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 'department 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**.

Department Administrator Role

The role of 'department administrator' is a powerful role on PROSE and enables you to do the following:

Department Admin

Send Messages

Manage Students

Manage Supervisors

Manage Events

Manage Courses

Manage Venues

Send Messages
Email all or selected students in your Department or School.

Manage Students
Here you can manage all PGR students in your Department 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
You will be able to access and list of all supervisors in your Department and register new supervisors.

Manage Events

You will be able to see all of your Department's events on PROSE and add new events. Events can be managed in two ways, as 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 have 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 be written and quickly assigned to an event occurrence.

Manage Courses

You will be able to see all your Department's 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 the 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 be run.

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
Dashboard
Available Events
Recent Events
View Notifications
Profile
Edit Profile
Change Password

Home/Dashboard - Your personalised dashboard will collate all your online activity.

Available Events - View and search all forthcoming events on PROSE. Administrators and tutors can view all attendees.

Recent Events - Revisit information about events that have run previously.

View Notifications - See all your personal notifications and messages.

Edit Profile - Update your details.

Change Password - Change your PROSE password.