



Guide to the e:vision SSP Module & Adjustment Reports for Teaching Support Staff

This document is intended for use by teaching support staff at the University of York only and is not intended for open distribution or for students. All images use fictional student data.

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Overview

The Module report provides a quick and easy way to access adjustment data from Student Support Plans, for students you teach. It is available to all teaching support staff including Graduates who teach (GTAs), Lab technicians and Library staff who teach.

Video

Training was offered over the summer of 2026 for users of the SSP system – a video recording of the GTA / Teaching Support Staff 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

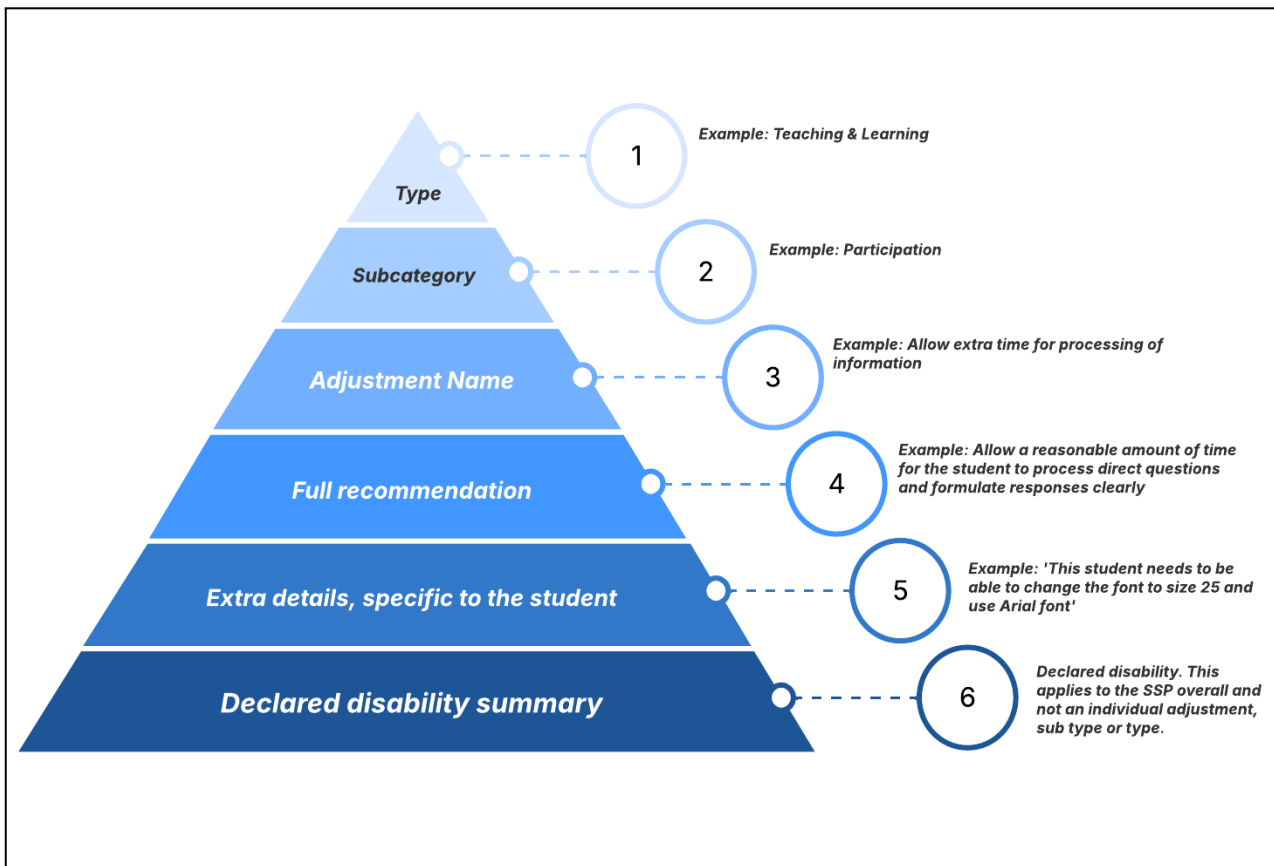
Adjustment data

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

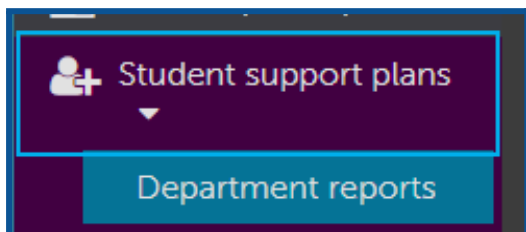
Student adjustments are split into 6 levels:

1. Type (i.e. Teaching & Learning, 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. This is sensitive, restricted data and access is limited to supervisors, assessment staff and academic teaching staff.



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 Support)

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

Launch



Count of Adjustments (Teaching Support)

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

Launch

Image of the adjustment report

1. Search by Module report

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

Search page

Search Criteria

This report displays the academic adjustments recommended by Disability Services for students within your department and/or faculty. 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](#).

Module lookup *

Module code*

- OR -

Module name *Names are case sensitive*

Adjustment type *

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

Physical Environment

Teaching and Learning

Subcategory

SSP created from

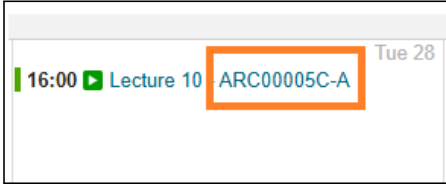
Display full recommendation

☒ Yes
 ☐ No

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Search

Image of screen screen options

Search field	Information	Mandatory?
Module code	Input the full module code i.e. CHE00004M. You can find this on YourTimetable or by asking the Professional Support staff in your department.  <i>N.b. We anticipate early in S1 2026/7 to allow 'Search by Activity code', which you can find by clicking into the activity on 'MyTimetable'. This will allow you to</i>	Yes, if name is not used

	search for students in a particular group i.e. seminars.	
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
Adjustment type	This is a multi select field. Using the SHIFT key on your keyboard allows you to select multiple records at once. You have access to view teaching & learning and physical environment adjustment types.	Yes
Subcategory	If you select only 1 adjustment type, you can narrow your results by choosing a subcategory, such as 'Group work'.	No
SSP created from	Useful to capture any new SSPs which have been created throughout the academic year	No
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.

SSP MODULE REPORT

Cohort details

Module: BIO00024C

Adjustment type: Teaching and Learning

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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. The Full recommendation column has the subcategory prefixed in bold, so you know what it relates to.

Surname	Chosen name	Student code	Email	Home department	Supervisor	Teaching period	Module	SSP created	Adjustment type	Subcategory and adjustment name	Full recommendation	Student specific adjustment
SMITH	TEST	3000000/1	ts23@york.ac.uk	Biology	A PERSON	Semester 1	Life on Earth (BIO00024C)	27-APR-26	- Teaching and Learning	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 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 lib-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. Lectures: Lecture capture and personal recording - Advised use of Replay lecture capture. Allow the student to record lectures, particularly where no lecture capture facility is available in the timetabled room. In accordance with a preferred learning style, and to manage their time effectively, students may access lecture content online, as opposed to in-person.	

Showing 1 to 1 of 1 entry

Count of Adjustments report

This report provides you with a high level overview of how many students on the module have an adjustment type/subcategory.



Count of Adjustments (Teaching Support)

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

Launch

Search page

Search Criteria

This report displays the academic adjustments recommended by Disability Services for students within your department and/or faculty. 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](#).

Module lookup *

Module code*

- 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.*

Subcategory

SSP created from

Academic year *

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Search

SSP COUNT OF ADJUSTMENTS REPORT

Search:

Showing 1 to 7 of 7 entries

Showing 1 to 7 of 7 entries

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
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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!

Who is my superuser?

This will be the department or school’s Student Services Manager (SSM), so please contact them directly to arrange access to the reports.