

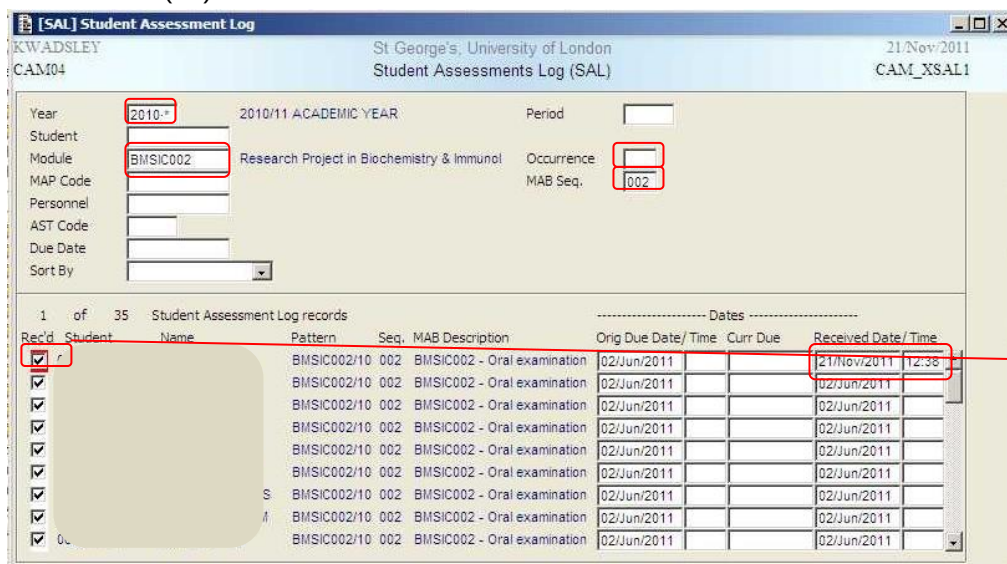
Using SAL and SRR to Log Assessments

Comments

- Login to SITS:Vision Client
- From Main Menu (MM) open the Student Assessment Log (SAL)

This process is assuming that due dates have been generated and Student Assessment Log (SAL) records created by selecting "logging" in the MAB record.

- Enter the relevant module and assessment information in the top of the screen
- Retrieve (F5)



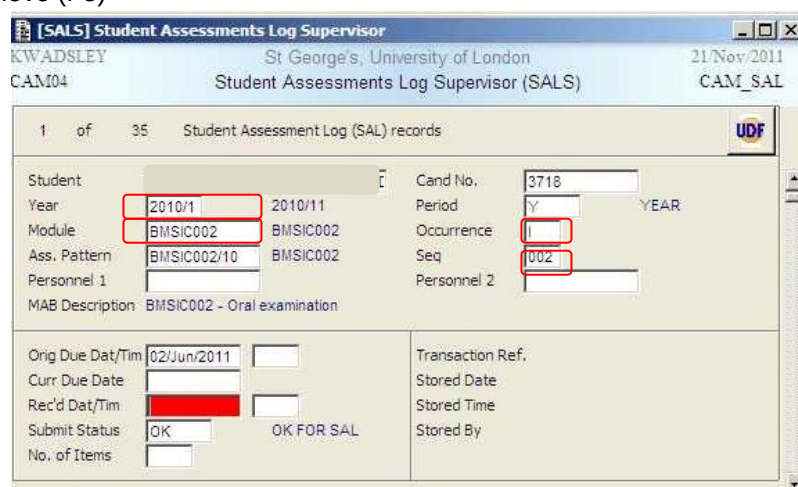
Enter the relevant information at the top of the screen as a minimum:
Academic Year
Module code
Occurrence code - if required
MAB Seq - last assessment
Retrieve (F5)

Tick the Rec'd box when the assessment is submitted and this will auto-populate the received date/time field.

- Tick the Rec'd box when the submission is undertaken

To enter dates retrospectively once submission has taken place or for a group undertaking an exam use the Student Assessment Log Supervisor (SALS) screen

- Enter SALS in the menu screen
- Enter the relevant module and assessment information in the screen
- Retrieve (F5)



Retrieve the relevant module and assessment information:
Year
Module
Occurrence (if required)
Seq (for last assessment)

To enter the Rec'd date populate the box with the relevant date and store.

- Enter the received date in Rec'd Dat
- You can use the next record icon on the menu bar to scroll between records.
- Store (F6) to save the update to all records.