

Batching Diploma Supplement for Dispatch

If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

Version Table

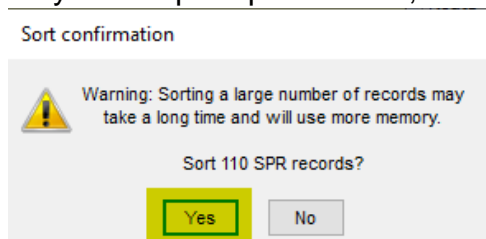
Revision	Description	Author	Date
1	Transferred and updated guidance to standardized template	M Orlando	June 2023

1. Summary and other guides this links to

The Diploma Supplement is an HTML file, generated and automatically attached to a SITS letter. The Diploma Supplement details information from a student's record (e.g. programme name, marks/grades by component, award classification) thus representing an extended version of a transcript. The Diploma Supplement is sent to awarded students by the host School.

2. Step-By-Step Instructions

- 1- Open **SPR** to retrieve your students by using:
 - a. External reference
 - b. Course code/block
- 2- If prompted to sort, select "Yes" to always retrieve the cohorts of students in the same order. **NOTE** – if you are retrieving a small number of students, you may not be prompted to sort, as the system will do so automatically.

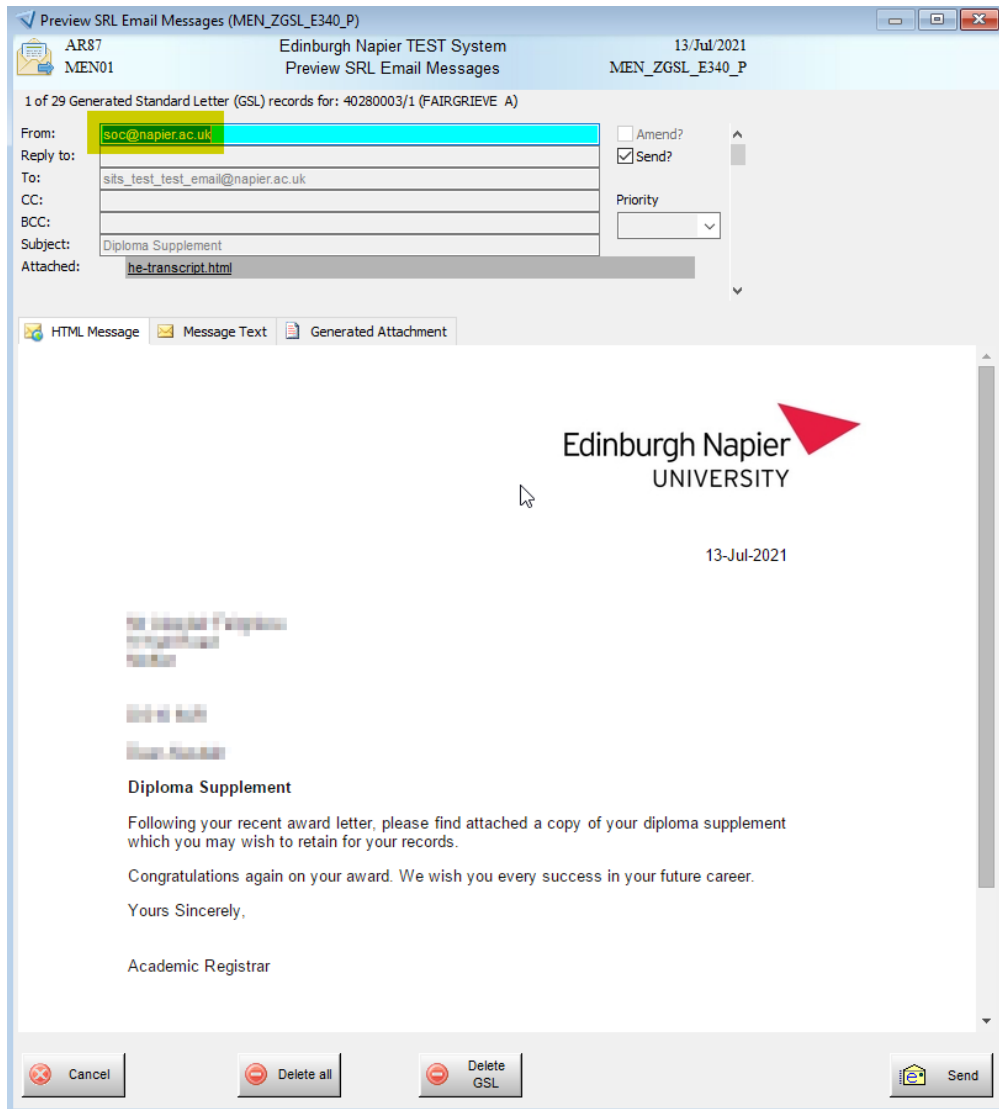


- 3- Go to: All → Gen+Print Letters



- 4- **IMPORTANT** – when entering the letter code to print also select the **range** of records you wish to print ensuring you **only select a range of up to 5 records**

- 5- Click on: Send email
- 6- A preview of the email content can be viewed for checking, you will notice the sender is now generic to your school.
- 7- Check that the award title in the email preview is not blank
- If the award title is not showing:
 - Note the student SPR/matriculation code
 - Do not send them the email
 - Select the range again to avoid that student (e.g. if student n.7, send letters to 6, and then again to 8 to 10).
 - Notify the Programme Administrator
- 8- Once the award title has been verified and all seem in order, click 'Send'



- 9- **IMPORTANT** - when you are ready to send your next batch based on the same retrieval, change the record range to e.g. 26-50. If you have moved on to a new retrieval profile, start at the beginning again.

3. Additional Information

The need to email the HTML Diploma Supplement in small batches of no greater than 5 derives from Microsoft restrictions. Any attempt to send Diploma Supplement in a larger batch will result in the communication being lost to students due to Microsoft restrictions. The University is aware of the limitations of this and are seeking solution through Academic and Lifecycle (ASL) team.