

Logging onto your Student Outcomes and accessing your files and comments

Your Online Student Record: Student Outcomes lists all your modules that you will be taking during the year. It will also be used to upload files and comments in relation to your modules. Following the Board of Examiners, your Student Outcomes is where you will access your ratified grades.

You can log onto your Online Student Record: Student Outcomes wherever you are and at your own convenience – you do not need to be in the Conservatoire to access your Student Outcomes.

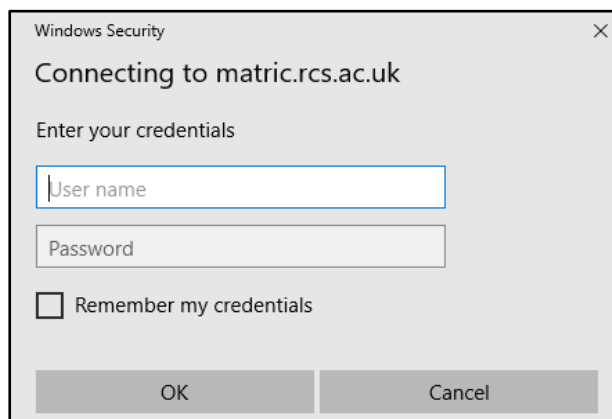
How do I log onto my Student Outcomes?

Your Student Outcomes can be accessed via the following link:

<https://matric.rcs.ac.uk>

Save this link into your favourites in your browser and this means you'll have it to hand whenever you need it.

Your user name is **not** your email address it will be based on your name e.g. **jbloggs**. Your password is the password that you use when you log onto all other Conservatoire systems.

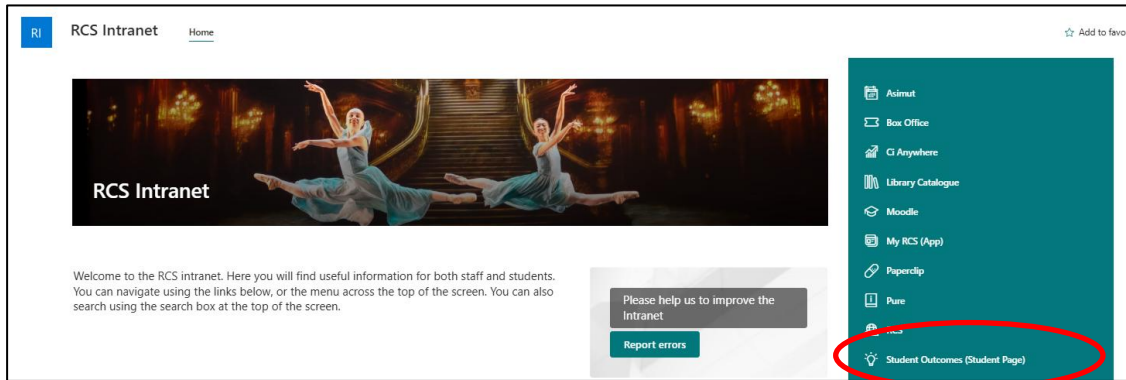
A screenshot of a Windows Security dialog box titled "Connecting to matric.rcs.ac.uk". The dialog box has a close button (X) in the top right corner. Below the title, it says "Enter your credentials". There are two input fields: "User name" and "Password". Below the "Password" field, there is a checkbox labeled "Remember my credentials". At the bottom, there are two buttons: "OK" and "Cancel".

(Note: this log-in screen might look differently depending on your browser).

Why not log on now to check this is working?

You can also access the Student Outcomes via the [Intranet](#).

Once logged onto the Intranet you can click on the icon for your Student Outcomes (see below).



Once logged on, you will be taken to the landing page of your Online Student Record (as below):

Online Student Record

Hello [redacted]

If you are not [redacted], then please close down all browser windows, and log out and log in with your own username and password.

Your Student Outcomes...
[BA \(ACTING\)](#)

For any questions about your Student Outcomes, please get in touch with us via the studentscontract@rcs.ac.uk email address.

Your Attendance...
[Your Authorised Absence Requests](#)

For any questions about your Authorised Absence, please get in touch with the Assistant Registrar (Programme Support).

Your Matriculation forms...

	Course
2023-2024 Closed	BA (ACTING)
2024-2025 Click here to matriculate	

For further assistance with matriculation, please contact matriculation@rcs.ac.uk.

Useful Documents and Guidance
[PMC \(Personal Mitigating Circumstances\) and Extension Request Forms](#)

Your Attendance and Meetings
[Your Meeting Record](#)

Your Emergency Contacts Details...
[Review, Edit and let us know whether you give us permission to contact them.](#)

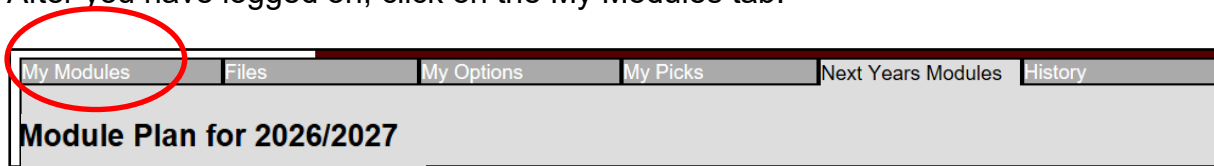
Your Fees and Payments...
[Visit your Payment Page](#)

For any questions about paying your tuition fees, please get in touch with us via the c.wardlaw@rcs.ac.uk email address.

To access your **Student Outcomes**, click the link for your programme of study in the **Your Student Outcomes** box (as above) – this will have **your** programme of study.

What will the screens look like when I log on?

After you have logged on, click on the My Modules tab:



All your modules and components will be listed on this screen. You should review this to ensure that your module profile is as expected. If not, speak to your Head of Programme.

Reviewing files and comments that have been uploaded to your Student Outcomes

Staff are able to upload files to your Student Outcomes. You will then be able to view the files. These files will remain on your Student Outcomes for the duration of your studies.

What files will be uploaded?

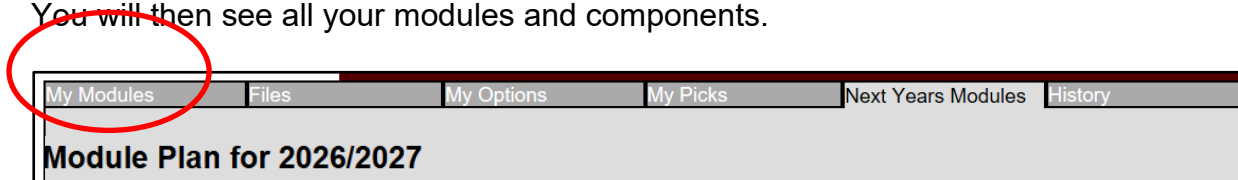
Remember that your Student Outcomes relates to the modules that you are taking on a yearly basis. Therefore, any files that relate to your studies could be uploaded.

Examples of the types of files that we expect to be uploaded are:

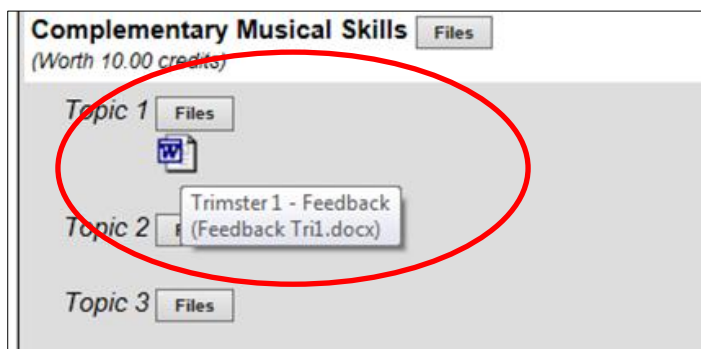
- Feedback/ exam forms
- Tutor reports
- Notes from module tutorials
- End of year tutorial notes
- Email messages confirming any changes to the modules being taken etc
- Outcome letters following Progress Committee/ Exam Board

Viewing files that have been uploaded

After you have logged on, click on the My Modules tab of your Student Outcomes. You will then see all your modules and components.



If a file has been uploaded, you will see an icon. Files can be uploaded next to a module, a component, or a sub component (grid). In the example below a Word file has been uploaded against a module component. You will see a different icon for different file types (e.g. Excel, PDF, email).



If there is an icon showing anywhere on your Student Outcomes, this means there is a file saved. If you hover over the icon with your mouse, you will be able to see a description of the file and also the file name. When there are multiple files, this should allow you to locate which file you want to view more easily.

To open the file, double click on the **icon** (as above). At the bottom of your screen, a pop up box will appear asking you to confirm you wish to open the file. Click **Open**.



Your file will now open.

Files that don't relate to a module

There is also the ability to upload files that don't relate to a particular module (such as outcome letters; tutorial notes etc). These will be saved in the **"Files for 2026/2027"** section at the very bottom of the Student Outcomes screen on the My Modules tab.

If a file has been uploaded to the yearly section, the full description will be shown next to the icon (as below).

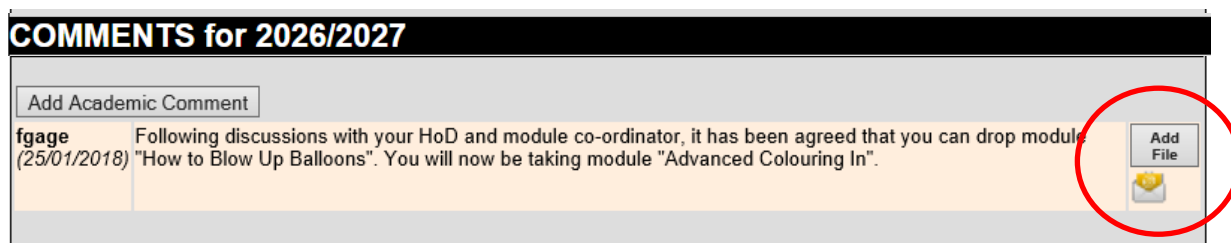
FILES for 2026/2027		
Add File		
Filename	Description	Date Uploaded
 Example letter.docx	Example letter.docx.	25/01/2018
 Confirmation of change of module.msg	Confirmation of change of module.msg.	25/01/2018
 Example tutorial.pdf	Example tutorial.pdf.	25/01/2018

To view any of these files, follow the instructions in the "Viewing files that have been uploaded" section from page 3 above.

Files against comments

The Academic Comments section may also have a file uploaded against a comment.

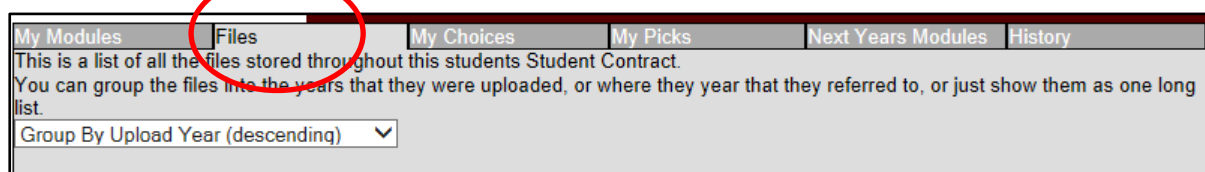
When a file has been added to any of the comments, you will then see the icon appear (as below) in the “**Comments for 2026/2027**” section. This will indicate that a file has been uploaded. Hover over the icon to see the description of the file.



To view any of these files, follow the instructions in the “Viewing files that have been uploaded” section from page 3 above.

Summary of the files uploaded

If you want to quickly see all the files that have been uploaded to your Student Outcomes, move to the **Files** tab:



From this screen, you will see a list of all files that have been uploaded to your Student Outcomes.

Filename Sort	Description Sort	Date Uploaded Sort	Academic Year Sort
Files for 2024/2025			
Confirmation of change of module.msg	Confirmation of change of module.msg.	25/01/2018	2017-2018
Example tutorial.pdf	Example tutorial.pdf.	25/01/2018	2017-2018
Confirmation of change of module.msg	Confirmation of change of module.msg.	25/01/2018	2017-2018
Example letter.docx	Example letter.docx.	25/01/2018	2017-2018

To view any of these files, follow the instructions in the “Viewing files that have been uploaded” section from page 3 above by clicking on the appropriate icon.

If need be, the list of files can be sorted by any column by clicking **Sort** (as above).

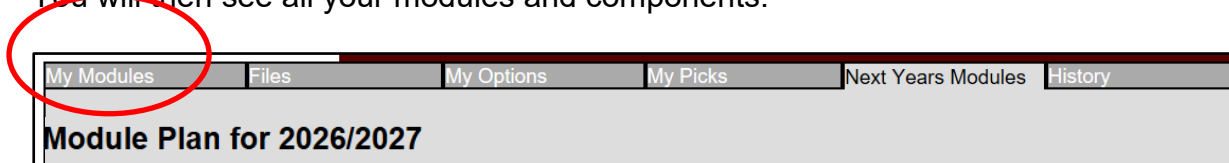
Viewing Comments

As well as files being uploaded to your Student Outcomes, staff may also add comments. Remember that feedback might be via a comment as opposed to a file.

You should be checking your Student Outcomes on a regular basis and looking out for new comments. These comments will stay on your Student Outcomes for the duration of your studies.

How to view comments that have been added

After you have logged on, click on the My Modules tab of your Student Outcomes. You will then see all your modules and components.



If any comments have been added, these will be indicated by a number showing in the comments icon (which looks like a speech bubble). Comments can be added to a module, a component, or a sub component (grid). The number relates to the number of comments that have been added.

The speech bubble next to the comment icon appears throughout your Student Outcomes – look out for this icon:



In the example below, you can see that there is one comment against the module and two comments against the Submission of Evidence component.

Introduction To Period Styles And Art History 	Level: SCQF 8	Awarded 0 Credits:
<i>(Worth 10.00 credits)</i>		
Multiple Choice Exam 	30%	Add Grid
Submission Of Evidence 	70%	Add Grid

To view any comments, click on the appropriate Comments icon (as below).

Introduction To Period Styles And Art History 	Level: SCQF 8	Awarded 0 Credits:
<i>(Worth 10.00 credits)</i>		
Multiple Choice Exam 	30%	Add Grid
Submission Of Evidence 	70%	Add Grid

After you click on the Comments icon, the comments will be shown in a pop up box. From this, you can view the comments.

These are the comments on this component

fgage (09/03/2016)	Please ensure you arrange your tutorial by 2 April 2016
fgage (09/03/2016)	Thank you for coming to see me about your draft. As we discussed, we can look over this next Wednesday (16 March 2016)

Add Comment:

As well as comments being added against modules, overall comments might be added and these will show in the **Comments for 2026/27** section at the bottom of the Student Outcomes on the My Modules tab.

COMMENTS for 2026/2027

Add Academic Comment

agallagher (09/03/2016)	Today we discussed Mickey Mouse!	Add File
fgage (09/03/2016)	I today put you in contact with colleagues in AAS to discuss your application for Erasmus next year.	Add File
fgage (09/03/2016)	Following your end of trimester 1 tutorial, we agreed that you would create a workplan document to help you with planning your workload for Trimester 2.	Add File
	Remember to use the Effective Learning Service and look in the library for further resources.	
fgage (28/01/2016)	Following discussions with your HoD and module co-ordinator, it has been agreed that you can drop module "How to Blow Up Balloons". You will now be taking module "Advanced Colouring In".	Add File

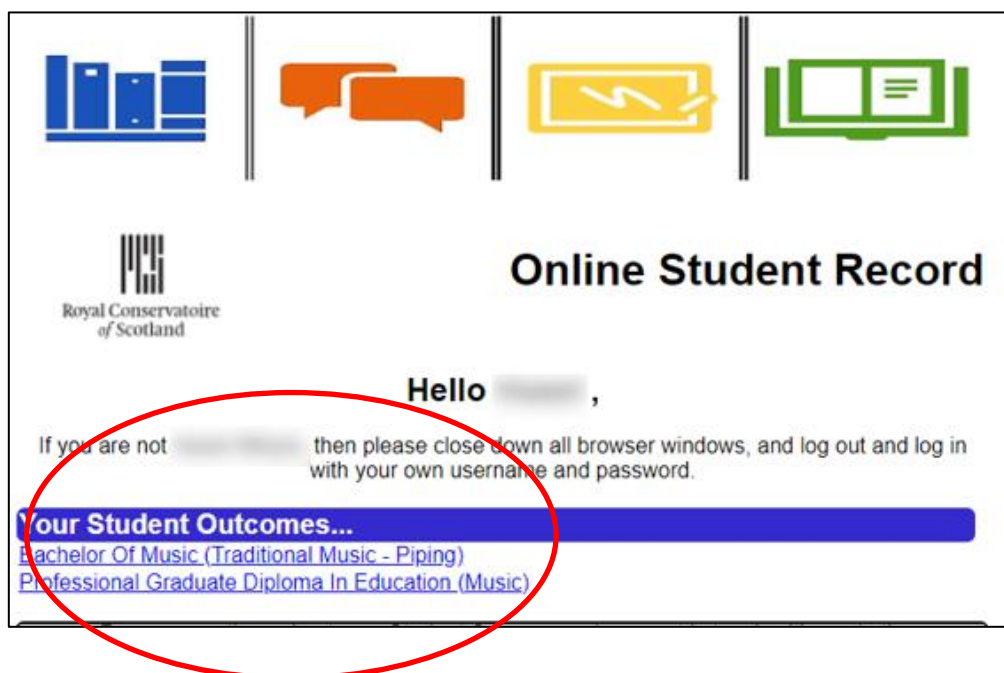
How do I access a previous course?

If you studied another course at the Conservatoire (for example, did an undergraduate programme and you are now on a postgraduate programme), you can still access your previous Student Outcomes.

You should log onto your Online Student Record as normal via the following link:

<https://matric.rcs.ac.uk>

Once you are at your landing page, click on the programme that you wish to access – all your previous courses will be listed (as below).



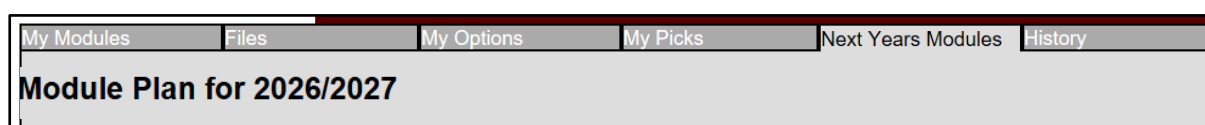
To access any of your previous courses, click on the link for that course. You will then be able to access your Student Outcomes from your previous studies.

How do I access a previous year of my current course?

You should log onto your current Student Outcomes as above (see page 2) via the following link:

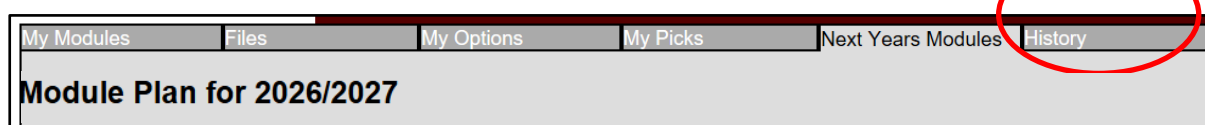
<https://matric.rcs.ac.uk>

After you have logged on, you will be taken to the Module Plan page of your current Student Outcomes.

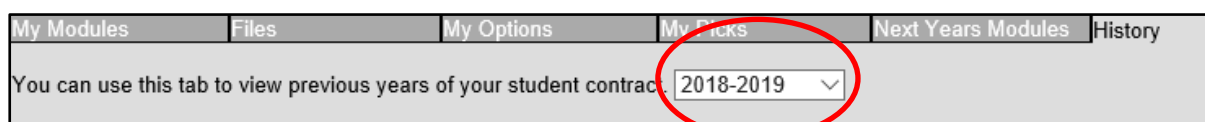


Previous years

If you want to look at your **previous** years, click the History tab:



Once on the History tab, a drop-down for previous years of study will appear:



Click on the year that you want to view from the drop-down:

My Modules	Files	My Options	My Picks	Next Years Modules	History	Meetings
You can use this tab to view previous years of your student outcomes.				2024-2025 ▼		
				Select a Year		
My Modules				2023-2024		
The Student can see grades in the selected year of study on their student outcomes				2024-2025	Add Student Block	

You will then be in your Student Outcomes for that year (in the example below, 2024-2025):

My Modules	Files	My Options	My Picks	Next Years Modules	History	Meetings
You can use this tab to view previous years of your student outcomes.				2024-2025 ▼		
				Select a Year		
My Modules				2023-2024		
The Student can see grades in the selected year of study on their student outcomes				2024-2025	Add Student Block	
Module Plan for 2024/2025						
Print Grades						
Discover 1: Alexander Technique ⓘ				Level:SCQF 7		Awarded 10 Credits:
(Worth 10.00 credits)						
				Module Grade: PASS		
Presentation Of Practice ⓘ				Pass/Fail	Add Grid	Pass
Reflective Statement ⓘ				Pass/Fail	Add Grid	Pass

Further Help!

If you are having any difficulties, please email studentoutcomes@rcs.ac.uk

Note: The Student Outcomes was previously known as the Student Contract – this is a change of name only. During academic year 2026/27, references to the previous name may still appear – where you see Student Contract, this is now **Student Outcomes**.

July 2026