Run the Resits Course Board Report

Process Overview

1 Open the Course Reports folder	2 Select the Course Board Report – Resits	3 Enter the course details on the Prompts screen & click Run

4 Reset the filters/input controls to "All values"	5 View the report tabs	6 Filter as required

7 Export as required
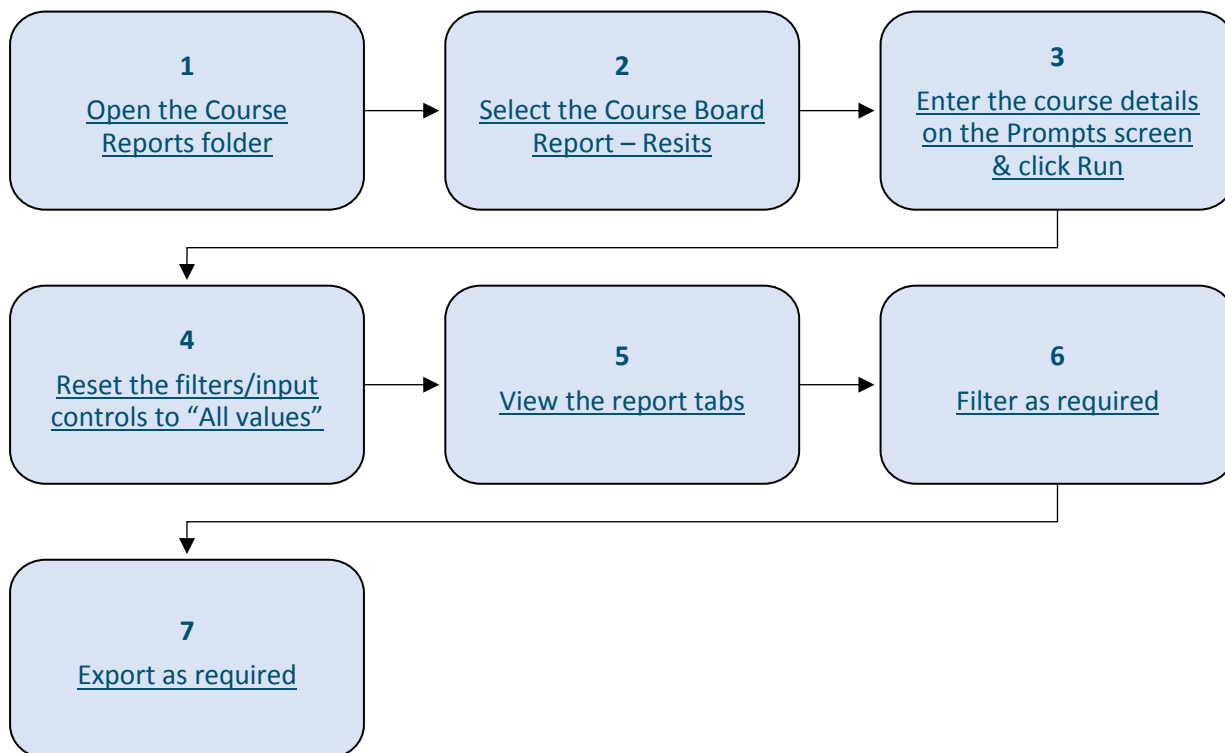
Step by Step Instructions

1. Open the Course Reports folder

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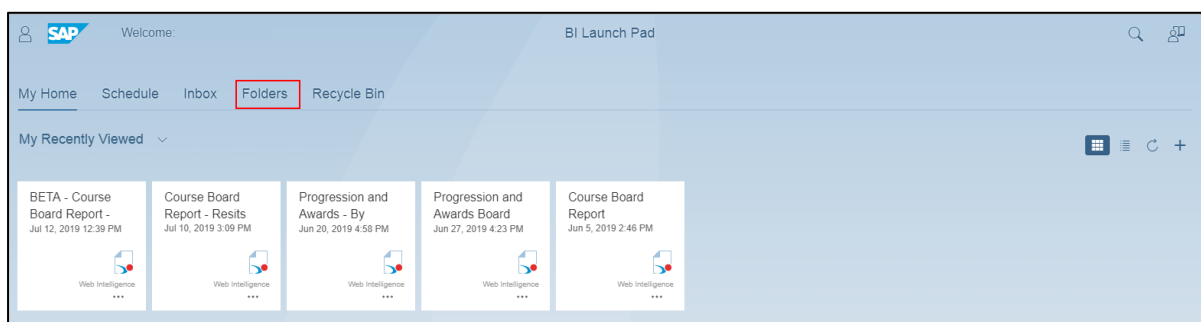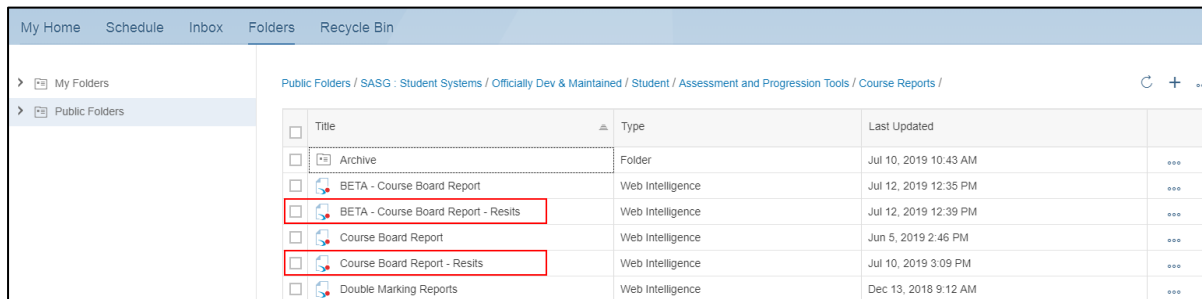

1.2. Navigate to the Course Reports folder: Public Folders > SASG: Student Systems > Officially Dev & Maintained > Student > Assessment and Progression Tools > Course Reports

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
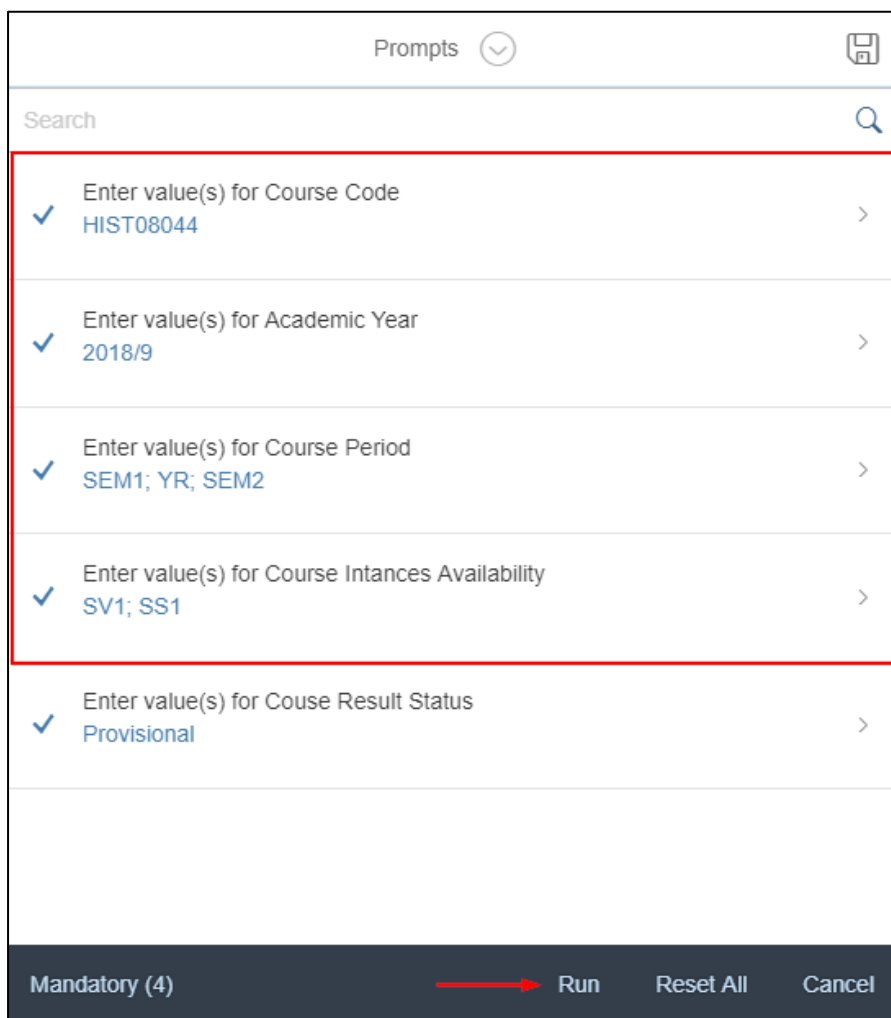
2.1. Click the report name to open it:

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:

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":

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:

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.

7. Export as required

7.1. Click the three dots and select Export:

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

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](#)

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