

**Edinburgh Napier University**  
**eVision Exchange Staff User Guide**

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## How to Access the Exchange Report

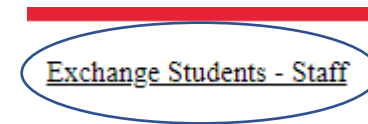
### [Video guide on how to access the Exchange Report](#)

If, as part of your role you will be required to identify and view information on students who are on exchange you will be given view only access to the exchange platform. To access this, you can log into eVision as normal using your staff credentials.

You can log into eVision via the following link – [https://evision.napier.ac.uk/si/sits.urd/run/siw\\_lgn](https://evision.napier.ac.uk/si/sits.urd/run/siw_lgn)

Once logged in, you should select the **Exchange students – Staff** tab

This will then take you to a report which you can use to identify students on or due to go on exchange. The report will also tell you which stage they are at in the process. Click on **Exchange Students Report** to open the search form.



### Exchange Students - Staff

[Student Placements](#) / [Exchange Staff Home Page](#)

Exchange Students - Staff

Exchange Students Report

# How to Search in the Exchange Report

## [Video guide on how to search in the Exchange Report](#)

You will be able to search by the following search criteria:

NOTE: You do not need to fill out all fields. Even completing 1 field will produce results. The more search criteria you add, the more specific your search results will be.

Placement statuses:

Academic Year	<input type="text" value="2020/1"/>	▼
Placement Status	<input type="text"/>	▼
Placement Provider	<input type="text"/>	List
Placement Subject Area	<input type="text"/>	List
Faculty	<input type="text"/>	List
Department	<input type="text"/>	List
Course code	<input type="text"/>	List

APPROVED

= The Programme Leader/Global Mobility team have approved the application

ALLOCATED

= The Global Mobility Team have allocated them to a destination(s)

SUBMITTED

= Application submitted by the student

EXCHANGE BREAK

= The student is on a break in exchange i.e., Christmas or summer holidays

COMPLETE

= student has completed the exchange and all the tasks involved

HOST ACCEPT

= The student has confirmed acceptance by the host

NOMINATED

= The Global Mobility Team has nominated the student to the host institution

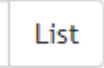
EXCHANGE

WITHDRAWN

= The student is on exchange

If you want to know which students are at a certain stage of their placement, you can search by the placement status field.

## Placement Provider Codes:

If you are not familiar with the placement providers codes, you can click on  and then select the appropriate provider. If you know a part of the code, you can use the Search box and once you find the partner you need, click on Select.

Placement Provider - Please select a value

Placement Provider code	Full name	Select
A DORNBIR01	Vorarlberg University of Applied Sciences	<input type="button" value="Select"/>
A INNSBRU08	MCI	<input type="button" value="Select"/>
A WIEN01	University of Vienna	<input type="button" value="Select"/>
AU DEAKIN	Deakin University	<input type="button" value="Select"/>
AU QUEENSLAN	Queensland University of Technology	<input type="button" value="Select"/>
AU VICTORIA	Victoria University	<input type="button" value="Select"/>

You can also use the **Course Code** if you would like to search for specific students who are on the given course. You can use multiple search boxes if you would like to make the search criteria even more specific.

Once you have filled out the search fields you have the data for, click the **Search** button.

# How to Interpret the Results of the Exchange Report

## [Video guide on how to interpret the results of the Exchange Report](#)

Once you have identified your search criteria and clicked the Search button, you will be presented with the student records which satisfy your search. You can see the number of records at the top. After that all classified records are listed. To see all the columns for each record you need to click the arrow in the top right corner

Exchange Students Report									
Now showing records 1 - 2 of 2					Sort By		Sort		
Placement Provider	Academic Year	Period	Status code	Conf Host Acceptance	Pre-Arrival LA	Certificate of Arrival	Ongoing LA	Risk Assessment	Certificate of Departure
E ALICANT01	2020/1	TR1	Placement - Host Accepted	18/May/2021	P				
CN RYERSON	2020/1	TR2	Placement - Complete	19/May/2021	19/May/2021	19/May/2021	P	19/May/2021	19/May/2021

### Column description:

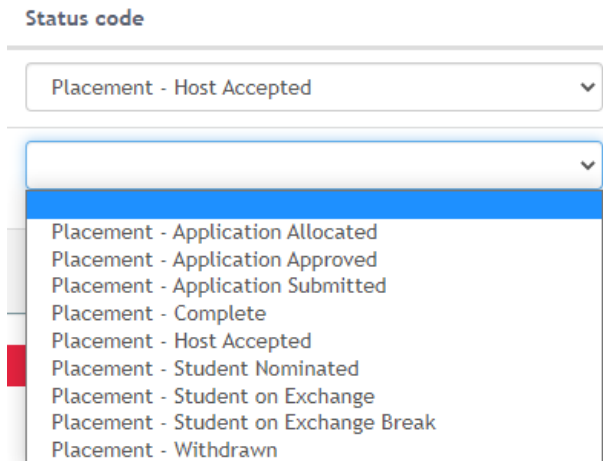
Student id = student matriculation number

Placement Provider = the code of the partner university where the exchange is taking place

Academic Year = the academic year during which the exchange is happening

Period = the period could be either trimester one (TR1) or trimester 2 (TR2); if the student is on a full year exchange, they would have 2 records - one for TR1 and one for TR2.

Status code = the codes show at what point of the exchange the student is; the following codes exist:



Sort By <input type="text"/> <input type="button" value="Sort"/>						
Conf Host Acceptance	Pre-Arrival LA	Certificate of Arrival	Ongoing LA	Risk Assessment	Certificate of Departure	Details
18/May/2021	P					<a href="#">View</a>
19/May/2021	19/May/2021	19/May/2021	P	19/May/2021	19/May/2021	<a href="#">View</a>

The rest of the columns indicate how is the student progressing with their tasks.

The tasks they need to complete within eVision are as follows:

- Confirmation of Host Acceptance
- Pre-arrival Learning Agreement/ Learning Agreement Before Mobility
- Certificate of Arrival
- Ongoing Learning Agreement/ Learning Agreement During Mobility (This will only be completed by students if they make changes to the modules, they initially choose and noted in the Before Mobility Learning agreement)
- Certificate of Departure

If the student has completed a task the **date** they completed it on would appear under that task as shown above. If they had started it but not submitted it yet, that would be shown with **P** meaning the task is in progress.

# How to View Student Records

## [Video guide on how to view student records](#)

Exchange Students Report

Now showing records 1 - 2 of 2

Sort By  Sort

..... ◀ ▶

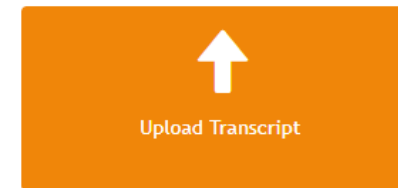
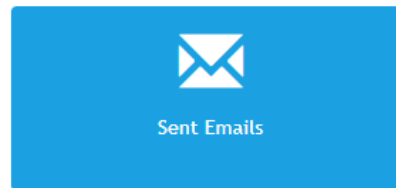
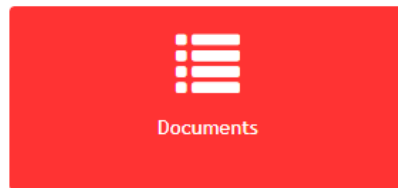
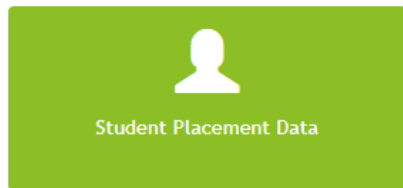
Academic Year	Period	Status code	Conf Host Acceptance	Pre-Arrival LA	Certificate of Arrival	Ongoing LA	Risk Assessment	Certificate of Departure	Details
2020/1	TR1	<input type="text" value="Placement - Host Accepted"/>	18/May/2021	P					<a href="#">View</a>
2020/1	TR2	<input type="text" value="Placement - Complete"/>	19/May/2021	19/May/2021	19/May/2021	P	19/May/2021	19/May/2021	<a href="#">View</a>

In order to view the student record, click the **View** button under **Details**.



A screen with all the student's placement data will then appear.

Exchange Details			
Student ID		Name	
Placement	Ryerson University	Status	(PLCP) Placement - Complete
Start Date	10/01/2021	End Date	20/07/2021
Period of Mobility	Trimester 2		
Further Details			



You can see the student details – ID, Name. You can also see the placement details – where and when it is taking place and what stage the student is currently (Status).

You will also be able to access the following information from this screen:

- The Student Placement Data
- Any documents the student or Global Mobility team has uploaded relating to the exchange
- All generic correspondence sent from the system when the student had entered a new stage of the exchange or had completed a certain task.
- Access to upload the student's transcript.

# How to View Student Placement Data

## [Video guide on how to view student placement data](#)

Once you click on the **Student Placement Data** tile you would be able to see all relevant details.

Exchange Student Detail

Now showing 1 of 1


Student code *	40402729	Ani Georgieva
Placement Sequence number *	02	
Student Course Join code	40402729/1	List
SPR Code	40402729/1	List ANI
Sort name	GEORGIEVA A	
Course code	56119BH	List BENGH SW ENG FT
Placement Provider code	CN RYERSON	List RYERSON
Academic Year code	2020/1	List 2020/21
Period Slot code	TR2	List TRIMESTER 2
PLC Provider Contact		List
Start date	10/Jan/2021	
End date	20/Jul/2021	
Withdrawal date		
Status code	PLCP	List COMPLETE

The student code, student course join code and the SPR code all refer to the student's matriculation number.

Since this student has a TR1 records as well, the placement sequence number is 02. This is their second record.

The student's course code can also be seen amongst other details about their exchange including any notes on the student entered by the Global Mobility Team.

Next to every data field you can see a tag clarifying what that particular field means.

Created Date	18/May/2021	
Updated Date	19/May/2021	

Related Documents

Store

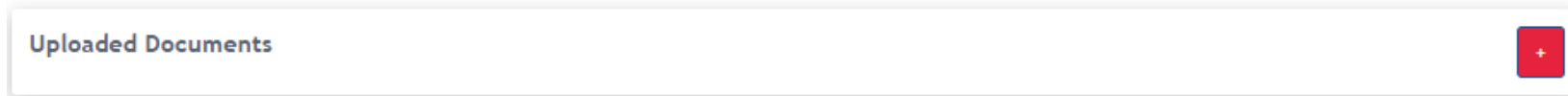
At the bottom you can see a button called **Related Documents**. This button shows all documents the student had submitted while completing their tasks.

## How to View Placement Documents

### [Video guide on how to view student documents](#)




Once you click on the **Documents** tile, that will open the uploaded documents page. You will need to click the + icon to see all documents available.

Here you can view the documents uploaded by the student when completing their exchange tasks. Click on the + icon to see all documents.



Once you click on it you will see a list with all documents the student had uploaded as part of their exchange tasks completion.

A screenshot of a table titled "Uploaded Documents". The table has five columns: "Document", "Date Uploaded", "Name", "Description", and "View". There are four rows of data. Each row has a red list icon in the "View" column. The table is enclosed in a light gray border with a red minus icon in the top right corner.

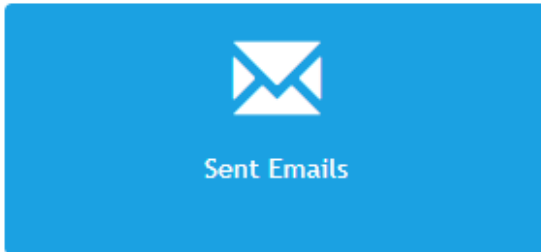
Document	Date Uploaded	Name	Description	View
ghic-application-form-december-2020.pdf	19/May/2021	random ad hoc document upload	done	
20180713_wp250rev_01_en_C521EC14-99FD-FB6A-F550FB846F60A5C1_49827.pdf	13/May/2021	Pre-arrival LA		
STU_PLC_COP.docx	19/May/2021	CoD	task completed	
STU_PLC_LEA_O.docx	19/May/2021	LA Before Mobility	task completed	

If you would like to review the document, click the list icon corresponding to the document under **View**.

That will download a copy of the document on your device. You can then open and review it.

## How to View Communications

### [Video guide on how to view communications to students](#)



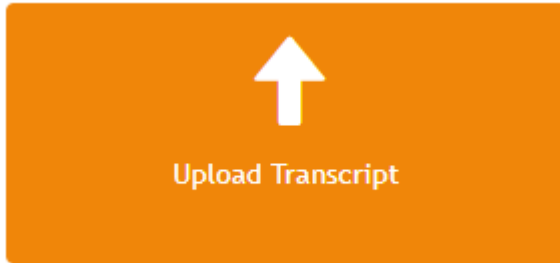
When you click on the **Sent Emails** tile that will show a list with all automatic emails that has been sent to the student.

You can see when they had been sent and by which staff member. If you would like to see the content of the email you need to click the **View** button.

SRL Group	SRL Code	SRL Name	Sent By	Printed Date	SRL Type	Preview
SPL	STU_PLC_EML	Placement / Exchange Email	James Mann	06/May/2021	Email	<a href="#">View</a>
SPL	STU_PLC_EML	Placement / Exchange Email	Ani Georgieva	07/May/2021	Email	<a href="#">View</a>
SPL	STU_PLC_EML	Placement / Exchange Email	Amie Taylor	13/May/2021	Email	<a href="#">View</a>
SPL	STU_PLC_EML	Placement / Exchange Email	Amie Taylor	13/May/2021	Email	<a href="#">View</a>
SPL	STU_PLC_EML	Placement / Exchange Email	Ani Georgieva	13/May/2021	Email	<a href="#">View</a>
SPL	STU_PLC_EML	Placement / Exchange Email	Ani Georgieva	13/May/2021	Email	<a href="#">View</a>
SPL	STU_PLC_EML	Placement / Exchange Email	Amie Taylor	19/May/2021	Email	<a href="#">View</a>
SPL	STU_PLC_EML	Placement / Exchange Email	Amie Taylor	19/May/2021	Email	<a href="#">View</a>

# How to Upload a Student Transcript

## [Video guide on how to upload student transcript](#)



When you click on the **Upload Transcript** tile that will open a new page where you can add their transcript.

### Transcript Documents

Document	Date Uploaded	Name	Description	View
<b>ADD</b>				

To add the document, click the **ADD** button. That will open a file uploader. Click **Browse My Computer** to select the relevant transcript, and then click **Upload** to add it.

