

Phase 5b (13/12/2022)

Feature	Users	Summary
Ability for central roles to see SSDs	Central Offices	Additional roles have been created so that access to SSDs could be given to Central Offices
Displaying sub-plan for UGRD courses	Colleges, Departments, Academics	Emails and SSD Export will now include current sub-plan for undergraduate students
Move 'adviser emailed' date after 'Uploaded on' in Academic chase up list	Colleges, Departments	This should make it more obvious as to when email gone out to academics

Phase 5a (15/11/2022)

Feature	Users	Summary
Button to open SSDs from EAA 'Supporting document' page	Colleges, Departments, Student Registry	Added additional functionality which now links Exam Access Arrangements and SSD. This will mean that colleges will no longer have to load SSD on EAA repository and instead everyone who is allowed to see SSD will see it via EAA pages
Email administrators from batch job	Colleges, Departments, ADRC	Once a new SSD is added on CamSIS, ADRC will no longer have to send email to all parties manually. An hourly job will do this automatically
Department and college changes	Colleges, Departments, ADRC	Automatic email to administrators now also picks up any changes made to records and will email new college or department on hourly basis
New wellbeing role	Departments	New Departmental Access and Wellbeing Observer, Departmental Access and Wellbeing Administrator (PG) and Departmental Access and Wellbeing Administrator (UG) roles are now live. This will allow users at departments to get more restricted access

Phase 4b (04/10/2022)

Feature	Users	Summary
Add counter to Student Support Record tile for ADRC users	ADRC	Counter will indicate to ADRC users how many changes of department or college are on the list or how many colleges and departments are yet to mark their SSDs as 'seen'
Add counter to Student Support Record tile for College/department users	Colleges, Departments	Counter will indicate to college and departmental administrators how many new SSDs are on their 'Documents not yet seen' list
Create new wellbeing role(s)	Colleges	New College Access and Wellbeing Observer and College Access and Wellbeing Administrator roles are now live. This will allow us to remove access to SSDs from the original College Tutorial User role
List advisers on SSD export file	Colleges, Departments	Academic advisers now are on SSD export file as well as date when they have marked SSD as 'seen'
Add expected graduation term to SSD export file	ADRC, Colleges, Departments	Expected graduation term has been added to SSD export file to make it easier to find medics and vets for whom ADRC will need to move SSD to a second part of their course. It will also be easier to identify year when students finished their course.
Add student tag value 'MDQQ' and 'VTQQ' to CSV export	Colleges, Departments	To help recognise medics and vets we added student tag value on SSD export file
Change 'Student support record' to 'Student support document' for consistency	UIS	Ensuring that all our pages now call it 'document' and not 'record'
Show upload date for latest non-archived document in student self-service	Students	Where there are multiple versions of SSD loaded we will be displaying latest document which is not archived on student self service

Phase 4a (08/2022)

Feature	Users	Summary
Ability for students to view SSDs via their self-service	Students	Student now are able to view SSDs for active courses via their Student Self-Service
Email students to let them know SSD has been uploaded	Students	Once SSD is loaded email is sent to student to alert them of SSD available to view via their Student Self-Service
Ability for students to download SSDs via their self-service	Students	Students have same ability as administrators and academics to choose which part of SSD to download and also can password protect it if they need to send it to another party
Slider to mark old files as 'archived'	ADRC, Colleges, Departments, Academics, Students	Create a slider for ADRC to mark old versions of SSD as 'archived'. These files then will not be available to view for other parties apart from ADRC themselves
Search not resetting properly after clicking banner 'Back' button	ADRC, Colleges, Departments, Academics, Students	When searching for SSDs one by one Search page was not resetting and was not searching for another student unless you go out of the page and go back in

Phase 3b (07/2022)

Feature	Users	Summary
Limiting access to SSDs to just those against a role	Colleges, Departments	This will help to avoid situations where user has multiple responsibilities across the university but is only permitted to see SSDs for one of the departments or colleges
Introducing Academic chasing-up list	Colleges, Departments	Academic chasing-up list will help colleges and departments to see which academics are yet to pick up SSDs
Change how terms are displayed when selecting admit term for SSD export	ADRC, Colleges, Departments	New view has been created to only bring back terms from MT 2012 onwards
Limit access to SSDs by academic programmes specified on User Roles setup page	Departments	This will ensure that users looking after MSTs or one of the Judge programmes do not see SSDs for the rest of the faculty or department
Untick everything in 'Download' popup by default	ADRC, Colleges, Departments	To avoid confusion we are now allowing user to tick all of the parts of the SSD they wish to download
Chasing-up list sorts by day not date	ADRC	Chasing-up list now correctly sorts by date and not day

Phase 3a (17/05/2022)

Feature	Users	Summary
Both departments for joint-owned plans are now being shown and have access to SSDs	Colleges, Departments	Both departments for joint-owned plans are now being shown and have access to SSDs without a need for additional access
Remove 'Mark as seen' slider and multiple rows from 'Documents not yet seen' and 'All SSD' pages	Colleges, Departments	'Mark as seen' functionality is being moved to a main Student Support Record to make it look the same as it is on Academic Self Service
'Seen by' popup functionality	Colleges, Departments	'Seen by' pop up window will allow users to mark SSD as seen and also will show who else marked it as seen
Add a note to admin email re academics getting a separate one	Colleges, Departments	Additional note added to SSD email template to alert administrators that academics will receive a separate email
Ability for Academics to see all their SSD students	Academics	Academics will be able to see all their current students with SSDs in one place
'Student support' button on 'Student details' page	Academics	'Student Support Document' button will appear under student photo if SSD for the student exists and adviser is directly linked to this student
New 'To do' type setup	Academics	'To-do' item will be created on hourly basis for academics when a new SSD is added
Batch process	Academics	Hourly batch process will send emails to academics once SSD is loaded and will also create new to-do items for them. It will also tidy up access when adviser is removed.
Script to add disclosure detail for academic roles	ADRC, Academics	Script will add disclosure for academics on existing SSD where disclosure is marked as 'full'. It will also mark old SSDs as 'seen' by current advisers.

Phase 2b (22/03/2022)

Feature	Users	Summary
SSD Export file	ADRC, Colleges and Departments	Provided a CSV file listing all SSDs available to the user who downloads the file
Additional fields for ADRC pivot grids	ADRC	Added programme status, programme and academic plan to 'Chasing-up list' and 'No disclosure or email sent' lists
Added additional disability adviser fields	ADRC	Added additional disability adviser fields
Security for PGRD Administrator role	ADRC, Colleges and Departments	Security for PGRD Administrator role has been reviewed and access to Undergraduate students and their SSDs removed
'Seen by' history	ALL	Show 'Seen by' history in a popup window from main page.
Read-only version of disclosure page	Colleges and Departments	Gave college and departmental users access to read-only version of disclosure page
SSDs for cancelled and discontinued applicants/students	ADRC, Colleges and Departments	Search and Course View return cancelled and discontinued applicants/students who had an SSD. Previously only current and completed applicants/students were being returned
No longer possible to choose Restricted disclosure without choosing role as well	ADRC	No longer possible to choose Restricted disclosure without choosing role as well

Phase 2a (15/02/2022)

Feature	Users	Summary
Download popup	Colleges, Departments	On the download popup added checkboxes for sections, and list of documents to download
Option to password protect files at point of download	ADRC, Colleges, Departments	Users now have ability to password protect files at point of download
Visible disability information	ADRC, Colleges, Departments	Users can now see disability information reported by both applicant/student and ADRC
'Documents not yet seen' list	Colleges, Departments	Changed to show individual SSDs and not documents
'All SSD' list	Colleges, Departments	Changed to show individual SSDs and not documents
Marking documents as 'sensitive' slider	ADRC, Colleges, Departments	ADRC are now able to mark documents they load as 'sensitive'. This controls who can see information depending on their permissions
Audit records for additional disability information	ADRC	Created audit records for additional disability information
Student/applicant USN on email	ADRC, Colleges, Departments	Added student/applicant USN to the email
New SSD page	Colleges, Departments	Added access for colleges and departments to main SSD page
Cover sheet created for SSDs	ADRC, Colleges, Departments	Cover sheet will always be added to downloaded information and will contain student information
Related actions button	ADRC, Colleges, Departments	All related actions button should open SSD in a new window

Phase 1b (14/12/2021)

Feature	Users	Summary
Pivot grid for documents without disclosure and without notification	ADRC	This page will enable ADRC to find all SSDs with no disclosure set or email sent
Limit file size for uploaded SSDs	UIS	Limiting file size of SSDs to 5MB
Add programme status to grids	ADRC, Colleges and Departments	Applicant/student programme status will now be visible on Documents not yet seen, All student support documents, Chasing up lists
After college or department change, remove previously-seen items from "seen" list for the old department/college	ADRC, Colleges and Departments	After change to department or college previously marked 'seen' flag will be removed from the old department/college and new department/college will get a to-do item once ADRC send email to new users
Warning banner on main SSD page if college or department changed	ADRC	Banner on main SSD page will inform ADRC that email needs to be sent to new college or department
Add 'Download' option to Documents not yet seen and All student support records lists	Colleges and Departments	Add 'Download' option to Documents not yet seen and All student support records lists so that lists of students can be downloaded into Excel
Add email recipients to message	Colleges and Departments	Will add all recipients of the email at the bottom of email text

Phase 1 (16/11/2021)

Feature	Users	Summary
Upload of SSD documents against an applicant or a student record	ADRC	This page will be used by ADRC Administrators to: <ul style="list-style-type: none"> • upload SSD documents against an application or a student record • access disclosure page • access send email page • upload new versions of SSD documents • delete documents uploaded in error
Setting role-based disclosure	ADRC	This page will be used by ADRC Administrators to: <ul style="list-style-type: none"> • set full disclosure • set restricted disclosure • in case of restricted disclosure, set disclosure for one or more roles
Sending the email notifications to alert people of waiting SSD documents	ADRC	This page will be used by ADRC Administrators to: <ul style="list-style-type: none"> • edit the recipients • edit the subject • edit the message text
Viewing the history of email notifications	ADRC	This page will be used by ADRC Administrators to: <ul style="list-style-type: none"> • view details of the email notifications already sent • see the full message text
Department and College admin Documents not yet seen list	Department and College	This page will be used by Department and College administrators to: <ul style="list-style-type: none"> • view and download SSD documents • mark as seen those documents they have downloaded (next time user opens the page, things marked as seen will disappear from the list)
The ability for Department and College admin to find and open SSD documents they have previously seen - All student support records	Department and College	This page will be used by Department and College administrators to find SSD documents for applicants/students they have previously seen
The ability for ADRC administrators to track which SSDs have been seen - Chasing up list	ADRC	This page will be used by ADRC administrators to track if the SSD document has been collected: <ul style="list-style-type: none"> • access the main Student Support Record page so that chasing emails can be sent • ability to see which college and department have not collected it yet • ability to filter
The ability for ADRC to monitor College and Department changes	ADRC	This page will be used by ADRC administrators to track college or department changes where notifications have not been sent yet: <ul style="list-style-type: none"> • View the new and old College and Department • Access the main Student Support Record page
Import existing SSDs for current students	UIS	AppEngine imported all SSDs for existing students