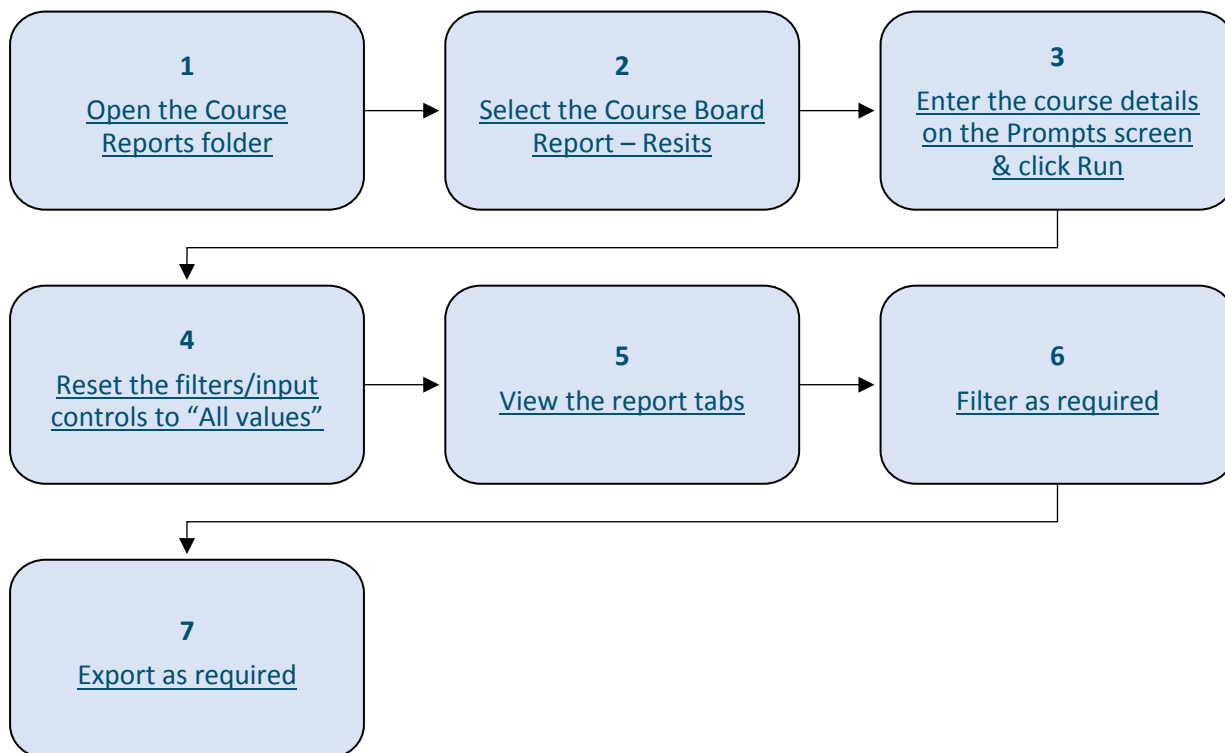


Run the Resits Course Board Report

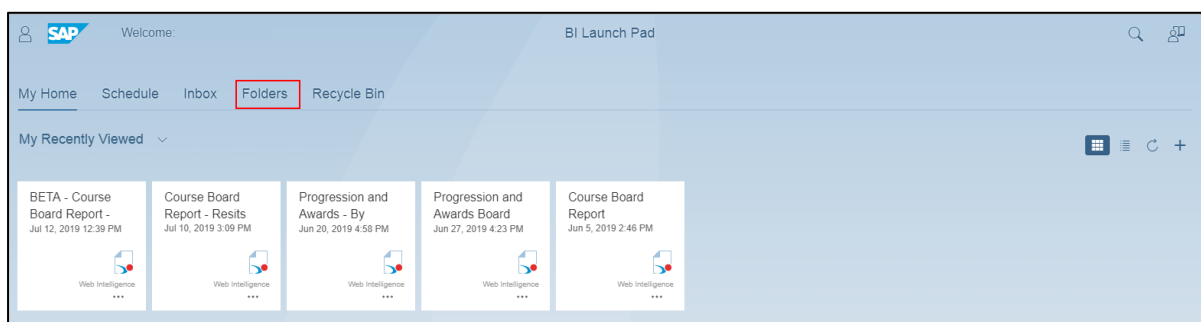
Process Overview



Step by Step Instructions

1. Open the Course Reports folder

1.1. From the BI Launch Pad home page click Folders in the menu along the top:

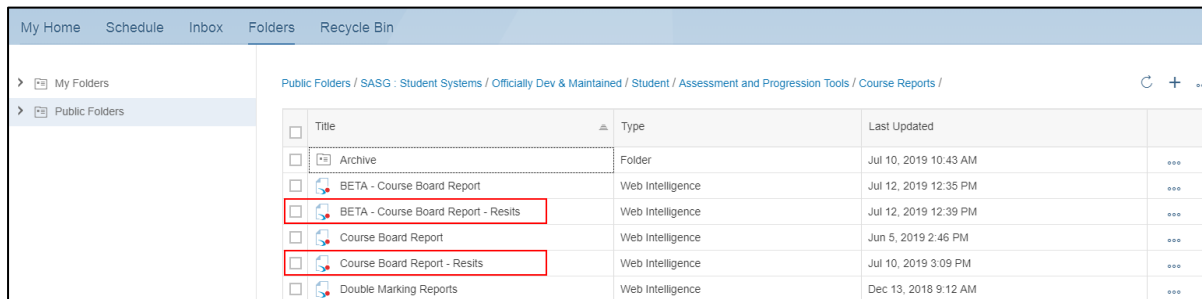


1.2. Navigate to the Course Reports folder: Public Folders > SASG: Student Systems > Officially Dev & Maintained > Student > Assessment and Progression Tools > Course Reports

2. Select the Course Board Report – Resits

There may be two versions available – a BETA version and an original. If there are two please check the resits board report web page for information on the differences: [Resits Board Report](#)

2.1. Click the report name to open it:

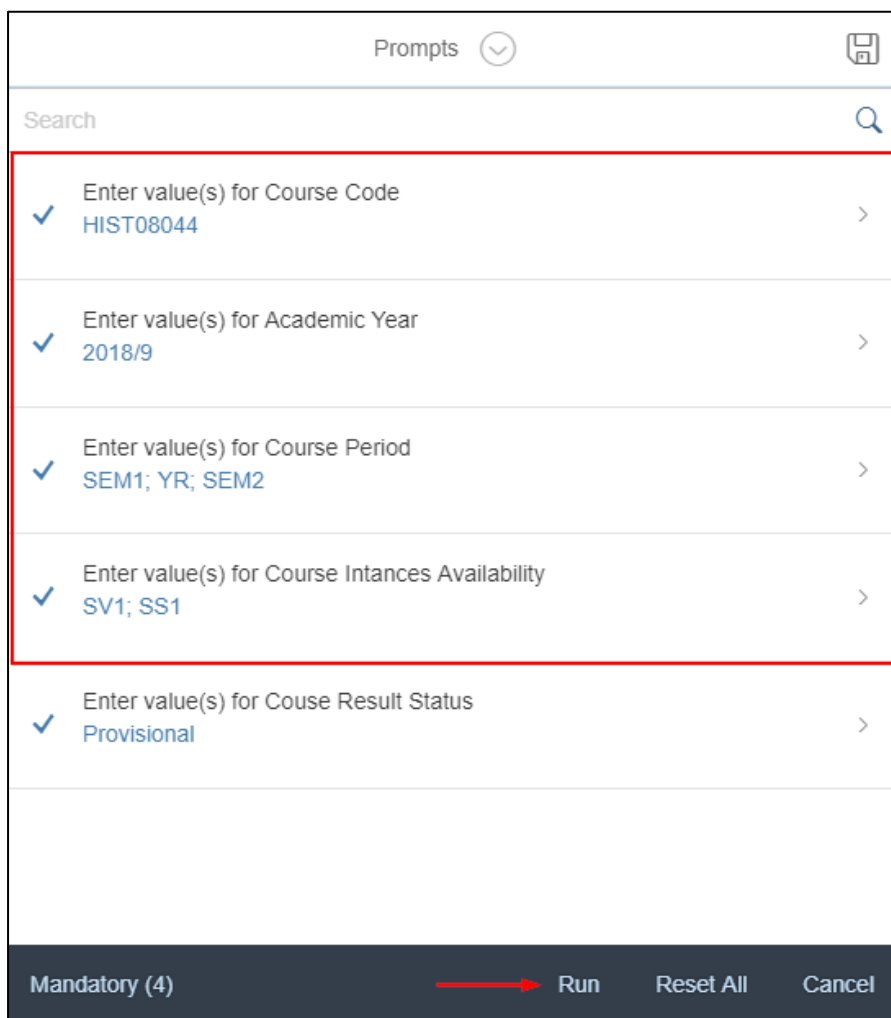


Title	Type	Last Updated
Archive	Folder	Jul 10, 2019 10:43 AM
BETA - Course Board Report	Web Intelligence	Jul 12, 2019 12:35 PM
BETA - Course Board Report - Resits	Web Intelligence	Jul 12, 2019 12:39 PM
Course Board Report	Web Intelligence	Jun 5, 2019 2:46 PM
Course Board Report - Resits	Web Intelligence	Jul 10, 2019 3:09 PM
Double Marking Reports	Web Intelligence	Dec 13, 2018 9:12 AM

3. Enter the course details on the Prompts screen and click Run

3.1. Click into each prompt field to enter your course information. You can search or enter values manually

3.2. When all the prompts have been updated click Run:



Prompts

Search

- Enter value(s) for Course Code
HIST08044
- Enter value(s) for Academic Year
2018/9
- Enter value(s) for Course Period
SEM1; YR; SEM2
- Enter value(s) for Course Intances Availability
SV1; SS1
- Enter value(s) for Couese Result Status
Provisional

Mandatory (4) Run Reset All Cancel

The document will now load and you'll see a processing progress status.



4. Reset the filters/input controls to “All values”

If the report has been saved with filters selected you may not see the expected data so it’s best to reset them when you access the report.

4.1. Make sure the filters are showing and that they’re set to “All values”:

Board Report Anonymised (8) [Filters: All Values]

Course Code/Points	HIST08044 (20 Credits)	Assessment	Coursework	Coursework	Coursework	Assessment
Course Name	Introduction to Historiography	Component	Coursework	Coursework	Coursework	Coursework
Academic Year	2018/9	Item	Essay	Forums	Tut Part	Weighting
Convenor		Mark out of	100	100	100	100%
Course Secretary		1	31 NS	30.00	30.00	40.00
Report Run - Date/Time	7/16/19 - 1:00:01 PM GMT+01:00	2	21 NS	38.00	Absent	30.00
Grade	Min Mark	Max Mark	Students	%		
A1	90.00	100.00	0	0		
A2	80.00	89.99	0	0		
A3	70.00	79.99	0	0		
B	60.00	69.99	0	0		
C	50.00	59.99	0	0		
D	40.00	49.99	0	0		
E	30.00	39.99	0	0		
F	20.00	29.99	0	0		
FF	40.00	100.00	0	0		
G	10.00	19.99	0	0		
H	0.00	9.99	9	100.00		
Result	Students	%				
Null Sit	7	43.75				

5. View the report tabs

You can see all the available tabs of the report by clicking the drop down list in the top left corner:

Summary (8) [Dropdown Menu]

- Summary
- Board Report with Student Data
- Board Report Anonymised
- Board Report Anon for Export
- Mark Adjustment Log
- Structure and Weighting
- Board Report Anonymised 2
- Board Report Programme Code

Summary HIST08044 Introduction to Historiography

Grade	Max Mark	Students	Running %	%
A1	90.00	100.00	0	0
A2	80.00	89.99	0	0
A3	70.00	79.99	0	0
B	60.00	69.99	0	0
C	50.00	59.99	0	0
D	40.00	49.99	0	0
E	30.00	39.99	0	0
F	20.00	29.99	0	0
FF	40.00	100.00	0	0
G	10.00	19.99	0	0

Result Summary:

Result	Students	%
Null Sit	7	43.75
Fail	9	56.25

Two charts are displayed: a bar chart for Frequency and a line chart for Running %.

An overview of each tab is included below.



Summary

This tab summarises the results data across the course and includes some graphs displaying mark and grade information.

Board Reports (five versions)

There are five different “Board Report” tabs. Each one shows the students on the course along with their assessment and course results, attempt number, and notes.

There are also calculations at the bottom of the student table for course marks count, average, minimum, maximum, median and standard deviation.

The differences between the five versions are the student identifiers and layout:

- **Board Report with Student Data** – includes all student identifiers (matric number, name, programme, personal tutor, exam number)
- **Board Report Anonymised** – shows only the exam number for student identifiers
- **Board Report Anon for export** – same as the anonymous one above but the layout is simpler for easier exporting
- **Board Report Anonymised 2** – same as the one above but the layout is vertical rather than horizontal
- **Board Report Programme Code** – same as the “Board Report with Student Data” but on this one the programme code is included instead of the programme name

Mark adjustment log

This shows a summary of any mark adjustments for the students on the report.

Structure and weighting

This summarises the assessment structure for the course including the items, components and assessments and the weighting of each.

6. Filter as required

On each tab you can filter the data as required.

For example if you want to show only resit (attempt 2) students then change the “Current Attempt No” to 2.

The screenshot shows the 'Board Report Anonymised (8)' interface. A dropdown menu for 'Current Attempt No' is open, showing options for '1' and '2'. The '2' option is selected. The main table displays course results with columns for Mark, Grade, Attempt, and Date. The table is filtered to show only students with attempt 2.

Course Code/Points	HIST08044 (20 Credits)	Assessment	Component	Item	Mark out of	Mark	Grade	Attempt	Date
1		31 NS						1	Jan19: SC Null sit Ess and FP
2		21 NS						1	Jan19: SC Null sit FP and Ess
3		19 NS						1	Jan19: SC Null sit (All) Ess non
4		8 NS						1	Jan19: SC Ess and FP null sit, f
5		6 NS						1	Jan19: SC Ess and FP Null sit, f
6		5 NS						1	Jan19: SC Null sit Ess and FP, f
7		5 NS						1	Jan19: SC Null sit Ess and FP, f
8		0 H						2	Jan19: Ess and FP non sub, Pa
9		0 H						2	Jan19: Ess late pen 3d, FP late
10		0 H				0.00	R	2	Jan19: Ess and FP non sub, Par
11		0 H				0.00	R	2	Jan19: Ess and FP non sub
12		0 H				0.00	R	2	Jan19: Ess non sub, Part marks
13		0 H				0.00	R	2	Jan19: Ess late pen 7d, FP non
14		0 H				0.00	R	2	Jan19: Part abs

7. Export as required

7.1. Click the three dots and select Export:

The screenshot shows the APT interface for a board report. A dropdown menu is open, and the 'Export...' option is highlighted with a red box. The background shows a table with columns for 'Status', 'Exam Number', 'Current Attempt No', 'Assessment', 'Mark', 'Grade', and 'Attempt'.

7.2. Select where you want to export it to and what you want to export (i.e. all tabs or just specific ones) and then click Export

The screenshot shows the 'Excel' export dialog box. The 'EXPORT TO' section has 'Excel' selected. The 'EXPORT SELECTION' section has 'All' selected. The 'SHEET SETTINGS' section has several options checked, including 'Summary', 'Board Report with Student Data', 'Board Report Anonymised (Current Report)', 'Board Report Anon for Export', 'Mark Adjustment Log', 'Structure and Weighting', and 'Board Report Anonymised 2'. The 'Export' button is highlighted with a red arrow.

Next steps

After the board you may need to make a few changes depending on the outcome for each student. If the records are correct in their current state then ratify and publish the results.

Some guidance you may find useful:

- [Changing marks](#)
- [Ratify](#)
- [Publish](#)
- [Undo resits](#)