

HE Grade entry & Accessing Grades Details/Summary Review reports in Area52

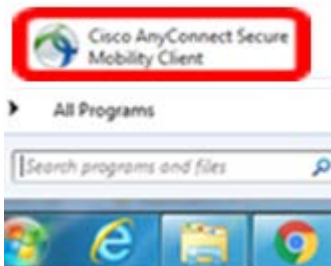
Instructions

HE Grade entry process using HE Final Candidates List (FCL) in Callista &
Accessing Grades Details/Summary Review Reports in Area52.

Edge is the default web browser for Windows 10

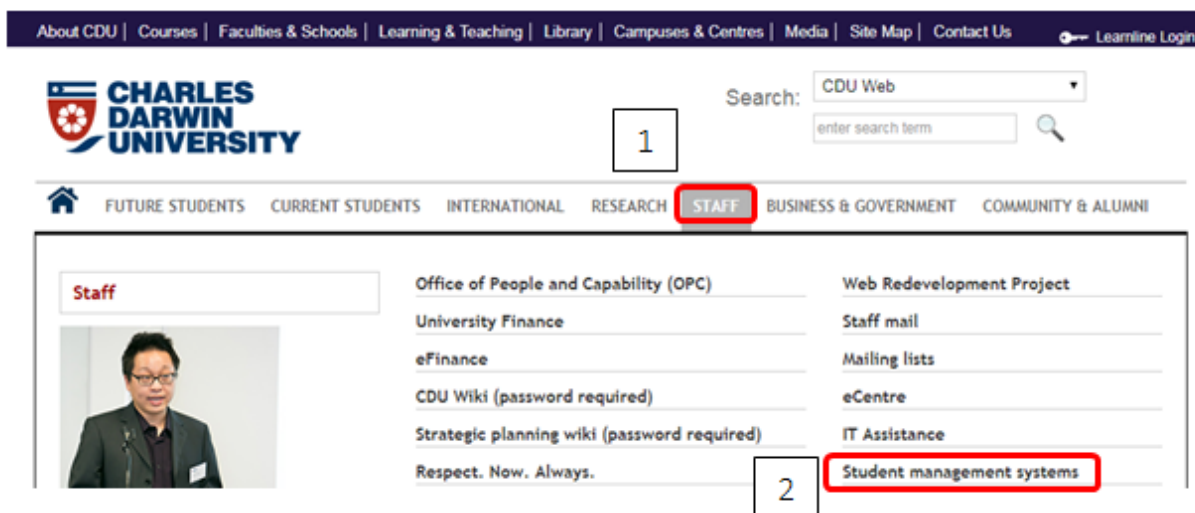
Opening the Java Web Start Launcher for the first time

Step 1: Log into the Cisco AnyConnect Secure Mobility Client VPN - use your computer username (first initial and surname) and password.



Cisco AnyConnect Secure Mobility Client information appears on the ITMS website:
<http://www.cdu.edu.au/itms/webvpn>

Step 2: Open a web browser to the 'CDU Home Page' www.cdu.edu.au



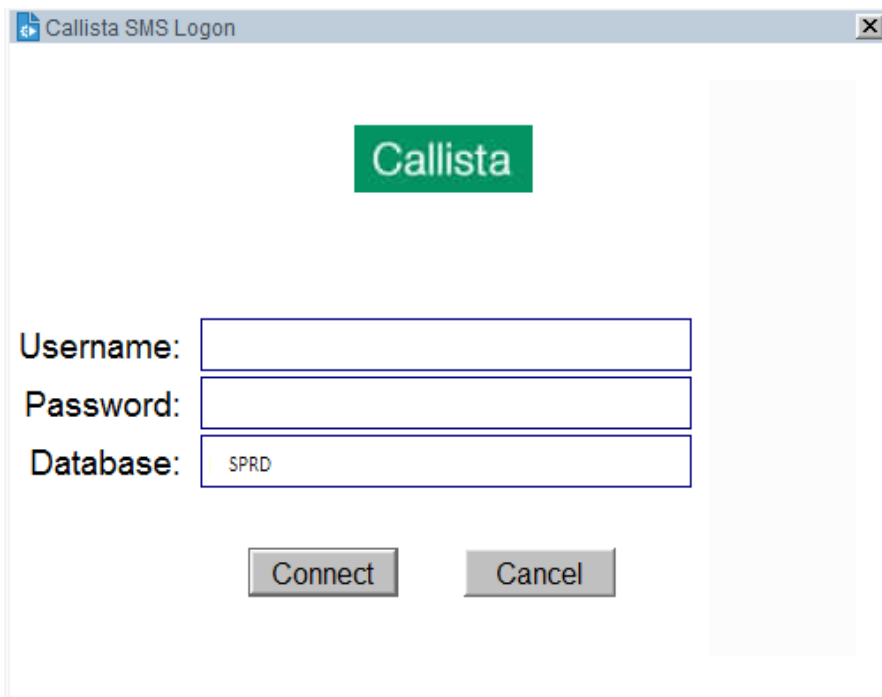
Step 3: Hover over 'Staff' tab

Step 4: Click 'Student Management Systems'



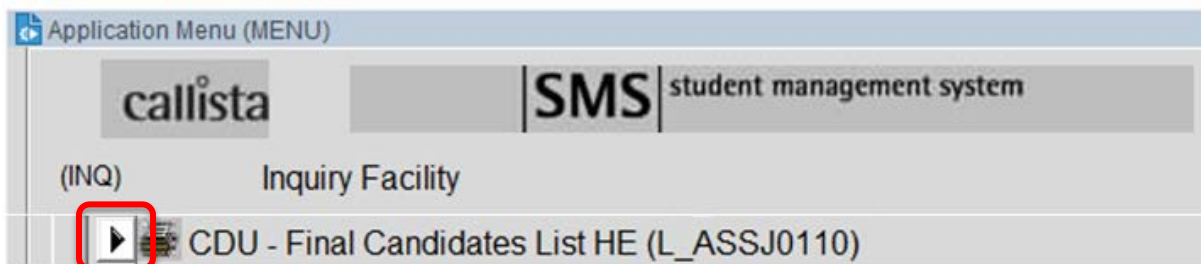
Step 5: Click 'Callista login'

Log on screen appears



Step 6: Enter your Callista Username and password

Step 7: Click 'Connect'





Step 8: Click 'CDU - Final Candidates List HE' (L_ASSJ0110).

The following screen will appear:

Step 9: Enter the parameters required for Grade Entry:

Mandatory Parameters


- * **'Academic Year'** must be entered (eg. 2017).
- * **'Teaching Period'** must be selected (click on the  to make your selection).
- Enter the **'Unit Code'** (or click on the  to make your selection).

Eg.

Academic Year = 2017

Teaching Period = Semester 1

Unit Code = CUC100

Step 10: Click  This will display a screen showing the students who meet the parameters entered.


Grade Entry

Faculty: Unit:

Year/Period: Owner Org Unit:

Delivery Location:

Program	Student Name	Number	Mode	Current Grade	New Grade	Funding	Unit	Schema
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE

Step 11: Enter the results into the 'New Grade' column – (click on the  to display the Grading Schema).

Notes:

- The 'Unit' column shows the status of the student unit attempt (i.e. Enrolled, Discontinue or Completed). Until a grade has been 'Finalised' the status will display as 'ENROLLED'
- Any grades displayed in the 'Current Grade' column with an * (asterisk), have already been submitted and finalised. These grades cannot be amended through this form. The current 'Amendment to Grade Procedure' through the Information Centre must be followed.

Program	Student Name	Number	Mode	Current Grade	New Grade	Funding	Unit	Schema
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE
							ENROLLED	HE

Step 12: When you are satisfied that grades have been entered correctly, click on **'Commit Grades'**. If you have a large class, it is recommended that you enter about 10 grades, click on "Commit Grades" to save them


Step 13: After clicking **'Commit Grades'** it will return to the main screen. To continue entering grades click **'Grade entry.'** Repeat Step 8 & 9 until all grades are entered.



Step 14: Generating a Report

The **'Final Candidates List'** parameter screen will appear.

Run the **'Final Candidates List'** report that will display the results you have entered.

Click  to generate the report. Take note of the request number for the job (this number is important if there is a problem and you do not receive your report). The report will be forwarded

to your email account and will refer to the request number. This FCL can be kept for your records. Please take this to your meetings.

Notes:

- Once the grades have been **'Committed'**, if you enter the grade entry form again you will note that the grades entered in the **'New Grade'** column have now moved to the **'Current Grade'** column.
- If an incorrect grade has been entered, it can be amended on this form if Student Services have not already finalised/completed the grades.
- To amend an 'unfinalised' grade – enter the new grade in the **'New Grade'** column and click on **'Commit Grades'**.



Step 15: Accessing the Final Candidates List report.

Open your e-mail (Outlook)

Check your inbox:

Two e-mails should appear:

- a) First e-mail informs the Users that the request has been completed.
- b) Second e-mail products the Report as an attachment.

If it the report has not appeared within 20 mins, please check your  **Junk Email [2] or  **Clutter** folder**

If the report has not been delivered to these folders, please contact the Callista team on ext. 7163 and state the Request report number.

Further Information:

- FOLLOWING the Examiner's Meeting and completion of any adjustments advised by the Faculty, Student Services will be advised to finalise the grades.
- Once this is completed, you will note the 'Unit' status will change from 'ENROLLED' to 'COMPLETE' and the grade will be marked with an * (Asterisk).
- ANY CHANGES to finalised grades will need to be processed through the Information Centre as per current procedures using the 'Amendment to Grade Procedure'.
- Detailed descriptions of the relevant Policies and Procedures are found here:
<http://www.cdu.edu.au/governance/doclibrary/>

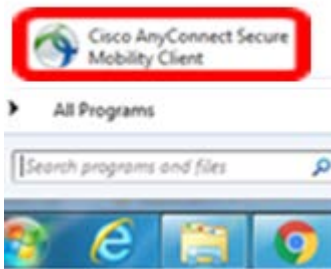
look for the Higher Education Examination documents.

Accessing Grades Details/Summary Review reports in Area52

Viewing the spread of grades may assist preparing the School Assessment Report

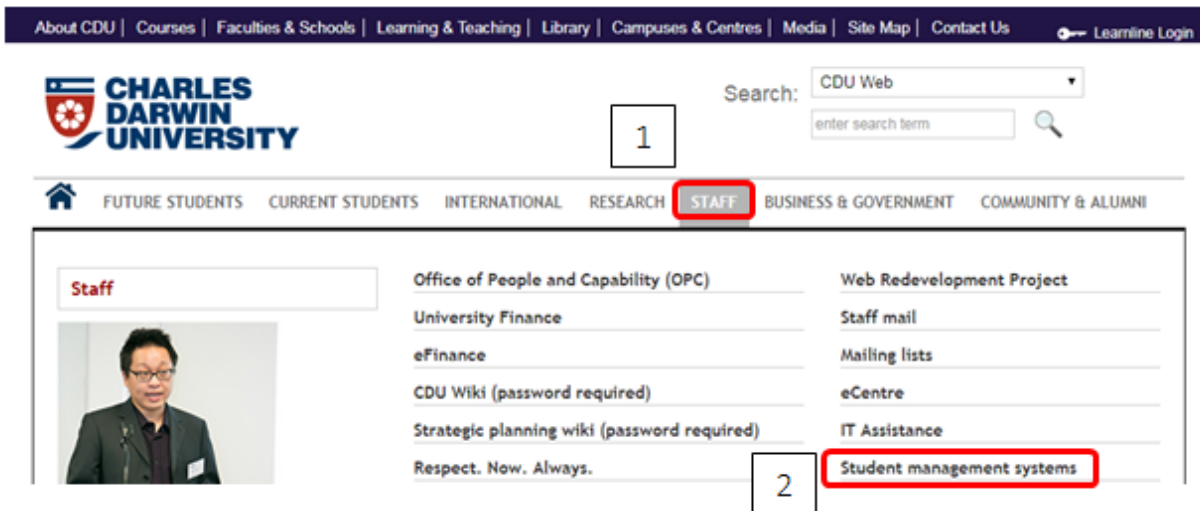
Summary View

Step 1: Log into the Cisco AnyConnect Secure Mobility Client VPN - use your computer username (first initial and surname) and password.



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<http://www.cdu.edu.au/itms/vpn>

Step 2: Open a web browser to the 'CDU Home Page' www.cdu.edu.au



Step 3: Hover over 'Staff' tab

Step 4: Click on 'Student Management Systems'

Student management systems

Callista login	Area52 login	eRollbook login
Callista training login	Area52 training login	eRollbook training login

[Open all](#) | [Close all](#)

Step 5: Click 'Area52 login'

CHARLES DARWIN UNIVERSITY

Area52

nobody | Logout

User Name: your CDU login

Password:

Login


For access to Area52 contact The Callista Team ext 7163


Unauthorised access to this system is strictly prohibited

Area52

Maintained by Callista Team, SAES | Last updated on November, 2011 | CRICOS Provider No: 00300K

Step 6: When the following screen appears, enter your username and password to login (ie. the same username and password you use to login to your computer).

Step 7: In the 'Reports Menu' Select  Grades Applications and Reports

Step 8: Click  Grades Details/Summary Review

Parameters

Academic Year and Teaching Period are required.

Sector: HE

Academic Year: 2017 (Multi-select Item)

Teaching Period: SEM-1 (Multi-select Item)

Unit(s): Act102

Faculty/Unit Owner: -- All --

Unit Location: -- All --

Missing & Incomplete Grades Only:

Include Contact Details: (Applies to Detailed View Only)



Detailed View **Summarised View**

Step 9: Enter the Parameters:

Sector, Academic Year, Teaching Period, Unit

Step 10: Click **Summarised View**

This process may take several minutes to run; please click OK to continue

Step 11: Click 'OK'  

Step 12: The summary view - spread of grades appear

Summarised View

New Report

School	Year	TP	Unit	HD	D	C	P	F	DNS	W	WF	Resulted	Withdrawn	Total
NTU NTW BN	2017	SEM-1	ACT102	5	15	16	38	20	6	10	1	101	10	111
			Grand Total	5	15	16	38	20	6	10	1	101	10	111

Export

1 - 2

New Report

2 total rows in 0.05 secs

Summarised View

New Report

School	Year	TP	Unit	HD	D	C	P	F	DNS	W	WF	Resulted	Withdrawn	Total
NTU NTW BN	2017	SEM-1	ACT102	5	15	16	38	20	6	10	1	101	10	111
			Grand Total	5	15	16	38	20	6	10	1	101	10	111

Export

1 - 2

New Report

2 total rows in 0.05 secs

Step 13: **Export** function is available if required

Accessing Grades Details/Summary Review reports in Area52

Viewing the spread of grades and a detailed view of each student's information and grades may assist preparing the School Assessment Report

Detailed View

Repeat Steps 1-8 in the 'Summarised View' instructions listed above.

» Home | Grades Applications and Reports | Grades Details/Summary Review

Parameters

Academic Year and Teaching Period are required.

Sector HE

Academic Year Multi-select Item ?
2019
2018
2017
2016

Teaching Period Multi-select Item ?
RSCH-1
RSCH-2
SEM-1
SEM-2
SEM-3

Unit(s) ? Act102

Faculty/Unit Owner -- All --

Unit Location -- All --

Missing & Incomplete Grades Only

Include Contact Details

Applies to Detailed View Only ?

Detailed View Summarised View

