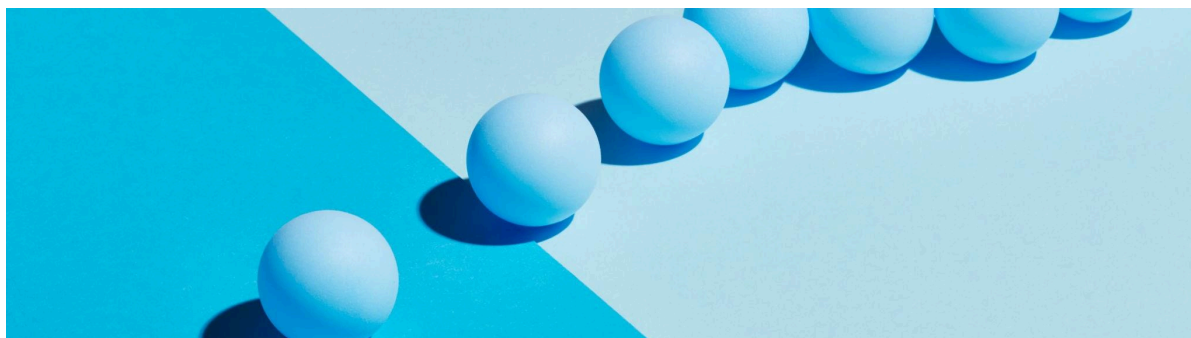




Guide to the e:vision SSP Module & Adjustment Reports for Academic Teaching staff and Module Leads

This document is intended for use by Academic teaching staff and Module Leads in academic departments at the University of York only and is not intended for open distribution or for students. All images use fictional student data.

Guide to the e:vision SSP Module & Adjustment Reports for Academic Teaching staff and Module Leads

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Who is my superuser?

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Overview

The Module and Adjustment reports provide a quick and easy way to access adjustment data from Student Support Plans, for students you teach.

Video

Training was offered over the summer of 2026 for users of the SSP system – a video recording of the Teaching / Supervisor user training [can be viewed here](#) to supplement this user guide.

Access

You will need the department super user (usually your SSM) to set up access to the reports for you in e:vision.

Data protection

Student Support Plan data accessed via the e:vision system is considered highly sensitive under GDPR. To safeguard student privacy and ensure strict compliance with

University data protection policies, you must keep all information entirely within the system. You must not export, download, screenshot, or copy this data into external applications, spreadsheets, or local drives under any circumstances. Access is provided solely for viewing adjustments directly within e:vision

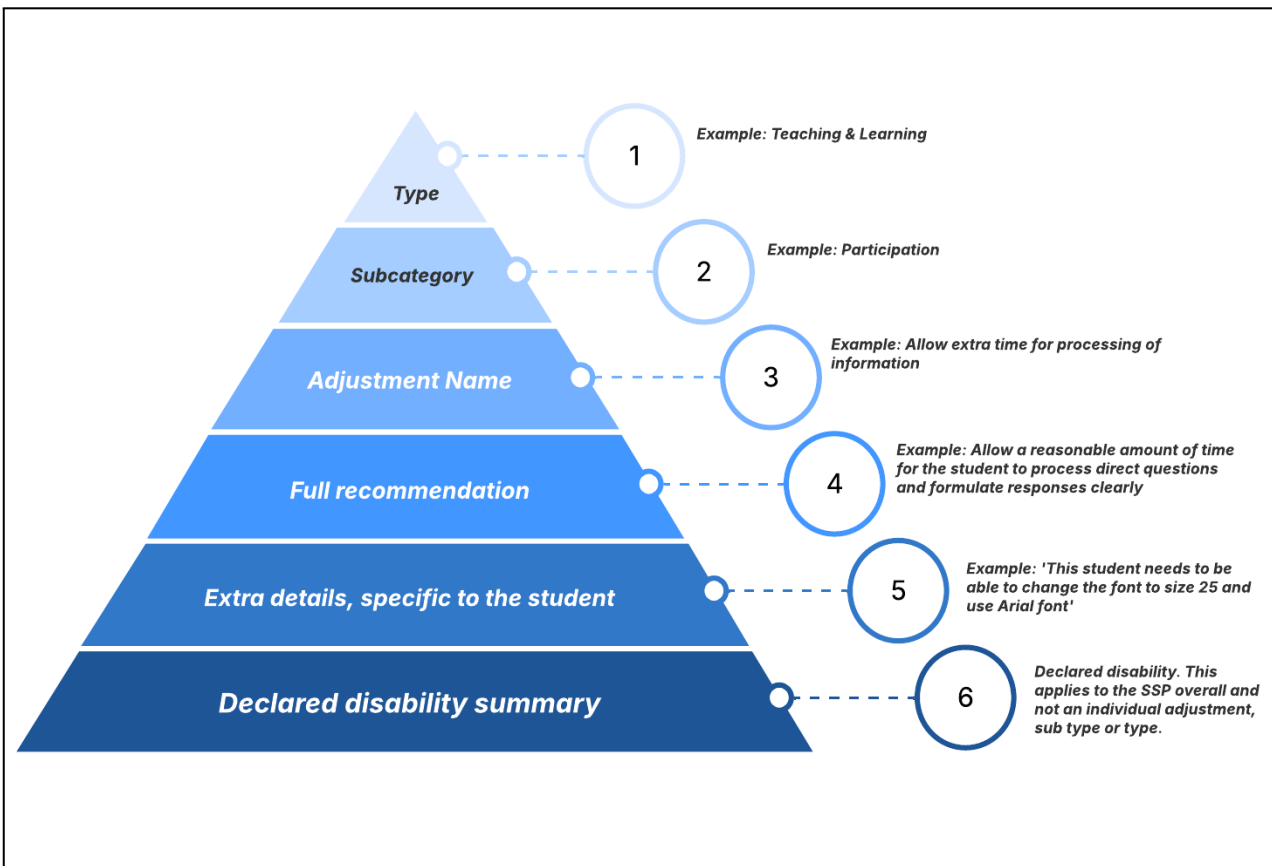
Adjustment data

This is the [full list of adjustments](#) available to students when they have a Student Support Plan in place. Familiarising yourself with the adjustments will make using the reports easier, as you will know how to find the data you need more efficiently.

Adjustments structure

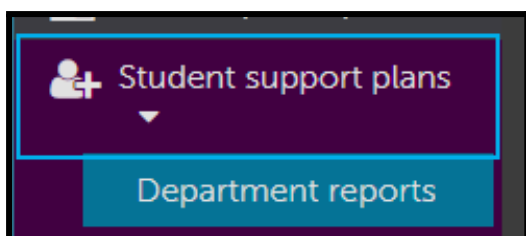
Student adjustments are split into 6 levels:

1. Type (i.e. Teaching & Learning, Assessment, Physical Environment)
2. Subcategory (i.e. Group work, participation, Extra time)
3. Adjustment name
4. Full adjustment recommendation (if available – not all with have this)
5. Specific, personalised student adjustments (if applicable)
6. Declared disability. Only available to certain users (not teaching support ie GTAs).



How to navigate to the service

- Open e.vision
- From the main menu, select **Student Support Plans > Department reports**



Department reports

Student Support Plan (SSP) Adjustments Reports



Search by module (Teaching)

This report identifies students with student support plans, displayed by module.

Launch



Search by adjustment (Teaching)

This report identifies students with specific adjustments. Use this report to search for Postgraduate Research students also.

Launch



Count of Adjustments (Teaching)

This report displays a count of adjustments by type and subcategory for a module.

Launch



Search by Applicant (Teaching)

This report identifies applicants with adjustments due to commence study this coming academic year.

Launch

Image of the SSP adjustment reports

1. Search by Module report

This report allows you to search for students with adjustments by module.

Search page

Search criteria

Search by module code to display students with adjustments who have an active module record for the academic year(s) selected. Using the wildcard option in the module code field will display students adjustments repeated per module. You can only search for modules within your department (or faculty). If this is incorrect, please contact your department super user.

Student number or full name

Module lookup *

Module code* Use "%" as a wildcard to retrieve by cohort e.g. BIO%C will retrieve all Level C Biology modules

- OR -

Module name Names are case sensitive

Teaching period

Adjustment type * Hold down the Ctrl key and click to select more than one option. Click again on an option to deselect it.

- Assessments
- Legacy SSP
- Exams
- Library

Subcategory

Stage

Student type

SSP created from

Academic year *

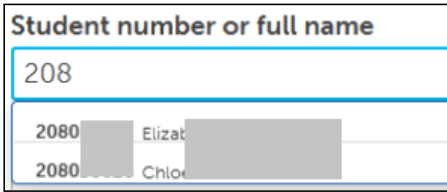
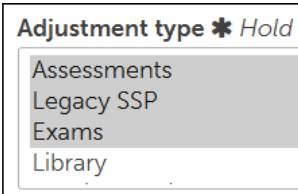
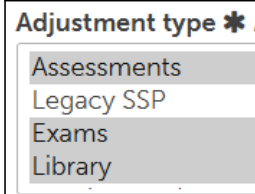
- 2024/2025
- 2025/2026

Display full recommendation

☒ Yes ☐ No

Image of screen screen options

Search field	Information	Mandatory?
Student number or	You can paste in a student code or start typing the number or name. A	No

full name	list will appear below which you can select from. 	
Module code	You can input a full module code i.e. CHE00004M or use a 'wildcard'* to retrieve more results i.e. CHE%M, to find all students studying a Chemistry level M course. You must input the first 3 digits before using the wildcard function i.e. 'CHE' <i>*A wildcard value is a special character used in search fields to represent one or more unknown characters, which allows you to retrieve a broader set of records.</i>	Yes, if name is not used
Module name	If you do not know the module code, you can search by the module name i.e. Communication, Education & Public Understanding of Green & Sustainable Chemistry It is not case sensitive but if the text is incomplete, it will display all modules in your department with the same words	Yes, if module code is not used
Teaching period	Useful if you are using a module wildcard function but want to narrow your results by Semester 1 or Online Teaching Period 1, for example	No
Adjustment type	This is a multi select field. Using the SHIFT key on your keyboard allows you to select multiple records at once. Using Ctrl allows you to select only the types you want.  Shift  Ctrl Legacy SSP = SSP created prior to this new system being implemented.	Yes

	Students with legacy SSPs can request a review of their adjustments at any time and will convert to a new style SSP. All legacy SSP will have been converted to the new-format SSP by the end of the 2026 calendar year.	
Subcategory	If you select only 1 adjustment type, you can narrow your results by choosing a subcategory, such as 'Group work'.	No
Stage	Denotes year of study (with some exceptions) • Certificate Level = 1st year • Intermediate Level = 2nd year but can be 3rd year i.e. placements • Honours Level = 3rd year but can be 4th year • Masters Level = Masters students	No
Student type	If using the module wildcard feature, you can narrow your results by student type: • Undergraduate • Postgraduate taught • Postgraduate research (will only display in this report if the PGR is studying a taught module) • Online	No
SSP created from	Useful to capture any new SSPs which have been created throughout the academic year	No
Academic year	Mainly for use during the academic progression period when the next year records are created on 1 August, but you need to check for adjustments from the previous academic year (for resits, for example).	Yes
Display full recommendation	You can choose whether to display the adjustments full recommendation within the report or not. Full recommendations can be lengthy. You can refer to this information separately via the Full list of adjustments document.	No

Results page

The top of the report results page under 'Cohort details' displays what you searched for. The 'Search by adjustment' button is a shortcut, directing you straight to the Adjustments report search page without needing to click 'Back' and 'Back'

SSP MODULE REPORT

Cohort details

Module: BIO% C

Adjustment type: Teaching and Learning

Year: 2025/6

[Back](#)

[Search by adjustment](#)

The results table displays the module data, sorted by module. You can scroll across (using the horizontal scrollbar at the bottom of the screen or your arrow keys on your keyboard) to view all columns.

Search:											
Surname	Chosen name	Student code	Email	Home department	Supervisor	Teaching period	Module	SSP created	Adjustment type	Subcategory and adjustment name	
SMITH	TEST	30000000/1	ts123@york.ac.uk	Biology	E ND	Semester 1	Life on Earth (BIO00024C)	27-APR-26	- Teaching and Learning	- Participation: Allow extra time for process of information - Alternative Format Service: Alternative Format Service (Essential Reading) - Seminars and Group Discussions: Ask on question at a time and rephrase if the student is struggling to understand	

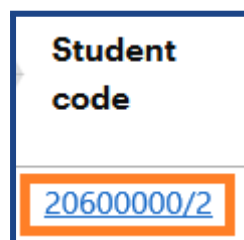
Moving right allows you to view any adjustments specific to the student and full recommendation (if you selected 'yes'). The Full recommendation column has the subcategory prefixed in bold, so you know what it relates to.

Subcategory and adjustment name		Student specific adjustment	Full recommendation
- Participation: Allow extra time for processing of information - Alternative Format Service: Alternative Format Service (Essential Reading) - Seminars and Group Discussions: Ask one question at a time and rephrase if the student is struggling to understand - Instructions: Be prepared to provide clarity around instructions/information delivered during teaching sessions - Instructions: Ensure key instructions are clearly written down - Group work: Provide additional group work assistance - Information: Reading material to be provided at least 24 hours in advance - Lectures: Use Lecture Capture			- Participation: Allow a reasonable amount of time for the student to process direct questions and formulate responses clearly. - Instructions: Ensure instructions are clear and leave any written instructions on the board to give the student sufficient time to copy them down or photograph them. - Alternative Format Service: For Teaching Staff: Please use the "Alternative Reading Format Request (SSP)" Tag on the Leganto Online Reading System to notify the Library, in advance each semester, of the week-by-week essential reading required for the student. Further guidance on using this tag and FAQs are available on the Library's website. For queries, email emaillib-readinglists@york.ac.uk. For Student: You can also make individual requests for other library material to be provided in electronic format by emailing the Reading Lists Team directly on lib-readinglists@york.ac.uk to make these requests and to raise any queries.

Full student SSP document

Clicking on the student code hyperlink opens a new tab in your browser. This displays the full SSP document for the student, including the Disability Description. The student, their supervisor, module leads and Assessment users (department professional support staff) also have access to this document.

Click on the student code on the report:



The full Student Support Plan:

Student Support Plan

This document includes the academic (teaching and exam) adjustments recommended. It includes the students declared disability, and if required a link to further information about the disability. The University has responsibilities under the [Equality Act 2010](#) and aims to ensure that students are not treated less favourably for a disability-related reason. Due regard should be paid to the sensitive and personal nature of information and care should be taken to handle data in line with the [General Data Protection Regulation](#). Whilst the University will make best efforts to share the document appropriately, it is your responsibility to inform your tutors you have an SSP and to refer to it when requesting adjustments. If you would like your SSP reviewing at any time please contact Disability Services.

Student details

Name (preferred name): Test **Surname:** Smith

Student code: 30000000 **Contact email:** ts123@york.ac.uk

Home/overseas: Home **Date of birth:** 01/Jan/2001

Declared disability/Long term health condition: D/deaf or have a hearing impairment

Programme details

Show entries

Search:

Course	Route	Year of study	Department	Status	Programme start date	Expected end date
Biology (UBIOBIO)	Biology (UBBIOSBIO3)	1	Biology	Registered (RSR)	15-Sep-2025	09-Jun-2028

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Individual adjustments details

Published date	27/Apr/2026
Disability descriptor	Test declared disability

Academic adjustments

Assessments

Note: Level 5 data here

Subcategory	Adjustment details	Full recommendation
Attendance	Discount the impact of disability absence when assessing contribution in class discussions	The student may miss some teaching sessions where contribution is assessed due to their condition(s)
Coursework assignments	Deadline extensions	If a student is unable to meet a standard assignment deadline due to their disability, they should use the exceptional circumstances claim form, and indicate that they are requesting an adjustment via their SSP.
Oral assessment	Do not penalise students on the delivery of their presentation	Students may lack expression, appear nervous or lack eye contact during presentations
Clarification	Be prepared to clarify the requirements of assessments	For example, student may need guidance or clarification on what is/is not expected of a given piece of coursework or task and also to check they are working on the right lines.
Clarification	Be prepared to clarify feedback received on assessments	For example, student may approach teaching staff to clarify feedback received on their assessments

2. Search by Adjustment report

This report provides a list of students, categorised by adjustment type and subcategory. This is beneficial for locating students with a specific adjustment, such as 'extra time'. Use this report to search for postgraduate research students.

Search page

Search criteria

Student number or full name

Adjustment type * Hold down the Ctrl key and click to select more than one option. Click again on an option to deselect it.

- Assessments
- Legacy SSP
- Exams
- Library

Subcategory

Stage

Student type

SSP created from

Academic year *

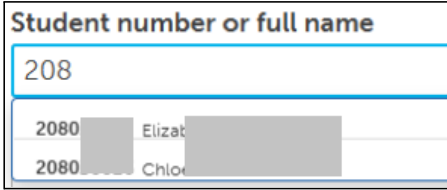
- 2024/2025
- 2025/2026

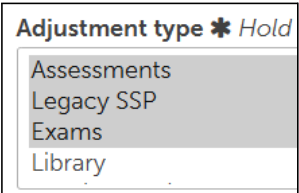
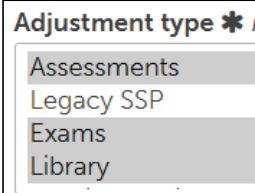
Display full recommendation

☒ Yes ☐ No

[Back](#) [Search](#)

Image of search page for Adjustment report

Search field	Information	Mandatory?
Student number or full name	You can paste in a student code or start typing the number or name. A list will appear below which you can select from. 	No
Department	**This only displays if you have been set up with faculty level access, to choose which department to search**	Yes, if applicable

Adjustment type	This is a multi select field. Using the SHIFT key on your keyboard allows you to select multiple records at once. Using Ctrl allows you to select only the types you want. Shift  Ctrl  Legacy SSP = SSP created prior to this new system being implemented. Students with legacy SSPs can request a review of their adjustments at any time and will convert to a new style SSP. All legacy SSP will have been converted to the new-format SSP by the end of the 2026 calendar year.	Yes
Subcategory	If you select only 1 adjustment type, you can narrow your results by choosing a subcategory, such as 'Group work'.	No
Stage	Denotes year of study (with some exceptions) • Certificate Level = 1st year • Intermediate Level = 2nd year but can be 3rd year i.e. placements • Honours Level = 3rd year but can be 4th year • Masters Level = Masters students	No
Student type	If using the module wildcard feature, you can narrow your results by student type: • Undergraduate • Postgraduate taught • Postgraduate research (will only display in this report if the PGR is studying a taught module) • Online	No
SSP created from	Useful to capture any new SSPs which have been created throughout the academic year	No
Academic year	Mainly for use during the academic progression period when the next year records are created on 1 August, but you need to check for adjustments from the previous academic year (for resits, for example).	Yes

Display full recommendation	You can choose whether to display the adjustments full recommendation within the report or not. Full recommendations can be lengthy. You can refer to this information separately via the Full list of adjustments document.	No
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Results page

Similar to the Module report, the headings at the top of the result page displays the cohort details you selected on the search page.

The 'Search by module' button is a shortcut, directing you straight to the Module report search page without needing to click 'Back' and 'Back'.

SSP ADJUSTMENT REPORT

Cohort details

Adjustment type: Teaching and Learning

Student type: Undergraduate

Year: 2025/6

[Back](#)
[Search by module](#)

Report columns

Surname	Chosen name	Student code	Email	Home department	Supervisor	Modules	Subcategory and adjustment name	Full recommendation	Student specific adjustment	SSP created
SMITH	TEST	20600000/2	ts123@york.ac.uk	Biology	A TEST	BIO00025C, BIO00026C, BIO00027C, BIO00028C, BIO00029C	Environment: Student may require a departmental Personal Emergency Evacuation Plan (PEEP) Teaching materials: Provide lecture slides and materials in advance of teaching sessions	Environment: Consideration of a Departmental PEEP prepared by the Department's Safety/Fire Officer. Any questions about this are best directed to Workplace Health and Safety Office (whs@york.ac.uk) Teaching materials: Where lecture notes and lecture materials are not available elsewhere, e.g. the VLE, these should be sent to the student 24 hours in advance.	- testing level 5 on phys env	10-FEB-26

Showing 1 to 3 of 3 entries

3. Count of Adjustments report

This report provides you with a high level summary of students with a chosen adjustment, filtered by type and subcategory. You can drill down to the adjustment name by clicking on the hyperlinks in the Subcategory column.

SSP COUNT OF ADJUSTMENTS REPORT

Cohort details

Module: BIO%

Adjustment type: Assessments, Teaching and Learning

Year: 2025/6

Department: Biology

Displays the options you chose on the search page

Back

Filterable on search page

Filterable on search page. Clicking on the hyperlink will display a further breakdown by adjustment name in a pop up box

Copy Excel

Same module will show for each adjustment type

Search:

Module	Adjustment type	Subcategory	Count
Becoming a Bioscientist: Core Skills (BIO00027C)	Assessments	Attendance	1
Becoming a Bioscientist: Core Skills (BIO00027C)	Assessments	Clarification	2
Becoming a Bioscientist: Core Skills (BIO00027C)	Assessments	Coursework assignments	1
Becoming a Bioscientist: Core Skills (BIO00027C)	Assessments	Oral assessment	1
Becoming a Bioscientist: Core Skills (BIO00027C)	Physical Environment	Environment	1
Becoming a Bioscientist: Core Skills (BIO00027C)	Teaching and Learning	Alternative Format Service	1
Becoming a Bioscientist: Core Skills (BIO00027C)	Teaching and Learning	Group work	1
Becoming a Bioscientist: Core Skills (BIO00027C)	Teaching and Learning	Information	1
Becoming a Bioscientist: Core Skills (BIO00027C)	Teaching and Learning	Instructions	2
Becoming a Bioscientist: Core Skills (BIO00027C)	Teaching and Learning	Lectures	1
Becoming a Bioscientist: Core Skills (BIO00027C)	Teaching and Learning	Participation	1
Becoming a Bioscientist: Core Skills (BIO00027C)	Teaching and Learning	Seminars and Group Discussions	1

Please refer to the [guidance document](#) for further information on adjustments and their implementation.

Points of contact

- **Access queries including set up & removal:** contact your department Super User in the first instance
- **Data queries / adjustment information:** contact Disability Services at disabilityservices@york.ac.uk
- **Technical issues:** contact the Student Systems team at sits-support@york.ac.uk

Frequently asked questions

Can I search using my timetable?

You will be able to search by event i.e. seminar or lecture very soon – we're working on it!

If I search by module using the wildcard option, will it only show the modules I teach on?

No, the report will display all modules meeting your search criteria in your department.

Who is my superuser?

This will usually be your department/school's Student Services Manager (SSM), so contact them in the first instance to arrange access to the reports.

No results appear when students are expected

If your data request is too large, the report will fail to display results. To correct this, please reduce the volume of data by:

- Selecting fewer adjustment types
- Choosing 'no' for the 'display full recommendation' option