CURWEN RESULTS

Quick Reference Guide

Results Version 4.05

CRICOS No. 00213J **Information Technology Services Sep 2004 V2**

Before You Begin

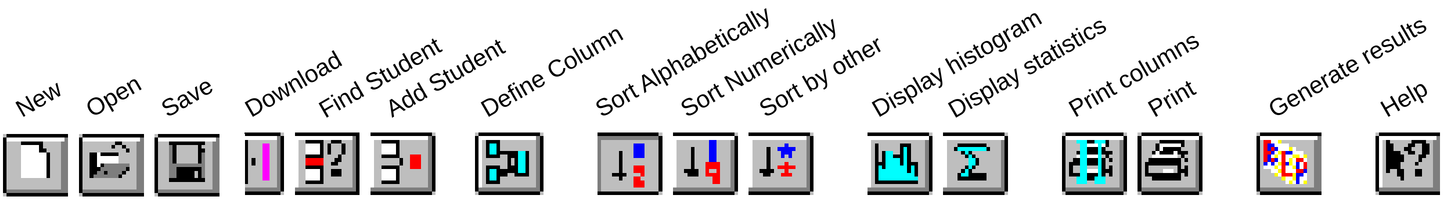
STEP 1 Contact your Faculty or School administration officer for information regarding local policies and procedures for the electronic submission of examination results.

STEP 2 Contact your local computing support person or the Staff Computing HelpDesk on Ext 4000 to arrange for the Curwen Results System software (Win95/98/NT) to be installed onto your computer.

Getting Help

Issue	Contact
Examination enquiries	Ext 1359/2372 or qut.exams@qut.edu.au
Examination policies and procedures	http://www.qut.edu.au/pubs/stud_admin/exams.html
Curwen Results enquiries	Ext 4000 or qut.curwenresults@qut.edu.au
Curwen Results User Support Group	curwenusers@qut.edu.au
Curwen Results web site	http://www.qut.edu.au/its/hit/advice/curwen

Toolbar



Getting started

Before you can download a class list or enter student results you must create a results file.

1. Start **Results** by clicking the Start button and selecting All Programs, Curwen Results System, Results.
   Tip: Click the QUT logo which appears while Results is opening to speed up the opening process.
2. Select **New** from the File menu.
3. Enter a unit code (three letters followed by three numbers).
4. Enter the title of the Unit (text only).
5. Enter the name of the Unit Coordinator.
6. Enter a password (optional).
   Warning: This password will be visible while you type.
7. Select **File Locking** if your file is stored on a networked file server.
8. Click **OK** when finished with all the fields in the New File dialog box.
9. Click **Yes** to confirm that a password is/is not required.
10. Select **Save** from the File menu.
11. Select the directory you want (eg. **C:\My Documents\Results**).
    *Tip: Save all Results related files to **one** directory (eg. **C:\My Documents\Results** or a directory on your file server).*

Downloading a class list

You can download a class list directly from QUT Virtual.

1. Start your web browser (e.g. Internet Explorer).
2. Go to the QUT Home Page (www.qut.edu.au) and select **QUT Virtual**.
3. Enter your QUT-Access username and password and click **OK**.
4. Enter the Unit Code in the **Search for Units** box and click **Go**.
5. Select the Unit Code for the semester and year of the class list you wish to download.
   Note: Multi-semester units will result in multiple search results.
6. Select **View Curwen Results for staff to download** and follow the on-screen instructions to display the class list.
   Warning: Wait until "Done" appears in the status bar of your web browser before continuing.
7. Follow the on-screen instructions to download the class list to the directory you are using for all Results related files (eg. **C:\My Documents\Results**).
   *Warning: Select **Text File (*.txt)** from the Save as type: drop-down box (naming the file with a .txt extension is not sufficient).*
8. Exit your web browser and start the Results program.
9. Select **Download** from the Student menu.
10. Select **All Files** (*.*) from the "Files of type" drop-down box.
11. Select the text file you wish to download and click the **Open** button.
11. Click the **Close** button to display the class list.
12. Select **Save** from the File menu to save the changes.

Tip: The currently selected row is displayed in green and students with the same family name are displayed in red.

Editing a class list

If a student's details change you may wish to edit a class list.

1. Double-click a student's ID number or name.
2. Click the **Edit** button and correct or add the student's ID number, family name, given names, course code, class and attendance type.
3. Click the **OK** button when finished entering all changes.
4. Select **Save** from the File menu to save the changes.

*Tip: Select **Add** from the Student menu to add a student.*

*Tip: Click the **Hide** button in the Edit Student dialog box if the student has left the course, but you wish to retain the results for that student.*

Creating Columns for Marks

Before you can add marks you must create columns for each assessment item. Mark Columns (maximum 20) can be accumulated into Subtotal Columns (maximum 10) and a Total Column stores the total percentage for the unit based upon weightings from the Mark or Subtotal columns.

1. Select **Define** from the Column menu.
2. Click the **Define** button in the Spare Marks Column box to create Mark Columns:
    - Enter a name for the column (maximum of 6 characters).
    - Enter the maximum mark (1 – 100) for the assessment item.
    - Enter the minimum mark for the assessment item (if required).
    Note: Enter "–" if no minimum mark is required.
3. Click the **Define** button in the Spare Subtotal Columns box to create Subtotal Columns:
    - Enter a name for the column (maximum of 6 characters).
    - Enter the minimum mark for the assessment item (if required).
    Note: Enter "– " if no minimum mark is required.
    - Select a Method to be used in the subtotal aggregation.
    - Select a Group to be handled by this column.
    Note: Normally "all" groups would be chosen.
4. Click the **Define** button in the Total box to select the Mark or Subtotal Columns and weightings which contribute to the Total Column:
    - Select the Mark or Subtotal Columns which contribute to the Total Column and click the Next button.
    - Enter the weighting for each Mark or Subtotal column which contribute to the Total Column and click the Done button.
    Note: The total of all column weightings must equal 100%.
5. Select **Save** from the File menu to save any changes.

*Tip: Select **Printing, Print** from the File menu, while the Column Definition dialog box is open, to print the marking scheme.*

Entering Results

Results can be entered manually, or downloaded from a Multiple Choice Test Marking file, an Excel spreadsheet., or a Markin/Gradin file (see *Large units with multiple Assessors*).

To enter results (up to two decimal places) manually:

1. Key in the results (1 to 100) for each student.
Note: A "–" indicates no result (null).
2. Press the Down Arrow to move to the next student.
3. Select **Save** from the File menu to save any changes.

To download a column of results from a Multiple Choice Test Marking file or an Excel spredsheet:

Note: Excel data must be laid out using only one worksheet per workbook, and only two columns per worksheet (one column contains student ID numbers and the second column contains marks). Save your Excel spreadsheet as a Text File (.txt) to the directory you are using for all Results related files (eg. **C:\My Documents\Results**).*

1. Select **Load** from the Column menu.
2. Select the Multiple Choice Test Marking file (*.rpt) or the Excel data saved as text file (*.txt) and click **OK**.
3. Select the target column and click **OK**.
4. Click **OK** to confirm the target column.
5. Click **OK** to create an Undo File.
Note: Any mismatches between the student details in the Multiple Choice Test Marking file/Text file and the Results file will be highlighted.
6. Select **Save** from the File menu to save any changes.

Large Units with Multiple Assessors

If you are Unit Coordinator of a large unit which is taught by multiple assessors, you can create a Curwen Markin or Gradin file for each assessor to enter marks into. When the completed Markin/Gradin files are returned you can load them into your master Results file.

The Unit Coordinator creates a Markin file for each assessor:

1. Start the Results program open the master Results file (*.res).
2. Select **List** from the Student menu.
3. Select the groups to be included from the Group list.
Note: Normally "all" groups would be chosen.
4. Select Mark Columns to be included from the **Sort by** option (Class, Course or Attendance).
5. Select an **Ordering** option (alpha or numeric).
6. Select **Separate File for Each Group**.
7. Click **OK** and Results will automatically create separate Markin files for individual assessors.
8. Forward the individual files to each assessor.

Individual assessors enter marks into the Markin file:

1. Start the Markin program (Programs, Curwen Results System, Markin) and open the Markin file (*.mar).
2. Enter marks assessment items (see Entering results manually).
3. Select **Save** from the Fle menu to save the Markin file (*.mar).
4. Forward the Markin fle to the Unit Coordinator.

The Unit Coordinator loads Markin files into the Results file:

1. Start the Results program open the master Results file (*.res).
2. Select **Load** from the Column menu.
3. Select the Markin file (*.mar) you wish to load and click **Open**.
4. Select the Source Column you wish to load and click **OK**.
5. Select the Target Column to load the results into and click **OK**.
6. Click **OK** to confirm Source and Target columns.
7. Click **Save** to create an undo file.
8. Click the **Close** button to display the master file.
9. Select **Save** from the File menu to save the Results file (*.res).
10. Repeat steps 3-10 for each assessment item for each Markin file.

Changing the Grading Method

To change the grading method from the default settings:

1. Select **Methods** from the Results menu.
2. Select the options you want and click **OK**.

Printing Selected Columns

You can select what student information and results you wish to print.

1. Select **Numeric** from the **Sort** menu (if required).
2. Select **Printout** from the Column menu.
3. Select columns in the order you wish them printed by clicking the mouse on each column and click **OK**.
Note: The red numbers in each square indicate the order in which all items will be printed, except for the student information.
4. Select **Printing**, Print from the File menu to print selected columns.

Viewing and Printing a Histogram

A histogram is a bar graph displaying the number of students attaining each grade and a table showing the distribution statistics for each grade.

1. Select **Histogram** from the Results menu.
2. Select any set of students, group, course, class, attendance type, assessment, or exclusion column.
Note: All Students, the TOTAL Column, and No Exclusion are selected by default.
3. Click **OK** to display a histogram.
4. Drag the grade cut-offs (dotted lines) to change the cut-offs. The histogram will be redrawn and the statistics adjusted accordingly.
Note: Moving a cut-off past a student with a forced grade will not change the statistics.
5. Select **Printing, Print** from the File menu to print the histogram.
6. Click the **Done** button when finished.

Viewing and Printing Statistics

Statistics displays the percentage mean, deviation, and number sitting for each column/assessment item, and for grades, the percentage in each grade, excluding non-sitting students.

1. Select **Statistics** from the Results menu.
2. Select an exclusion column (optional) to exclude students who missed the selected assessment item.
3. Select **Use forced grades in statistics** if you wish to include forced grades in the statistics.
4. Click **OK** to display the statistics.
5. Select **Printing, Print** from the File menu to print the statistics.
6. Click the **Close** button when finished.

Generating a Results Entry Proforma (REP)

A Results Entry Proforma generates a print out of the final grades and an electronic examination results file which can be forwarded to Examinations Section for uploading into QUT's Examinations System.

1. Select **REP** from the Results menu.
2. Click **OK** to confirm all Current Grading Settings.
3. Click **OK** to confirm that the class list is up-to-date.
4. Click **OK** to print the Results Entry Proforma.
5. Click **OK** to save the Results Entry Proforma file to a floppy disk.
6. Insert a blank floppy disk labelled with the unit code and click **OK**.
7. Forward the signed print out and floppy disk to Examinations Section.