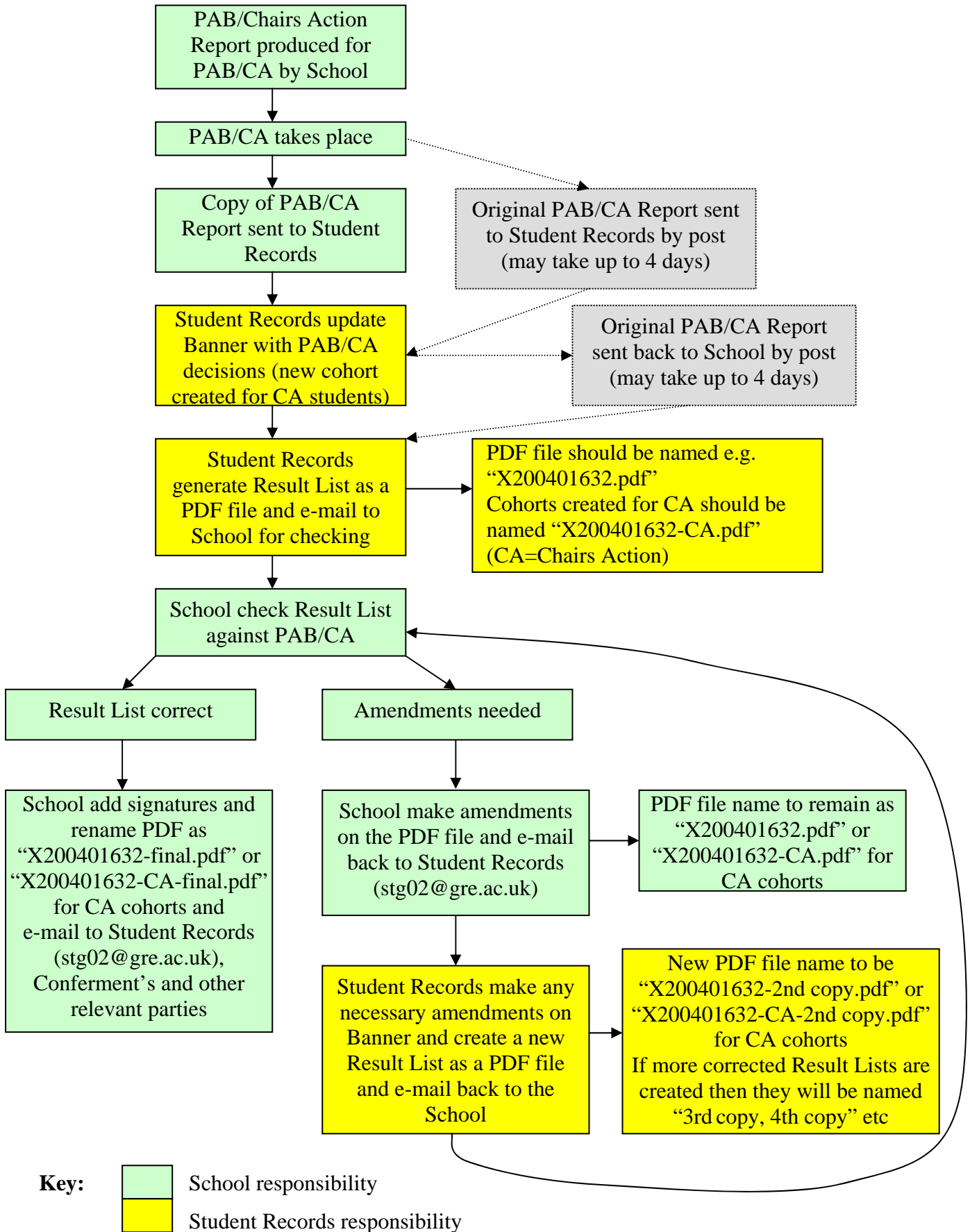


RESULT LIST GUIDANCE NOTES

Result Lists will now be electronically transferred and amended using Adobe Acrobat.

RESULT LIST BUSINESS PROCESS



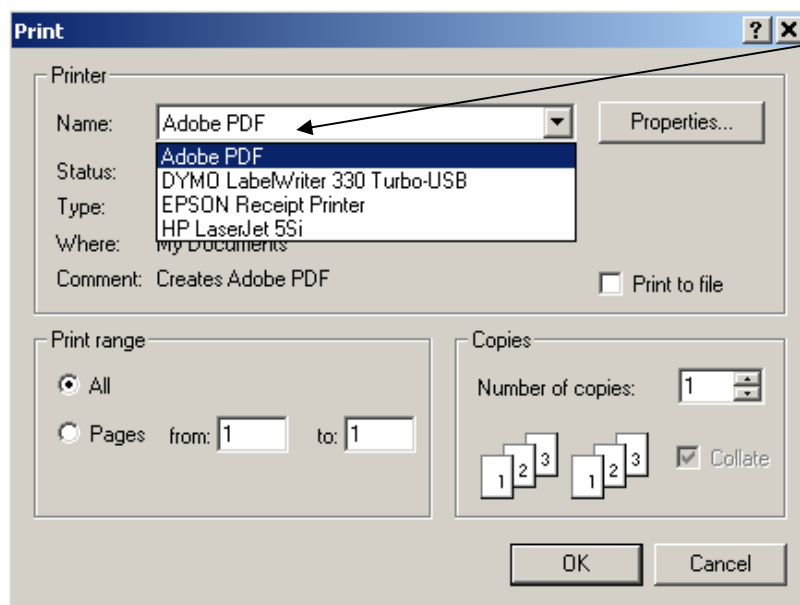
Student Records Staff – Creating original Result List as a PDF file.

Run SZR0059 from GREPORT. You should run the report exactly as normal, i.e. Destype set to the 'Preview' mode.

When the report appears on screen select the print option from the preview window then select Adobe PDF from the list of available printers and click OK. If this doesn't show as an option you will need to add the software to your PC. (*See appendix A*)



Select the print option from the preview window then select Adobe PDF from the list of available printers and click OK.



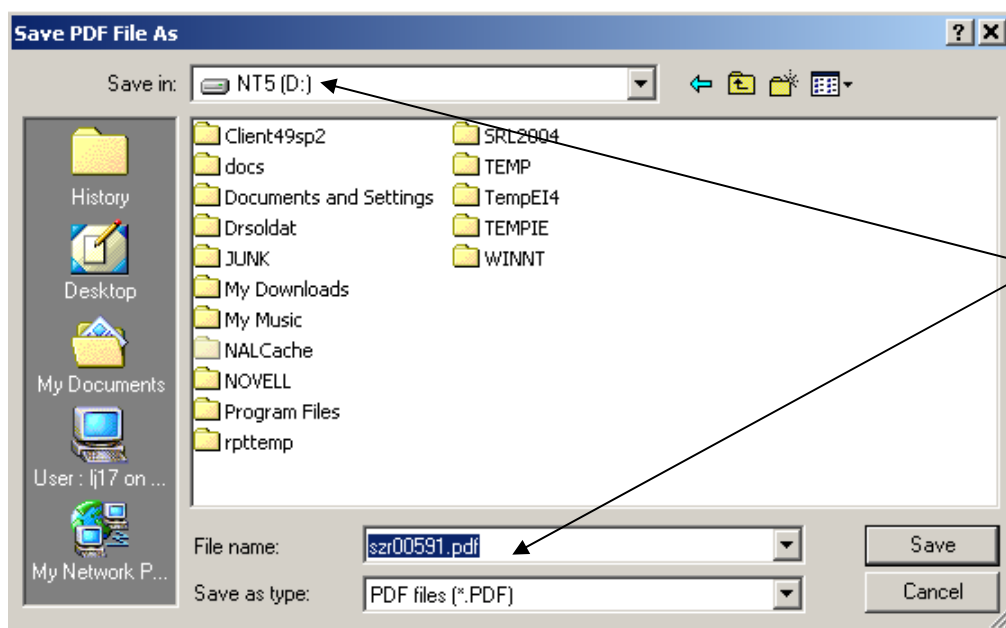
Select Adobe PDF from the list of printers and click OK

Once you have clicked **OK** the report will be converted into a .pdf format file and you will be prompted to rename the file and choose the correct location where the file is to be stored.

The naming convention for the Result Lists is as follows:

1. All original Result Lists should be named using the cohort number only i.e. X200401632.pdf
2. If amendments have been requested and actioned and a new Result List is being created it should be named using the cohort number and adding “-2nd copy” i.e. X200401632-2nd copy.pdf. For subsequent amendments being requested and actioned they should be named 3rd copy, 4th copy etc.
3. If the cohort has been created for Chairs Action students then the Result List should be named using the cohort number and adding “-CA” i.e. X200401640-CA.pdf
4. If amendments have been requested and actioned for the Chairs Action cohorts and a new Result List is being created it should be named using the cohort number and adding “-2nd copy” i.e. X200401640-CA-2nd copy.pdf. For subsequent amendments being requested and actioned then they should be name 3rd copy, 4th copy etc.

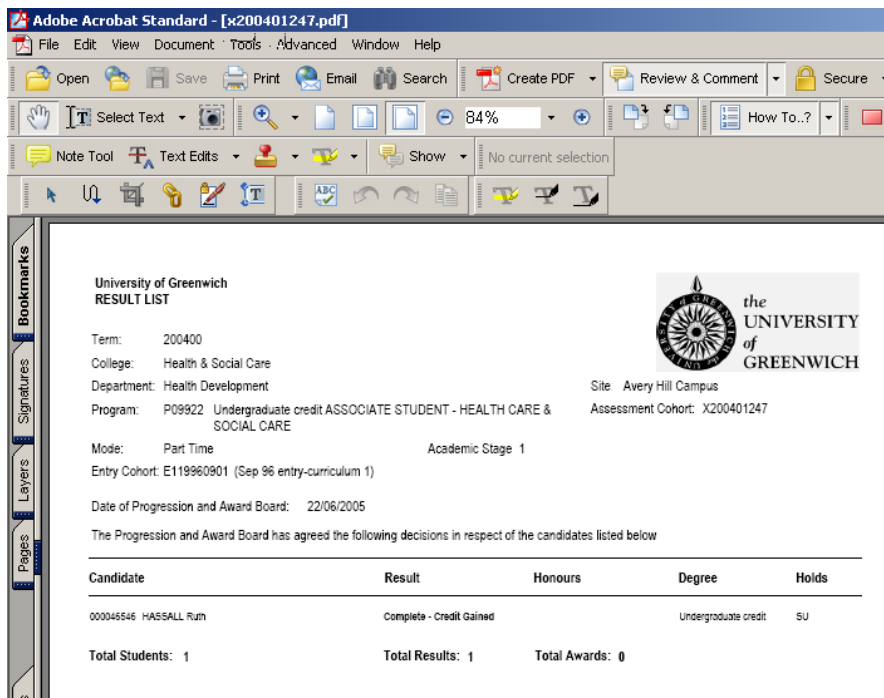
Please ensure you name the file correctly including spaces i.e. “2nd copy” to minimise any duplicates.



Using the naming conventions mentioned above, overwrite the file name and save to the correct folder and drive. (See appendix B)

Once you have changed the File name and directory click **OK**. A .pdf file will then be created. If the cohort is quite large it may take a little while for it to be created.

Once it has finished creating the file it should automatically open in Adobe Acrobat.



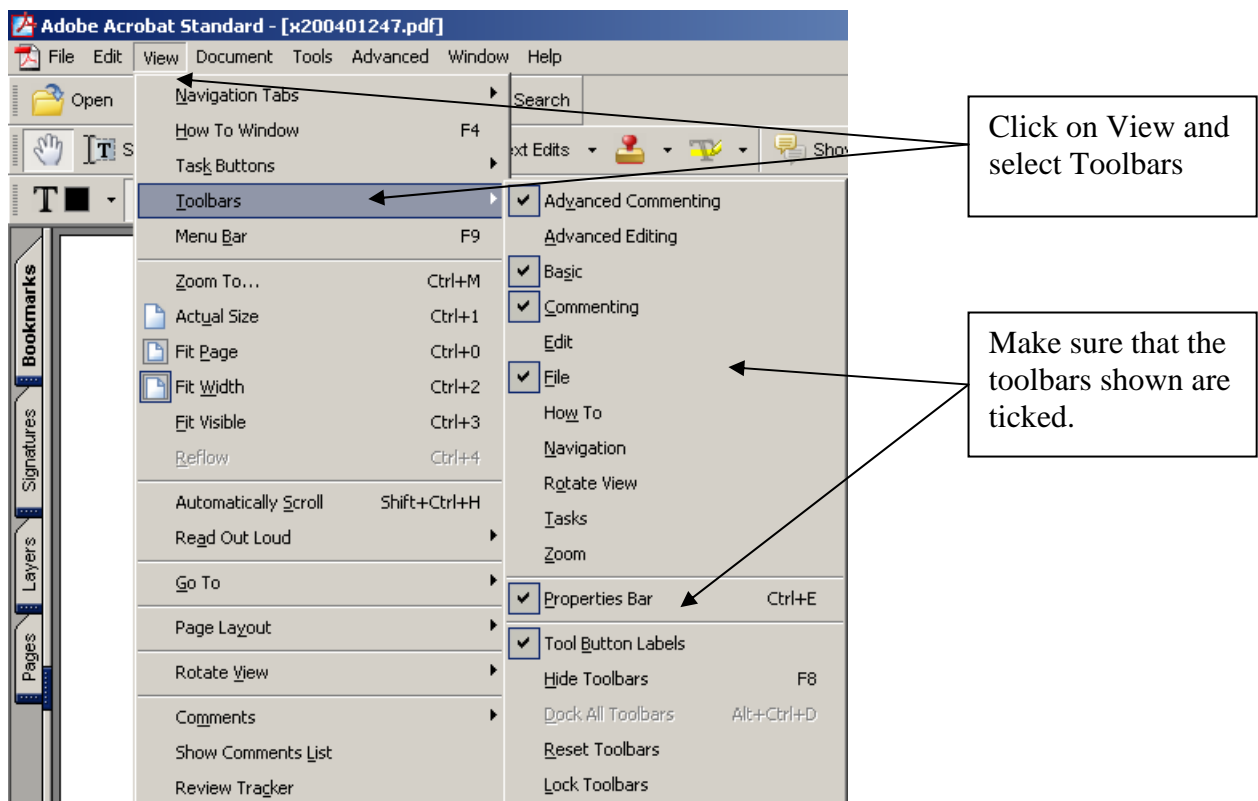
You can close this and e-mail the file to the relevant school.

School Staff – Adding comments and amending the Result List using Adobe Acrobat

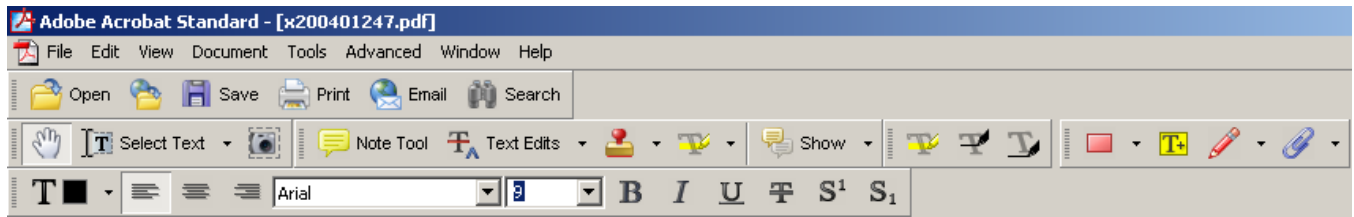
Open the file using Adobe Acrobat. Click “view” if using Pegasus e-mail and it will automatically open the file in Adobe Acrobat. You will need Adobe Acrobat installed on your PC to add comments and amendments. (See Appendix A)

There are tools that can be used to indicate any errors or amendments needed.

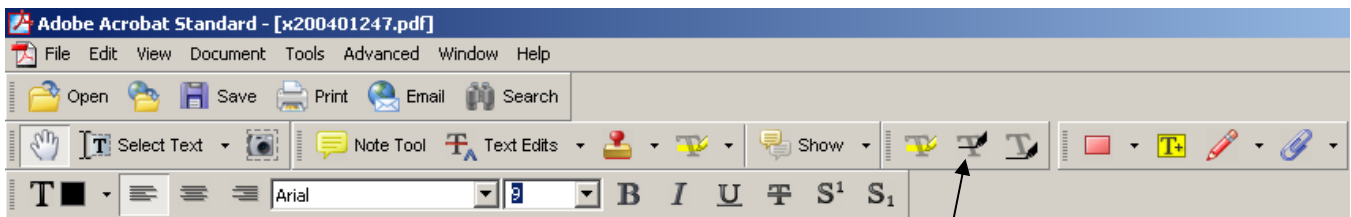
Before starting ensure that you have the following Toolbars showing – Advanced Commenting, Basic, Commenting, File and Properties Bar.



These toolbars should then show at the top of your screen.



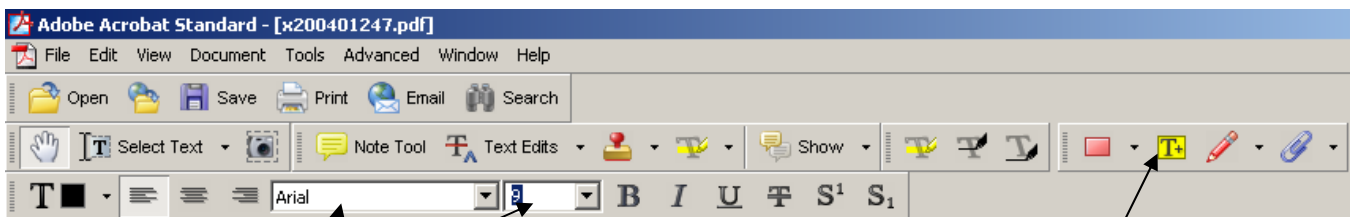
Cross-Out Text Tool



Click on the icon to activate the tool then click and drag over the text you want to cross out

Text Box Tool

The default font size may be too big when using text boxes. You will need to change it to size 6 to ensure the text lines up with the text on the Result List.



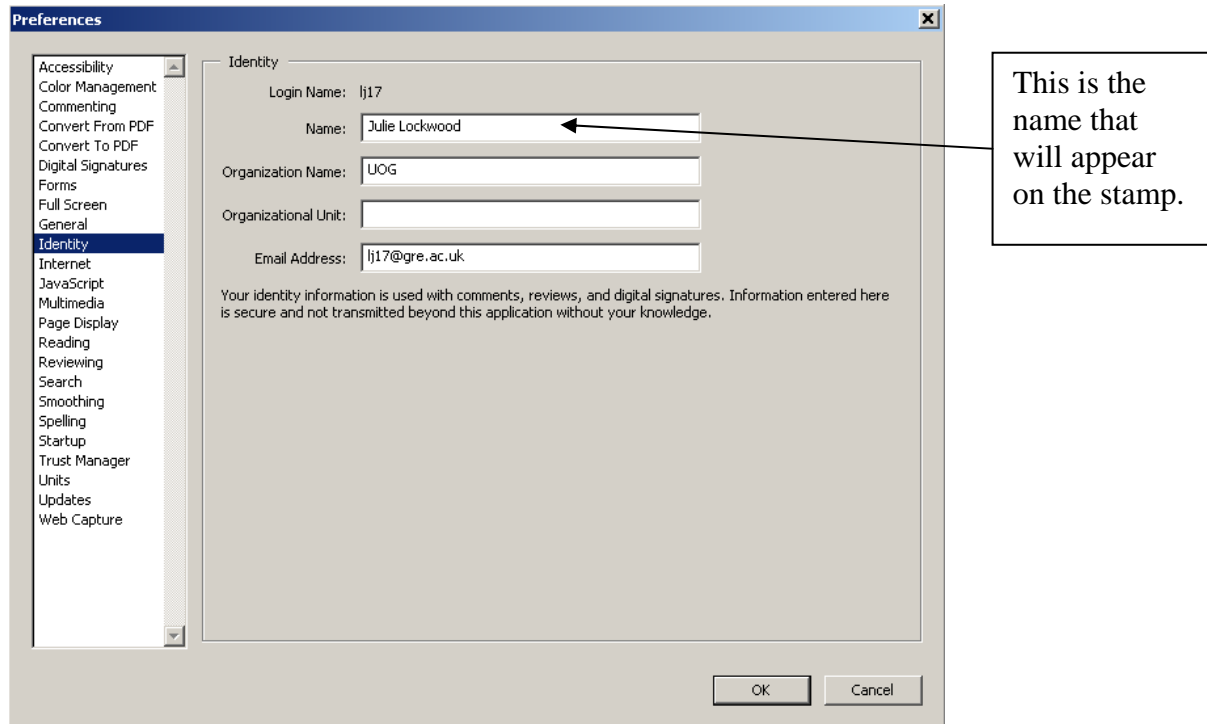
You can change the font of your text here.

Click on the icon to activate the tool then position the cursor where you need the box and click and drag to create the text box.

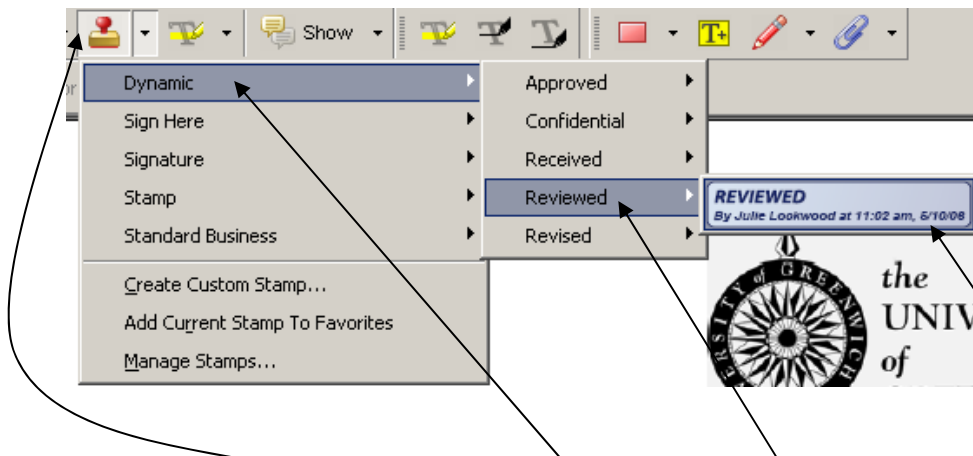
The best colour to use for text boxes is yellow as this prints well and is easy to see.

Stamps

To ensure your name shows on the stamp the correct details need to be entered into the Preferences option. From the Edit drop down menu select Preferences then choose the Identity option and enter your details. This is where the stamp takes the name from.



To add a stamp click on the Stamp Tool icon.



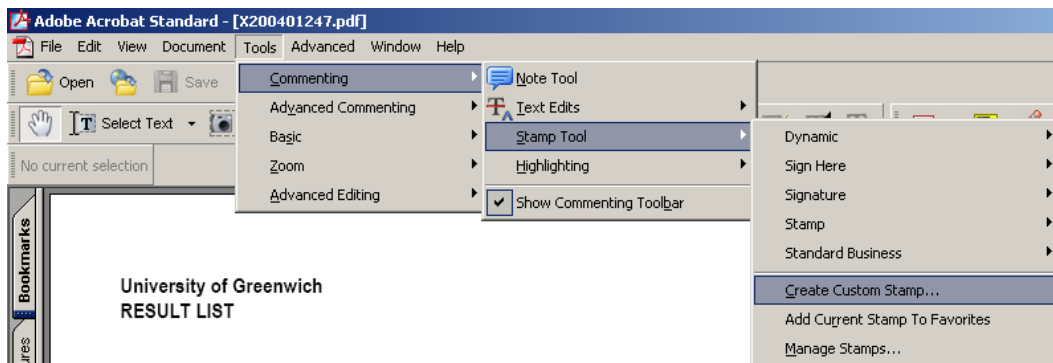
Click on the Stamp Tool icon and select Dynamic then Reviewed. Click on the stamp that shows and your cursor will change to show a Stamp icon. You can now drag and drop this to the place you want the stamp to be.

The **FINAL** stamp can be found via the Standard Business option and the **LETTERS TO BE WITHHELD** can be found via the Stamp option.

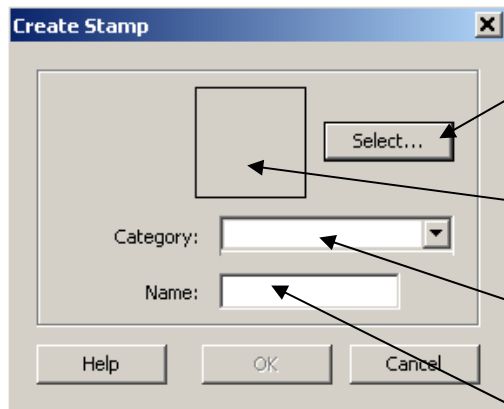
Signatures

To add a signature to be used to sign off the Result List you will need to scan the signature and save it as a .jpeg file.

Once it has been saved select the Create Custom Stamp option via the Tools drop down list as shown.



This box will then appear.



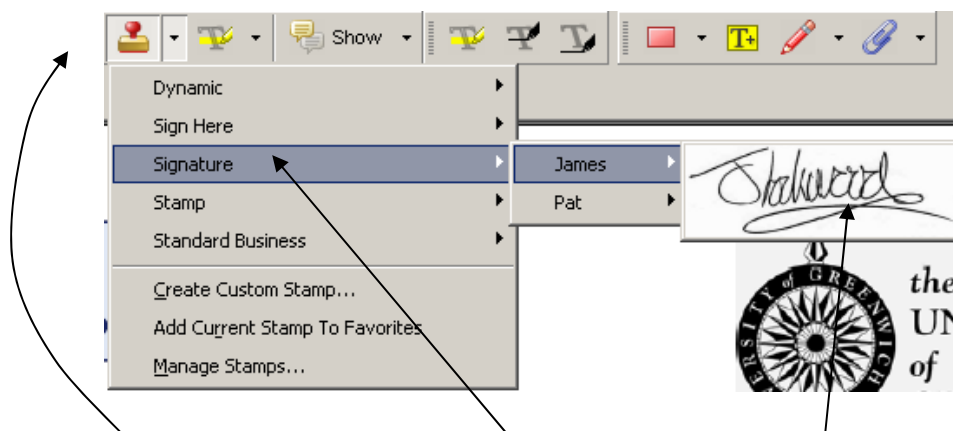
Click select and type in the file name and path of the signature or locate the signature using the browse button. Click OK.

Once selected, the signature will show here.

For the first signature you add type in Signature. After that you can select signature from the drop-down menu.

Name the signature i.e. Julie Lockwood. Click OK.

Once your signatures are set up you can add them to the result list as follows.



Click on the Stamp Tool icon and select Signature. Choose the signature you require and your cursor will change to show a Stamp icon. You can now drag and drop this to the place you want the signature to be.

HOW TO AMEND THE RESULT LIST IN ADOBE ACROBAT

The tools to use to show amendments etc. are as follows.

Amendments

Use "Cross-Out Text Tool" to put a line through the incorrect data

Add a "Text Box" showing the change needed

Candidate	Result	Honours	Degree
000285915 ANNAN Richard Effah	Pass Ac Stge 1		MSc
000323531 ARJUNA Chinu	Pass Ac Stge 1		MSc
000243487 BANKOLE Richard Akinwunmi	Pass Ac Stge 1		MSc
000246887 HADJAH Georgiette Aba	Fail – Repeat Permitted	change to Fail	MSc
	FINA 0026		

Add reviewed stamp when amendments have been indicated – the stamp should only be added to the top of page 1


PLEASE NOTE – The date is US format MM/DD/YY and not UK format DD/MM/YY – we are unable to change this at present.

University of Greenwich
RESULT LIST

Term: 200400
College: Business
Department: Accounting & Finance
Program: P10424 MSc/PGDip INTERNATIONAL BANKING AND FINANCE (180)
Mode: Full Time > 24 wks Academic Stage 1
Entry Cohort: Standard

Date of Progression and Award Board: 16/09/2005

The Progression and Award Board has agreed the following decisions in respect of the candidates listed below



the UNIVERSITY of GREENWICH

Site: Greenwich Maritime Campus
Assessment Cohort: X200401789

REVIEWED
 By Julie Lockwood at 3:20 pm, 3/22/06

Candidate	Result	Honours	Degree	Holds
000285915 ANNAN Richard Effah	Pass Ac Stge 1		MSc	
000323531 ARJUNA Chinu	Pass Ac Stge 1		MSc	
000243487 BANKOLE Richard Akinwunmi	Pass Ac Stge 1		MSc	DA DT
000246887 HADJAH Georgiette Aba	Fail – Repeat Permitted	change to Fail	MSc	
	FINA 0026			

Save the .pdf file as the same file name i.e. X200401789.pdf.

If this is the 2nd copy (i.e. the second time this cohort has had to have amendments made) then it should still be saved as the same name as you received it as i.e. X200401789-2nd copy.pdf

Final Copy

Once the amendments have been actioned by Student Records a new Result List is sent to the School. If everything is correct a **FINAL** stamp is to be added on the first page only. Also if any letters are to be Withheld for any reason then a **LETTERS TO BE WITHHELD** stamp needs to be added to the first page and a text box next to the student indicating this.


FINAL stamp

LETTERS TO BE WITHHELD stamp

University of Greenwich
RESULT LIST

Term: 200400
 College: Health & Social Care
 Department: Health Development
 Program: P09922 Undergraduate credit ASSOCIATE STUDENT - HEALTH CARE & SOCIAL CARE
 Mode: Part Time Academic Stage 1
 Entry Cohort: E119960901 (Sep 96 entry-curriculum 1)
 Date of Progression and Award Board: 22/06/2005

The Progression and Award Board has agreed the following decisions in respect of the candidates listed below




the
UNIVERSITY
of
GREENWICH

Site: Avery Hill Campus
 Assessment Cohort: X200401247


Candidate	Result	Honours	Degree	Holds
000046546 HASSALL Ruth	Complete - Credit Gained	withhold letter	Undergraduate credit	SU
Total Students: 1	Total Results: 1	Total Awards: 0		

Text box showing letter is to be Withheld

The List then needs to be signed using scanned signatures and sent on to the appropriate parties, Records, Conferment's etc.



Signed: Chair of the Progression and Award Board



Secretary of the Progression and Award Board

After the signatures have been added save the document as **“Final Copy”** by using the **Save As** function i.e. X200401789-final copy.pdf. Please remember to rename the document before sending on.

Appendix A

You will need to purchase the latest version of Adobe Acrobat Standard (not the reader version) from your software supplier and install onto your machine.

Appendix B

Drive and folders