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Ensuring a degree of success : managing the student record from within the records management system

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Educating tomorrow's professionals

JISC Building Bridges conference: Ensuring a degree of success 3rd March 2009

M Sarah Wickham
University Records Manager

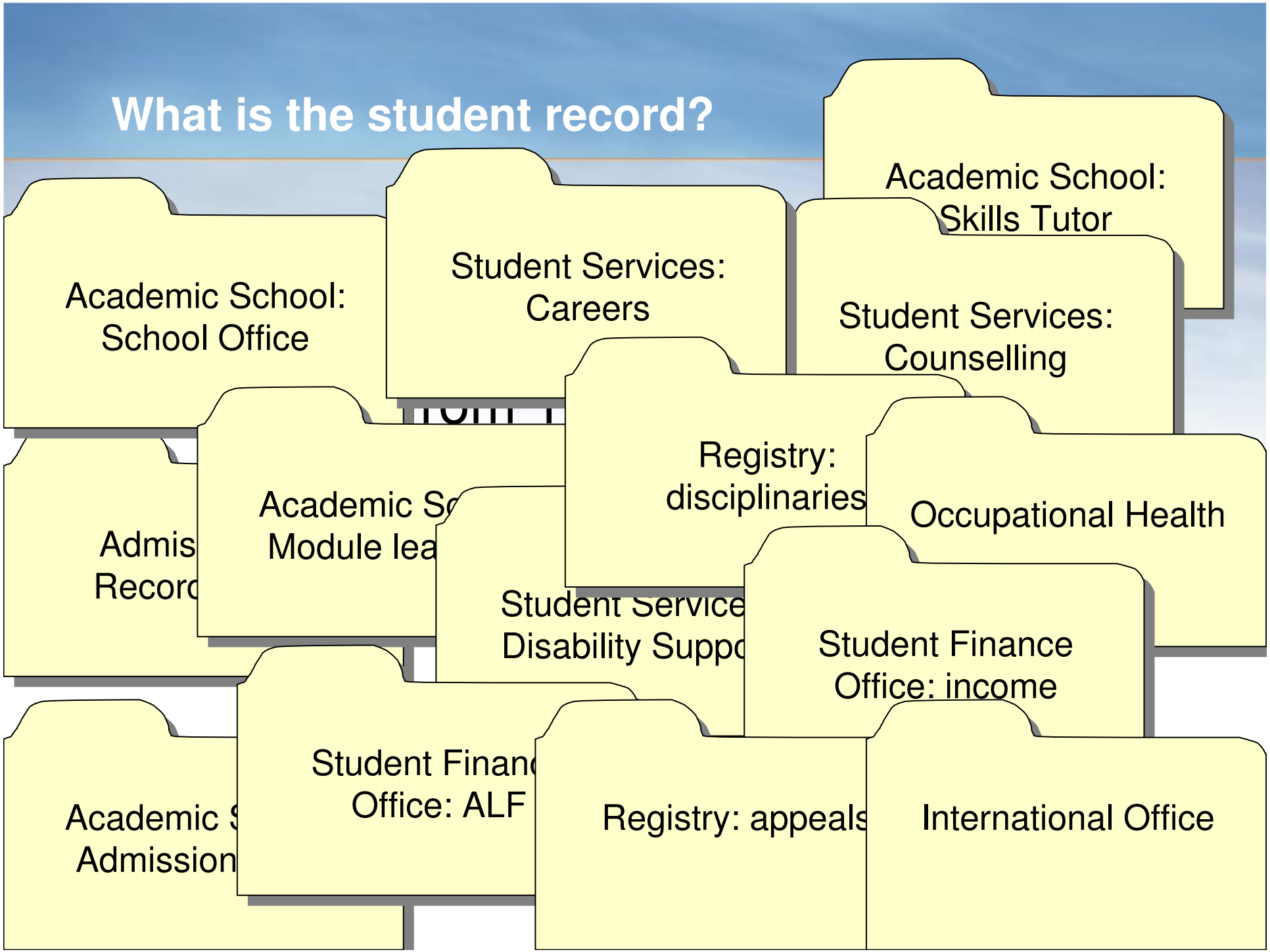
University of HUDDERSFIELD

Managing the student record from within the records management system

- SITS, EDRMS and records management at Huddersfield – the background
- Integrating SITS and the EDRMS
- Lessons learned

Huddersfield, SITS, EDRMS and records management

- 7 schools, 3 campuses, 12-13 support services
- 22,000+ students, 2,200(ish) staff
- SITS in use since 1997-8
- Document management project begun early 2004; Wisdom in use since 2006
- Records manager/information governance officer appointed late 2007


What is the student record?
Academic School: School Office
Student Services: Careers
Academic School: Skills Tutor
Student Services: Counselling
Registry: disciplinaries
Occupational Health
Student Finance Office: income
Registry: appeals
International Office

The Student Centre

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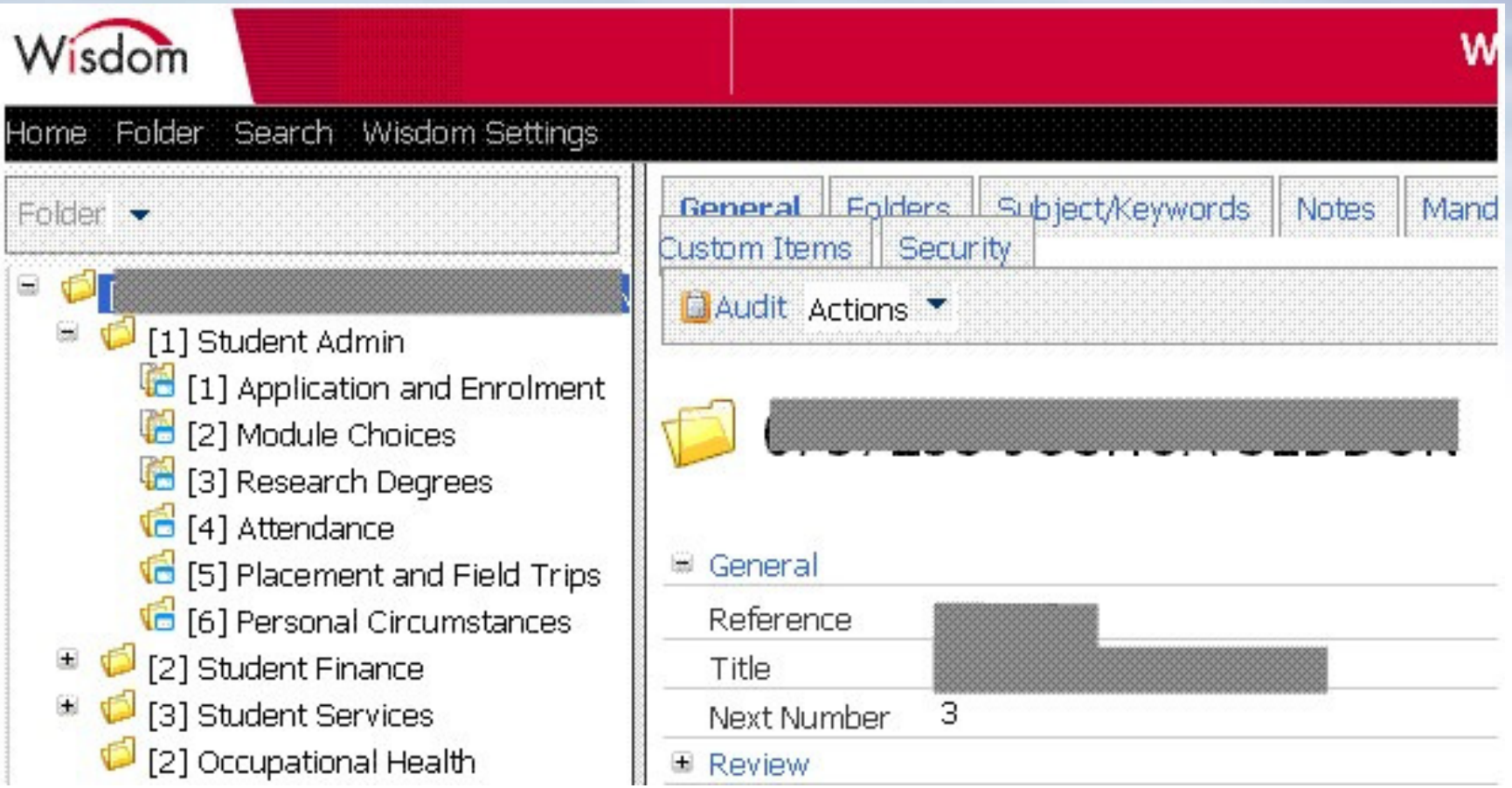
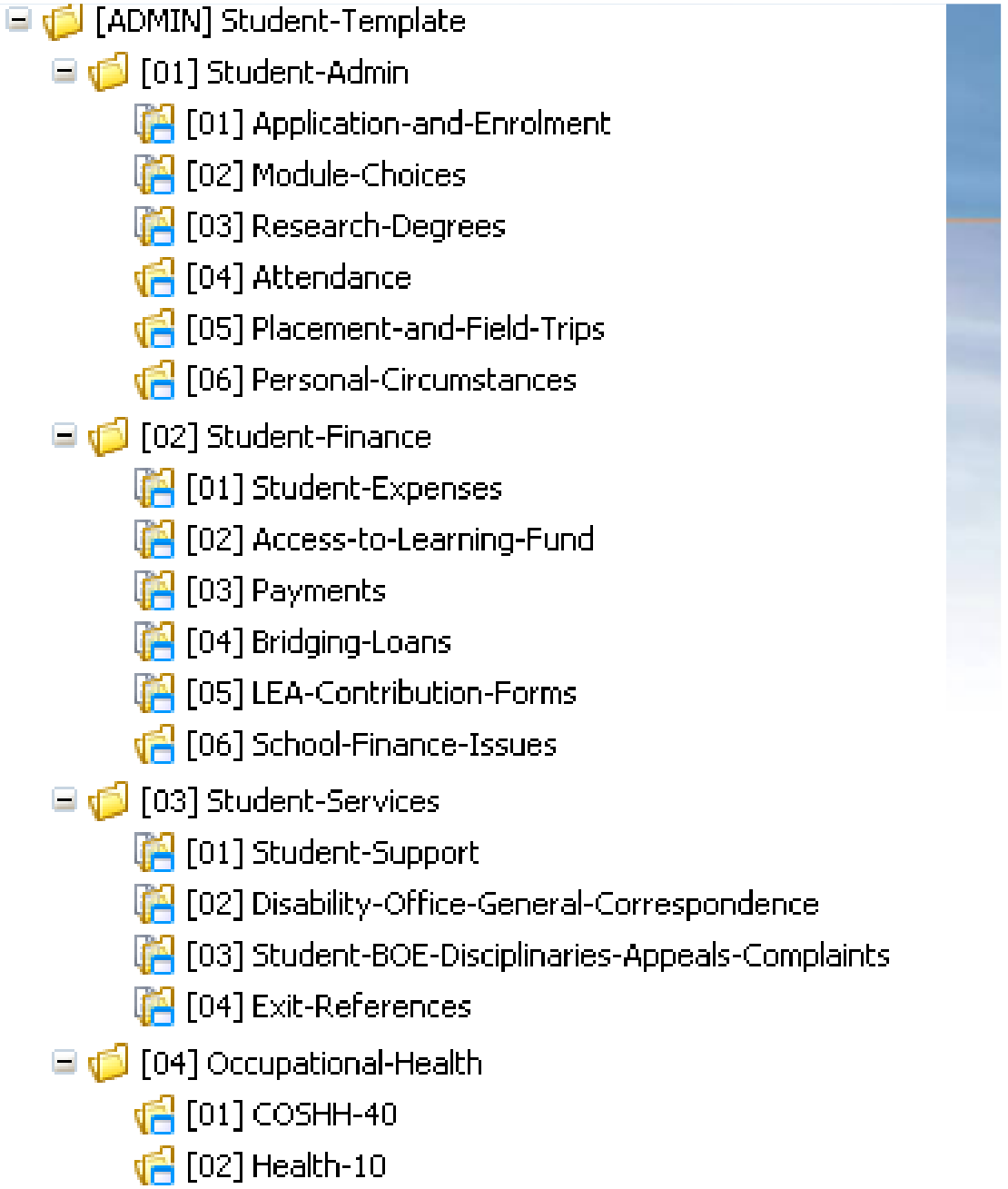
So where does the EDRMS come in?

- Easily viewable in conjunction with SITS for current business purposes
- Easily accessible to those who need and who have authority to use
- Better maintenance and management of authoritative records
- Retention & disposal in line with the schedule

Implementation: student records



The fileplan:



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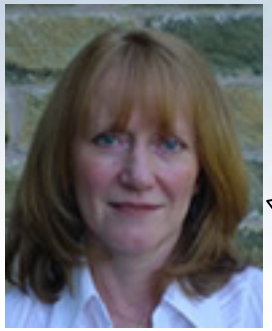
View from the School of Education & Professional Development



Jane Reddington, Deputy School Services Manager

Admin staff are now either saving directly into Wisdom or scanning in - the process is quick once the student has been retrieved in SITS and saves time. We no longer need to sift through a filing cabinet for the piece of paper; an added bonus is that the need for storage space is reduced. Academics are also gradually being trained to access the student area through e-vision so there will only be one file per student - unlike the present situation of many files and no-one knowing exactly what is where!

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Lessons learned

- Colleagues get it and (mostly) like it!
- Approach to integrating with line of business system
- Active relationship with users and key stakeholders
- Project management: clarity of purpose and brief, timescale/momentum

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www.hud.ac.uk/cls/recordsmanagement

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