

QUT Assessment Management | Frequently Asked Questions

Administrator

Q. How does this access thing work?

A. Access to AMS is based on two concepts, role and scope.

Roles define what functionality a user has access to in the system. This means that what the users sees -Tabs and Menu items- will vary depending on the role assigned to a user. The different roles that can be assigned are Administrator, Unit Coordinator, Tutor and Upload to SMS.

The scope defines which unit or group of units the user has access to and for which teaching periods. The scope can be for a specific unit offering for a single teaching period, unit for all teaching periods, or groups of units by school or faculty. If a single teaching period is assigned, say summer 2007, then the user only has access to the assigned units within this teaching period. If all teaching periods are assigned, the user has access to the unit for every single teaching period the unit is offered in.

Combining the role and scope provides a way to control what functions a user can see and perform for a unit or group of units in a particular teaching period.

Q. Who is assigned the various types access?

A. The CIS Systems Administrator assigns "faculty" level administrative access to staff in each faculty. Typically it is only assigned to one or two people, of which a FAM is generally one. They will normally assign "school" level access (all units in the school) to one or more staff in each of their schools. The school level administrators then assign access to other administrators or academics as required. Hence, access to all units within the faculty is controlled by faculty staff.

The ability to upload final grades to the Student Management System is usually assigned separately. It can be centralised to one staff member within the faculty or given to administrators at school level, or unit coordinators. Assigning to staff at a school or faculty level is the general practice.

Assigning Unit Coordinator access to a unit in a specific teaching period infers ownership of that unit for the purpose of reporting to the school or faculty.

Q. I forgot to assign the unit coordinator when creating the unit plan.

A. Use access control to assign the appropriate staff member as a unit coordinator to the unit offering.

- Click on the Administration tab.
- Select the staff member from the drop down list or enter email or name details to search and click Submit.
- Select Unit Coordinator from the Role list.
- Select the unit from the Unit list.
- Select the appropriate teaching period.
- Click on Submit.

Q. How do I change the Unit Coordinator?

- A. Changes to roles assigned to a staff member are performed in the Access Control screens (Administration tab). You will need to remove access from the current staff member by selecting them and revoking their access to the unit. Then use the instructions in 3, to assign access to the new unit coordinator.

Q. Why is the unit locked after printing the Results Entry Proforma and options that allow update removed from the menu?

- A. The results and schema details are locked during the Results Entry Proforma process to ensure that the document approved by the Dean (or Delegate) matches what is in Assessment Management.

To correct any details associated with the unit after the Results Entry Proforma has been submitted:

- Select the unit (either view summary or view class list) from the Select Unit screen.
- Click on the Management tab.
- Click on View Unit Plan.
- Click on the "unlock results" link on the right side of the screen.
- Correct the unit details/results and create the Results Entry Proforma again.

Or alternatively you can:

- Select the unit (either view summary or view class list) from the Select Unit screen.
- Click on the Management tab.
- Click on Unlock Results link on the left side of the screen
- Click on OK to confirm you wish to unlock the results
- Correct the unit details / results and create the Results Entry Proforma again.

Q. How can I see which units have been uploaded are outstanding or in progress?

- A. Use the Transfer Results to SMS functionality to view this information by:

- Click on the Administration tab.
- Click on Transfer Results to SMS.
- Select the appropriate Teaching Period.
- Select All Statuses from the Status list.
- Select a Faculty from the Faculty list.
- Click on Submit.

Q. How do I transfer Results to the Student Management System?

A. To transfer the AMS student results to the Student Management System the results first need to be downloaded. Use the Transfer Results to SMS functionality to present the unit/s ready to be transferred:

- Click on the Administration tab.
- Click on Transfer Results to SMS.
- Select the appropriate Teaching Period.
- Select the appropriate Faculty, School or Unit
- Click on Submit to get a list of units.
- If a unit's results are ready to be transferred then a download link will be displayed – click on the link.
- A dialogue box appears, click on the “Include Deferred Assessment (DA) grade box, if required.
- Click the on link and save the file to a secure folder.

Use the existing procedures issued by Exams to validate and load the final grades into the Student Management System.

Q. I have entered my results and created the file to upload into Student Management System but I am getting a file format error.

A. The file may be a problem because:

- You've inadvertently selected the wrong file for upload.
- You've created the file using the Student Report Export instead of the download link in the Transfer to SMS screens.
- The file is in a protected directory on the network and the Student Management System does not have access.
- The grade you have associated with a particular student may not be of the grading schema associated with that student in the Student Management System. For example the student's grade has been entered as Unsatisfactory but the grading schema for the student in the Student Management System is grades 1 to 7.

Q. Where can I get more help and support?

A. Contact your local Assessment Management administrator, or contact the IT Helpdesk by email: ithelpdesk@qut.edu.au, phone 07 3138 4000 or visit the [IT Helpdesk web site](#)