
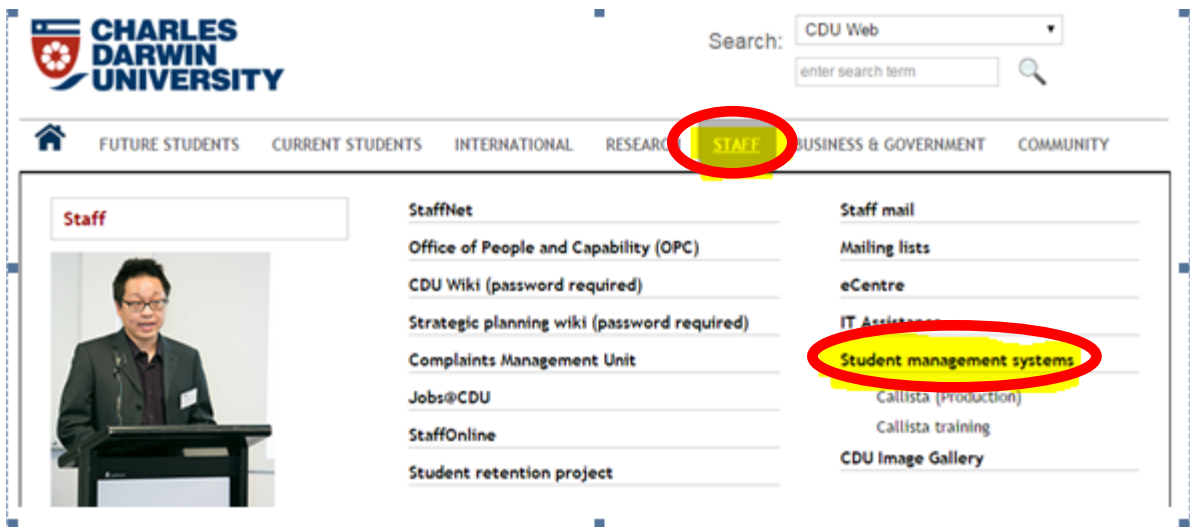


Area 52

Class lists Reports

Step 1. First ensure the '*VPN Client*' is connected 

Step 2. Open a web browser to the '*CDU Home Page*' www.cdu.edu.au
Select '*Staff*' tab
Click on '*Student Management Systems*'



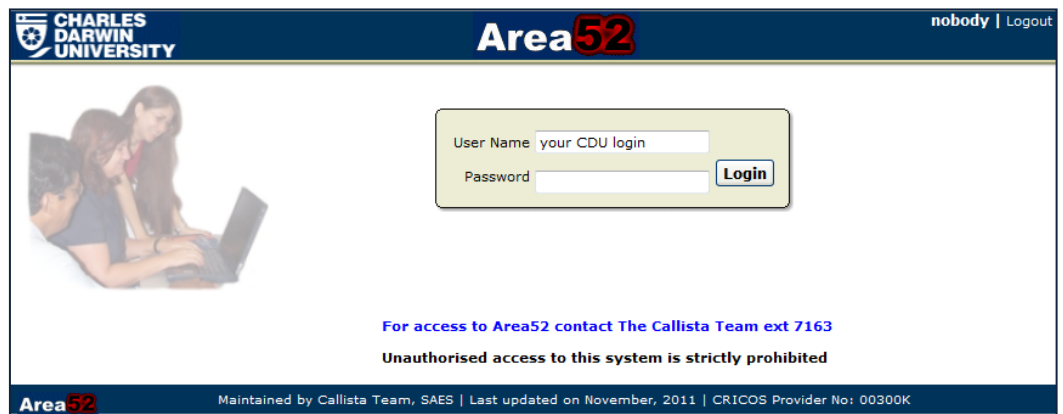
Select '*Area52 login*'

Student management systems

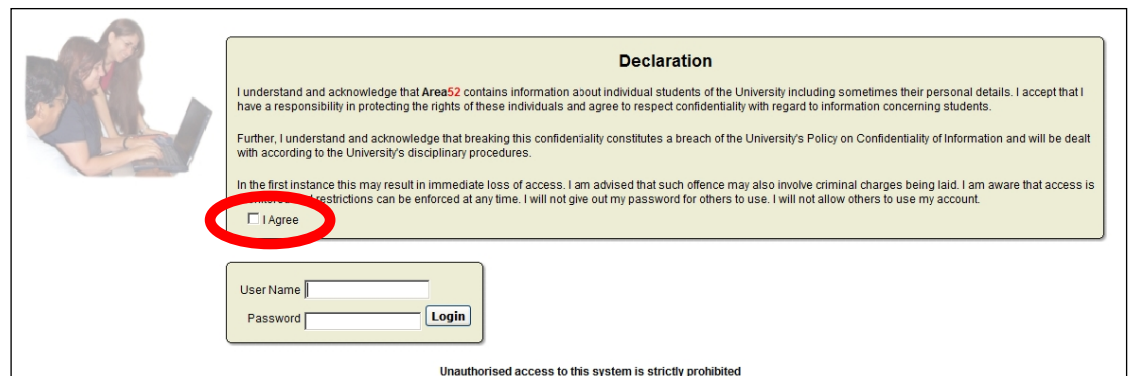
Callista login	Area52 login	eRollbook login
Callista training login	Area52 training login	eRollbook training login

Open all | Close all

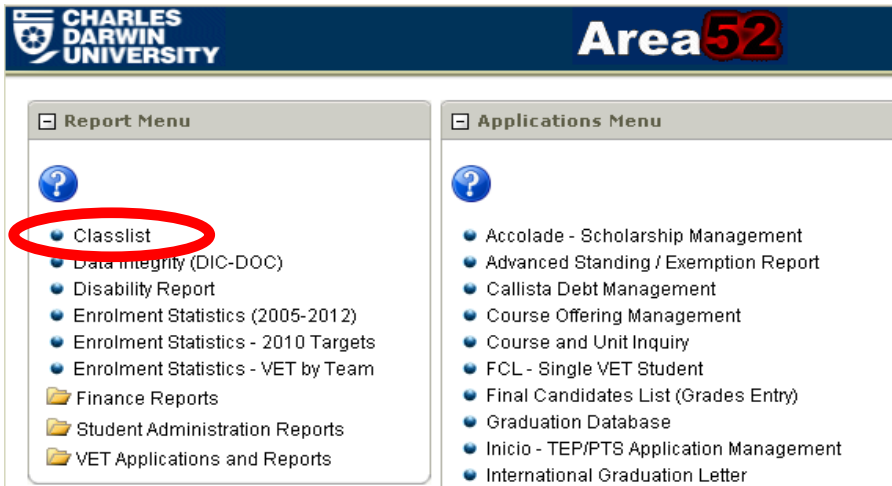
Step 3. When the following screen appears, enter your **username** and **password** to login (ie. the same username and password you use to login to your computer).



Step 4. If this is first time you have logged in to Area52, the following 'Declaration' screen will appear. You must check the box marked '**Agree**' and re-enter your **username** and **password** as required.



Step 5. Select the application or report you would like to access/view (ie: *Classlist*).



The screenshot displays the 'Area52' interface for Charles Darwin University. It features two main menu sections: 'Report Menu' and 'Applications Menu'. The 'Report Menu' includes options such as 'Classlist', 'Data Integrity (DIC-DOC)', 'Disability Report', 'Enrolment Statistics (2005-2012)', 'Enrolment Statistics - 2010 Targets', 'Enrolment Statistics - VET by Team', 'Finance Reports', 'Student Administration Reports', and 'VET Applications and Reports'. The 'Applications Menu' includes options like 'Accolade - Scholarship Management', 'Advanced Standing / Exemption Report', 'Callista Debt Management', 'Course Offering Management', 'Course and Unit Inquiry', 'FCL - Single VET Student', 'Final Candidates List (Grades Entry)', 'Graduation Database', 'Inicio - TEP/PTS Application Management', and 'International Graduation Letter'. The 'Classlist' option in the Report Menu is highlighted with a red circle.

Step 6. The Classlist '*Parameter*' screen is displayed.

Parameter

Run Report Last Refreshed: 15-MAR 01:47

Select relevant entries from this Parameter Box to filter the dataset. Use % where applicable to select all records for that item. Hold cursor over label to display the Tooltip for that field. NB. Does NOT include RPL or Credit Transfer

<p>Year 2013</p> <p>Sector %</p> <p>Corresp Cat %</p> <p>Teaching Period</p> <ul style="list-style-type: none"> % RSCH-1 RSCH-2 SEM-1 SEM-2 <p>Unit Attend Mode %</p> <p>Include ATSI Only <input type="checkbox"/></p> <p>Faculty %</p> <ul style="list-style-type: none"> % 39207QLD - Certificate IV in Residential 39208QLD - Diploma of Building Design 52515WA - Certificate IV in Residential 91419NSW - Certificate IV in Spoken ar 91420NSW - Certificate IV in Spoken ar 91421NSW - Certificate I in Spoken and <p>Course Code</p>	<p>Fee Category %</p> <p>Funding Source %</p> <p>Unit Delivery Location</p> <ul style="list-style-type: none"> % ADE-ADELAIDE (SA) ALC-ALI CURUNG (ALEKERENCE/WARRU ALP-ALPURRURULAM (LAKE NASH) AMP-AMPILATWATJA (AHARRENGE/AHEI <p>Team %</p> <p>Include Withdrawn Early <input type="checkbox"/></p> <p>Include VET Unfunded <input checked="" type="checkbox"/></p> <p>School %</p> <ul style="list-style-type: none"> % ACH401 - Research Preparation: Knowle ACMGAS202A - Participate in Workplace ACMGAS203A - Complete Animal Care ACMGAS204A - Feed and Water Animal ACMGAS205A - Assist in Health Care of ACMGAS206A - Provide Basic First Aid f <p>Unit Code</p>
--	---

Summary Mode

Summary Data Items below will be filtered by your selections in the Parameter Area above.

Summary Totals

NoSummary byCourse byFaculty byUnit bySchool byTeam

Data Filter

DisplayAllData DisplayStudentDetails DisplayCourseEnrolmentDetails

Include

Select the items below to include additional fields in the extract. Selections below will have no effect when Summary Mode is selected.

Student Details <input type="checkbox"/>	Course Enrl Details <input type="checkbox"/>	Unit Enrl Details <input type="checkbox"/>	Course Progress Details <input type="checkbox"/>
Grades <input type="checkbox"/>	Admission Details <input type="checkbox"/>	VETiS <input type="checkbox"/>	Email <input type="checkbox"/>
Address <input type="checkbox"/>	POSTAL <input type="checkbox"/>	OS-POSTAL <input type="checkbox"/>	OS-HOME <input type="checkbox"/>

Step 7. Enter or select the parameters for the report you would like to generate:

Example:

- Year = 2014
- Teaching Period = Sem-2
- Unit Code * = ENV300

* *this field can be selected as 'multi-select'* - to do this select the first *Unit Code* you require, then scroll down to the next required *Unit Code*, press the **Ctrl** key then click/select the second *Unit Code* etc...

This same process can be used for selecting multiple *Course Codes* or *Unit Delivery Locations*.

Parameter

Run Report Last Refreshed: 15-MAR 01:47

Select relevant entries from this Parameter Box to filter the dataset. Use % where applicable to select all records for that item. Hold cursor over label to display the Tooltip for that field. NB. Does NOT include RPL or Credit Transfer

Year	2013	Fee Category	%
Sector	%	Funding Source	%
Corresp Cat	%	Unit Delivery Location	% ADE-ADELAIDE (SA) ALC-ALI CURUNG (ALEKERENCE/WARR/ ALP-ALPURRURULAM (LAKE NASH) AMP-AMPILATWATJA (AHARRENGE/AHEI
Teaching Period	% RSCH-1 RSCH-2 SEM-1 SEM-2	Team	%
Unit Attend Mode	%	Include Withdrawn Early	<input type="checkbox"/>
Include ATSI Only	<input type="checkbox"/>	Include VET Unfunded	<input checked="" type="checkbox"/>
Faculty	%	School	%
Course Code	% 39207QLD - Certificate IV in Residential 39208QLD - Diploma of Building Design 52515WA - Certificate IV in Residential 91419NSW - Certificate IV in Spoken ar 91420NSW - Certificate IV in Spoken ar 91421NSW - Certificate I in Spoken and	Unit Code	ENV203 - Environmental Survey and Mo ENV204 - Ecosystems and Biodiversity ENV205 - Environmental Issues ENV206 - Environmental Physiology ENV207 - Fire Ecology and Management ENV208 - Applied Geographic Informati ENV300 - Wildlife Management

Step 8. Select the '**Summary Mode**' you would like for your report to display.

Summary Mode

Summary Data Items below will be filtered by your selections in the Parameter Area above.

Summary Totals

NoSummary byCourse byFaculty byUnit bySchool byTeam

Data Filter

DisplayAllData DisplayStudentDetails DisplayCourseEnrolmentDetails

Step 9. If you have selected '**No Summary**' in the *Summary Mode* (previous step) then you may select additional fields to be included in your report. Select the relevant items from the '**Include**' section.

Include

Select the items below to include additional fields in the extract. Selections below will have no effect when Summary Mode is selected.

Student Details
 Course Enrl Details
 Unit Enrl Details
 Course Progress Details
 Grades
 Admission Details
 VETiS
 Address
 POSTAL
 OS-POSTAL
 OS-HOME

Step 10. Click on '**Run Report**'.


Parameter

Run Report Last Refreshed: 15-MAR 01:47

Select relevant entries from this Parameter Box to filter the dataset. Use % where applicable to select all records for that item. Hold cursor over label to display the Tooltip for that field. NB. Does NOT include RPL or Credit Transfer

Year	2013	Fee Category	%
Sector	%	Funding Source	%
Corresp Cat	%		

The report is then displayed as follows:


Area52
SWALTER | Logout


[» Home](#) | [CDU Classlist Report](#)

CDU Classlist Report

[Back to Parameter Screen](#)

row(s) 1 - 16 of 16

YEAR ▲	PERSONID	NAME	ATSI_CD	ATSI_YN	SEX	SECTOR	COURSECD	COURSE TITLE
2012	228895	WOOD, MIKAYLA ANN	2	N	F	HE	BTLBA	BACHELOR OF TEACHING AND LEARNING
2012	229474	WOODWARD, CHERIE HELEN	2	N	F	HE	BSW	BACHELOR OF SOCIAL WORK
2012	226917	CANUTO, NATHAN PETER	4	Y	M	HE	BBSC22	BACHELOR OF BEHAVIOURAL SCIENCE
2012	239041	CARN, TIFFANY	2	N	F	HE	BBSC22	BACHELOR OF BEHAVIOURAL SCIENCE
2012	239043	TIZZONI, CHERIE MAY	2	N	F	HE	BSW	BACHELOR OF SOCIAL WORK
2012	115451	VICKERY, KAREN VICKY	2	N	F	HE	BTLBA	BACHELOR OF TEACHING AND LEARNING
2012	140327	STARR, VICTORIA LOUISE	2	N	F	HE	BSW	BACHELOR OF SOCIAL WORK
2012	184267	GRAHAM, MICHAELA ASHLEY	2	N	F	HE	BBSC22	BACHELOR OF BEHAVIOURAL SCIENCE
2012	199070	BURNETT, REBEKAH LORANE	2	N	F	HE	BBSC22	BACHELOR OF BEHAVIOURAL SCIENCE
2012	220824	LOCHER, JANINE	2	N	F	HE	BBSC22	BACHELOR OF BEHAVIOURAL SCIENCE
2012	224796	BOYD, ROBYN	2	N	F	HE	BSW	BACHELOR OF SOCIAL WORK
2012	239030	DUNN, LENKA	2	N	F	HE	BSW	BACHELOR OF SOCIAL WORK
2012	237112	BUTLER, HILLARY ANN	2	N	F	HE	BBSC22	BACHELOR OF BEHAVIOURAL SCIENCE
2012	238983	KOLLIAS, JASMIN MARIE	2	N	F	HE	BBSC22	BACHELOR OF BEHAVIOURAL SCIENCE
2012	237175	VHAIKES, KIARA JADE	2	N	F	HE	BBSC22	BACHELOR OF BEHAVIOURAL SCIENCE
2012	238998	MORRISON, ELLEN CHRISTINA	2	N	F	HE	BBSC22	BACHELOR OF BEHAVIOURAL SCIENCE

 [Export to Excel](#)

row(s) 1 - 16 of 16


[Back to Parameter Screen](#)

If the report is large, the number of rows displayed, of the total amount of rows generated, will appear at the top and bottom right hand corner of the report, for example:

row(s) 1 - 30 of 191 [Next](#) ▶


To view subsequent rows not displayed click on '**Next**'.

The report can be exported to *Excel* as a file by scrolling to the bottom of screen and selecting

 [Export to Excel](#)

The whole report will be exported, not just the rows displayed on the current page.

2009	198466	MCLEAN, RITA	2	N	F	HE	
2009	198475	BENNETT, CLAIR NADINE	2	N	F	HE	
2009	198349	HOTTES, NYREE RACHEL	2	N	F	HE	
2009	198265	WHITTAKER, STEPHANIE JOY	2	N	F	HE	
2009	198366	SCOTT, JESSIE MAY	2	N	F	HE	
2009	198367	OATES, TIMOTHY JOHN	2	N	M	HE	

 [Export to Excel](#)

row(s) 1 - 30 of 191 [Next](#) ▶

To return to the parameter screen and run a new report or amend the parameters of the current report, click on '**Back to Parameter Screen**' located at the top and

bottom left hand side:

[Back to Parameter Screen](#)

 CHARLES
DARWIN
UNIVERSITY **Area52**

» [Home](#) | **CDU Classlist Report**

CDU Classlist Report

Back to Parameter Screen

row(s) 1 - 2 of 2

Fields displayed in Reports by Summary Mode

No Summary with no inclusions

- Year
- Person ID
- Name
- ATSI Code
- ATSI Answer
- Sex
- Sector
- Course Code
- Course Title
- Course Status
- Correspondence Category
- Faculty
- Team
- Funding Source
- Fee Category
- Unit Code
- Unit Title
- Calendar Type (Teaching Period)
- Unit Status
- Location
- Unit Class (mode)
- School
- EFTSL
- AHC

By Course with Summary Type 'Annual'

- Course Code
- Course Title
- Number Enrolled in Course
- Total EFTSL
- Total AHC

By Course with Summary Type 'Teaching Period'

- Course Code
- Course Title
- Teaching Period
- Number Enrolled in Course
- Total EFTSL
- Total AHC

By Faculty with Summary Type 'Annual'

- Faculty Code
- Faculty
- Number Enrolled in Course
- Total EFTSL
- Total AHC

By Faculty with Summary Type 'Teaching Period'

- Faculty Code
- Faculty
- Teaching Period
- Number Enrolled in Course
- Total EFTSL
- Total AHC

By Unit with Summary Type 'Annual'

- Unit Code
- Unit Title
- Number Enrolled in Unit
- Total EFTSL
- Total AHC

By School with Summary Type 'Annual'

- School
- Number Enrolled in Unit
- Total EFTSL
- Total AHC

By School with Summary Type 'Teaching Period'

- School
- Teaching Period
- Number Enrolled in Unit
- Total EFTSL
- Total AHC

By Team with Summary Type 'Annual'

- Team
- Number Enrolled in Unit
- Total AHC

By Team with Summary Type 'Teaching Period'

- Team
- Teaching Period
- Number Enrolled in Unit
- Total AHC