

MIS Refresher Guide

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MIS Processing Guides & Documentation

The MIS Intranet homepage is kept up to date with the most recent operational guides for accessing and using MIS systems. These will always be available at:

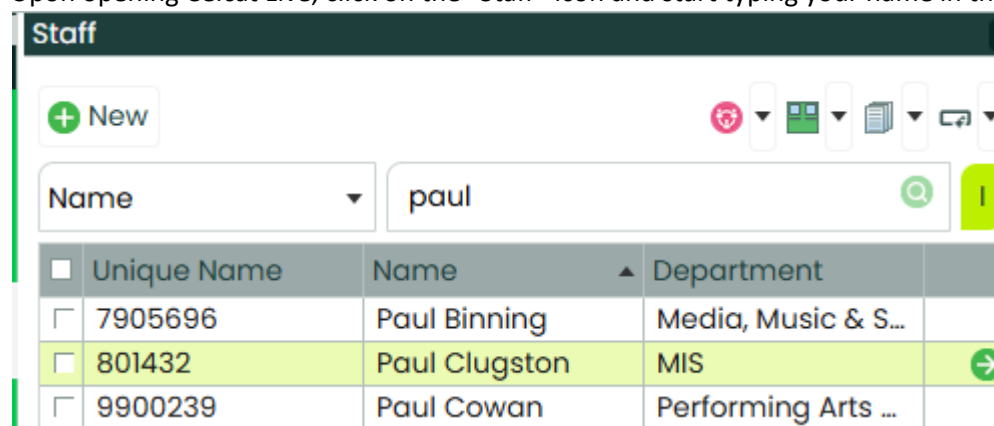
<http://staffintranet.edinburghcollege.ac.uk/content/18/Teams/MIS/5>

Celcat

Timetabling is managed through **Celcat Live** where you can view and print your own timetable. You can access this via the Celcat Live icon  which you can find through the Launchpad on the intranet home page.

How to get your timetable

Upon opening Celcat Live, click on the "Staff" icon and start typing your name in the search box.

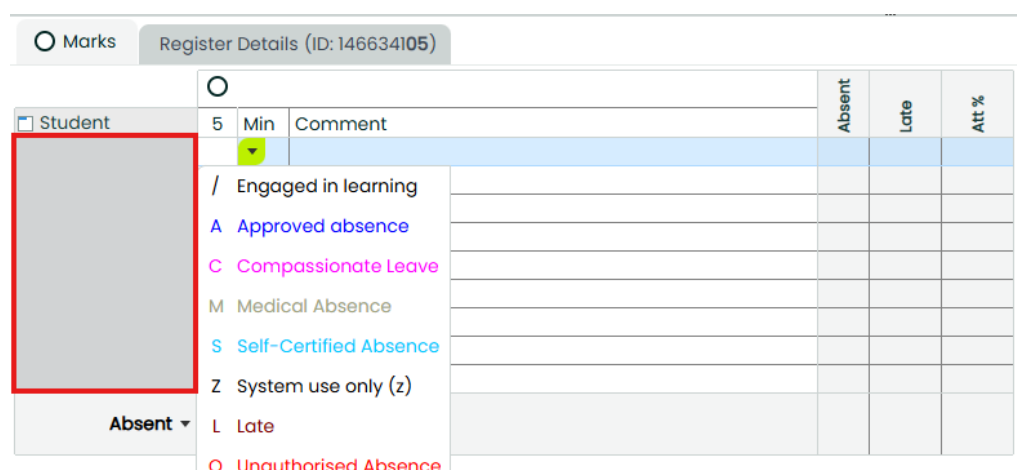


☐	Unique Name	Name	Department	
☐	7905696	Paul Binning	Media, Music & S...	
☐	801432	Paul Clugston	MIS	
☐	9900239	Paul Cowan	Performing Arts ...	

Double-click on your name (or click on the green arrow) and your timetable will open.

How to mark attendance

Navigate to the register you wish to mark. Click on the down arrow and select the appropriate attendance mark for that individual student.



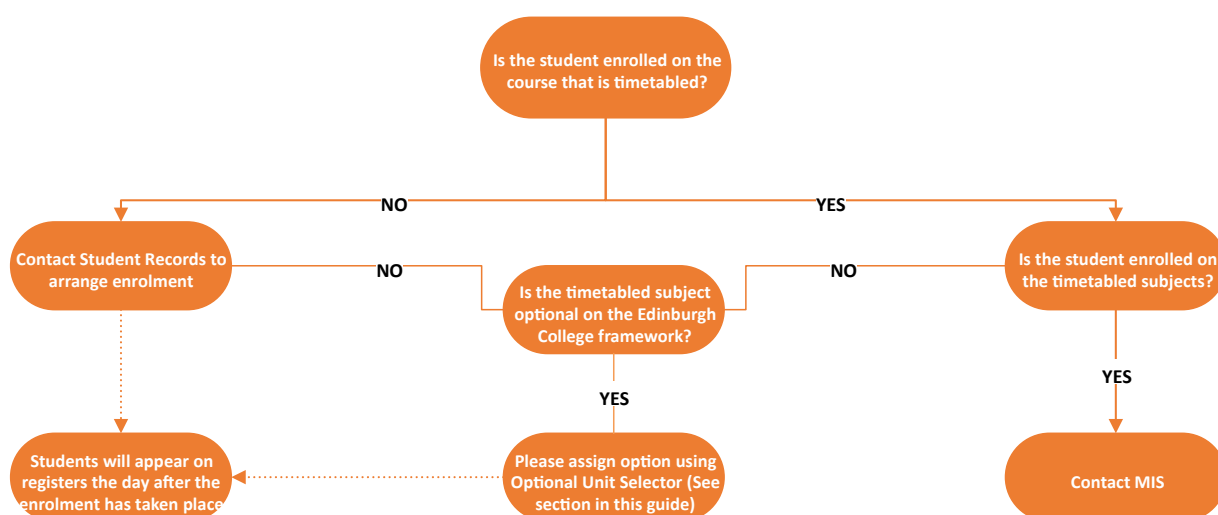
Register Details (ID: 146634105)				Absent	Late	Att %
☐ Student	5	Min	Comment			
			/ Engaged in learning			
			A Approved absence			
			C Compassionate Leave			
			M Medical Absence			
			S Self-Certified Absence			
			Z System use only (z)			
			L Late			
			O Unauthorised Absence			

What to do if your registers are blank, have the wrong students attached or students are missing

Registers are based on subject enrolments. Students should appear on their registers the day after they are fully enrolled.

- If your registers are blank then there may be a problem with student enrolments (in which case please contact **Student Records**) or the subject that is timetabled is optional. You can assign the subjects to the students using the Optional Unit Selector (see section in this guide for more details). If no subject is timetabled, contact your **Curriculum Team Manager**.
- If the wrong student/s are attached to your registers there is a problem with the subjects that are timetabled. Please contact your **Curriculum Team Manager** to have this rectified.
- If students are missing from your registers, please check that they are correctly enrolled. If they are, please contact your **Curriculum Team Manager** to check your timetable. For full details of how to use Celcat Live, please click [here](#) for the training guide.

Students not appearing on your register



How to book a room

Staff have the ability to book rooms for meetings and other one-off events using Celcat Self-Service.

You can access this via the Celcat Self-Service icon  which you can find through the Launchpad on the intranet home page.

For full details of how to use Celcat Self-Service, please click [here](#) for the training guide.

Optional Unit Selector

The Optional Unit Selector is an application developed by MIS to allow staff members to easily assign students to optional subjects attached to their course.

How to assign optional units

You can access the Optional Unit Selector by clicking on the icon  which you can find through the Launchpad on the intranet home page.

For full details of how to use the Optional Unit Selector, please click [here](#) for processing documentation.

What to do if it won't let you assign a subject to a particular student

You are unable to assign a subject to a student if they have a red cross next to their name. This is because the student is already enrolled on the maximum number of credits. You will need to get approval from your **Curriculum Team Manager** to have the student added to another credit. Once your CTM has approved this request, you will need to contact Student Records directly to have them enrolled.

Unit-E Web Portal

Unit-E Web Portal is the web based portal to the College's Student Records system, Unit-e. It shows you 'live' student and curriculum data, straight from Unit-e.

You can use it to:

- Access iResulting (see 'How to enter results' section in this handbook)
- View Student Details – including personal, contact and enrolment information
- View Course/Module Details – including student enrolment and contact lists

How to enter results

iResulting is used to result students for one or more subjects and is linked to the College student records system Unit-e. A subject cannot be resulted in iResulting if a student has not been enrolled on it. All students with a Current or a Withdrawn status are required to be resulted for each subject that they are enrolled for.

For details on how to enter results, please click [here](#) for the **iResulting** guide.

How to get a class list

Class lists are available with photographs through Unit-E Web Portal.

For details on how to use the Web Portal, please click [here](#) for the **Unit-e Web Portal** guide.

My:Vision

My:Vision is a one-stop-shop that is designed to help you by having various reports and links to internal systems all in one place. You have access to information on outstanding results and missing register marks and provides dynamic links to the systems in which this information can be entered.

You can access My:Vision by clicking on the icon  which you can find through the Launchpad on the intranet home page.

Reports Pathway

Reports Pathway is the colleges' internal suite of reports. There are many reports in here that you might find useful, from the application summary report, the results grid or the missing register mark report.

If you have any queries regarding any report or would like to request a new one, please contact mis@edinburghcollege.ac.uk

You can access Reports Pathway by clicking on the icon  which you can find through the Launchpad on the intranet home page.

Framework Viewer

The Framework Viewer allows you to view any course framework within the college. This lets you see the subjects attached to the course as well as other important course data.

You can access the Framework Viewer by clicking on the icon  which you can find through the Launchpad on the intranet home page.

appVision

appVision is the system used to manage course applications that are received from applicants. You can view how many applicants have applied and been offered on any particular course, as well as being able to view the data within the application.

You can access appVision by clicking on the icon  which you can find through the Launchpad on the intranet home page.

Course Manager

Course Manager is a page containing a set of tools used to create and manage new courses, including the controls for adding or removing courses from the college website for applications. This page is accessed by clicking on the icon  found on the intranet Launchpad.

System Access

If you do not have access or are having trouble logging in to any of the systems above please contact us via mis@edinburghcollege.ac.uk