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.

Sort confirmation				
Warning: Sorting a large number of records may take a long time and will use more memory.				
Sort 110 SPR records?				
Yes No				

3- Go to: All \rightarrow Gen+Print Letters

Page 1 of 3 - This PASS Process Guide is designed as an electronic resource maintained through the PASS Enhancement Group. If printed it is an uncontrolled version.



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 <u>up to 5</u> records

Standard Letter Selection					
Generate & Print all SPR letters					
Letter code DIP_SUP_EM HE Transcri	pt created by TRIBAL				
Record range 1 🛟 🔁	Discard records				
Send email					

- 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
 - a. If the award title is not showing:
 - i. Note the student SPR/matriculation code
 - ii. Do not send them the email
 - iii. 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).
 - iv. Notify the Programme Administrator
- 8- Once the award title has been verified and all seem in order, click 'Send'



🚽 Preview SRL Ema	il Messages (MEN_ZGSL_E340_P)	
AR87	Edinburgh Napier TEST System 13/Jul/2021	
MEN01	Preview SRL Email Messages MEN_ZGSL_E340_P	
1 of 29 Generated St	andard Letter (GSL) records for: 40280003/1 (FAIRGRIEVE A)	
From: soc@n	apier.ac.uk	
Reply to:	Send?	
To: sits_tes	st_test_email@napier.ac.uk	
BCC:		
Subject: Diploma	Supplement	
Attached: he-	transcript.html	
	v	
HTML Message	Message Text 📑 Generated Attachment	
	Edinburgh Nanier	
	UNIVERSITY	
	×0	
	13- JuL2021	
	15-041-2021	
	sing hit f alsystem	
	Sec.	
	16 8/8	
	2.52.52	
Di	ploma Supplement	
Following your recent award letter, please find attached a copy of your diploma supplement which you may wish to retain for your records.		
Congratulations again on your award. We wish you every success in your future career.		
Yo	urs Sincerely,	
Ac	ademic Registrar	
	•	
		-
🐼 Cancel	Delete all GSL	E 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.

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