Enrolling Students and the Running the Enrolment Overview Report

Introduction

At the start of the anniversary term of the start of their programme, each student should log in to Student Self Service and register. This process incorporates the student’s verification of details. When they complete verification, continuing students are automatically enrolled, and can access their enrolment certificates (within Student Self Service). Freshers cannot complete their enrolment online, and must attend their college or department to be enrolled (and to collect their University card).

Colleges/departments can see whether a student has verified their details; if they have not they should be reminded to do so. Although verification is not a pre-requisite for enrolment it is the student’s obligation and they will be required to do so next time they log in.

Continuing students who are unable to complete registration in Student Self Service can be enrolled by their college/department following the same process as freshers.

Note: Departments and faculties will only be required to enrol students for non-matriculated courses.

Locating a student in eVision

1. Log in to eVision and navigate to the Student records functions for staff screen.

2. Click the Enrolment link to display the eVision Enrol Students screen.

3. Enter relevant search criteria. College and Student’s Current Status fields are mandatory. Department staff may select any college, no college or all colleges, college staff only have access to the colleges(s) they are associated with.

4. Click Search. The results will be displayed in a table. Note: The Date Verified column will show whether and when the student has completed verification of details.

Enrolling the student

1. Tick the box to the left hand side of the relevant student(s) and click Selected.

   Note. Multiple students can be selected and enrolled simultaneously. Ticking the top box will select all students.

2. The student(s) will appear as enrolled.

Note. Once enrolled, the student can log in to Student Self Service and access their enrolment certificate, provided they have completed verification. If they have not, Student Self Service will force the student to complete verification of details before they can access their enrolment certificate.
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Running enrolment reports

1. Navigate to the Student records functions for staff screen.

2. Click the Enrolment Overview Report link to display the Microsoft Reports Screen.

3. Enter/select relevant parameters. When selecting a specific parameter option use the dynamic search box to filter the choices.


Exporting a Report

1. Select the format in which you wish to export the report from the drop down menu and click Export.

Note. Microsoft Excel is the optimal format in which to export a report. The first tab of the spreadsheet will display the University’s conditions for using student data, the second tab will display the report parameters and the third tab will show the report.

Further Information and Support

If you have further queries about eVision then please contact the Student Systems Support Centre in the first instance by email: student.systems@admin.ox.ac.uk or phone Tel: 01865 (2)84848.