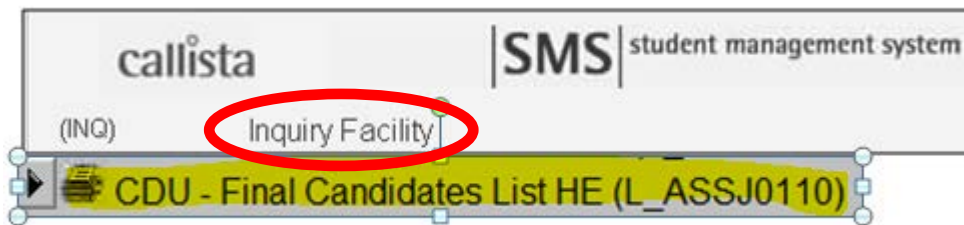


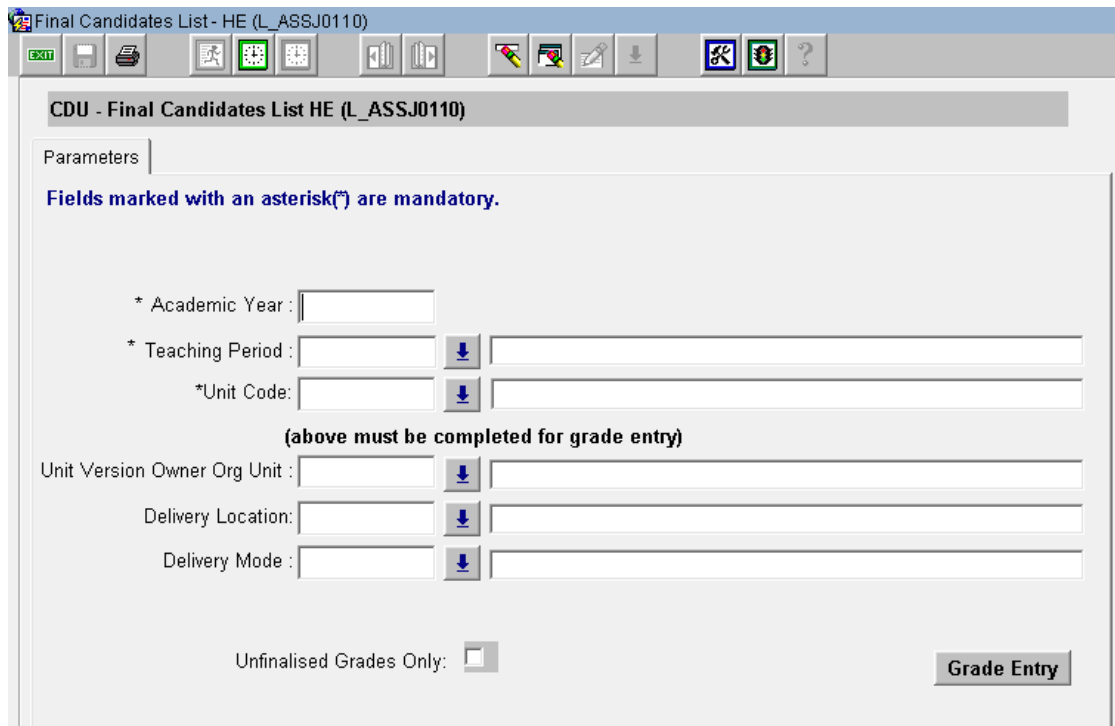
HE Grade entry process
using the HE Final Candidates
List (FCL) in Callista
&
Accessing Grades
Details/Summary Review reports
in Area52

- 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 All students who have been withdrawn or have a grade that has been finalised (eg.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 | Current Mode | Current Grade | New Grade | Funding | Unit | Schema |
|---------|-------------------------------|--------|--------------|---------------|-----------|---------|----------|--------|
| BESSEM | 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 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

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

