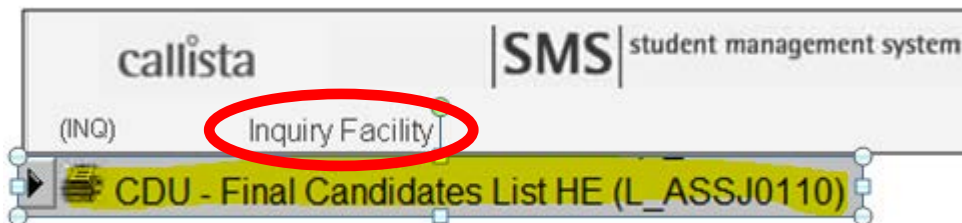


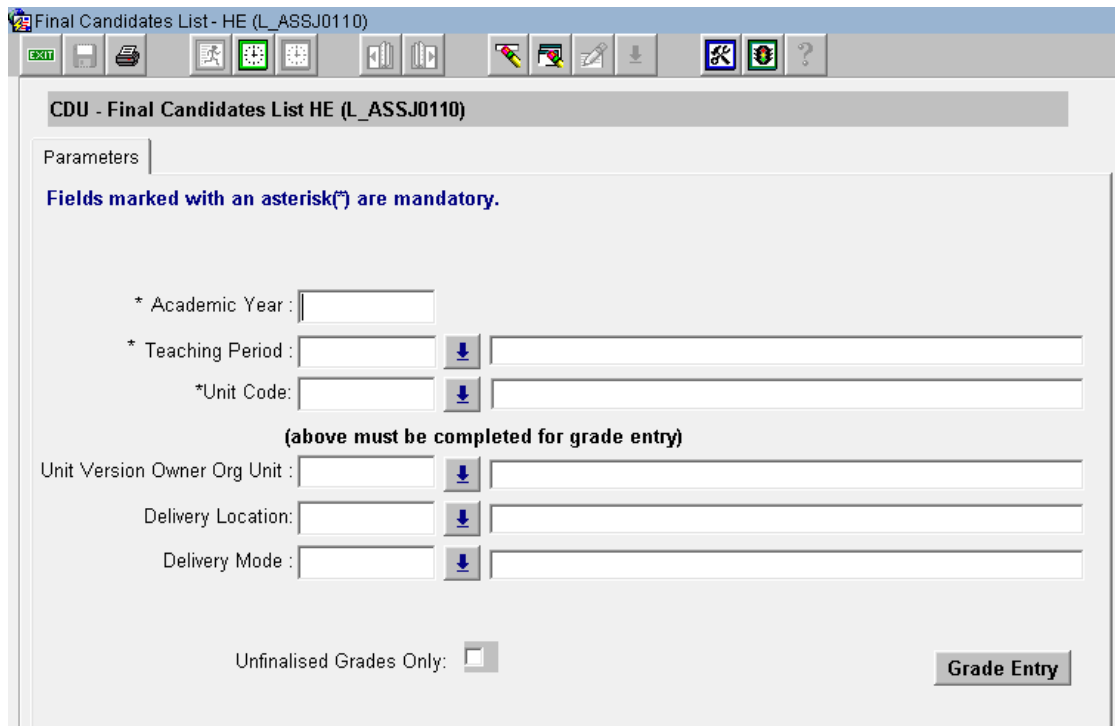
HE Grade entry process using the HE Final Candidates List (FCL)

- 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 All students who have been withdrawn or have a grade that has been finalised (eg.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: 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				↓	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 9. 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 and go back into

 again to enter some more grades.


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

 9 RECORDS

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.

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 your computer.
- Step 2.** Log into the **VPN Client** (use your computer username and password).
- Step 3.** Log into **Area52** (use your computer username and password).
- Step 4.** In the 'Reports Menu' Select  Grades Applications and Reports
- Step 5.** Click  Grades Details/Summary Review
- Step 6.** Enter the Parameters:
Sector, Academic Year, Teaching Period, Unit

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

Parameters

Academic Year and Teaching Period are required.

Sector: HE

Academic Year: 2017

Teaching Period: SEM-1

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 7. Click **Summarised View**

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

Step 8. Click Ok

Step 9. The summary view - spread of grades appear

Summarised View

New Report

School	Year	TP	Unit	C	D	DNS	F	HD	P	W	WF	Resulted	Withdrawn	Total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

Export

1 - 2

New Report



2 total rows in 0.01 secs

Step 10. 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

- Step 1.** Log into your computer.
- Step 2.** Log into the **VPN Client** (use your computer username and password).
- Step 3.** Open and Log into **Area52** (use your computer username and password).
- Step 4.** In the 'Reports Menu' Select  Grades Applications and Reports
- Step 5.** Click  Grades Details/Summary Review
- Step 6.** Enter the Parameters:
Sector, Academic Year, Teaching Period, Unit

