# Setting Up Activity Management

## Prerequisites for Setting Up Activity Management

In order to gain the highest value from this documentation, we suggest that readers be familiar with the following items:

- Basic PeopleSoft Tree Structure, vocabulary, and components.
- Campus Solutions Academic Structure.
- Campus Solutions Course Catalog.
- Campus Solutions Schedule of Classes.
- Campus Solutions Instructor/Advisor Table.
- Campus Solutions Grading Setup.
- Basic Academic Structure Security.

## Setting Up an Activity Management Framework

This section discusses how to:

- Define content categories.
- Define content devices.
- Define exam types.
- Define forms of identification.
- Define a result scale.
- Define content messages.
- Define academic periods.
- Define extenuating circumstances.
- Define inclusion types.
- Review date sources.
- Define date settings.
- Define action dates.

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- Define result dates.

### Understanding Activity and Result Dates for Self Service

The Date Sources, Date Settings, Action Dates, and Result Dates components comprise a structure that allows schools to establish self-service controls for students and instructional staff (faculty and exam staff). This feature is designed to be a one-time setup using delivered date sources, negating the need to set up these controls on a term-by-term basis.

You must select a date source to control when to begin and end specific access for actions and results. Similar to the dynamic date feature, you have the ability to indicate how many days before or after this date the controls should begin or end.

For students, you must define when optional activities can be selected. For example, students may have a choice of submitting either a written report or presenting an oral report. You must define the range of dates, using the delivered date sources, that a student has to make that choice. For instance, your institution may want students to begin their selection of an optional assessment item on the session start date, but complete this selection five days before the assessment item due date. Define these dates on the Action Dates component. These can be defined down to the academic program level. If your institution does not allow optional selections of activities, you do not need to set up Action Dates.

You must also define when students can view their course activities results. Set this up on the Result Dates component using the *Student Self Service View* Release Type. Again, you can define these down to the academic program level, but you can also restrict the view of results to specific result statuses.

For instructional staff, you must define when to display the result rosters in the Activity Management WorkCenter and whether they can manually enter results (grades) and calculate results. Using the Result Dates component with the *Faculty Self Service Update* Release Type, your institution can define dates for specific academic organizations and which result access – calculate or grade – can be performed.

See the following sections for more details about defining activity and result dates for self service:

- Reviewing date sources.
- Defining date settings.
- Defining action dates.
- Defining result dates.

## Pages Used to Set Up an Activity Management Framework

| ***Page Name*** | ***Definition Name*** | ***Navigation*** | ***Usage*** |
|---|---|---|---|
| Content Categories | SSR_AC_TYPE_TBL | Curriculum Management > Activity Management > Setup > Content Categories | Set up content categories used in activity management. |
| Content Devices | SSR_AC_DEVICES_TBL | Curriculum Management > Activity Management > Setup > Content Devices | Set up content devices used in activity management. |
| Exam Types | SSR_AC_EXAMTYP_TBL | Curriculum Management > Activity Management > Setup > Exam Types | Set up exam types used in activity management. |

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| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Forms of Identification | SSR_AC_ID_REQ_TBL | Curriculum Management > Activity Management > Setup > Forms of Identification | Set up forms of ID accepted by your institution as part of activity management. |
| Result Scale Table | SSR_GRADE_MAP_TBL | Set Up SACR > Product Related > Student Records > Grading > Result Scale | Define a result scale that is attached to the various content types of a course. |
| Content Messages | SSR_AC_MESSAGES | Curriculum Management > Activity Management > Setup > Content Messages | Set up messaging that is used in activity management. |
| Academic Period Table | SSR_PERIOD_TBL | Set Up SACR > Foundation Tables > Term Setup > Academic Periods | Set up academic periods used as part of activity management. |
| Activity Extenuating Circumstances | SSR_AC_ITEMTYPE | Curriculum Management > Activity Management > Setup > Extenuating Circumstances | Define reason codes specific to an activity or a result. |
| Inclusion Types | SSR_AC_INCLTYPE | Curriculum Management > Activity Management > Setup > Inclusion Types | Activate inclusion types to be used in the Activity Definition. |
| Date Sources | SSR_ADC_SETUP | Curriculum Management > Activity Management > Setup > Date Sources | Indicates the available records when setting activity dates. |
| Date Settings | SSR_ADC_MAPPNG | Curriculum Management > Activity Management > Setup > Date Settings | Set date sources for actions and results. |
| Action Dates | SSR_ADC_ACTN_CTRL | Curriculum Management > Activity Management > Setup > Action Dates | Set parameters for when students can select optional activities. |
| Result Dates | SSR_ADC_RSLT_CTRL | Curriculum Management > Activity Management > Setup > Result Dates | Set parameters for when instructional staff can grade activities. |

## Defining Content Categories

Access the Content Categories page (Curriculum Management > Activity Management > Setup > Content Categories.).

You should define content categories if categories are utilized as a content type in your activity content tree. Content categories are used to group individual content items into a category that has meaning to your institution. This setup is optional, but provides the ability to set calculation rules against a given category, if necessary, the ability to group assignments for display purposes, or both. Categories are child items to courses and components in the content tree structure. They can also be children to conditions. Additional examples of categories include reading assignments, quizzes, in-class tests, research, and homework.

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## Defining Content Devices

Access the Content Devices page (Curriculum Management > Activity Management > Setup > Content Devices).

A content device is any item that a student is allowed to utilize during an examination or required for a course or to complete a piece of coursework. Devices are associated with specific content items in the activity registry. Content devices are optional. Additional examples of content devices include dictionary, thesaurus, textbook, digital camera, and paint brushes.

## Defining Exam Types

Access the Exam Types page (Curriculum Management > Activity Management > Setup > Exam Types).

Exam types are required for course-level examinations and are a means to further define the nature of an exam; they are associated with an exam content item on the activity registry. Additional examples of exam types include open-book, closed-book, oral, and final.

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**Note:** If you are using resit functionality and there are multiple examinations within a course, each exam must have a different exam type.

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## Defining Forms of Identification

Access the Forms of Identification page (Curriculum Management > Activity Management > Setup > Forms of Identification.).

Forms of identification are any items that a student may be required to provide prior to entrance into an examination at your institution. This setup is optional. Forms of identification are associated with a specific exam content item in the activity registry. Additional examples of forms of identification include examination entry form, campus ID, and waiver form. Forms of Identification can be established at the Academic Institution, Career, or Organization level and can be applied automatically to course activity registries.

## Defining a Result Scale

Access the Result Scale Table page (Set Up SACR > Product Related > Student Records > Grading > Result Scale).


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**Image: Result Scale Table page (1 of 2)**

This example illustrates the fields and controls on the Result Scale Table page (1 of 2). You can find definitions for the fields and controls later on this page.

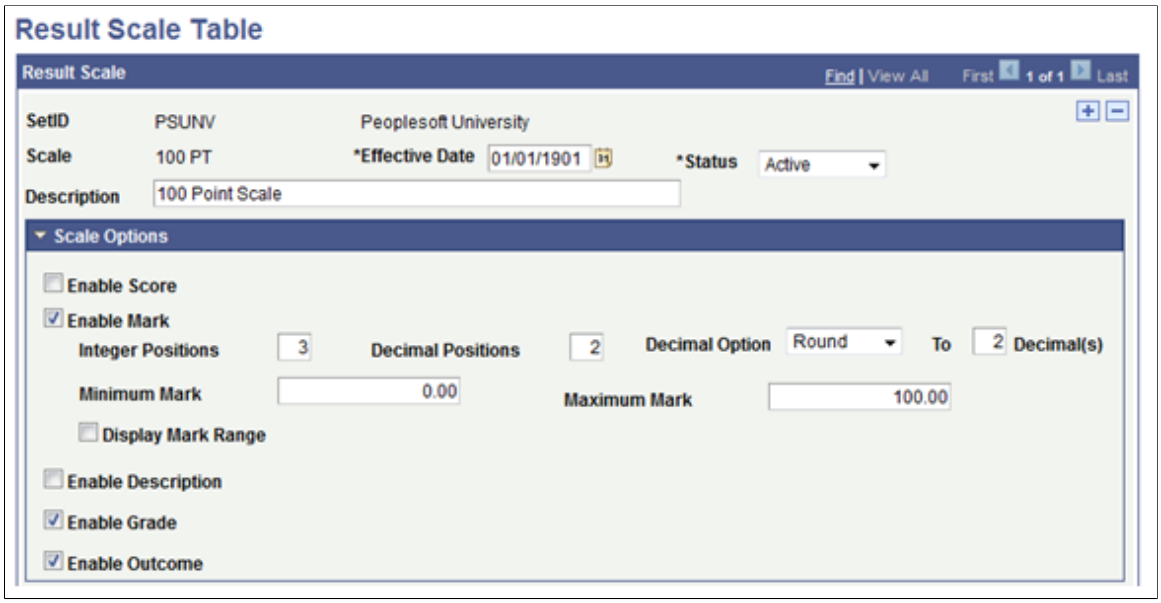
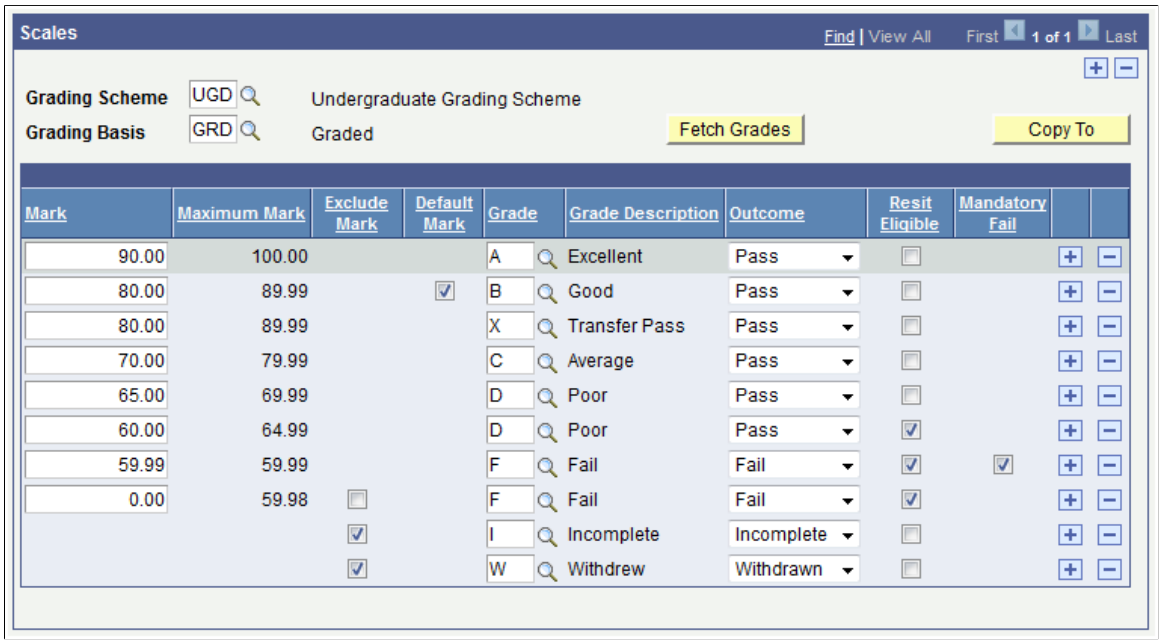



**Image: Result Scale Table page (2 of 2)**

This example illustrates the fields and controls on the Result Scale Table page (2 of 2). You can find definitions for the fields and controls later on this page.




On this page you establish how scores and marks map to grades and outcomes. If using program enrollment, users can define which of these fields, calculated at the activity level, they want to update to a student's Academic Progress Tracker (APT). The Grade In/Official value can also populate the Student Enroll record (STDNT_ENRL), in much the same way as the system currently does in the Student Records core grading process. A Result Scale can be established at the Academic Institution, Career, or Organization level and can be applied automatically to course activity registries.

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## Scale Options

The options you select in this group box determine the appearance of the Scales group box below.

| | |
|---|---|
| **Enable Score** | Select this check box to display the Score column below, and define the field as either Character or Numeric. If you enable the Score column, users can enter a value that can be translated to a Mark. This check box is cleared by default. The score is an optional result field that can be used to map a value that is not used in calculation to a mark that is used in calculation. |
| **Score Value Field Type** | This field appears when you select the Enable Score check box. Specify whether the free-form Score is entered as a *Character* or *Numeric* value. |
| **Integer Positions, Decimal Positions** | These fields appear when the Score Value Field Type is *Numeric.* Specify the position that the integer and decimal fields can use. |
| **Enable Mark** | Select this check box to display the Mark column below. Marks are required for those scales where result values require calculation. This check box is selected by default. |
| **Integer Positions, Decimal Positions** | These fields appear when the Enable Mark check box is selected. Specify the position the integer and decimal fields can use. The default value is *0*; you must define the position values. |
| **Decimal Option, To __ Decimals** | Indicate how to round or truncate the decimal position for an entered or calculated mark on a student's record. |
| **Minimum Mark, Maximum Mark** | These fields appear when the Enable Mark check box is selected. Together, they indicate the numerical range of the scale; that range is used to validate entered marks against a student's record. During the grading process if an entered mark falls outside the range of these minimum and maximum values, the user receives an error. |
| **Display Mark Range** | This field appears when the Enable Mark check box is selected. Select the check box to allow users to view the upper end of the range for each mark entered. The upper end of the range appears in the Maximum Mark column of the Scale grid below. This check box is cleared by default. |
| **Enable Description** | Select this check box to display the Score/Mark Description column below. This check box is cleared by default. |
| **Enable Grade** | Select this check box to display the Grade and Grade Description columns below. If you select this check box, the Grading Scheme and Grading Basis fields also appear. This check box is selected by default. |

**Note:** Currently, to enter results on the Individual Activity Manager (IAM) a result scale must possess a student's enrollment grading scheme/grade basis.


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**Enable Outcome**

Select this check box to display the Outcome column below, where you can define the outcome of a score/mark/grade combination. This check box is selected by default.

## Scales

**Grading Scheme**

Identify the grading scheme from which the grade basis and grade are mapped. A result scale can have multiple grading schemes and grade bases, but the course to which the result ID is associated must have one of the grading scheme and grade bases combinations defined here.

**Grading Basis**

Identify the grade basis from which the grade is mapped.

**Fetch Grades**

You can click this button after a grading scheme and basis have been entered. The system displays all grades defined on the grade table for the given grading scheme and grading basis. The system then displays a message when grades are fetched and displays them here.

Note that you can delete any grade from the scale after the fetch process is complete.

**Copy From**

You can click this button if the Enable Grade check box is selected. To use Copy From, a previously saved scale within this result scale must exist. To execute the copy, insert a new row; enter the Grading Scheme and Grading Basis, then select Copy From.

**Copy To**

You can click this button if the Enable Grade check box is selected and a previously saved scale exists.

**Score**

This column appears if the Enable Score check box is selected above. Use this field if the initial result provided to the student differs from the corresponding mark or grade field. The value entered here maps to the specific mark value.

If you use this column, the Display Mark Range and Maximum Mark fields are disabled.

**Mark**

This column appears if the Enable Mark check box is selected above. The system maps marks in one of two ways:

- If you enter a score here, the system maps it directly to a mark and disables the Display Mark Range and Maximum Mark fields.
- If you do not enter a score, the system treats the mark as a range. The value entered here becomes the lowest value of the range used by the system to map to a grade and outcome. For example, the system grants an A grade for students receiving any mark from 90.00 to 97.99. A student receiving a 98.00 to 100.00 receives an A+.

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Use this field, in combination with the Maximum Mark field, to indicate the range of each row.

**Maximum Mark**

This column appears if the Display Mark Range check box is selected above. Use this field, in combination with the Mark field, to show the full range of a specific row. The value that appears here is derived from the actual values entered in the Mark column.

**Exclude Mark**

This check box appears when the Mark value of a row is zero (0.00). Select this check box when a mark should not be used in a calculation.

Rows containing grade outcomes such as Incomplete and Withdrawn are the most likely candidates to be excluded.

**Default Mark**

This check box appears when there is duplication in the Mark column. When duplication occurs, select which mark the system should use for calculation purposes.

In the above example, a student who earns a mark between 60. 00 and 69.99 receives a grade of *D / Poor* by default; faculty and administrative users have the ability to override and change the grade to *P / Pass* or *X / Transfer Pass* where necessary for individual students.

**Grade**

The values in this column are retrieved from the Grade Table when you select the Fetch button; you can also enter them manually. You can delete any fetched grade values.

**Outcome**

Select *Passed, Failed, Withdrawn, Audit,* or *Incomplete.*

The Outcome (SSR_RESULTS_STATUS ) is populated based on the following logic when the grade field is populated:

1. Grades with In Progress Grade flag = Y tagged as Incomplete.
2. Grades with Earn Credit flag = Y and Grade Points > 0, tagged as Passed.
3. Any Convert To grade pointing to a grade identified in step 2, tagged as Passed.
4. Any grade <=> steps 1, 2 or 3 and Include in GPA = Y, tagged as Failed.
5. Any Convert To grade pointing to a grade identified in step 4, tagged as Failed.
6. Any grades <=> 1, 2, 3, 4 or 5 left blank.

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**Note:** Any values added to SSR_RESULTS_STATUS must also be set up on SSR_IAM_OUTCOME.

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**Resit Eligible**

Indicate which mark, grade, and outcome combinations are eligible for reassessment. This field works in conjunction with the Resit Inclusion defined on the Activity Registry page and maintained on the Activity Manager page.

**Mandatory Fail**

This feature is used with the Mandatory Pass feature set up in the Activity Registry or the Activity Manager. It allows schools to indicate that if a particular activity of a course is failed, then the student fails the overall course. If an activity is noted as a Mandatory Pass and the student fails it, the system populates the mark indicated here as the Mandatory Fail result on the course result.

In the example above—a student who fails an activity required as Mandatory Pass—the system inserts a course result row with a mark of 59.99, the grade of F, and the outcome of Fail. Any mark/grade/outcome combination can be set as the Mandatory Fail row. Another common setting for this the result row may be 0.00 / F / Fail.

## Defining Content Messages

Access the Content Messages page (Curriculum Management > Activity Management > Setup > Content Messages).

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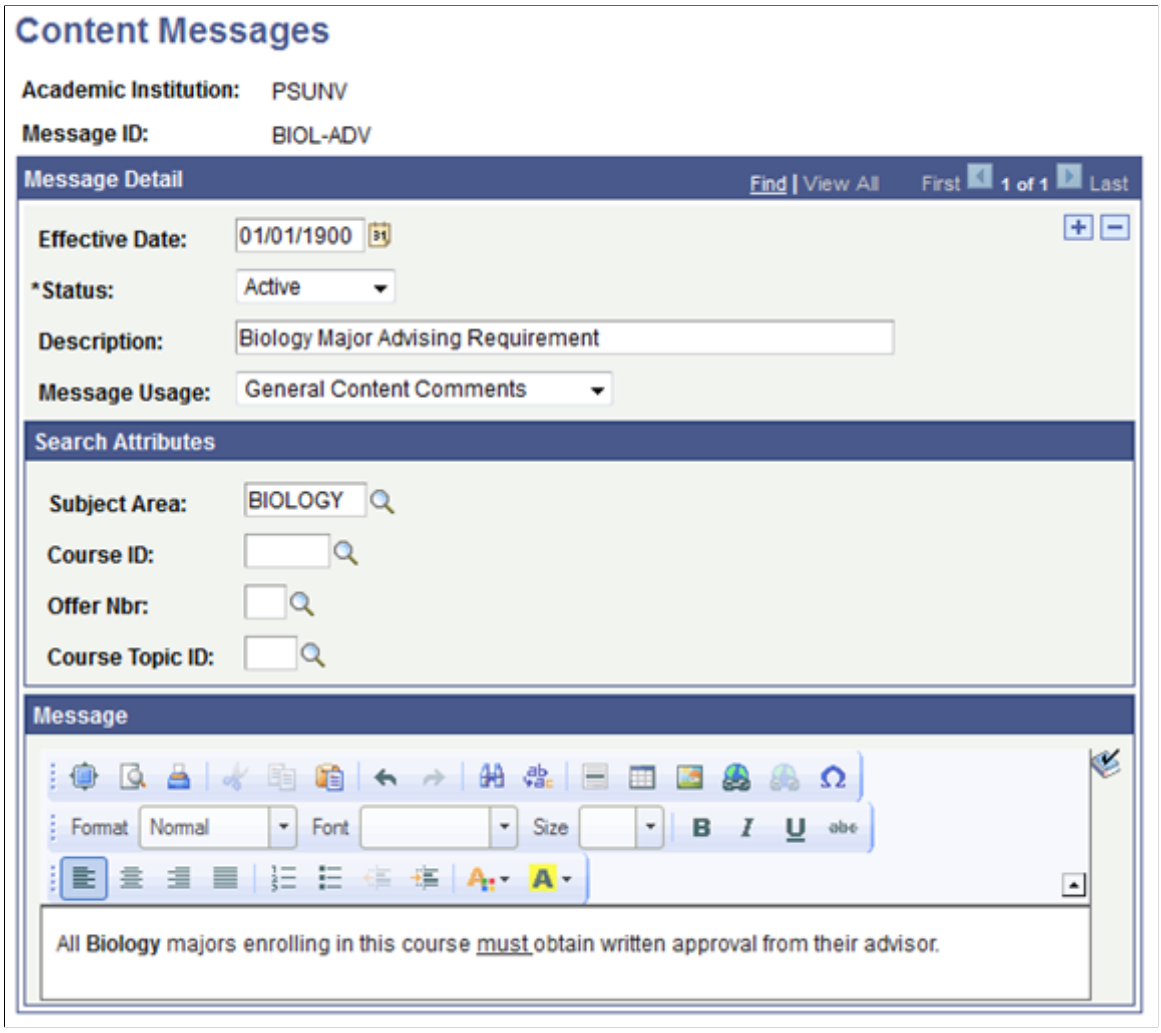
**Image: Content Messages page**

This example illustrates the fields and controls on the Content Messages page. You can find definitions for the fields and controls later on this page.




Content messages that you create here can be used within the activity registry. You can also enter free-form messages directly into the activity registry. Content messages are created as either *General Content Comments* or *Staff Instructions.* General content comments are directives for students and staff and are associated with content types in the activity. Staff instructions are associated with examination staff in the activity registry. Staff instructions are only visible to staff members assigned to a given exam.

**Message Usage**

Select either *General Content Comments* or *Staff Instructions.* General content comments are prompted as content notes in the activity registry for each content type. Staff instructions are prompted as administrative instructions in the Staffing Requirements section in the activity registry for exam content types.

**Subject Area, Course ID, Offer Nbr** (number), **Course Topic ID**

These fields serve as search filters in the activity registry and activity manager for content notes and administrative instructions. Add subject, course ID, offering number, or course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topic to aid in searching on the activity registry or activity manager.

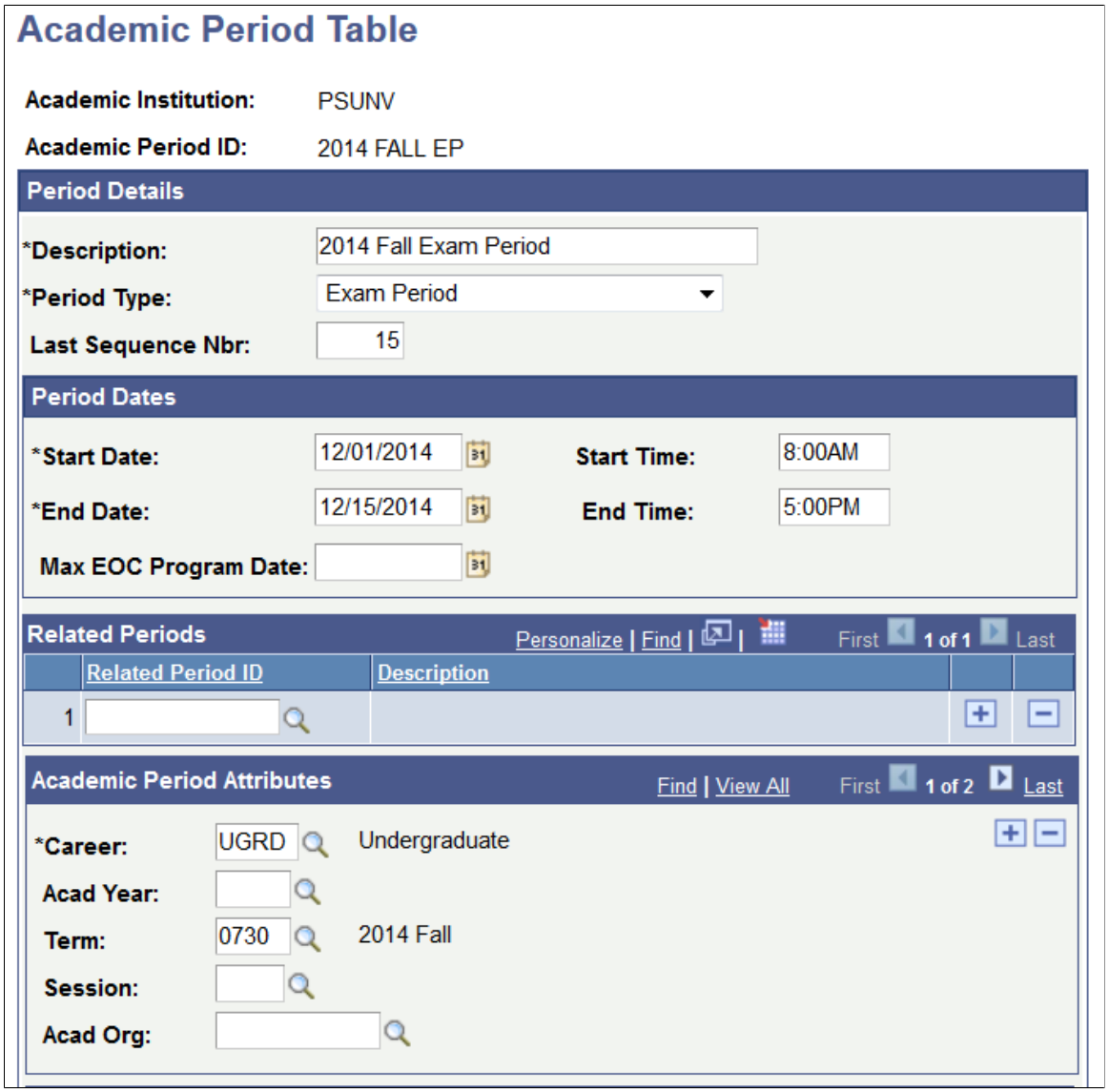
**Message** Enter text here to populate the Message ID prompt in content notes or administrative instructions (based on message usage) in the activity registry.

## Defining Academic Periods

Access the Academic Period Table page (Set Up SACR > Foundation Tables > Term Setup > Academic Periods).

**Image: Academic Period table page**

This example illustrates the fields and controls on the Academic Period table page. You can find definitions for the fields and controls later on this page.




Academic periods are institutionally defined time periods that can be created to support exams in Activity Management. The Period Type of *Exam Period* is delivered for this purpose. Exam periods will be

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associated with exams in the Activity Generator, Activity Manager, and the Section Manager. The Program Enrollment feature also utilizes Academic Periods but with a different Period Type.

| | |
|---|---|
| **Period Type** | Select *Exam Period* for Activity Management. Additional period types are delivered with Program Enrollment.<br><br>This field indicates the type of academic period. When the Period Type is *Exam Period,* the Academic Period Attributes section becomes available. |
| **Last Section Number** | This field indicates the most recent section number associated with an exam section in the Section Manager. |
| **Start Date** | The beginning date of the academic period being defined. |
| **Start Time** | The beginning time of the academic period being defined. |
| **End Date** | The final date of the academic period being defined. |
| **End Time** | The final time of the academic period being defined. |
| **Max EOC Program Date** (maximum exam only course program date) | The maximum date that an Exam Only Course (EOC) can be created. If this field is left as null then start date is used as the maximum EOC program date. |
| **Related Period ID** | For future use. |
| **Career** | Enter the career(s) for which this academic period is applicable. When associating an exam period with a course exam, the career entered here must match the career associated with the course. |
| **Academic Year** | For future use. This attribute is used at a later date to associate an academic period with an academic year. |
| **Term** | Enter a term to associate it with the academic period. This association is used as follows:<br><br>• It controls which academic periods are available to students who are enrolled in a particular term.<br><br>• It is *required* for schools utilizing both the Exam Only Course and the Program Enrollment features by informing the system into which academic period a student should be enrolled when the enrollment is processed by the IAM Batch Generator. |
| **Session** | Enter a session to associate it with the academic period. This association is used as follows: it controls which academic periods are available to students who are enrolled in a particular term/session combination. |
| **Acad Org** | For future use. This attribute is used at a later date to restrict processing. |


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**Academic Period Attributes Section**

This section appears when the Period Type is *Exam Period* and allows users to define values for delivered common attributes. The record context used for the Academic Period Table is the Period Table Attributes (SSR_PERIOD_TBL) record. The entity names used for the Activity Registry are prefixed by 'SSR'.

The delivered attributes are *Exam Period Type, Enrollment Start Date, Enrollment End Date, Fully Graded Date, Late Enrollment Date,* and *Service Indicator.* Of these, *Exam Period Type, Enrollment Start Date* and *Enrollment End Date* are required.

See "Understanding Common Attribute Framework" (PeopleSoft Campus Solutions 9.2: Campus Community)

See "Defining a Common Attribute" (PeopleSoft Campus Solutions 9.2: Campus Community)

**Exam Period Type**

Select *Regular* or *Resit.*

When the period type is exam period, indicate if the period is designed to be a regular exam period or an exam period designated for resits only. The period type is analyzed during the reassessment evaluation process (see Resit Period Limit Assignment).

**Enrollment Start Date**

Use this field to indicate the first date that students are able to select an exam activity during this academic period.

**Enrollment End Date**

Use this field to indicate the last date that students are able to select an exam activity during this academic period.

**Fully Graded Date**

Use this field to identify the date for an exam period where activities would be considered completely graded.

**Late Enrollment Date**

Use this field to indicate the first date that begins the late enrollment period to select an exam activity during this academic period.

**Service Impact**

Use this field to enter the service impact that would prohibit a student from selecting an exam activity in this academic period.

## Defining Extenuating Circumstances

Access Activity Extenuating Circumstances page (Curriculum Management > Activity Management > Setup > Extenuating Circumstances).

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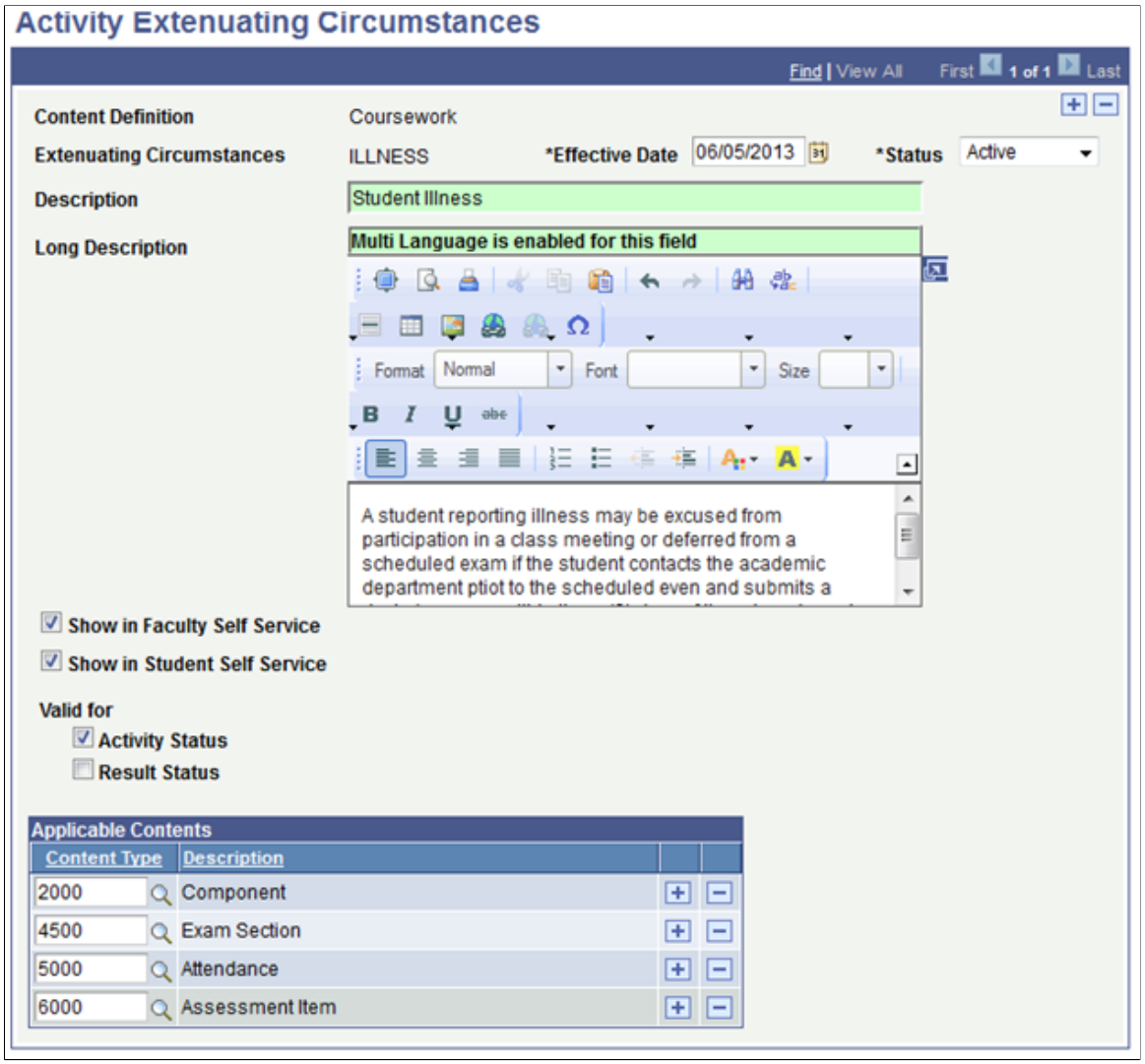
**Image: Activity Extenuating Circumstances page**

This example illustrates the fields and controls on the Activity Extenuating Circumstances page. You can find definitions for the fields and controls later on this page.




This component allows administrative users to define *reason codes* specific to an activity, a result, or both. The extenuating circumstance is stored and can be used to drive further processing. For instance, if a student is sick on the day of the exam, users can record this against the exam activity. With future processing the system will know to defer the student's attempt to a later exam period (Rules Engine would be incorporated into this processing).

| | |
|---|---|
| **Content Definition** | Indicate to which Activity Definition the extenuating circumstance is applicable. Currently for Activity Management the only value is *Coursework.* |
| **Extenuating Circumstance** | User-defined code to identify the extenuating circumstance. |
| **Long Description** | Long description field to explain the extenuating circumstance. In the future, this information can be provided to students and faculty in self service. |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**Show in Faculty Self Service** Select this check box to display the extenuating circumstances prompt in faculty self service.

**Show in Student Self Service** Select this check box to display the chosen extenuating circumstance to students in student self service.

**Valid for Activity Status** Indicates whether the extenuating circumstance is applicable to student's activity status. For example, if the student missed an assignment due to illness this extenuating circumstance can be recorded against the student's assignment activity on the IAM component.

**Valid for Result Status** Indicates whether the extenuating circumstance is applicable to student's result status. For example, if a student sat for an exam but was ill, this extenuating circumstance can be recorded against the exam result to explain a poor result. This would be recorded on the Result Roster component or the IAM Result for an individual student.

**Applicable Contents** Indicates to which content types the extenuating circumstance is applicable.

## Defining Inclusion Types

Access the Inclusion Types page (Curriculum Management > Activity Management > Setup > Inclusion Types).

**Image: Inclusion Types page**

This example illustrates the fields and controls on the Inclusion Types page. You can find definitions for the fields and controls later on this page.

Inclusion Types

| Sort Sequence | Inclusion Type | *Status | Description | Created By | Created | Updated By | Last Update Date/Time |
|---|---|---|---|---|---|---|---|
| 1 | 05-GEN | Active | General | PS | 26/06/2013 2:14:20PM | PS | 26/06/2013 2:32:27PM |
| 2 | 10-INS | Active | Insufficient Mark Options | PS | 26/06/2013 2:14:20PM | PS | 26/06/2013 2:18:46PM |
| 3 | 15-LTE | Active | Late Penalty Options | PS | 26/06/2013 2:14:20PM | PS | 26/06/2013 2:18:46PM |
| 4 | 20-RST | Active | Resit Options | PS | 26/06/2013 2:14:20PM | PS | 26/06/2013 2:23:28PM |
| 5 | 25-DTS | Active | Dates and Durations | PS | 26/06/2013 2:14:20PM | PS | 26/06/2013 2:18:46PM |
| 6 | 30-CAP | Active | Capping Options | PS | 26/06/2013 2:14:20PM | PS | 26/06/2013 2:29:44PM |
| 7 | 35-SCH | Active | Scheduling Options | PS | 26/06/2013 2:14:20PM | PS | 26/06/2013 2:18:46PM |
| 8 | 40-STF | Active | Staffing Requirements | PS | 26/06/2013 2:14:20PM | PS | 26/06/2013 2:18:46PM |
| 9 | 45-DEV | Active | Devices | PS | 26/06/2013 2:14:20PM | PS | 26/06/2013 2:18:46PM |
| 10 | 50-IDS | Active | Forms of Identification | PS | 26/06/2013 2:14:20PM | PS | 26/06/2013 2:18:46PM |
| 11 | 55-ATT | Active | Attendance Tracking Options | PS | 26/06/2013 2:14:20PM | PS | 26/07/2013 9:10:12AM |

This page lists the delivered inclusion records available for use in the Activity Management feature. The statuses are delivered with an *Active* Status. Deactivate any inclusion types that your institution will not use in creating activity management coursework structures.

See Reviewing Content Inclusions

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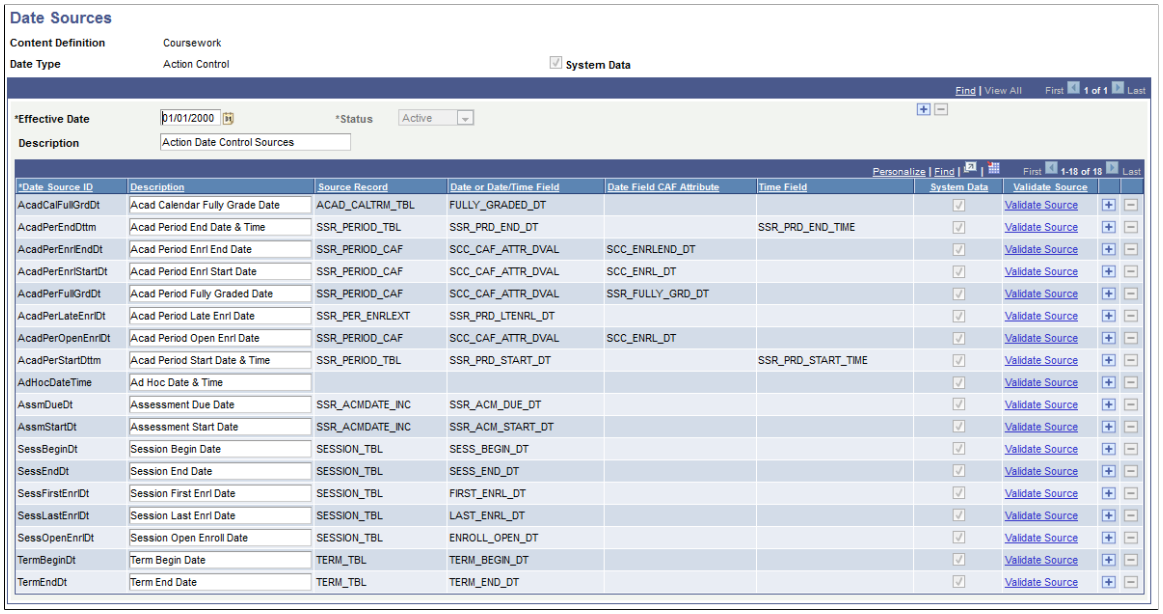
# Reviewing Date Sources

Access the Date Sources page (Curriculum Management > Activity Management > Setup > Date Sources).

**Image: Date Sources page**

This example illustrates the fields and controls on the Date Sources page. You can find definitions for the fields and controls later on this page.



Date Sources

Content Definition: Coursework

Date Type: Action Control  System Data

Find | View All  First 1 of 1 Last

*Effective Date: 01/01/2000  *Status: Active

Description: Action Date Control Sources

Personalize | Find | First 1-18 of 18 Last

| *Date Source ID | Description | Source Record | Date or Date/Time Field | Date Field CAF Attribute | Time Field | System Data | Validate Source |
|---|---|---|---|---|---|---|---|
| AcadCalFullGrdDt | Acad Calendar Fully Grade Date | ACAD_CALTRM_TBL | FULLY_GRADED_DT | | | ✓ | Validate Source |
| AcadPerEndDttm | Acad Period End Date & Time | SSR_PERIOD_TBL | SSR_PRD_END_DT | | SSR_PRD_END_TIME | ✓ | Validate Source |
| AcadPerEnrlEndDt | Acad Period Enrl End Date | SSR_PERIOD_CAF | SCC_CAF_ATTR_DVAL | SCC_ENRLEND_DT | | ✓ | Validate Source |
| AcadPerEnrlStartDt | Acad Period Enrl Start Date | SSR_PERIOD_CAF | SCC_CAF_ATTR_DVAL | SCC_ENRL_DT | | ✓ | Validate Source |
| AcadPerFullGrdDt | Acad Period Fully Graded Date | SSR_PERIOD_CAF | SCC_CAF_ATTR_DVAL | SSR_FULLY_GRD_DT | | ✓ | Validate Source |
| AcadPerLateEnrlDt | Acad Period Late Enrl Date | SSR_PER_ENRLEXT | SSR_PRD_LTENRL_DT | | | ✓ | Validate Source |
| AcadPerOpenEnrlDt | Acad Period Open Enrl Date | SSR_PERIOD_CAF | SCC_CAF_ATTR_DVAL | SCC_ENRL_DT | | ✓ | Validate Source |
| AcadPerStartDttm | Acad Period Start Date & Time | SSR_PERIOD_TBL | SSR_PRD_START_DT | | SSR_PRD_START_TIME | ✓ | Validate Source |
| AdHocDateTime | Ad Hoc Date & Time | | | | | ✓ | Validate Source |
| AssmDueDt | Assessment Due Date | SSR_ACMDATE_INC | SSR_ACM_DUE_DT | | | ✓ | Validate Source |
| AssmStartDt | Assessment Start Date | SSR_ACMDATE_INC | SSR_ACM_START_DT | | | ✓ | Validate Source |
| SessBeginDt | Session Begin Date | SESSION_TBL | SESS_BEGIN_DT | | | ✓ | Validate Source |
| SessEndDt | Session End Date | SESSION_TBL | SESS_END_DT | | | ✓ | Validate Source |
| SessFirstEnrlDt | Session First Enrl Date | SESSION_TBL | FIRST_ENRL_DT | | | ✓ | Validate Source |
| SessLastEnrlDt | Session Last Enrl Date | SESSION_TBL | LAST_ENRL_DT | | | ✓ | Validate Source |
| SessOpenEnrlDt | Session Open Enroll Date | SESSION_TBL | ENROLL_OPEN_DT | | | ✓ | Validate Source |
| TermBeginDt | Term Begin Date | TERM_TBL | TERM_BEGIN_DT | | | ✓ | Validate Source |
| TermEndDt | Term End Date | TERM_TBL | TERM_END_DT | | | ✓ | Validate Source |

This component defines which dates in the system can be used as landmarks to control when students are allowed to select optional activities and review results in self service. Users also select from these dates when the result roster becomes available to instructional staff in the Activity Management WorkCenter and which actions can be performed. Eighteen date sources are delivered as system data and can be used when setting date controls for actions (students) and results (students and instructional staff). In most cases, no action is required on this page.

An Ad Hoc date source is provided that allows users to enter a specific date and time for activity actions and results. Keep in mind that unlike the other delivered date sources, an ad hoc date would need to be updated on a regular basis.

Users can also add new date sources if needed, but depending on the record keys this could require modifications to the SSR_ACTIVITY:UTIL app package.

**Content Definition** The delivered content definition value for Activity Management is *Coursework*.

**Date Type** This indicates if the dates listed are for actions or results. Two date types are delivered: *Action Control* and *Result Control*. Action controls are specific to students being able to select optional activities in self service. Result controls are used to display results to students and to open the result roster to instructional staff for grading purposes.

**System Data** An indicator showing that system data exists on this page.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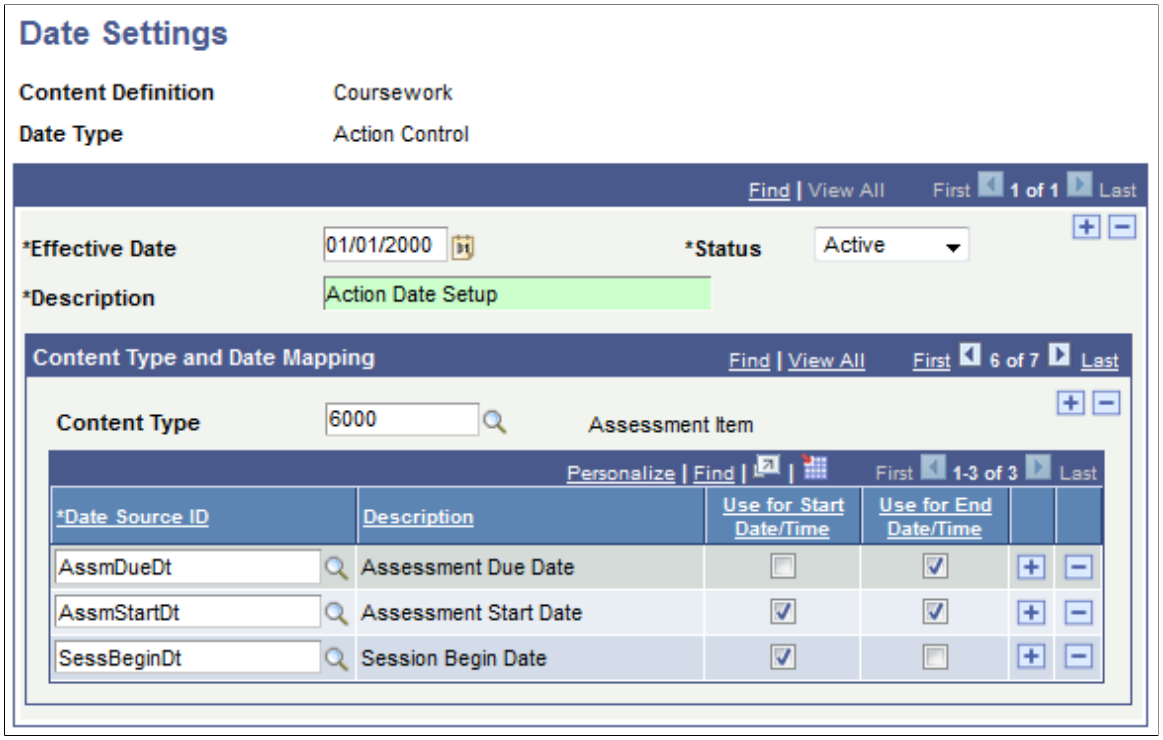
| | |
|---|---|
| **Date Source ID** | A unique identifier that stores the details of the date and time for each date source. |
| **Date Field CAF Attribute** | The Common Attribute Framework date field referenced. |
| **System Data** | Indicates whether the data is delivered as system data. |
| **Validate Sources** | Select to review any restrictions for the specific Date Source on the Date Source Validation secondary page. |

## Defining Date Settings

Access the Date Settings page (Curriculum Management > Activity Management > Setup > Date Settings).

**Image: Date Settings page**

This example illustrates the fields and controls on the Date Settings page. You can find definitions for the fields and controls later on this page.




This page is used to define the date sources to be used for each content type of the activity management structure. Date sources are specified as either *Action Control* or *Result Control*. Only establish date settings for action control if your school utilizes optional activities. If activities are always defined as mandatory, it is not necessary to define a date setting structure for the action control date type.

Regardless of the date type selected, you will define for each available content type all the applicable start and end date sources to be used. In the above example, one start date and two end dates are identified for the action control for the course content type. When creating *Action Date IDs* on the Action Date page, the *Session Start Date* is available for selection as the start date and the *Assessment Start Date* and *Assessment Due Date* are available for selection as the end date.

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**Note:** For the date type *Action Control*, the content type *Component* is not available for selection. Component selection is based on enrollment and is not available in the activity management structure as an optional activity. However, *Course* is listed to support Exam Only Course selection, although that feature is not yet functional.

| | |
|---|---|
| **Content Definition** | The delivered content definition value for Activity Management is *Coursework*. |
| **Date Type** | This indicates if the dates listed are for activity actions or activity results. Two date types are delivered: *Action Control* and *Result Control*. Action controls are specific to students being able to select optional activities in self service. Result controls are used to display results to students and to open the result roster to instructional staff for grading purposes. |
| **Content Type** | Enter a row for each content type for which you enter an action date or an result date. |
| **Date Source ID** | Enter the date source ID you use as either a start or end date for the given content type. |
| **Use for Start Date/Time** | Select to indicate if the date source is used as a start date source. |
| **Use for End Date/Time** | Select to indicate if the date source is used as an end date source. |

## Defining Action Dates

Access the Action Dates page (Curriculum Management > Activity Management > Setup > Action Dates).


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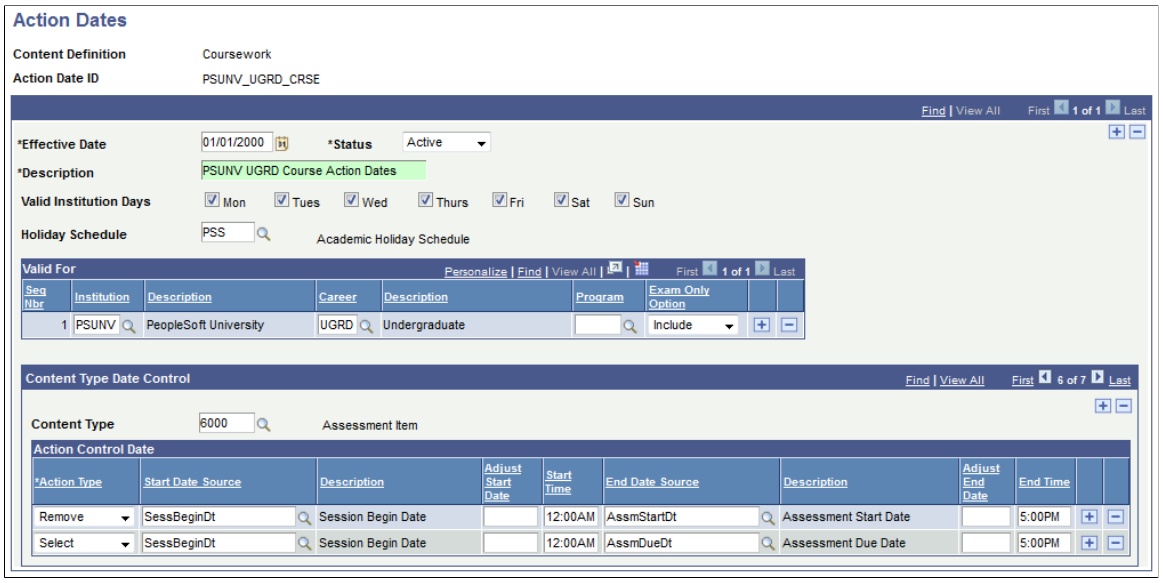
### Image: Action Dates page

This example illustrates the fields and controls on the Action Dates page. You can find definitions for the fields and controls later on this page.




This component controls when students can perform certain actions for optional content types in self service.

**Content Definition** The delivered content definition value for Activity Management is *Coursework*.

**Activity Action ID** Add a unique identifier when adding a new Action Date ID.

**Valid Institution Days** Indicate the valid days of the week to count when using the Adjust Start Date and Adjust End Date fields below.

**Holiday Schedule** Indicate which holiday schedule to use when using the Adjust Start Date and Adjust End Date fields below.

**Institution** Enter the academic institution to which the Action Date ID applies. A blank value applies to all academic institutions.

**Career** Enter the academic career to which the Action Date ID applies. A blank value applies to all academic careers of the institution.

**Program** Enter the academic program to which the Action Date ID applies. A blank value applies to all academic programs of the career.

**Exam Only Option** (for future use) Three options are available: *Include* to have the Action Date ID apply to Exam Only Courses, as well as regular courses; *Exclude* to not have the Action Date ID apply to exam only courses, or *Exam Only* to have the Action Date ID only apply to exam only courses. If different action dates exist for exam only and non-exam only courses, create different Action Date IDs.

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| | |
|---|---|
| **Content Type** | Enter a row for each content type for which the Action Date ID applies. You are not able to enter *Component* as this is not an optional content type. |
| **Action Type** | Select all applicable action types for the content type. *Select* and *Remove* are applicable actions for all content types. The exam section also has actions of *Confirm* and *Unconfirm*. The exam also includes *Resit Selection* and *Resit Remove* options. |
| **Start Date Source** | Select the appropriate date source. You only see those sources defined for the specific content type that were defined on the Date Setting component as an action control start date source. |
| **Adjust Start Date** | Enter the number of days before or after the source date for which the action should be allowed. For instance, if selections can be performed starting three days after the session start date, enter *3*. |
| **Use Time from Start Source** | Select to automatically use the start time associated with this source date. This field is only visible when the date source is *AcadPerStartDttm* or *AcadPerEndDttm*. Set up the academic period start time on the Academic Period Table. |
| **Start Time** | Enter a specific time the action should be allowed to start. A blank value default schedules the action to begin at *12:00AM.* |
| **End Date Source** | Select the appropriate date source. You only see those sources defined for the specific content type that were defined on the Date Setting component as an action control end date source. |
| **Adjust End Date** | Enter the number of days before or after the source date for which the action should be ended. For instance, if selections should end one day prior to the assessment start date, enter *-1*. |
| **Use Time from End Source** | Select to automatically use the end time associated with this source date. This field is only visible when the date source is *AcadPerStartDttm* or *AcadPerEndDttm*. Set up the academic period end time on the Academic Period Table. |
| **End Time** | Enter a specific time the action should end. A blank value ends the action at *11:59PM* by default. |

## Defining Result Dates

Access the Result Dates page (Curriculum Management > Activity Management > Setup > Result Dates).

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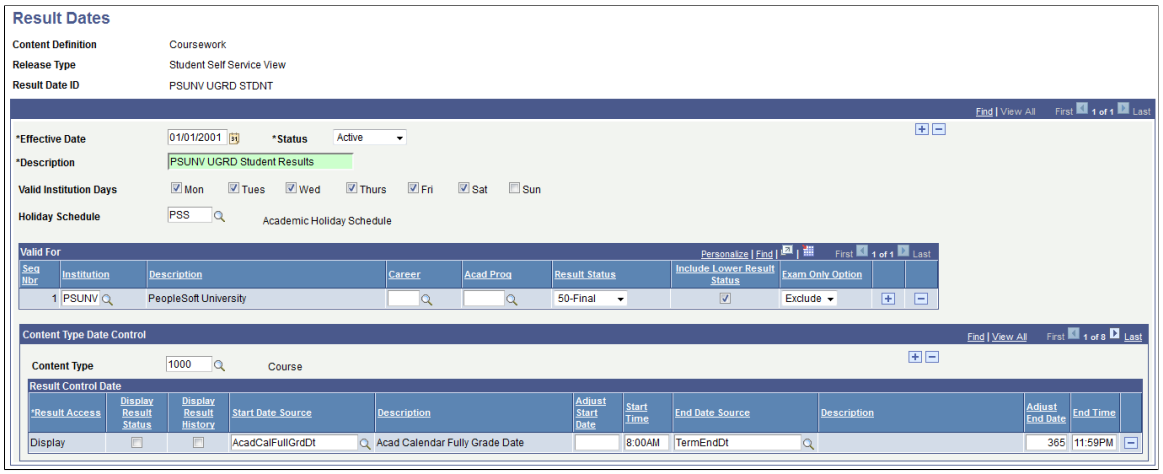
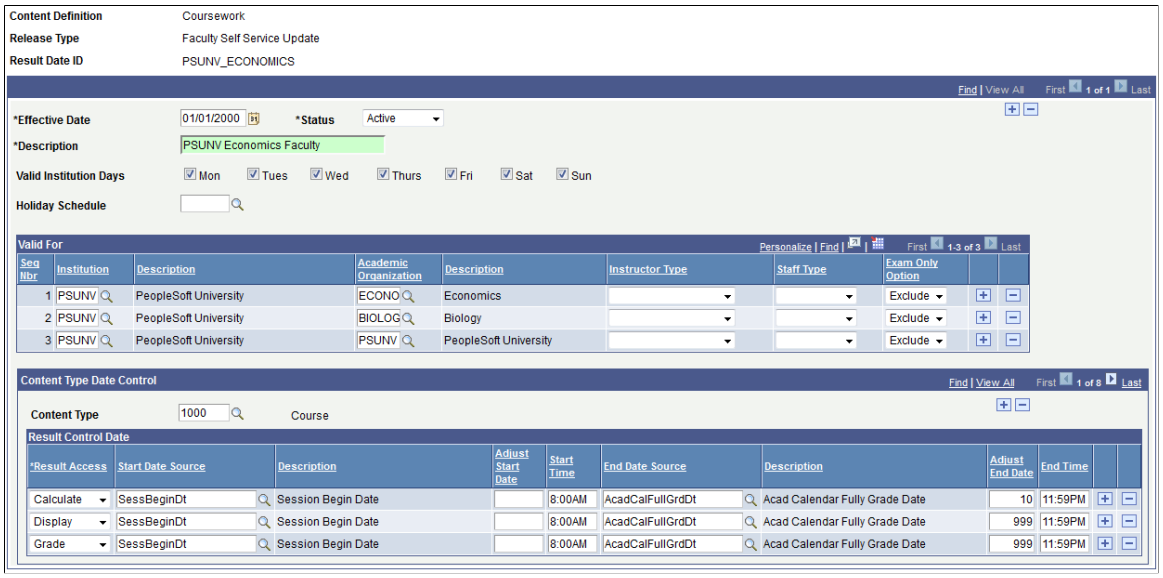
### Image: Result Dates page — Student View

This example illustrates the fields and controls on the Result Dates page — Student View. You can find definitions for the fields and controls later on this page.




### Image: Result Dates page — Faculty View

This example illustrates the fields and controls on the Result Dates page — Faculty View. You can find definitions for the fields and controls later on this page.




This component controls release of results to students and roster access for instructional staff. Student result dates should be created using the Release Type *Student Self Service View*, while staff result dates should use the Release Type *Faculty Self Service Update*.

**Content Definition**

The delivered content definition value for Activity Management is *Coursework*.

**Release Type**

Two release types are delivered: *Student Self Service Update* which is designed to only display results, and *Faculty Self Service Update* which is designed with calculate, grade and display options.

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**Result Date ID**

This is a unique identifier you create when adding a new Result Date ID.

---

**Note:** For Exam-Only Courses (EOC), make sure you use a different Result Date ID from the regular courses, and use the academic period as the date source.

---

**Valid Days**

Indicate the valid days of the week to count when using the Adjust Start Date and Adjust End Date fields below.

**Holiday Schedule**

Indicate which holiday schedule to use when using the Adjust Start Date and Adjust End Date fields below.

The following fields are valid for the Student Self Service View:

**Institution**

Enter the academic institution to which the Result Date ID applies. A blank value applies to all academic institutions.

**Career**

Enter the academic career to which the Result Date ID applies. A blank value applies to all academic careers of the institution.

**Program**

Enter the academic program to which the Result Date ID applies. A blank value applies to all academic programs of the career.

**Result Status**

Enter the result status to display for the Result Date ID. A blank value will display all applicable result statuses.

**Include Lower Result Status**

Select to display the indicated result status and all other result statuses with a lower number. For example, if you select Result Status *10-Calculated* and then select this check box, the *07-Imported, 05-Manual,* and *00-Undetermined* statuses are also displayed.

**Exam Only Option**

Three options are available: *Include* to have the Result Date ID apply to Exam Only Courses, as well as regular courses; *Exclude* to not have the Result Date ID apply to Exam Only Courses, or *Exam Only* to have the Result Date ID only apply to Exam Only Courses. If different result dates exist for exam only and non-exam only courses, create different Result Date IDs.

---

**Note:** For Exam-Only Courses (EOC), make sure you use a different Result Date ID from the regular courses, and use the academic period as the date source.

---

The following fields are valid for the Faculty Self Service Update:

**Institution**

Enter the academic institution to which the Result Date ID applies. A blank value applies to all academic institutions.

**Organization**

Enter the academic organization to which the Result Date ID applies. A blank value applies to all academic organizations of the institution.


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**Instructor Type**

Enter the instructor type to which the Result Date ID applies. The instructor type is associated to instructors on the Meetings tab of the Class Schedule. A blank value applies to all instructor types associated to the class.

**Staff Type**

Enter the staff type to which the Result Date ID applies. The staff type is associated with exam staff in the Section Manager. A blank value applies to all staff types associated to the exam section.

**Exam Only Option**

Three options are available: *Include* to have the Result Date ID apply to exam only courses, as well as regular courses; *Exclude* to not have the Result Date ID apply to exam only courses, or *Exam Only* to have the Result Date ID only apply to exam only courses. If different result dates exist for exam only and non-exam only courses, create different Result Date IDs.

**Content Type**

Enter a row for each content type for which the Result Date ID applies. The following additional system settings must also be in place for results to display: the specified Result Type must be selected to *Show in Student Self-Service* (Result Type Table) and the activity must be identified as *Accessible* (Activity Manager).

**Result Access**

This value defaults to *Display* when the release type is Student Self Service View.

When using the Faculty Self Service Update release type the values are:

- *Calculate* – allows instructional staff to calculate results to parent activities for those activities which were manually entered (grade). This setting controls the calculate function found on the Activity Management WorkCenter Manage Rosters page. The Allow Calculation (WorkCenter) field on the Institution Table, Institution Table 9 page must also be selected for calculations to be enabled in the Activity Management WorkCenter.
- *Grade* – allows instructional staff to manually enter results onto the result roster found on the Activity Management WorkCenter.
- *Display* - allows instructional staff to view (no edit) their result rosters prior to the calculate and grading result access start dates or after the calculate and grading result access dates have expired. This also controls when the result roster icon is visible in the Activity Management WorkCenter, Manage Rosters page. Students must also be associated to the activity for the icon to display

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Bundle 49. Documentation-only update. Added information about what actions users can perform based on their result access.

When you set up instructional staff to be able to *only*:

- calculate, they are also able to grade *and* view result rosters.
- grade, they are able to grade and view result rosters, but *not* calculate.
- view results, they will not be able to calculate nor grade.

**Start Date Source** Select the appropriate date source. You only see those sources defined for the specific content type that were defined on the Date Setting component as a result control start date source.

**Adjust Start Date** Enter the number of days before or after the source date for which the result action should be allowed. For instance, if results can be viewed starting two days after the assessment item due date, enter *2*.

**Use Time from Start Source** Select to automatically use the start time associated with this source date. This field is only visible when the date source is *AcadPerStartDttm* or *AcadPerEndDttm*. Set up the academic period start time on the Academic Period Table.

**Start Time** Enter a specific time the action should be allowed to start. A blank value default schedules the action to begin at *12:00AM.*

**End Date Source** Select the appropriate date source. You only see those sources defined for the specific content type that were defined on the Date Setting component as a result control end date source.

**Adjust End Date** Enter the number of days before or after the source date for which the action should be ended. For instance, if results can be viewed forever, enter *999.*

**Use Time from End Source** Select to automatically use the end time associated with this source date. This field is only visible when the date source is *AcadPerStartDttm* or *AcadPerEndDttm*. The setup of the academic period end time is done on the Academic Period Table.

**End Time** Enter a specific time the action should end. A blank value by default ends the action at *11:59PM.*

## Setting Up an Activity Definition

This section provides an overview of activity definition setup and discusses how to:

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- Define activity definitions.
- Review content inclusions.

## Understanding Activity Definition Setup

The content definition Coursework is the delivered activity definition to support the Marks and Exam initiative. This definition establishes the content types and the attributes that are applicable to a coursework structure specific to a course. The coursework structure is built in the Activity Registry and references this Coursework content definition. The Activity and Section Managers, Activity Management WorkCenter, and IAM also reference this definition. Limited adjustments can be made within this definition to meet the particular needs of an institution.

## Pages Used to Set Up an Activity Definition

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Activity Definition | SSR_AC_ITEMTYPE | Curriculum Management > Activity Management > Setup > Activity Definition | Define all aspects of activities used by your institution. |
| Inclusion Options | SSR_AC_INCLUSIONS | Click the Content Inclusions link on the Activity Definition General Settings tab. | Select the inclusions associated with each coursework definition content type. |

## Defining Activity Definitions

Access the Activity Definition page (Curriculum Management > Activity Management > Setup > Activity Definition).

**Image: Activity Definition page: General Settings tab**

This example illustrates the fields and controls on the Activity Definition page: General Settings tab. You can find definitions for the fields and controls later on this page.

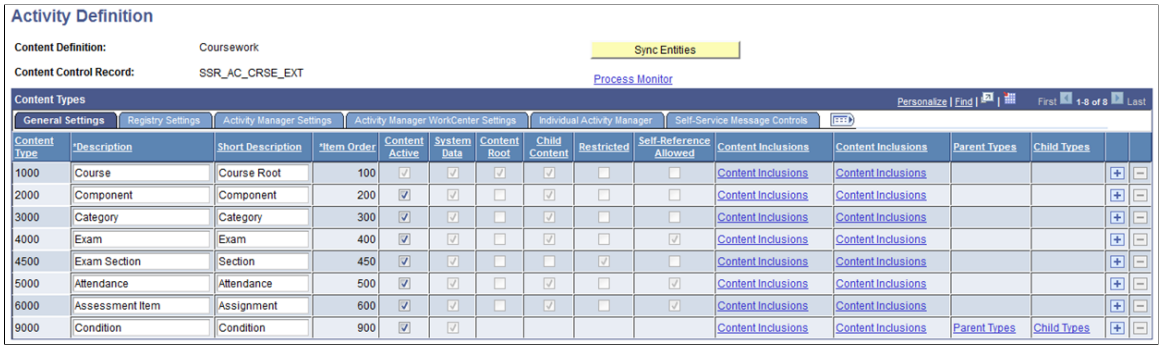


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**Image: Activity Definition page: Registry Settings tab**

This example illustrates the fields and controls on the Activity Definition page: Registry Settings tab. You can find definitions for the fields and controls later on this page.

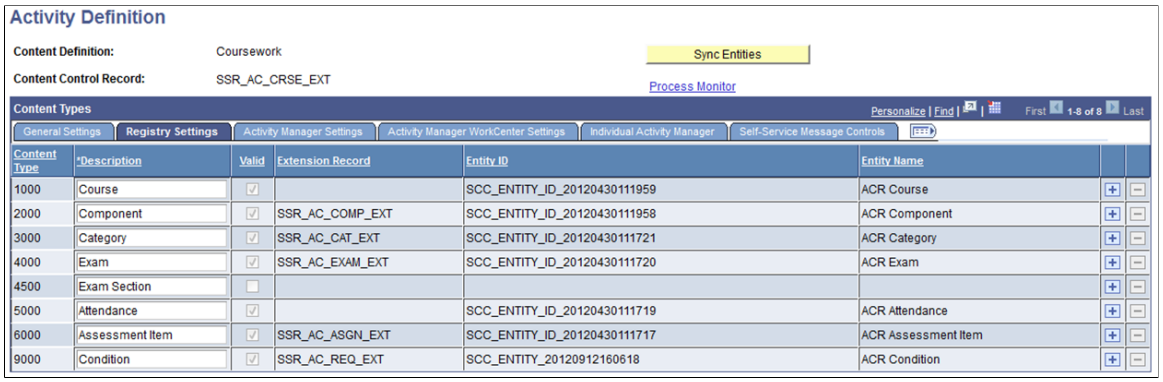


**Image: Activity Definition page: Activity Manager Settings tab**

This example illustrates the fields and controls on the Activity Definition page: Activity Manager Settings tab. You can find definitions for the fields and controls later on this page.

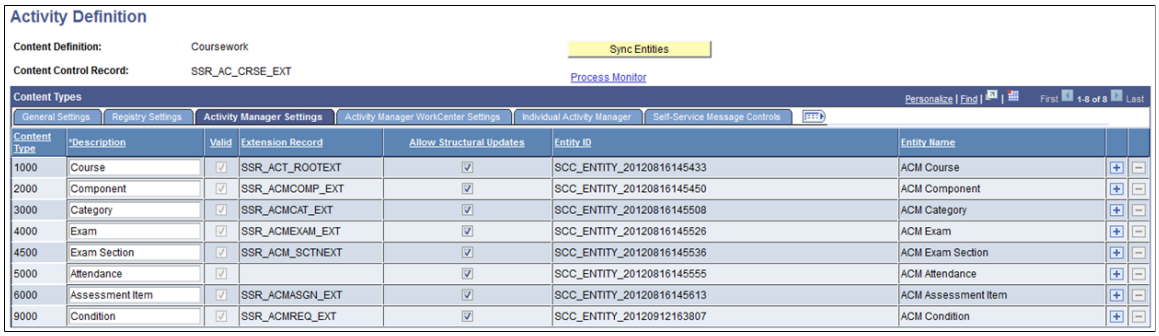


**Image: Activity Definition page: Activity Manager WorkCenter Settings tab**

This example illustrates the fields and controls on the Activity Definition page: Activity Manager WorkCenter Settings tab. You can find definitions for the fields and controls later on this page.

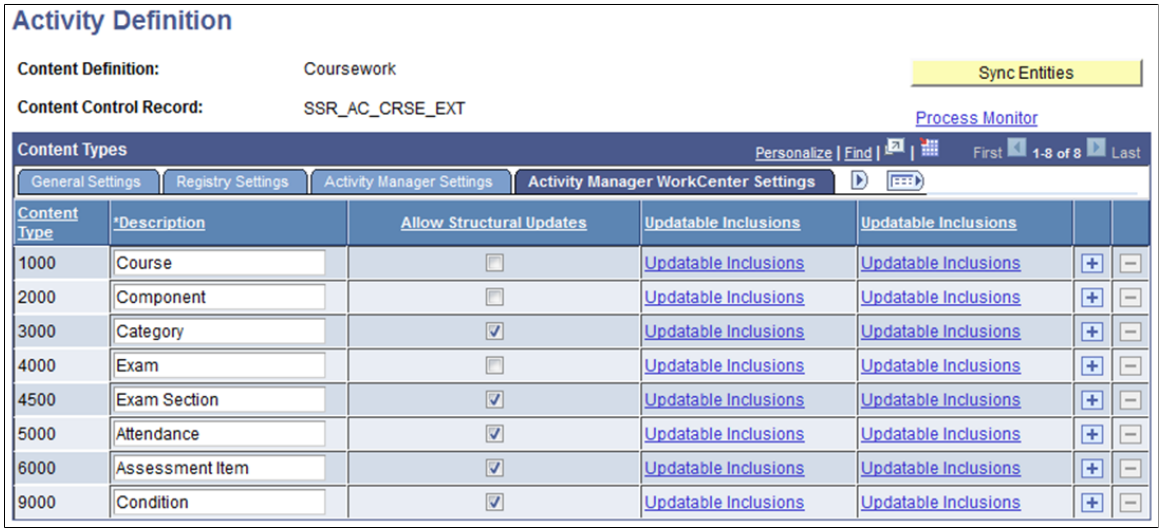


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**Image: Activity Definition page: Individual Activity Manager tab**

This example illustrates the fields and controls on the Activity Definition page: Individual Activity Manager tab. You can find definitions for the fields and controls later on this page.

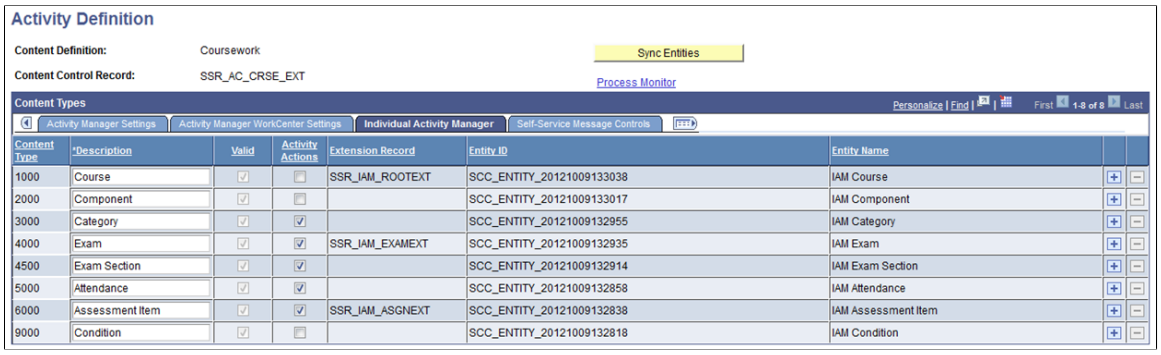


**Image: Activity Definition page: Self Service Message Controls tab**

This example illustrates the fields and controls on the Activity Definition page: Self Service Message Controls tab. You can find definitions for the fields and controls later on this page.

**Content Control Record**

The extension record entered here controls the prompts for the course control record on the activity registry. This value should not be changed for the Coursework content definition.

**Sync Entities**

This button builds/syncs the entities by running the SSR_AM _ESYNC program on the Process Scheduler. The sync process should only be run in the following circumstances:

- When adding or removing a Content Type from the structure (not recommended).
- When adding, removing or changing an extension record (not recommended).
- When selecting or deselecting the Valid content type check box.

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- When adding or removing a Parent Type or Child Type for a 9000 level content type.
- When activating or deactivating an inclusion type.

**Note:** Altering a Content Type or an Extension Record from the structure requires technical intervention and is considered a major customization.

## General Settings

The content types of the Coursework definition make up the learning content of a course structure. The structure is built in the Activity Registry and can be edited in the Activity Manager. Adding or deleting a content type is considered a major customization. The eight delivered content types are:

- Course - this serves as the root of the coursework hierarchy and is the only required content type.
- Component - this is equivalent to the course component defined in the course catalog.
- Category - this can be used to group items for calculation and/or display purposes.
- Exam - this is used to define a course level examination.
- Exam Section - this is used to schedule an examination.
- Attendance - this is used to define an attendance requirement.
- Assessment Item - this is used to define all other course requirements.
- Condition - this is used to place a condition in the content tree, which would allow a student option to select a certain number of the child items, for example Lab Assignments - Select 2.

Each content type has attributes and marking rules that can be defined using the Inclusion Options and the Extension Record. Inclusion Options can be turned on or off to meet the particular needs of an institution for a given content type.

**Note:** Institutions should use the delivered content types for the Coursework definition, rather than add new content types into the structure, as added content types are not supported.
The Content Type and Description fields appear on all tabs of this page.

**Content Type**

Delivered sequential number identifying the content type. It indicates the standard order for the content tree in the activity registry. A content type can have a parent greater than itself; for example, an exam can have a parent that is a category, a component, or a course. The exception to this is any 9000-level content type that uses the Parent Types and Child Types links to identify how the content item can be placed in the coursework hierarchy.

**Description**

This field describes the eight delivered content types for the coursework definition. These values appear in the Activity Registry and are used to create the coursework hierarchy. The labels can be changed in this definition to reflect a value that has


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more specific meaning to an institution. For instance, a school may prefer to change the *Assessment Item* label to *Assignment.*

**Item Order** Defines the sort order of the content type.

**Content Active** Select this check box to indicate that the content type is available for use in the activity registry.

**System Data** This noneditable field indicates that there is delivered programming code that sets specific functionality for this content type.

**Content Root** This noneditable field indicates which content type is the root of the activity registry content tree. For the coursework definition, the content root is *Course.*

**Child Content** This noneditable field indicates that the content type can have children content items in the coursework hierarchy.

**Restricted** This noneditable field indicates that this content item is restricted to its immediate parent content type.

**Self-Referenced Allow** This noneditable field indicates that the content type can have child items of the same content type in the content tree; for example, an assessment item can have a child of assessment item.

**Content Inclusions** Click this link to access the Inclusion Options page.

Content inclusions are records that contain attributes that can be applied to content types. Content inclusion options are associated with multiple content types. Inclusion options include the following: *Insufficient Mark Options, General Options, Attendance Tracking Options, Resit Options, Content Capping Options, Scheduling Options, Staffing Requirements, Content Devices, Forms of Identification, Late Content Penalty Options,* and *Dates and Durations.*

Inclusion types must be set to *Active* on the Inclusion Types setup page to be visible here.

See Reviewing Content Inclusions

**Parent Types** This link is applicable to 9000-level content types. It indicates which content types can be valid parents to the specific 9000-level content type.

**Child Types** This link is applicable to 9000-level content types. It indicates which content types can be valid children to the specific 9000-level content type.

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## Registry Settings

**Valid**

This noneditable flag indicates the content type is valid for the Activity Registry. To eliminate a content type from the coursework hierarchy, clear the Content Active check box on the General Settings tab.

**Extension Record**

Extension records are delivered and specific to a content type. For example, a *Category* content type requires users to indicate which content category is being defined.

**Entity ID**

This field is used to associate the entity record used by the record context definition with the content type.

See "Associating a Common Attribute to a Record" (PeopleSoft Campus Solutions 9.2: Campus Community)

**Entity Name**

This field identifies the name of the Entity ID.

## Activity Manager Settings

**Valid**

This noneditable flag indicates the content type is valid for the Activity Manager.

**Allow Structural Updates**

Select this check box to indicate what can be updated on the content tree in the Activity Manager component. This check box is selected by default for all content types.

If selected, the system allows users to copy, move, or delete content types from the tree. You can override a selection here to *No* on the Activity Registry.

If cleared, the system does not allow users to copy, move, or delete content types from the tree. Users cannot override this selection on the Activity Registry. However, child content types can be added in the Activity Manager if those child items do have the Allow Structural Updates check box selected.

**Entity ID**

This field is used to associate the entity record used by the record context definition with the content type.

See "Associating a Common Attribute to a Record" (PeopleSoft Campus Solutions 9.2: Campus Community)

**Entity Name**

This field identifies the name of the Entity ID.

## Activity Management WorkCenter Settings

**Allow Structural Updates**

Select this check box to indicate what can be updated on the content tree on the Activity Management WorkCenter component. This check box is selected by default for Category, Attendance, Assessment Item and Condition content types.


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When selected, the system allows users to copy, move, or delete content types from the tree. You can override a selection here to *No* on the Activity Registry.

If cleared, the system does not allow users to copy, move, or delete content types from the tree. Users cannot override this selection on the Activity Registry. However, child content types can be added in the Activity Management WorkCenter if those child items do have the Allow Structural Updates check box selected.

**Updateable Inclusions**

Select this link to identify which inclusions can be edited in the Activity Management WorkCenter. The inclusions available for edit are dependent on the content type.

Selected inclusions allow users to edit values on the inclusion record. Non-selected inclusions appear to the user as display-only.

## Individual Activity Manager Settings

**Valid**

This noneditable flag indicates the content type is valid for the IAM.

**Activity Actions**

This field indicates which content types can have actions defined on the Activity Actions Setup page. Activity actions control which action types are available to students in self service and when those actions can be performed. You can apply these settings to all non-component/course activity types designated as selectable or confirmable.

Activity actions are planned for future use.

**Extension Record**

Extension records are delivered and specific to a content type. For example, a Category content type requires users to indicate which content category is being defined.

**Entity ID**

This field is used to associate the entity record used by the record context definition with the content type.

See "Associating a Common Attribute to a Record" (PeopleSoft Campus Solutions 9.2: Campus Community)

**Entity Name**

This field identifies the name of the Entity ID.

## Self-Service Message Controls

The links in this tab allow users to indicate, by content type, whether inclusion data messages should appear to self-service users when the source of the data is the Activity Registry, the Activity Manager, or the IAM.

The source of data that a self-service user is able to view depends on whether they are viewing course data (the source is the Activity Registry), class data prior to enrollment (Activity Manager), or enrolled

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class data (IAM). For instance, if you want to only inform enrolled students about the specific late penalties for assessment items, then select the IAM, but deselect the Activity Registry and Activity Manager. These values can be overridden on the Activity Registry for a specific registry.

Click the Self-Service Messages Control link to access the Self-Service Messages Control page, where you can select the messages to appear in self service for each content type, for each listed inclusion based on the source of information. This setup applies to both student and administrative/faculty self service. The Scheduling and Staffing Requirements Options are not visible to students.

See Reviewing Self-Service Message Controls

On the Self-Service Messages Control page, the source of information in student self service is determined by the role of the individual accessing the information. If the person is enrolled in the class and has an IAM, the IAM is the source. If the person is enrolled but no IAM exists, the source is the Activity Manager. If the person is not enrolled but is drilling into the activities at the class level (where a term exists), the source is the Activity Manager. If the person is not enrolled and is drilling into the information from the course catalog level (where no term exists), the source is the Activity Registry.

Likewise, the source of information for administrative/faculty messages is determined from where access is gained, either course (Activity Registry) or class (Activity Manager). However, if reviewing a specific student, then the message source would be the student's IAM.

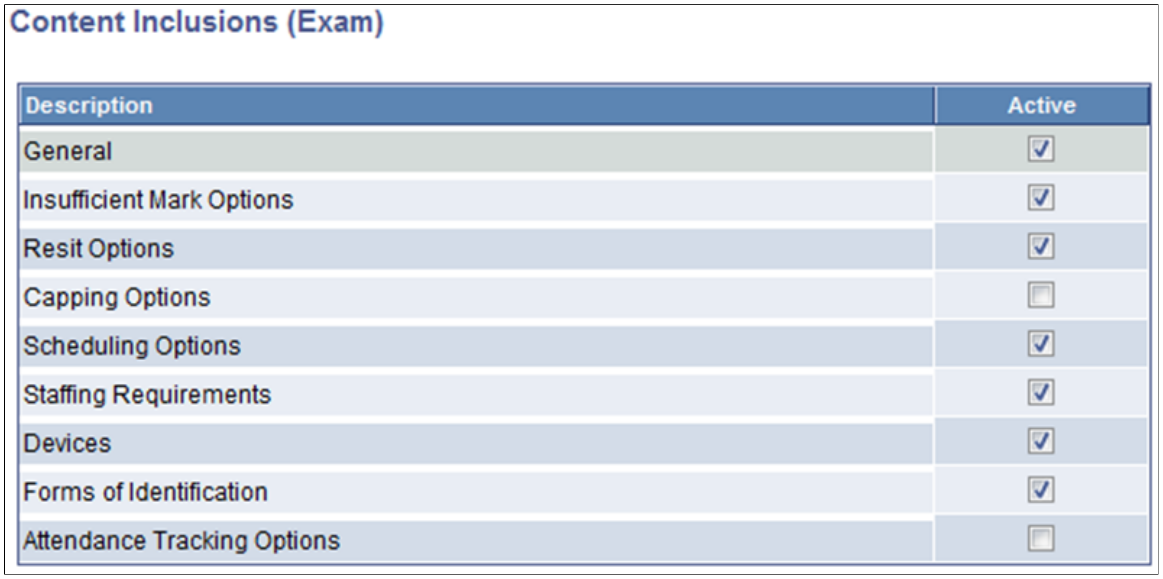
The Message Set Number for Activity Management is 14740 with the self-service message numbers ranging from 2000 to 2054. The values defined in the Activity Definition apply by default to the Activity Registry where they can overridden for a specific course root.

## Reviewing Content Inclusions

Access the Content Inclusions page (click the Content Inclusions link on the Registry Header page, General Settings tab).

**Image: Content Inclusions page (for Exam content type)**

This example illustrates the fields and controls on the Content Inclusions page (for Exam content type). You can find definitions for the fields and controls later on this page.



Content Inclusions (Exam)

| Description | Active |
|---|---|
| General | ☑ |
| Insufficient Mark Options | ☑ |
| Resit Options | ☑ |
| Capping Options | ☐ |
| Scheduling Options | ☑ |
| Staffing Requirements | ☑ |
| Devices | ☑ |
| Forms of Identification | ☑ |
| Attendance Tracking Options | ☐ |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Specific inclusion options have been associated with each coursework definition content type. When an inclusion option is selected, a data entry section appears for that content type on the Activity Registry. For instance, if the *Insufficient Mark Options* check box is selected here for the content type exam, then the data entry section for Insufficient Marks appears in the Activity Registry when an exam content type is entered into the structure.

**Note:** *Content Capping Options* is delivered turned off.

# Setting Up the Activity Registry

This section provides an overview of the activity registry and discusses how to:

- Define a registry header.
- Review self-service message controls.
- Define copy content.
- Define registry details.
- Define content notes.
- Establish common attributes.
- Review coursework item dates.
- Define staff instructions.
- Review the content tree.

## Understanding the Activity Registry

The activity registry enables users to define the grading hierarchy of a course by establishing content types and setting details against the appropriate inclusion and extension records. The generic content tree structure can be applied to one or many courses.

## Pages Used to Set Up the Activity Registry

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Registry Header | SSR_AC_REG_HDR | Curriculum Management > Activity Management > Activity Registry > Activity Registry | Define the activity registry ID, set a course control record against which the activity registry ID references, and reviews the Activity Manager update capabilities. |
| Content Inclusions | SSR_AC_INCL_FAC2 | Click the Updateable Inclusions link on the Registry Header page, Activity Manager WorkCenter Settings tab. | View or update inclusion settings defined as part of the Activity Definition. |

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| Page Name | Definition Name | Navigation | Usage |
|---|---|---|---|
| Self-Service Messages Control | SSR_INCL_FAC2_NEW | Click the Self-Service Messages Control link on the Registry Header page, Self-Service Messages Controls tab. | View or update the inclusion message settings for the Activity Registry, Activity Manager, and IAM. |
| Copy Content | SSR_AC_CONT_CPY | Click the Copy Content button on the Registry Header page. | Copy content details from one Activity Registry ID to another. The system copies all content details, which can then be edited as needed. Part of the copy process is to identify a Course Control Record for the new activity registry ID. |
| Registry Detail | SSR_AC_REG_DTL | Curriculum Management > Activity Management > Activity Registry > Activity Registry > Registry Detail | Establish the content structure and content item details. Your institution can create a hierarchy of content items representing the coursework structure. The representation appears in a tree structure. |
| Content Notes | SSR_AC_CONT_MSGS | Click the Content Notes link on the Registry Detail page. | Select an existing content message or enter free-form text that should be displayed for a content item. |
| Attributes | SCC_CAF_DYN_SEC | Click the Attributes link on the Registry Detail page. Select to access common attribute fields that were defined on the Record Context page for Activity Registry Items. | Set up common attributes in the Activity Registry. |
| Review Content Item Dates | SSR_AC_COMP_DATES | Click the Review Dates link on the Registry Detail page. | View the dates that would be assigned for assessment items based on the Day values assigned in the Dates and Duration group box. You can view the dates that would be assigned for a given class section with a specific start date in a term or session. |
| Staff Instructions | SSR_AC_STAFF_MSGS | Click the Staff Instructions link on the Registry Detail page. | Define staffing content messages. |
| Content Tree | SSR_AC_REG_CONN | Curriculum Management > Activity Management > Activity Registry > Activity Registry > Content Tree | Build a content tree. |


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## Defining a Registry Header

Access the Registry Header page (Curriculum Management > Activity Management > Activity Registry > Activity Registry).

**Image: Registry Header page: Activity Manager tab**

This example illustrates the fields and controls on the Registry Header page: Activity Manager tab. You can find definitions for the fields and controls later on this page.

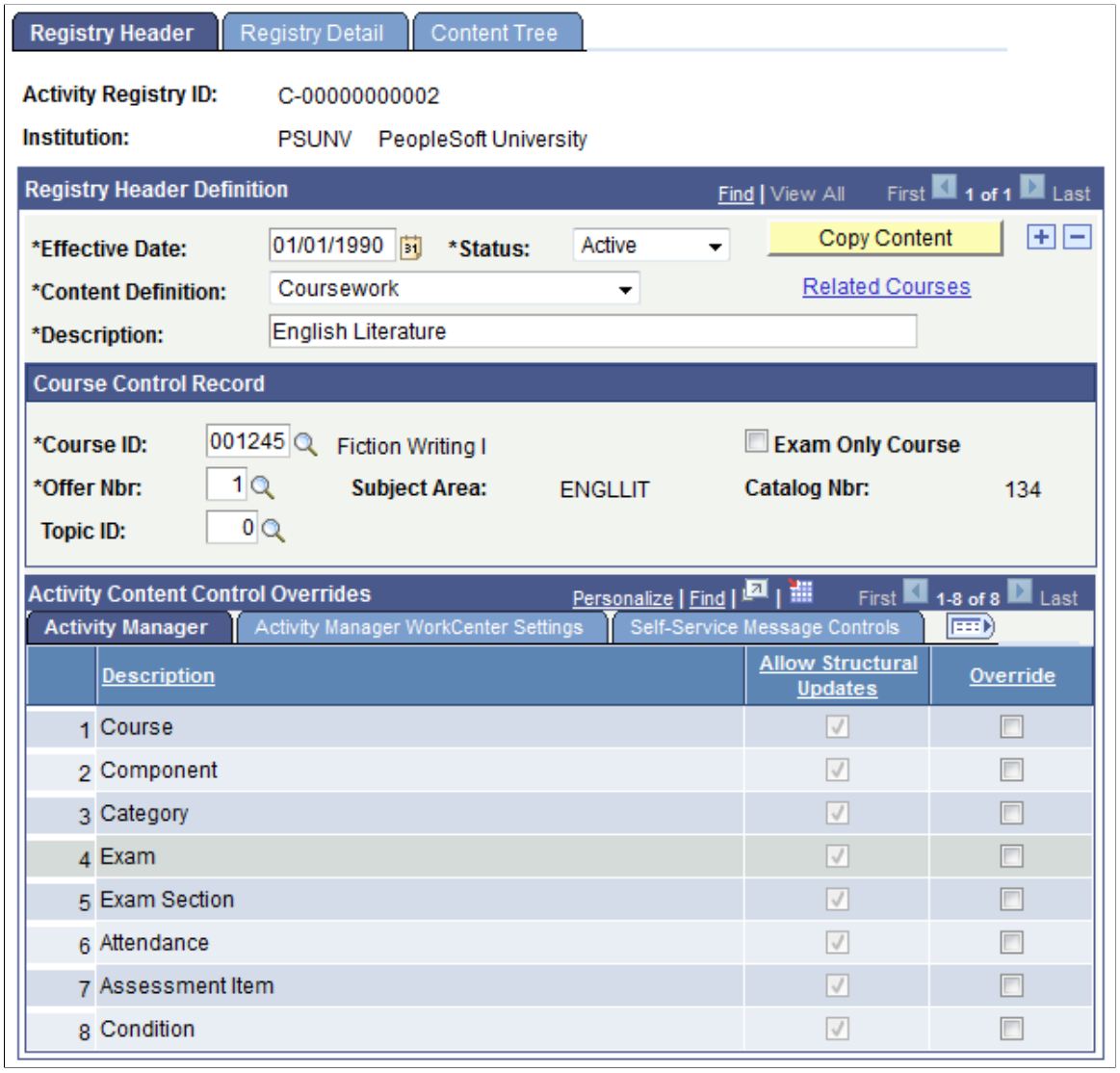


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**Image: Registry Header page: Activity Manager WorkCenter Settings tab**

This example illustrates the fields and controls on the Registry Header page: Activity Manager WorkCenter Settings tab. You can find definitions for the fields and controls later on this page.

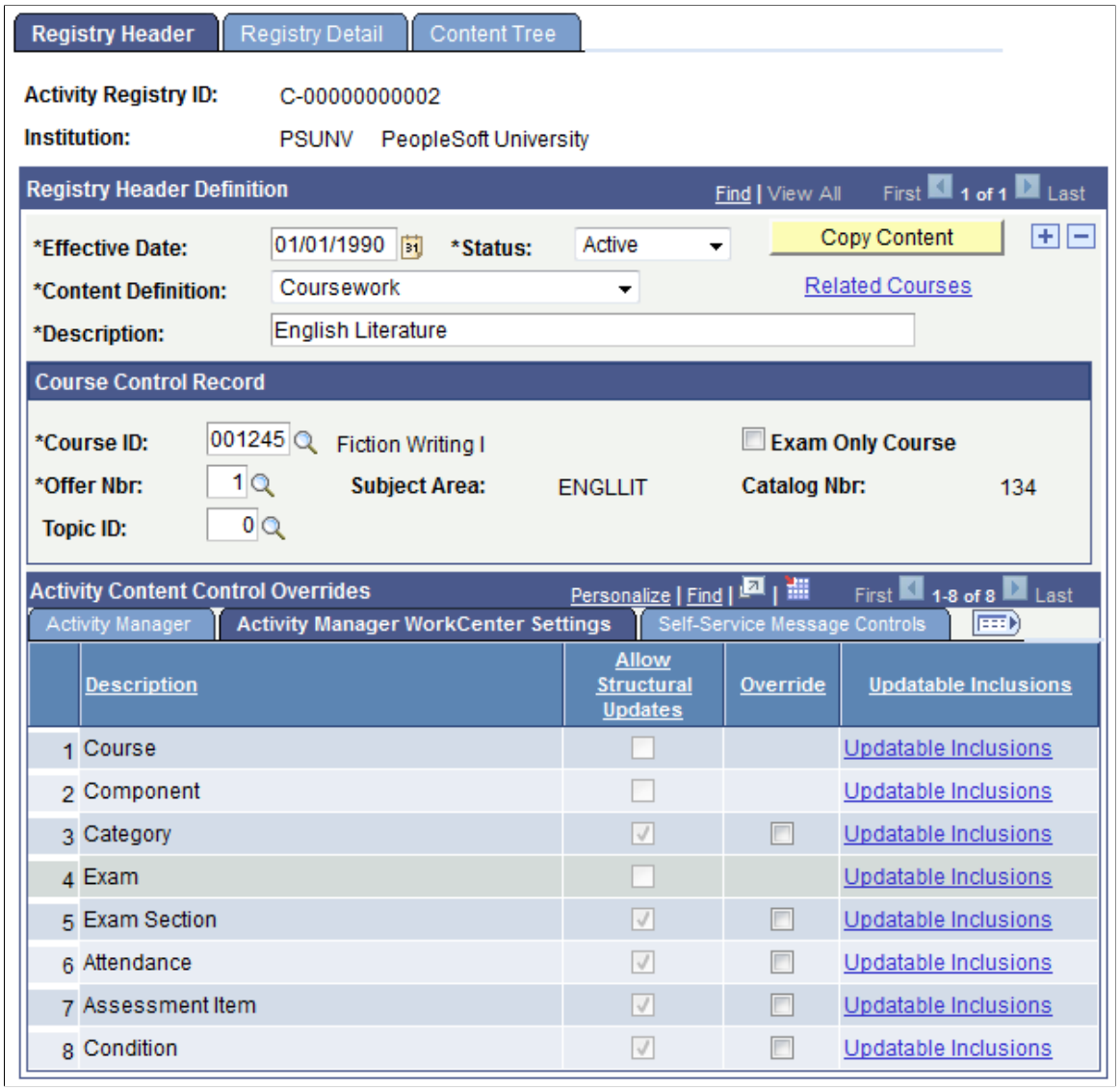


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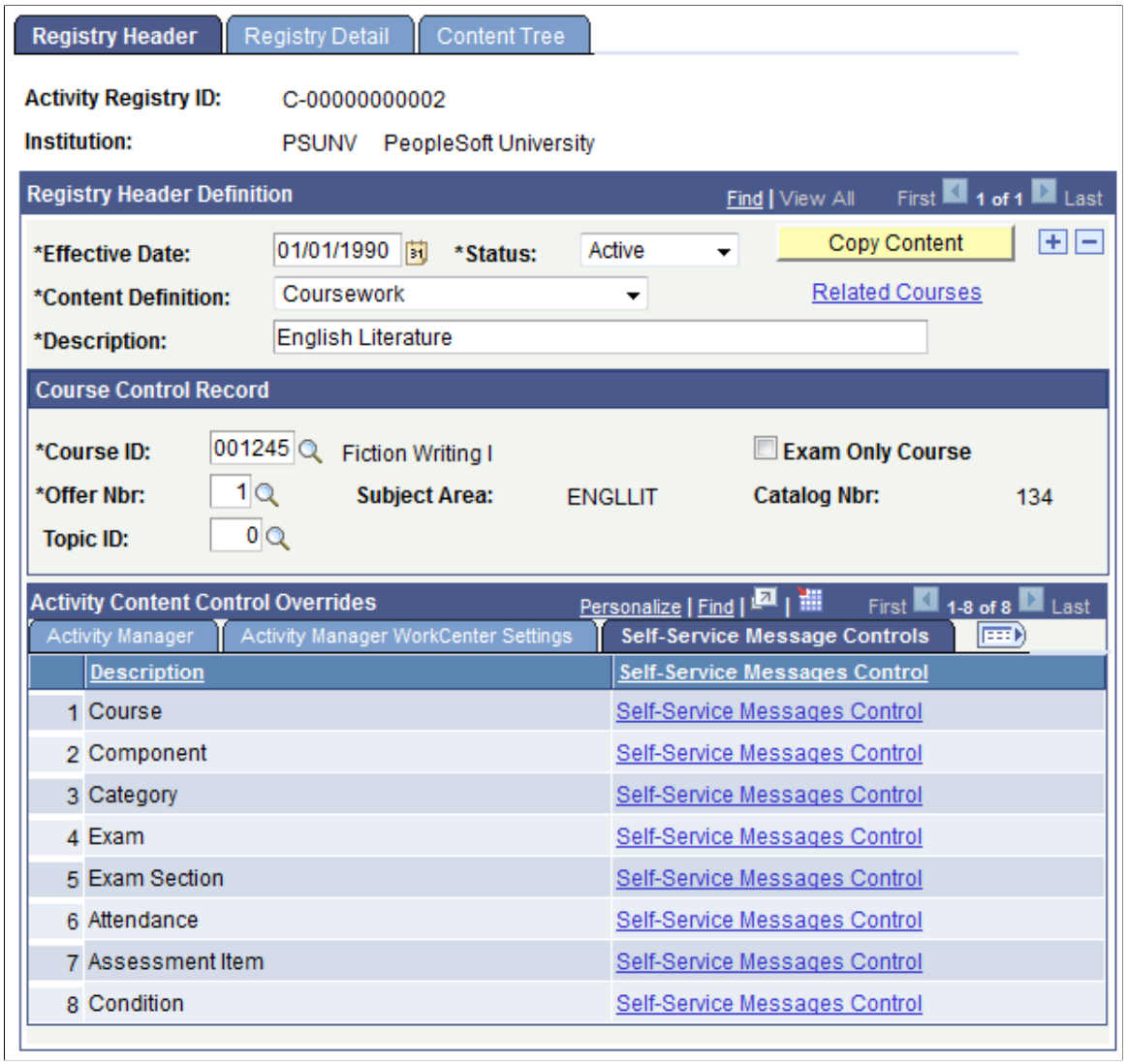
**Image: Registry Header page: Self-Service Message Controls tab**

This example illustrates the fields and controls on the Registry Header page: Self-Service Message Controls tab. You can find definitions for the fields and controls later on this page.




**Activity Registry ID** The system sequentially assigns this value to indicate a unique activity registry. The prefix used for the number can be set and the last ID assigned can be viewed on the Student Admin Installation page.

**Copy Content** You can copy an entire content tree from one activity registry ID to another. Click this button to access the Copy Content page, where you enter an activity registry ID to copy as well as to define the course control record for the new ID.

**Content Definition** The delivered content definition value for the Marks and Exams initiative is *Coursework.*

**Related Courses** Click this link to access the Related Courses page, which displays the courses that have been associated with this registry.

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You can add additional courses on either the Maintain Course Content XRef or Manage Content to Courses components.

## Course Control Record

This section is created based upon the extension record defined for the Coursework Activity Definition. The course identified here is considered the control course for this activity registry and is automatically associated with the registry. The system prompts for this course when determining the course catalog structure and ownership. This becomes particularly significant when multiple courses are associated with one activity registry.

**Course ID** Identify the course ID of the course control record.

**Offer Nbr** (number) Identify the course offer number of the course control record.

**Associate All Offerings** This field appears in Add mode. If the course has multiple offerings but all offering have the same content item requirements then this check box associates the Registry ID to all offerings. However, if the content item requirements differ among the course offerings, clear this flag and create unique Activity Registry IDs for each course offering.

**Topic ID** (Optional) Identify the course topic of the course control record. If a topic exists at the class section level but no Topic ID is entered here, the registry is applicable to all sections regardless of topic. However if content item requirements differ within a course topic course, then create unique Activity Registry IDs for each course topic.

**Exam Only Course** This check box is set to *Yes* by default when it is set to Yes on the CRSE_CATALOG_OFFER page of the Course Catalog. Exam-only courses (EOCs) are those for which no class sections are scheduled and no student class enrollment occurs; the student receives credit for the course only by sitting and successfully completing the course exam. When this flag is set to Yes, the Component content type is not available on the Registry Details page.

## Activity Manager Structural Update Overrides

This section enables users to view and/or override the settings that control what users can update on the content tree in the Activity Manager.

**Content Type** and **Description** These two display-only fields indicate the sequential number of the content type and its description.

**Allow Structural Updates** This check box indicates whether the content type was set up to allow updates in the Activity Manger. This setup occurs on the Activity Definition page.

**Override** If the content type was set up to allow structural updates for a specific activity registry, this check box appears. Select the

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check box to enable users to change a content value only from *Yes* to *No*.

### Activity Management WorkCenter Structural Update Overrides

This section enables users to view and/or override the settings that control what faculty and exam staff users can update on the coursework tree in the Activity Management WorkCenter.

| | |
|---|---|
| **Content Type** and **Description** | These two display-only fields indicate the sequential number of the content type and its description. |
| **Allow Structural Updates** | This check box indicates whether the content type was set up to allow updates in the Activity Management WorkCenter. This setup occurs on the Activity Definition page. |
| **Override** | If the content type was set up to allow structural updates for a specific activity registry, this check box appears. Select the check box to enable users to change a content value only from *Yes* to *No*. |
| **Updateable Inclusions** | Select this link to access the Inclusion Options secondary page where you can review or override the inclusion settings that were defined in the Activity Definition. In the Activity Management WorkCenter, faculty and exam staff users are only able to edit those inclusions set to *Yes*. Select the check box to enable users to change a content value only from *Yes* to *No*. |

### Self-Service Message Controls

Configure which messages the system should display in self service, based on the source of the data, the Activity Registry, the Activity Manager, or the IAM. The selections are populated by the Activity Definition, but can be overridden here for a specific registry.

## Reviewing Self-Service Message Controls

Click the Self-Service Messages Control link on the Registry Header page, Self-Service Message Controls tab.

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**Image: Self-Service Messages Control page (for exam content type)**

This example illustrates the fields and controls on the Self-Service Messages Control page (for exam content type). You can find definitions for the fields and controls later on this page.

Self-Service Messages Control (Exam)

| Inclusion | Show Message in Registry | Override | Show Message in Manager | Override | Show Message in IAM | Override |
|---|---|---|---|---|---|---|
| General | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ |
| Insufficient Mark Options | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ |
| Resit Options | ☑ | ☐ | ☑ | ☐ | ☑ | ☐ |
| Scheduling Options | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ |
| Staffing Requirements | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ |
| Devices | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ |
| Forms of Identification | ☐ | ☐ | ☑ | ☑ | ☑ | ☐ |

**Image: Self-Service Messages Control page (for assessment item content type)**

This example illustrates the fields and controls on the Self-Service Messages Control page (for assessment item content type). You can find definitions for the fields and controls later on this page.

Self-Service Messages Control (Assessment Item)

| Description | Show Message in Registry | Show Message in Manager | Show Message in IAM |
|---|---|---|---|
| General | ☑ | ☑ | ☑ |
| Insufficient Mark Options | ☐ | ☐ | ☑ |
| Late Penalty Options | ☐ | ☐ | ☑ |
| Resit Options | ☐ | ☐ | ☑ |
| Dates and Durations | ☐ | ☑ | ☑ |

The values on this page appear by default from the Activity Definition. To change these values, select the Override field.

In the example above, if an individual is reviewing activity detail that comes from the Activity Registry, he does not see any information concerning Forms of Identification that would be required for an examination. However if the source of the data is the Activity Manager (overridden in this example) or the IAM, he sees the Forms of Identification information.

## Defining Copy Content

Access the Copy Content page (click the Copy button on the Registry Header page).

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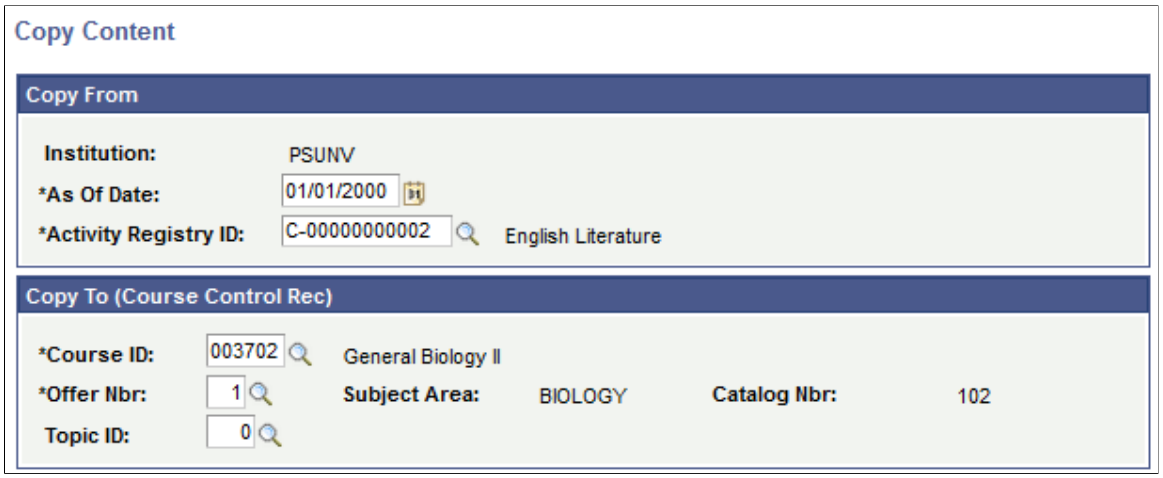
**Image: Copy Content page**

This example illustrates the fields and controls on the Copy Content page. You can find definitions for the fields and controls later on this page.




| | |
|---|---|
| **As Of Date** | The effective date from which to copy the activity registry id. The effective dated row matching this date is copied. |
| **Activity Registry ID** | Enter the activity registry ID from which to copy all content detail. |
| **Course ID** and **Offer Nbr** (number) | Identify the course ID and offer number of the course control record. |
| **Topic ID** | (Optional) Identify the course topic of the course control record. If a Topic ID exists but it not entered, the system applies the registry to all sections of the Course ID/Offer Nbr/Topic ID combination. |

## Defining Registry Details

Access the Registry Detail page (Curriculum Management > Activity Management > Activity Registry > Activity Registry > Registry Detail).

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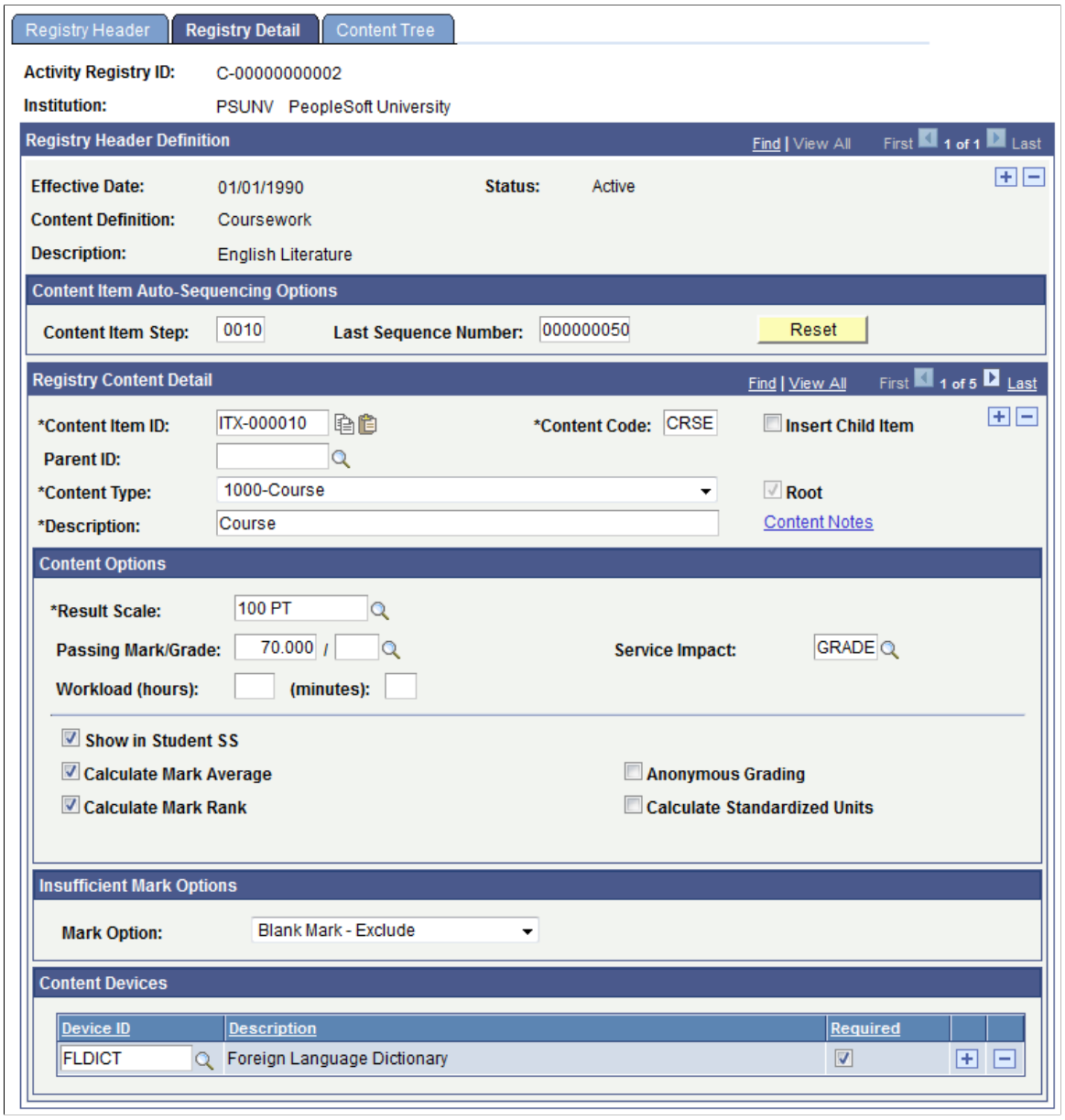
### Image: Registry Detail page

This example illustrates the fields and controls on the Registry Detail page. You can find definitions for the fields and controls later on this page.




The following group boxes always appear on this page:

- Registry Header Definition
- Content Item Auto-Sequencing Options
- Registry Content Detail
- Content Options

The system displays all other group boxes based on the extension and inclusion records (Activity Definition) associated with the content type being defined.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## Content Item Auto-Sequencing Options

**Content Item Step**

The Content Item Step numbers the content item ID. When you create a content item in the Activity Registry the system assigns a content item ID (prefix + step number sequence). A value of 0010 indicates that content item ID numbers are sequenced by 10. You can change this value from the creation of one content item ID to the next.

---

**Note:** The prefix and default content item step are initially established on the Student Admin Installation table.

---

**Last Sequence Number**

This field records the last content item ID generated. It can be altered if there is a need to insert a new row into the content structure.

To insert a new row, go to the row where the insert should be placed, and change the last sequence number to that content item ID. Then alter the content item step with the sequence number of the new row and then add the new row.

For example, two rows are created: ITX-000010 and ITX-000020. You then need to insert a row between these two content items. On the ITX-000010 row, change the Last Sequence Number to *000000010* and change the Content Item Step to *0005.* Then insert a new row. The system assigns the new row as ITX-000015. Next, select the Reset button to reset the Last Sequence Number back to the highest assigned: *000000020.*

**Reset**

Select this button to reset the Last Sequence Number to the highest number assigned in this Activity Registry ID.

## Registry Content Details

It is within this section that you build the content tree structure using the content types defined on the coursework activity definition. Based on the content type entered, you are presented with attributes and grading options selections. Users should utilize the Insert Child/Insert Sibling options to ensure that valid parent/child relationships exist throughout the structure.

---

**Note:** Many of the elements entered in this section imply a calculation requirement. The calculation process is under construction and will be delivered fully functional in a later release.

---

**Content Item ID**

The system assigns this ID based on the Content Item Prefix and the Content Item Step. You can override this number or manually assign it.

**Parent ID**

The system populates this field when inserting child or sibling items with the parent content item ID of that particular content item ID. You can override this number or manually assign it.

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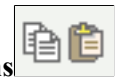
**Copy/Paste Icons** 

Click the icons to copy and paste detail from one content item to another. First select the copy icon, then select the Insert a Row icon, and then select the paste icon. Then, you can adjust different values on the new row.

**Content Type**

The values in this field are concatenated from the Content Type and Description fields on the Activity Definition page. On the Activity Definition page, the Content Types must be *Active* to appear here. The root content type (Course for the Coursework definition) automatically defaults in add mode. You cannot delete this row. At the Course level, only children content items can be inserted. At all other levels, the Insert Sibling check box appears.

Under the root level, you can add children and sibling content items. The children and sibling options available are dependent on the Item Order, the Child Item flag, and the Self-Reference Allowed flag defined on the Activity Definition page. Children and sibling items can only be added if the Item Order is </= to the current content type and the child item and self-reference allowed settings are appropriate. The exception to this is the 9000-Condition type, which can be placed into the content tree based upon the defined parent and child types defined in the Activity Definition.

If a course was identified as an EOC, the 2000-Component value is disabled.

**Description**

The system displays this description in the content tree and in self-service user interfaces.

**Content Code**

Enter a short description of the coursework item.

**Insert Child Item**

Select this check box to allow insertion of a child item to this content item ID. The Parent Item ID carries forward to the new row.

**Insert Sibling Item**

Select this check box to allow insertion of a sibling item to this content item ID. The Parent Item ID carries forward to the new row. This field is hidden when the content type is *Course.*

**Root**

This flag indicates whether the current content item ID is the content root. This check box is selected when the content type is *Course.*

**Content Notes**

Click this link to access the Content Notes page where you can select a content message ID or enter free form text. Information entered here pertains to the specific content item ID.

## Content Options

These options are applicable to all content types, although some specific considerations are taken when the Content Type is *Course.*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**Result Scale**

Result scales that were defined on the Result Scale setup page appear here. This field value is required for the root content item and is inherited by all the children of the root. However, it can be overridden at any level. If different result scales exist in the course root, the primary result scale calculation can convert result scales and results. You can view the setup for the result scale conversion on the Academic Institution 9 page.

Users can predefine this value using the Activity Management Default setup on the Academic Institution.

For information, see:

- Calculation of Overall Course Results using Multiple Result Scales on My Oracle Support (Doc ID 1400723.1)
- "Enabling Program Enrollment and Activity Management Defaults" (PeopleSoft Campus Solutions 9.2: Application Fundamentals)

**Override**

The Result scale for all content items, except the root, is inherited from its parent. Select this check box to allow users to change the Result Scale.

**Weighting Multiplier**

Indicate what weighting is given to this content item in the calculation of its parent result. Percentages can be represented using less than whole numbers.

**Assessed**

Select this check box to indicate that the item is required to have a result and is to be used in a calculation. Clear this check box if the content item is for display purposes only.

**Include in Calc**

This check box is greyed out if Weighting Multiplier is greater than 0.00. If Weighting Multiplier is 0.00, you can modify this check box by deselecting it. This allows for a zero weighted item to be excluded from calculation.

**Passing Mark/Grade**

Enter the minimum passing mark and/or the minimum passing grade for the specific content item.

Users can predefine these values using the Activity Management Default setup on the Academic Institution.

**Service Impact**

Indicate which service impact disallows the view of results in student self service. This field value is inherited by all the children of the content item against which it is set. However, you can override it at any level.

Users can predefine this value using the Activity Management Default set up on the Academic Institution component.

**Workload (hours) / (mins)**

Enter the estimated hours and minutes that a student needs to allocate to complete this content item. This field is informational for students and is not used in any calculation.

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**Attributes**

This link appears when a Common Attribute has been added to a content type entity on the Common Attribute Record Context page.

See "Associating a Common Attribute to a Record" (PeopleSoft Campus Solutions 9.2: Campus Community)

**Show in Student SS** (Self Service)

Select this check box to indicate that the content item details are available for display in self service. This flag must also be selected on parent items for the content item to appear. This field is selected by default.

**Calculate Mark Average**

Select this check box to indicate that a mark average across all students should be calculated for this content item.

**Calculate Mark Rank**

Select this check box to indicate that student ranks should be calculated for this content item.

**Mandatory Pass Required**

Select this check box to indicate that this content item is required to be passed to achieve an overall passed result for the course.

When the system performs the primary course calculation, it analyzes this setting. For those items where this field is selected, the system reviews the corresponding result scale. For the mandatory pass processing to run, the result scale must use the Outcome field (it identifies a failed result) and must have the Mandatory Fail flag set. If these two items do not exist on the associated Result Scale, the system does not apply the mandatory pass processing.

**Anonymous Grading**

Select this check box to indicate that this content item requires anonymous grading. (future)

**Calculate Standardized Units**

Select this check box to indicate that standardized units should be assessed when the student achieves a passing mark for this content item.

**Standardized Units**

This field appears when the Calculate Standardized Units check box is selected. Enter any standardized units for this content item. For example, this field can be used to store European Credit Transfer and Accumulation System (ECTS) units.

## Extension Records

Additional group boxes appear on this page based on the Content Type selected. Extension records allow you to refine the functional properties of content types by assigning additional relevant attributes to them. These extension record definitions are set for specific content types on the Activity Definitions page.

**Course**

A course serves as the root of a coursework content tree. It is the only required content type that must be used in the content structure. The extension record for the course content type

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populates the course control record that appears on the Registry Header page of the activity registry.

**Component**

When the Content Type is *Component,* the Component Options group box appears.

In the Course Component field, the system displays components that are specific to the course that was defined as the Course Control Record.

The component used in Activity Management is SSR_ COMPONENT; the same field is used in the course catalog structure. The valid values that appear are from the Course Control Record defined on the Activity Header page.

Component results are calculated from their children, but can be overridden. Component results are also used to calculate their parents' result (course).

Components are not required to be built into the coursework structure. When creating a content structure, consider the following when determining if a component should be added to the structure:

- Add component(s) if a result is required for that component.
- Add component(s) if there is a need for the content structure to match the course catalog structure.
- Add component(s) if there is a need to display components to students in self service.

**Category**

When the Content Type is *Category,* the Category Options group box appears.

In the Content Category field, the system displays categories that were defined on the Content Category setup page.

A category is an optional level that can be added to the content structure to assist with grouping for display and/or calculation purposes. When calculated, category results are computed from their children, but can be overridden. Category results are also used to calculate their parents' result (component or course).

**Exam**

When the Content Type is *Exam,* the Exam Options group box appears.

In the Exam Type field, the system displays types that were defined on the Exam Type setup page. In addition, set the Exam Duration (in hours and minutes).

---

**Note:** If multiple exams are created for the course, and if the resit functionality is used, then each exam must have a different exam type.

---

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This content type should be used for any examination that requires its own rules and attributes, is scheduled outside of a class construct, and has special enrollment considerations. Do not use exams for class section-specific tests (in class or a final that is section specific); define these as assessment items. An exam can have a child item of itself if it makes sense for an institution to create an exam in a hierarchical structure. Examination results are entered manually and are used to calculate their parents' result (exam, category, component, or course).

**Attendance**

There is no delivered extension record for the content type *Attendance.*

Enter an *Attendance* content type into the content tree when your institution wants to store an attendance result and use it in a calculation for a parent result; however, there is no specific extension record for this content type. The attendance details are captured as part of the Attendance inclusion record.

Users can track attendance without inserting the *Attendance* content type. You can select the attendance content inclusion for the other content types and record a result; however the system does not use this result in the primary course calculation. To use an attendance result in the primary course calculation, you must insert the *Attendance* content type into the content tree.

Users can predefine these values using the Activity Management Default setup on the Academic Institution component.

**Assessment Item**

When the Content Type is *Assessment Item,* the Assessment Item Options group box appears.

Select the Extra Credit check box if the given assignment is undertaken for extra credit. The extra credit assignment can be added to all or individual students in the IAM. The system adds the points attained to the calculation for the overall category, component, or course result as applicable.

Select the Question check box if the given assessment item is being created as part of an exam and you want to identify it as a question on the exam.

An assessment item can have a child item of itself if it makes sense for an institution to create assessment items in a hierarchical structure. Assessment item results are entered manually and are used to calculate their parents' result (assessment item, attendance, exam, category, component, or course).

**Condition**

When the Content Type is *Condition,* the Condition Options group box appears.


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Use a condition to inject an option for students. When you use a condition you indicate how many of the following child items a student must select and complete. The system applies the label *Select nbr* to the condition in the content tree. The child items of the condition have the *Or* condition inserted into the content tree. Conditions can be used to create varying And/Or scenarios. Below are a number of examples.

Example 1: AND/OR/AND

Each student must complete either HW1 *AND* HW2 *OR* Oral Presentation 1 *AND* Oral Presentation 2. A *condition* (Options – Select 1) is created as the parent of two *categories* (Option 1 – Homework and Option 2 – Oral Reports). Each category has two *assessment items*.

Example 2: Option within an option

Each student must complete either Option 1 (HW1 and HW2) *OR* Option 2 (either Report 1 *OR* Report 2). A *condition* is created as a parent to a *category* (Option 1 – Homework) and a *condition* (Option 2 – Report).

Example 3: OR/AND/OR

Each student must complete a homework assignment from both Option 1 and Option 2. A *condition* is created for each selection. Thus, it reads HW1 *OR* HW2 *AND* HW3 *OR* HW4.

## Inclusion Options

The following sections appear on the page based on the inclusion options defined for each content type on the Activity Definitions page. Include or exclude these options based upon your institution's needs.

## General Options

**Mandatory**

Select this check box to indicate that this content item is required. When a content item is required the system automatically assigns it to a student when the student enrolls in the class or the EOC. When an item is not marked as mandatory it is considered optional. Optional items can be placed in a condition that allow a student to choose between several options. This field is selected by default.

**Required by Institution**

Select this check box to indicate that this content item is required by the institution and cannot be deleted by a faculty or administrative user.

**Allow Override or Substitution**

Select this check box to indicate that for a student this content item can be overridden or substituted with a different content item.

**Topic Approval Required**

Select this check box to indicate that a specific topic approval is required for this content item. For instance, a research project

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topic may require approval before students can begin the project.

**Include for Mid Term Grade** Select this check box to indicate that this content item mark is used to calculate a midterm result.

## Insufficient Mark Options

This group box applies to all content types, but can be turned off for any content type on the Activity Definition. Use these fields to define what should occur when there is an insufficient mark in the student record for a given content item.

**Mark Option** During the calculation process, if no mark has been entered for an assigned content item, and if applicable, the Late Content Penalty Rule has expired, the system uses the value selected here to determine how to calculate the content item. Valid values are:

- *Blank Mark - Include*
  - Calculate the item mark as zero (0) or
  - Enter a Minimum Mark Value to calculate for a missing content item mark
- *Blank Mark – Exclude*: the content item (if blank) is excluded from the calculation.

You can also use this feature to eliminate a result from a calculation.

- *Below Threshold – Exclude*: exclude a mark from calculation.
- The content item mark is excluded from the calculation if the mark is less than or equal to the Insufficient Mark Threshold.

**Minimum Mark Value** This field appears when the *Blank Mark – Include* value is selected as the Mark Option.

This indicates that even though there is no mark entered for the content item, this value will be used in calculation. If this field is left blank, a zero is used in the calculation.

**Insufficient Mark Threshold** This field displays when the *Below Threshold – Exclude* is selected as the Mark Option.

This indicates that the content item is excluded from the calculation when it is less than or equal to the mark indicated here.

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## Attendance Tracking Options

This group box applies to all content types, except Exam Section. It is delivered as active only for the *Attendance* content type, but that can be adjusted on the Coursework Activity Definition. Users can predefine these values using the Activity Management Default setup on the Academic Institution.

**Track Using**

Define the requirement for attendance as a *Number of Classes Attended, Percentage of Classes Attended,* or *Number of Allowed Absences.*

**Required Attendance**

This field appears when the Track Using field is set to *Number of Classes Attended* or *Percentage of Classes Attended.* Indicate the number or percentage of classes that a student must meet to pass the attendance requirement.

**Allowed Absences**

This field appears when the Track Using field is set to *Number of Allowed Absences.* Indicate the number of absences allowed.

**Result**

This check box appears when the attendance tracking inclusion is being used with a non-Attendance content type. The field should be selected to track an attendance result (it cannot be calculated) for any content item except Attendance.

## Late Content Penalty Options

This group box applies to *Assessment Item* content types. Late penalties can be automatically calculated by setting one of five late penalty options. Both the earned mark and the penalized mark are stored but only the penalized mark is used in calculation. A late penalty is assessed for this content item when the student submits the assignment after the due date or the extended due date (if an extended due date exists).

**Penalty Type**

Select the method to apply late penalties. Valid values include:

*Capped* – students can earn no higher than the specified value;

*Daily* – students have points deducted for each day the item is late

*Fixed* – students automatically earn this mark

*One Time* – students have this value deducted

*Weekly* – students have points deducted for each week the item is late.

*No Penalty* is the delivered default.

**Late Penalty**

This field appears when you select a Penalty Type of *Daily, One Time,* or *Weekly.* When you select *Daily* or *Weekly,* the Penalty Max field also appears.

**Penalty Mark**

This field appears when you select a Penalty Type of *Capped* or *Fixed.* The system enters this value for the student when the item is submitted late.

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**Penalty Max**

This field appears when you select a Penalty Type of *Daily* or *Weekly.* Enter the maximum number of points that an assessment item can be penalized.

**Grade Expires to Zero in ___ Days**

Select this check box if, at some point, the mark should be marked as zero.

Then, enter the number of days that will pass before the assessment item turns to zero.

## Dates and Durations

This group box applies to *Assessment Item* content types. In this section you define landmark days for the content item as well as the number of days from a date trigger the landmark dates should fall. When the content tree for the course is associated with a scheduled class, the landmark dates are populated based on these rules. The Review Dates page serves as a visual tool for a given term to see how the dates might populate.

**Date Trigger**

Select which trigger date option to use to determine the landmark dates. The choices are to use the *Term Start Date, the Session Start Date,* or the *Class Start Date.*

**Start Days**

Enter the number of days from the Date Trigger when this content item can be started.

**Due Days**

Enter the number of days from the Date Trigger when this content item is due. The system dispenses late penalties against this content item beginning one day after this date unless an extended due date exists for an individual student.

**Grading Days**

Enter the number of days from the Date Trigger when this content item is to be graded.

**Review Dates**

Click this link to access the Review Content Item Dates page where you can view estimated dates for a given term, session, or class start date.

## Resit Options

This group box can be applied to *Category, Exam,* and *Assessment Item* content types. Use this section to support reassessment (resit) rules. Resit rules pertain to both standard reassessment (resitting the same activity) and supplemental resits (substituting the original activity with a different activity).

**Resits Allowed**

Select this check box to indicate that this content type is allowed to be reassessed. When selected, the Supplemental Resit field, the Resit Period Option, and the Attempt Limit sections are displayed.

**Supplemental Resit**

Select this check box to indicate if this content item is to be used as a supplemental resit content item. This content item is only used when a student must be reassessed. For instance, initially students may be assessed on a particular assessment item or exam. Students who fail this assessment item or exam, however,


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may be given an opportunity to be reassessed, but not on the same assessment item or exam. This secondary item should be noted as a supplemental resit. After indicating this item is a supplemental resit, it must be added as a Supplemental Resit Item on the initial content item.

If several items can be used as a supplemental resit to an original attempt, the supplemental items should be created as a child of a category and the Supplemental Resit flag should be placed at the category level. Use a category if multiple supplemental items are to be used for reassessment.

**Calculation Option**

Indicate how to calculate a Resit in relation to the previous mark:

- *Average All Marks* – calculate the average mark across all attempts.
- *Highest Mark* – count the highest mark among all previous attempts.
- *Most Recent Mark* – count the most recent mark among all previous marks.

**Supplemental Resit Item**

This field is available when the Resits Allowed check box is selected. It should be used when the current content item is to be reassessed with a supplemental content item. The content item to be used as the supplemental item must already be created in the hierarchy and selected as a supplemental resit.

**Resit Period Assignment**

This grid is available when the Resits Allowed check box is selected. When the resit item is an exam, users can define how to assign the academic period for the resit exam. Values include *Next Exam Period, Next Exam Regular Period,* and *Next Exam Resit Period*. The Regular and Resit Period types are defined on the Academic Period Table.

The automatic assignment of the academic period for these values occurs when running the IAM Resit Evaluation process. An additional value, *Student Selection*, allows students to select the academic period through self service on the Resit Exam Selection page. This page appears only when the student is eligible for this selection.

**Nbr Periods to Display**

This field is available when the Resit Period Assignment is *Student Selection*. You indicate the number of future academic periods that is available for the student to select.

It is critical that you set up the number of future academic periods as well as scheduled exams during these periods. Otherwise, students are presented with the message: *No Future Periods.*

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**Regular Exam**

This field is available when the Resit Period Assignment is *Student Selection*. Select if the student is allowed to select period of a regular exam for their resit.

**Resit Exam**

This field is available when the Resit Period Assignment is *Student Selection*. Select if the student is allowed to select period of a resit exam for their resit.

**Attempt Time Period**

Select the time periods against which reassessment limits are applied. This field works in conjunction with the Allowed Attempts field. Delivered time periods are: *Academic Year, Academic Career,* and *Academic Program*.

**Allowed Attempts**

Enter the number of allowed attempts for the activity for the period selected.

This value indicates total attempts at the activity, including the original. If an activity can be reassessed just once, the value entered should be *2* for the original attempt and the resit attempt.

A supplemental exam cannot be reassessed and therefore the number of attempts is limited to 2 for the original content item.

## Scheduling Options

This group box applies to *Exam* content types. Use these fields to define exam scheduling requirements. You can override these requirements when the exam is scheduled in the Section Manager.

**Schedule Activity**

Select this check box to indicate that an exam section should be scheduled in the Section Manager.

**Number of Sections to Schedule**

Indicate the number of exam sections to schedule in the Section Manager. Users cannot insert the Exam Section content type into the Activity Registry. By selecting the Schedule Activity check box and indicating the number of exams to schedule for the exam, the system automatically inserts the exam section row (s) into the content tree at the section level. The sections appear initially in the Activity Generator.

**Connector Type**

This field appears when the Number of Sections to Schedule is two or more. The connector type allows users to indicate whether students should be assigned to each of the scheduled exam sections *(And)* or if the students need to choose between multiple sections *(Or)*. The system inserts Or connectors into the content tree in the Activity Generator when the exam sections are inserted.

**Calculated Result**

Select this check box to indicate that this particular exam level does not have a mark entered directly against it, but will have a calculated result based upon the calculation of child items.


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**Confirmation Required** Select this check box to indicate that a student must confirm his/her attendance in the assigned exam section.

**Use 3rd Party Scheduler** Select to indicate you will find an alternative solution for scheduling exams.

---

**Note:** Exam sections inherit the exam type of the exam content type (its parent). If multiple scheduled sections require different exam types, users should create an exam for each type in the coursework hierarchy.

---

## Staffing Requirements

This group box applies to *Exam* content types. Users can use these fields to define staffing requirements. You can override these requirements when the exam is scheduled.

**Staff Instructions** Click this link to access the Staff Instructions page where you can add staff instruction content messages.

**Staff Type** Select an examination staff type. Staff Types are delivered as translate values. Delivered values include: *Chief Examiner, Examiner, Invigilator,* and *Proctor.* Additional staff types can be added to the translate field SSR_CW_EX_STF_TYPE.

**Minimum Required** Enter the number required for each staff type. You can enter a flat number, or use the field in conjunction with the Student/Staff Ratio field by indicating the number of staff in this field per the number of students identified in the Student/Staff Ratio field.

**Student/Staff Ratio** Use with the Minimum Required field to establish a staff (minimum required)-to-student ratio. For example, there could be requirement that two proctors are required for every 30 students.

## Content Devices

This group box applies to all content types, but can be turned off for any content type on the Activity Definition. Users can indicate devices that are allowed or required for a content item. You can override these devices when a class or an exam is scheduled.

**Device ID** Indicate devices that may be required for a course, could be used during an examination, or are needed to complete an assessment item. The devices are setup on the Content Devices page.

**Required** Select this check box to indicate whether students are required to have this device type for a content item. Otherwise, this device type is considered acceptable, but optional.

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### Forms of Identification

This group box applies to Exam content types. Users can use these fields to define acceptable forms of identification. You can override these requirements when the exam is scheduled. Users can predefine these values using the Activity Management Default setup on the Academic Institution.

**Form of Identification** Indicate which documents or identification a student is required to show for entrance into the examination.

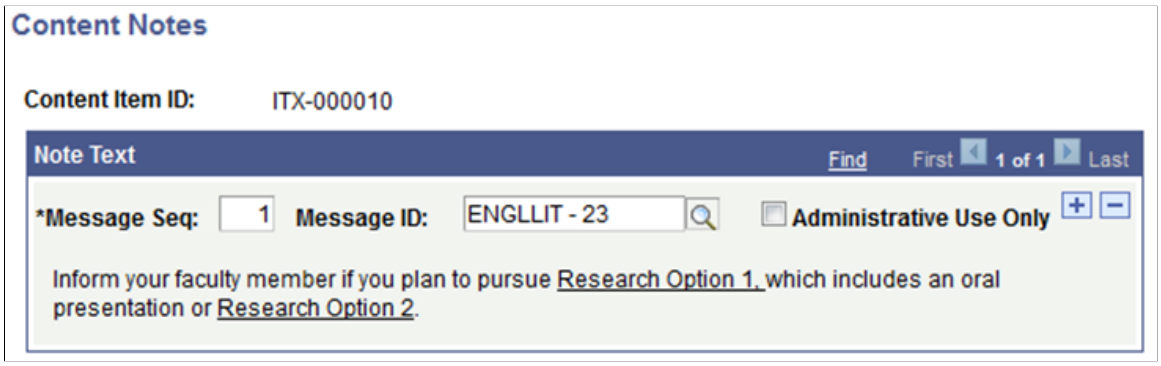
**Required** Select this check box to indicate if the form of ID is required for entrance into the examination. Otherwise, this form of ID is considered acceptable, but optional.

## Defining Content Notes

Access the Content Notes page (click the Content Notes link on the Registry Detail page).

**Image: Content Notes page**

This example illustrates the fields and controls on the Content Notes page. You can find definitions for the fields and controls later on this page.




The Message ID options available here are defined during Content Message setup. Only those messages defined as General Content Messages appear. This message appears to students, faculty, and administrative users unless the Administrative Use Only check box is selected. If selected, students do not see the message.

**Message Seq** (sequence) The system assigns the sequential number.

**Message** If you enter a Message ID, that message appears; otherwise you can enter a free-form message.

## Establishing Common Attributes

Access the Attributes page (click the Attributes link on the Registry Detail page). Select to access common attribute fields that were defined on the Record Context page for Activity Registry Items)

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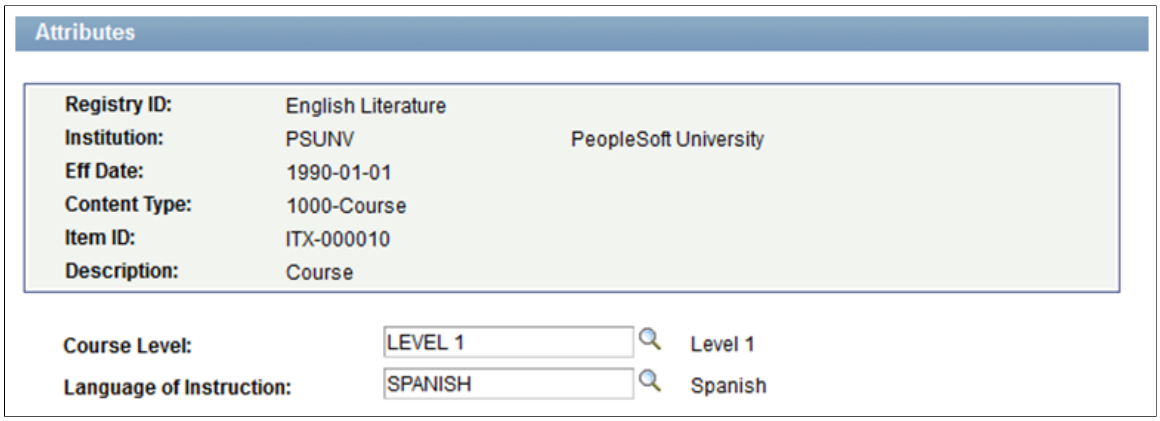
**Image: Attributes page**

This example illustrates the fields and controls on the Attributes page. You can find definitions for the fields and controls later on this page.




The screenshot above provides an example of common attributes set up for the course content item in the Activity Registry.

The fields that appear on the Attributes page are customer-specific and are defined on the Common Attributes and Record Context pages. The record context used for the Activity Registry is the Content Item Attributes (SSR_AC_CONT_ITM) record. The entity names used for the Activity Registry are prefixed by 'ACR'.

See "Defining a Common Attribute" (PeopleSoft Campus Solutions 9.2: Campus Community)

See "Associating a Common Attribute to a Record" (PeopleSoft Campus Solutions 9.2: Campus Community)

## Reviewing Coursework Item Dates

Access the Review Content Item Dates page (click the Review Dates link on the Registry Detail page).

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**Image: Review Content Item Dates page**

This example illustrates the fields and controls on the Review Content Item Dates page. You can find definitions for the fields and controls later on this page.

**Note:** This page is designed to provide a visual estimate when originally defining the Activity Registry ID. These values are not stored.

### Estimate Assignment Landmarks

**Term Start Date, Session Start Date,** or **Class Start Date** — Select the trigger date to use to determine the landmark dates.

**Estimate Dates from Date** — Enter a class start date.

### Estimated Dates from Duration

Based on the days entered in the fields of this group box, the system populates a date estimate.

## Defining Staff Instructions

Access the Staff Instructions page (click the Staff Instructions link on the Registry Detail page).


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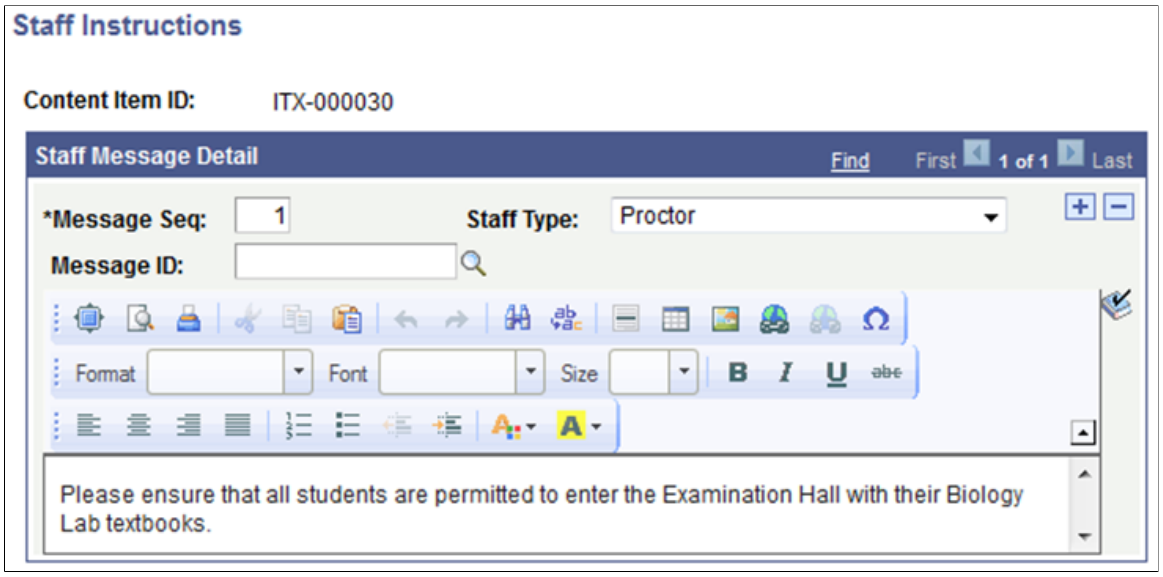
**Image: Staff Instructions page**

This example illustrates the fields and controls on the Staff Instructions page. You can find definitions for the fields and controls later on this page.




This page applies to *Exam* content types. The Message ID options available here are defined during Content Message setup. Only those messages defined as Staff Instructions appear. These requirements can be overridden when the exam is scheduled.

| | |
|---|---|
| **Message Seq** (sequence) | The system assigns the sequential number. |
| **Message ID** | If you enter a Message ID, that message appears; otherwise you can enter a free-form message. |
| **Staff Type** | Indicate to which staff type this instruction is applicable. |

## Reviewing the Content Tree

Access the Content Tree page (Curriculum Management > Activity Management > Activity Registry > Activity Registry > Content Tree).

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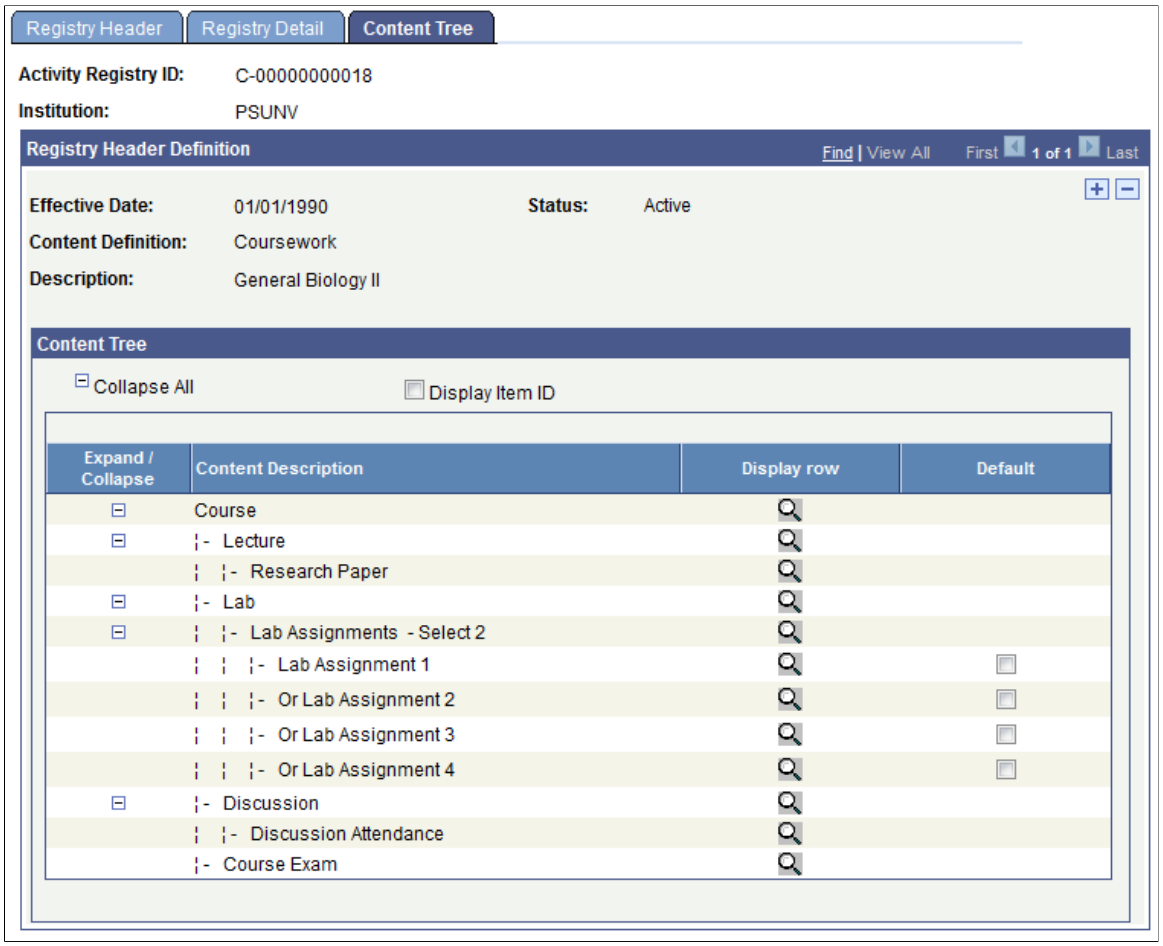
### Image: Content Tree page

This example illustrates the fields and controls on the Content Tree page. You can find definitions for the fields and controls later on this page.




The system builds the content tree as you save content types and can be viewed on the Content Conditions page. If a condition was established on the Registry Detail page you see it with the Select Nbr appended to the description and the Or conditions inserted into the condition children. In the above example the condition *Lab* was inserted as a parent to *Lab Assignments 1, 2, 3* and *4.* The condition was built indicating that the student must select and complete two of the lab assignments. Exam sections—the number defined on the Exam content type—is inserted on the Activity Generator component.

**Display Item ID** Select this check box to display the Content Item ID in the content tree.

**Item Details Icon** Select the Items Detail icon to transfer to the corresponding row on the Registry Content Detail page.

**Default** This check box appears on the child items of a condition. Indicate whether students should automatically be assigned certain conditional items. If items are indicated as the default(s) then these items carry an assigned status on the student's IAM. Students, though, have the option to change these assigned values in self service.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# Setting Up Activity Management Throughout Campus Solutions

Additional academic structure setup — throughout core Campus Solutions — is necessary to support Activity Management. This section discusses how to:

- Define various Activity Management installation options.
- Enable Activity Management and set up activity management defaults.
- Set up EOCs.

## Define Various Activity Management Installation Options

Use the Installation Student Administration page to define activity and result roster item settings.

See "Selecting Student Administration Installation Options" (PeopleSoft Campus Solutions 9.2: Application Fundamentals)

## Enabling Activity Management and Setting Up Activity Management Defaults

Use the Academic Institution 9 page to enable Activity Management and set up default values.

When entering results in the Individual Activity Manager, Activity Roster and the Activity Management Workcenter, it is now possible to control whether or not results can be deleted in IAM, and whether or not the results can be updated in IAM, Roster and Workcenter. The control is based on the type of result entered or calculated.

- Non Calculated Result (manually entered result)
- Late Penalty Calculated Result
- Resit Calculated Result
- Other Calculated Result
- Result Scale Conversion Options

See "Defining Academic Institutions" (PeopleSoft Campus Solutions 9.2: Application Fundamentals)

## Setting Up EOCs

Use the Offerings page to define EOC requirements on the course catalog.

See Creating Course Offerings

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