A Guide to Processing T2 Results with Astra

For Semester 2 most of the Faculty of Engineering will be using Astra to process results. This is a short guide outlining what needs to happen, how to do things, and covering some of the what if scenarios. If you need further help, run into problems, or have questions please email **both** Emily (e.baldock@unsw.edu.au) and Scott (s.mcbride@unsw.edu.au) for assistance.

Contents

Overview

The general process is the same (convenors need to submit final results, special consideration needs to be applied, students with supps need LEs entered, etc) but it now happens through Astra, and some new steps are now required (course approval).

The deadlines are below:

Astra deadlines and results deadlines

T2	Last Moodle Sync	10:00pm, Tuesday, 03 September 2019
	Approver Submission Deadline	**2:00pm, Wednesday, 04 September 2019**
	End of Review Period	2:00pm, Friday, 06 September 2019
	Release Date	9:00am, Saturday, 07 September 2019
	Amendments Deadline	7:00am, Friday, 04 October 2019
T2C	Last Moodle Sync	10:00pm, Thursday, 19 September 2019
	Approver Submission Deadline	**11:59pm, Friday, 20 September 2019**
	End of Review Period	N/A
	Release Date	9:00am Saturday, 21 September 2019
Online Term 4/Hexamester 4 (ZZEN courses only)	Last Moodle Sync	10:00pm, Tuesday, 27 August 2019
	Approver Submission Deadline	**2:00pm, Wednesday, 28 August 2019**
	End of Review Period	2:00pm, Friday, 30 August 2019
	Release Date	9:00am Saturday, 31 September 2019

Workflow for TSAs

You can track courses that are missing results through either your Astra home page or Run query "**NG_AST_RSLT_SUMM**" in sims to see the status of courses in your school. For courses or assessment items that are using a CSV upload, you or the academic will need to download a CSV template for the course from Astra, add the results and upload it. Otherwise you will need to contact convenors with missing results as usual, before the approval deadline. Astra only pulls results from Moodle overnight, so any results coming from Moodle that are not in Moodle before Tuesday evening on the 3rd will need to be entered directly into Astra after that date instead (i.e. changing them in Moodle will have no effect on the results in Astra). You will likely need to prompt your School's Astra approver to approve results before the deadline for approval and instruct them on how that is to be done. Special grades such as LE, WD, WC, PE etc are applied directly in Astra. You can track any change to marks (at both the assessment and Final Mark level) within Astra, student by student, or in bulk by running SIMS query "**NG_AST_HISTORY**" and specifying the course(s) and date range

Workflow for academics

Update course marks in Moodle, or, if using CSV, enter them into a CSV file downloaded from Astra and then re-upload it.

Log into Astra and navigate to **Manage** -> **Entry/View** and then select all assessments from item menu. Check that results look correct (e.g. no calculation errors or unexpected missing results). Enter any exceptions for individual students (special con, supp adjustments instructions below), or calibrations (where the results for **all** students for an assessment item need adjustment), **or** communicate any needed changes to your TSA.

If you have students with results that are waiting for a supp/SC, then you should contact your school's TSA with the relevant information (zID and special consideration information), they will apply the relevant exceptions and grades to correctly generate these grades. You can submit results for approval without finalising these.

When things are ready, from the finalise menu, select **checkpoint** and **approvals**, then click the course and the update button in the calculation column. You can then click the submit for approval button at the bottom, add any notes if required and then click submit.

You can see if results were approved/rejected on the convenor dashboard. If it is very close to the approval deadline please notify your TSA/Approver that the results have been submitted, as Astra does not email or notify them when a course has been submitted for approval.

Approval

Results for courses in Astra need to be approved before they will be transferred to SIMS. The list of approvers for each school, and the steps for approving are below. The deadline for Astra approval is relatively early and may happen before your SARG has occurred. If the SARG occurs before the approval deadline then your school's approver can approve results based on the SARG. If Astra approval is required before the SARG has occurred then the approver can approve (or not approve courses) based on the information Astra has, and still subsequently alter results for the course in Astra if the SARG deems it necessary. Once a course has been approved any alterations to marks afterwards do not require a second approval. You can track the status of approvals with the SIMS query NG_AST_RSLT_SUMM. When a course's results has been rejected the convenor should be contacted separately, as Astra will not automatically notify them about the rejection.

School	Approver #1	#2	#3
CEIC	Stuart Prescott	Peter Neal	
CVEN	Stephen Foster	Steven Davis	Mario Attard
CSE	John Shepherd	Andrew Taylor	
BIOM	Socrates Dokos	Lauren Kark	
SPREE	Jose Bilbao	Santosh Shrestha	
MERE	Joung Oh	Peyman Mostaghimi	
MME	Garth Pearce		
EET	Toan Phung	Jayashri Ravishankar	
ENG	Iain Skinner	Ray Eaton	

What if I want to change a result?

Results can be uploaded 1 of 2 ways; Moodle or CSV Upload, or they can be added directly in Astra.

If results change before 10pm Tuesday September 3rd update them in the same way. If results change after that date, then they will need to be changed via a CSV upload or directly in Astra since Moodle will no longer be syncing with Astra. Course that have had their results approved can still be adjusted.

Any changes to results after the submission deadline are processed through Astra as amendments. Astra will generate a summary and identify any results that will need to be manually processed through STAR (this will only be for downgraded marks).

If a result needs any kind of change after the 4th of October STAR will need to make the change.

In Astra, Exceptions are a change applied to an individual student's mark, whereas Calibrations are adjustments to a particular assessment item for **all** students.

Generating Late Entry (LE) grades

A late entry mark will be generated where a "?" is entered into Astra against any assessment mark for a given student. If there are a large amount of LE grades to be awarded, it is recommended that you download the CSV and make edits there.

Supplementary Exams

Supplementary exams will be processed as above and should be entered as soon as possible.

Ensure that you resubmit results after any changes are made.

How to do Special consideration changes

The table below outlines exceptions that can be applied to <u>individual assessment items</u> for a student:

EXCEPTIONS TYPES APPLIED TO ASSESSMENT ITEMS	
EXCEPTION	DESCRIPTION
Previous Exceptions Cancelled	Used to "undo" a previously applied exception and provide a reason.
Deemed Competent	Special override to waive the competency rules for a student, that may otherwise result in a forced failure
Exempt	Used when a student is not required to complete an Assessment Item. Sets the weighting of the Assessment Item to zero and re-weights the other assessment items.
Note	Can be used in cases to record a general note against a student.
Result Overridden	Used when results imported from an external source are overridden or when a calculated assessment item result is changed.

Late Penalty Applied	Used where a late penalty needs to be applied to Assessment Item result. It is essentially overriding the mark with an appropriate explanation.
Misconduct Penalty Applied	Used where the outcome of a Misconduct Investigation is a change of result for an assessment item.
Eligible for Resit	Used to allow a student to resit an assessment item based on the following criteria: • Student is in their last term of their program • Student does not have an approved Special Consideration request • They are not research or project based assessments or thesis • Passing the item may result in them completing their program and graduating. The FINAL mark awarded for a student who is granted a resit, in the absence of Special Consideration, will be capped at 50.
Special Consid: Supp Assessmt	Records that the outcome of SC was a supplementary assessment has been granted. Until a new mark is applied for that assessment Astra will generate a WC grade.
Special Consid: Other Approved	Used where SC granted and the outcome is something other than Supp Assessment, Substitution or Exemption. This may include, granting an extension and noting the new due date.
Special Consid: Exemption	Used where a SC approved and a student is exempt from completing an assessment item. Sets weight of the Assessment Item to zero and re-weights the other assessment items.
Special Consid: Not Approved	Can be used to record that a student's request for SC has been rejected. This is purely for documentation.
Special Consid: Received	Used to record that they have received a Special Consideration request. This is purely for documentation.

Apply an Exception to an Assessment Item for a Student:

1. From the **Results Entry** page, click **Student's name**. Ensure **no** assessment items are selected.
2. Click the **View/Add** button in the row of the Assessment Item required.
3. Click **Add Exception** button.
4. Select required **Exception** from drop-down list.
5. Enter text into **Explanatory Note** field, then click **Save** button.
6. Redisplays with added exception, click **Return** to go back to previous screen.

The table below outlines the exceptions that can only be applied to the Final Result item:

EXCEPTIONS APPLIED TO THE FINAL RESULT ITEM

EXCEPTION TYPE	DESCRIPTION
Previous Exceptions Cancelled	Used to "undo" a previously applied exception and provide a reason.
Deemed Competent	Special override to waive the competency rules for a student, that may otherwise result in a forced failure.
Note	Can be used in cases to record a general note against a student.
Special Grade	Used where a special FINAL grade needs to be released to students. (includes EC, WD, PE). FINAL result grade is derived directly from this, regardless of any calculated mark that exists.

Apply an Exception to a Final Result:
1. From the **Results Entry** page, select required course.
2. Click drop-down arrow in **Item** field and select **Final Result**, then click **Confirm**.
3. Click the **View/Add** button in the row containing the required Student's name.
4. Click **Add Exception** button.
5. Click drop-down arrow in Exception field and select appropriate exception.
6. Enter text in the **Explanatory Note** field, then click **Save** button.
7. Displays updated screen with Exception.

Multi-term courses

Astra uses Multi Term Course Groups (MTCG) to assign Enrolment Continued (EC) grades to courses that span multiple terms e.g. Thesis courses. Results for assessments in one term will also roll over automatically from earlier courses to the subsequent ones provided the subjects belong to the same course group. The final mark will then be automatically calculated and weighted when the marks for the final term are added. All multi-term courses should now be correctly set up in Astra.

How MTCG works

1. A student enrols in the first course of a course group (eg. Thesis A) and receives marks against the assessment items for that course.
2. This course will contain an administrative assessment item that generates an overall EC grade for the student.
3. When the student enrols in the final course within a course group (eg. Thesis C), Astra will look for EC grades for the other courses within the group (eg. Thesis A and B) and populate the Thesis C instance of the assessment item.

	5193	5196	5199	
Item	Thesis A	Thesis B	Thesis C	Max / weight
PLAN	4.5	(omitted)	4.5	5
LITRVW	9	(omitted)	9	10

PROG	(omitted)	8	8	10
SEM	(omitted)	7.5	7.5	10
MTCG			(omitted)	0
THESIS	(omitted)	(omitted)	59	65
FINAL	**EC**	**EC**	**88 HD**	
Transcript	**88 EC**	**88 EC**	**88 HD**	

Entering Grades

- T2 grades are entered as usual (Moodle, manually etc.). Students should end up with an EC grade until T3 results are entered.
- If a grade needs to be changed for any reason, this can be edited when the student enrols in the final course within a course group
- If you need to give a student a FL mark instead of an EC, then set all assessment items (including the MTCG Admin item) to 0.

If things go wrong

Troubleshooting Astra and Moodle

If you are populating your Astra results through Moodle but your results are not appearing OR appear incorrectly, the following steps should be taken to troubleshoot the sync.

- Check that the correct Moodle Gradebook items contain the correct Astra ID
- Check that the max grade in Moodle (e.g. what the assessment is being marked out of) matches the max grade on the corresponding Astra item
  - If it is not you can a) Edit the max grade in Astra if no results have been entered yet or b) Rescale the marks in Moodle out of the correct max grade
- Check the precision of your marks in Astra (best practice is a precision of 0.1 – 0.01)
- Make sure that your Moodle course has an end date enabled which is set to be after the last Moodle sync date
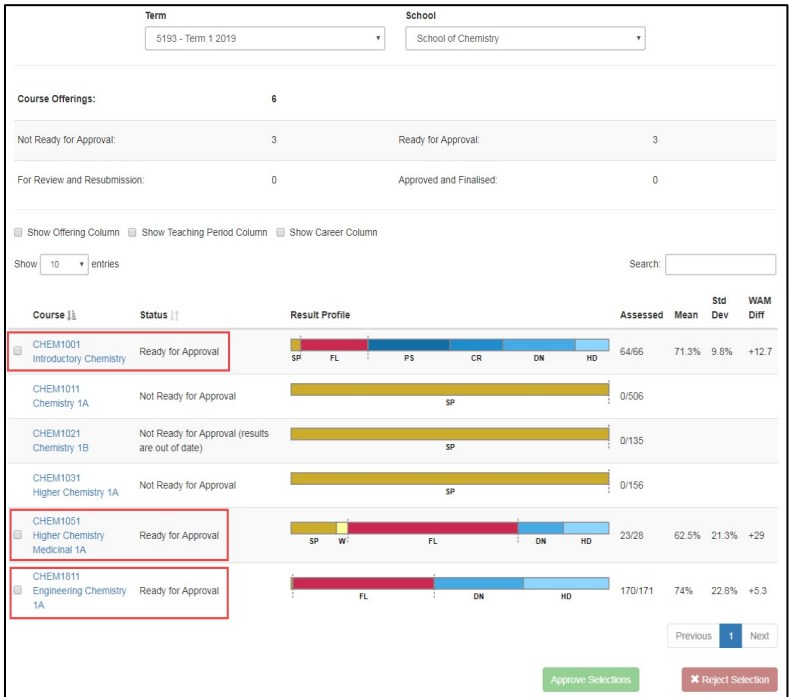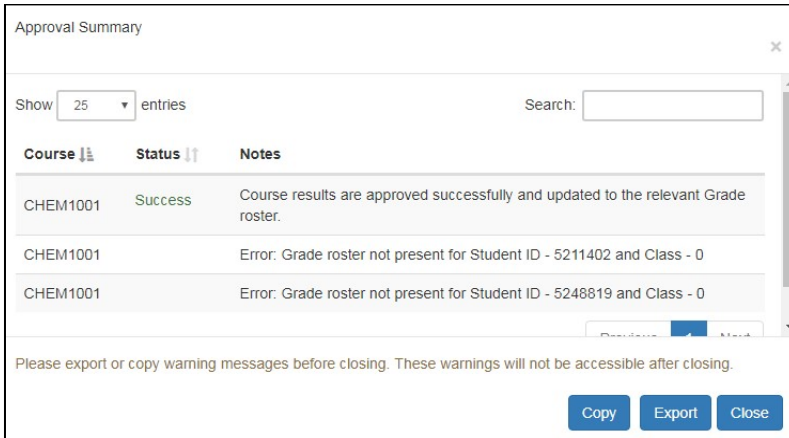
If you check the above and are still experiencing issues with your Astra course, please email e.baldock@unsw.edu.au for assistance.

If for some reason it is not feasible to populate assessment marks into Astra through Moodle, a CSV upload can be used to submit grades. This is the best option if:

a) You have competency rules that cannot be handled in Astra or Moodle
b) You are submitting grades after the final Moodle sync

If you cannot upload results to Astra for whatever reason, Eccles can be used as a last resort.

Appendix 1: Approving Results

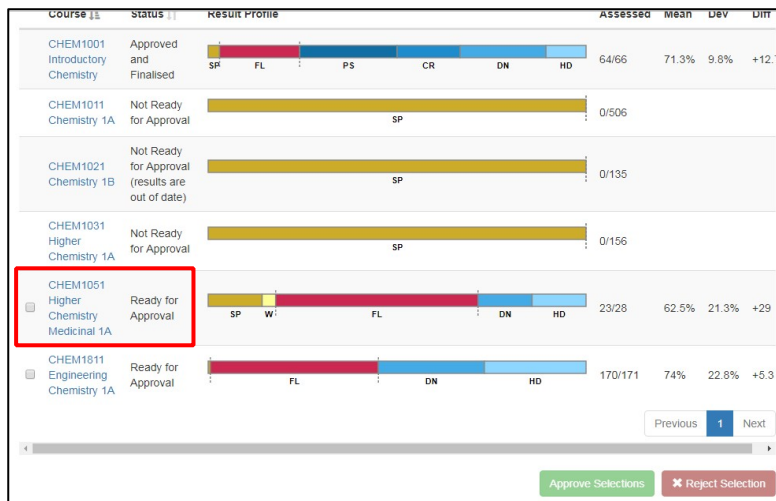| Approve Results	
1	• From Astra dashboard click on the **Approver Dashboard** button. **OR** • From the **Finalise** menu, select **Multi Course Approval.**
2	• Only tick **one box** if **approving 1 course** or tick **multiple check boxes** (approve as one batch) for offerings that are Ready for Approval.
3	• Click the **Approve Selections** button • Displays Approval Summary window
	  Common errors include: **Grade roster not present**; The student does not exist in the grade roster. They may have recently dropped the course.

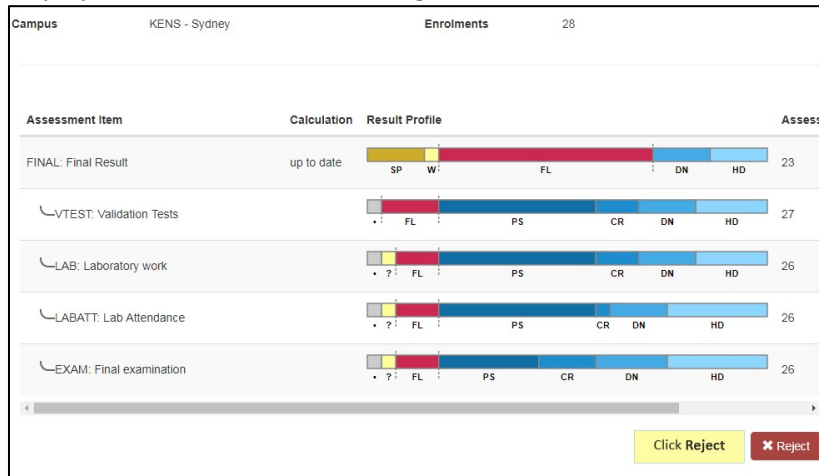|	
	Warning: Grade Basis changed; the student failed a competency requirement which means instead of a standard grade (Eg: FL, PS,CR…)
5	Redisplays Approver Dashboard, course status updated to "**Approved and finalised**".

Reject Results	
2	• Tick check box of the course results that you want to reject. **Note: Reject Selection** button will become active once Reject a course is selected.
3	Displays all assessment items and grade distribution for selected course.
4	Click **Reject** button
5	Displays the Not Approved Notes window. (Entering a note is mandatory)
6	Click **Submit** button. *Note: Rejecting a course does not notify a convener, this needs to be done manually*

7	Redisplays the **Approval History** page to show results not approved.

Assessment Item	Calculation	Result Profile	Assessed	Mean	Std Dev	WAM Diff
FINAL: Final Result	up to date	SP W FL DN HD	23	62.5%	21.3%	+29
⌐VTEST: Validation Tests		• FL PS CR DN HD	27	61%	21.9%	
⌐LAB: Laboratory work		• ? FL PS CR DN HD	26	62.7%	16.7%	
⌐LABATT: Lab Attendance		• ? FL PS CR DN HD	26	65.7%	28%	
⌐EXAM: Final examination		• ? FL PS CR DN HD	26	66.2%	26.6%	

⊕ Submit for Approval

Approvals History

Show [10 ▼] entries

Search: [   ]

Date Time	Actioned by	Decision	Notes
20-06-2019 15:02:51	5678345 Thomspon, Mary	Not Approved	Given the large proportion of failures please review your results for any issues and resubmit
20-06-2019 11:54:18	5678876 Taylor, Jim	Ready For Approval	Ready

Appendix 2: Uploading CSVs to Astra

Results can be exported from Astra to a CSV file. Results can also be uploaded from a CSV file.

Download Results from Astra

1 From the Menu Bar click Manage and select Upload/Download option, then select required course from drop-down Course list

2 From the Class field select the required class, and then tick the relevant Assessment items.

To download results for all students enrolled in course do not select a Class.

3 Click Confirm button next to the selected items.

4 Displays Download Results button, click Download Results.

5 Creates a CSV file which is saved in the user's downloads

6 Double click file to open.

Example of CSV file opened in Excel:

A	B	C	D	E	F
Student ID	Name	Section	ASSIGN: Assignment	QUIZ: Quiz	EXAM: Exam
ARCH7202 Major Design Studio	Semester 2 2018	STD-F09A	20	25	100
6701334	Ferguson, Max	F09A	15	20	68
6552453	Franks, Anne	F09A	14	15	75
6781321	Marshall, Tracey	F09A	18	19	75
6781322	Lau, Sharon	F09A	12	22	80
6781323	Li, Steven	F09A	17	13	60
6701339	Lim, Wendy	F09A	13	16	65
6761230	Lo, Joshua	F09A	15	18	49
6602131	Ng, Bruce	F09A	19	14	55
6801322	Nguyen, Poppy	F09A	10	16	60
6811234	Luna, Samuel	F09A	9	16	71
6721344	Johnson, Shannon	F09A	13	10	78
6220267	Garcia, Andy	F09A	17	17	66

Upload Results to Astra

1 From the Menu Bar click Manage and select Upload/Download option, then select required course from drop-down Course list

2 In Upload Reason field enter reason for upload, then click Upload button. Upload reasons will be monitored and should contain detailed reason/justification.

3 Navigate to where CSV file is stored, select file and click Open.

4 Redisplays Upload/Download page, listing number of updated records and assessment items. Any error messages will display in pink shaded box.

To successfully upload a CSV file the column headings must match those in Astra.

One approach is to first run a download and then enter marks in the downloaded file before uploading it again. Alternatively;

Row 1 – Enter Field titles and Assessment Item Name as per the Assessment Structure Page. (Same as the label used for Moodle. e.g. ASSIGN, QUIZ, EXAM)

Row 2 – Course Name; Semester; Maximum Mark for each Assessment Item.

Note: It is not necessary to include the Section (Class) column.

Example of CSV file:

	A	B	C	D	E	F
Student ID		Name	Section	ASSIGN: Assignment	QUIZ: Quiz	EXAM: Exam
ARCH7202 Major Design Studio		Semester 2 2018	STD-F09A	20	25	100
	6701334	Ferguson, Max	F09A	15	20	68
	6552453	Franks, Anne	F09A	14	15	75
	6781321	Marshall, Tracey	F09A	18	19	75
	6781322	Lau, Sharon	F09A	12	22	80
	6781323	Li, Steven	F09A	17	13	60
	6701339	Lim, Wendy	F09A	13	16	65
	6761230	Lo, Joshua	F09A	15	18	49
	6602131	Ng, Bruce	F09A	19	14	55
	6801322	Nguyen, Poppy	F09A	10	16	60
	6811234	Luna, Samuel	F09A	9	16	71
	6721344	Johnson, Shannon	F09A	13	10	78
	6220267	Garcia, Andy	F09A	17	17	66

If the data is sourced from another system, ensure that:

• There are two header rows

• The first column has student IDs or zIDs

• The item columns include the Astra identifying Name at the start of the header cell on row 1.

Additionally:

• "No mark" values can be represented by a dot or a hyphen (same as Moodle).

• Pending results can be represented by a single question mark.