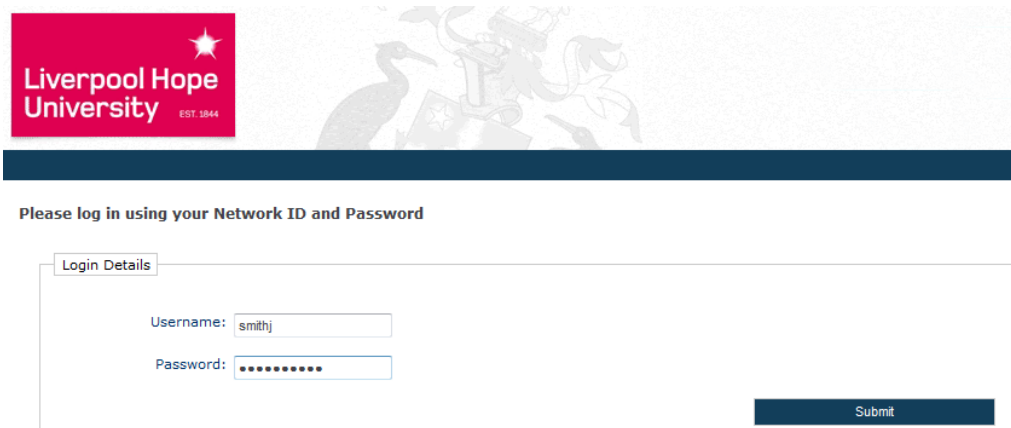


## How to Access a List of Class Test Adjustments

From the main website [www.hope.ac.uk](http://www.hope.ac.uk) choose student / staff gateway > click on 'My Hope'

- Log into e-reporter



**Liverpool Hope University** EST. 1844

Please log in using your Network ID and Password

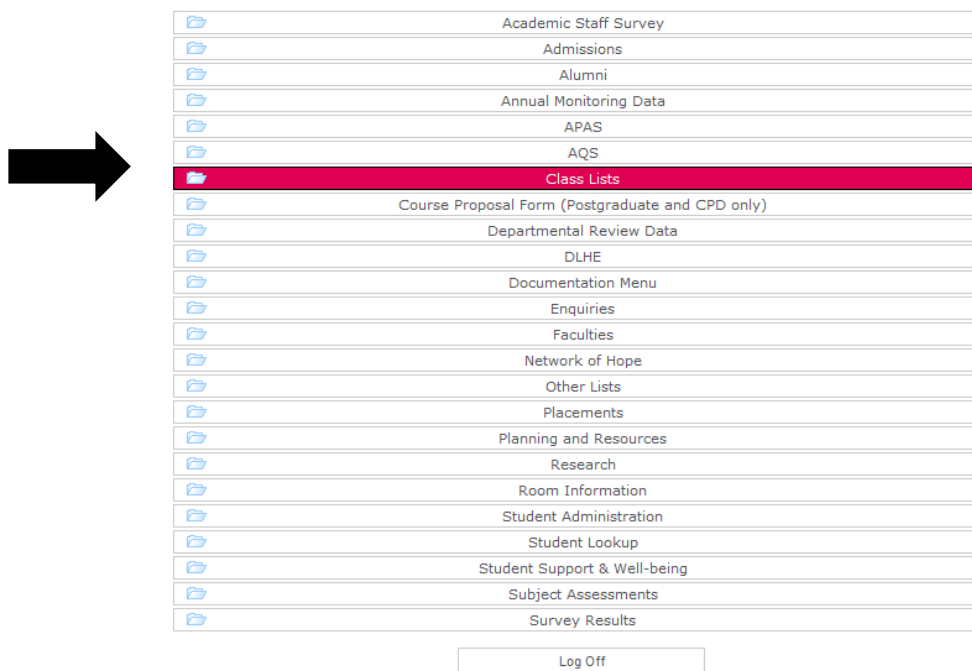
Login Details

Username:

Password:

Submit

- Choose "class lists" from the e-reporter menu.



Academic Staff Survey
Admissions
Alumni
Annual Monitoring Data
APAS
AQS
<b>Class Lists</b>
Course Proposal Form (Postgraduate and CPD only)
Departmental Review Data
DLHE
Documentation Menu
Enquiries
Faculties
Network of Hope
Other Lists
Placements
Planning and Resources
Research
Room Information
Student Administration
Student Lookup
Student Support & Well-being
Subject Assessments
Survey Results

Log Off

- On the next screen select "module class list".



<b>Module Class List</b>
Next Academic Year - Class List
Offsite Activities(Medical/Dietary/Disability Requirements)
PGCE Class List
Programme/Route Class List

Return to Menu

- Use the drop-down arrow on the “select module code” field to select the specific course element for which you are arranging a class test.

The screenshot shows the 'Class List Selection Screen' with the following fields and options:

- Select Academic Year:** [Dropdown]
- Select Faculty:** [Dropdown]
- Select Department:** [Dropdown]
- Select Module Code:** [Dropdown menu open showing a list of course codes and titles, including 'ACOADD001 - FOUNDATIONS IN ACCOUNTING' and 'AHCM004 - WORK PLACEMENT (ART HISTORY AND CURATING)']
- Select Site:** [Dropdown]
- Select Semester:** [Dropdown]
- Select Status:** [Dropdown]
- Report To Run:** [Dropdown]
- Sort by:** Code (selected) / Name
- Submit** button

- In the “Report to Run” field use the drop down arrow to select the report entitled “Class Test Req – Disabled Students”. This report shows only the agreed adjustments that must be made for disabled students in class tests.

The screenshot shows the 'Class List Selection Screen' with the following fields and options:

- Select Academic Year:** 2013/4
- Select Faculty:** All
- Select Department:** All
- Select Module Code:** ACOADD001 - FOUNDATIONS IN ACCOUNTING
- Select Site:** All Sites
- Select Semester:** All Semesters
- Select Status:** Registered
- Report To Run:** [Dropdown menu open showing a list of report titles, including 'Class Test Req - Disabled Students']
- Submit** button
- Clear Selection** button
- Report Group Menu** button
- Main Menu** button

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