

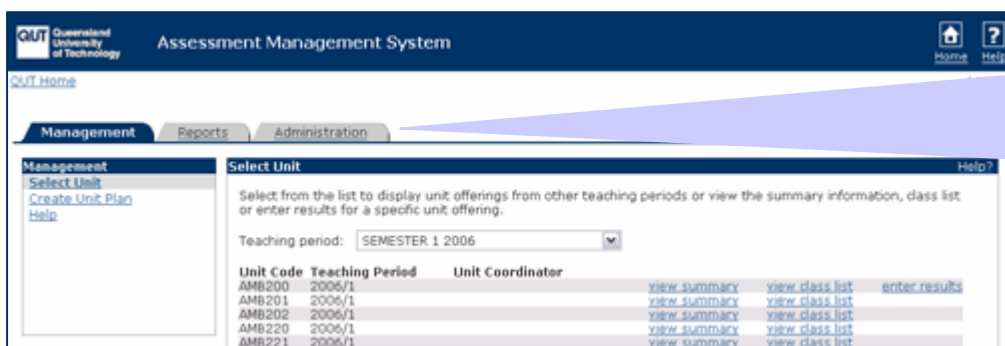
Accessing the Assessment Management System

The Assessment Management System (AMS) is accessed through QUT Virtual (<https://qutvirtual.qut.edu.au>).



Clicking on the **Assessment Management System** link will take you to the Main Menu page.

Navigation



The AMS main menu includes:

Management – creating assessment plans, adding in student results.

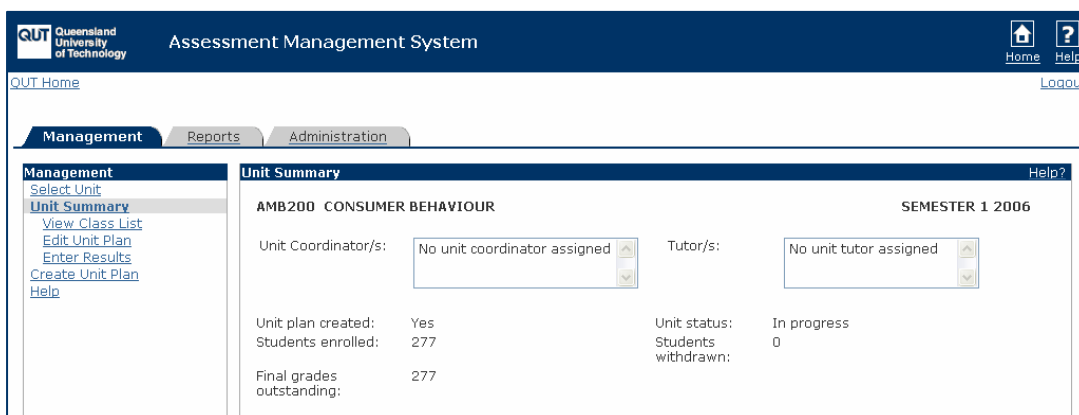
Reports – reports of student results for sign off by Faculty examinations

Administration – assign access to QUT staff, download results files.

Using

1. Ask a School Administrator to assign access to a unit.
2. Logon to QUT Virtual and select Assessment Management.
3. Create the unit plan nominating the unit coordinator and grading scheme details.
4. Enter student results.
5. Print the Results Entry Proforma report.
6. On approval Administration can Transfer Results to SMS to save the file for upload to Callista.

Management



Select a Unit to view the unit summary.

The **Unit Summary** displays information about a unit such as:

- o Unit Coordinator
- o Tutors
- o If a unit plan has been created
- o Number of students enrolled
- o Unit status
- o Students withdrawn
- o Final grades outstanding

View a Class List updated from QUT Virtual.

Create a Unit Plan select a grade scheme and grade cutoffs

Enter Results for students based on either a % or final grade

Edit a Unit Plan edit selected grade scheme and grade cutoffs

Reports

Unit Coordinator/s: No unit coordinator assigned Tutor/s: No unit tutor assigned

Unit plan created: Yes Unit status: In progress
Students enrolled: 277 Results Entry: No Proforma printed: No

Grade:	7	6	5	4	3	2	1	No Result	W/K	A	DA
Cut off:	85	75	65	50	47	25	-	-	0	0	0
Number:	-	-	-	-	-	-	-	277			
% who sat:	-	-	-	-	-	-	-	-			
% in all:	-	-	-	-	-	-	-	100.0			
Failure rate of those who sat: 0%								Total Sitting: 0	Total Not Sitting: 277		

Select a Unit to view the unit reports.

The Reports Summary displays information about a unit such as:

- o Unit Coordinator
- o Tutors
- o If a unit plan has been created
- o Number of students enrolled
- o Unit status
- o Students withdrawn
- o Final grades outstanding

The Student Report provides the statistics for a unit. You can then:

EXPORT the data as a CSV (comma separated value) file that can be used in excel.

PRINT the data as set out on screen.

Results Entry Proforma provides the statistics for the unit you have selected in a printable format that can be signed by the Chief Examiner and Head of School.

NOTE: After printing this form the unit will be locked from any entry or editing of final grades. To unlock the unit see your Faculty or School Administrator.

Administration

To grant a QUT staff member access to a unit select a person's name from the drop down list below or enter the person's email alias or name. Click SUBMIT when complete or RESET to clear the form.

On the following screen you can associate this person with a role, a faculty, a school a unit and/or a teaching period. You may also have the option to revoke access.

Select staff member:

OR

Email alias (eg j.smith):

Surname: First name:

Access Control This function provides a Systems Administrator, Administrator or Unit Coordinator with the ability to assign or revoke staff access to one or more units within their control.

Select a role from dropdown list:

- SMS Upload
- Systems Administration
- Administration
- Unit Coordinator
- Tutor

Note: List will be populated based on user rights, a user can only assign equal or lower rights.

Select units to **Transfer Results** to the Student Management System based on drop down lists. To transfer the results file must first be downloaded as a CSV file which can then be uploaded to the Student Management System.