

QUT Assessment Management | Frequently Asked Questions

Unit Coordinators

Q. How do I assign a staff member as a Unit Coordinator or Tutor?

- A. Use access control to assign the staff member 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 or Tutor from the Role list.
 - Select the unit from the Unit list.
 - Select the appropriate teaching period.
 - Click on Submit.

Q. Can I assign more than one Unit Coordinator / Tutor?

- A. Yes, as per 1, for each staff member coordinating the unit.

Q. The unit has been setup for me but there is no unit coordinator assigned.

- A. If you can see the unit in the Select Unit screen then you have access of some level to the unit. Use the instructions in 1 to assign a unit coordinator. Alternatively you can select the Unit Coordinator from the list when creating the unit plan.

If you are unable to access the unit or assign a unit coordinator, contact your Administrator.

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 information in Assessment Management.

If you wish to unlock the Results Entry Proforma please contact your Administrator. Once the unit is unlocked you can make the necessary corrections and then create new Results Entry Proforma, to reflect these changes.

Q. Why is the Enter Results menu item no longer appearing in the Management Tab?

- A. No update menu options are displayed after the Results Entry Proforma has been printed to ensure that the document approved by the Dean (or Delegate) matches information in Assessment Management.

See 4, above, to find out how to unlock the unit.

Q. I need to enter results with the grades of Satisfactory/Unsatisfactory but I cannot click on the S/U button in Edit Plan.

A. AMS uses the Student Management System grading schema for its selection/results entry. The Student Management System normally uses the 1 to 7 grading schema which means satisfactory / unsatisfactory (S/U) grades cannot be entered (unless set up on SMS).

Contact your local assessment administrator if you wish to change the grading schema for a unit. This change will be reflected in the QUT Virtual systems the following day.

Q. Do I need to create or save a file as in Curwen Results?

A. No, all the AMS results are held in databases within QUT Virtual which requires no backup or processing on your local machine. This means you will have access for previous teaching periods to view results. You may, if you wish, print or export copies of the Results Entry Proforma (print only) or Student Report as a reference for your own files.

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

A. Once results have been entered and the Results Entry Proforma has been printed the process is typically managed by administrative staff. *See the Administrator FAQ for more information.*

Q. Can I upload results to Assessment Management?

A. Final grades can be imported from a Curwen (.cep) or Excel (.csv) file. This functionality is expected to be available end of Semester 1, 2007.

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](#)