AIMS – USER GUIDE STEPS

Results Management System

Key Suitable Users: HODS

Component: Course Unit Manager

Configure assessments for a course unit and *assign the assessments to lecturers* or people responsible for uploading marks for the assessments.

You can perform the following tasks under this component:

- Load Course Units
- View Class List/Enrolled Students/Download List
- Configure Assessments for a Course Unit
- Assigning Assessments
- Splitting Class into Groups
- View Staff List and Assessment Assignments
- View or Authorize or De-authorize Exemptions
- View or Authorize or De-authorize Post Submission Edit
- Download Semester Assignment Report

1. **Load Course Units**
   Steps:
   i) Set the context (**Campus**, **Academic Year**, **Intake**, **Study Time**, **Semester** and **Department**) if defaults set do not apply. `Click Load` ⟹
   Response: System returns a list of programs under *Select Program Pane*
   ii) Select program
   iii) Select Version of program
   iv) `Click` ⟹
   Response: System loads/returns a list of Course Units under selected program version and number of enrolled students for each course unit.

   Success View: *List of Course Units and Number of Enrolled Students for each*

   Sub Functions under This View [When a User Right Clicks a Course Unit]
   - Split Into Groups
     Case: When a class is too big for existing conditions.
     Steps
       o Click "Split Into Groups". System returns a dialog with view of category of enrolled students i.e. (Enrolled, Normal, Retake, and Missed) and guide to splitting class.

- o Guide is a sequence of steps towards splitting the group/class of enrolled students.
  - ▪ Enter number of groups to be created
  - ▪ System evenly allocates students into the set number of groups
  - ▪
- o Configured course unit node will now appear with child entities which are the groups created. Note: Each group's assessment can be configured as desired. To see the groups created, reload the program.

- • Remove Groups
  Case: User wants to remove split on a class. Right click "Remove Groups" system will discard group. ***Note***: This will only work if no assessment marks have been uploaded.
- • View Enrolled Students
  Case: When a user wants to view list of students who have enrolled. List can be used for taking roll calls etc.
  Steps:
  - o Click "View Enrolled Students", system returns a dialog with listed of students
  - o User can download list by clicking the download icon

2. **Configure Assessments for a Course Unit/Setting Configuration Tree**
   This work flow follows Loading Course Units. See 1 above

   Scenario: *Assume the course unit has 3 assessments: 1 Test (20%), 1 Course Work (20%) and a Final exam (60%) which contribute to the Final Mark (100%)*

   Note: Each of these assessments can be assigned to different lecturers or persons responsible for uploading students' marks as explained below **(3)** under **Assigning Assessments**.

   Steps:
   i) Double click the course unit to configure assessments for
   Response: System returns a default configuration tree in the right pane.
   3 Nodes: Parent Node (Red Block) labeled *Final Mark*, Child Nodes (Blue Nodes) labeled Course Work and Final Mark. Note: Labels are editable

   ii) Add Node: To configure our assessment in the scenario, you need to add another child node and name it Test. To do that, double click on the parent node (Final Mark), this creates another node below Final Mark. Double click on the new node assessment name (New Assessment) and rename it to Test
   Note: To Remove a Node/Assessment
   To remove an assessment from the configuration tree, select it by clicking on it and click on the delete button

You can add more child nodes under an assessment (which now becomes a derived assessment) i.e. If you have test 1 and test 2 under test assessment. Click the test node to drop a node below it. More click drop more nodes under this level.

Assessments can also be configured according to topics to be covered under the course unit.

3. **Assigning Assessments**
   After adding/configuring assessments in the configuration tree, user now needs to assign them. User should always start with top most node (Parent Node)

   Steps:
   i)   Select node by clicking on it
   ii)   Click edit button that appears on the right menu
         Response: System returns a configuration form with the following fields

   - **Assessment name**
   - **Contributes to** - parent assessment a child node contributes to
   - **Description** – a suitable description
   - **Assigned to** – person responsible for uploading assessment marks
   - **Contribution Algorithm** – algorithm used for computing marks
   - **Percent Contribution** – the percentage the assessment contributes, to final mark
   - **Pass Mark** – the pass mark for the assessment
   - **Grading** - the grading ID
   - **Generic Category** – type of assessment(one of : **Exam, Test, Class Work, Course Work, Final Mark, Field Work, Practical** or **Other**)
   - **Status** – whether assessment is active or note
   - **Status Reason** – reason for changing status especially when set to inactive.
   - **Subscribers** – persons to be notified about actions(such as Submitted, Published, etc..) to do with assessment

   iii) Make sure all fields are set by scrolling down to end of form
   iv)   Click update configuration button
   v)   Repeat the process for all the child nodes. Once you have assigned all the assessments/nodes. Save the configuration by clicking on the "***Save Entire Configuration***"

Special Reports and Functions

1. **View Staff List and Assessment Assignments**
   Lists staff in a department and number of assessments, submissions, course units, programs they are tagged to.

Steps:

i) Click course unit to load configuration tree pane
ii) Click the reports icon on the right menu
   Response: System returns a report for different staff with statistics of different parameters i.e. assessments, submissions, course units, programs attached to etc. This grid has a green icon on the left that displays statistics about different programs under loaded scope.

2. **View or Authorize or De-authorize Exemptions**
3. **View or Authorize or De-authorize Post Submission Edit**
4. **View Semester Assignment Report**