

## QUT Assessment Management | Frequently Asked Questions

### General

**Q. What is the Assessment Management System (AMS)?**


A. The Assessment Management System is an administrative system for the management of unit assessment records. The system is able to record the final grade and/or percentage for the students in a unit offering. The system is accessible from within QUT Virtual and also interfaces with the University's Student Management System to upload final results.

**Q. Who would most benefit from using Assessment Management?**

A. Stage 1 of AMS is focused on providing functions to allow the entry of final grade and/or percentage for the students in a unit offering. Therefore those who would benefit the most are those who are currently using spreadsheets, word, exercise books etc to manage their progressive assessment. In short, anyone who re-keys their final percentages and/or grades into Curwen Results or a similar system.

**Q. How do I start again?**

A. Review/download/print the procedures in the Assessment Management System – Quick Reference Guide:

- Logon to QUT Virtual and click on Go to Help Resources in the Assessment Management System portlet.
- Click on the pdf icon  to the right of the Assessment Management System – Quick Reference Guide.
- Follow the instructions in the “Using” section.

**Q. Can I still use Curwen Results, Marks or Excel?**

A. Unless you are simply re-keying final grades from another source, you should continue to manage your progressive assessment as you do currently.

**Q. Can tutors submit Results Entry Proformas**

A. No, tutors can enter grades but only staff who have unit coordinator/administrator access to Assessment Management System have the facility to print Results Entry Proformas.

**Q. Can I use Assessment Management with browsers other than Microsoft Internet Explorer or FireFox?**

A. Yes, but these are the browsers that are tested and supported by the development team, so any problems identified with them will be corrected. FireFox will run on Windows, Linux or Mac while Internet Explorer will only run on Windows.

**Q. How do I access FireFox on my Mac?**

A. FireFox is part of the Mac SOE so if you wish to make it easily accessible you can:

- Select the Mac Hard Drive.
- Select Applications.
- Select and drag FireFox to the Dock.
- Open FireFox.

**Q. I cannot print the Results Entry Proforma using my Mac.**

A. To print using a Mac you will need to use FireFox:

- Follow the steps in 7, and then click on the FireFox Icon.
- Proceed as usual to access the Assessment Management System using QUT Virtual.
- You will now be able to print because you are using the FireFox browser.

**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](mailto:ithelpdesk@qut.edu.au), phone 07 3138 4000 or visit the [IT Helpdesk web site](#)