

MANUAL REGISTRATION: ASSIGNING STAGES TO CRNs VIA INFOHUB

Updated Dec 2023

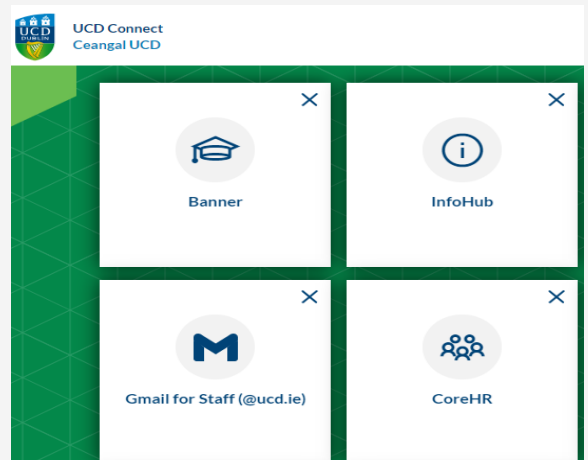
When you register a student to a module in SFAREGS (Banner) you must ensure that the appropriate stage is assigned to the gradable CRN of that module. You can do this using Update Stages in InfoHub.

Log into InfoHub

Go to **UCD Connect**
www.ucd.ie/connect

Click on the **InfoHub icon**

Log in using your **Connect username and password**



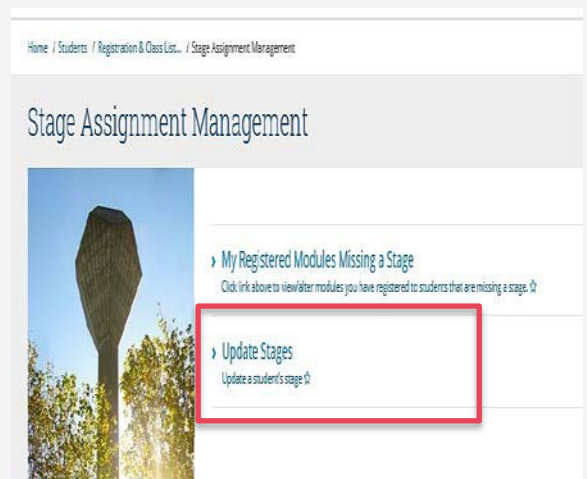
Find Update Stages

In InfoHub, click on the **Students tab**

Choose **Stage Assignment Management** from the menu

Click on **Update Stages**

This will bring you into the **Online Student Stage Changes** page



Top Tip!

Use **My Registered Modules Missing a Stage** to see if you have any modules for which you need to assign a stage. You can also assign stages which is handy if you only have a small number of students to update.



Enter relevant details

Enter the relevant term e.g. 202300

To **update an individual student** enter the relevant student number

If you are updating a particular module, you can also enter the CRN for that module

If you are **updating a number of students** on the same CRN leave the ID field blank and just enter the relevant CRN

Press **Submit**

Online Student Stage Changes

Please enter the parameters below and click the Submit button to get list of stages to change.

Term Code:	<input type="text" value="201500"/>
Student ID:	<input type="text" value="12345678"/>
CRN:	<input type="text"/>
Only Show Gradable Sections?	<input checked="" type="checkbox"/>
<input type="button" value="Submit"/>	

Assign a stage

To update an individual module or student:

- Go to the column called **Stage**
- Enter the appropriate stage (S1 = Stage 1, S2 = Stage 2 etc.) into the box
- Click the **Update Stages** button at the bottom of the page

To give all modules/students the same stage:

- Enter the appropriate stage (S1 etc.) into the **Change Stage of all** field
- Click the **Update Stages** button

Use the **Return** button to save your changes and to update a new student/CRN

Student ID	Name	Module ID	Module Title	Crn	Type	Status	Code	Semester	Stage
14206778	Student Test	CHEM10130	Applied Intro. & Phys Chem	91287	Lectures	RE		Sem 1	<input type="text" value="S1"/>
14206778	Student Test	PATH10020	Basic Principles of Cell Biolo	82931	Lectures	RE		Sem 1	<input type="text" value="S1"/>
14206778	Student Test	PHYC10120	Physics in Medicine	55396	Small Group	RE		Sem 1	<input type="text" value="S1"/>
14206778	Student Test	RDGY10090	Healthcare Imaging&Info System	40463	Lectures	RE		Sem 1	<input type="text" value="S1"/>

Type	Status	Code	Semester	Stage
Lectures	RW		Sem 1	<input type="text" value="S1"/>
Lectures	RW		Sem 1	<input type="text" value="S1"/>

Change Stage of all 10 rows to

CONTACT SYSTEMS AND DATA SERVICES

If you do have these menu options or need more training, please email systems.data@ucd.ie to request access.

