

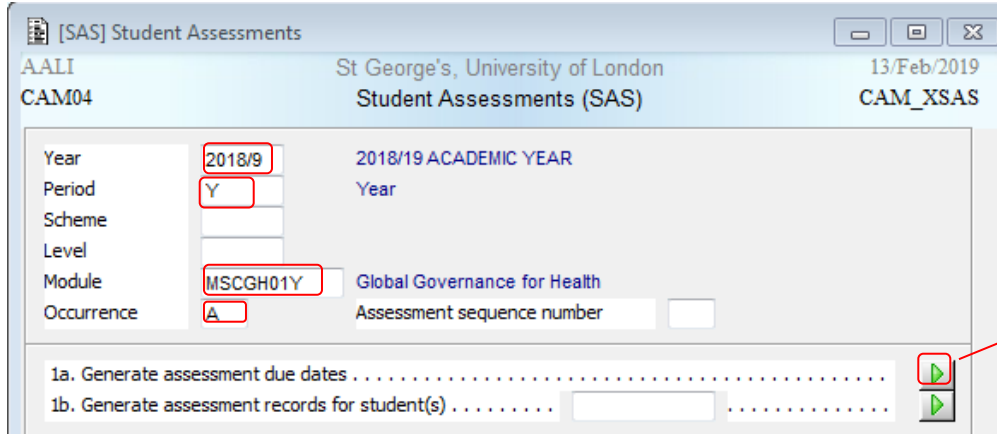
Using SAS and MAD to Generate and Record Assessment Due Dates

Comments

- Login to SITS:Vision Client
- From Main Menu open the Student Assessment Screen (SAS)

This process is assuming that Student Module Taking (SMO) records have been created and assessment records have NOT been generated.

- Enter the relevant module and assessment information in the top of the screen



[SAS] Student Assessments

AALI St George's, University of London 13/Feb/2019
CAM04 Student Assessments (SAS) CAM_XSAS

Year 2018/9 2018/19 ACADEMIC YEAR
Period Y Year
Scheme
Level
Module MSCGH01Y Global Governance for Health
Occurrence A Assessment sequence number

1a. Generate assessment due dates
1b. Generate assessment records for student(s)

This process is a requirement to record dates for the HESA Student return

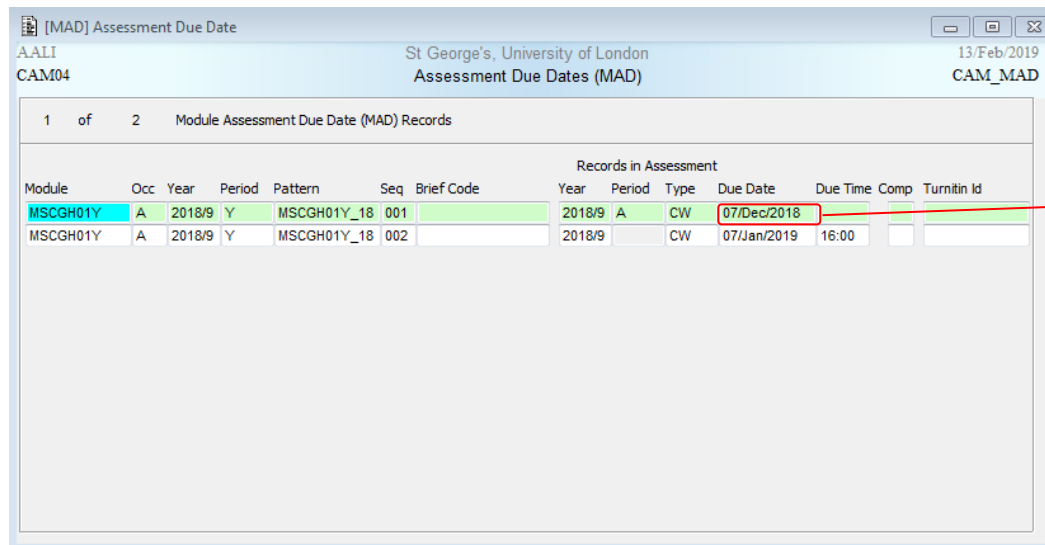
Enter the relevant information at the top of the screen as a minimum:
Academic Year
Period
Module code
Occurrence code

Run option 1a

- Select Run by option 1a. – Generate assessment due dates
- SAS screen can now be closed

NOTE: If you keep running Option 1a. after updating MAD you will be wiping out the data already entered

- Go to **MAD** (Module Assessment Due Dates) screen.
- Retrieve the module by entering the same data used for SAS



[MAD] Assessment Due Date

AALI St George's, University of London 13/Feb/2019
CAM04 Assessment Due Dates (MAD) CAM_MAD

1 of 2 Module Assessment Due Date (MAD) Records

Records in Assessment													
Module	Occ	Year	Period	Pattern	Seq	Brief Code	Year	Period	Type	Due Date	Due Time	Comp	Turnitin Id
MSCGH01Y	A	2018/9	Y	MSCGH01Y_18	001		2018/9	A	CW	07/Dec/2018			
MSCGH01Y	A	2018/9	Y	MSCGH01Y_18	002		2018/9		CW		16:00		

Enter the due date in the due date field and store

- Enter the due date for all, or as a minimum for HESA the final, assessment(s).
- Store (F6)

*If this field is populated before the assessment records are created (SAS option 1b) this will automatically populate the due date on the **Student Assessment Log** record. If not this will need to be added manually afterwards for every student assessment.