Online results submission

Effortlessly collect study course results from your bursary students online. The online results web page is customised and branded, with a unique link for each beneficiary allowing them to capture and submit their results for a specific semester directly into **DevMan**. Student managers are able to monitor submissions and draw detailed reports.

The process

Steps to prepare for collecting bursary beneficiaries results:
1. Set up email template with link to online page.
2. Test the template, link and online page.
3. Bulk generate the semester.
4. Bulk send the email to selected students.
5. Monitor result submissions.

Step 1 – Email template

Contact DevMan support to set up your initial email template with the links to the online results page. Once set up templates are easily editable and available for re-use.

The page link is unique for each beneficiary for each semester. Please note the following points:
* The link is auto generated by DevMan.
* The link is provided in two formats:
    * As a URL
    * As a hyperlink

URL:
* The full link is given so the recipient can copy and paste it should the hyperlink fail.
* The link format is: *yourDevManLink*/DevMan/External/Update/Result.aspx?t=@Token

Hyperlink:
* The format of the link embedded in the 'click here' is ../../External/Update/Result.aspx?t=@Token
* The settings should be as follows:

Please contact DevMan support for any template assistance if required.

Step 2 – Test

Before sending a bulk email, it is wise to test the process and links by sending it to yourself. You will need to check the following:
- Formatting & branding of the email.
- Mail merged fields.
- Links to online pages.
- Submitting data.

To test, you need the following:
- Qualification linked to your person profile with a semester (use a future dated year so you can easily filter on just your record, eg 2020)
- A test bursary file linked to your profile and the qualification.

Send the email to yourself as per step 3. When you receive the email:

- Check the formatting, branding and mail merged fields

- Check the full URL link generated correctly – it should look like - *yourDevManLink*/DevMan/External/Update/Result.aspx?t=WToTxeAOOvk8volTNtZfg~~ . Copy and paste the link into your browser to test.

- The online results page should be unique to the beneficiary and the semester.

- Test the 'click here' hyperlink – the link should automatically take you to the online page – the page should be unique to the beneficiary and the semester.

- Add subjects, results, outcome, comments, an attachment and submit.

- From DevMan check the qualification to ensure all data captured has submitted. The semester status should now be 'Captured'.

- Once testing is complete and successful, continue with step 3.

Step 3 – Generate semester

Go to the bursary search and select the batch of beneficiaries required. Then select:

> Action

> Batch update   This will take you to the bulk update page.

On the bulk update page add a description and select the following:
- Radio button for 'Results'.
- The applicable semester – the year will default to current.
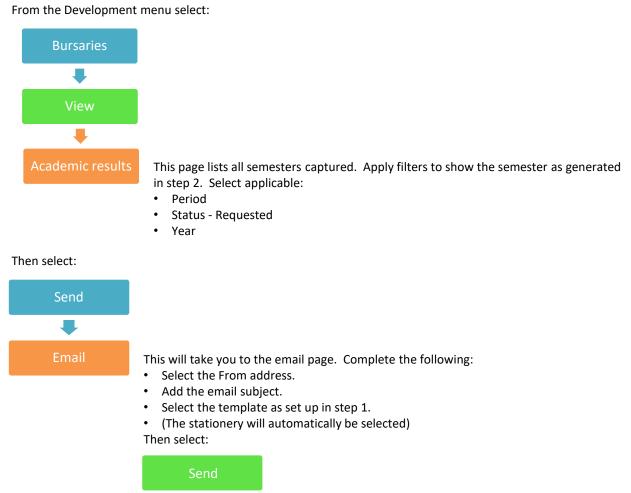- Then select:

> Proceed

This process will auto generate a semester for the period selected for each bursary qualification. The status of the semester will be 'Requested'.
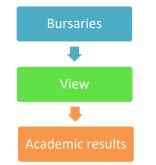
Step 4 – Bulk send results request

From the Development menu select:

Bursaries

↓

View

↓

Academic results

This page lists all semesters captured. Apply filters to show the semester as generated in step 2. Select applicable:
- Period
- Status - Requested
- Year

Then select:

Send

↓

Email

This will take you to the email page. Complete the following:
- Select the From address.
- Add the email subject.
- Select the template as set up in step 1.
- (The stationery will automatically be selected)

Then select:

Send

Step 5 – Monitor submissions

As results are submitted, the semester status will update to Captured. To monitor results that have been submitted or not, use the Academic results grid. From the Development menu select:

Bursaries

↓

View

↓

Academic results

Use the status filter to view submission status:
- If still on Requested – results have not been submitted
- If on Captured – results have been submitted – once in the captured phase students will no longer be able to adjust their results.

A follow up email can be sent to those who have not yet submitted as per step 4.