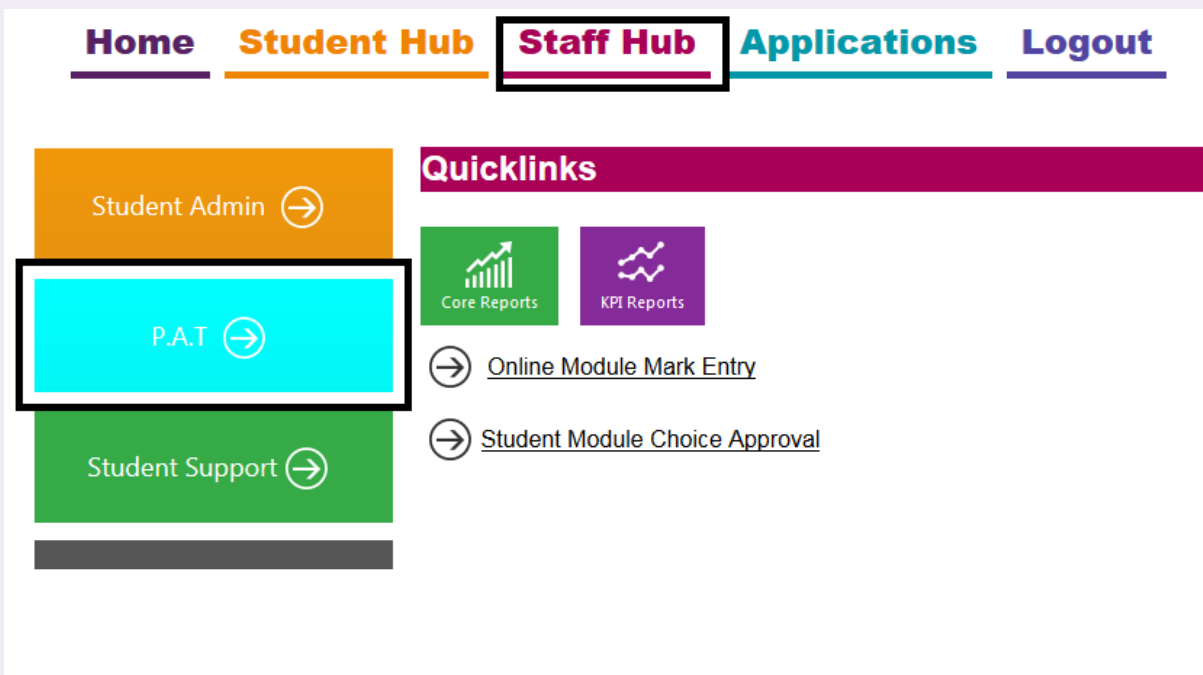


PAT Access to Additional Student Support Online

General

Log into www.studentjourney.uhi.ac.uk using your UHI id and password.

Click on Staff Hub and then the P.A.T button.



My Students

You will see that your My Students screen includes a Student Support Column.

Student ID	Student Name	Route	Level	Location	Exam Location	Status	View More Details	Student Support
09018128/2	Denise MacLean-Ferguson	LIS Test Route				Current	View	 View

A **View link** in the Student Support Column means that that the student has an additional support arrangement in place within Additional Support Online for the current academic year.

A **red flag** in the Student Support column indicates that the student has an approved Personal Learning Support Plan (PLSP) in place within Additional Support Online for the academic year.

A PLSP flag is the more reliable indicator of a student's entitlement to access additional support arrangements. A PLSP flag will only be visible within UHI Records once the student's online PLSP form has been marked as complete by Student Services staff at the student's Home Academic Partner.

Personal Learning Support Plan (PLSP)

A PLSP details the support measures and adjustments that have been approved for a student in light of their disclosed additional needs.

When a PLSP has been created or updated within Additional Support Online, for one of your students, an automated email notification will be sent to your university email account to let you know that the approved Summary of Support is available to view within UHI Records.

Click the View Link in the Student Support Column of your My Students screen. Go to the PLSP tab and click the Summary of Support to button view a copy of the student's approved Summary of Support.

COMPLETED PLSP			
Academic Year	Created Date	Updated Date	View
2015/16	26/Jan/2016	26/Jan/2016	Summary of Support

The document will advise you of the arrangements and support measures that have been agreed for the student in that academic year.

As PAT, you should then disseminate the Summary of Support to relevant staff involved in teaching the student.

Exam Arrangements

You can view any exam arrangements that have been set up for a student and which Academic Partner is providing the support.

Below are details of any exam arrangements you have made.								
Year	Requirement	Quantity	Provided By	Start Date	End Date	Exam Times	Additional Time	Placement of Time
2015/16	Separate Room		Orkney	22/May/2014	30/May/2014		/	
2015/16	10% Extra Time Required		Orkney	15/May/2016	17/May/2016		/	

Appointments

Here you can see details of any appointments/contact that Academic Partner Student Services staff have had with students.

Appointments	Dyslexia Stickers	Equipment	Exam Arrangements	Support Plan (PLSP)
Student Id	Student Name	Requested Date/Time of Meeting	Status	Meeting with

Dyslexia Stickers

If the student has been assessed by a support worker as being eligible to access university dyslexia stickers, you can print off copies of dyslexia stickers for the student if you should need to.

Appointments	Dyslexia Stickers	Equipment	Exam Arra
<p>▶▶▶ Produce a Gaelic dyslexia sticker for a student</p> <p>▶▶▶ Produce an English dyslexia sticker for a student</p>			

Equipment

You have access to see any items of equipment / assistive software loaned to the student within Additional Support Online to help aid their studies.

Appointments	Dyslexia Stickers	Equipment	Exam Arrangements	Support Plan (PLSP)					
Student ID	Student Name	Equipment Required	Quantity	Provided By	Start Date	End Date	Date Returned	Asset ID	Serial No.
15017649	Mark Ross	Software	1	Orkney	29/Feb/2016	06/Jun/2016		12345	6789
15017649	Mark Ross	Text Book Rest	1	Moray	17/Dec/2015	31/Dec/2015	12345	6789	
15017649	Mark Ross	Furniture - Posture Pack	1	NHC		12345 ** Item due for return. **		12345	6789