

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	DRC, 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	DRC, Colleges and Departments	Provided a CSV file listing all SSDs available to the user who downloads the file
Additional fields for DRC pivot grids	DRC	Added programme status, programme and academic plan to 'Chasing-up list' and 'No disclosure or email sent' lists
Added additional disability adviser fields	DRC	Added additional disability adviser fields
Security for PGRD Administrator role	DRC, 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	DRC, 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	DRC	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	DRC, Colleges, Departments	Users now have ability to password protect files at point of download
Visible disability information	DRC, Colleges, Departments	Users can now see disability information reported by both applicant/student and DRC
'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	DRC, Colleges, Departments	DRC 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	DRC	Created audit records for additional disability information
Student/applicant USN on email	DRC, 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	DRC, Colleges, Departments	Cover sheet will always be added to downloaded information and will contain student information
Related actions button	DRC, 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	DRC	This page will enable DRC 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	DRC, 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	DRC, 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 DRC send email to new users
Warning banner on main SSD page if college or department changed	DRC	Banner on main SSD page will inform DRC 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	DRC	This page will be used by DRC 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	DRC	This page will be used by DRC 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	DRC	This page will be used by DRC Administrators to: <ul style="list-style-type: none"> • edit the recipients • edit the subject • edit the message text
Viewing the history of email notifications	DRC	This page will be used by DRC 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 DRC administrators to track which SSDs have been seen - Chasing up list	DRC	This page will be used by DRC 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 DRC to monitor College and Department changes	DRC	This page will be used by DRC 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