

Integrated National Education Information System (iNEIS™)

Activity for Manage Graduating Students

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Introduction

This document contains step-by-step instructions for students who have completed their Academic Programs and will be ready for 'Graduation'. Therefore, their Student Program/Plan needs to be set as 'Completion'. This is for Pre-school, Year 6, Year 10(Express), Year 11, SAP Diploma, Upper Sixth and CCA.

Note:

Kindly ensure students will go through **Student Clearance** before running the Graduation Students process.

The activities needed to be done are as follows:

1. Run Graduation Students Process
2. Verify Student Program/Plan
3. Verify Student Certificate
4. Wrongly Graduated Students (*If required*)

1. Run Graduation Students Process

This function allows the user who have School Admin – Clearance role to update the Student Records for students who have completed their Academic Programs. This process will automatically insert the 'COMP' record in the Student Program/Plan of the student.

There are 2 options to update the Student Records for Graduating Students:

1. Batch

This option is for user to process students in batch by using PS Query according to their Academic Program and Academic Plan.

For example,

Academic Career	Academic Program	Academic Plan
Primary	PRMRY	PRMRYR6
Secondary/Sports School	SCGEE	SCGEEY10
Sixth Form	SFART	SFARTUPR

2. Manually

This option is for user to manually enter the student one by one.

1.1 Batch

Roles Involved: **School Admin – Student Clearance**

1. Navigate to **Main Menu > Records and Enrollment > Graduation > Graduation Processing**.
2. To run the process, click on the **Add a New Value** tab.
3. Enter a Run Control ID (A unique identifier that you will need for future reference)
For e.g. 1006_2015_PSRYR6 (Format are as follows: SCHOOL_CODE_YEAR_ACADEMIC PROGRAM)
4. Click on the **Add** button.
5. User will be directed to the Graduation Processing page.
6. Select the Academic Career from the **Academic Career** dropdown box.
7. In the **Population Selection** groupbox, the Population Selection checkbox is checked by default. Verify the checkbox is checked.
8. When the PS Query option is selected, a specific query needs to be selected to fetch the Student IDs to run the process. Click on the **Query Name** lookup button and select '**MOE_CL_CHK_QRY_GRAD**' for Graduating Student Selection.
9. When the query is selected, input criteria needs to be entered to select students. Input criteria is entered by clicking on **Edit Prompts** link.
10. Click on the **Academic Career** lookup icon and select the relevant Academic Career.
11. Click on the **Academic Program** lookup icon and select the relevant program.
12. Click on the **Academic Plan** lookup icon and select the relevant plan.
13. Click on the **OK** button.
14. To verify the students fetched by the PS Query is correct, click on the **Preview Selection Results** link.

15. User will be directed to the Preview Selection results page.
16. Click on the **Return** button to return back.
17. Once the verification is completed, click on **Load Selection Results** link to populate the student list.
18. Once the Student IDs fetched by the Query are added to the Selection Results, the School Student Registrar is able to update the list.
19. Click on the **Add Students** link to add more students to the list if necessary.
20. Click on the **Exclude** checkboxes to exclude any students who are not eligible to graduate in the Selection Results.
21. After verifying the list of students, click on the **Graduation Process Action** dropdown box and select '**Update All**' from the list.
22. In the **Program/Degree Update Options** groupbox, click on the **New Degree Checkout Status** dropdown box and select '**Certification Awarded**'.

Note:

New Degree Checkout Status is the certification status that should be awarded for the selected student. (E.g. for certifications are PSR, GCE O Level, GCE A Level, etc)

23. Click on the **Completion Term** lookup icon and select the term in which these students are completing their certifications.

Note:

Completion Term should be the Term in which the students are completing their Academic certification. (E.g. if a student is taking November 2016 O' Level Examination then the student should be graduating/completing in Term 1630 as November falls within Term 1630).

24. Click on the **Program Effective Date** dropdown box and select '**Confer Dt**'.

Note:

Confer Dt is the date when the certification is awarded to the student. MOE HQ will set the Confer Dt for each certification.

25. Click on the **Save** button and then click on the **Run** button to run the process.
26. User will be directed to Process Scheduler page.
27. Select the process '**Graduation Processing**' from the process list.
28. Click on the **OK** button.
29. Once the process has begun to run, a **Process Instance** number will be assigned.
30. Click on the **Process Monitor** link to check the status of the process run.
31. User will be directed to the Process Monitor page.
32. Monitor the process against the Process Instance number and initially the Run Status and Distribution Status are '**Queued**' and '**N/A**'.
33. Click on the **Refresh** button to view the refreshed Run Status. Click on the Refresh button until Run Status changes to '**Success**' and Distribution Status goes to '**Posted**'.

Note:

User should also run for the CCA career of the student. When the PS Query option in CCA is selected, the user needs to select the MOE_CCA_CHK_QRY_GRAD query name.

1.2 Manually

Roles Involved: **School Admin – Student Clearance**

1. Navigate to **Main Menu > Records and Enrollment > Graduation > Graduation Processing**.
2. To run the process, click on the **Add a New Value** tab.
3. Enter a Run Control ID *(A unique identifier that you will need for future reference)*
For e.g. 1006_2015_PSRYR6 (Format are as follows: SCHOOL_CODE_YEAR_ACADEMIC PROGRAM)
4. Click on the **Add** button.
5. User will be directed to the Graduation Processing page.
6. Select the Academic Career from the **Academic Career** dropdown box.
7. In the **Population Selection** groupbox, the Population Selection checkbox is checked by default. Do uncheck the checkbox.
8. In the **Selection Results** groupbox, click on the **Add Students** link. This option allows the user to manually enter the student one by one.
9. User will be directed to the Add Student page.
10. Enter the Student ID in the **Empld ID** field.
11. Click on the **Search** button.
12. The Student ID and the details will be populated in the Search Results.
13. Click on the **Select Student** checkbox against the student row.
14. User will be directed back to the Graduation Processing page where the selected student will be added into the Selection Results grid.
15. To add more students, click on the **Add Students** link.
To delete all the students, click on the **Clear List** link.
16. Click on the **Exclude** checkboxes to exclude any students who are not eligible to graduate in the Selection Results.
17. After verifying the list of students, click on the **Graduation Process Action** dropdown box and select '**Update All**' from the list.
18. In the **Program/Degree Update Options** groupbox, click on the **New Degree Checkout Status** dropdown box and select '**Certification Awarded**'.

Note:

New Degree Checkout Status is the certification status that should be awarded for the selected student. (E.g. for certifications are PSR, GCE O Level, GCE A Level, etc)

19. Click on the **Completion Term** lookup icon and select the term in which these students are completing their certifications.

Note:

Completion Term should be the Term in which the students are completing their Academic certification. (E.g. if a student is taking November 2016 O' Level Examination then the student should be graduating/completing in Term 1630 as November falls within Term 1630).

20. Click on the **Program Effective Date** dropdown box and select '**Confer Dt**'.

Note:

Confer Dt is the date when the certification is awarded to the student. MOE HQ will set the Confer Dt for each certification.

21. Click on the **Save** button and then click on the **Run** button to run the process.
22. User will be directed to Process Scheduler page.
23. Select the process '**Graduation Processing**' from the process list.
24. Click on the **OK** button.
25. Once the process has begun to run, a **Process Instance** number will be assigned.
26. Click on the **Process Monitor** link to check the status of the process run.
27. User will be directed to the Process Monitor page.
28. Monitor the process against the Process Instance number and initially the Run Status and Distribution Status are '**Queued**' and '**N/A**'.
29. Click on the **Refresh** button to view the refreshed Run Status. Click on the Refresh button until Run Status changes to '**Success**' and Distribution Status goes to '**Posted**'.

Note:

User should also run for the CCA career of the student.

2. Verify Student Program/Plan

This function allows the user who have School Student Registrar role to verify the updated Student Program/Plan.

Roles Involved: **School Student Registrar**

1. Navigate to **Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan**.
2. Click on the **Find an Existing Value** tab.
3. Enter the Student ID in the **ID** field.
4. Click on the **Search** button.
5. User will be directed to the Student Program page.

6. In the Student Program tab, the **Program Action** of the latest record is 'COMP'- Completion of Program and the **Status** is set to 'Completed' for the student.
7. Click on the **Student Certificates** tab.
8. The **Certificate Status** is updated to '**Awarded**' and the **Completion Term** is updated to the term the student graduated/completed and both fields are non-editable.

3. Verify Student Certificate

This function allows the user who have School Student Registrar role to verify the certificate awarded to the student.

Note:

The certificated which will be awarded are:

1. Pre-School
 - ✓ Pre-School
2. Primary School
 - ✓ Year 6 – PSR
 - ✓ Year 6 – CCA Primary Completion
3. Secondary School
 - ✓ Year 10 (Express), Year 11 – GCE O' Level
 - ✓ Year 11 – GCE O' Level/IGCSE
 - ✓ Year 11 SAP – BTEC EDEXCEL – Extended
 - ✓ Year 11 SNP – Special Needs Program
 - ✓ SAP DIPLOMA – BTEC EDEXCEL – Diploma
 - ✓ CCA Secondary Completion
4. Sixth Form
 - ✓ Upper Sixth – GCE A' Level
 - ✓ CCA Sixth Form Completion

Roles Involved: **School Student Registrar**

1. Navigate to **Main Menu > Records and Enrollment > Graduation > Student Certificate**.
2. Click on the **Find an Existing Value** tab.
3. Enter the Student ID in the **ID** field.
4. Click on the **Search** button.
5. User will be directed to the Student Certificates page.
6. Once the Graduation Processing is successfully done, the ***Certificate** and also ***Completion Term** will be updated automatically.

4. Wrongly Graduated Students *(If required)*

This function allows the user who have School Student Registrar role to correct the wrongly Graduated student's record.

4.1 Delete the Student's Certificate

Roles Involved: **School Student Registrar**

1. Navigate to **Main Menu > Records and Enrollment > Graduation > Student Certificates.**
2. Click on the **Find an Existing Value** tab.
3. Enter the Student ID in the **ID** field.
4. Click on the **Search** button.
5. User will be directed to the Student Certificates page.
6. Click on the '-' button to delete the Student's Certificate.
7. Click on the **Save** button.

4.2 Remove the 'COMP' record

Roles Involved: **School Student Registrar**

1. Navigate to **Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan.**
2. Click on the **Find and Existing Value** tab.
3. Enter the Student ID in the **ID** field.
4. Select on the **'Correct History'** checkbox.
5. Click on the **Search** button.
6. User will be directed to the Student Program page.
7. Click on the '-' button to delete the row where the Program Action is 'COMP'.
8. Click on the **Save** button.