

ONLINE RESULTS ENTRY via *Student Connect*

USER PROCEDURES

Please contact the TE&R Section via email to studentresults@acu.edu.au for assistance or advice regarding online results entry and associated matters.

TABLE OF CONTENTS

1	PRIMARY INSTRUCTOR ACCESS	3
2	FINAL RESULT GRADES	3
	2.1 Administrative grades (not for use by academic staff)	3
	2.2 Blank grades/Grade not yet available	3
	2.3 Changing a Grade Prior to 'Grade Roll'	3
3	GRADE ROLL	3
4	PROCEDURE FOR GRADE ENTRY	4
	4.1 Accessing Student Connect	4
	4.2 Main Menu	4
	4.3 Faculty Services Screen	5
	4.4 Select a Term Screen	5
	4.5 Unit Selection Screen.....	5
	4.6 Final Grades Screen	6
	4.7 Enter results for another unit.....	7
5	PRINTING REPORTS	9
	5.1 Grade Authorisation Report	9
	5.2 Grade Distribution Report	10
6	EXIT STUDENT CONNECT	11
7	ADDITIONAL INFORMATION	12
	7.1 Results Release to Students.....	12
	7.2 Ratifying and Finalising Results	12

1 PRIMARY INSTRUCTOR ACCESS

Primary Instructor details are normally provided to Systems when the unit information is gathered for the relevant study period.

While more than one 'Instructor' can be assigned to a unit/CRN, only the *Primary* Instructor is able to enter and verify results in Student Connect. It is the responsibility of Primary Instructors to ensure that the final grade results submitted on **Student Connect** are correct and have been ratified in accordance with University policy.

To obtain Primary Instructor access, the Head of School should email Student Systems (systems@acu.edu.au) and provide the following information:

- Unit Code and Title
- CRN
- Term Code
- Primary Instructor name

2 FINAL RESULT GRADES

Valid grades can be found in the "Assessment" Section of the Academic Regulations (refer to the ACU Handbook for the relevant year). Please note that several grades are 'Administrative' grades only and should not be entered by academic staff. These grades and their purpose are described below.

2.1 Administrative grades (not for use by academic staff)

Academic staff are not authorised to enter or amend the following grades:

- AN – Annulled
- CG – Credit Granted ¹
- DE - Deferred Examination²
- RW – Result Withheld
- WW – Withdrawn Without Academic Penalty
- WN – Withdrawn – Fail

2.2 Blank grades/Grade not yet available

Where a student cannot be awarded a final grade for a unit at the end of the study period, the grade will remain blank. Blank grades can be updated to a final grade via **Student Connect** for twelve (12) months after the end of the study period.

If no final grade has been assigned within twelve (12) months of the end of the study period, the blank grade will be converted to Fail – NN.

2.3 Changing a Grade Prior to 'Grade Roll'

If a grade is incorrectly entered and grade roll has not yet occurred, the Primary Instructor may amend the grade via **Student Connect** until 4 pm (EST) on the day prior to the Grade Roll (refer to [Important Dates](#)).

3 GRADE ROLL

When results are 'rolled' in Banner, they become permanent in the history of the student's Banner record. Once released, the grades 'go live' and can be accessed by students via **Student Connect**.

¹ Any credit granted will not be displayed on the Final Results screen in Student Connect

² To convert a DE grade to a final result grade, academic staff submits a Change of Grade (CG) form **no later than the third week of the next semester**. If no final result grade has been assigned to the unit it will automatically roll to a Fail (NN) in the fourth week of the next semester. Academic staff will then be required to lodge a CG form to amend the NN grade/s.

Grades are rolled nightly for a period of 12 months. This ensures finalisation of blank grades and changes to grades are captured and available to students within 24 hours of entry.

4 PROCEDURE FOR GRADE ENTRY

4.1 Accessing Student Connect

- Open your web browser and proceed to the [myACU/Staff](#) homepage
- Click on the **Student Connect** link.
- The following webpage will open:

Welcome to **Student Connect - Managing Your Studies**.

This system should be used by current ACU National students.

Login Information

Please enter your username and password below to log into Student Connect.

Your username has been set to match your student ID (eg: S0001234).

Please note: The system has been updated and your Password **is the same as that used to log on to ACU computers, university email and MyACU and Blackboard** or by default your 8 digit Date of Birth (eg: 25121973).

Username

Password

Login

RELEASE: 7.3 (BAN7) powered by
SUNGARD HIGHER EDUCATION

- Enter your username and password and click 'Login'

4.2 Main Menu

- Click on 'Faculty & Advisors'

Faculty Services

Search

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Sharon Hynes, to the ACU Student Connect! Last web access on 10/12/2008 at 03:19 pm

Faculty & Advisors
View, Print Teaching Details, Class Lists, Enter Grades, View Student Information, Faculty Reports

RELEASE: 7.3 (BAN7) powered by
SUNGARD HIGHER EDUCATION

4.3 Faculty Services Screen

- Click on 'Final Grades'.

Faculty Services

Search

RETURN TO MENU SITE MAP HELP EXIT

Faculty Services

- Term Selection
- Unit Selection
- Student Menu
- Unit Teaching Detail
- Unit Teaching Summary
- Summary Class List
- Final Grades**
- Faculty Reports
- Grade Authorisation Report
- ACU Modified Summary Class List
- Grade Distribution Report
- ACU Grade Distribution Report

RELEASE: 7.3 (BAN7) powered by **SUNGARD** HIGHER EDUCATION

4.4 Select a Term Screen

- Click on the 'Select a Term' drop down button to view available terms (study periods)
- Select 'Current Year and Semester'
- Click 'Submit'

Faculty Services

Search

RETURN TO MENU SITE MAP HELP EXIT

Select Term

F%A083794 Sharon Hynes
10/12/2008 03:08 pm

Select the Term for processing then press the Submit Term button.

Select a Term:

RELEASE: 6.1 powered by **SUNGARD** HIGHER EDUCATION

4.5 Unit Selection Screen

- Click on the 'CRN' drop down box and select the unit you will enter grades against.
- Click on 'Submit'.

Faculty Services

Search

RETURN TO MENU SITE MAP HELP EXIT

Unit Selection

#A053275 Cheryl Rasmussen
2008 Semester Two
07/01/2009 11:12 am

Please enter the CRN you wish to access, or select a different term from the menu.

Unit: **RESID CARE & SUPERVISION 1 - 251**

RELEASE: 7.3

powered by
SUNLAND HIGHER EDUCATION

4.6 Final Grades Screen

Students are listed alphabetically and are identified by Student ID.

- Select the grade required from the 'grade' drop down menu
- REMEMBER – AN, CG, DE, RW, WN, WW are administrative grades and cannot be entered by academic staff.
- Click the submit button after every few entries (see important note below)
- The 'Reset' button can be used to clear ALL results entered since the last time the 'Submit' button was clicked

Faculty Services

Search

RETURN

Final Grades

Enter Final Grades.

Please ensure that you check the entries you have made prior to submitting these grades.

Important:


For results due dates please click [Grade entry due dates](#) If you require further definition of ACU grades, please utilize this link [Academic Regulation 6.3 Assessment Grades](#)

Course Information

RESID CARE & SUPERVISION 1 - HUMA 239 2D


CRN: 651

Students Registered: 5

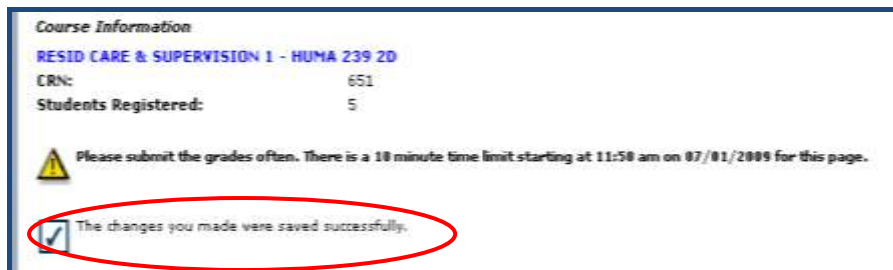
 Please submit the grades often. There is a 15 minute time limit starting at 11:18 am on 07/01/2009 for this page.

Final Grades

Record Number	Student Name	Student ID	Credits	Registration Status	Grade	Rolling Registration Number
1	Blattman, Bronwyn	S00061774	10.000	**Web Registered** 26/05/2008	None	6
2	JONES, ANDREW J.	S00080986	10.000	**Web Registered** 25/06/2008	DI	8
3	Moncrieff, Alexis	S00074950	10.000	**Web Registered** 11/02/2008	None	3
4	Rogers, William P.	S00073188	10.000	**Web Registered** 31/07/2008	DI	10
5	Taylor, Richard J.	S00074192	10.000	**Web Registered** 01/02/2008	HD	2

 Please submit the grades often. There is a 15 minute time limit starting at 11:18 am on 07/01/2009 for this page.

If the results were successfully submitted, you will receive a message advising you were successful.



IMPORTANT

In order to save entered data, it is necessary to click on the Submit button regularly. If your session is timed out, you will lose any data entered after the last time you clicked the Submit button.

Please note the message on the screen regarding the time limit. **If you have not entered a grade or entered any key stroke within 10 minutes, you will be timed out** and will be required to go through the log in process again.

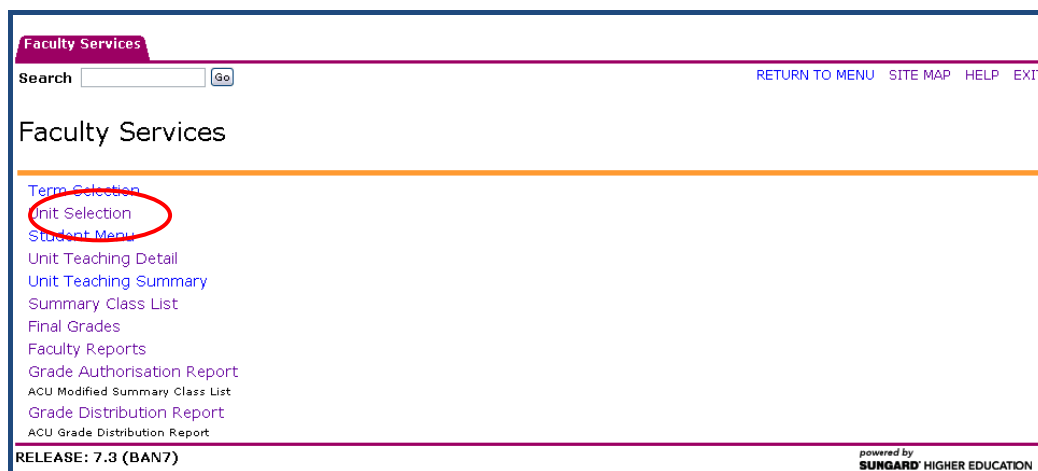
4.7 Enter results for another unit

- Click on 'Return to menu'.



This will take you back to the 'Faculty Services' screen.

- Click on 'Unit Selection'



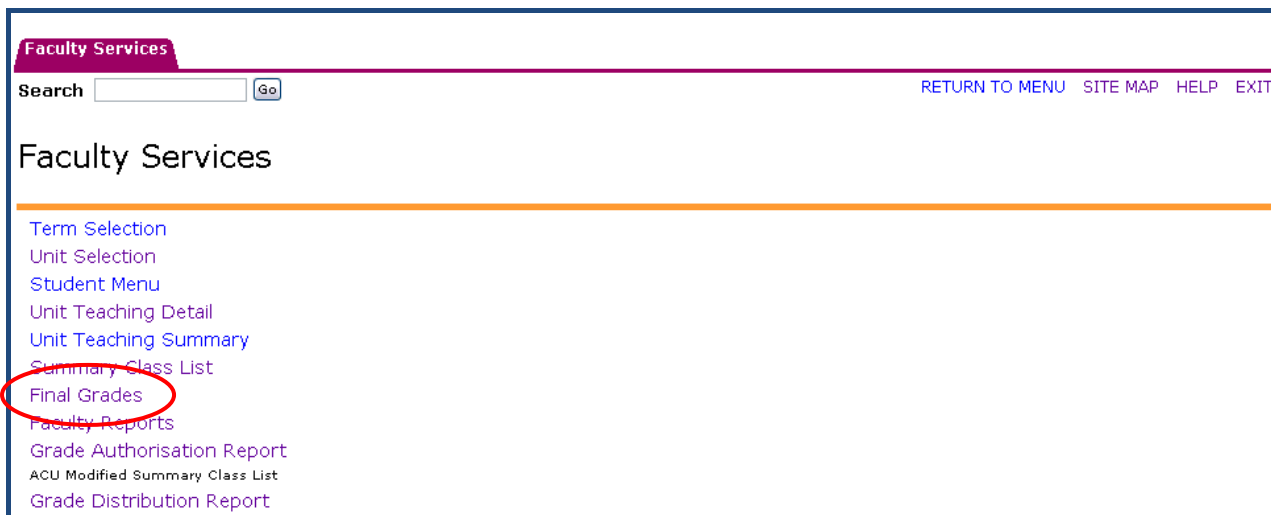
- Select the next unit from the drop down menu
- Click 'Submit'

Unit Selection

 Please enter the CRN you wish to access, or select a different term from the menu:

CRN:

- Click on 'Final Grades'
- Enter grades as per section 4.6



Once you have completed entering all results, you may choose to print reports (Section 5) or exit Student Connect (Section 6).

5 PRINTING REPORTS

5.1 Grade Authorisation Report

- Click on 'Return to menu' to go back to the Faculty Services' screen



- Click on 'Grade Authorisation Report' (if you don't change the unit selection prior to this step, the report will show the last unit you accessed)



- Click on the 'Print' icon at the top of the screen

Grade Authorisation Report 2008 Semester Two

The Grade Authorisation Report reflects grades as they are at the time the grades were rolled to history (refer to Results Timelines on Knowledge Manager for relevant dates). This report will not reflect any Changes of Grade (CG) which have been processed **after** the roll.

To view amended Grades the Primary Instructor will need to view results via Banner.

Course Information
VOLUNTEER EXPERIENCE - ARTS 232 2C
 CRN: 460
 Duration: 23/06/2008 - 14/11/2008
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	999	16	983
Cross List:	0	0	0

Summary Class List

Student Name	ID	Reg Status	Reg Date	Degree	Major	Credits	Grade	Date	IP	Lapse
Bailey, Sarah J.	S00056283	**Web Registered**	08/04/2008	Bach Arts	General	0.00	None	None		
Blackwell, James P.	S00059517	**Web Registered**	15/07/2008	Bach Arts	Drama *	0.00	PS	None		
Curtin, Marie-Therese	S00032473	**Web Registered**	30/07/2008	Bach Arts	Theology *	0.00	PS	None		
Fleming, Rebecca K.	S00064138	**Web Registered**	15/04/2008	Bach Arts(Creat Arts & Cult)	General	0.00	None	None		
Geraghty, Elen C.	S00047795	**Web Registered**	10/01/2008	Bach Arts	General	0.00	None	None		
Gleeson, Angela C.	S00065853	**Web Registered**	18/05/2008	Bach Arts	General	0.00	None	None		
Goutiere, Michelle L.	S00056595	**Web Registered**	02/05/2008	Bach Arts	Psychology *	0.00	PS	None		
Hadkins, Craig J.	S00065930	**Web Registered**	21/11/2007	Bach Arts	General	0.00	None	None		
Kubo, Keigo	S00052468	**Web Registered**	24/07/2008	Bach Arts	General	0.00	PS	None		
Lovell, Kate A.	S00069252	**Web Registered**	08/11/2007	Bach Arts-Bach Business	General	0.00	None	None		
Mason, Carl J.	S00056246	**Web Registered**	16/10/2007	Bach Arts	General	0.00	None	None		

This will provide you with a hard copy of the results that have been submitted. At the bottom of the report are signature lines for the Head of School (HOS) and Lecturer-in-Charge (LIC).

5.2 Grade Distribution Report

- From the 'Faculty Services' screen, click on 'Grade Distribution Report'.

Faculty Services

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

- [Term Selection](#)
- [Unit Selection](#)
- [Student Menu](#)
- [Unit Teaching Detail](#)
- [Unit Teaching Summary](#)
- [Summary Class List](#)
- [Final Grades](#)
- [Faculty Reports](#)
- [Grade Authorisation Report](#)
- [ACU Modified Summary Class List](#)
- [Grade Distribution Report](#)
- [ACU Grade Distribution Report](#)

- Click on the 'Print' button

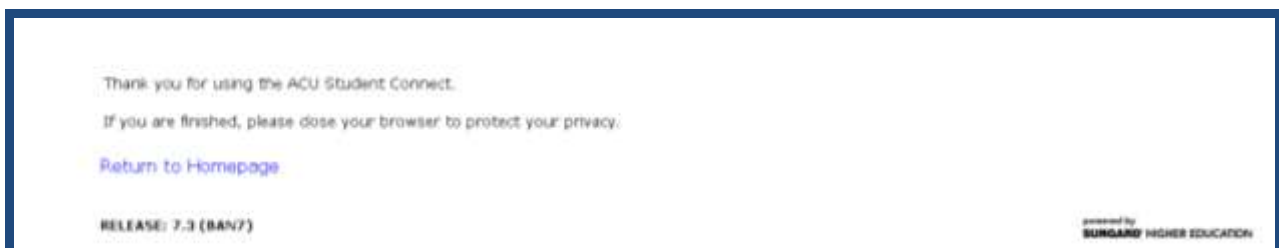


6 EXIT STUDENT CONNECT

- Click on 'EXIT'.



- Click on 'Return to Homepage'.



- Close your browser.



You have now completely exited from **Student Connect**.

7 ADDITIONAL INFORMATION

7.1 Results Release to Students

The results release date is the date from which students can access their results on **Student Connect**.

(**NB:** The grade roll date is normally two days prior to the results release date).

7.2 Ratifying and Finalising Results

It is the responsibility of the Head of School to ensure that appropriate results ratification procedures are implemented and adhered to; however, the following recommendations may form the basis of a formal procedure to be used by School staff:

- At an appropriate time the Primary Instructor prints a copy of the results entered using the 'Grade Authorisation Report' for ratification. (NB: A copy of the 'Grade Distribution Report' may also be provided).
- If grade changes are required prior to ratification, the Primary Instructor is responsible for making the changes directly on Student Connect.
- The Primary Instructor prints a new copy of the Grade Authorisation Report for ratification.
- The Primary Instructor should not make any changes to Student Connect after this time, unless a new hardcopy print out version (which reflects the changes) is signed and dated by the HOS.
- HOSs and CCs can run reports for each unit class list to view final results submitted immediately after the grade roll has occurred.
- It is the responsibility of the School to keep records of the Grade Authorisation Reports.