HE – Grade Entry Process
Using Final Candidates List (FCL)

Step 1. Login to your computer.

Step 2. Login to the VPN Client (use your computer username and password).

Step 3. Login to Callista (use your Callista username and password).

Step 4. Ensure you can see the ‘Inquiry Facility’ menu.

Step 5. Select ‘CDU - Final Candidates List HE’ (L_ASSJ0110).

The following screen will appear:
Step 6. Enter the parameters required for Grade Entry:

Note: Parameters marked with an asterisk * are mandatory

- *‘Academic Year’* must be entered (eg. 2013).
- *‘Teaching Period’* must be selected (click on the [ ] to make your selection).
- Enter the *‘Unit Code’* (or click on the [ ] to make your selection).
- **DISREGARD** the *‘Unit Version Owner Org Unit’*.
- *‘Delivery Location’* is optional – leave this blank to display all students in the unit regardless of the delivery location.

Note: ‘EXT’ must be entered if grades are to be entered for EXTERNAL students only.

- *‘Delivery Mode’* is optional.

Note: If ‘EXT’ has been selected as the Delivery Location then the Delivery Mode must be ‘E’.

- The *‘Unfinalised Grades Only’* check box, if checked, will display a list of all the students who have not been awarded a finalised grade. All students who have been withdrawn or have a grade that has been finalised (eg. a previous grade) will be excluded from the display.

Note: There is no need to tick the ‘Unfinalised Grades Only’ box if the grade being entered is the initial grade for the student unit attempt.

Step 7. Click on [Grade Entry]. This will display a screen showing the students who meet the parameters entered.
**Step 8.** Enter the results into the ‘**New Grade**’ column – (click on the [ ] to display the Grading Schema).

![Grade Entry Table]

**Notes:**
- The ‘**Unit**’ column shows the status of the student unit attempt (i.e. Enrolled, Discontinue or Completed). Until a grade has been ‘Finalised’ the status will display as ‘ENROLLED’
- Any grades displayed in the ‘**Current Grade**’ column with an * (asterisk), have already been submitted and finalised. These grades cannot be amended through this form. The current ‘Amendment to Grade Procedure’ through the Information Centre must be followed.

**Step 9.** When you are satisfied that grades have been entered correctly, click on ‘Commit Grades’. If you have a large class, it is recommended that you enter about 10 grades, click on “Commit Grades” to save them and go back into again to enter some more grades.

![Grade Entry Table with Commit Grades]

*Updated March 2013*
Step 10. The ‘Final Candidates List’ parameter screen will appear.

Run the ‘Final Candidates List’ report that will display the results you have entered.

Click on to generate the report. Take note of the request number for the job (this number is important if there is a problem and you do not receive your report). The report will be forwarded to your email account and will refer to the request number. This FCL can be kept for your records.

Notes:

• Once the grades have been ‘Committed’, if you enter the grade entry form again you will note that the grades entered in the ‘New Grade’ column have now moved to the ‘Current Grade’ column.

• If an incorrect grade has been entered, it can be amended on this form if Student Services have not already finalised/completed the grades.

• To amend an ‘unfinalised’ grade – enter the new grade in the ‘New Grade’ column and click on ‘Commit Grades’.

Further Information:

• FOLLOWING the Faculty Examiner’s Meeting and completion of any adjustments advised by the Faculty, Student Services will be advised to finalise the grades.

• Once this is completed, you will note the ‘Unit’ status will change from ‘ENROLLED’ to ‘COMPLETE’ and the grade will be marked with an * (Asterisk).

• ANY CHANGES to finalised grades will need to be processed through the Information Centre as per current procedures using the ‘Amendment to Grade Procedure’.

• Detailed descriptions of the relevant Policies and Procedures are found here: http://www.cdu.edu.au/governance/students.html

look for:

Academic Assessment and Moderation Policy
Grading Policy
HE Examination Policy
HE Student Academic Progression Procedures