment Received

Payment received on 05/04/2011

Guest Requested

2

Tickets Allocated

0

Notes:

# Stu265 Congregation Checking List

SQL Server Reporting Services  
Home > Student Data System > stu265

View Properties History Subscriptions

New Subscription

Ceremony 14 Jul 2009 1 - CANTERBURY - SECL Checking list type All in Ceremony

<Select a Value>  
All in Ceremony  
In Deans (fac223)  
NOT in Deans (fac223)  
In Programme List (fac231)  
NOT in Programme List (fac231)

Will appear in Deans List: Ceremony J1 - 01 Jul 2009 JACQUI PG

Family Name	First Names	Login	Cong Status	Faculty	Guests	Payment Rcvd	Finance	Final Year	Pos	Pos Resu
Abi	Mr H		C	A	2				DIGVISEFF MSC-T	MERIT
Adi	Ms Adv		C	S	2	28 Oct 2008			MBAN MBA-T	PASS
Ahi	Ms Ay		C	A	2	16 Oct 2008			PSYSTUD PDIP-T	PASS
Al Fi	Mr M		C	A	0				ACTSCIAP MSC-T	MERIT



# Programme List

100251

View Properties History Subscriptions

New Subscription

Ceremony 14 Jul 2009 2 - CANTERBURY - ENGLISH & SSPSSR (UG) ▼

Ceremony 14 Jul 2009 2 - CANTERBURY - ENGLISH & SSPSSR (UG) ▼

1 of 10 100% Find Next Select a format Export

University of Kent

Faculty of Humanities

Bachelor of Arts with Honours

Example - names listed here	#English and American Literature with Creative Writing~	II.1
	#English and American Literature with Creative Writing~	II.1
	#English & American Literature~	II.2
	#English & American Literature~	II.2
	#English & American Literature with an Approved Year Abroad~	II.1
	#English and American Literature~	I
	#English and American Literature with Creative Writing~	II.1

# Student Congregation Notes

Through the Congregations process some note types specific to the ceremony may be recorded against an individual students record

**CNG** Certificate to Congregations

**CON** General Congregations note

**DAIS** Student unable to mount dais at ceremony

**PROG** Student wants name removed from programme


# Congregation Notes Report

 New Subscription

Note Type(s):  Order By:


ceremony

1 of 1  Export 

 New Subscription

Note Type(s):  Order By:

ceremony

1 of 10    Export 

0848	Miss Y i	ACCF-BA	C - Attending Congregation	5
		CON	On Thursday, May 06, 2010 by hj51 - Congs visa letter issued to guests	
056	Mr S v	ACTSCI BSC	C - Attending Congregation	5
		CON	On Wednesday, September 16, 2009 by abw7 - Nov 09 Congs record removed - Failed Resits	
0601	Miss K B	ACTSCI BSC	C - Attending Congregation	5
		CON	On Friday, April 30, 2010 by hj51 - student emailed to advise no longer available to attend	
		CON	On Tuesday, May 04, 2010 by hj51 - student re-emailed to advise attendance	
061	Mr B t	ACTSCI BSC	A - Receiving Degree in absentia	5
		CON	On Friday, October 09, 2009 by wsp - Deferring congregation to July - wants a letter confirming this	
		CON	On Thursday, April 29, 2010 by wsp - Called in wishes degree to be conferred in absentia	
064	Mr H	ACTSCI BSC	7 - No Congregational Status	5

# Deans List



## Congregation Deans List

fac223

Report Run: 24/11/2008 13:02:29

DB Built: 24/11/2008 12:09:43

Ceremony No. M MEDWAY DEGREE CEREMONY

**The Chancellor will stand and walk to the lecturn on the ramp.**

The Chancellor will then say:

**"I NOW CALL UPON THE DEAN OF THE  
FACULTY OF SCIENCE, TECHNOLOGY AND MEDICAL STUDIES  
TO PRESENT CANDIDATES FOR THEIR DEGREES"**

The Chancellor will remain standing.

The Dean of the FACULTY OF SCIENCE, TECHNOLOGY AND MEDICAL STUDIES

will move to the lecturn on the Chancellor's right.

The Dean will then raise his/her cap and say:

**"MOST HONOURABLE CHANCELLOR,  
TO YOU AND TO THE WHOLE UNIVERSITY,  
I PRESENT THESE CANDIDATES FROM  
FACULTY OF SCIENCE, TECHNOLOGY AND MEDICAL STUDIES  
FOUND WORTHY TO BE ADMITTED TO DEGREES."**

The Dean will pause. The Dean will then say:

.....

Home > Student Data System >  
fac223

View Properties History Subscriptions

New Subscription

Ceremony	19 Nov 2008 MEDWAY DEGREE CEREMONY	Seat Number Start	1
Chancellor's Title	Chancellor		

# Ceremony Ticking List

Home > Student Data System > fac223a

View Properties History Subscriptions

New Subscription

Ceremony: 19 Nov 2008 MEDWAY DEGREE CEREMONY

Chancellor's Title: Chancellor

Family name to (Enter a letter A-Z): D

Seat Number Start: 1

Family name from (Enter a letter A-Z): A

100% Find Next Select a format Export

fac223a

Report Run: 24/11/2008 13:26:43

DB Built: 24/11/2008 13:10:04

Ceremony No. M MEDWAY DEGREE CEREMONY

Family Name from A to D

Seat No:	Family Name	Ceremony	Legal Name
100	Alk	M	Miss S
101	Asi	M	Miss Z
102	Benn	M	Mr C
103	Broa	M	Mr D
104	Dav	M	Mr I

# Online Procedure Manuals

## CMSDS MANUAL

You are here: [Kent home](#) > [cmsds-local](#) > [Manual](#)

## Student Data System Manual

### Section K CONGREGATIONS

#### Part 1 [Identify Graduands](#)

Data base clean up  
Who congregates when / Faclist selection  
a. July ceremonies Canterbury  
b. July ceremonies Medway  
c. November ceremonies  
FAC210 Department Student Numbers  
FAC211 Total students per POS by department

Appendix : Congs Status Z - POS that do not congregate

#### Part 2 [Set Up Ceremonies](#)

Setting up Ceremonies  
Creating & Maintaining Ceremonies  
Insert Congregations Record for students  
Allocation of Departments to Ceremonies

#### Part 3 [Ceremony Reports](#)

New Faclist based on ceremony Number  
Reporting Services  
stu249 Congregation Cards  
Stu250 Congregation Ceremony Summary  
Stu251 Congregation Ceremony Detail  
FAC 231 Congregation Programme Insert  
FAC 230 Generate Certificates  
FAC223 Deans List  
FAC223a Ticking List  
Qualifications Ordering

#### Part 4 [Emailing / Mail Outs](#)

FAC 225 Ceremony Reports for Student Mail-shot  
Mail-shot Labels  
E mailing students  
Receipt of Name/POS confirmation cards  
Students who do not respond - update congregations status  
2 nd packs including tickets

#### Part 5 [Congregations Screen PROSPERO](#)

Background  
Enhancements  
s1c1scongregation - Congregations Screen  
Congregation details - timestamp

#### Part 6 [Student Web Page](#)

Overview  
Completing Page  
Page details on completion / Online Payment  
Web payments processing

#### Part 7 [Post Ceremony Processing](#)

7.0 Post Ceremony stats  
7.1 Confer Students  
7.2 Failed Students



## STUDENT DATA SYSTEM CONGREGATIONS

### Part 2 Set Up Ceremonies

2.0	Setting up Ceremonies
2.1	Creating & Maintaining Ceremonies
2.2	Insert Congregations Record for students
2.3	Allocation of Departments to Ceremonies



## STUDENT DATA SYSTEM CONGREGATIONS

### Part 3 Reports / Ceremony Based Faclists

3.0	Faclist based on ceremony Number
3.1	Reporting Services
3.2	stu249 Congregation Cards
3.3	Stu250 Congregation Ceremony Summary
3.4	Stu251 Congregation Ceremony Detail
3.5	Stu265 Congregation Checking List
3.6	FAC 231 Congregation Programme
3.7	STU262A Student Congregation Notes
3.8	FAC223 Deans List
3.9	FAC223a Ticking List
3.10	Qualification Ordering

Appendix : FAC225 Ceremony Student Numbers



# Digital Certificate software



# The Old Way

- Certificate number assigned and mail merge export from Student Data System
- Word templates for qualification types and for programmes delivered with different institutions
- Summer straightforward, November very time consuming

# Digital Certificates – Stage 1

- Demonstration from ADS – a more efficient way of managing templates via profile IDs and an electronic store of certificates
- Installed October 2010 and used for November 2010 ceremonies
- Certificate production time cut from ten to three working days

# Digital Certificates – Stage 2

- Upload of historic data from archive and live databases for a single repository of certificate data
- Increased user base in SRE
- Use of organisation letter function for congregations, status letters and references
- Beta test site for web application software