

Nunnery Wood High School: Awards Evening – Nomination System

The database is accessed via Start, Programs, Staff, Databases then Awards Evening Nominations

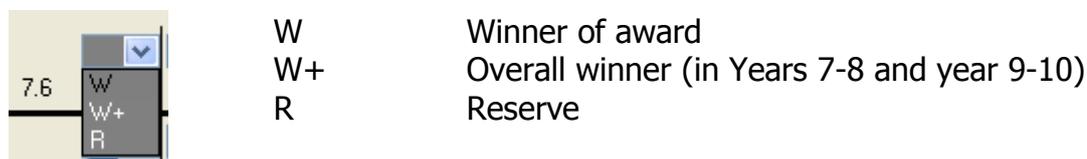
When you open the system only the subjects which you have access to are enabled (in green) although you can see all other subject nominations.

You can filter down to year(s) by checking the "Show which year groups" options. If you want to find a single student you can select from the drop down list "Single Student". To clear this filter, click **Clear**



If available, a photo will display to show the student you have selected.

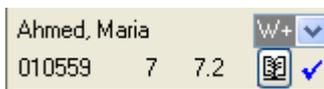
There are three available options for nomination which are available from the dropdown for each subject:



Under each dropdown is a symbol which is used to add information which will be read out at the awards evening. If you click on it the subject comment box will appear →

Enter the comment you which to make regarding the nomination and then click **update**.

On the main screen you should now see a blue tick to confirm a comment has been added against the student



Comments can be removed by clicking the symbol again and selecting **clear** then **update**