Guide to finding disabilities information on UNIVERSE.

By Module
1. Log onto UNIVERSE
2. click on Student Records button
3. enter module code into Module box
4. click on the Find button
5. click on Reports
   (along the top – there is 'Screen' 'Processes' 'Reports' 'Help')
6. on drop down menu click on Standard Reports
7. in the 1st list (Students List by:-) click on Disabilities
8. click on the Accept button
9. A report will appear with;

Student No	Name	Course Details	Start date	End date	Ethnicity	Disabilities	Disability Allowance	Printed Material	Academic Supporter	Volunteer Supporter	Library Conces	Shelt Exam	Added by

a) Under Disabilities you will see a list of letters – the key to these is at the bottom of the page and this will identify what the disability is.
b) Under Disability Allowance it will indicate Y (yes) or N (no).
c) You will equally be able to see whether they need Printed Material, have an Academic Supporter, have a Volunteer Supporter have Library Concessions or need Sheltered Exam conditions by the Y (yes) or N (no) in the appropriate columns.
d) Final column (Added by) indicates who put the information on UNIVERSE.
   Diss Office = Disabilities Office Staff have entered the information – the student has been to see them and the disability has been verified.
   Staff = the information has been entered by a member of staff (other than the Disabilities Office Staff), probably registry and probably based on the information on the enrolment form.
   Student = the student has entered the information themselves (i.e. not necessarily verified).

By Course
Go through the same process as above but in section 3 you put the course code into the Course box.