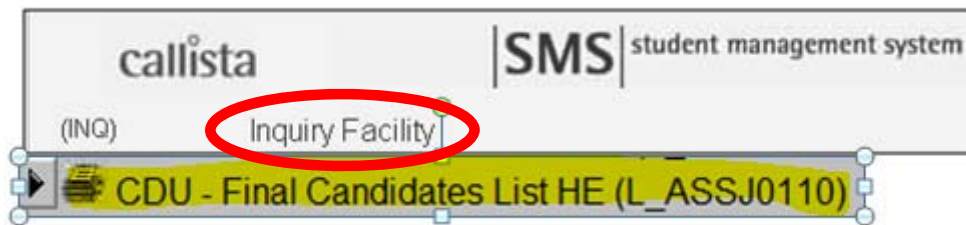


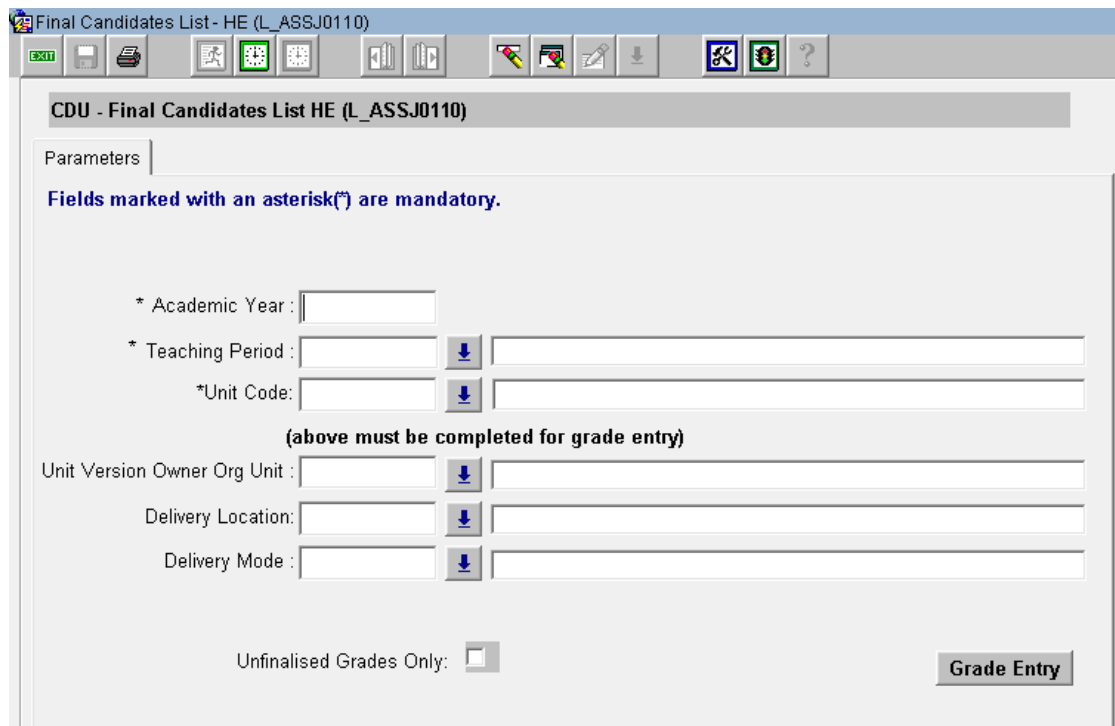
HE Grade entry process using the HE Final Candidates List (FCL)

- Step 1.** Log into your computer.
- Step 2.** Log into the **VPN Client** (use your computer username and password).
- Step 3.** Log into **Callista** (use your Callista username and password).
- Step 4.** Ensure you can see the **'Inquiry Facility'** menu.





Step 5. Select **'CDU - Final Candidates List HE' (L_ASSJ0110)**.

The following screen will appear:



Step 6. Enter the parameters required for Grade Entry:

Mandatory Parameters

- * **'Academic Year'** must be entered (eg. 2013).
- * **'Teaching Period'** must be selected (click on the  to make your selection).
- Enter the **'Unit Code'** (or click on the  to make your selection).

Optional Parameters

- **DISREGARD** the '*Unit Version Owner Org Unit*'.
- **Delivery Location**' – leave this blank to display all students in the unit regardless of the delivery location.
Note: '**EXT**' must be entered if grades are to be entered for EXTERNAL students only
- **Delivery mode;**
Note: If 'EXT' has been selected as the Delivery Location than the Delivery Mode must be 'E'.

- The '**Unfinalised Grades Only**' check box, if checked, will display a list of all the students who have not been awarded a finalised grade. All students who have been withdrawn or have a grade that has been finalised (eg. a previous grade) will be **excluded** from the display.

Note: There is no need to tick the 'Unfinalised Grades Only' box if the grade being entered is the initial grade for the student unit attempt.

Step 7.


Click on **Grade Entry** This will display a screen showing the students who meet the parameters entered.

Grade Entry

Faculty: CREATIVE ARTS AND HUMANITIES Unit: ARC234 - DESIGN FOR CLIMATE
 Year/Period: 2009/SEM-1 Owner Org Unit: NTU NTW CA
 Delivery Location: ALL

Program	Student Name	Number	Current Mode	Current Grade	New Grade	Funding	Unit	Schema
BESM	AYERS, RUSSELL DAVID	185521				↓	ENROLLED	HE
BEDPR3	CRAIGHEAD, JULIE ANN	574506				↓	ENROLLED	HE
BDES	DI LEMBO, ANTHONY GIORGIO	186147				↓	ENROLLED	HE
BDES	DOUGLAS, TIFFANY JADE	184718				↓	ENROLLED	HE
BDES	ENG, KARHOONG ANDY	184953				↓	ENROLLED	HE
BDES	KIDD, SUSAN LOUISE	186473				↓	ENROLLED	HE
BDES	KOURSARIS, PANDELITSA	185279				↓	ENROLLED	HE
BDES	MCKENNA-GREAVES, JACOB JOSEPH	170047				↓	ENROLLED	HE
BDES	WELLS, ANTHEA MAREE	144970				↓	ENROLLED	HE

Commit Grades 9 RECORDS

Step 8. Enter the results into the **'New Grade'** column – (click on the  to display the Grading Schema).

Grade Entry

Faculty: Unit:

Year/Period: Owner Org Unit:

Delivery Location:

Program	Student Name	Number	Mode	Current Grade	New Grade	Funding	Unit	Schema
BESEM	AYERS, RUSSELL DAVID	185521	I				ENROLLED	HE
BEDPR3	CRAIGHEAD, JULIE ANN	574506	I				ENROLLED	HE
BDES	DI LEMBO, ANTHONY GIORGIO	186147	I				ENROLLED	HE
BDES	DOUGLAS, TIFFANY JADE	184718	I				ENROLLED	HE
BDES	ENG, KARHOONG ANDY	184953	I				ENROLLED	HE
BDES	KIDD, SUSAN LOUISE	186473	I				ENROLLED	HE
BDES	KOURSARIS, PANDELITSA	185279	I				ENROLLED	HE
BDES	MCKENNA-GREAVES, JACOB JOSEPH	170047	I				ENROLLED	HE
BDES	WELLS, ANTHEA MAREE	144970	I				ENROLLED	HE

Commit Grades 9 RECORDS


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.

Step 10. The '**Final Candidates List**' parameter screen will appear.

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



Click on  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 School and Facult 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 11. **Accessing the Final Candidates List report.**



Open your e-mail (Outlook)

Check your inbox

2 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 Faculty 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.