

# *Student Profile Workflows(Standard)*



## Version Control

Date	Version	Change Summary	Created By
27/09/2021	1.0	New Guide Created	Neil Trueman

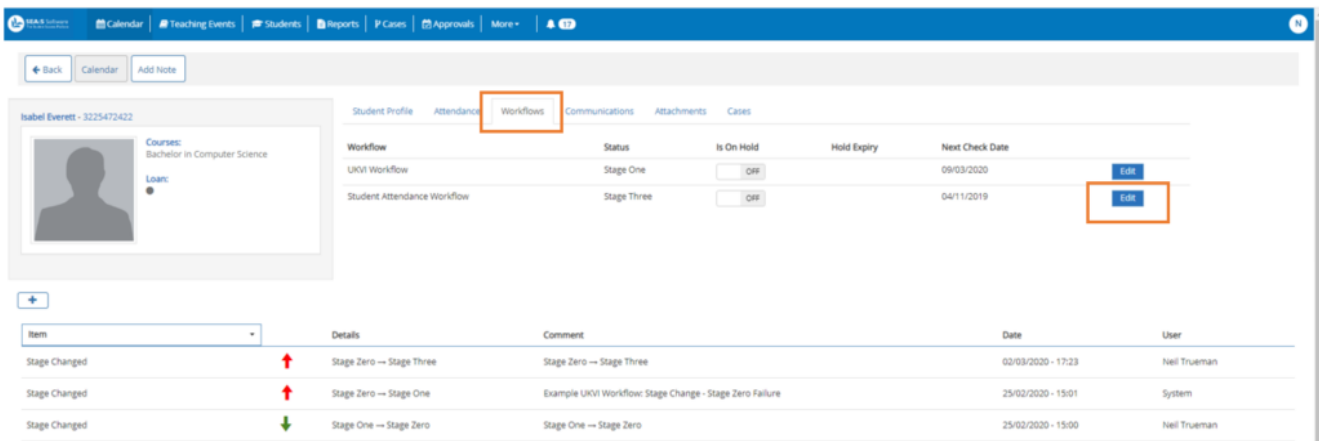


## Contents

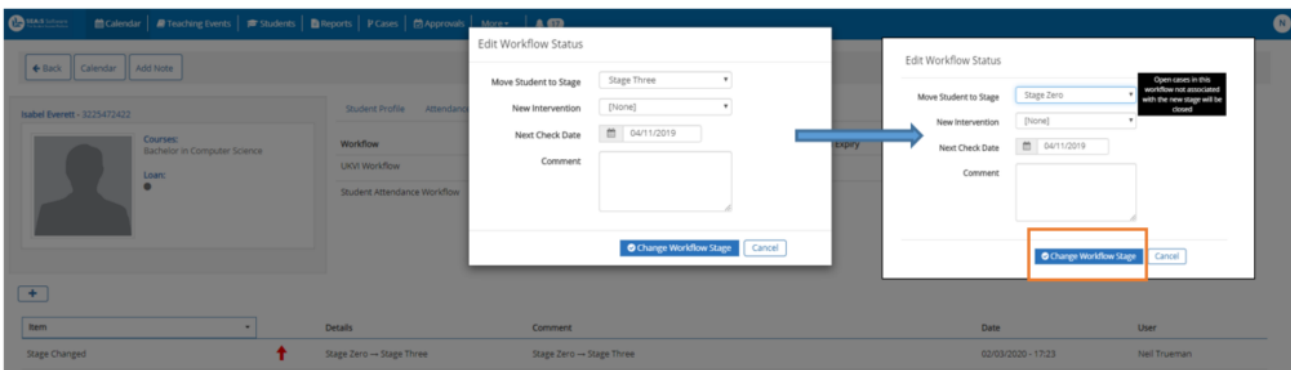
<b>Version Control</b> .....	<b>2</b>
<b>Workflows</b> .....	<b>4</b>

## Workflows

If a student is being monitored within a staged standard workflow, it is possible to manually change the workflow stage and/or apply a new intervention from within the student record as shown below.



On selecting the 'Edit' option, you will be presented with a pop-up window as shown below. On changing the stage, the user will be notified of open cases being closed. Click 'Close intervention' to save the changes.



Depending on when you are escalating or de-escalating a student within a workflow, you may want to consider adjusting the next check date. The check date is the next time the student will be checked on the workflow.

If the student is currently on a manual intervention stage, and there are further escalation points within the workflow, by changing the stage, you may be required to open another intervention. Changing the stage along with the selection of 'new intervention' will fulfil this. The original intervention will be closed as part of this process.

Examples:

**Scenario:** A Student has been escalated to stage 1 on the workflow due to poor attendance. On investigating, their attendance has been manually updated therefore they need to be moved back to stage 0.

**Action:** Select edit, from the 'Move Student to stage' option, select Stage 0. Click on 'change workflow stage' to Save.

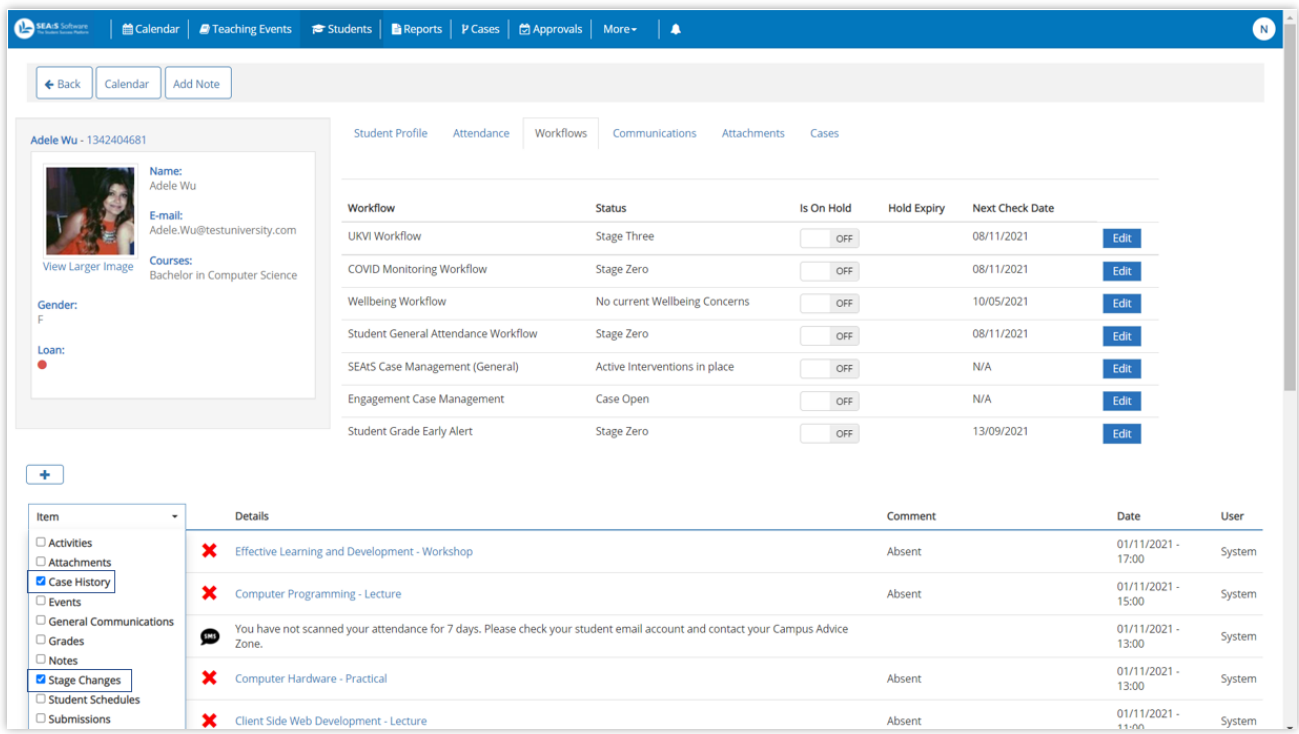
**Scenario:** A student who is on manual intervention stage 3 on investigating, is required to be escalated to the next intervention stage.

**Action:** Select edit, from the 'Move Student to stage' option, select Stage 4. From the 'new intervention' option, select stage 4. Click on 'change workflow stage' to save. The stage 3 intervention will be closed, and a new stage 4 intervention opened.

**Note:** These are some typical examples of actions however wording and processes may differ within your organisation.

## Timeline

The timeline within the profile displays all activity for a student including workflow activity. The timeline can be filtered to display stage changes and case activity.



Workflow	Status	Is On Hold	Hold Expiry	Next Check Date	
UKVI Workflow	Stage Three	<input type="checkbox"/> OFF		08/11/2021	<a href="#">Edit</a>
COVID Monitoring Workflow	Stage Zero	<input type="checkbox"/> OFF		08/11/2021	<a href="#">Edit</a>
Wellbeing Workflow	No current Wellbeing Concerns	<input type="checkbox"/> OFF		10/05/2021	<a href="#">Edit</a>
Student General Attendance Workflow	Stage Zero	<input type="checkbox"/> OFF		08/11/2021	<a href="#">Edit</a>
SEATS Case Management (General)	Active Interventions in place	<input type="checkbox"/> OFF		N/A	<a href="#">Edit</a>
Engagement Case Management	Case Open	<input type="checkbox"/> OFF		N/A	<a href="#">Edit</a>
Student Grade Early Alert	Stage Zero	<input type="checkbox"/> OFF		13/09/2021	<a href="#">Edit</a>

Item	Details	Comment	Date	User
<input type="checkbox"/> Activities				
<input type="checkbox"/> Attachments				
<input checked="" type="checkbox"/> Case History				
<input type="checkbox"/> Events				
<input type="checkbox"/> General Communications				
<input type="checkbox"/> Grades				
<input type="checkbox"/> Notes				
<input checked="" type="checkbox"/> Stage Changes				
<input type="checkbox"/> Student Schedules				
<input type="checkbox"/> Submissions				

Item	Details	Comment	Date	User
<input type="checkbox"/> Activities				
<input type="checkbox"/> Attachments				
<input checked="" type="checkbox"/> Case History				
<input type="checkbox"/> Events				
<input type="checkbox"/> General Communications				
<input type="checkbox"/> Grades				
<input type="checkbox"/> Notes				
<input checked="" type="checkbox"/> Stage Changes				
<input type="checkbox"/> Student Schedules				
<input type="checkbox"/> Submissions				