

St George's SITS OPERATIONAL PROCEDURE - RECORDING SUBMISSIONS

Using SAL and SRR to Log Assessments Comments This process is assuming Login to SITS: Vision Client that due dates have been From Main Menu (MM) open the Student Assessment Log (SAL) 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) [SAL] Student Assessment Log _ | U × St George's: University of London CAM XSAL1 CAM04 Student Assessments Log (SAL) Enter the relevant 2010-* 2010/11 ACADEMIC YEAR Year information at the top of the Student screen as a minimum: Module Research Project in Biochemistry & Immunol Occurrence Academic Year MAP Code MAB Sea Personnel Module code AST Code Occurrence code - if required Due Date MAB Seg - last assessment Sort By -Retrieve (F5) 1 of 35 Student Assessment Log records - Dates -Orig Due Date / Time Curr Due Seg. MAB Description Rec'd Name Pattern Received Date/Time V / BMSIC002/10 002 BMSIC002 - Oral examination 02/Jun/2011 21/Nov/2011 12:38 Tick the Rec'd box when the V BMSIC002/10 002 BMSIC002 - Oral examination assessment is submitted and V BMSIC002/10 002 BMSIC002 - Oral examination 02/Jun/2011 디 BMSIC002/10 002 BMSIC002 - Oral examination this will auto-populate the BMSIC002/10 002 BMSIC002 - Oral examination 02/Jun/2011 received date/time field. V BMSIC002/10 002 BMSIC002 - Oral examination 02/Jun/2011 02/Jun/2011 V BMSIC002/10 002 BMSIC002 - Oral examination 02/Jun/2011 V BMSIC002/10 002 BMSIC002 - Oral examination V BMSIC002/10 002 BMSIC002 - Oral examination In2/Jun/2011 02/Jun/2011 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) [SALS] Student Assessments Log Supervisor _ U X Retrieve the relevant module St George's, University of London and assessment information: CAM04 Student Assessments Log Supervisor (SALS) CAM_SAL Year UDF Module Student Assessment Log (SAL) records of Occurrence (if required) Student Cand No. 3718 Seq (for last assessment) 2010/11 YEAR Year 2010/1 Period Module BMSIC002 BMSIC002 Occurrence To enter the Rec'd date Ass. Pattern BMSIC002/10 BMSIC002 Seq populate the box with the Personnel 1 Personnel 2 relevant date and store. MAB Description BMSIC002 - Oral examination Orig Due Dat/Tim 02/Jun/2011 Transaction Ref. Curr Due Date Stored Date Rec'd Dat/Tim Stored Time OK FOR SAL Submit Status Stored By No. of Items Enter the received date in Rec'd Dat

Store (F6) to save the update to all records.

You can use the next record icon on the menu bar to scroll between records.