

PROSE

 Postgraduate Record of Student Experience

User Requirements

You will need a computer (minimum requirements: processor 500MHz and RAM 512Mb) with a web browser such as Internet Explorer or Firefox and continuous access to a reliable and secure internet connection.

Getting Started in PROSE

To have access to PROSE as a '**college administrator**' you will need to be invited by the System Administrator. You will receive an email requesting you to activate your account. Click on the hyperlink to complete this task. You will be asked to create a password for your account.

1. Go to PROSE at <https://prose.le.ac.uk> .
2. Enter your University of Leicester **email address** and **password** to log in.
3. If you are currently enrolled in PROSE you may have used an email address other than your university one. In the coming months all emails accounts to access PROSE will have to be **university email accounts only**.

College Administrator Role

The role of 'college administrator' is one of the most powerful roles on PROSE and enables you to do the following:

College Admin

Manage Announcements

Send Messages

Manage Students

Manage Supervisors

Manage Tutors

Manage Events

Manage Departments

Manage Courses

Manage Venues

Manage Students

Here you can manage all the students in your College and register new students.

If you are looking for a specific student you can use the **Filter** to search by email, first name, family name or student number.

To view the details of any student, select **Details**. Within a student's profile you can access details about their supervisors and events history.

Manage Supervisors

Here you can access and list of all supervisors in your College and register new supervisors.

Manage Tutors

Tutors are users that deliver training events. Here you can view all tutors in your College and register new tutors. It is always good practice to ensure the tutor delivering a session is on PROSE before entering event details.

Manage Events

Here you can see all the events on PROSE and add new events. Events can be managed in two ways, as a **single one-off event** or as a **course**. The later enables a single descriptor to be written and be associated with multiple events.

Adding an event

When creating a new event on PROSE you will need to assign a number of details including **title** and **descriptions**, **start** and **end date** and **times**, event leader (**tutor**) and assign a **venue**. If the venue you are using isn't listed, it can be created under **Manage Venues**. Event attendance can be restricted to students in a selected College or Department.

If a specific event occurs on multiple occasions a **course** can be created; this enables a **standard description** to written and quickly assigned to an event occurrence.

Manage Courses

Here you can see all courses on PROSE and add new courses. Course descriptions are used for events that run on multiple occasions. They enable effective student management, as you will be able to see all participants that have attended a course during any event and plan future events if demand requires it. Also, they enable participants who are on a waiting list to be notified of the next time the event will run again.

Adding a Course

Create a **course title** and **code** for the event. A standardised College coding system is recommended. The body descriptor will appear on any event. Enter the dates the course will run between, normally during an academic year. Finally assign a tutor to the course.

PROSE Standard Navigation

All users see the following options in PROSE:

Home	Home/Dashboard - Your personalised dashboard will collate all your online actions.
Dashboard	Available Events - View and search all forthcoming events on PROSE. Administrators and tutors can view attendees.
Available Events	Recent Events - Revisit information about events that have run previously.
Recent Events	View Notifications - See all your personal notifications and messages.
View Notifications	Edit Profile - Update your details.
	Change Password - Change your PROSE password.
Profile	
Edit Profile	
Change Password	