

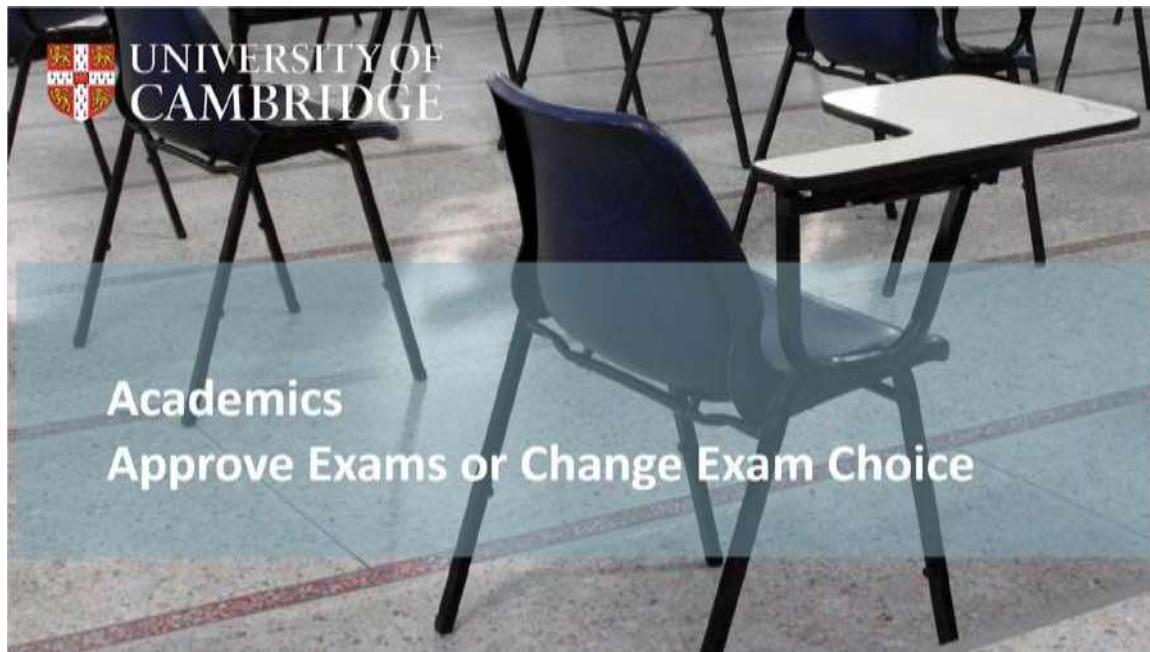
Academics

Approve Exams or Change Exam Choice

CamSIS

Approve Exams

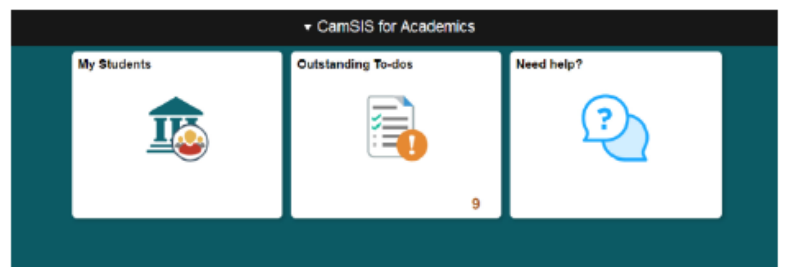
Academics - Approve or Change Exam Choices



Approving exam choices made by a student

Click the **Outstanding To-dos** tile.

The number in the bottom right of the tile indicates how many items there are on the list.



You'll see a list of students and their enrolment status, e.g. 'Enrolments to approve', or 'Enrolment not completed'. The list can be filtered top-left.

Click one of the 'Enrolments to approve' rows.

The screenshot shows the CamSIS for Academics interface. On the left, there is a navigation menu with the following items: 'All' (9 items), 'Enrolment not completed' (8 items), and 'Enrolments to approve' (1 item). The main content area is titled 'Outstanding to-dos' and contains a sub-header: 'These to-do items have been assigned to you to action and will be removed from your list once completed.' Below this is a table with 8 rows. The first row is a 'Send an email' button. The table has columns for 'First name', 'Last name', 'To-do', 'Type', and 'Action needed'. The 'To-do' column contains icons representing different enrolment statuses. The 'Action needed' column contains text and a right-pointing arrow.

First name	Last name	To-do	Type	Action needed
				8 rows
			Enrolment not completed	Add enrolments >
			Enrolment not completed	Add enrolments >
			Enrolment not completed	Add enrolments >
			Enrolments to approve	Approve enrolments >
			Enrolment not completed	Add enrolments >
			Enrolment not completed	Add enrolments >
			Enrolment not completed	Add enrolments >

The student has already completed most of the steps on the left. Step 5 shows the choices made by the student.

Have a look at their choices, making any changes as needed, then click **Approve enrolments**.

The screenshot shows a web interface titled "Enrol in an exam". At the top right, it displays "Programme: Undergraduate", "Subject: English Tripos, Part II", and "Term: Easter Term 2020". A "Previous" button is visible in the top right corner. On the left, a vertical navigation pane shows six steps: 1. Introduction (In Progress), 2. Select programme (Complete), 3. Select subject area (Complete), 4. Select term (Complete), 5. Select exams (In Progress), and 6. Submit exam enrolment (Not Started). Step 5 is highlighted in green.

Step 5 of 6: Select exams

Select the exams that you wish to add or drop for this subject area. A tick symbol indicates the parts of the exam that you have selected.

Please note that you may not necessarily qualify to take some of the exams so you should refer to the exam entry rules if they are available.

When you have finished, navigate to the next page.

Instructions for academic staff:

If you are happy with what the student has chosen, simply click the 'Approve enrolments' button.

You can also use the 'Add' or 'Drop' buttons to make changes to the enrolments prior to approving them.

Examination Enrolment Window 1 October to 2 November

Buttons:

Number	Description	Component	Enrol status	
1	Practical criticism and critical practice II	Examination	Pending Add	<input type="button" value="Drop"/>
2	Tragedy (Group A, Compulsory)	Examination	Pending Add	<input type="button" value="Drop"/>
3	Compulsory Dissertation (Group A)	Dissertation	Pending Add	<input type="button" value="Drop"/>

To finish, click **Submit**.

The student will be removed from your To-do list.

✕ Exit

Enrol in an exam



Programme
Subject
Term

Undergraduate
English Tripos, Part II
Easter Term 2020

← Previous

Submit

1 Introduction
In Progress

2 Select programme
Complete

3 Select subject area
Complete

4 Select term
Complete

5 Select exams
Complete

6 Submit exam enrolment
In Progress

Step 6 of 6: Submit exam enrolment

You have added or dropped the following exams for this subject area:

You have approved all enrolments.

Please click the 'Submit' button to complete this task.

Approving all exam choices made by a group of students in one go

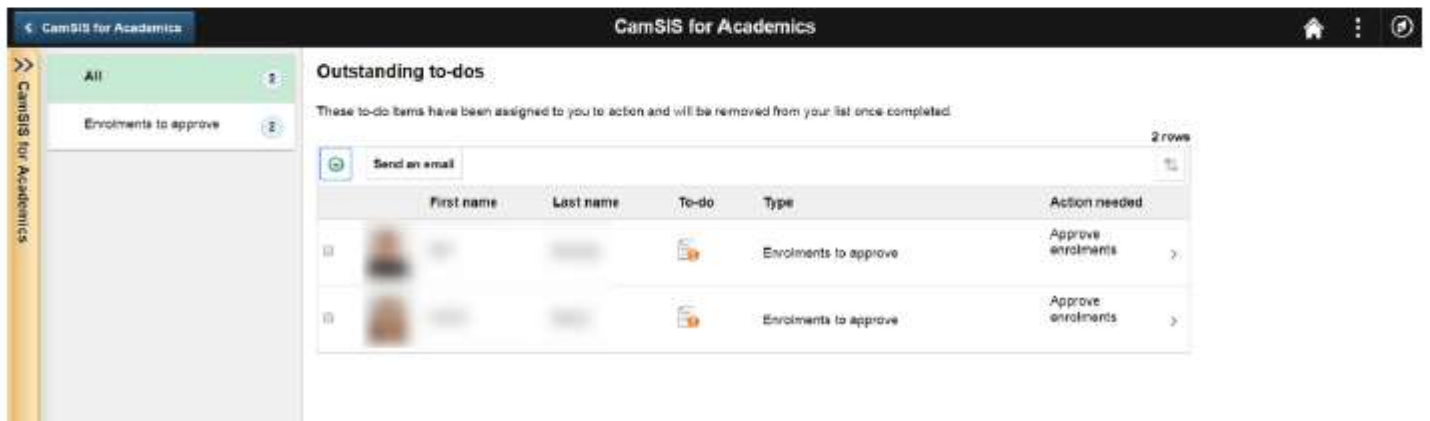
Click the **Outstanding To-dos** tile.

The number in the bottom right of the tile indicates how many items there are on the list.



You'll see a list of students and their enrolment status, e.g. 'Enrolments to approve', or 'Enrolment not completed'. The example below shows only two students with enrolments to approve.

To see the enrolments for each student directly in the list, click the 'Enrolments to approve' filter on the top left.



Click **Enrolments**.

The enrolments for each student will then be shown in the list.

The screenshot shows the 'CamSIS for Academics' interface. On the left, there is a sidebar with a menu where 'Enrolments to approve' is selected, showing a count of 2. The main area is titled 'Outstanding To-dos' and contains a sub-header: 'These to-do items have been assigned to you to action and will be removed from your list once completed.' Below this is a toolbar with buttons for 'Send an email', 'Summary', 'Enrolments', and 'Approve selected'. A table follows with columns for 'First name', 'Last name', 'Term', 'Subject', and 'Enrolments'. Two rows of student data are visible, each with a 'Rules' button. The 'Enrolments' column lists: 'Pending Add', 'English Tripos, Part II', 'Practical criticism and critical practice II', 'Tragedy (Group A, Compulsory)', 'Compulsory Dissertation (Group A)', 'Optional Dissertation (Group B)', and 'Chaucer (Group B)'.

On the left of the list, tick the students you wish to approve, then click **Approve selected**.

You can select all in the list by clicking the green arrow at the top.

This screenshot is identical to the one above, but with a yellow highlight around the 'Approve selected' button in the toolbar. A mouse cursor is also visible over the 'Approve selected' button.

To finish, confirm your choices by clicking **Yes**.
The students will be removed from your To-do list.

The screenshot shows the 'CamSIS for Academics' interface. On the left, there is a sidebar with 'CamSIS for Academics' and a dropdown menu showing 'All' and 'Enrolments to approve'. The main area is titled 'Outstanding To-dos' and contains a table of tasks. A confirmation dialog box is overlaid on the table, asking 'You are about to approve all of these student enrolments. Do you wish to continue?' with 'Yes' and 'No' buttons. A yellow circle highlights the 'Yes' button.

CamSIS for Academics

Outstanding To-dos

These to-do items have been assigned to you to action and will be removed from your list once completed.

2 rows

Send an email Summary Enrolments Approve selected

First name	Last name	Term	Subject	Enrolments
		ET 2020	English Tripos, Part II	<ul style="list-style-type: none">Pending AddEnglish Tripos, Part IIPractical criticism and critical practice IITragedy (Group A, Compulsory)Compulsory Dissertation (Group A)Optional Dissertation (Group B)Chaucer (Group B)
				<ul style="list-style-type: none">Reading ActEnglish Tripos, Part IIPractical criticism and critical practice IITragedy (Group A, Compulsory)Compulsory Dissertation (Group A)Optional Dissertation (Group B)Chaucer (Group B)

You are about to approve all of these student enrolments. Do you wish to continue?

Yes No

Enrolling and approving on behalf of a student

Usually the students will make their own choices, leaving you the task of approving. You can instead make the yourself on behalf of a student.

Click the **Outstanding To-dos** tile.

The number in the bottom right of the tile indicates how many items there are on the list.



You'll see a list of students and their enrolment status, e.g. 'Enrolments to approve', or 'Enrolment not completed'. You can filter the list on the left.

Choose a student by clicking their row.

A screenshot of the CamSIS for Academics 'Outstanding to-dos' page. The page title is 'Outstanding to-dos' and it includes a sub-header: 'These to-do items have been assigned to you to action and will be removed from your list once completed.' On the left, there is a filter menu with three options: 'All' (8 items), 'Enrolment not completed' (5 items), and 'Enrolments to approve' (1 item). The main content area shows a table with 8 rows. The table has columns for 'First name', 'Last name', 'To-do', 'Type', and 'Action needed'. The first three rows show 'Enrolment not completed' with the action 'Add enrolments'. The fourth row shows 'Enrolments to approve' with the action 'Approve enrolments'. There is a 'Send an email' button at the top left of the table and a '11' icon at the top right.

From this point you can move through the steps on the left, or click the **Next** button top-right, following the on-screen instructions as you go.

After you've read the introduction, click **Next**.

Enrol in an exam

Programme (not selected)
Subject (not selected)
Term (not selected)

Next >

1 Introduction
In Progress

2 Select programme
Not Started

3 Select subject area
Not Started

4 Select term
Not Started

5 Select exams
Not Started

6 Submit exam enrolment
Not Started

Step 1 of 6: Introduction

Exam enrolment should take less than 10 minutes.

Use the buttons in the black header or the numbered sections to the left to navigate through each page. Do not use your browser navigation buttons.

If you need help completing exam enrolment, we recommend visiting the [student help pages](#) where you can download various training materials.

When you are ready to start please navigate to the next page.

Instructions for academic staff:

Please work your way through to step 5 where you will be able to add and approve the enrolments for this student.

Step 2: Select Programme

Enrol in an exam

Programme: Undergraduate
Subject: (not selected)
Term: (not selected)

[← Previous](#) [Next →](#)

- 1 Introduction
In Progress
- 2 **Select programme**
Complete
- 3 Select subject area
Not Started
- 4 Select term
Not Started
- 5 Select exams
Not Started
- 6 Submit exam enrolment
Not Started

Step 2 of 6: Select programme

Select your programme from the list below, then navigate to the next page.
Programmes which are completed, cancelled or still in admissions will not be displayed.

Programme of study
<input checked="" type="checkbox"/> Undergraduate

Step 3: Select Subject Area

Enrol in an exam

Programme: Undergraduate
Subject: English Tripos, Part II
Term: (not selected)

[← Previous](#) [Next →](#)

- 1 Introduction
In Progress
- 2 Select programme
Complete
- 3 **Select subject area**
Complete
- 4 Select term
Not Started
- 5 Select exams
Not Started
- 6 Submit exam enrolment
Not Started


Step 3 of 6: Select subject area

Select your subject area from the list below, then navigate to the next page.
If no subject areas are displayed, click the **Add a new subject area** button; if your particular subject area is not displayed, click the **+** button to add it. Once you have added a new subject area you will need to select it to navigate to the next page.
You can check which subjects are available for self service enrolment on the [Student Registry website](#).

Subject
<input type="checkbox"/> ELP1 Preliminary Examination for Part I of the English View entry rules Delete
<input checked="" type="checkbox"/> ELT2 English Tripos, Part II View entry rules Delete

Step 4: Select Term

✕ Exit **Enrol in an exam** ⋮

 123456789

Programme Undergraduate
Subject English Tripco, Part II
Term Easter Term 2020

< Previous Next >

- 1 Introduction
In Progress
- 2 Select programme
Complete
- 3 Select subject area
Complete
- 4 **Select term**
Complete
- 5 Select exams
Not Started
- 6 Submit exam enrolment
Not Started

Step 4 of 6: Select term

Select the term for the period when the exam takes place, then navigate to the next page.

i If more than one term is displayed you may need to enrol in exams for each term.

	Term
<input type="checkbox"/>	Easter Term 2019
<input checked="" type="checkbox"/>	Easter Term 2020

Step 5 is where you choose the enrolments and approve them.

Enrol in an exam

The following exam(s) have been added:
Practical criticism and critical practice II

[Previous](#)

- 1 Introduction
In Progress
- 2 Select programme
Complete
- 3 Select subject area
Complete
- 4 Select term
Complete
- 5 **Select exams**
In Progress
- 6 Submit exam enrolment
Not Started

Step 5 of 6: Select exams

Select the exams that you wish to add or drop for this subject area. A tick symbol ✓ indicates the parts of the exam that you have selected.

Please note that you may not necessarily qualify to take some of the exams so you should refer to the exam entry rules if they are available.

When you have finished, navigate to the next page.

Instructions for academic staff:

If you are happy with what the student has chosen, simply click the 'Approve enrolments' button.

You can also use the 'Add' or 'Drop' buttons to make changes to the enrolments prior to approving them.

Examination Enrolment Window 1 October to 2 November

[View exam entry rules](#)

[Add all](#) [Drop all](#) [Approve enrolments](#)

Number	Description	Component	Enrol status	
1	Practical criticism and critical practice II	Examination	Pending Add ✓	Drop
2	Tragedy (Group A, Compulsory)	Examination	Not Enrolled	Add
3	Compulsory Dissertation (Group A)	Dissertation	Not Enrolled	Add

Step 6 shows you a summary of all the enrolments.
To finish, click **Submit**.
The students will be removed from your To-do list.

The screenshot shows a web interface titled "Enrol in an exam". At the top, there is a header with a profile picture, a name, and details for the programme: "Undergraduate English Tripos, Part II, Easter Term 2020". Navigation buttons for "Previous" and "Submit" are visible, with a mouse cursor clicking on "Submit".

On the left, a vertical sidebar lists six steps:

- 1 Introduction (In Progress)
- 2 Select programme (Complete)
- 3 Select subject area (Complete)
- 4 Select term (Complete)
- 5 Select exams (Complete)
- 6 Submit exam enrolment (In Progress)

The main content area is titled "Step 6 of 6: Submit exam enrolment". It contains the following text:

You have added or dropped the following exams for this subject area:

- Add class:** Practical criticism and critical practice II
- Add class:** Tragedy (Group A, Compulsory)
- Add class:** Compulsory Dissertation (Group A)
- Add class:** Optional Dissertation (Group B)
- Add class:** Chaucer (Group B)

You have approved all enrolments.

Please click the 'Submit' button to complete this task.

Checking existing exam enrolments

Click the **My Students** tile.

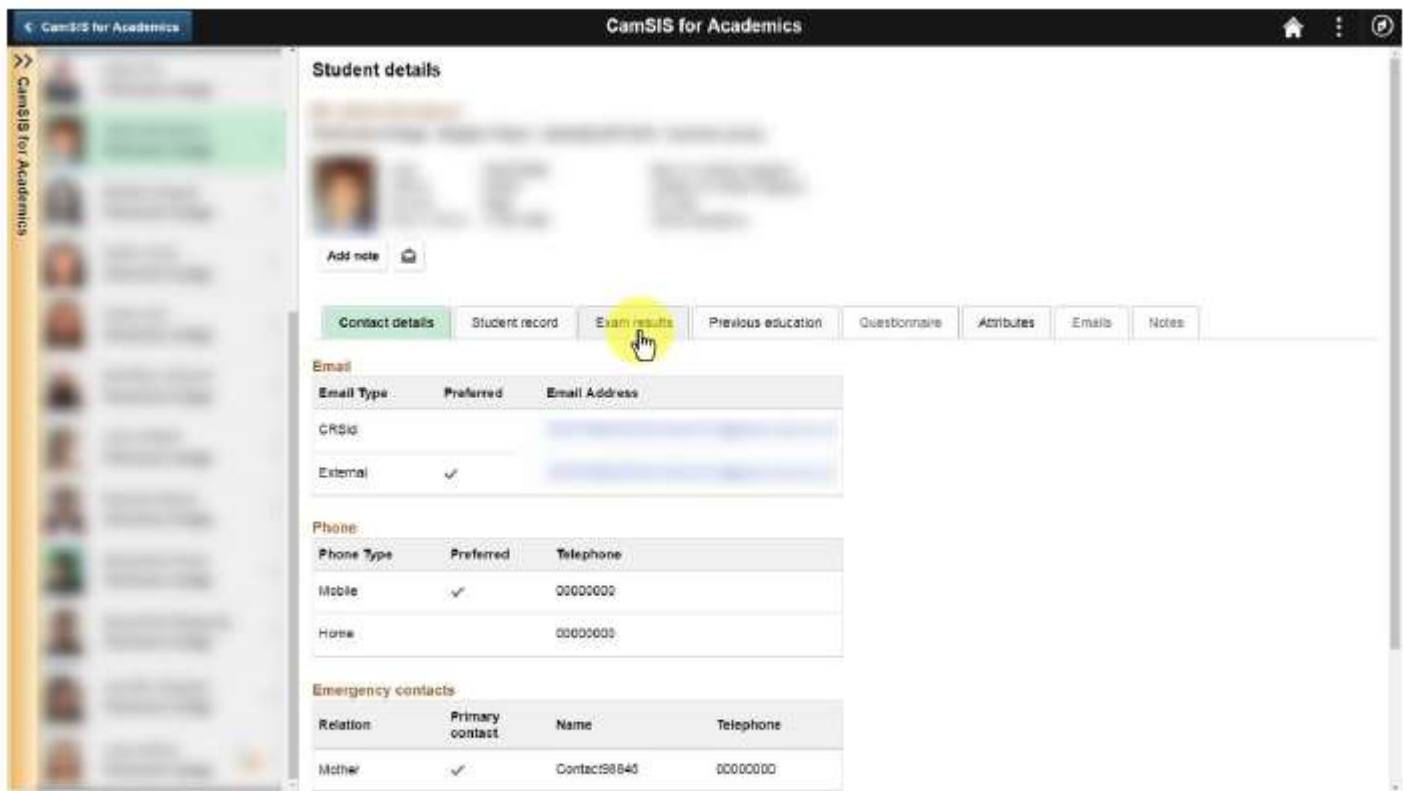


Choose a student by clicking their row.

The screenshot shows the 'My current students' page in CamSIS for Academics. On the left is a search sidebar with fields for 'First name', 'Last name', 'USN', and 'CRSID', along with 'Search' and 'Clear' buttons. Below the search fields are filter tabs: 'To-do' (2), 'My current students' (selected), 'My new students', 'College Tutor', and 'Director of Studies'. The main content area is titled 'My current students' and includes a 'Send an email' button. Below this is a table of students with columns for 'First name', 'Last name', 'To-do', 'College / Course', and 'Status'. The table is ordered by last name and shows 18 rows. The visible rows are:

	First name	Last name	To-do	College / Course	Status
01	[blurred]	[blurred]		Penbroke College English Tripos	Active
02	[blurred]	[blurred]		Penbroke College English Tripos	Active
03	[blurred]	[blurred]		Penbroke College English Tripos	Active
04	[blurred]	[blurred]		Penbroke College English Tripos	Active

Click the Exam Results tab.



The screenshot shows the 'CamSIS for Academics' interface. On the left is a vertical navigation menu with a list of student profiles. The main area is titled 'Student details' and contains a student profile card with a photo and a name. Below the profile card is a horizontal tabbed menu with the following tabs: 'Contact details', 'Student record', 'Exam results', 'Previous education', 'Questionnaire', 'Attributes', 'Emails', and 'Notes'. The 'Exam results' tab is highlighted with a yellow circle and a mouse cursor. Below the tabs are three sections: 'Email', 'Phone', and 'Emergency contacts', each with a table of data.

Email Type	Preferred	Email Address
CRSID		
External	✓	

Phone Type	Preferred	Telephone
Mobile	✓	0000000
Home		0000000

Relation	Primary contact	Name	Telephone
Mother	✓	Contact98846	00000000

This page shows all previous exam results, and future exam enrolments.

- CamSIS for Academics
- [User avatars]

Student details



Add note

- Contact details
- Student record
- Exam results**
- Previous education
- Questionnaire
- Attributes
- Emails
- Notes

▼ Pembroke College - English Tripos - Admitted MT 2015 - Current course

▼ Easter Term 2020

Papers			
Subject	Description	Catalogue no	Mark / Out of
ELT2	Practical criticism and critical practice II	1	
ELT2	Tragedy (Group A, Compulsory)	2	
ELT2	Compulsory Dissertation (Group A)	3	
ELT2	Optional Dissertation (Group B)	4	
ELT2	Chaucer (Group B)	5	

▶ Easter Term 2019

▶ Easter Term 2018

Emailing students and other Student Advisers

Sending an email to a student

Start by clicking the My Students tile.



Click on a student row that you want to send an email to.

My current students

Group students by:

Name	My role	College	Department	Tripes part	Advisers	Start term	Course	Residency
------	---------	---------	------------	-------------	----------	------------	--------	-----------

Ordered by last name

76 rows

	Send an email								
		First name	Last name	To-do	College / Course		Status		
<input type="checkbox"/>					Emmanuel College Architecture Tripos		Active		>
<input type="checkbox"/>					Emmanuel College Architecture Tripos		Active		>
<input type="checkbox"/>					Emmanuel College Asian & Middle Eastern Studies		Active		>

On the Student Details page, click the envelope under the photo.

CamSIS for Academics

Student details

Trinity College - Law Current course

USN
CRSID
Gender
Date of Birth
Side

Add note 

Send email to a student

Contact details Student record Exam results Previous education Questionnaire Attributes

Email

Email Type	Preferred	Email Address
CRSID	✓	XXXXXX@admin.cam.ac.uk

An email form will appear: enter the email subject and message text, then click Send.

Cancel **Send an email** Send

Emails sent via this form are stored in CamSIS, with a copy sent to your email address for your own records.

Your email

From

To

CC

BCC

Subject

Sending an email to a group of students

Start by clicking the My Students tile.



Use the Filter and/or Group features to choose who to send to. In the example below, the user has grouped the students by 'My role', and ticked the students to whom he/she is a Principal Supervisor.

Search for a student

First name:

Last name:

USN:

CRSID:

- Filters**
- To-do
 - My current students**
 - My new students
 - College Tutor
 - Graduate Supervisor

My current students

Group students by:

- Name
- My role**
- College
- Department
- Tripos part
- Advisers
- Start term
- Course
- Residency

Other Supervisor

1 row

<input type="button" value="Send an email"/>					
	First name	Last name	To-do	College / Course	Status
<input type="checkbox"/>	[Avatar]	[Name]	[To-do]	Wolson College - PhD Public Health and Primary Care	Active

Principal Supervisor

3 rows

<input type="button" value="Send an email"/>					
	First name	Last name	To-do	College / Course	Status
<input type="checkbox"/>	[Avatar]	[Name]	[To-do]	Pembroke College - PhD Public Health and Primary Care	Active
<input type="checkbox"/>	[Avatar]	[Name]	[To-do]	Downing College - MPhil Epidemiology (Cardiovascular)	Active
<input type="checkbox"/>	[Avatar]	[Name]	[To-do]	Homerton College - PhD Public Health and Primary Care	Active

College Graduate Tutor

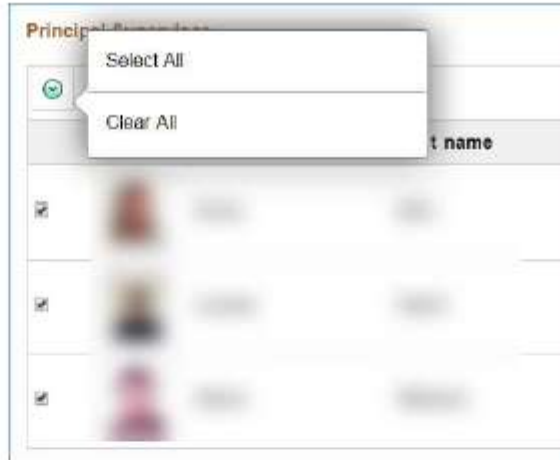
2 rows

<input type="button" value="Send an email"/>					
	First name	Last name	To-do	College / Course	Status
<input type="checkbox"/>	[Avatar]	[Name]	[To-do]	Darwin College - PhD Psychiatry (NH)	Active
<input type="checkbox"/>	[Avatar]	[Name]	[To-do]	Darwin College - PhD Clinical Biochemistry	Active

To select all students under a group heading click the green button and choose 'Select All'.

Alternatively, tick the required students separately.

Once you've made your choice, click the 'Send an email' button.



An email form will appear: enter the email subject and message text, then click Send.

A screenshot of an email composition form titled 'Send an email'. The form has a 'Cancel' button on the left and a 'Send' button on the right. Below the title, there is a note: 'Emails sent via this form are stored in CamSIS, with a copy sent to your email address for your own records.' The form is divided into two sections. The first section, titled 'Your email', contains four fields: 'From' (pre-filled with '@admin.cam.ac.uk'), 'To' (pre-filled with '@admin.cam.ac.uk'), 'CC' (empty), and 'BCC' (pre-filled with '@admin.cam.ac.uk'). The second section contains a 'Subject' field and a large text area for the message body.

Sending an email to another Student Adviser

Start by clicking the My Students tile.



Click on a student row to see more about that student.

My current students

Group students by:

Name	My role	College	Department	Tripos part	Advisers	Start term	Course	Residency
------	---------	---------	------------	-------------	----------	------------	--------	-----------

Ordered by last name 76 rows

	First name	Last name	To-do	College / Course	Status	
<input type="checkbox"/>				Emmanuel College Architecture Tripos	Active	>
<input type="checkbox"/>				Emmanuel College Architecture Tripos	Active	>
<input type="checkbox"/>				Emmanuel College Asian & Middle Eastern Studies	Active	>

Click the Student Record tab. This tab includes a list of all of the student's advisers, including yourself. Click the relevant envelope button.

Student details

Darwin College - NOTAF - [redacted]

USN
CRSid
Gender
Date of Birth

Reports Add note [envelope icon]

Contact details **Student record** Exam results Previous education Questionnaire Attributes Emails Notes

Course term dates

Admit term	Michaelmas Term 2018	Admit date	01/10/2018
Expected graduation term	Easter Term 2022	Term end date	30/09/2022

Research details

Submission dates

Notify of Submission Info	
Submission deadline	30/09/2022
Maximum registration period	30/09/2022

Academic relationships

Role	Primary	Details	Start date	End date	Actions
Graduate Advisor		[redacted]	01/10/2018		[envelope icon]
College Graduate Tutor		[redacted]	13/09/2018		[envelope icon]
Principal Supervisor	✓	[redacted]	01/10/2018		[envelope icon]

List of student's advisers

Email an adviser

An email form will appear: enter the email subject and message text, then click Send.

Cancel **Send an email** Send

Emails sent via this form are stored in CamSIS, with a copy sent to your email address for your own records.

Your email

From: @admin.cam.ac.uk

To: @admin.cam.ac.uk

CC:

BCC: @admin.cam.ac.uk

Subject:

Message Text:

Further information on these processes can be found on the CamSIS for Academics Moodle site:

CamSIS for Academics

[Dashboard](#) / [Courses](#) / [Staff and student training](#) / [CamSIS Training](#) / [Core Training](#) / [CamSIS for Academics](#)

CamSIS for Academics

- ▶ [How to find CamSIS](#)
- ▶ [Overview of CamSIS for Academics](#) printable guide & video
- ▶ [Common tasks](#) emails, exams, supervision reports
- ▶ [What do students see?](#)