Managing Activities

Understanding Activity Management

Activity management enables your institution to define student requirements at the course level. The heart of activity management is the activity registry. You define learning content within the registry, in a hierarchical structure, where grading options and exam specifics are associated with content types. Registries can apply to a single course or multiple courses that share the same structure and grading and exam requirements.

When the activity registry is completed, it creates a content tree that is a visual representation of the learning content of a course. The major benefit of defining the course content in a tree structure is that it establishes a calculation structure. The overall course mark is calculated from the bottom up; that is, from the lowest level of the tree, or from the child up to the parent. No matter how many elements or levels you create within a content tree, all components listed under a course can combine to calculate the course mark.

Once this course structure is defined it is accessible on a term basis for scheduled class sections or in an academic period for scheduled course examinations. Within these time constructs, the course structure can be organized (Activity Generator), edited administratively (Activity Manager), and the exams can be scheduled (Section Manager).

As students enroll in classes or exam-only courses (EOCs) an Individual Activity Manager (IAM) is created. This record attaches the course activities to a student and allows results to be assigned to their completed coursework.

Users can use the Activity Roster component to access the list of students for a class or exam. The Activity Roster lists all students associated with a given activity and provides each student’s academic information. The Result Roster allows users to manually enter activity results and calculate those results to an overall course result. Course results can then be synchronized to a student's Academic Progress Tracker (APT) and student enrollment record.

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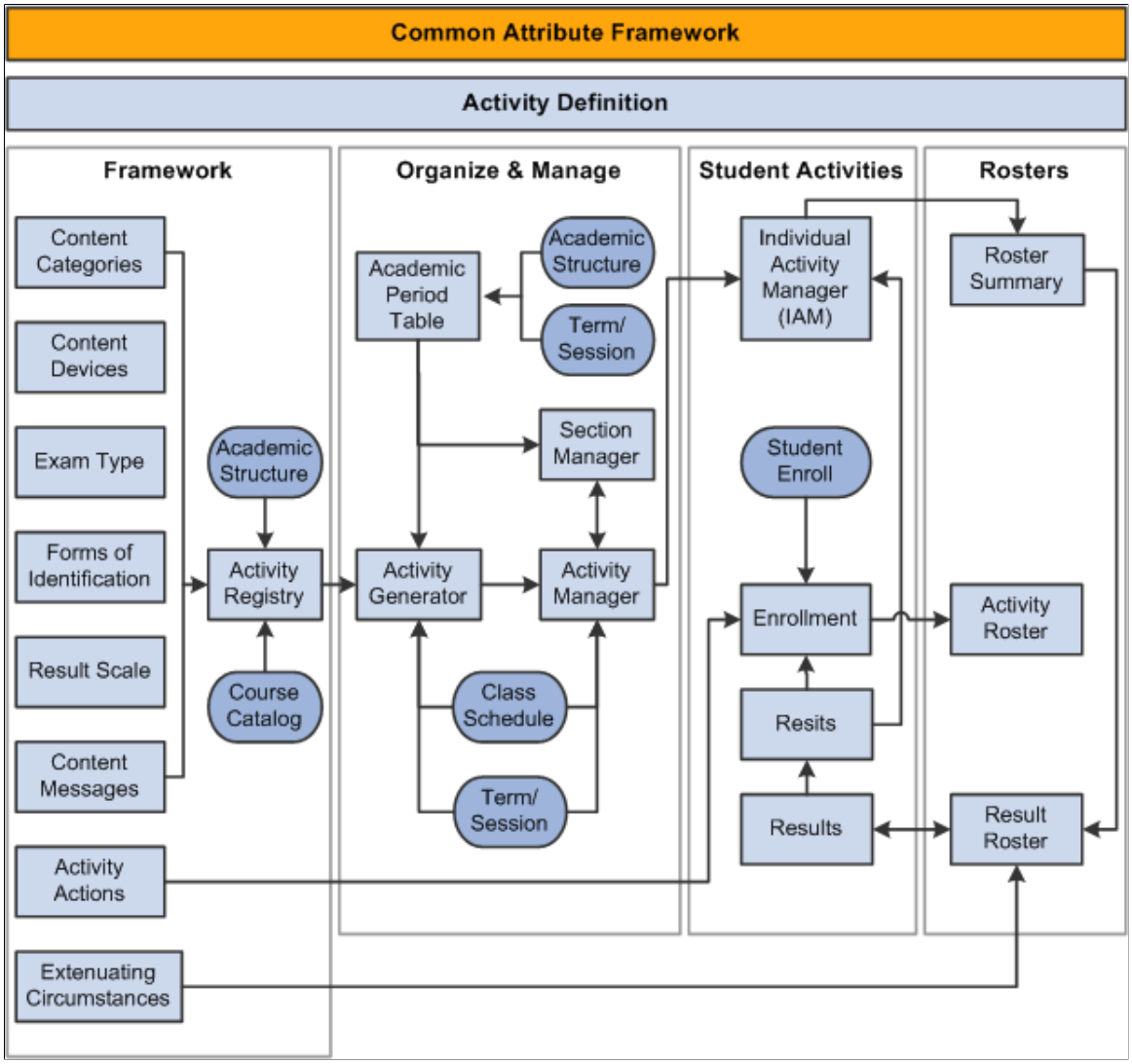
Image: Activity Management deliverables

The following diagram illustrates Activity Management deliverables:



Understanding Results in Activity Management

With Activity Management you greatly enhance the grading capabilities available at the course level. Each activity can have multiple results allowing you to capture marks, grades, and outcomes for which you record a primary result up the course hierarchical content tree. This gives you the opportunity to capture additional result types, such as competency and midterm results.

A number of components are used to set up, control access to, enter, and calculate results. The two essential setup components are the Result Scale where you map any combination of scores, marks, grades and outcomes; and Result Types, where you define which outcomes to track. At least one result type must exist in Activity Management and be associated with the Academic Institution as the primary result. This is the result that is calculated up the content tree and is stored as the official result of the course. This result is calculated using the delivered primary course result rule. To calculate results you must utilize the Mark value in your result scale setup.

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Additional grading criteria are defined in the Activity Registry for specific coursework items. General content items such as the weight of the item, the result scale, the mandatory pass flag — as well as late penalty criteria, assignment due dates, and extra credit — are defined in the Registry and have a significant impact on grading. The delivered AM Primary Course Result and the AM Late Penalty rules use the registry criteria in calculating the primary result for the overall course utilizing the institution's result scale setup.

Activity Management caters to three consumers – administrative staff, instructional staff, and students. Each group has unique needs and times in which to access result data. Four primary components exist to cater to these groups. Administrative users access the Result Roster secured by academic organization and have full grading and calculating capabilities. These users also have access to student results in the IAM.

Instructional users, including both faculty and exam staff, have access to the Result Roster through the AMWC. Instructional user access and capabilities are defined on several levels:

1. User must be associated with an Academic Organization on the Instructor/Advisor Table.
2. User must be assigned as an instructor on the Class Table or as exam staff in the Section Manager.
3. Define result access Result Dates to indicate when instructional staff can access result rosters to perform specific actions. Result access – to view, grade, calculate – is based on the roster access settings on the Class Table and Section Manager (see tables below).
4. Set Allow Calculation flag on the Institution Table.
5. Review Updateable Inclusions on the Activity Manager WorkCenter (AMWC) Settings tab of the Activity Registry component to define which coursework detail can be updated by instructional staff in the AMWC.

Result roster access in the AMWC is based on the roster access defined for Instructors on the Meeting page of the Schedule of Classes or assigned staff on the Section Details page of the Section Manager. Transactional access to the AMWC Result Roster includes the actions to view, grade, and calculate. The following example illustrates how class instructor and exam staff access translates to AMWC actions.

Class Table Roster Access	***AMWC Access***
Grade	Grade
Approve	Grade and Calculate
Post	Grade and Calculate

Because instructors are assigned at the class level (component in the Activity Management structure) the instructor assigned to the graded component has access to all noncomponent result rosters, meaning that instructor can view and calculate the rosters for the course root, all noncomponent children of the course root, and the exams and exam sections. This provides the instructor of the graded component with the ability to calculate the course primary result.

Section Mgr Roster Access	***AMWC Access***
View Only	View
Grade	Grade

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Section Mgr Roster Access	*AMWC Access*
Calculate	Calculate

Because exam staff are assigned at the exam section level, roster access to the parent exam (and course root if it is an exam-only course) is provided to exam staff with the maximum access that user is provided at the exam section. For instance, if an exam staffer has view access for one exam section and grade access for another exam section, the staffer has grade access at the parent exam.

For students, you must define when to display results. Define this on the Result Dates component for student self service. Activities must also be set up to be viewable in self service. This is a definable content option on all activities within the Activity Manager and its related components.

Results calculated in Activity Management are designed to post to a student's enrollment record (STDNT_ENRL) and the student's Academic Progress Tracker (APT). You define which results to post on the Institution Table and then run the IAM Result Posting batch process to sync results to the APT and the course grade to the graded component official grade on STDNT_ENRL.

Understanding the Delivered Rules in Activity Management

Three result calculations and one evaluation process are delivered for Activity Management. The calculations support standard result calculation when results are entered on the student's IAM, the administrative result roster, or the Activity Manager WorkCenter (AMWC). The calculations are constructed using a variety of methods: the Rules Engine, Activity Management Entities, and page and component editing. The delivered calculations are:

- late penalty processing
- resit result calculation
- overall calculation of the primary result type

The existence of the *Late Penalty Option Inclusion Record* on any Assessment Item, along with a submission date that is later than a due date, triggers the Rules Engine to run the AM Late Penalty Online Driver Rule. The rule may call additional expert-level rules for additional calculation. The system then inserts a late penalty result into the student's result record SSR_IAM_RESULT. Late penalty rows are used in the primary result type calculation. The late penalty inclusion data is setup on the following components: Activity Definition, Activity Registry, Activity Manager, and the Individual Activity Manager.

An evaluation process, kicked off on the IAM Resit Evaluation component, uses the Rules Engine to determine resit eligibility. The system evaluates whether a student is eligible for a resit attempt based on the student's earned mark. Setup values on the Result Scale and the Resit Options for the original attempt are analyzed and if deemed eligible, a new attempt is to be inserted on the student's IAM. When the resit is for an exam activity, the system also assigns the exam period for which the attempt should be taken.

The resit result calculation is called during the calculation of a re-assessed piece of coursework or when a result is entered. A resit result is calculated for the current attempt from the current and previous attempts based on the resit calculation setting in the Activity Manager. The process calculates and inserts a new result row for the current attempt on SSR_IAM_RESULT, and the earn credit flag is placed on the result to be used in the primary result calculation.

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The primary result calculation adds coding to the Activity Management Entities and uses the AM Primary Course Result API to calculate hierarchical results based on multiple inclusion record settings that drive processing. The calculation analyzes result types, result scales, include in calculation settings, extra credit, due dates and extended due dates, mandatory pass settings, and insufficient mark options. The process calculates and inserts a new result row on SSR_IAM_RESULT. This calculation can be run on a student, an entire class, or in batch for an entire term, academic period, or subject.

Late Penalty Processing

The late penalty options defined on the Activity Registry include penalizing based on number of days or weeks late with a minimum limit, or subtracting a one-time penalized mark. Users can indicate that a late mark should be capped or fixed at a specific mark. You can also choose to not calculate a penalty. All penalties allow for a mark to be set to 0.0 after a specified amount of time.

The following diagrams outline the processing that generates the late penalty calculations.

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Image: Late Penalty Processing (1 of 4)

Diagram 1 of 4 illustrating late penalty processing:

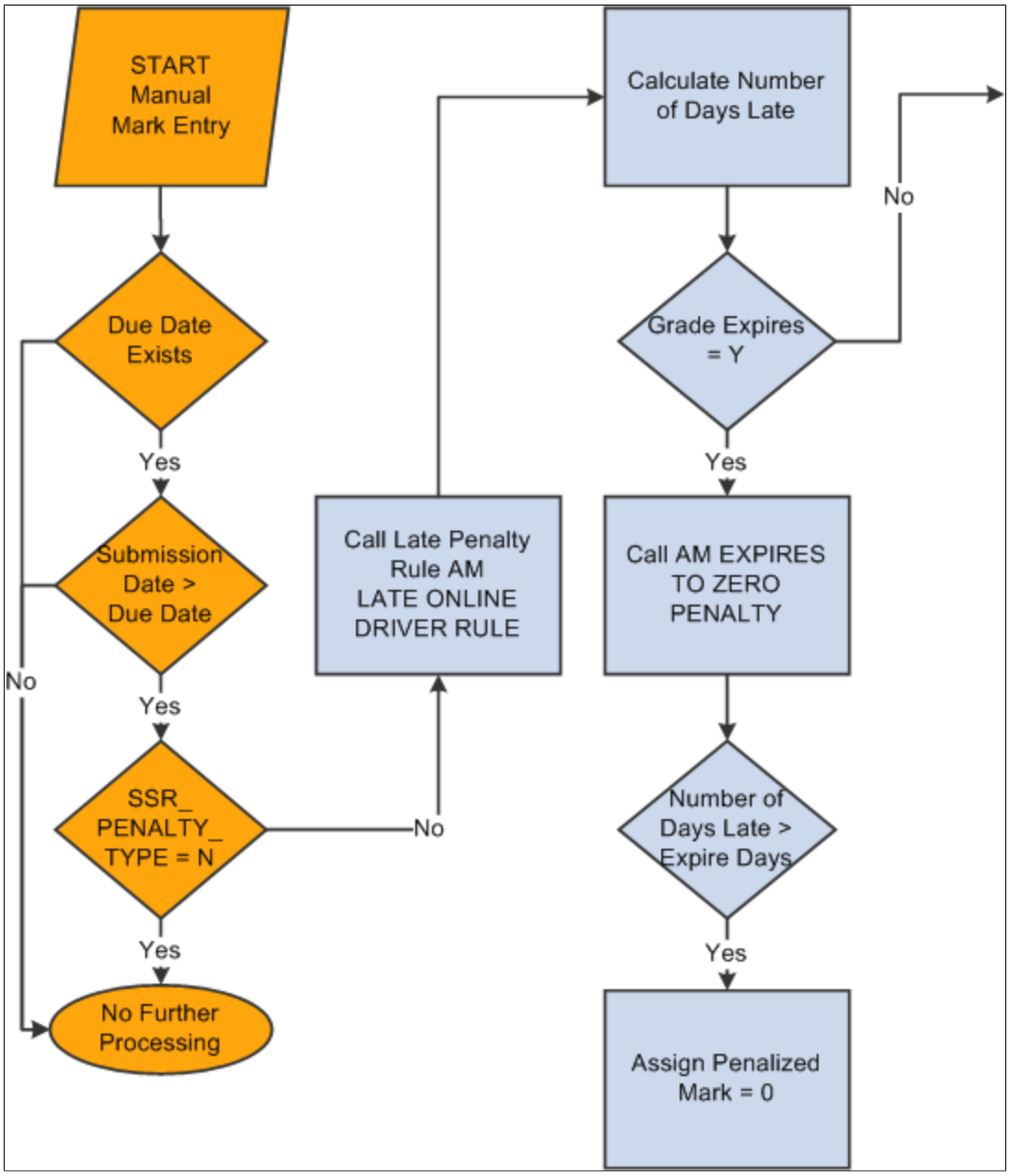

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Image: Late Penalty Processing (2 of 4)

Diagram 2 of 4 illustrating late penalty processing:

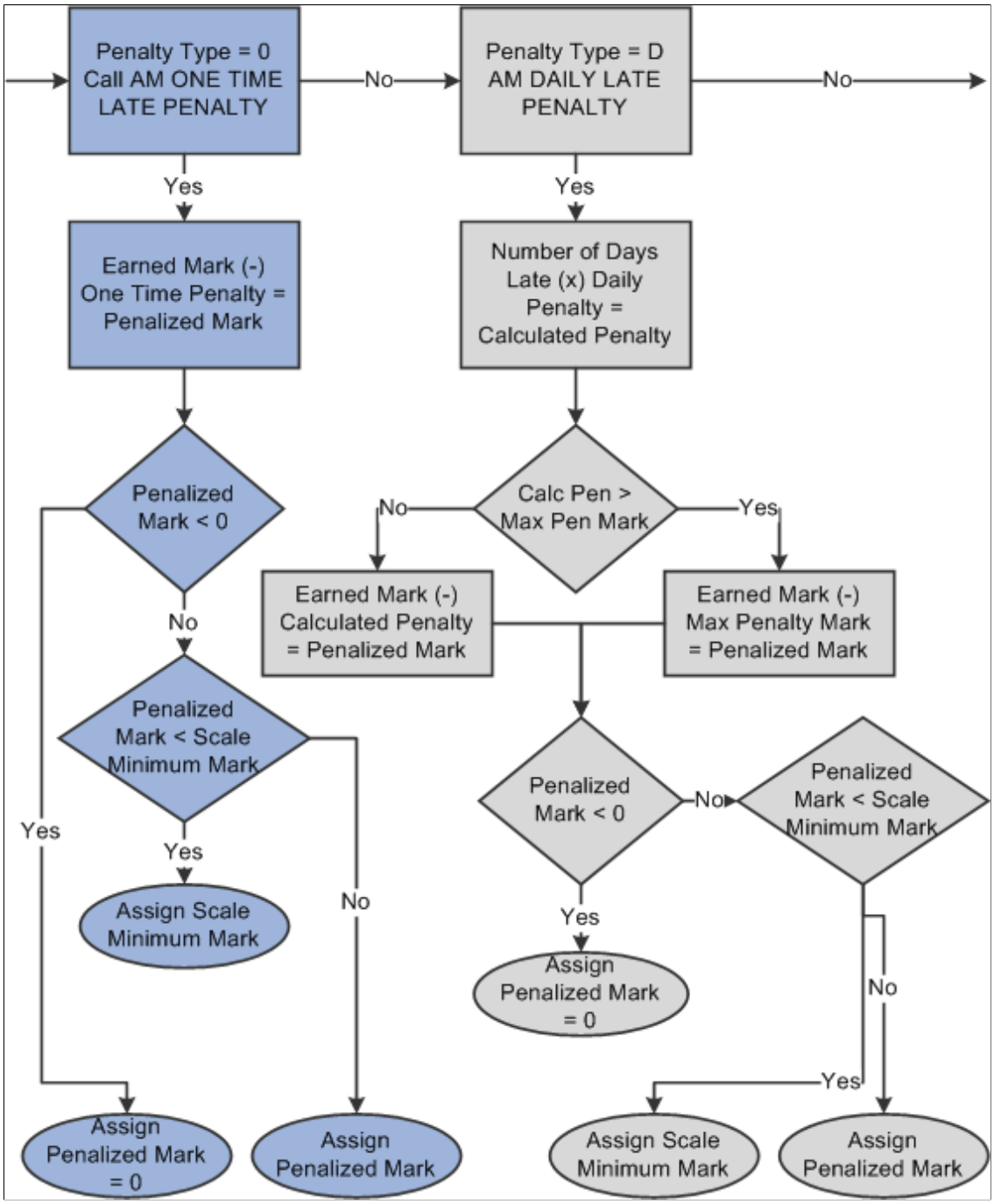

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Image: Late Penalty Processing (3 of 4)

Diagram 3 of 4 illustrating late penalty processing:

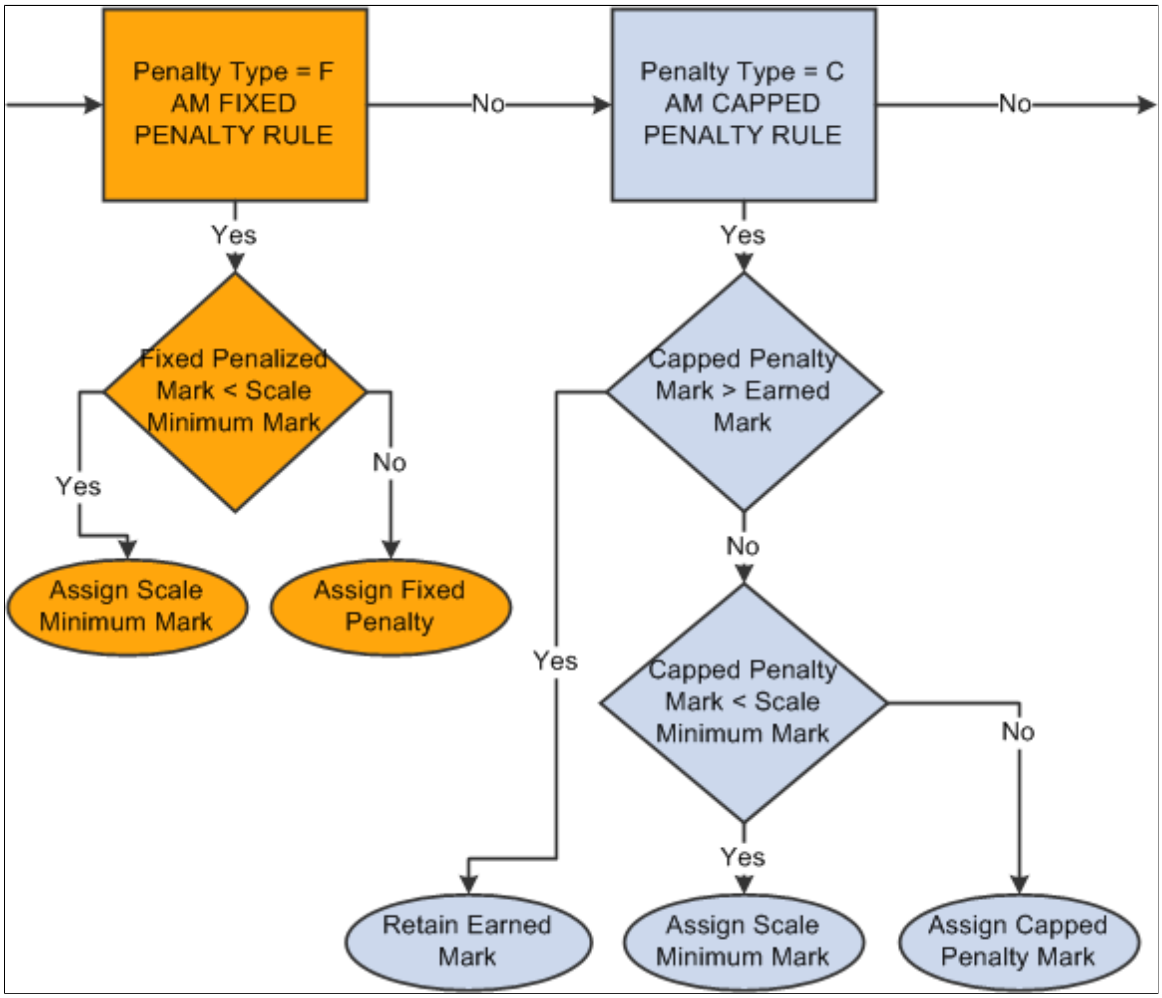

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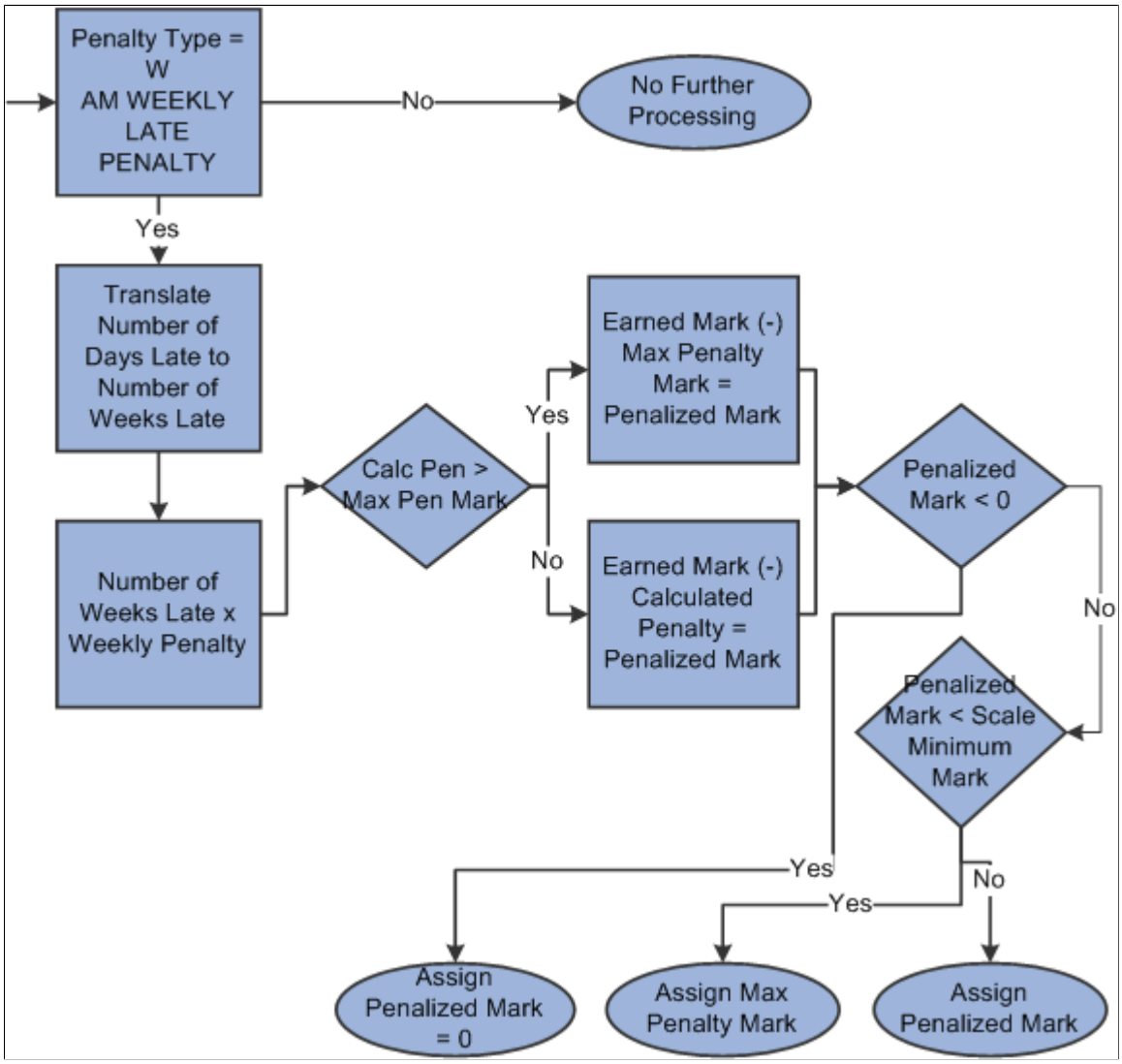
Image: Late Penalty Processing (4 of 4)

Diagram 4 of 4 illustrating late penalty processing:



The calculated late penalty mark is inserted on a new result row with a result subtype of Late Pen. The row is updated with the following data:

SSR_RSLT_SEQ = +1

SSR_RSLT_SUB_TYPE = L

SSR_INCL_IN_CALC = Y

SSR_IAM_RSLT_STAT = 10

SSR_IAM_MARK = Penalty Mark

During the process, the system removes the Include in Calc flag from the original row and inserts it on the new row.

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Late Penalty Rules Engine Integration

Below are the triggers and rules defined for late penalties.

Note that to use the rules you must also:

1. Add role security to the Rule Category – AM Calculation Rules.
2. Build the rules (using the Build Rules component).
3. You may also need to run the Wipe and Sync Entity utility.

The delivered Rule Category is AM Calculation Rules - SCC_RULE_CAT_20130425123523.

The delivered Rule Trigger is AM Online Late Penalty Trigger - SCC_RTRIG_20130516132141.

The delivered rules are:

Rule Name	***Rule ID***
AM Late Penalty Online Driver Rule	SCC_RULE_ID_20130515130457
AM Capped Late Penalty	SCC_RULE_ID_20130521103202
AM Daily Late Penalty	SCC_RULE_ID_20130521095817
AM Expires to Zero Penalty	SCC_RULE_ID_20130516135412
AM Fixed Penalty Rule	SCC_RULE_ID_20130521094603
AM One Time Late Penalty	SCC_RULE_ID_20130508133749
AM Weekly Late Penalty	SCC_RULE_ID_20130515141726

Primary Result Processing

The primary result calculation analyzes result related setup from a variety of sources as well as calls the rules engine to calculate the overall weighted average mark. The data analyzed during the primary result calculation includes:

- Result Scale
  - Mark - grade - outcome mapping.
  - Identifies scales without marks, analyzes mandatory pass setting.
  - Identifies the insufficient mark setting.
  - Identifies resit result settings.
  - Identifies different result scales.

    Activity Registry supports the ability to configure different result scales for each activity and the ability to convert the marks from different result scales (parent/child) in primary result calculation.

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For detailed information, see *Calculation of Overall Course Results using Multiple Result Scales* on My Oracle Support (Doc ID 1400723.1).

- Result Type
  - Determines the Primary Result Type.
  - Checks result scale security.
- General & Inclusion Options
  - Content Options – result scale, weighting, assessed flag, include in calculation flag
  - Extra credit
  - Insufficient Mark option
  - Mandatory Pass field
  - Dates & Duration
  - Resits

The following diagrams outline the primary result calculation.

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Image: Primary Result Type Entity Coding (1 of 3)

Diagram 1 of 3 illustrating primary result calculation:

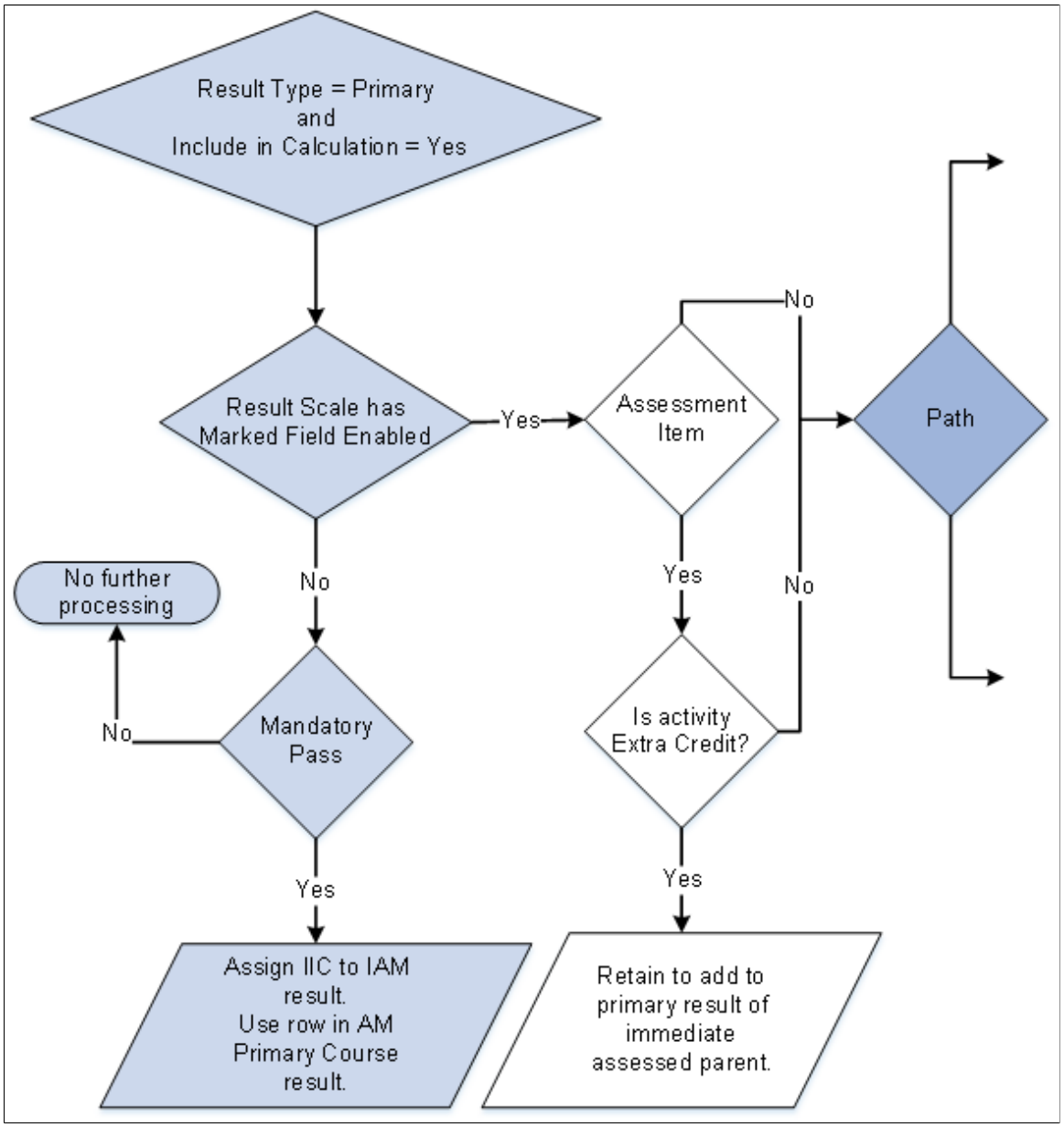

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Image: Primary Result Type Entity Coding (2 of 3)

Diagram 2 of 3 illustrating primary result calculation:

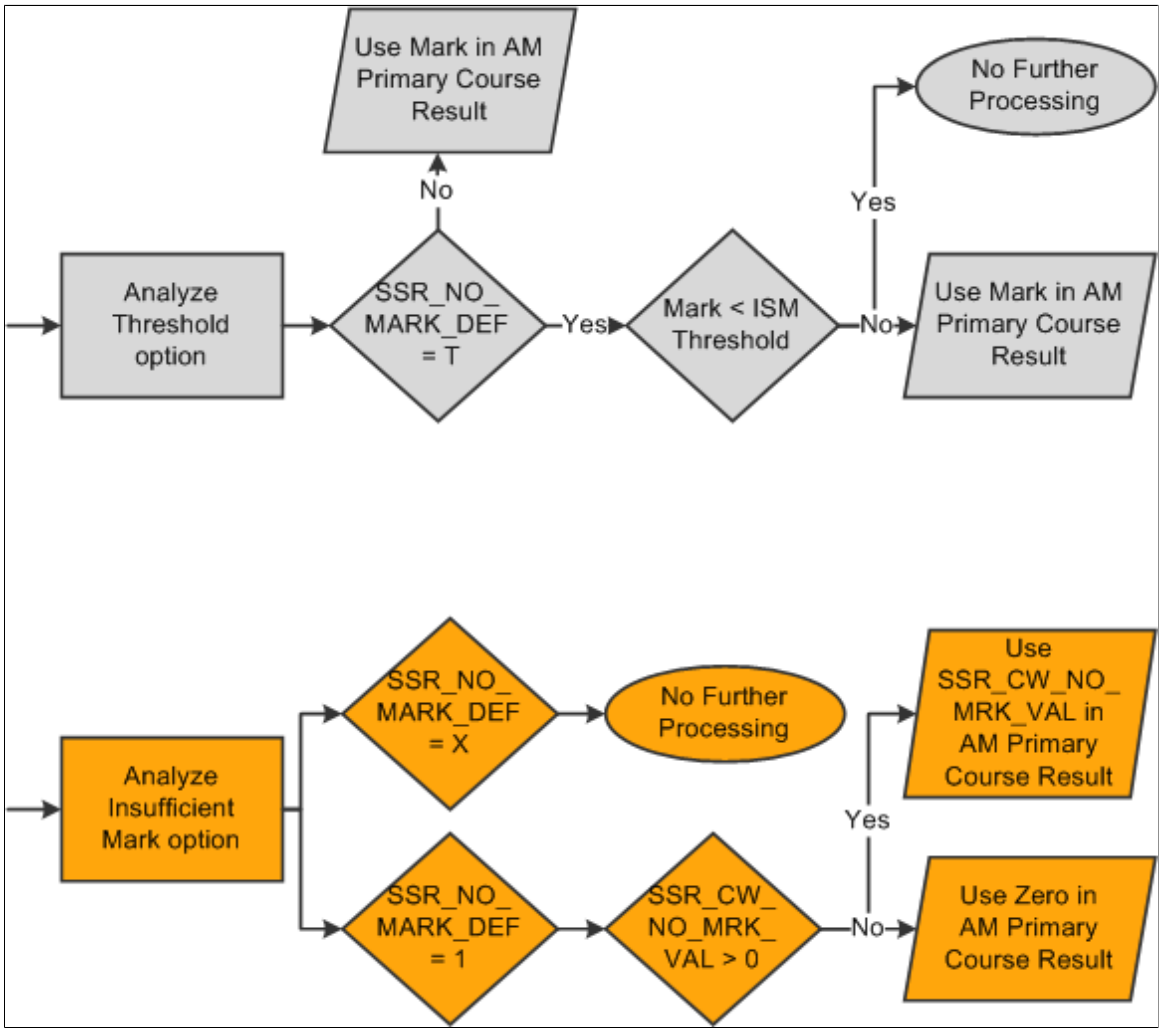

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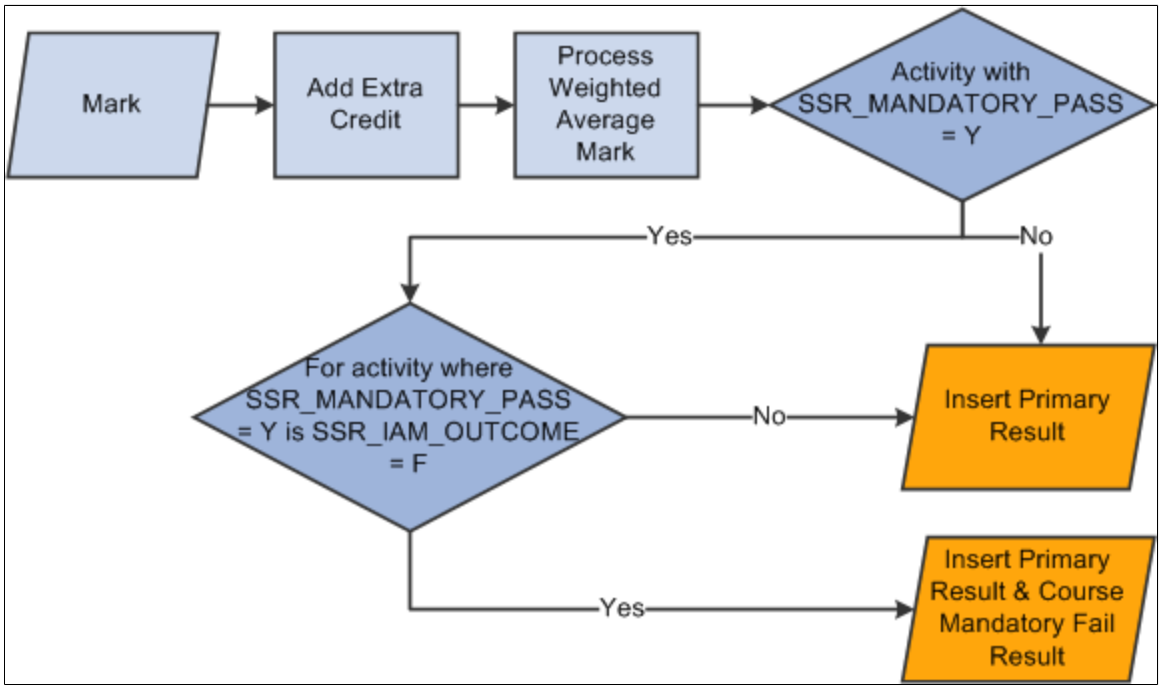
Image: Primary Result Type Entity Coding (3 of 3)

Diagram 3 of 3 illustrating primary result calculation:



Result Calculation:

Summary Page row selected for *Select for Calculation*.

and

Result Detail row has *Include in Calculation* selected

or

Result Detail has the expectation of an *Include in Calculation* row.

The calculation begins by analyzing the associated result type and result scale. It determines whether a result that does not utilize a mark should be included in the calculation in that it is noted as a Mandatory Pass activity (meaning it must be passed to pass the overall course). Then the activity is reviewed to determine if it is extra credit. Next the due or the extended due date is analyzed. From here the value to use in the calculation is determined after analyzing the Insufficient Mark settings. The weighted average marks are calculated and extra credit is added where credible. Lastly, the status is reviewed for any activities used in calculating the course result and if the mandatory fail result is entered for the course as applicable.

Primary Result Rules Engine Integration

The primary result calls the Rules Engine to generate the average weighted mark of an activity based on its child activities.

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Highlights of the Activity Management Primary Result	
Rule Category: AM Calculation Rules	SCC_RULE_CAT_20130425123523
Rule: Resit Calculation	SCC_RULE_ID_20140812101105
Rule: Overall Calculation with Multiple Scales 1: Main Rule	SCC_RULE_ID_20160824092103

Understanding Resit Eligibility and Calculation

Activity Management supports the resit (reassessment) functionality. This feature evaluates if a student is eligible for a resit and, if so, performs a calculation to determine the resit result. Schools could set up a number of criteria to support their reassessment policy.

The rules designed to analyze resit eligibility and calculation of a resit result depend on the setup from a variety of sources, including the:

- Result Scale - Resit Eligible flag
- Resit Option - Resits Allowed flag
- Resit Option – Attempt Limits
- Resit Option – Resit Period Assignment
- Resit Calculation Option
- Academic Period
- Result entered on the student IAM

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Image: Resit Eligibility Evaluation

This diagram outlines the resit eligibility evaluation process.

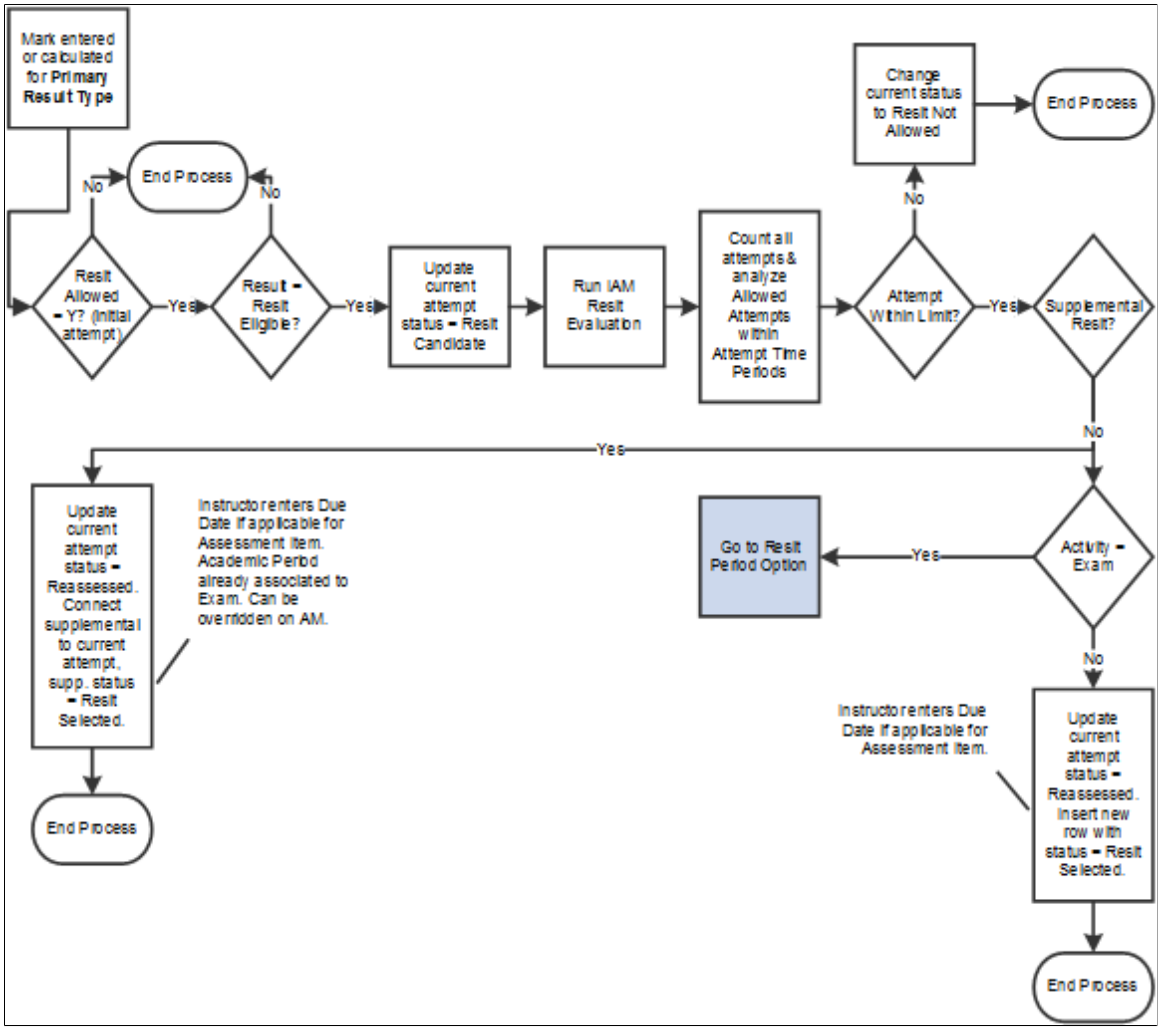

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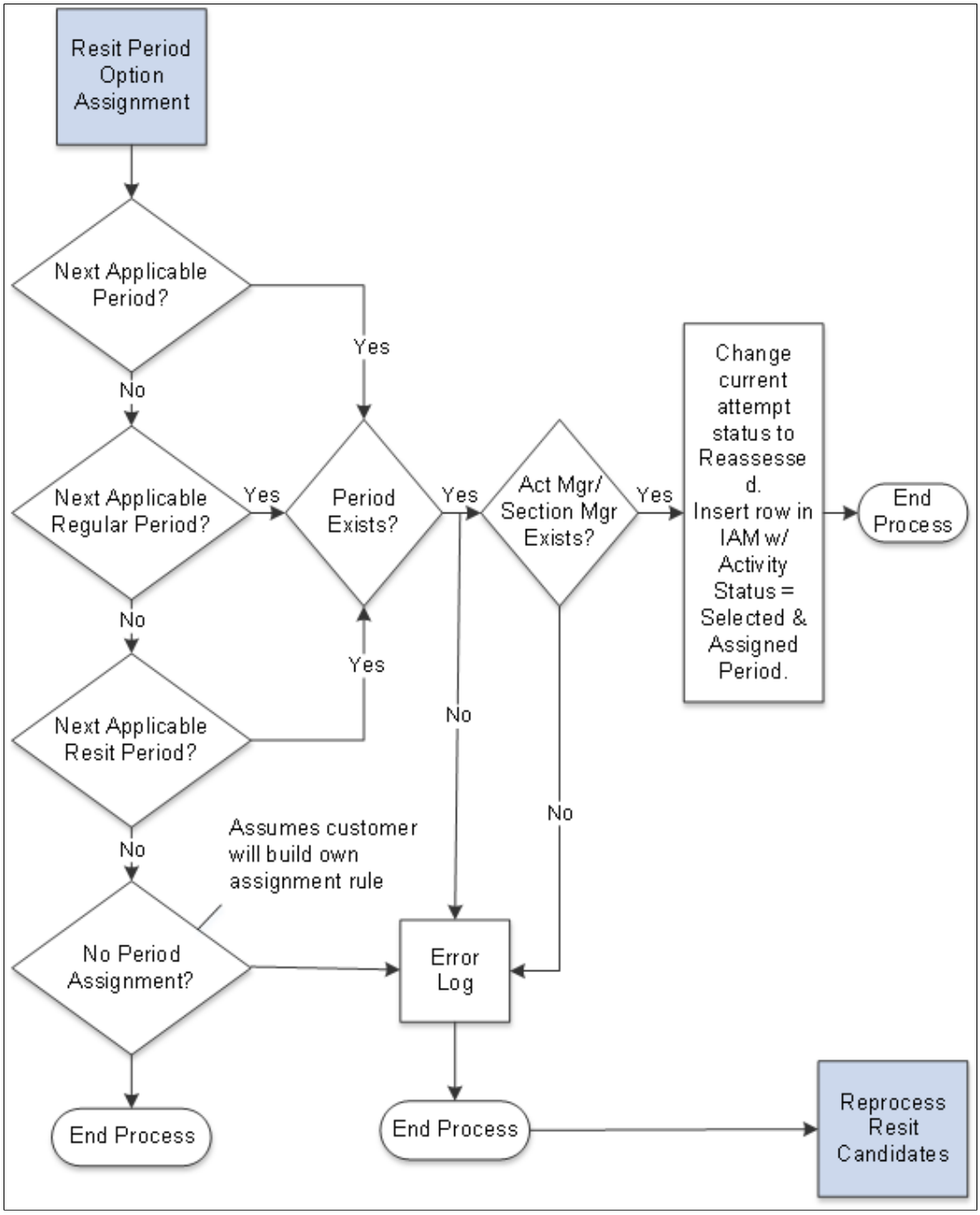
Image: Exam Period Assignment

This diagram outlines the exam period assignment process.



Resit Eligibility Rules Engine Integration

This section lists the entities and rules defined for resit eligibility and calculation. To use the rules, you must also:

1. Add role security to the Rule Category – AM Calculation Rules.
2. Build the rules (using the Build Rules component).

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3. You should also run the Wipe and Sync Entity utility.

The delivered Rule Category is AM Calculation Rules - SCC_RULE_CAT_20130425123523.

Data Set Profile	***Data Set Name***
System Profile for Data Sets	AM Activity Data SCC_ENTITY_20140514045431
System Profile for Data Sets	AM IAM SCC_ENTITY_20140529091847
System Profile for Data Sets	AM Student Activity for List SCC_ENTITY_20140515013913
System Profile for Data Sets	AM Student Activity Data SCC_ENTITY_20140509134612
System Profile for Data Sets	AM Resit Calc Student Activity SCC_ENTITY_20140806031839
System Profile for Data Sets	AM Result Scale Setup SCC_ENTITY_20140807094017
System Profile for Data Sets	AM Exam Section SCC_ENTITY_20140609161001
System Profile for Data Sets	AM Results SCC_ENTITY_20130528134954
System Profile for Data Sets	AM ActivityData SCC_ENTITY_20140514045431

The following table lists delivered rules and functions.

Rule Name	***Rule ID***
AM Capped Late Penalty	SCC_RULE_ID_20130521103202
AM Daily Late Penalty	SCC_RULE_ID_20130521095817
AM Expires to Zero Penalty	SCC_RULE_ID_20130516135412
AM Fixed Penalty Rule	SCC_RULE_ID_20130521094603

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Rule Name	***Rule ID***
AM Late Penalty Online Driver Rule	SCC_RULE_ID_20130515130457
AM One Time Late Penalty	SCC_RULE_ID_20130508133749
AM Primary Course Result	SCC_RULE_ID_20130425124530
AM Weekly Late Penalty	SCC_RULE_ID_20130515141726
Get Outcome for a Mark in Result Scale	SCC_RULE_ID_20140808043722
Get Result Scale Detail Setup	SCC_RULE_ID_20140807093640
Get Result Scale Option Setup	SCC_RULE_ID_20140807153130
IAM Resit Evaluation	SCC_RULE_ID_20140521131818
IAMGetNextExam	SCC_RULE_ID_20140508022130
Overall Calculation with Multiple Scales 1: Main Rule	SCC_RULE_ID_20160824092103
Overall Calculation with Multiple Scales 2: Mathematical conversion	SCC_RULE_ID_20160823074658
Resit Calculation	SCC_RULE_ID_20140812101105
Resit Calculation 1 Get Activity Setup (Calculation Option)	SCC_RULE_ID_20140806043742
Resit Calculation 2 Get Attempts and Results for Assessment Item	SCC_RULE_ID_20141028114928
Resit Calculation 2 Get Attempts and Results for Exam	SCC_RULE_ID_20141030022736
Resit Calculation 2 Get Attempts and Results for Category	SCC_RULE_ID_20161010085709
Resit Evaluation 1A Get Activities by Registry_id for Assessment item Entity	SCC_RULE_ID_20141103014315
Resit Evaluation 1A Get Activities by Registry_id for Exam Entity	SCC_RULE_ID_20141105073654
Resit Evaluation 1A Get Activities by Registry_id for Category	SCC_RULE_ID_20160926062235
Resit Evaluation 1A Get Activity Setup for Assessment item Entity	SCC_RULE_ID_20141030052857
Resit Evaluation 1A Get Activity Setup for Exam Entity	SCC_RULE_ID_20141030100416

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Rule Name	*Rule ID*
Resit Evaluation 1A Get Activity Setup for Category Entity	SCC_RULE_ID_20160926074059
Resit Evaluation 2 Get Student, Activity Data	SCC_RULE_ID_20140512003813
Resit Evaluation 2B Get Academic Period Data	SCC_RULE_ID_20140603155223
Resit Evaluation 3 Get Number of PREVIOUS Attempts used for Assessment Item	SCC_RULE_ID_20141103024942
Resit Evaluation 3 Get Number of PREVIOUS Attempts used for Exam	SCC_RULE_ID_20141105054414
Resit Evaluation 3 Get Number of PREVIOUS Attempts used for Category	SCC_RULE_ID_20160926103714
Resit Evaluation 3 Get and Evaluate Number of Attempts used for Exam	SCC_RULE_ID_20141102023250
Resit Evaluation 3 Get and Evaluate Number of Attempts used for Category	SCC_RULE_ID_20160926065724
Resit Evaluation 3 Get and Evaluate Number of Attempts used for Assessment Item	SCC_RULE_ID_20141102022917
Resit Evaluation 4 Exam Resit Setup Next Period	SCC_RULE_ID_20140618045703

Prerequisites for Managing Activities

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

- Basic 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.

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Adding Courses to an Existing Activity Registry

This section provides an overview of how to add courses to an existing activity registry and discusses how to:

- Associate a single course with an activity registry.
- Review associated courses and topics.
- Associate multiple courses with an activity registry.

Understanding How to Add Courses to an Existing Activity Registry

If you want a course to utilize the features of Activity Management, you must associate it with an Activity Registry ID. The Activity Registry ID can be specific to one course or it can be associated with several courses that share the same content structure. A course can be added as the Course Control Record to the Registry ID, either directly in the Activity Registry Header or by copying content detail in Add mode. If the Activity Registry ID is to be associated with multiple courses, there are two additional methods in which you can relate a course to an existing Activity Registry ID – the Maintain Course Content Cross Reference (XRef) and Manage Content to Courses.

Consider the following when relating an Activity Registry ID to multiple courses:

- Courses should belong to the same academic organization.

  Access into the majority of Coursework Activity Management components are based on the user's Academic Organization security.

- Courses should share the same administrative user(s) for grading purposes.

  This feature supports administrative access for grading. The administrative graders should be the same across all the courses belonging to an Activity Registry ID. This concern relates to administrative access, not instructor access.

- Courses should share the same component structure (as defined in the Course Catalog) with the same graded component.
- Courses should contain the same content item hierarchy.*
- Courses should share the same content details.*

Note: *Courses can be associated with the same registry even if the content items vary slightly. The registry structure defaults to the class section level where slight differences between courses or sections could be overridden. For example, BIOLOGY 100 and BIOLOGY 102 basically share the same structure, but some instructors in BIOLOGY 102 require that students do an oral presentation on their reading assignments instead of writing a paper. That difference can be handled by editing the assessment items at the schedule level as opposed to creating a new Activity Registry ID for BIOLOGY 102.

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Pages Used to Add Courses to an Existing Activity Registry

Page Name	*Definition Name*	*Navigation*	*Usage*
Maintain Course Content Xref	SSR_AC_CRSE_XREF	Curriculum Management > Activity Management > Activity Registry > Maintain Course Content Xref	Review a Course Activity Registry assignment or to associate a course to an Activity Registry ID. The page is keyed by Course ID.
Content Courses/Topics	SSR_AC_XREF_GRP	Curriculum Management > Activity Management > Activity Registry > Manage Content to Courses	View courses that are associated with an Activity Registry ID.
Update Content Courses/ Topics	SSR_AC_XREF_GRPADD	Curriculum Management > Activity Management > Activity Registry > Manage Content to Courses > Update Content Courses/Topics	Add courses to, or delete courses from, the Activity Registry ID via the selected processing mode. You can search for courses, review the search results, and update staged courses to the Activity Registry ID.

Associating a Single Course with an Activity Registry

Access the Maintain Course Content Xref page (Curriculum Management > Activity Management > Activity Registry > Maintain Course Content Xref).

Activity Registry ID Indicate the Activity Registry ID of the course.

Note: All Activity Registry IDs associated with the course can be viewed within this component regardless of effective date and effective status of the activity registry.

Reviewing Associated Courses and Topics

Access the Content Courses/Topics page (Curriculum Management > Activity Management > Activity Registry > Manage Content to Courses).

This page displays the courses that are associated with the Activity Registry ID. Courses can be added or deleted using the Update Content Courses/Topic page. This same view also appears in the Activity Registry under the Related Courses link.

Associating Multiple Courses with an Activity Registry

Access the Update Content Courses/Topics page (Curriculum Management > Activity Management > Activity Registry > Manage Content to Courses > Update Content Courses/Topics).

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Image: Update Content Courses/Topics page (1 of 2)

This example illustrates the fields and controls on the Update Content Courses/Topics page (1 of 2). You can find definitions for the fields and controls later on this page.

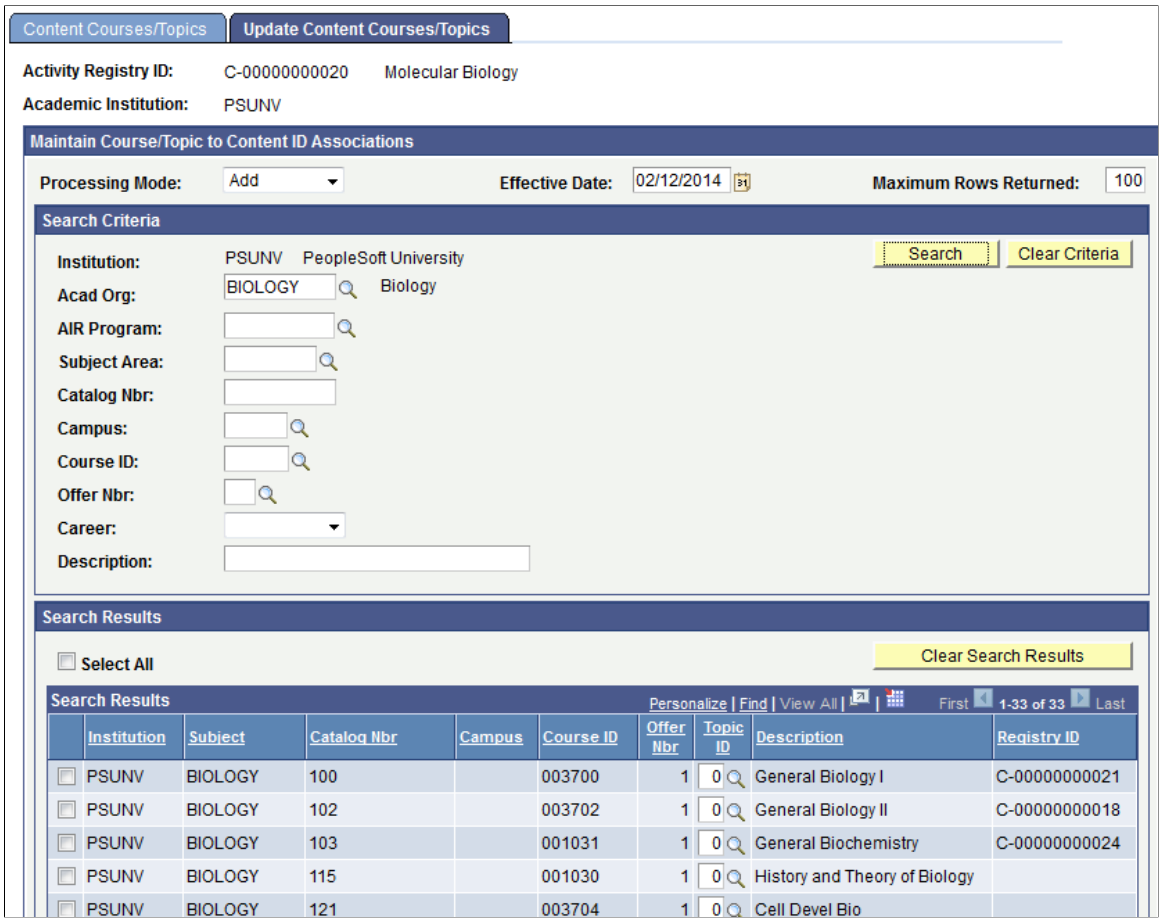
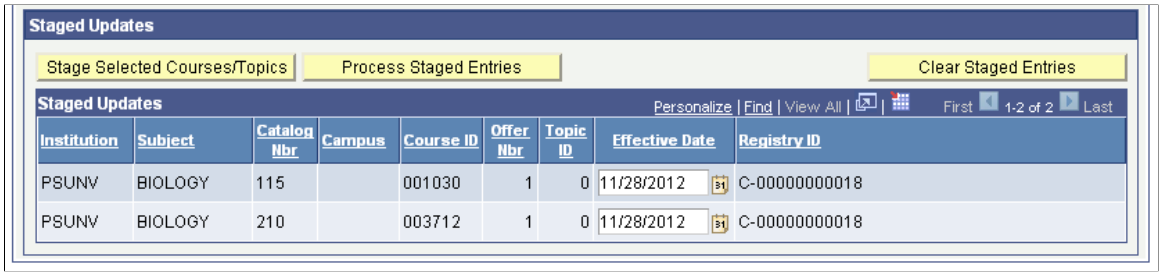


Image: Update Content Courses/Topics page (2 of 2)

This example illustrates the fields and controls on the Update Content Courses/Topics page (2 of 2). You can find definitions for the fields and controls later on this page.



This component provides a mechanism to add an existing Activity Registry ID to multiple courses. The process involves accessing an Activity Registry ID, searching for courses to add, identifying courses to add and then adding the courses. This page is keyed by Activity Registry ID. Courses can also be deleted from an Activity Registry ID with this process.

Note: Only current or future dated Activity Registry IDs are accessible in this component.

See Reviewing Associated Courses and Topics

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Processing Mode	Select a value to either Add a course to or Delete a course from the Activity Registry ID.
New Eff Date	Enter the effective date that should be associated with the addition or deletion of the course(s).
Maximum Rows Returned	Enter the maximum number of courses to be disll show in the grid for a given search.

Search Criteria

Use this group box to narrow your search for courses to add to the registry. Those courses meeting the criteria appear in the grid below. When deleting, you do not need to enter any criteria; when you click the Search button, the current courses associated with the Activity Registry ID appear.

Search	Click this button to populate the Search Results grid with courses that match the search criteria.
Clear Criteria	Click this button to clear the entered search criteria.

Search Results

This group box lists all courses that meet the search criteria.

Select All	Select this check box to select all entries in the grid below. Alternately, select the check box(es) next to individual entry rows.
Clear Search Results	Click this button to depopulate the grid.
Topic ID	Indicate if a specific topic is applicable to the Activity Registry ID. Values appear in this field only if topics exist in the Course Catalog. Its Description appears to the right. If one Activity Registry ID is applicable to all topic IDs of the course, this field can be left blank and it gets applied to all topics of the course. However, if only certain topic IDs are to be associated with this Activity Registry ID enter the topic ID and add to the staging result grid one topic at a time.
Registry ID	Information that appears in this field indicates that the course is already related to an existing Activity Registry ID.

Staged Updates

Courses selected appear in this group box for review prior to being related to the Activity Registry ID. Using the staged data allows you to preview intended updates before they are promoted to the Activity Registry.

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Stage Selected Courses/Topics	Click this button to move the selected course(s) from the results grid to the staging grid.
Process Staged Entries	Click this button to process the courses in the staging grid. Depending on the process mode (Add or Delete), you receive one of two confirmation messages. The result of the process immediately appears in the display grid on the Content Courses/ Topics page.
Clear Staged Entries	Click this button to remove courses from the staging grid.
Effective Date	Indicates the effective date to associate with the course for the Activity Registry ID. This field populates from the setting in the New Eff Date above, but can be overridden at this level.

After the Staged course is processed it appears as a course associated with the Activity Registry ID on the Content Courses/Topics page.

Generating Activity IDs for a Course

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

- Use the Activity Generator
- Use the Activity Generator - Advanced
- Review class sections for a term

Understanding the Activity Generation Process

The Activity Management feature allows institutions to manage coursework at the course level and apply it to the section level. To do this, administrators must define course roots in a term for the course. A course root provides a view of the course with all its associated coursework (components, exams and other learning content). While Activity Management uses the CS class schedule, it also provides a method to fuse class sections within a course root to provide a view of coursework that makes sense for an institution.

For example, only one instructor teaches the three sections of Genetics in the spring term; using the features in the Activity Generator, the class sections can be organized so that the instructor can manage the coursework of all three class sections as one by organizing the three sections under one course root. Thus, instead of having to go into three separate sections to alter an attribute for a particular coursework item, the instructor can change it once and the system applies it to all three sections.

The activity generation process provides three options to create course roots: by session, by class associations within a session, and by graded section. It also provides a mechanism to establish exam offerings for the overall course. Exams for the course can be created by term, by session, or by course root. Exams require an association with an Academic Period ID. Academic periods are defined on the Academic Period Table. It should be noted that if there are multiple exams within the course, then each exam *must* have a different exam type if resit functionality is being used.

It is now possible for a student to resit for an examination during the same term and future terms. If resit functionality is being used for exams, the number of resit periods can be specified along with the resit

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description. Each resit period along with the initial exam can be assigned a specific academic period indicating when the examination will take place.

Once the course root structure is established and exams are defined, users generate an activity ID for each piece of coursework defined for the course root, including any resit activities identified.

The activity ID level is where administrators and faculty manage the course root and its coursework. Later, the activity IDs are utilized in activity rosters against which results are entered or calculated for individual student coursework. In the case of required exam enrollment, the activity IDs are part of the student's exam enrollment record.

The following components are used to generate activity IDs:

- Activity Generator
- Activity Generator – Advanced
- Batch Activity Generator

When you generate activities, make sure you use only one component: either the online Activity Generator or the Batch Activity Generator, *not* both. If you create activities using the Batch Activity Generator, you will not be able to manage them using the online Activity Generator and vice versa.

Note:
Although users can generate resits and other activities through the online Activity Generator (as well as batch), resits are not displayed on the page once the activities have been generated online. However, the resit activities and the IDs created on the online Activity Generator can be viewed in the Activity Manager. The ability to view generated resit activities on the online Activity Generator page is planned for a future release.

Use the Activity Generator to:

- Determine the number of course roots required for the term.
- Review the number of exam sittings that are defined in the Activity Registry and associate an exam with an academic period.
- Determine the number of resit periods required for an exam and associate an exam with a resit academic period.
- Generate activity IDs for course roots and the each course root's associated coursework (components, categories, exams, exam sections, assessment items, attendance, and conditions). This also includes any identified resit activities.

Although generated resit activities can be viewed in the Activity Manager, they are not immediately synced and displayed in the IAM. Resit activities are only added to IAM if a student is required to undertake a resit of an exam, is resit eligible and satisfies the resit evaluation process requirements.

Some institutions may choose to use the Activity Generator - Advanced component, which provides additional and more complex options.

Whether it is the Activity Generator or Activity Generator - Advanced component, users have the option to aggregate activity IDs when the delivered structures do not quite meet the needs of their institution. In the Activity Generator, courses can be aggregated at the course root level. In the Activity Generator - Advanced, activity IDs can be aggregated at the course root, component, or exam levels.

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While the previous methods generate activity IDs for one course at a time, the Batch Activity Generator allows users to generate activity IDs for multiple courses. Within the batch process, users also have the option to either use the Activity Registry structure as the source to generate IDs, or they can point to an existing Activity Manager structure as the source. The latter operates similarly to the Class Copy Prior Term Schedule process, which rolls data from one term to another. See Generating Activity IDs for Multiple Courses.

Pages Used to Generate Activity IDs for a Course

Page Name	*Definition Name*	*Navigation*	*Usage*
Activity Generator	SSR_ACO_CLASS	Curriculum Management > Activity Management > Organize and Manage > Activity Generator	Define the number of course roots required for a course.
Activity Generator -Advanced	SSR_ACO_CLASS	Curriculum Management >Activity Management >Organize and Manage >Activity Generator - Advanced	Use this page to manipulate components within the course root.
Class Sections	SSR_ACO_SECTIONS	Curriculum Management > Activity Management > Organize and Manage > Activity Generator > Class Sections	View data from the class table in a grid for a quick reference to the class sections scheduled for the term.

Using the Activity Generator

Access the Activity Generator page (Curriculum Management >Activity Management >Organize and Manage >Activity Generator).

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Image: Activity Generator page (1 of 4)

This example illustrates the fields and controls on the Activity Generator page (1 of 4).

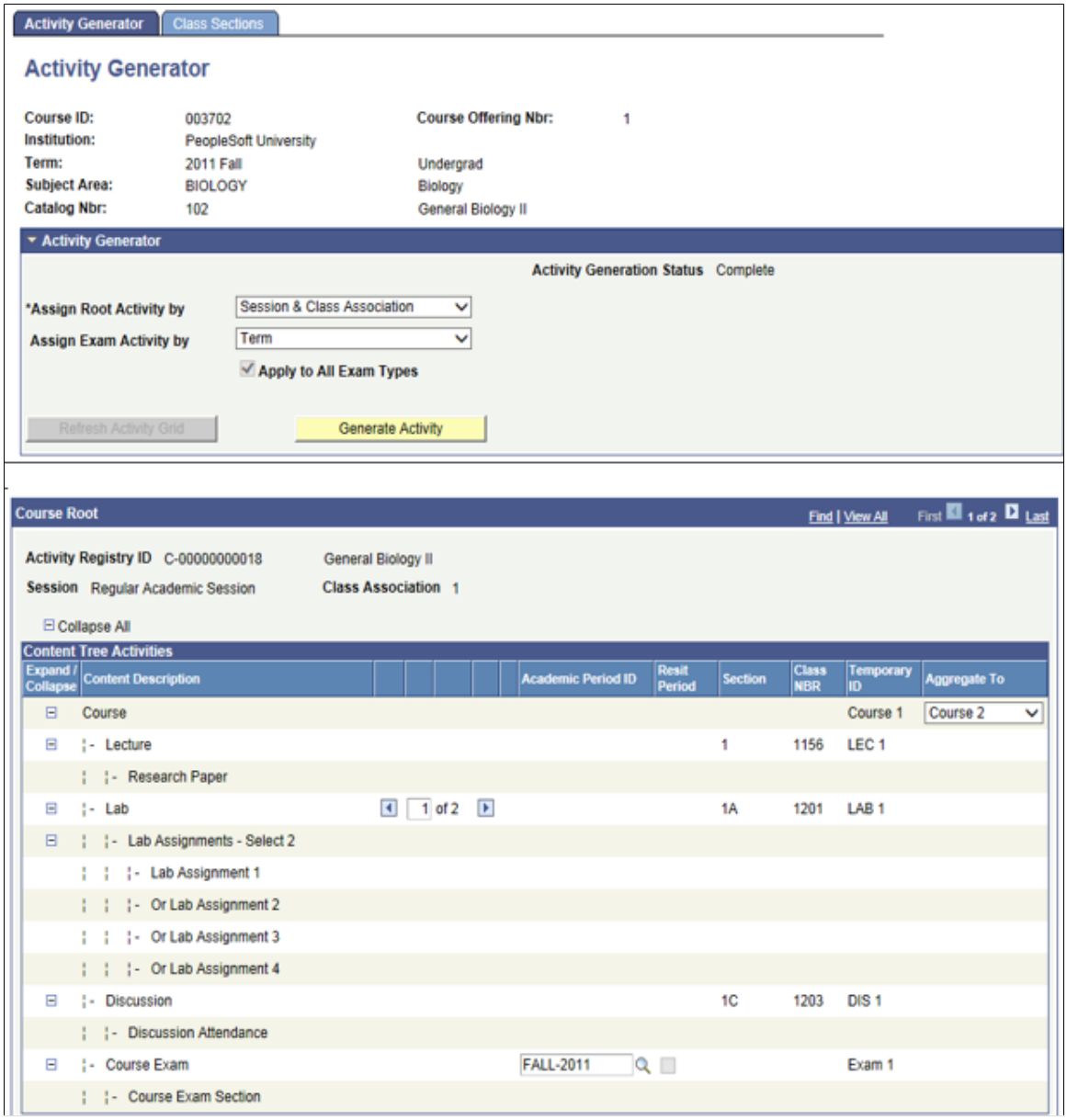

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Image: Activity Generator page (2 of 4)

This example illustrates the fields and controls on the Activity Generator page (2 of 4). You can find definitions for the fields and controls later on this page.

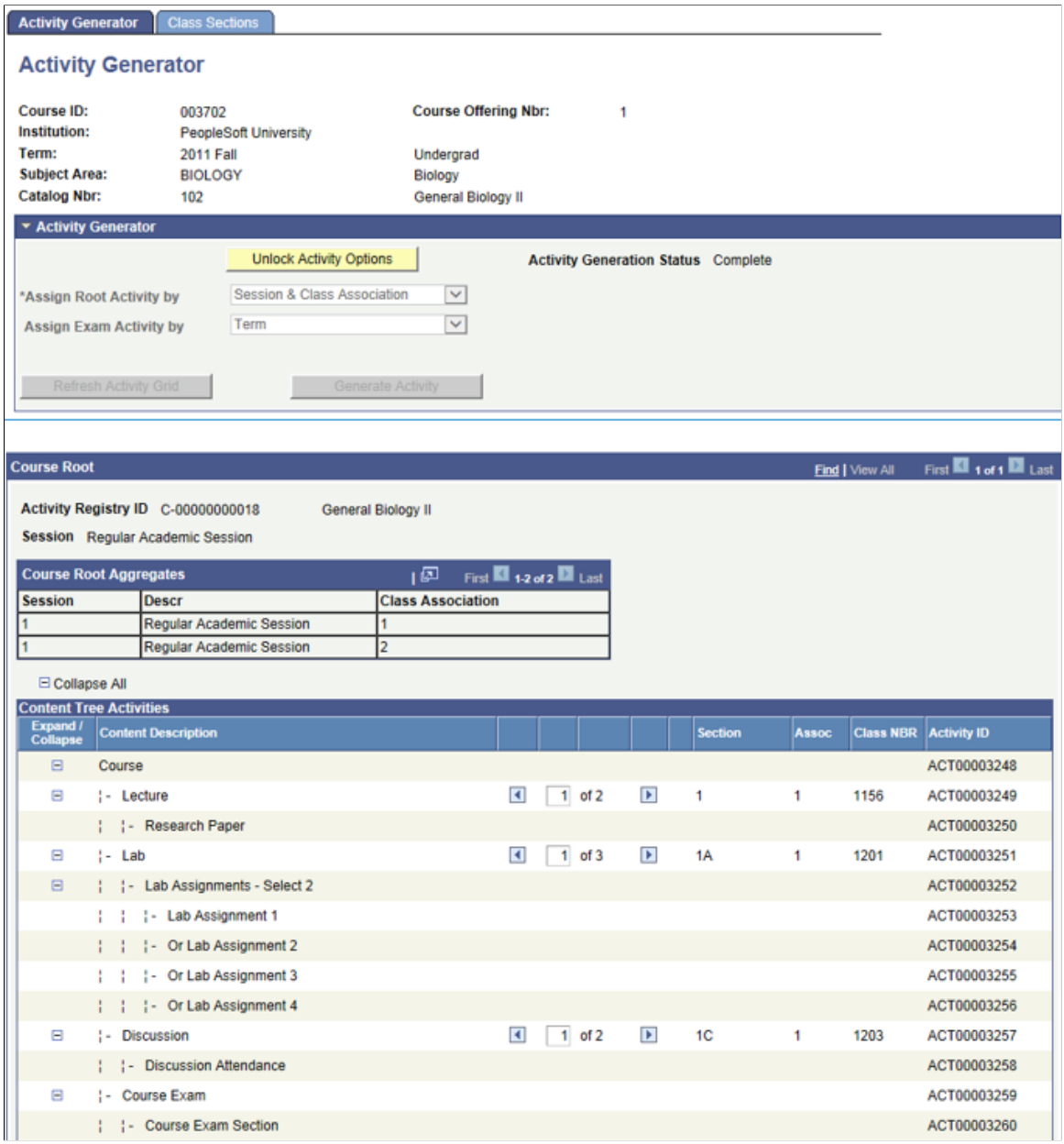

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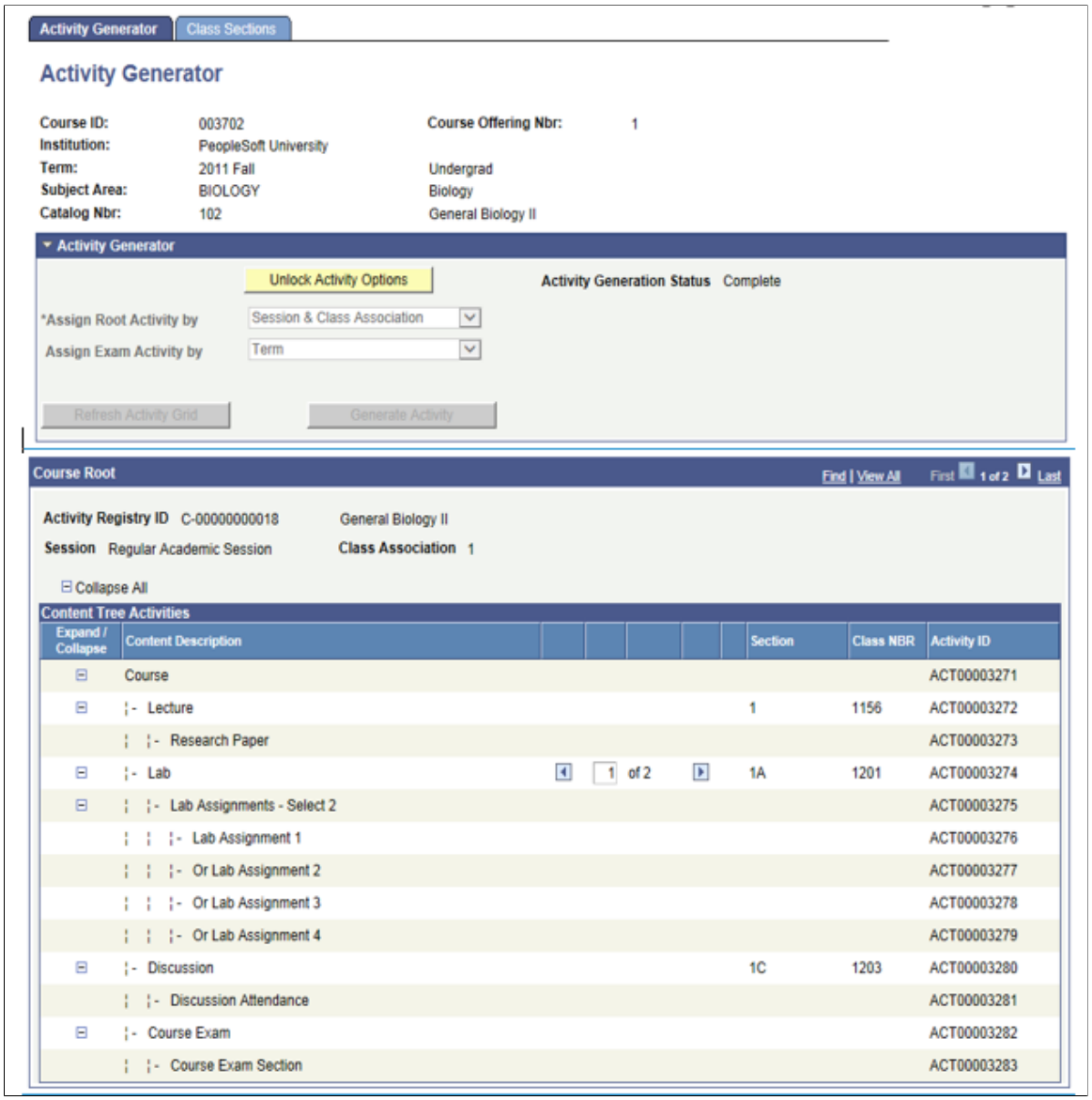
Image: Activity Generator page (3 of 4)

This example illustrates the fields and controls on the Activity Generator page (3 of 4). You can find definitions for the fields and controls later on this page.



The Activity Generator allows users to define the number of course roots required for the course. A course root is equivalent to a course view. The course root is the level at which administrative and faculty users manage the coursework.

Assign Root Activity by

Select a value to define how to create Activity IDs for the course root. Options are:

Session: When selected, the system creates one course root for each session.

Session & Class Association: When selected, the system creates one course root for each class association within a session. This value is selected by default.

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Individual Graded Section: When selected, the system creates a course root for every scheduled section indicated as the graded component. You can select this option even if there is no graded component built into the Activity Registry Content Tree for the course.

This option does not appear if the course was created as an exam-only course (EOC) in the Activity Registry.

Assign Exam Activity by

This field is visible when an exam content type exists in the content tree for the course. Select a value to define how exam sittings are created for the course. It is assumed that for each unique exam activity ID generated an exam sitting is scheduled. Options are:

Activity Root: A unique exam activity is generated for each course root. Students enrolled in any of the course root class sections are associated with the exams of the corresponding course root.

Session: A unique exam activity is generated for each session which has class sections scheduled. Students enrolled in a class section of a specific session are associated with the exam of the corresponding session.

Term: One exam activity is generated for the entire term. All students enrolled in the course for the term are associated with this exam. Term is selected by default.

In the instance of an EOC (defined as such in the Activity Registry), there is only one course root and exam option, so this option does not appear. You can associate an EOC with an academic period on the search page of the Activity Generator component.

If it was noted in the Activity Registry that the exam should be scheduled for one or more instances, an Exam Section row is inserted into the Content Tree as a child to the exam content type. These exam sections have activity IDs generated and it is against these activity IDs that an exam's scheduled detail is built in the Section Manager.

Apply to all Exam Types

This check box is greyed out and checked unless there are multiple exams within the course, that have different exam types. If there are multiple exams and exam types, the user has the ability to use the same academic period for each exam by selecting Apply to all Exam Types. Deselecting the checkbox allows for a different academic period to be selected for each exam.

Apply to all Sessions

This field is only displayed if the Assign Exam Activity by is *Session*. If selected, this applies the same academic period for exams in all sessions.

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Apply to all Activity Roots This field is only displayed if the Assign Exam Activity by is *Activity Root*. If selected, this applies the same academic period for exams in all activity roots.

Refresh Activity Grid This button becomes available when you make a change to any field in this group box. It controls the number of course root rows in the Root Content Tree group box below; the system generates Temporary IDs for the Registry Content items based upon the settings in this group box.

Generate Activity Click this button to generate Activity IDs based on the settings in this group box. The generated Activity ID replaces the Temporary ID previously established.

The system displays generated course root results in the Course Root group box. There is a row for every root created. A more complete display of the root and all associated coursework appears for each course root in the Content Tree Activities section.

Unlock Activity Options This button appears once Activity IDs are generated. It should be used if there is a need to regenerate the Activity IDs using a different assignment option.

Once any student is associated with an activity ID for the course root, this option is no longer available.

Activity Generation Status This indicates the current status of activities for this course. The values include Pending and Complete.

Course Root

This group box indicates the results of the activity generator options. The course root rows are determined and displayed within the header of this section. The Content Tree Activities section displays the content as it associates to the course root. As you adjust the generator settings in the Activity Generator group box and refresh the grid, the system assigns a temporary ID so that users can review how Activity IDs would actually be generated. When you are satisfied with the settings and select the Generate Activities button, the temporary ID is replaced with an Activity ID.

Activity Registry ID This field displays the registry ID for which the course root is associated. The Activity Registry ID for this course was created when the content tree was built in the Activity Registry.

Session This field displays the session for the particular course root. It appears in the class registry header when the Root Activity is generated.

Class Association This field displays the class association for the particular course root. It appears in the class registry header when the Root Activity is created by either Session & Class Association or Individual Graded Section.

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Section

This field displays the section number of the particular graded component. It appears in the class registry header when the Root Activity is created by Individual Graded Section.

Class Number

This field displays the class number of the particular graded component. It appears in the class registry header when the Root Activity is created by Individual Graded Section.

Content Description

This column displays the content tree that was defined for the course in the Activity Registry.

Academic Period ID

Enter the Academic Period ID for each exam in the course. Academic Period IDs are set up on the Academic Period Table. Only if the careers associated with the academic period and the course are matched, they appear in search results. If the course was designated as an EOC in the Activity Registry, the selection of the Academic Period ID occurs on the search page of the Activity Generator component and appears upon entering this page.

Temporary ID

This field displays the temporary ID of the course, exam, or scheduled component. This pregenerated ID assists users in determining the activity generator settings by placing temporary IDs where Activity IDs would appear after the Generate Activity button is selected. When the Temporary ID is the same across multiple content items, this means these content items share an Activity ID. For instance, if several lecture components are grouped under a specific course root and each Temporary ID is LEC1, they share an Activity ID. In this instance then, if this shared Activity ID is changed by an administrator or faculty member, the change is applied to all the lectures that share the Activity ID.

Activity ID

This ID replaces the temporary ID once the Generate Activity button is selected.

Aggregate To

This field is active when there are multiple course roots for the overall course and before activities are generated. When the delivered generate options do not meet the specific needs of an institution, schools can use this field to further refine the course root structure.

This field is available for the content types of Course (on both the standard and advanced option pages), Component, and Exam (on the advanced option page only), when multiples of each are generated based upon the Generate Activity settings.

For example, say two sections are scheduled in the Regular session and two sections are schedule in the OEE session and a school wants to manage the regular session sections as one course root but the OEE as separate roots. The school would select the Individual Graded Section option, so that four course roots are originally created in the temporary status, but then they would aggregate one of the regular session sections to the other.

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When the activities are generated, three course roots would be generated – one for the regular session (with both sections) and one each for the sections in the OEE session.

Horizontal Scroll

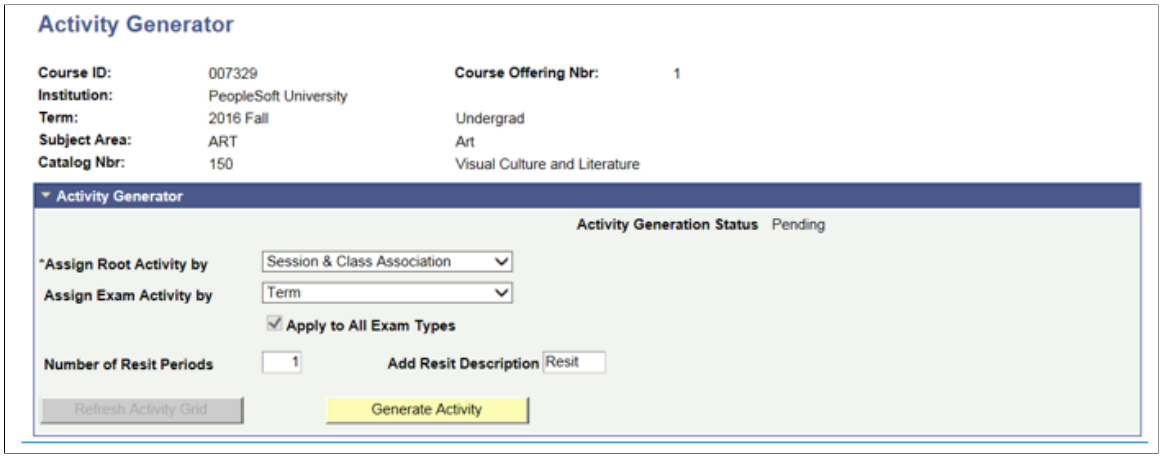
This feature is enabled when two or more components or exams point to one course root. Users scroll to display the various Section, Session, Class Association, Class Number and Temporary or Activity IDs.

Generating Resit Activities

If using resit functionality, and resit options have been configured for an exam activity in the Activity Registry, then resit exam activities can be created when generating IDs in the Activity Generator. The number of resit periods can be specified along with the resit description. A different Academic Period needs to be added to each initial exam(s) and also to the resit period activity(ies).

Image: Activity Generator page (4 of 4 —Part I)

This example illustrates the fields and controls on the Activity Generator page (4 of 4 —Part I). You can find definitions for the fields and controls later on this page.



Apply to all Exam Types This is greyed out and checked unless there are multiple exams within the course that have different exam types. If there are multiple exams and exam types, the user can select Apply to all exam types to use the same academic period for each exam. Deselecting the checkbox allows for a different academic period to be selected for each exam.

Number of Resit Periods Enter the number of resit periods permitted for exams for this course. The number of resits selected is displayed in the grid.

Add Resit Description Add a description for the resit activity or activities that are appended to the activities in the Activity Manager and subsequently in the IAM if the resit activity is utilized.

In the example above only one resit period is selected, and accordingly one resit activity for the exam is displayed. The Resit Activity is clearly identified and the resit academic period is also displayed as seen in the following image.

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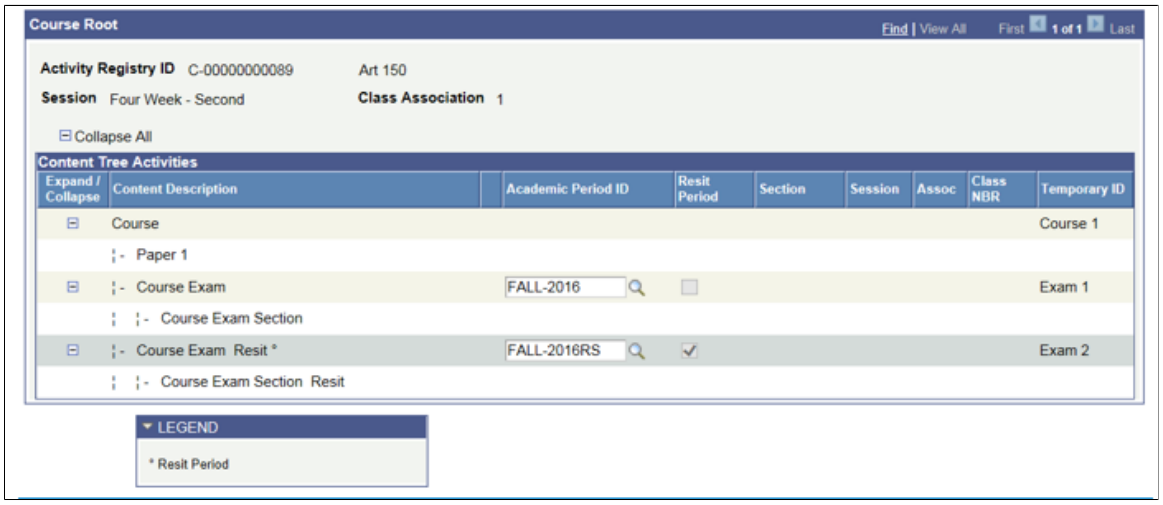
Image: Activity Generator page (4 of 4 - Part II)

This example illustrates the fields and controls on the Activity Generator page (4 of 4 - Part II).



Though activities generated on the online Activity Generator are not displayed on the page once the activities for resits are generated, the resit activities and IDs are displayed in the Activity Manager. The ability to view generated resit activities on the online Activity Generator page is planned for a future release.

Special Consideration for Topic IDs

Image: Example of Course Root (1 of 4)

This example illustrates the fields and controls on the Example of Course Root (1 of 4). You can find definitions for the fields and controls later on this page.

Image: Example of Course Root (2 of 4)

This example illustrates the fields and controls on the Example of Course Root (2 of 4). You can find definitions for the fields and controls later on this page.

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Image: Example of Course Root (3 of 4)

This example illustrates the fields and controls on the Example of Course Root (3 of 4). You can find definitions for the fields and controls later on this page.

Image: Example of Course Root (4 of 4)

This example illustrates the fields and controls on the Example of Course Root (4 of 4). You can find definitions for the fields and controls later on this page.

If however, no topic IDs were associated with the Activity Registry for Music 265, then the above scenario would yield only one course root and no topic IDs would display.

Using the Advanced Activity Generator

Some schools may choose to use the Activity Generator - Advanced component, which provides additional (more complex) options to establish Activity IDs for a single course, most specifically for class components. Using the advanced page, users can further extend activity ID generation by:

- Choosing how to organize components (scheduled sections) for a course root.
- Selecting how to handle class associations defined as 9999. Class association numbers link all class sections that constitute a single offering. When a section is given a 9999 class association, it can be related to any other class association.

Access the Activity Generator - Advanced page (Curriculum Management >Activity Management >Organize and Manage >Activity Generator - Advanced).

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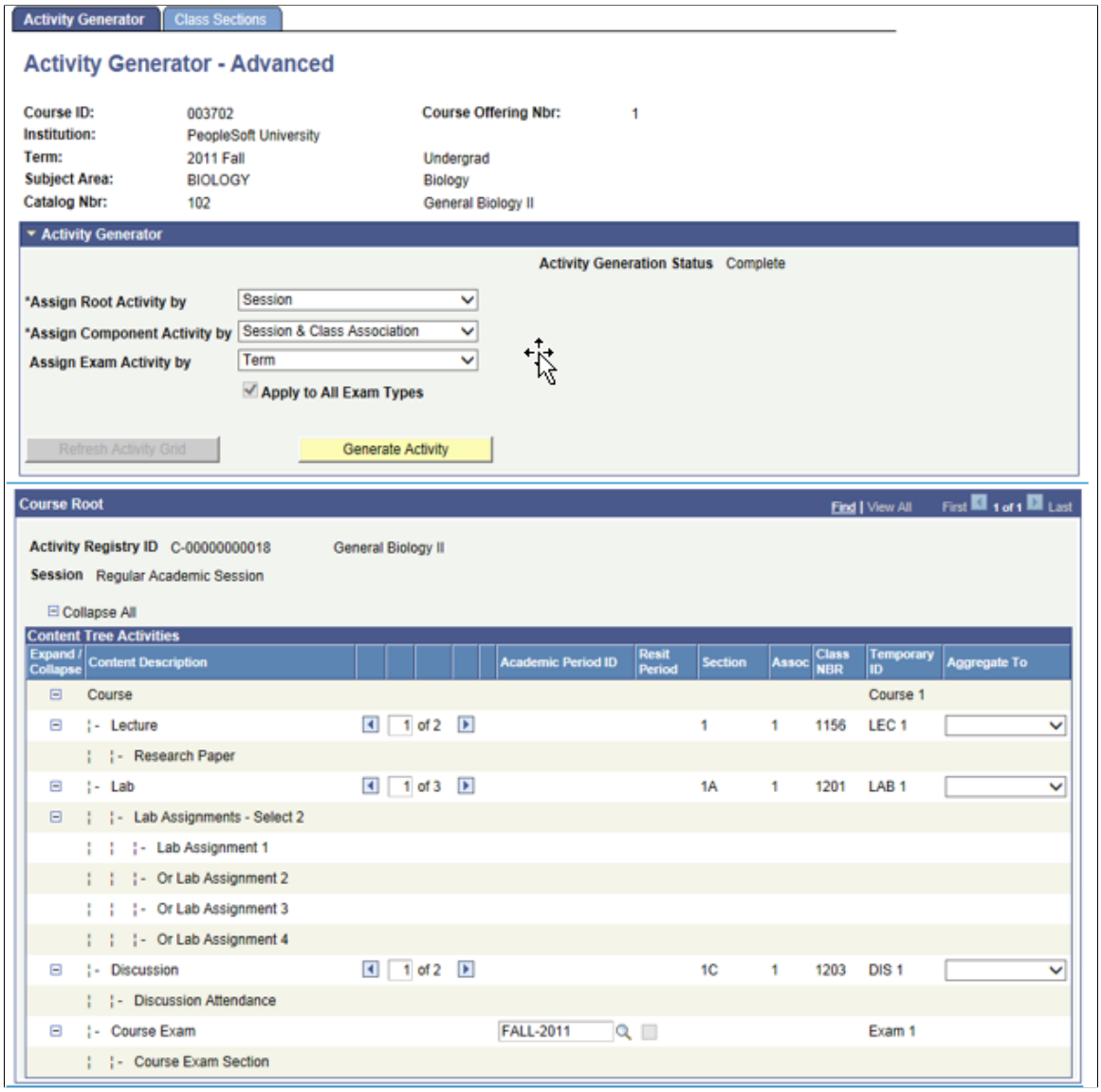
Image: Activity Generator - Advanced page

This example illustrates the fields and controls on the Activity Generator - Advanced page. You can find definitions for the fields and controls later on this page.



The fields on this page are very similar to those in the Activity Generator component. The Class Sections pages are the same in each component.

Note: While an EOC can be accommodated in the Activity Generator - Advanced component, it does not provide additional options than what are available on the standard Activity Generator component.

Assign Component Activity by

Select a value to define how to create Activity IDs for the course root. Options are *Session* , *Session & Class Association*, and *Individual Class Section*.

This field is not available if a component does not exist in the content tree for the course.

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When generating Activity IDs in the Activity Generator, the component option is automatic and the same as the course root option. In the Advanced component, users can select which method to use when generating Activity IDs for components. Using the component methods available here, six possible course root or component combinations are possible:

- Course Root by Session / Component by Session
- Course Root by Session / Component by Session & Class Association
- Course Root by Session / Component by Individual Class Section
- Course Root by Session & Class Association / Component by Session & Class Association
- Course Root by Session & Class Association / Component by Individual Class Section
- Course Root by Individual Graded Section / Component by Individual Class Section

Aggregate 9999 Class Assoc (associations)

This check box appears only when multiple 9999 sections exist. This check box is selected by default.

When generating Activity IDs in the Activity Generator, the aggregation of 9999 class association sections is automatic. In the Advanced component, users can choose to aggregate these class associations or not. When you select this check box, the system aggregates all 9999 sections within a course root into one Activity ID. When you clear the check box, the system assigns all 9999 sections a unique Activity ID.

Aggregate To

In the Activity Generator, this field is only applicable to the course root. In the Advanced component, aggregating is applicable to course roots, components, and exams.

This field appears when multiple course roots, components, or exams exist for the overall course.

Reviewing Class Sections for a Term

Access the Class Sections page (Curriculum Management > Activity Management > Organize and Manage > Activity Generator > Class Sections).

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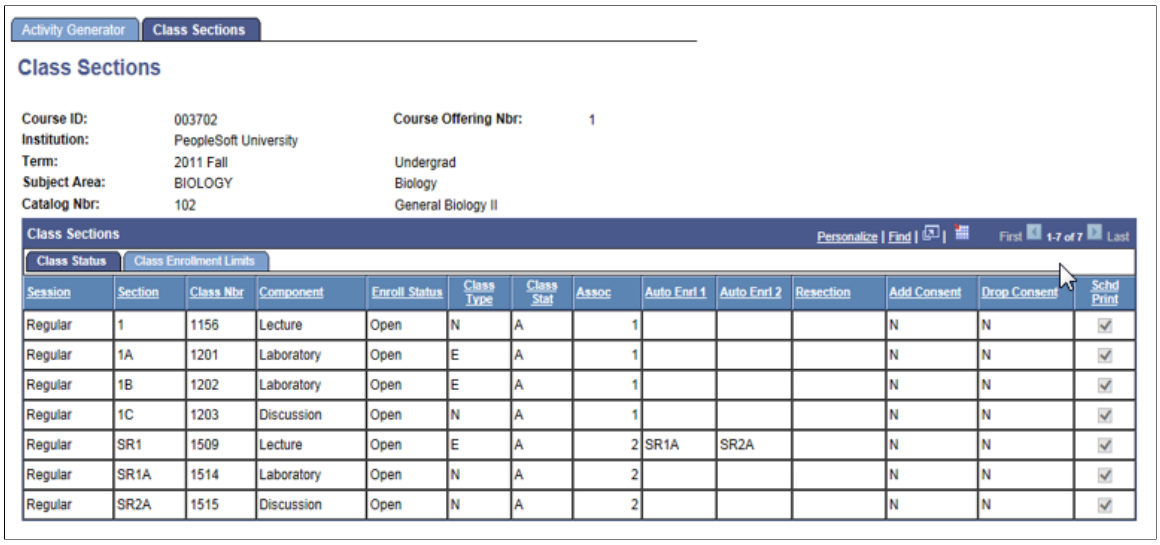
Image: Class Sections page: Class Status tab

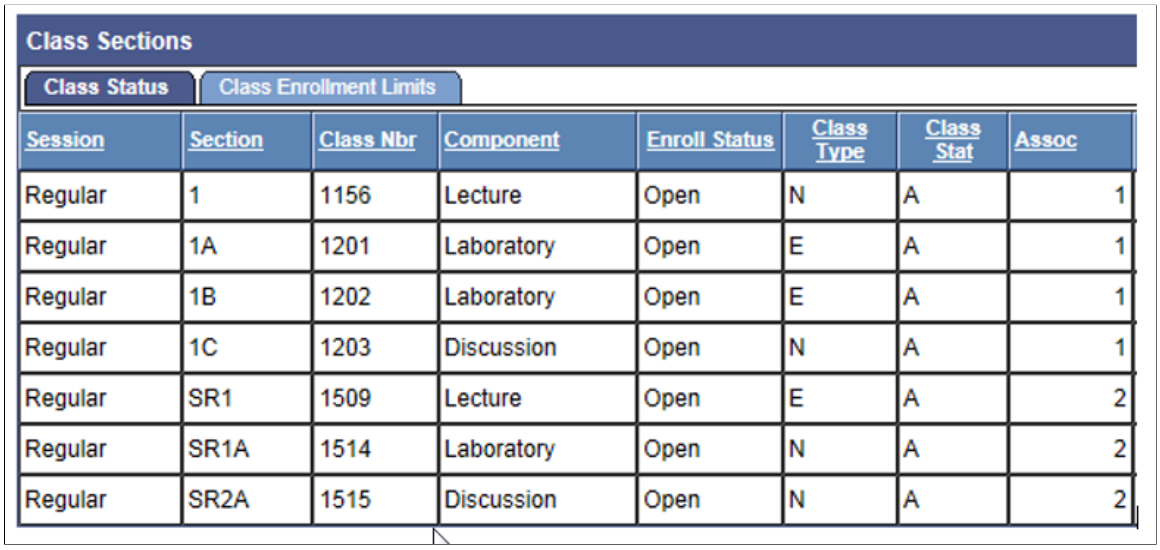
This example illustrates the fields and controls on the Class Sections page: Class Status tab. You can find definitions for the fields and controls later on this page.



Session	Section	Class Nbr	Component	Enroll Status	Class Type	Class Stat	Assoc	Auto Enrl 1	Auto Enrl 2	Resection	Add Consent	Drop Consent	Schd Print
Regular	1	1156	Lecture	Open	N	A	1				N	N	✓
Regular	1A	1201	Laboratory	Open	E	A	1				N	N	✓
Regular	1B	1202	Laboratory	Open	E	A	1				N	N	✓
Regular	1C	1203	Discussion	Open	N	A	1				N	N	✓
Regular	SR1	1509	Lecture	Open	E	A	2	SR1A	SR2A		N	N	✓
Regular	SR1A	1514	Laboratory	Open	N	A	2				N	N	✓
Regular	SR2A	1515	Discussion	Open	N	A	2				N	N	✓

Image: Class Sections page: Class Enrollment Limits tab

This example illustrates the fields and controls on the Class Sections page: Class Enrollment Limits tab. You can find definitions for the fields and controls later on this page.



Session	Section	Class Nbr	Component	Enroll Status	Class Type	Class Stat	Assoc
Regular	1	1156	Lecture	Open	N	A	1
Regular	1A	1201	Laboratory	Open	E	A	1
Regular	1B	1202	Laboratory	Open	E	A	1
Regular	1C	1203	Discussion	Open	N	A	1
Regular	SR1	1509	Lecture	Open	E	A	2
Regular	SR1A	1514	Laboratory	Open	N	A	2
Regular	SR2A	1515	Discussion	Open	N	A	2

There are two tabs: the Class Status tab provides the session, section and class numbers, the component, the enrollment status, the class type, the class status, the class association, auto enrollment and resection settings (if applicable), consent settings, and schedule of classes print options; the Class Enrollment Limits tab indicates the enrollment and waitlist capacity and totals, as well as the required minimum enrollment.

This tab does not appear for exam-only courses (EOCs).

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Activity Generator Example

Image: Content Tree Example

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

```
Course
¦- Lecture
¦  ¦- Research Paper
¦- Lab
¦  ¦- Lab Assignments - Select 2
¦  ¦  ¦- Lab Assignment 1
¦  ¦  ¦- Or Lab Assignment 2
¦  ¦  ¦- Or Lab Assignment 3
¦  ¦  ¦- Or Lab Assignment 4
¦- Discussion
¦  ¦- Discussion Attendance
¦- Course Exam
¦  ¦- Course Exam Section
```

For the particular term the class section breakdown is as follows:

Session = One (Regular)

Class Association = Two (1 & 2)

Lectures = Two. This is the 'graded component'. One lecture is assigned to class association 1 and one lecture is assigned to class association 2.

Labs = Three. Two labs are assigned to class association 1 and one lab is assigned to class association 2.

Discussions = Two. One discussion is assigned to class association 1 and one discussion is assigned to class association 2.

This information is verified on the Class Sections page.

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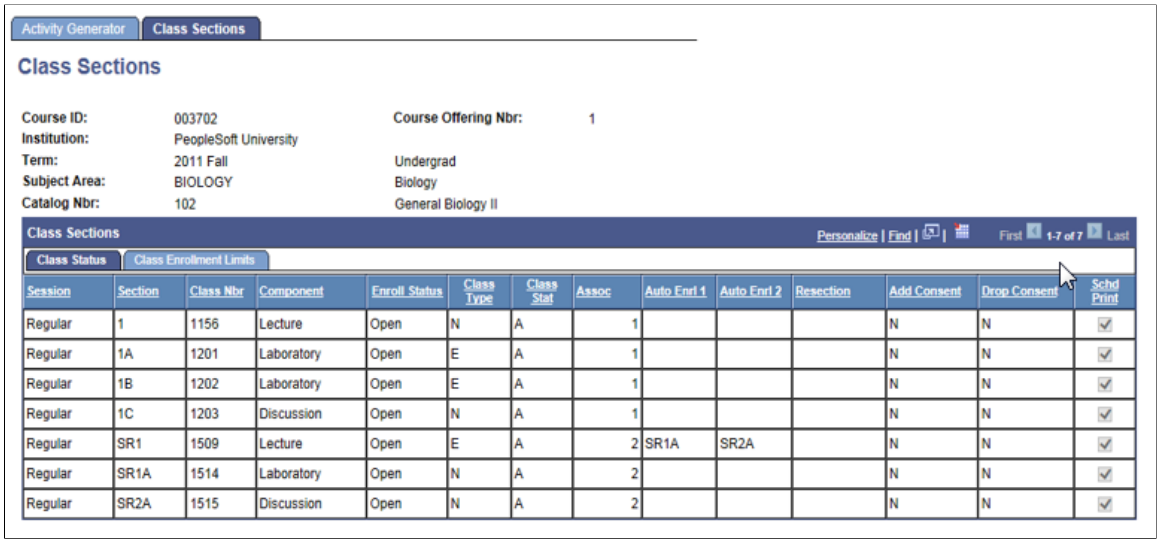
Image: Class Sections page: Class Status tab

This example illustrates the fields and controls on the Class Sections page: Class Status tab. You can find definitions for the fields and controls later on this page.



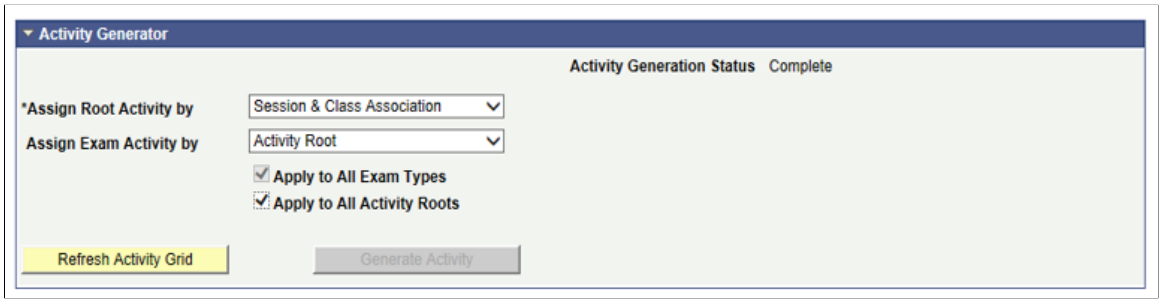
Session	Section	Class Nbr	Component	Enroll Status	Class Type	Class Stat	Assoc	Auto Enrl 1	Auto Enrl 2	Resection	Add Consent	Drop Consent	Schd Print
Regular	1	1156	Lecture	Open	N	A	1				N	N	✓
Regular	1A	1201	Laboratory	Open	E	A	1				N	N	✓
Regular	1B	1202	Laboratory	Open	E	A	1				N	N	✓
Regular	1C	1203	Discussion	Open	N	A	1				N	N	✓
Regular	SR1	1509	Lecture	Open	E	A	2	SR1A	SR2A		N	N	✓
Regular	SR1A	1514	Laboratory	Open	N	A	2				N	N	✓
Regular	SR2A	1515	Discussion	Open	N	A	2				N	N	✓

Scenario 1

Image: Example of activity setting for Session & Class Association

This example illustrates the fields and controls on the Example of activity setting for Session & Class Association. You can find definitions for the fields and controls later on this page.

Exam Activity Option: Activity Root



Two course roots are generated in this scenario based upon Class Association 1 and Class Association 2.

Course Root for Class Association 1

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Image: Example of content tree activities for Class Association 1

This example illustrates the fields and controls on the Example of content tree activities for Class Association 1. You can find definitions for the fields and controls later on this page.

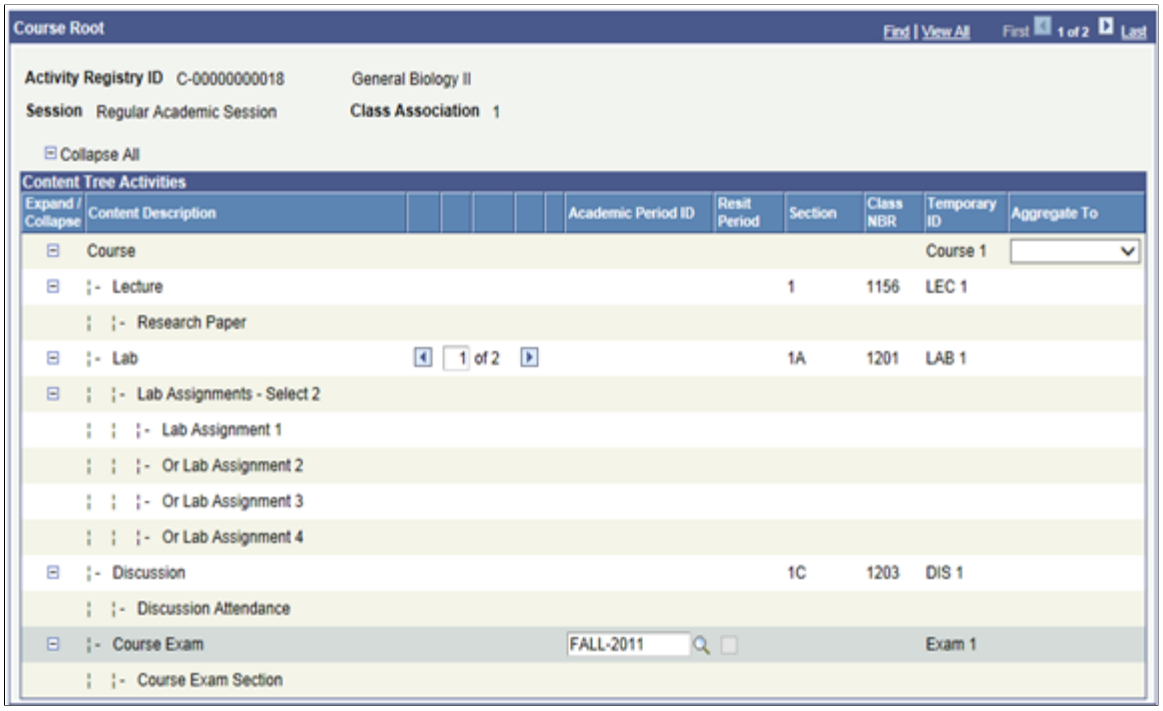
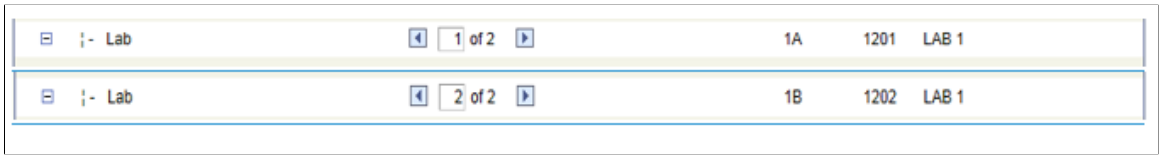


Image: Example of Labs generated for Class Association 1

This example illustrates the fields and controls on the Example of Labs generated for Class Association 1. You can find definitions for the fields and controls later on this page.



Course Root for Class Association 2

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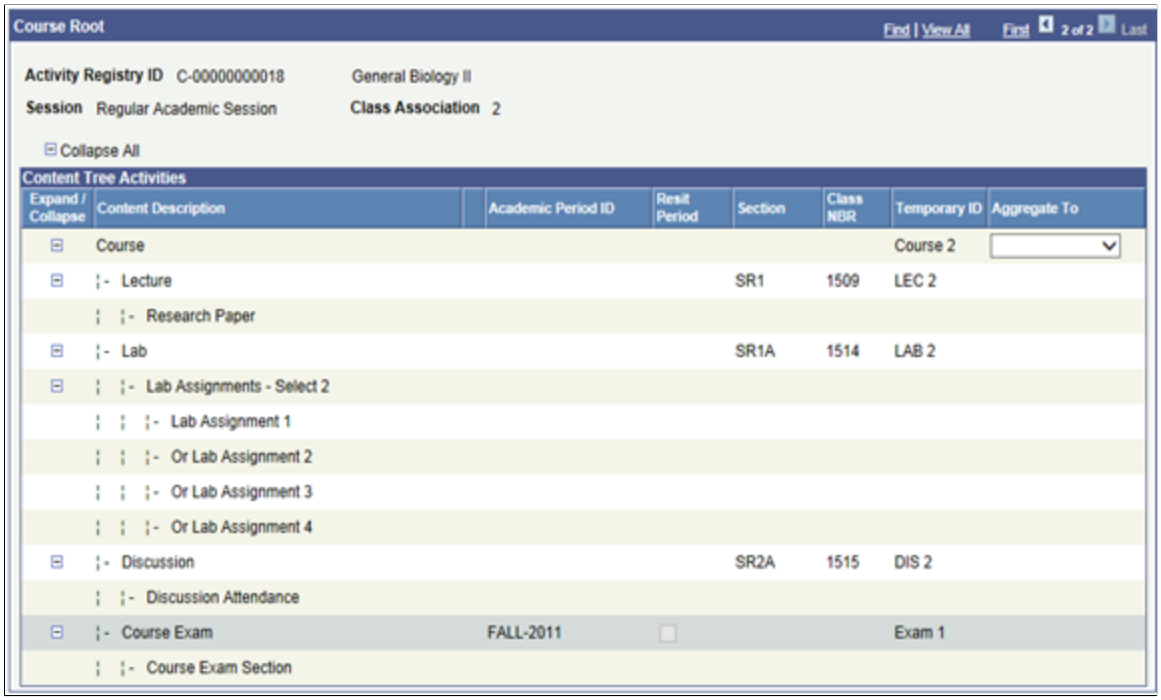
Image: Example of content tree activities for Class Association 2

This example illustrates the fields and controls on the Example of content tree activities for Class Association 2. You can find definitions for the fields and controls later on this page.



Scenario 2

Image: Example of activity setting for Individual Graded Section

This example illustrates the fields and controls on the Example of activity setting for Individual Graded Section. You can find definitions for the fields and controls later on this page.

Exam Activity Option: Session

This option also generates two course roots but it is based on the graded component – the two scheduled Lectures (Section 1 and Section SR1). After setting the course roots based on the graded sections, the components are then grouped under these roots based on class association.

Course Root for Graded Section 1

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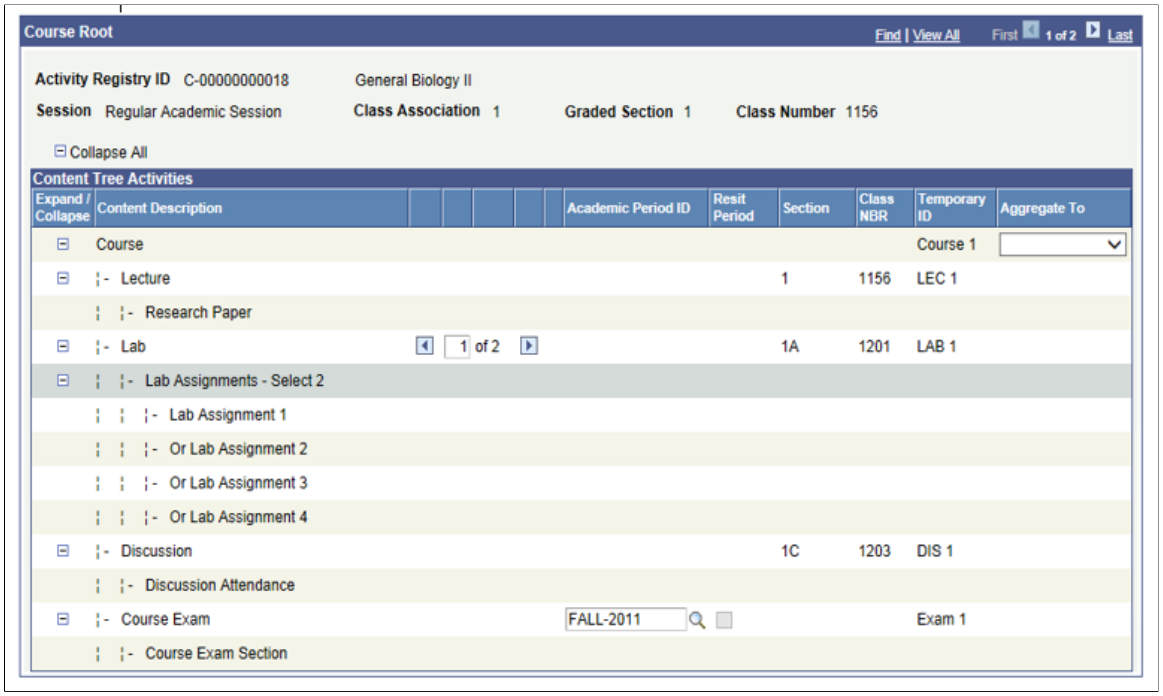
Image: Example of content tree activities for individual graded section

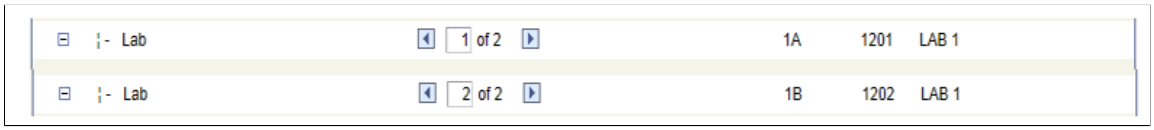
This example illustrates the fields and controls on the Example of content tree activities for individual graded section. You can find definitions for the fields and controls later on this page.



However, this time because the option is section based, the lab sections point to unique activity IDs. Thus a change to section 1A only applies to that section.

Image: Example of labs for individual graded section setting

This example illustrates the fields and controls on the Example of labs for individual graded section setting. You can find definitions for the fields and controls later on this page.



Course Root for Graded Section SR1

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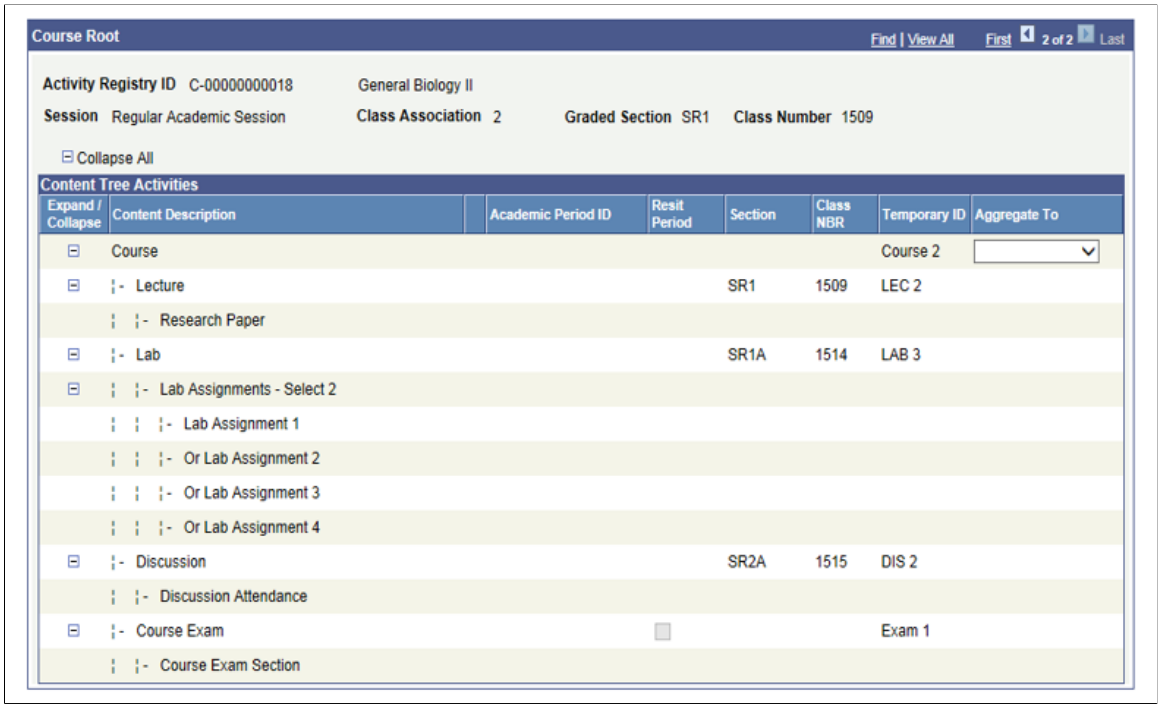
Image: Example of content tree activities for individual graded section

This example illustrates the fields and controls on the Example of content tree activities for individual graded section. You can find definitions for the fields and controls later on this page.



Note that the Exam was generated by Session, thus each course root points to the same exam activity for the academic period 2011.

Scenario 3

Image: Example of activity setting for Session

This example illustrates the fields and controls on the Example of activity setting for Session. You can find definitions for the fields and controls later on this page.

Exam Activity Option: Term

Course Root by Session

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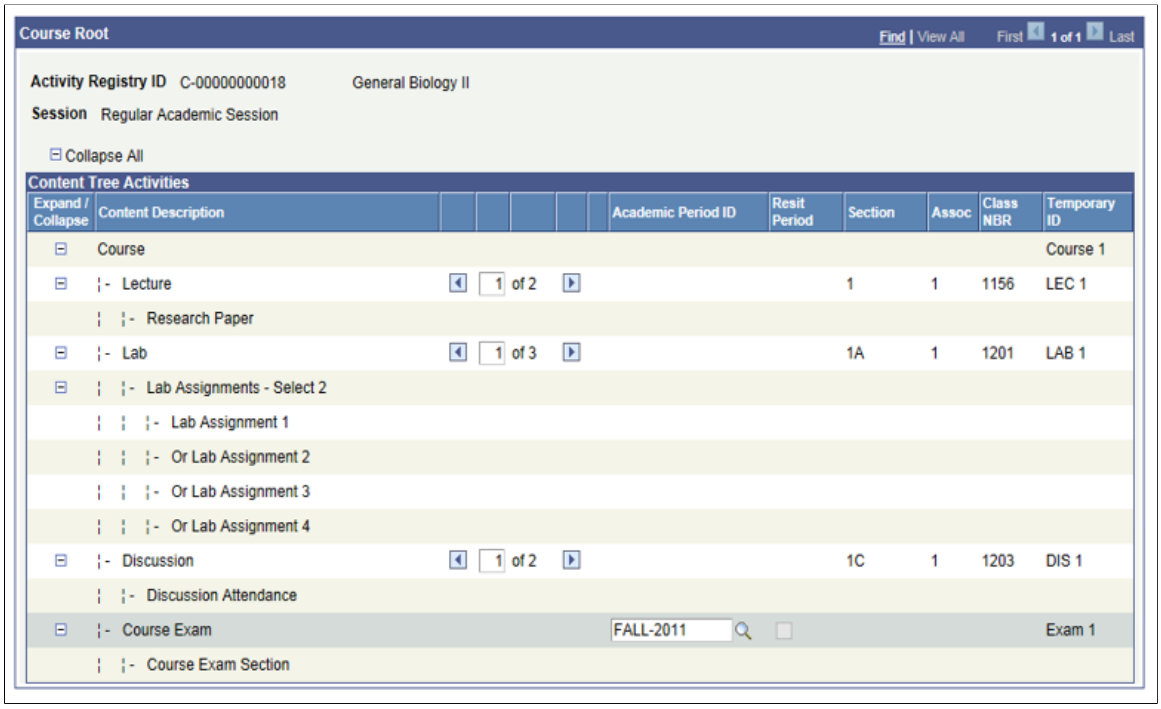
Image: Example of content tree activities for session

This example illustrates the fields and controls on the Example of content tree activities for session. You can find definitions for the fields and controls later on this page.



Each of the sections for each component type point to the same activity ID.

Image: Example of lectures for session setting

This example illustrates the fields and controls on the Example of lectures for session setting. You can find definitions for the fields and controls later on this page.

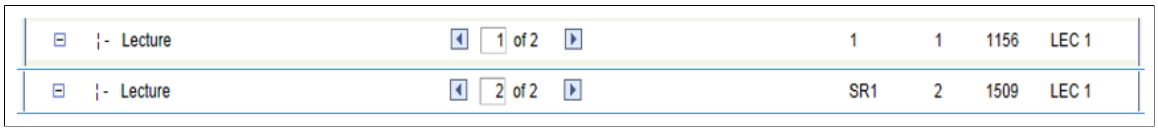


Image: Example of labs for session setting

This example illustrates the fields and controls on the Example of labs for session setting. You can find definitions for the fields and controls later on this page.

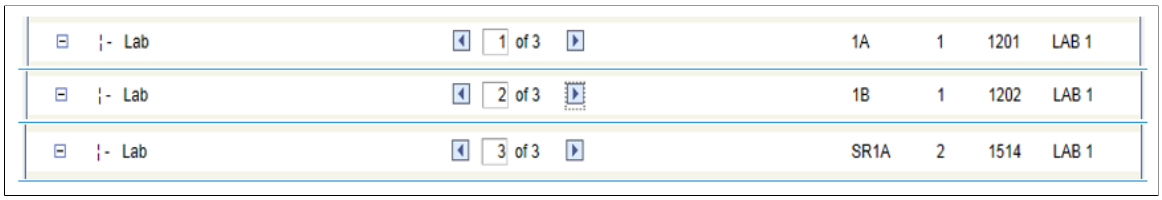


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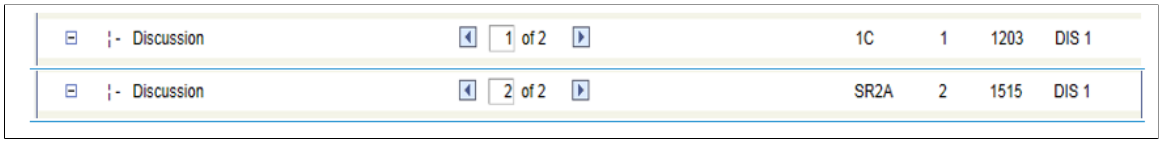
Image: Example of discussion for session setting

This example illustrates the fields and controls on the Example of discussion for session setting. You can find definitions for the fields and controls later on this page.



Note that the Exam was generated by Term, thus only one exam activity ID is generated for the academic period 2011.

For generating resit activities, see the section *Generating Resit Activities*.

Generating Activity IDs for Multiple Courses

This section discusses how to use the Batch Activity Generator to generate activity IDs for multiple courses.

You can use the following sources of data to batch generate IDs; these sources are available on the run control.

- Activity Registry template
- Activity Manager

Page Used to Generate Activity IDs for Multiple Courses

Page Name	***Definition Name***	***Navigation***	***Usage***
Batch Activity Generator	SSR_ACO_GEN	Curriculum Management >Activity Management >Organize and Manage >Batch Activity Generator	Batch generate Activity IDs using the Activity Registry as the source of data.

Generating Activity IDs Using Batch Activity Generator

Access the Batch Activity Generator (Curriculum Management >Activity Management >Organize and Manage >Batch Activity Generator).

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Image: Batch Activity Generator - Activity Registry as source page

This example illustrates the fields and controls on the Batch Activity Generator - Activity Registry as source page. You can find definitions for the fields and controls later on this page.

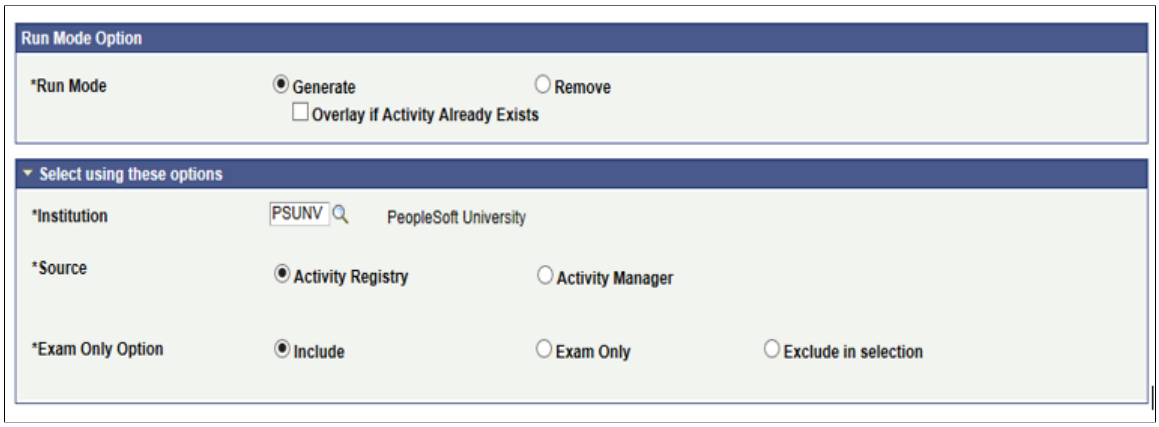
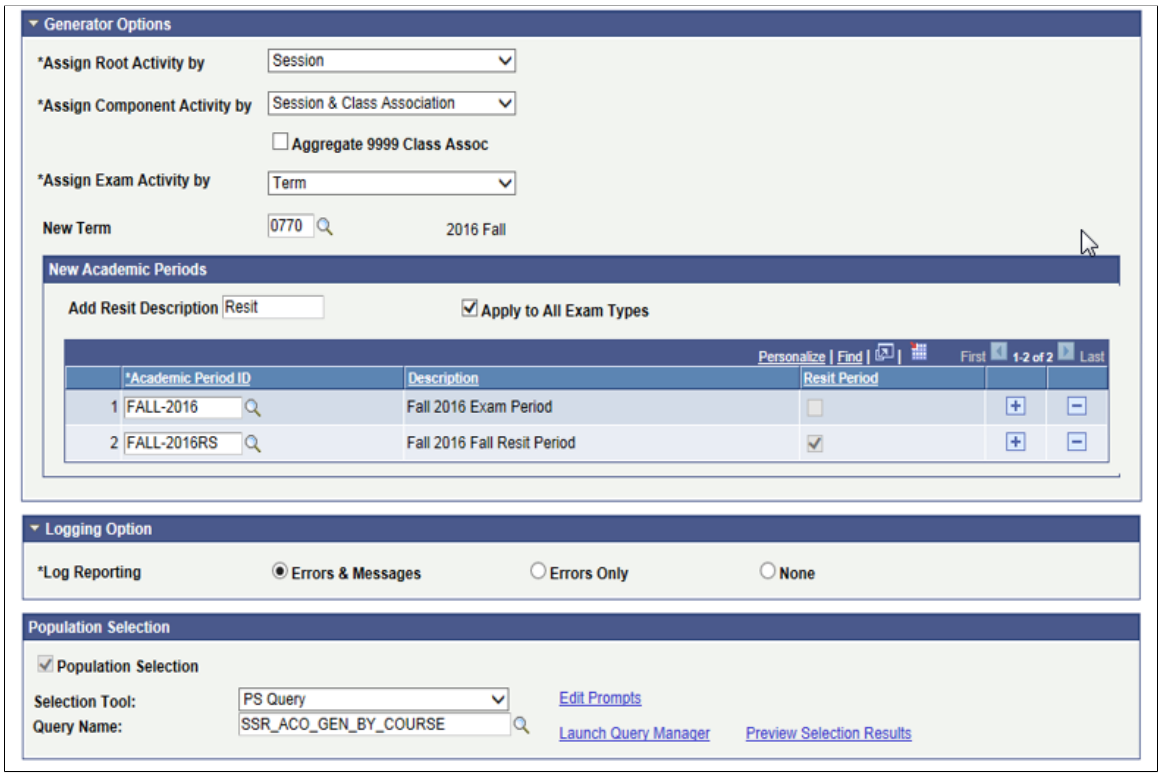


Image: Batch Activity Generator - Activity Manager as source page

This example illustrates the fields and controls on the Batch Activity Generator - Activity Manager as source page. You can find definitions for the fields and controls later on this page.



The batch generation process matches course roots based on matching Course IDs, Offer Nbr, and Topic ID and previous generation settings, as applicable. Various fields may or may not appear depending on the data source you select.

Run Mode

Select the option for the run process. Options include *Generate* or *Remove*. Generate creates a new course root and generates

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	Activity IDs for the assigned term/period while Remove deletes existing activity IDs for the selected population.
Overlay if Activity Already Exists	Available when the Run Mode is *Generate*. Indicates to replace any existing activity IDs with newly generated activity IDs.
Source	Indicate the source from which to generate IDs: *Activity Registry* (course template) or *Activity Manager* (term or period specific).
Use Activity Registry if not in Activity Manager	This check box appears when you select Activity Manager as the source. During the process, if an Activity Manager has not been created for the given section, selecting this field still generates activity IDs but the Activity Registry is used as the data source. If this field is not selected *and* an Activity Manager record does not exist, the section is skipped.
Previous Term	This field appears when you select Activity Manager as the source. Select the term from which to copy Activity Manager data.
Use the most recent available term is not in previous term	This check box appears when you select Activity Manager as the source. Select to copy data from the most recent term to the previous term selected *if* the previously listed term does not have Activity Manager data.
Activity Root Status	This field appears when you select Activity Manager as the source. Select one or more of the following statuses that are to be copied: *Complete*, *Locked*, and *Pending*. If a match does not exist for the status you selected, the record is not copied.
Existing Aggregate	This field appears when you select Activity Manager as the source. Indicate how aggregated records should be handled by the batch process: *Carry existing aggregates* to newly generated IDs, *Error* any aggregated records, or *Exclude in selection* any aggregated records from the process.
Root & Component Mismatch	This field appears when you select Activity Manager as the source. It is possible that as new sections are added, an Activity Manager record that matches might not exist for use as the source to generate IDs. Use one of the following options to indicate how to handle the situation. Select:

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- *Revert to Activity Registry* to generate IDs for any sections without a source record.
- *Error* for sections without a source record.
- *Exclude in selection* any sections without a source.

Exam Only Option

Indicates how to process Exam Only Courses. Options are:*Include* which indicates that exam only courses are processed along with regular courses; *Exam Only* indicates that solely exam only courses are processed; and *Exclude in selection* ignores all exam only courses and does not generate IDs.

Previous Period ID

This field appears when you select Activity Manager as the source.

Enter the period ID from which to source the Exam activity.

Assign Root Activity by

This field appears when you select Activity Registry as the source.

Select a value to define how to create Activity IDs for the course root. Options are:

Session: When selected, the system creates one course root for each session.

Session & Class Association: When selected, the system creates one course root for each class association within a session. This value is selected by default.

Individual Graded Section: When selected, the system creates a course root for every scheduled section indicated as the graded component. You can select this option even if there is no graded component built into the Activity Registry Content Tree for the course.

This option does not appear if the Exam Only Option is *Exam Only.*

Assign Component Activity by

This field appears when you select Activity Registry as the source.

This option is also found in the Advanced Activity Generator component for individual courses. Here users can select which method to use when generating Activity IDs for components. Using the component methods available here, the following course root and component combinations are possible:

- Course Root by Session / Component by Session.
- Course Root by Session / Component by Session & Class Association.

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- Course Root by Session / Component by Individual Class Section.
- Course Root by Session & Class Association / Component by Session & Class Association.
- Course Root by Session & Class Association / Component by Individual Class Section.
- Course Root by Individual Graded Section / Component by Individual Class Section.

Aggregate 9999 Class Assoc

This field appears when you select Activity Registry as the source.

This check box appears only when multiple 9999 sections exist. This check box is selected by default.

When generating Activity IDs in the Activity Generator, the aggregation of 9999 class association sections is automatic. In the Advanced component, users can choose to aggregate these class associations or not. When you select this check box, the system aggregates all 9999 sections within a course root into one Activity ID. When you clear the check box, the system assigns all 9999 sections a unique Activity ID.

Assign Exam Activity by

This field appears when you select Activity Registry as the source.

This field is visible when an exam content type exists in the content tree for the course. Select a value to define how exam sittings are created for the course. It is assumed that for each unique exam activity ID generated, an exam sitting is scheduled. Options are:

Activity Root: A unique exam activity is generated for each course root. Students enrolled in any of the course root class sections are associated with the exam(s) of the corresponding course root.

Session: A unique exam activity is generated for each session which has class sections scheduled. Students enrolled in a class section of a specific session are associated with the exam of the corresponding session.

Term: One exam activity is generated for the entire term. All students enrolled in the course for the term are associated with this exam. Term is selected by default. In the instance of an EOC (defined as such in the Activity Registry), there is only one course root and exam option, so this option does not appear.

New Term

This field appears when you select Activity Registry as the source.

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Select the term for which the course is associated.

Add Resit Description

Enter a description for the resit activity appearing in the Activity Manager and subsequently in the IAM, if the resit activity is used.

Apply to all Exam Types

By default, the checkbox is selected and the academic period applies to all exam types. Deselecting the checkbox allows a different exam type to be chosen for each academic period.

Apply to all Sessions

This field only appears if the Assign Exam Activity by is *Session*. If selected, the academic period is applied to all sessions. If deselected, a session can be defined for a specific Academic Period.

Apply to all Activity Roots

This field is only displayed when the Assign Exam Activity by is 'Activity Root'. If selected the academic period is applied to all Activity Roots. If deselected an Activity Root can be associated with a specific Academic Period.

Academic Period

If an exam exists in the course, this field appears regardless of the selected source.

Enter the Academic Period ID for each exam in the course. Academic Period IDs are set up on the Academic Period Table. The career associated with the academic period must match the career associated with the course to appear in the search results. If the course was designated as an EOC in the Activity Registry, the selection of the Academic Period ID occurs on the search page of the Activity Generator component, and is displayed on this page.

Resit Period

If the Academic Period has an exam period type attribute of Resit Period then this field appears checked, to indicate that this is a resit period.

Log Reporting

For future use.

Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields behave the same way from within the group box on all run control pages and application processes. If your institution uses a specific delivered selection tool (such as PS Query) to identify IDs for a specific transaction, you must use it.

The delivered queries include: SSR_ACO_GEN_BY_COURSE - prompts users to enter the institution, course ID and offering

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number; SSR_ACO_GEN_BY_INST - - prompts users to enter the institution; and SSR_ACO_GEN_BY_SUBJECT - prompts users for a subject code.

You can create additional queries as needed.

See "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community)

Generating Anonymous IDs

This process generates random IDs that are assigned to students per activity. You can specify the minimum and maximum number of digits for your anonymous ID. See "Setting Up Student Administration Options" (PeopleSoft Campus Solutions 9.2: Application Fundamentals).

Related Links

Setting Up Anonymous Grading

Pages Used to Generate Anonymous IDs

Page Name	*Definition Name*	*Navigation*	*Usage*
Generate Anonymous ID	SSR_ANID_GEN_RNCTL	Records and Enrollment >Individual Activity Manager >Generate Anonymous ID	Generate anonymous IDs.
Generate AnonID Exam Only	SSR_ANID_GEN_RNCTL	Records and Enrollment >Individual Activity Manager >Generate AnonID Exam Only	Generate anonymous IDs for exam-only courses.

Generating Anonymous IDs

Access the Generate Anonymous ID page (Records and Enrollment >Individual Activity Manager >Generate Anonymous ID).

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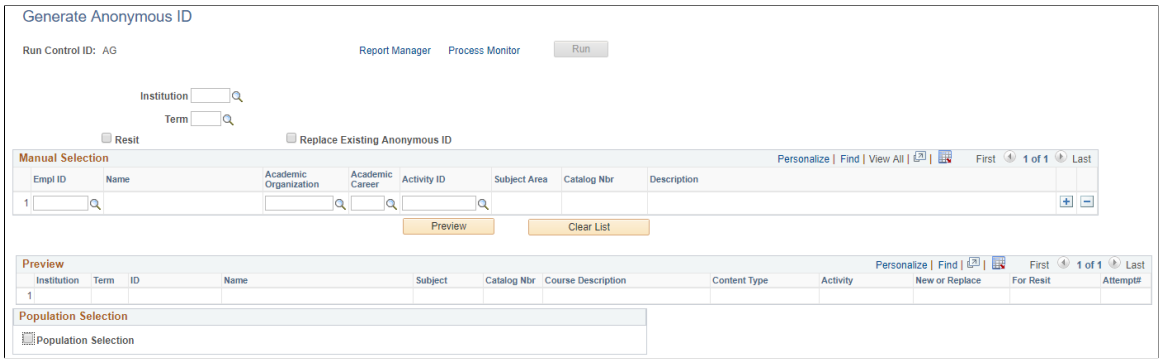
Image: Generate Anonymous ID page

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



Process Monitor Click to access the Process List page. This page lists the anonymous ID generation process you submitted. Click the Refresh button to update the Run Status and Distribution Status columns. When anonymous ID generation is successful, these columns will display Success and Posted respectively.

Institution Select the institution for which you want to generate anonymous IDs.

Term Select the term for which you want to generate anonymous IDs for the student's activity.

Manual Selection

This region appears when the Population Selection check box is not selected.

In this grid, you can manually select the students for whom to generate anonymous IDs. The results appear in the Preview Selection region.

Empl ID (Employee ID) Select the ID of the student for whom you want to generate anonymous IDs.

Population Selection

Population Selection Select this check box to generate multiple anonymous IDs for the population you select. By default, this check box is selected.

Selection Tool Select PS Query.

Query Name Select one of the following delivered queries:

- *SSR_IAM_ANONID_BY_INST_TERM* to generate anonymous IDs for students by academic institution and term.
- *SSR_IAM_ANONID_BY_CAR_TERM* to generate anonymous IDs for students by academic career and term.

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- *SSR_IAM_ANONID_BY_ORG_TERM* to generate anonymous IDs for students by academic organization and term.

For information on population selection, see "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community).

Generating Anonymous IDs for Exam-Only Courses

Access the Generate AnonID Exam Only page (Records and Enrollment >Individual Activity Manager >Generate AnonID Exam Only).

The fields on this page are similar to the fields on the Generate Anonymous ID page except for the ones discussed in this section.

Academic Period ID Select the academic period for which you want to generate anonymous IDs for the student's activity. This is for exam-only courses.

Population Selection

Population Selection Select this check box to generate multiple anonymous IDs for the population you select. By default, this check box is selected.

Selection Tool Select PS Query.

Query Name Select one of the following delivered queries:

- *SSR_IAM_ANONID_EO_BY_INST_PRD* to generate anonymous IDs for exam-only courses by academic institution and academic period.
- *SSR_IAM_ANONID_EO_BY_CAR_PRD* to generate anonymous IDs for exam-only courses by academic career and academic period.
- *SSR_IAM_ANONID_EO_BY_ORG_PRD* to generate anonymous IDs for exam-only courses by academic organization and academic period.

For information on population selection, see "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community).

Managing Course Root Activities

This section provides an overview of the Activity Manager and discusses how to:

- Manage content tree activities.
- Redirect class or exam references to Activity IDs.
- Add sibling or child activities.

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- Add system references.
- Manage activity details.
- Establish Activity Manager common attributes.

Understanding the Activity Manager

The Activity Manager is the administrative component to access the coursework for a course via the course roots created within the Activity Generator. The course root structure is combined with the detail from each content type defined in the Activity Registry. The Activity Manager page displays the content tree for a course root and the associated Activity IDs. It also displays any resit activities that were generated by the Online or Batch Activity Generator.

Administrators, depending on their access, can alter the content tree structure, and edit content item details that were established in the Activity Registry. Administrators must have the same academic organization access as the course. The ability to edit the content tree structure of a course is tied to settings on the Activity Definition and Activity Registry pages. The ability to change content item details is based on standard PeopleTools page security.

For courses that have class offerings, users can access the component searching by a term. If a course was created as an EOC, users can access the component searching by an academic period ID.

Note: Faculty and exam staff can access the activity manager structure in self service via the Activity Management WorkCenter.

Pages Used to Manage Course Root Activities

Page Name	*Definition Name*	*Navigation*	*Usage*
Activity Manager	SSR_ACM_MAIN	Curriculum Management > Activity Management > Organize and Manage > Activity Manager	View and manipulate the content tree structure for a single course root.
Registry Content Tree	SSR_ACM_REG_SBP	Click the View Registry Tree link on the Activity Manager page.	View the content tree as it was defined in the Activity Registry.
Redirect Cross-Reference	SSR_ACM_XREFMOVE	Click the Update References icon on the Activity Manager page.	Move a class or exam associated with a specific Activity ID to another Activity ID within the same content type or create a new Activity ID and associate the class or exam with the new activity.
Create Activity	SSR_AC_ACTYADDSEC	Click the Add Sibling Activity or Add Child Activity icons on the Activity Manager page.	Create a new Activity ID in the system that is associated with a parent ID.

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Page Name	Definition Name	Navigation	Usage
Add System References	SSR_ACM_XREFADD	Click the Information icon on the Activity Manager page.	Generate a new Activity ID for the structure and move an existing content item to the new Activity ID.
Activity Detail	SSR_ACM_ACTYDTL	Click an Activity ID link on the Activity Manager page.	Access and edit the content item detail that was created in the Activity Registry.
Attributes	SCC_CAF_DYN_SEC	Click the Attributes link on the Activity Detail page.	Select to access common attribute fields that were defined on the Record Context page for the Activity Manager

Managing Content Tree Activities

Bundle 52. New column on the Activity Detail page: Anonymous Grading

Access the Activity Manager page (Curriculum Management > Activity Management > Organize and Manage > Activity Manager).

Image: Activity Manager page (1 of 5): Common fields

This example illustrates the fields and controls on the Activity Manager page (1 of 5): Common fields. You can find definitions for the fields and controls later on this page.

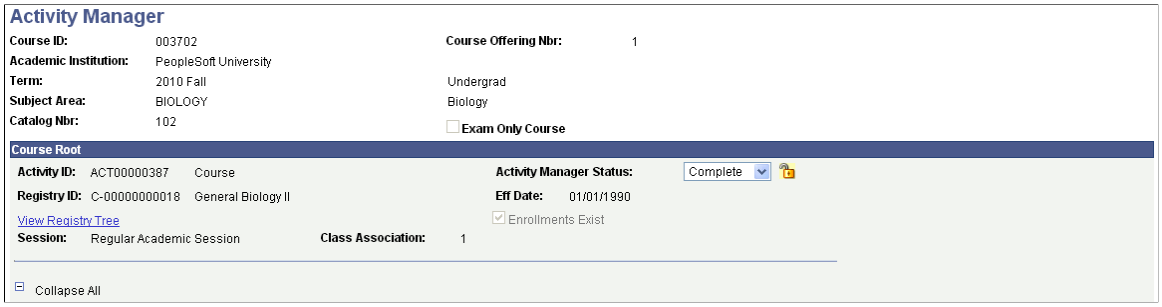

Image: Activity Manager page (2 of 5): Activity Management View tab

This example illustrates the fields and controls on the Activity Manager page (2 of 5): Activity Management View tab. You can find definitions for the fields and controls later on this page.

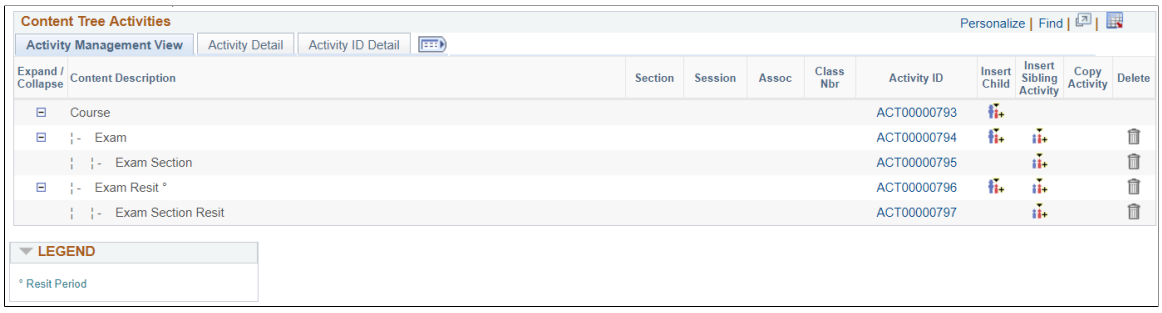

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Image: Activity Manager page (3 of 5): Activity Detail tab

This example illustrates the fields and controls on the Activity Manager page (3 of 5): Activity Detail tab. You can find definitions for the fields and controls later on this page.

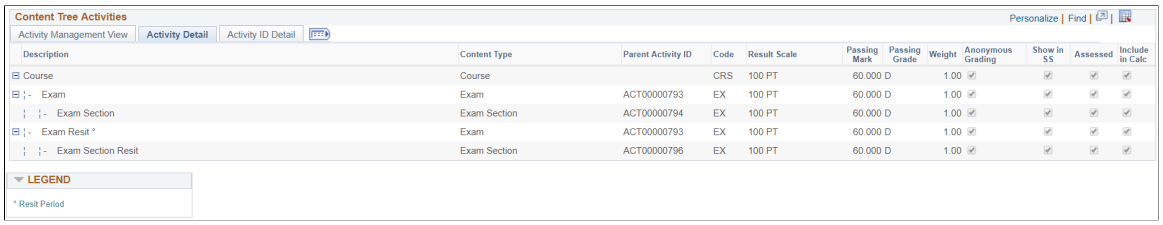
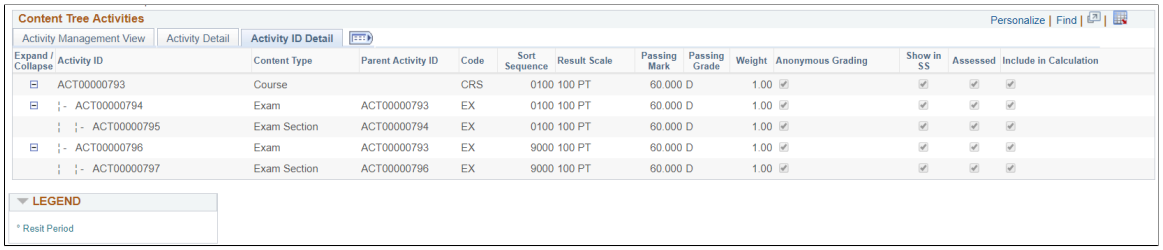


Image: Activity Manager page (4 of 5): Activity ID Detail tab

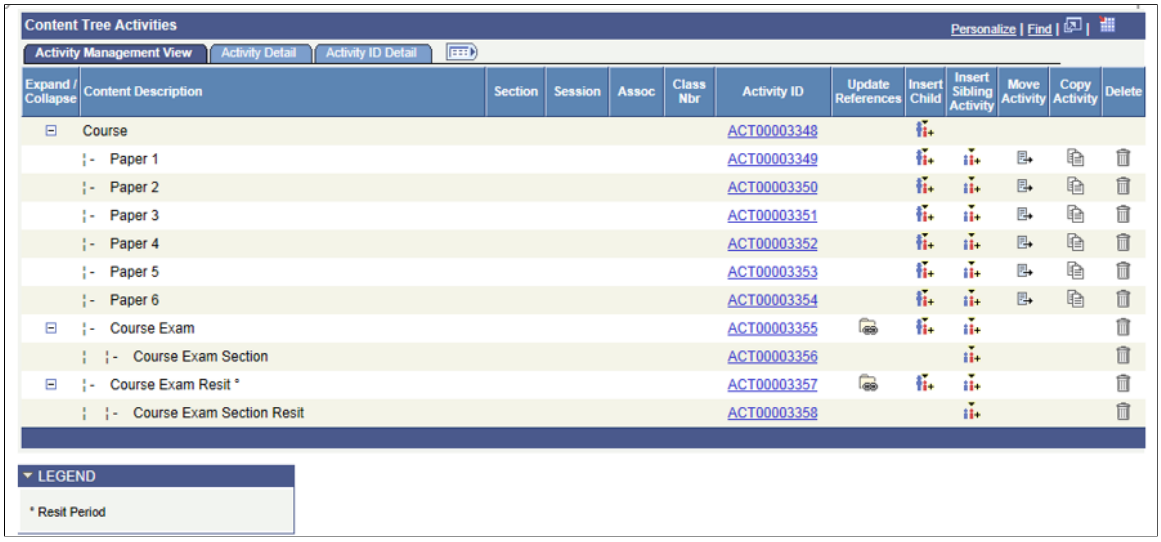
This example illustrates the fields and controls on the Activity Manager page (4 of 5): Activity ID Detail tab. You can find definitions for the fields and controls later on this page.



If resit activities have been generated using the online or batch activity generator they are displayed in the Activity Manager.

Image: Activity Manager page (5 of 5): Resit Activities

This example illustrates the fields and controls on the Activity Manager page (5 of 5): Resit Activities. You can find definitions for the fields and controls later on this page.



Note: Although generated resit activities can be viewed in the Activity Manager, they are not immediately synced or displayed in the IAM. If a student is required to undertake a resit of an exam, is resit eligible, and satisfies the resit evaluation process requirements, then resit activities are added to the student's IAM.

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Bundle 52. added information about anonymous grading

You can configure the settings for anonymous grading in Activity Manager. You can enable or disable anonymous grading for each content type as well as set up the default display settings for Individual Activity Manager, Workcenter, or Activity Roster. For example, within the same activity you may disable anonymous grading for oral recitation, but enable anonymous grading for exams. However, once you've created the Individual Activity Manager for an activity, you won't be able to update the settings for anonymous grading in Activity Manager.

Course Root

Exam Only Course	This flag appears if the course was created as an EOC.
Activity ID	The activity ID that was generated in the Activity Generator for this course root.
Activity Manager Status	Delivered values are *Complete* and *Pending*.
Registry ID	The registry ID that was created in the Activity Registry for this course.
IAM Exists , Enrollments Exist, or **Results Exist**	This display-only field indicates to the user the status of the course root activity: • No students have an IAM for the course root activity (IAM Exists = No) • Students have an IAM, but no result yet exists for the course root activity (Enrollments Exist = *Y*), and • Students have an IAM and a result exists for the course root activity (Results Exist = *Y*). Each activity also carries one of these statuses. These can be viewed by selecting the Activity ID in the Content Tree Activities grid. When changes are made to the Activity Manager after students are enrolled and an IAM exists, the system syncs most of these changes to the IAM. For instance, a user may discover the no late penalty was defined for an assessment item. The user can make the add a late penalty in the Activity Manager (or the WorkCenter) and the system then syncs a late penalty to all the enrolled students' IAMs. However, some structural restrictions to editing the AM do exist. For instance, when the status is IAM Exists, a user is restricted from moving activities within the structure. When the status is Enrollments Exist, a user is unable to delete a component from the structure. When the status is Results Exist, users are unable to delete the activity.
View Registry Tree	Click this link to access the Registry Content Tree page and view the content tree that was defined in the Activity Registry.
Session	The session that is associated with this course root.

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Class Association The class association appears if course root was generated using the Session and Class Association option.

Class Section The class section appears if the course root was generated using the Individual Graded Section option.

Class Number The class number appears if the course root was generated using the Individual Graded Section option.

Topic ID The topic ID appears if the course root has an associated topic ID.

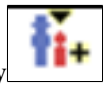
Course Root Aggregates This grid appears when the Aggregate feature was used in the Activity Generator. It indicates which courses were aggregated together.

Content Tree Activities – Activity Management View

Activity ID This ID is generated by the Activity Generator for the given content types. Click an ID link to view and update content details for the activity on the Activity Details page.

Note: You can introduce new activities into the structure using the Add Child, Add Sibling, and Copy icons on this page. When using any of these features, the system generates a new Activity ID. Additional resit activities can be added in the Activity Manager but they are not automatically synced to the IAM, unless a student is eligible to retake the exam.

Update References Click this icon to access the Redirect Cross-Reference page, where you can manage system references (class references or exam reference records) for the particular activity. You can create a new activity to associate the class/exam or you can associate the class/exam to an existing activity for the content type. This icon is not available when either the Enrollments Exist or Results Exist fields appear.

Add Child Activity  Click this icon to access the Create Activity page, where you can add child values to the content item, and then add the details on the Activity Detail page.

This icon appears if the Allow Structural Update check box for this content type is selected in the Activity Registry for this course. If that check box is cleared, the icon also appears when any potential child items of the content item are set to *Yes*.

For example, a Component content type may not be flagged for allowance to update, but because the content assessment item is updateable and can be a child to a component, the system displays the Add Child icon for the component.

Note that the only valid content types that can be added as children are those for which the Allow Structural Update check

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box is selected, and the content type being added is valid for the structure.

Add Sibling Activity

Click this icon to access the Create Activity page, where you can add sibling values to the content item, and then add the details on the Activity Detail page.

This icon appears if the Allow Structural Update check box for this content type is selected in the Activity Registry for this course.

Note that the only valid content types that can be added as siblings are those for which the Allow Structural Update check box is selected, and the content type being added is valid for the structure.

Move Activity

Click this icon to move an Activity ID within the content tree structure for this course root.

This icon appears if the Allow Structural Update check box for this content type is selected in the Activity Registry for this course.

For example, an Attendance activity is associated with the course as a whole, but for this course root it only needs to be associated with the Lecture component. Use this feature to move the activity from the course to the lecture.

When you select this icon, the Paste to as Child icon appears.

Paste to as Child

This icon appears in conjunction with the Move Activity and Copy icons. After you select an item to move or copy, this icon appears on all rows that can accept the activity as a child. Click this icon to move the activity from its original location in the tree to the selected location.

Copy

Click this icon to copy the content item activity detail and add a new activity to the content tree for this course root.

This icon appears if the Allow Structural Update check box for this content type is selected in the Activity Registry for this course.

When you select this icon, the Paste to as Child icon appears.

Delete

Click this icon to delete the content item activity from the content tree for this course root.

This icon appears if the Allow Structural Update check box for this content type is selected in the Activity Registry for this course.

A delete action is not allowed when the item was set to *Required By Institution* in the Activity Registry.

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New References Available

This icon appears on any Component row where a scheduled section exists but is not associated with a course root. Click this icon to access the Add System References page and select an available class section to associate with the existing course root. The system then adds an Activity ID for the component to the course root.

Content Tree Activities – Activity Detail tab

Bundle 52. Added information about anonymous grading

This tab provides a different view of the content tree activities with general information about each activity/content item.

Each content type has its own default settings for anonymous grading as you specified on the Activity Definitions page. See Defining Activity Definitions. On this tab you can select or deselect the anonymous grading setting for the content type. If you've disabled anonymous grading at a higher level (for example, at the Academic Institution level), then the anonymous grading fields won't appear in Activity Manager.

Content Tree Activities – Activity ID Detail tab

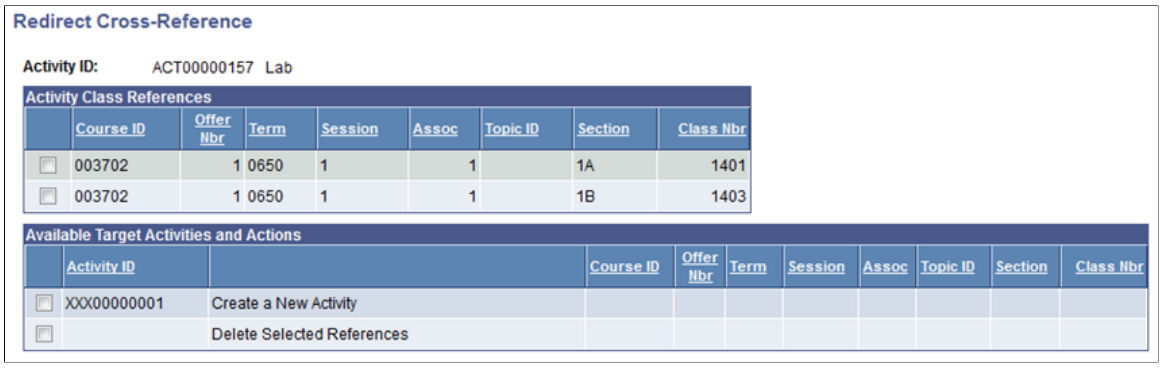
This tab provides the same information as the Activity Detail View tab, but is organized by Activity ID.

Redirecting Class or Exam References to Activity IDs

Access the Redirect Cross-Reference page (click the Update References icon on the Activity Manager page).

Image: Redirect Cross-Reference page

This example illustrates the fields and controls on the Redirect Cross-Reference page.



For example, the Lab content item for Course Root ACT00000157 has two class sections that point to the same Activity ID.

Image: Example of Labs that share an Activity ID

Both Sections 1A and 1B point to Activity ID ACT00000157.

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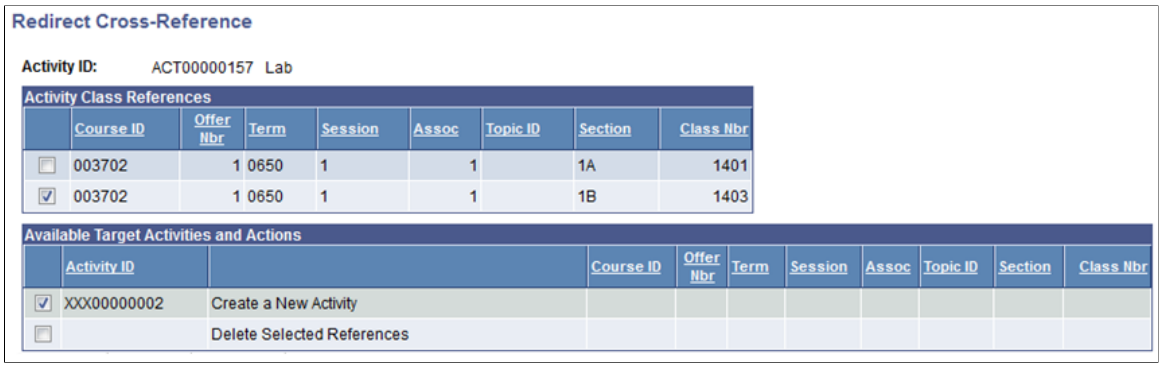
Perhaps for this particular Course Root the school wishes to manage these two sections separately rather than under one Activity ID. The Update References icon can be selected for section 1B and within the Redirect Cross-Reference page, the section can redirected to a new Activity ID as follows:

Image: Update References page

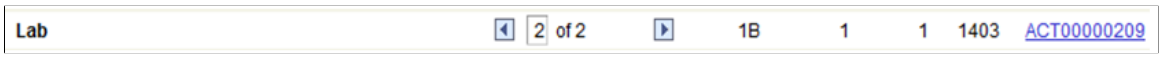
This example illustrates the Update References page as explained above.



Select OK, and you are taken to the Activity Detail page for the new Activity ID. Appropriate details should be entered and saved.

Image: Example of Lab with new Activity ID after redirecting the reference

Return to the main page and Section 1B becomes pointed to a new Activity ID.

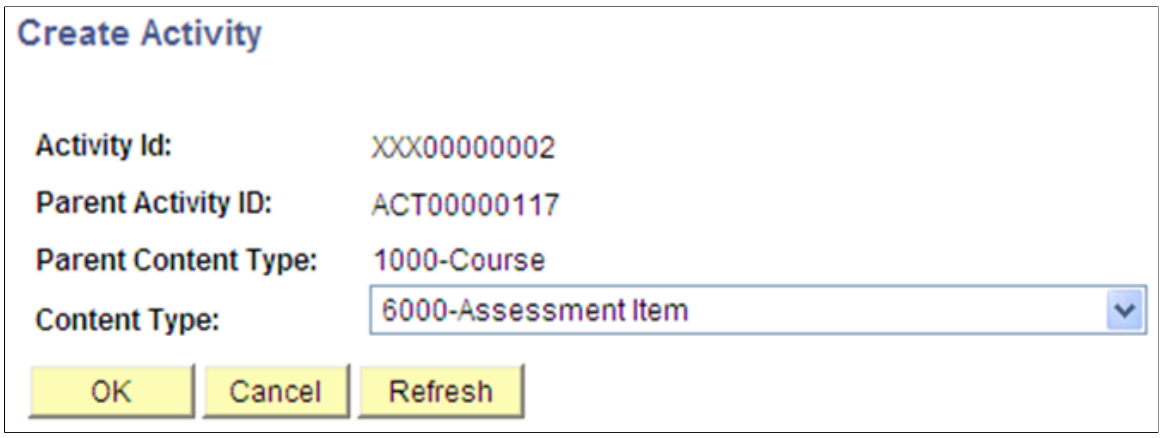


Adding Sibling or Child Activities

Access the Create Activity page (click the Add Sibling Activity or Add Child Activity icons on the Activity Manager page).

Image: Create Activity page

This example illustrates the fields and controls on the Create Activity page.



Once you click OK you are transferred to the Activity Details page where you can enter details about the new activity. Add activity detail and save the component to generate a new Activity ID. With the

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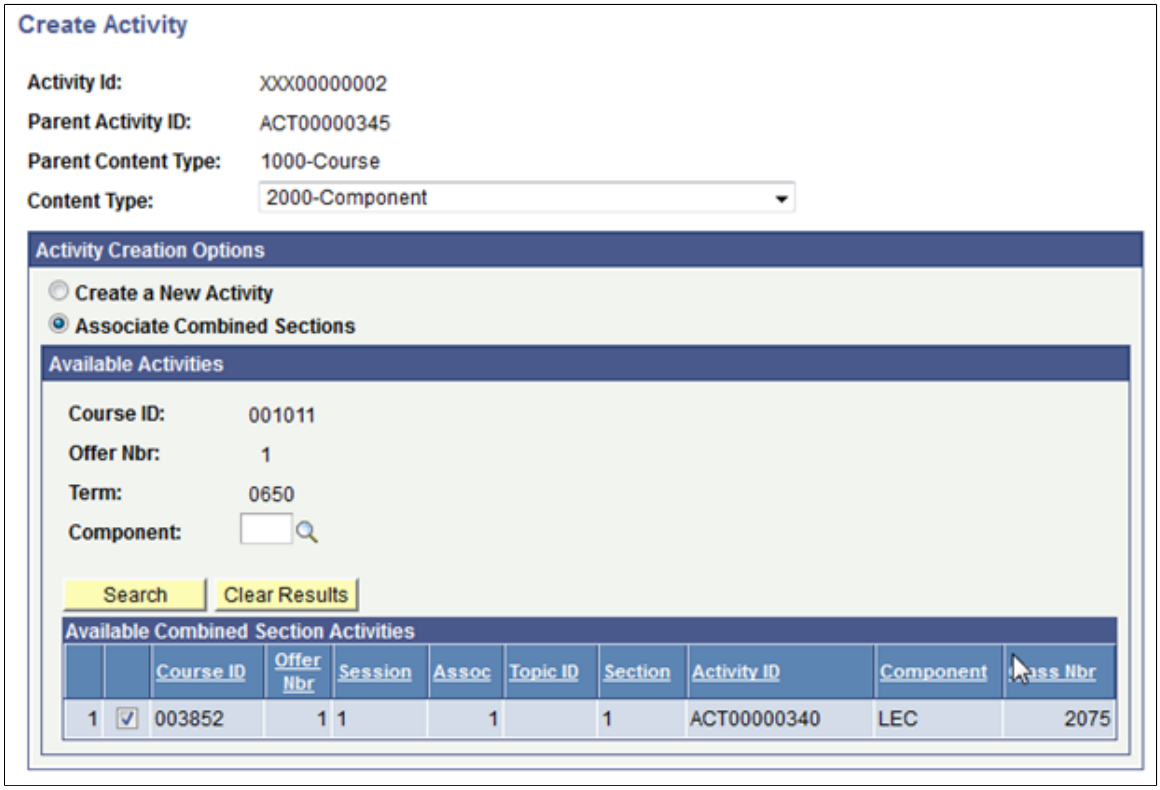
exception of the description and content code, the details for 4500 – Exam Section must be entered on the Section Manager component.

Special Consideration for Combined Sections

Combined sections can be setup to be displayed together under the same course root. If a combined section exists, the following page appears when the sibling icon is selected for a component content type.

Image: Create Activity for Combined Sections page

This example illustrates the fields and controls on the Create Activity for Combined Sections page.



The available combined section(s) are displayed. When you select the appropriate class section it is then displayed with its corresponding combined section under the course root. This action should be performed for each course root.

Adding System References

Access the Add System References page (click the Information icon on the Activity Manager page).

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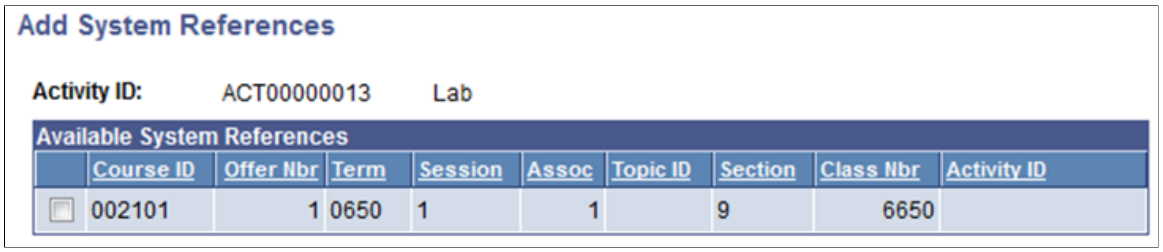
Image: Add System References page

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



If any class sections were scheduled after activities were generated in the Activity Generator, the Information icon appears. Identify against which activity you want to add the class and select the information icon. Once selected, the system transfers you to the Add System References page to see the class(es) that require an Activity ID. Select the appropriate class section(s) and click OK. The class section(s) now reference the existing Activity ID. If it needs to reference its own Activity ID, use the Update Reference icon to create a new Activity ID.

Managing Activity Details

Bundle 48. You can now use anonymous ID in Content Options for Activity Roster Display, AM Workcenter Display, Individual Activity Manager Display.

Access the Activity Detail page (click an Activity ID link on the Activity Manager page).

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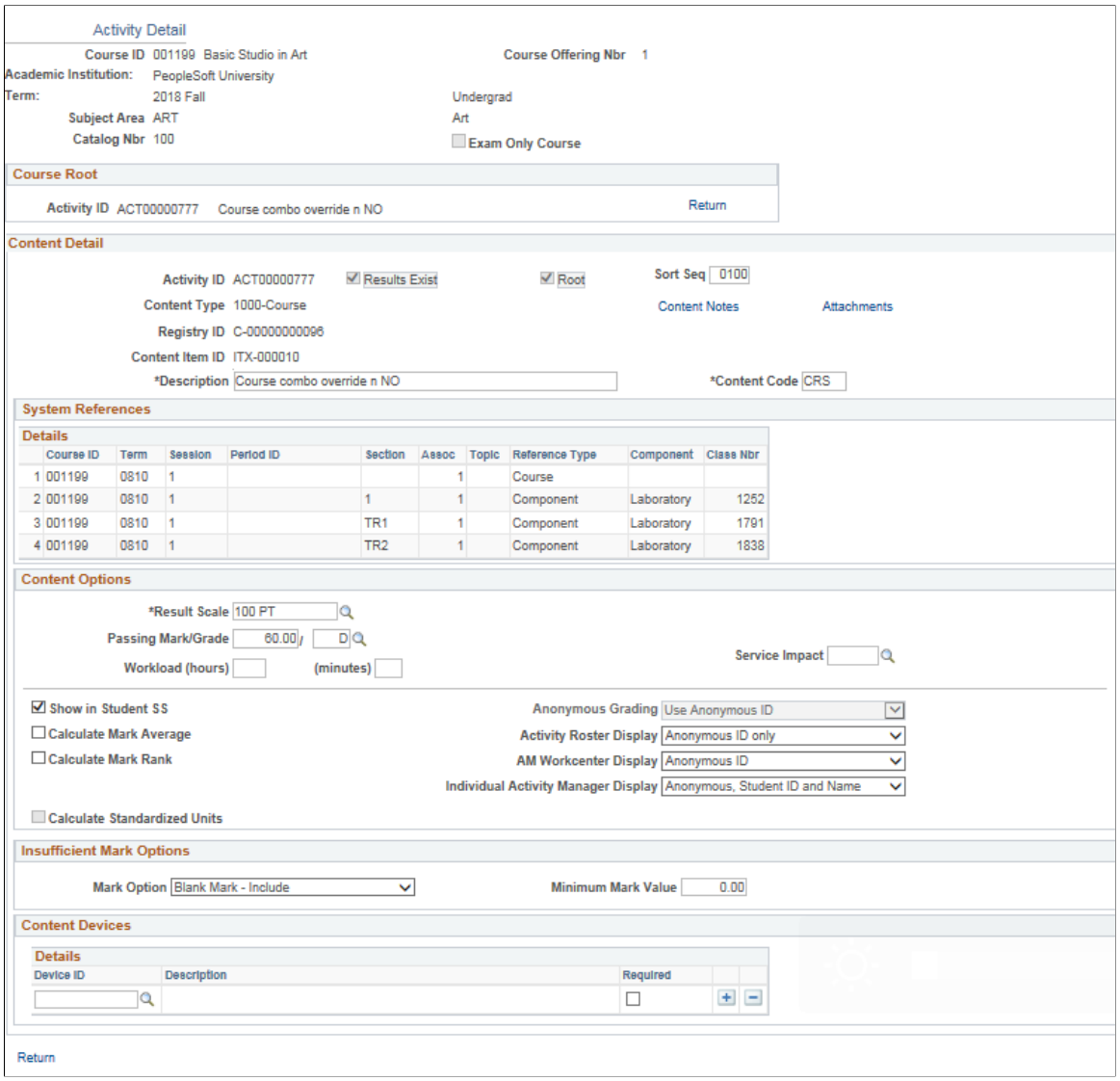
Image: Activity Detail page

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



The fields on this page are very similar to those in the Activity Registry component. The sections and fields that appear here are dependent on the content type of the item and the detail that was entered in the Activity Registry component. The system populates this page with content item attributes from the Activity Registry page, but you can update, add, or delete them here for a particular Activity ID. Any updates to a course root in the Activity Manager are reflected in downstream processing, meaning that any updates to an Exam or Exam Section made here are used by the Section Manager. When student enrollment exists or results exist for a student in the system, some edits for the given term or academic period may be restricted.

Bundle 52. Added information about anonymous IDs

In the Content Options group box, you can set up Activity Roster, AM Workcenter, and Individual Activity Manager to display only anonymous IDs, Student ID and Name only, or both.

See:

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- Setting Up Anonymous Grading
- Generating Anonymous IDs

Note: In the Content Options group box, you cannot edit standardized units defined in the Activity Registry. Any item identified as Required by Institution in the General Options group box cannot be deleted from the structure.

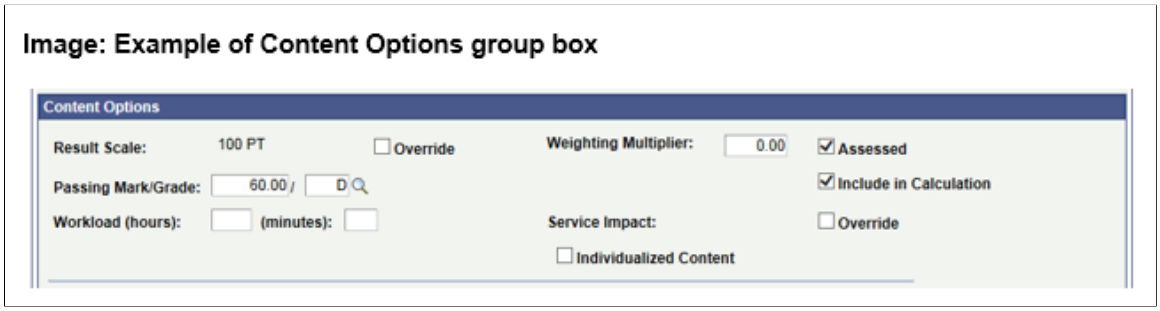
See Setting Up the Activity Registry

Individualized Content

When adding a new content item to the structure, the system displays an additional field in the Content Options group box on. Select the Individualized Content field if this content item is specific to a student or subset of students enrolled in the class. This activity must be assigned to the specified students either manually in the Student IAM or by using the IAM Block Generator.

Image: Example of Content Options group box

This example illustrates the Content Options group box as explained above.

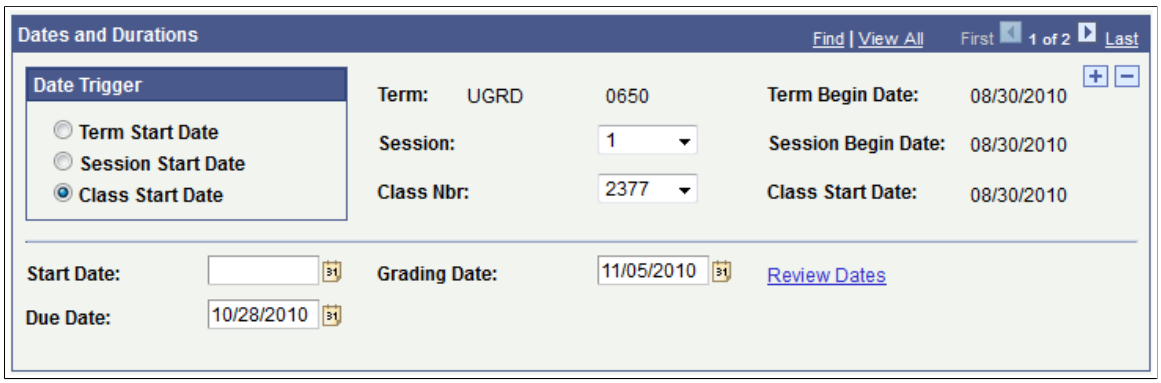


Dates and Durations

When an assessment item exists for multiple class sections and class start date is the date trigger for that assessment item, the following section appears, indicating the dates and duration for each class number. The dates can be overridden as necessary for each class.

Image: Example of Dates and Durations group box

This example illustrates the Dates and Durations group box as explained above.



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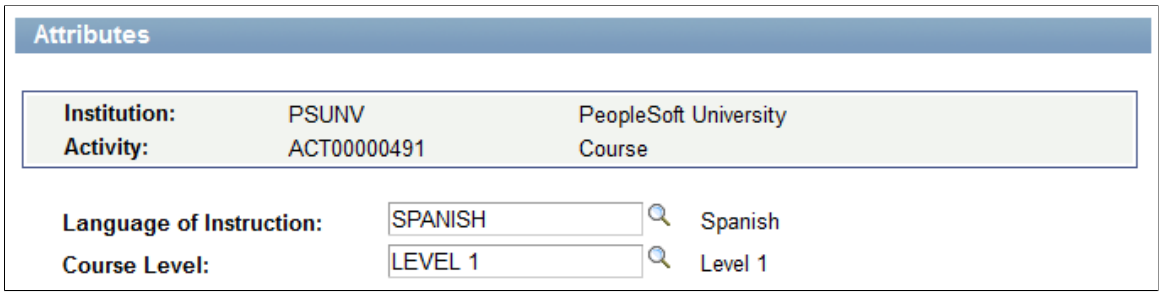
Establishing Activity Manager Common Attributes

Access the Attributes page (click the Attributes link on the Activity Detail page).

Image: Attributes page

The following screenshot provides an example of common attributes set up for the course content item in the Activity Manager:



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 Manager is the Activity Attributes (SSR_ACMCONT_ITM) record. The entity names used for the Activity Manager are prefixed by 'ACM'.

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

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)

Managing Section Activities

This section provides an overview of the Section Manager and discusses how to:

- Manage activity sections.
- Manage section details.
- Manage staff instructions.
- Secure scheduled activities.

Understanding the Section Manager

The Section Manager is the administrative component to manage the scheduling of activities. It is accessed by an Academic Period ID if the associated course is an EOC and by term if the course has scheduled class sections. In its initial release it is designed to support course exam activities. Resit activities also need to be scheduled.

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Pages Used to Manage Section Activities

Page Name	*Definition Name*	*Navigation*	*Usage*
Section Manager	SSR_ACM_SCTNMAIN	Curriculum Management >Activity Management >Organize and Manage >Section Manager	Review content items that have scheduled instances created for a course root.
Section Detail	SSR_ACM_SCTNDTL	Click an Activity ID link on the Section Manager page.	View and edit scheduling detail for the exam section.
Staff Instructions – Meeting	SSR_ACMSCTN_MSGS	Click the Staff Instructions - Meeting link on the Section Detail page.	View and edit staff instructional notes.
Scheduled Activity Security	SSR_SCRTY_EXAM	Set Up SACR > Security > Secure Student Administration > User ID > Scheduled Activity Security	Associate the academic organization for which a user can access course exams.

Managing Activity Sections

Access the Section Manager page (Curriculum Management >Activity Management >Organize and Manage >Section Manager).

Image: Section Manager page: Activity Management View tab

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

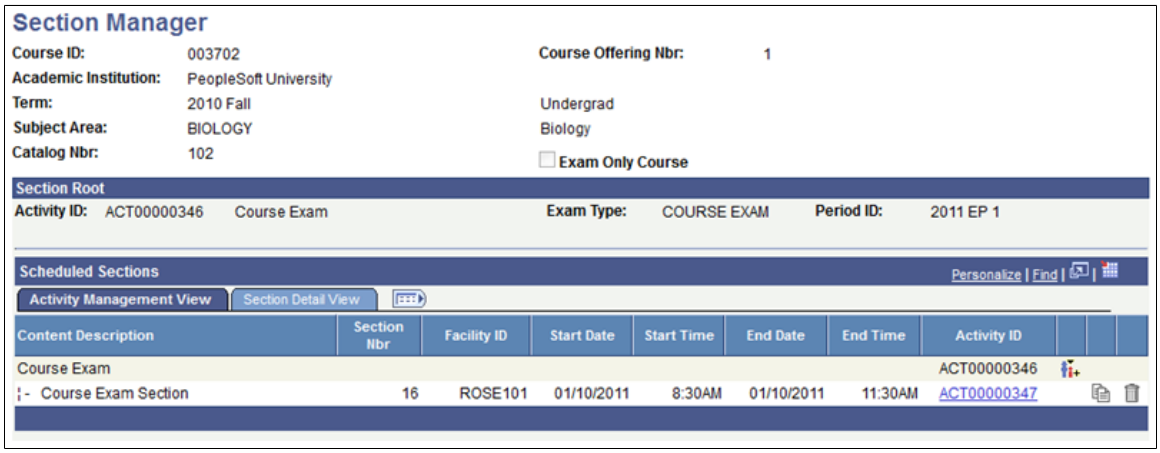

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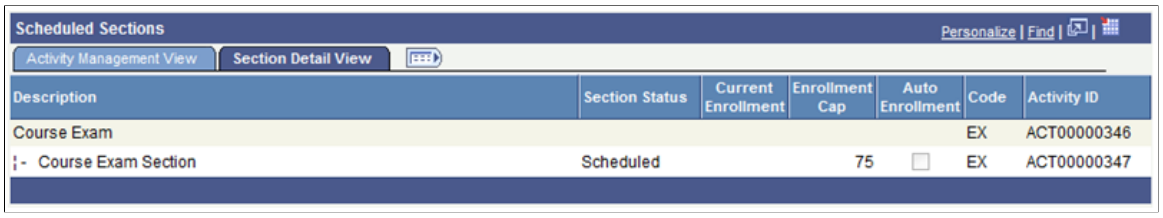
Image: Section Manager page: Section Detail View tab

This example illustrates the fields and controls on the Section Manager page: Section Detail View tab. You can find definitions for the fields and controls later on this page.



The Section Manager page displays the content item that has scheduled instances created for a course root. Initially, only exam content items selected as Scheduled in the scheduling option section of the Activity Manager appears. Exam section rows are inserted as child items to the exam based upon the Number of Sections to Schedule entered in the scheduling option section of Activity Manager.

Note: The icons on the Activity Management View tab are the same as those used on the Activity Manager page. For their descriptions and usage, see the "Managing Content Tree Activities" section.

Exam Only Course This check box is selected to indicate that the exam and its schedulable sections are part of an EOC.

Activity ID This Activity ID represents the content item that has scheduled instances. It also appears as the parent item in the Scheduled Section grid below.

Exam Type Indicates the exam type that was associated with this exam content item in the Activity Manager.

Period ID Indicates the academic period that the exam content item was associated with in the Activity Generator.

Content Description This section of the grid displays the original content item to be scheduled and any scheduled instances that were previously defined in the Activity Registry or Activity Manager.

Content Options This section identifies some of the fundamental grading elements for the exam section.

Section Nbr (number) The system generates this number when the scheduled section activity ID is generated. It is generated for each section and is ultimately used for enrollment. The Last Section Nbr generated is tracked on the Academic Period Table.

Facility ID Displays the facility in which the scheduled section is to be held. This value is updated when Facility ID is entered on the Section Manager Section Detail page.

Start/End Date Displays the start and end date of the scheduled section. This value is updated when the Start Date and End Date are entered on the Section Manager Section Detail page.

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Start/End Time	Displays the start and end time of the scheduled section. This value is updated when the Start Time and End Time are entered on the Section Manager Section Detail page.
Section Status	Displays the status of the scheduled section. This value is updated when the Section Status is entered on the Section Manager Section Detail page.
Current Enrollment	Displays the current enrollment in the scheduled section.
Enrollment Cap	Displays the enrollment capacity of the scheduled section. This value is updated when the Enrollment Cap is entered on the Section Manager Section Detail page.

Managing Section Details

Access the Section Detail page (click an Activity ID link on the Section Manager page).

Image: Section Detail page (1 of 3)

This example illustrates the fields and controls on the Section Detail page (1 of 3). You can find definitions for the fields and controls later on this page.

Image: Section Detail page (1 of 3)

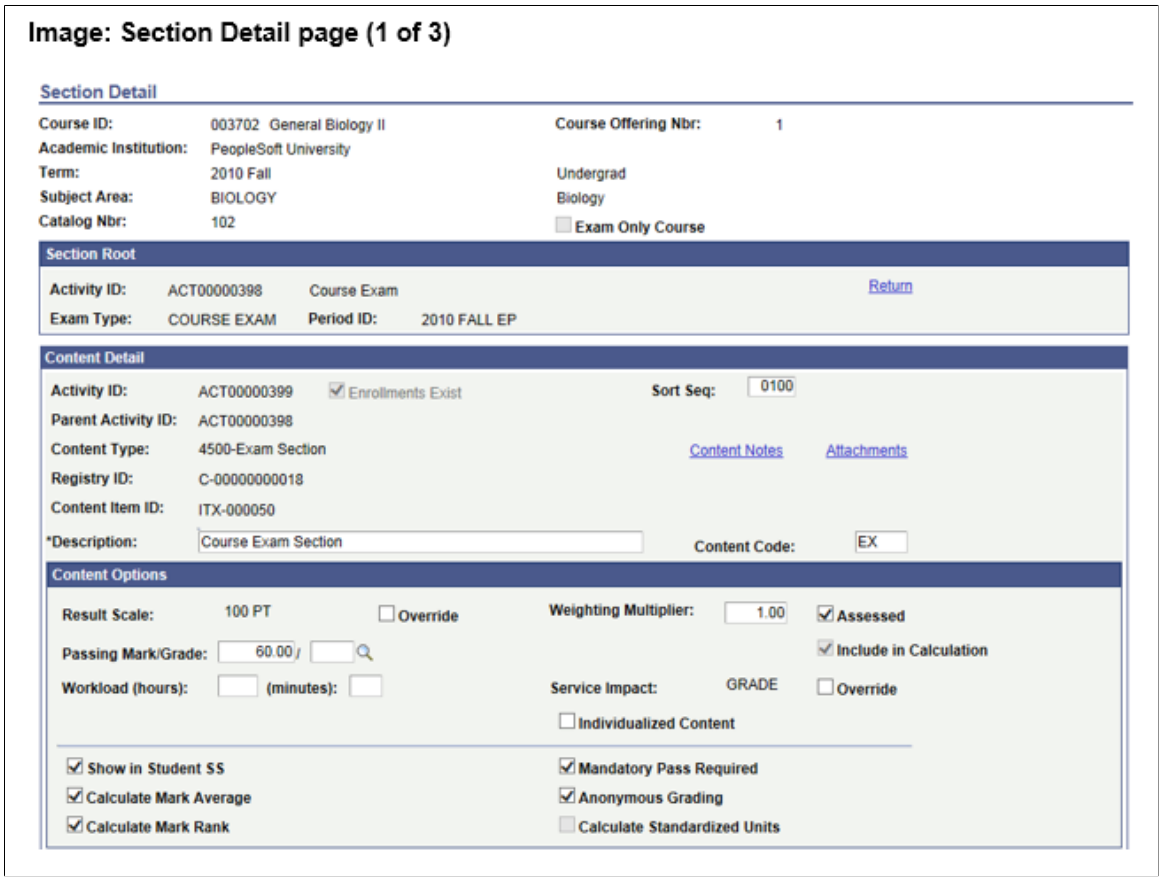

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Image: Section Detail page (2 of 3)

This example illustrates the fields and controls on the Section Detail page (2 of 3). You can find definitions for the fields and controls later on this page.

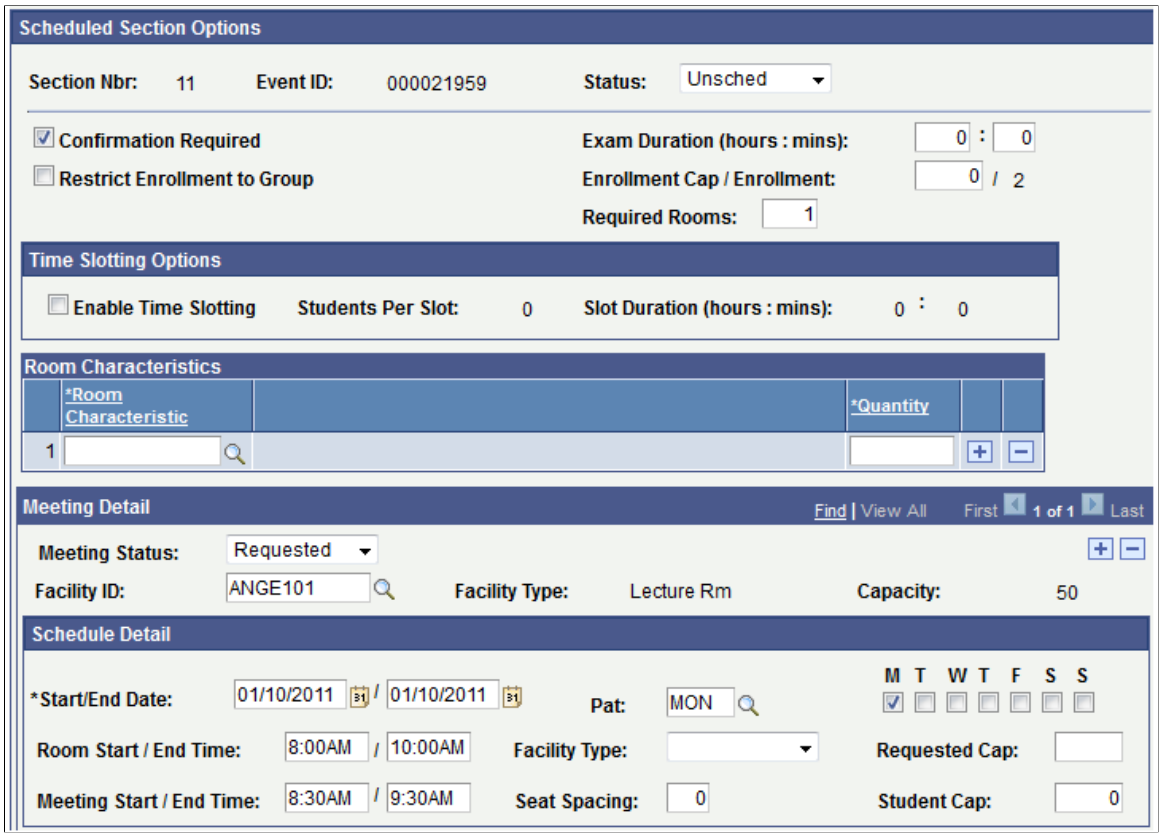

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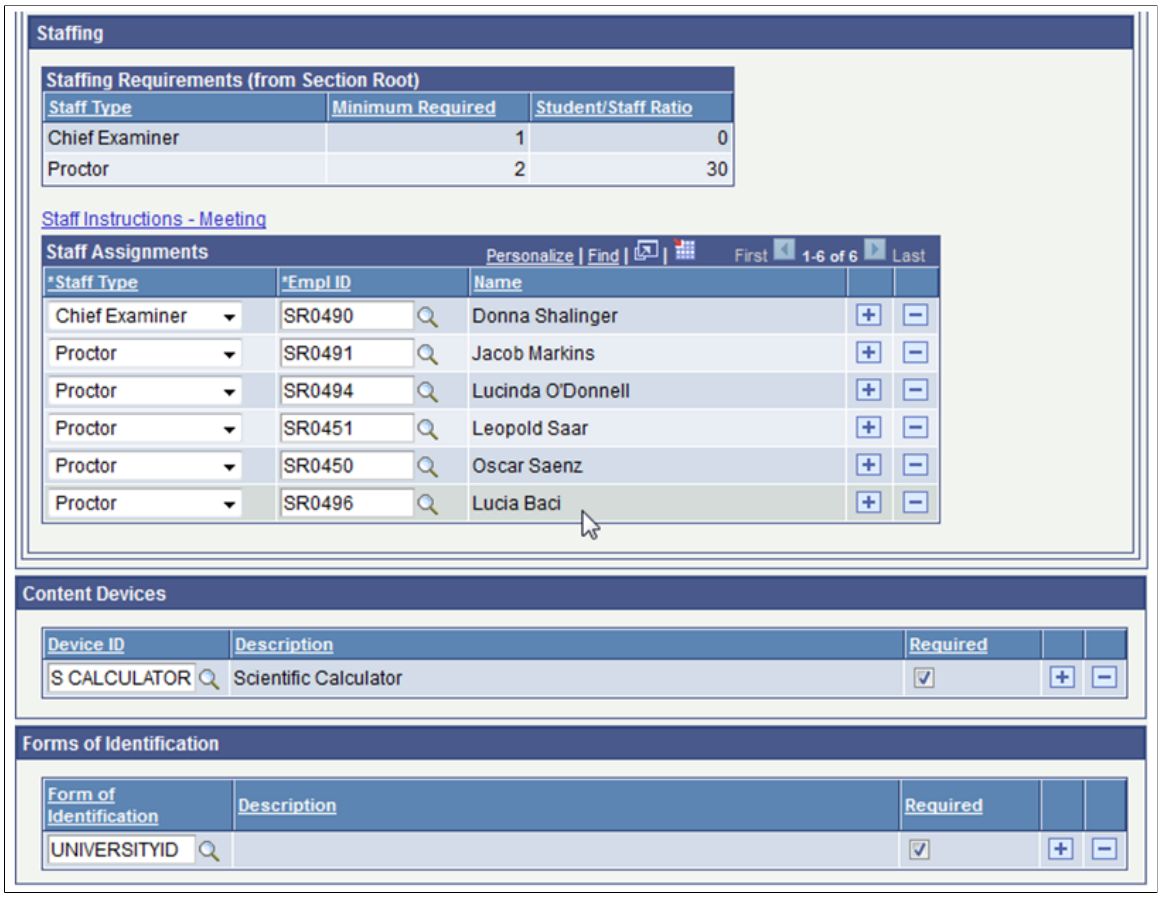
Image: Section Detail page (3 of 3)

This example illustrates the fields and controls on the Section Detail page (3 of 3). You can find definitions for the fields and controls later on this page.



Description	Enter the scheduled activity description.
Content Code	Enter the content code for the scheduled activity. The content code serves as the header on the activity roster.
Content Options	Alter any grading element specific to the section.
Section Status	Select the status of the scheduled section. The delivered values are *Scheduled* and *Unsched* (Unscheduled). The default is *Unsched.*
Exam Duration (hours; mins)	Indicate the exam length in hours and minutes. If this value was set on the Activity Manager, it defaults here and can be overridden if necessary.
Confirmation Required	Select this flag to indicate that students enrolled in this activity must confirm their attendance.
Enrollment Cap	Set the capacity for enrollment into this scheduled activity.
Enrollment	This field populates with the current enrollment into this scheduled activity. (Future)

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Restrict Enrollment	Select a student group if this section is restricted to only students assigned to that student group.
Required Rooms	Indicate the number of rooms needed for this scheduled activity. This field is delivered to interface with a third party scheduling system. There is no internal programming for this field.
Enable Time Slotting	Indicate if this section is subject to time slotting. Time slotting is used to support intervals in assigning students to this section. This field is delivered to interface with a third party scheduling system. There is no internal programming for this field.
Students Per Slot	If utilizing time slotting indicate the number of students per time slot. This field is delivered to interface with a third party scheduling system. There is no internal programming for this field.
Slot Duration (hours; mins)	If utilizing time slotting indicate the number of hours and/or minutes per scheduled slot. This field is delivered to interface with a third party scheduling system. There is no internal programming for this field.
Room Characteristics	Indicate the required room characteristics for this scheduled activity. Room characteristics are defined on the Room Characteristics Table. This field is delivered to interface with a third party scheduling system. There is no internal programming for this field.
Quantity	Used in conjunction with the Room Characteristics field, indicate the quantity of the stated room characteristics. This field is delivered to interface with a third party scheduling system. There is no internal programming for this field.
Meeting Status	The status of the requested facility. The delivered values are *Final, Pending,* and *3rd Party*. The default is *Pending*. This field is delivered to interface with a third party scheduling system. There is no internal programming for this field.
Event ID	The system creates a unique event ID record in the Event table when you schedule a class with a meeting pattern and facility ID. The Event table is used to record class and non-class events for room scheduling.
Facility ID	Enter a facility ID for the class. Facility values are defined on the Facility Table page. This field can be updated manually or by a third-party scheduling system.
Facility Type	This value defaults from the Facility Table based on the Facility ID entered.
Capacity	This value defaults from the Facility Table based on the Facility ID entered.

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Start/End Date	Indicate the start and end dates of the scheduled activity.
Pat	Indicate the meeting pattern for the scheduled activity.
Room Start/End Time	Indicate the start and end times needed for the facility if the time differs from the actual scheduled activity time.
Facility Type	Indicated the needed facility type. This field is delivered to interface with a third party scheduling system. There is no internal programming for this field.
Requested Cap	Indicate the requested capacity of the facility for this scheduled activity. This field is delivered to interface with a third party scheduling system. There is no internal programming for this field.
Meeting Start/End Time	Indicate the start and end times of the scheduled activity. After entering the start time, the end time is defaulted based on the activity (exam) duration. Adjust as needed.
Seat Spacing	Indicate the number of seats that should separate students in the facility for the scheduled activity. This field is delivered to interface with a third party scheduling system. There is no internal programming for this field.
Student Cap	Enter the capacity for seating within the facility if it differs from the enrollment capacity for the scheduled activity. This field is delivered to interface with a third party scheduling system. There is no internal programming for this field.
Staffing Requirement from Section Root	This grid displays the staffing requirements for the course root. This information is provided for informational purposes only.
Staff Type	Enter the staff type required for the scheduled activity.
EmplID	Enter the EmplID of the person who fulfills the staff type role. This field edits against the Instructor/Advisor Table. The academic organization of the course should be entered for the individual staff member on the Approved Courses page of the Instructor/Advisor Table.
Content Devices	This information displays the content devices for the course root. This information can be overridden as needed for individual scheduled sections.
Forms of Identification	This information displays the forms of identification for the course root. This information can be overridden as needed for individual scheduled sections.

Managing Staff Instructions

Access the Staff Instructions – Meeting page (click the Staff Instructions - Meeting link on the Section Detail page).

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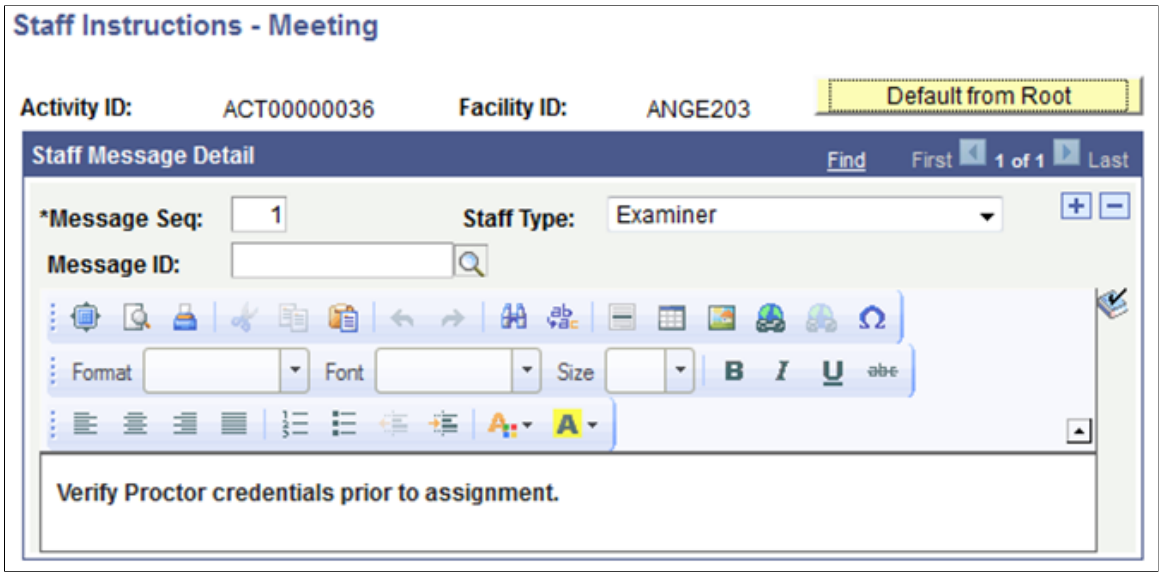
Image: Staff Instructions – Meeting page

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



Default from Root Select this button to default staff instructions from the course root. Other options here include entering a Message ID to convey a previously defined message set up on the Content Messages component or enter free form text. Messages should be associated with a specific staff type.

Securing Scheduled Activities

Access the Scheduled Activity Security page (Set Up SACR > Security > Secure Student Administration > User ID > Scheduled Activity Security).

Image: Scheduled Activity Security page

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

Access into the Section Manager to create/maintain scheduled activities is based on a user's academic organization (Academic Org Security). To add/update the scheduled activity, the user must possess the same academic organization that is associated with the Course Offering that owns the activity.

Academic Organization Enter the highest academic organization in the hierarchy that the user ID should be able to access course scheduled activities.

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Insert rows to add academic organizations or to restrict access to a particular academic organization lower in the hierarchy.

Scheduled activity security is based on the hierarchy in the academic organization security tree. The academic organization that you identify here must be a node on the academic organization security tree. Granting access to one node of the academic organization tree also provides access to all child nodes for that organization. To restrict access to a child node, select the academic organization that you want to secure and set the access code to No Access.

Managing Student Activities

This section discusses the IAM where the activities for a course are assigned to a student. There are three methods by which an IAM can be created: adding the record manually, creating it in a batch process, or having student enrollment create it automatically. There is also a batch process to assign optional activities to a student when the IAM already exists. This section specifically discusses how to:

- Add an IAM for an individual student.
- Review activity status.
- Review activity detail.
- Establish IAM common attributes for activity details.
- Enter activity results for an individual student.
- Establish IAM common attributes for activity results.
- Understand reassessment.
- Create IAMs automatically.
- Create IAMs in batch using student enrollment.
- Create IAMs in batch using Academic Progress Tracker (APT).
- Create an IAM student block.
- Generate an IAM activity block.
- Use the IAM batch generator.
- Review IAM requests.
- Review the IAM activity request log.

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Understanding IAM Creation in Batch

You can create IAMs for groups of students in batch. Two components are delivered to support this creation. The IAM Batch Generator using Student Enrollment page creates IAMs for students based on their enrollment in classes. The IAM Batch Generator using APT (EOC) page creates IAMs for students taking EOCs. Each method provides users multiple mechanisms for generation: population selection, filtered selection, or manual selection.

See Creating IAMs in Batch Using Student Enrollment

See Creating IAMs in Batch Using APT

Understanding IAM Block Generation

The IAM Block Generator allows users to mass assign optional activities to multiple students. Three components make up this feature: the IAM Students Block, the IAM Activities Block, and the IAM Batch Generator Using Block Process. The block process is designed to assign optional nonmandatory activities to students who are already assigned to a course root. Nonmandatory activities include optional activities where students have a choice between activities, extra credit activities, and individual content activities.

See Generating an IAM Student Block

See Generating an IAM Activity Block

See Using the IAM Batch Generator

Pages Used to Manage Student Activities

Page Name	***Definition Name***	***Navigation***	***Usage***
Individual Activity Manager	SSR_IAM_ACT_PAGE1	Records and Enrollment > Individual Activity Manager > Individual Activity Manager	Create, review, and update details of a student's enrollment in a course and the associated activities of that course.
Individual Activity Manager - Activity Detail	SSR_IAM_ACT_DTL	Click the Activity ID on the Individual Activity Manager page.	View and edit activity detail populated from the Activity Manager for an individual student.
Attributes	SCC_CAF_DYN_SEC	Click the Attributes link on the Individual Activity Manager - Activity Detail page or the Individual Activity Manager - Activity Result page.	Review common attributes set up in the IAM for either activity details or activity results.
Individual Activity Manager - Activity Result	SSR_IAM_ACT_RESULT	Click the Add Activity Result icon or the Show Activity Results icon on the Individual Activity Manager page.	Manually enter activity results for an individual student.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Result Scale Table	SSR_IAM_SCALE_SP	Click the Show Result Scale link on the Individual Activity Manager - Activity Result page.	Review the result scale being used for an activity result.
IAM Batch Generator using Student Enrollment	SSR_IAM_ENR_GEN	Records and Enrollment > Individual Activity Manager > IAM Gen using Student Enroll	Generate IAMs for students based on their class enrollment.
IAM Batch Generator using APT (EOC)	SSR_IAM_APT_GEN	Records and Enrollment > Individual Activity Manager > IAM Gen using APT (EOC)	Generate IAMs for students enrolled in EOCs.
IAM Students Block	SSR_IAM_STDBLK_ID	Records and Enrollment > Individual Activity Manager > IAM Block Generator > IAM Students Block	Create a block of students to whom activities are assigned.
IAM Activities Block	SSR_IAM_ACTBLK_CRS	Records and Enrollment > Individual Activity Manager > IAM Block Generator > IAM Activities Block	Create a block of course roots against which activities are selected.
IAM Batch Generator using Block Process	SSR_IAM_BLK_GEN	Records and Enrollment > Individual Activity Manager > IAM Block Generator > IAM Gen using Block Process	Merge the student and activities blocks and assign the selected activities to students.
IAM Activity Request	SSR_IAM_REQUEST	Records and Enrollment > Individual Activity Manager > IAM Activity Request	Review IAM processing requests generated from the IAM Enrollment Event, the batch IAM jobs, and the AM-to-IAM sync.
IAM Request Message Log	SSR_IAM_REQ_MSGLOG	Click the Messages link on the IAM Activity Request page.	Review any generated messages.
IAM Resit Evaluation	SSR_IAM_RESIT_EVAL	Records and Enrollment >Individual Activity Manager >IAM Resit Evaluation	Select the resit candidate population to evaluate for resit eligibility.

Adding an IAM for an Individual Student

Access the Individual Activity Manager page (Curriculum Management > Activity Management > Individual Activities > Individual Activity Manager).

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Image: Individual Activity Manager page – Activity tab

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

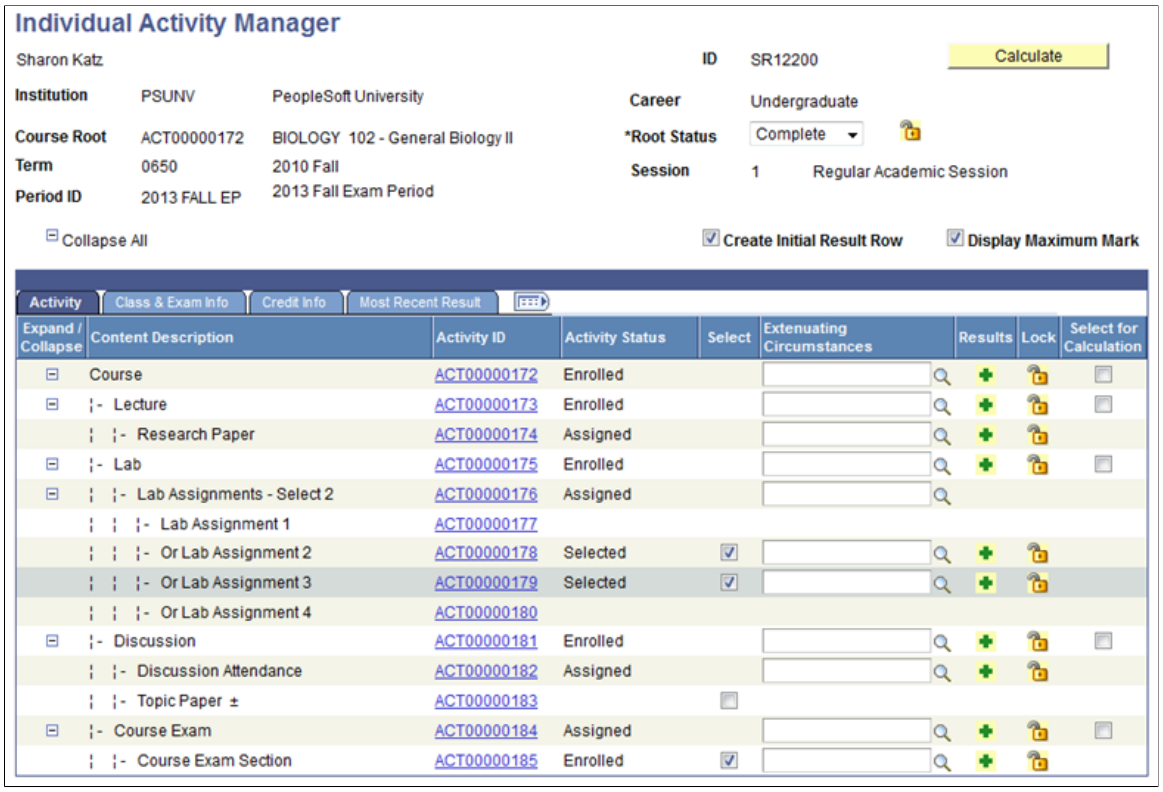

Image: Individual Activity Manager page – Class & Exam Info tab

This example illustrates the fields and controls on the Individual Activity Manager page – Class & Exam Info tab. You can find definitions for the fields and controls later on this page.

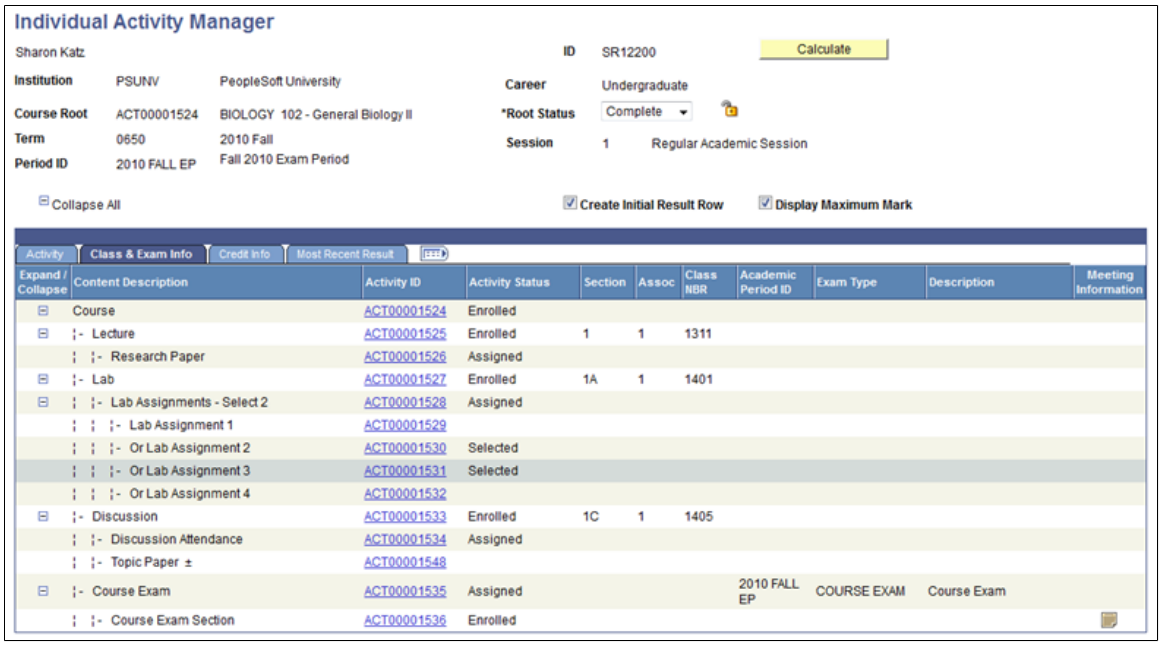

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Image: Individual Activity Manager page – Credit Info tab

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

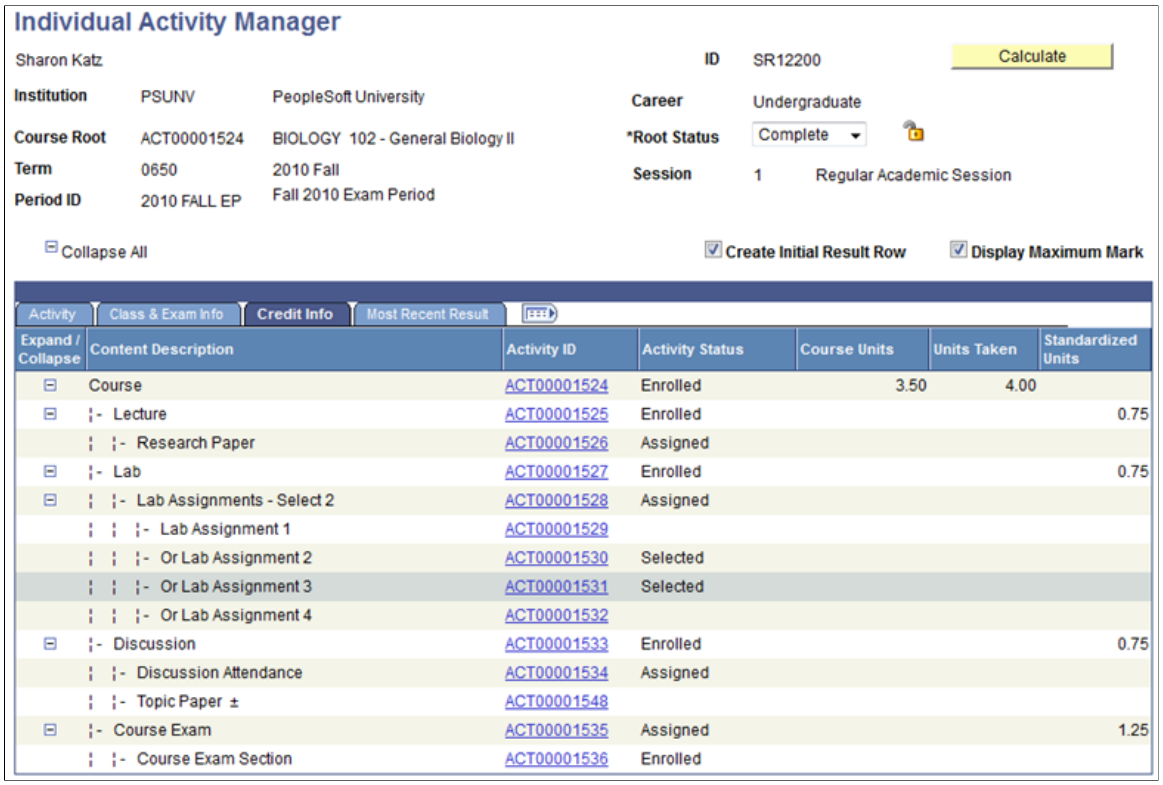
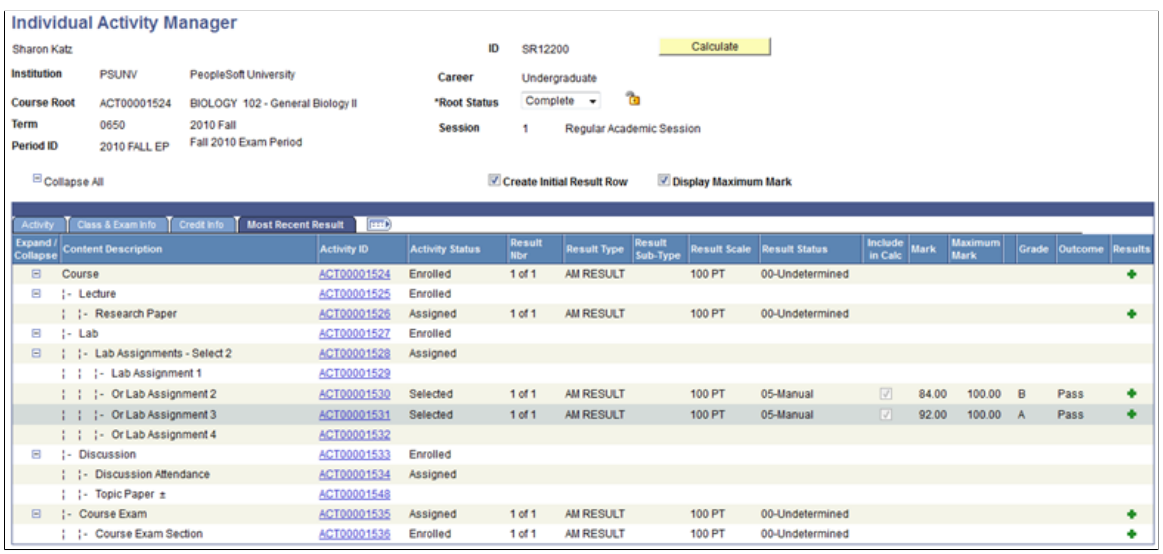


Image: Individual Activity Manager page – Most Recent Result tab

This example illustrates the fields and controls on the Individual Activity Manager page – Most Recent Result tab. You can find definitions for the fields and controls later on this page.



The IAM component captures a student's enrollment in a course and the associated activities of that course. This method of creating the IAM is to add the student and select the appropriate root activity based upon the student's class enrollment (STDNT_ENRL) or select from a list of courses designated as an EOC. When the record is added, a status is populated for each mandatory activity. These statuses are

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based upon a student's enrollment and upon settings defined in the Activity Registry and organized in the Activity Manager.

Root Status

This status concerns the assignment of the activities to the student. The delivered statuses are *Action Required, Completed,* and *Incomplete.* The status remains *Action Required* until all activities achieve an activity status which indicates all activities have been assigned. Once all eligible activities are associated with the student, the status changes to *Completed*. If a student drops or withdraws from the course the status changes to *Inactive*. Once the status is *Inactive*, you can no longer update results for the student.

Calculate

Select this button to calculate the primary result for the activities selected in the grid below. This button calls the IAM Result Entity coding and the rules engine for processing.

At this time, using the calculation process to calculate an exam result does not allow users to manipulate the exam row for resits.

See Understanding the Delivered Rules in Activity Management

Lock

This icon locks the IAM record from further updates.

Display All Attempts

This check box appears when reassessment rows exist in the structure. Reassessment rows normally display within the horizontal scroll. Selecting this check box displays all rows individually.

Create Initial Result Row

This check box appears by default from the Student Admin Installation setup page. If selected, a result row with an undetermined status is automatically inserted for each assessed activity ID assigned to a student. This creates a result row prior to a result being entered or calculated. This row is visible in the IAM.

If not selected, a result row is not created until a result is entered or calculated.

The field can be overridden in the IAM prior to the page being saved.

Activity tab

This tab indicates the status of the activity assignment and is used to select and confirm activities, assign resits, and link to activity and result details.

Valid Attempt

Appears only on reassessed rows; this field is inserted and selected by default. Manually clear it to indicate that the attempt should not be considered a valid attempt.

Anonymous ID

Bundle 52. New

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This appears only when you generate an anonymous ID for the student, and depends on the settings in Activity Manager.

See:

- Setting Up Anonymous Grading
- Generating Anonymous IDs

Activity ID

The activity assigned to the student links to the Activity Detail page.

Activity Status

When a student is enrolled in a class or an EOC, the system automatically sets a status or an action for the activities in the tree. It sets a status of *Enrolled* or *Assigned* for those activities that do not require any additional action by a student. For those activities that do require action by the student, the system leaves them blank. Once the required action (selection or confirmation) is completed, the system updates the status.

The delivered statuses include: *Assigned, Assigned – confirmed, Assigned – requires confirmatn, Dropped, Enrolled, Enrolled – Confirmed, Enrolled – confirmation req'd, Resit Allowed, Resit Candidate, Resit Not Allowed, Reassessed, Selected, Selected – confirmed, Selected by Default, Selected as Resit, Withdrawn,* and *Waitlisted.*

Select

This check box appears when the user is required to select an optional activity. Users have the selection option when an activity is not mandatory or is associated with a condition. An exam section that requires selection aside from the class or EOC enrollment can also be selected. When you select the check box, the activity status changes to *Selected.*

Confirm

The confirm check box is available for those schedulable activities (exam sections) where the Confirmation Required check box was selected in the Activity Manager or the Section Manager. An activity requiring confirmation has an *Enrolled – Confirmation – Req'd* status. Once confirmed, the status changes to *Enrolled – Confirmed.*

Extenuating Circumstances

Use this field to record institutionally defined circumstances against this activity. These are defined on the Extenuating Circumstances Table. An example of an extenuating circumstance may be a student illness, which indicates why the student was given an extended due date for the activity.

Add Activity Result

Select this icon to add results to the Activity Result page for the given activity.

Show Activity Results

This icon appears when results exist for a given activity. Selecting it transfers the user to the Activity Result page.

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Resits Allowed

This field is populated for those activities which have had resit options created. It indicates the maximum number of resits allowed based on the Maximum Resit Limits setup in the Resit Options. If only one Resit Time Period is indicated, the field is listed as *Max [Nbr]*.

If multiple Resit Time Periods are defined, the link field displays as *Limit Grid.*

If no Maximum Resit Limit is defined the link field displays *No Limit.*

Regardless of the link that appears, select the link to access the Individual Activity Manager – Resit Limit secondary page.

Select for Calculation

This check box indicates at which level you want the primary result calculation to occur.

The check box appears at the parent activity level. When you select the check box, all child items that are eligible to be used in the calculation are also selected. Eligibility for assessment items is based on the due date or the extended due date, whichever is later. Clear any check box for an item that you do not want to use in the calculation.

Consider an example in which all marks are entered for a course except the exam, which has not yet occurred. If you select the Select for Calculation check box for the course activity, all child items are also selected. To exclude the exam, clear the exam activity check box.

After making all your selections, click the Calculate button at the top of the page to begin the calculation process.

See Understanding the Delivered Rules in Activity Management

Lock

This icon locks the activity from further updates.

Legend

This box appears when any of the items in the content tree are designated as *Extra Credit, Individualized Content,* or a *Supplemental Resit.*

Individualized Activity (*) – This symbol appears for an activity when the activity was set up as individualized content in the Activity Manager.

Extra Credit (±) – This symbol appears for an activity when the activity was set up as an extra credit activity.

Supplemental Resit (^) – This symbol appears for an activity when the activity was set up as a supplemental resit.

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Class & Exam Info tab

This tab displays the class section, class association, class number of any classes in the content tree, and the academic period and the exam type for any exam.

Credit Info tab

This tab displays the course units and the standardized units of an activity.

Result Info tab

This tab displays the current result row for the activity including the Result Number, Result Type, Result Source, Result Scale, Mark, Grade, and Outcome. Detail result information is available under the Show Activity Results icon. Click the Add Activity Result icon to add new results.

The system displays results on the Result Info tab based on the following order:

1. Displays the row if only one Result row is listed.
2. Displays the row for the Primary Result Type where Include in Calc = *Y.*
3. Displays the row with the highest Result Nbr with Include in Calc = *Y* when no row exists for the Primary Result Type.
4. Displays the row for the Primary Result Type with the highest Result Nbr when no Include in Calc = *Y* row exists.
5. Displays the row with the highest Result Nbr when no row exists for the Primary Result Type and no Include in Calc = *Y* row exists.

Note: The Primary Result Type is set on the Academic Institution 9 page.

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

Reviewing Activity Status

When the IAM is added to the student, based on either class or EOC enrollment, the following occurs:

- Class components and course root activities status are set to *Enrolled.* No further action is required.
- All non component/course activities not requiring a selection or confirmation have a status set to *Assigned.* No further action is required.

Those activities requiring selection or confirmation may not have a status set automatically, but require further action as follows:

- Any activity requiring selection has a check box displayed in the Select column. Once selected, the status is set to *Selected* or *Enrolled* (for exam sections).

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- Those activities requiring confirmation have a check box displayed in the Confirm column and the status is set to *Enrolled – Confirmation Req'd.* Once confirmed, the status is set to *Enrolled - Confirmed.*

While administrative and instructional users can select optional activities or confirm exam attendance for students at any point in time, students making the selection for themselves in self service can be restricted to a certain point in time. Define student access on the Action Dates component.

The logic utilized to set the statuses, actions, and restrictions when the IAM is first created is as follows:

Scenario	***Initial Status***	***Action***	***Restrictions***
1. All component activities (based on STDNT_ENRL) and their course root and related component activities 2. Exam Section where only one section exists (or multiple sections with "AND" connector type) under a mandatory parent and Confirmation not required	Enrolled	Not applicable (NA)	Not applicable (NA)
3. All non-course/non-component/non-exam section activities where Mandatory = Yes 4. All child activities of (1 & 3) where no enrollment rule exists	Assigned	NA	NA
5. Conditional activities when there exists an established default	Assigned	Remove/Select	Action Dates control student access
6. Conditional activities (could include exam sections)	[Blank]	Select/Remove	Action Dates control student access
7. Confirmable activities where no selection required	Enrolled – Confirmation Req'd	Confirm/UnConfirm	Action Dates control student access
8. Any activity defined as Individualized Content 9. Any activity defined as Extra Credit	[Blank]	Select/Remove	Selection is restricted to the IAM, Activity Roster, and the AMWC components

This table lists specific statuses that are inserted during the reassessment evaluation.

Status	***Description***
Reassessed	The status inserted on the attempt being reassessed.
Resit Allowed	A status that can be manually assigned to insert a resit row.

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Status	*Description*
Resit Candidate	The status inserted on the current attempt row when the result entered was resit eligible and the coursework item was identified as a resitable item. This is the status that is picked up and analyzed by the resit evaluation rule.
Resit Not Allowed	This status is automatically inserted by the evaluation rule when the student is no longer eligible for an attempt.
Selected as Resit	This status is automatically inserted by the evaluation rule when the student is eligible for an additional attempt.

Reviewing Activity Detail

Access the Individual Activity Manager - Activity Detail page (click the Activity ID on the Individual Activity Manager page).

Note: Values here are inherited from the Activity Manager. Only those items that can be overridden for an individual student are editable on this page.

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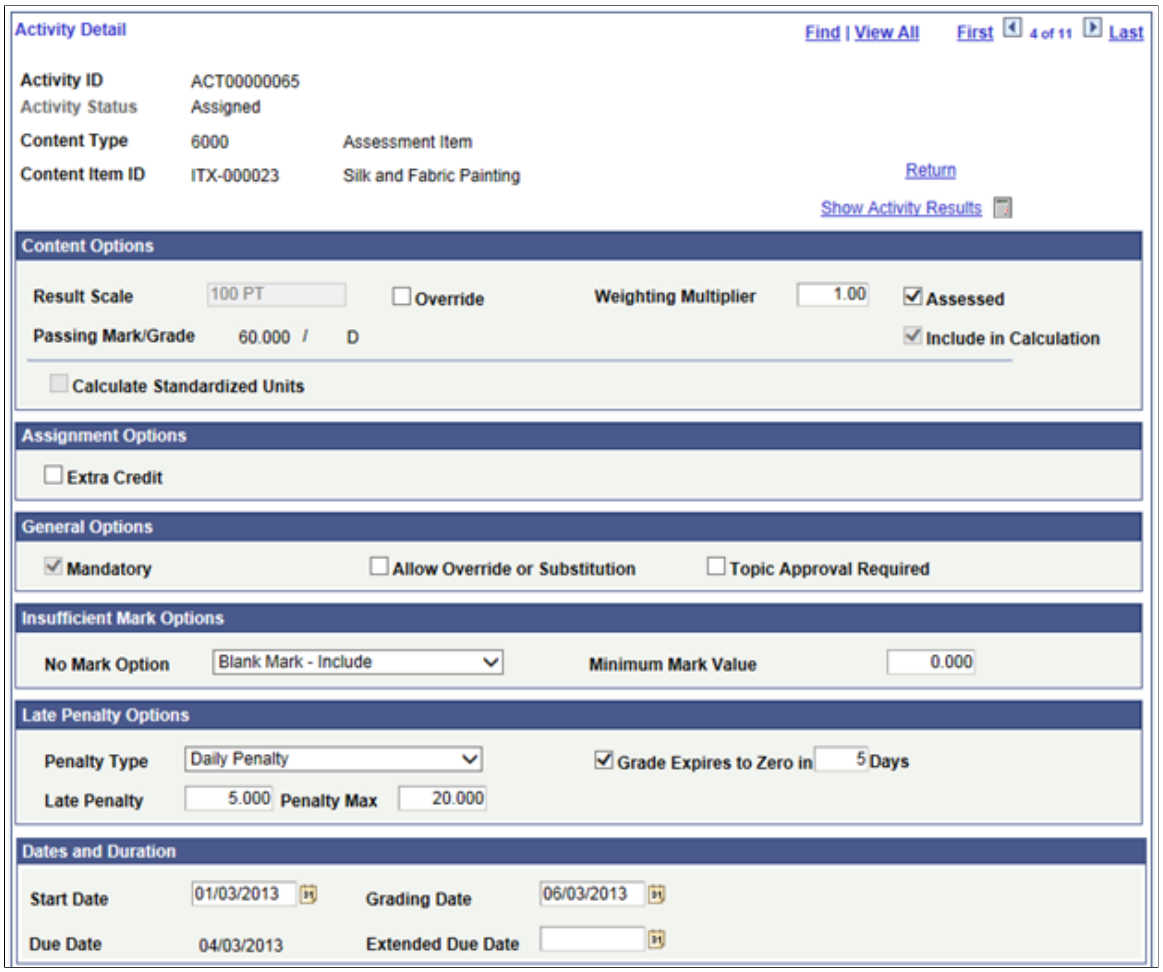
Image: Example: Content Type = Assessment Item Detail

This example illustrates the Individual Activity Manager - Activity Detail page (Content Type = Assessment Item Detail).



Extended Due Date This field is available only at the student level. Its' purpose is to override a due date for an individual student. When an extended due date exists, the system displays it to the student and uses it in late penalty processing.

Establishing IAM Common Attributes for Activity Details

Access the Attributes page (click the Attributes link on the Activity Detail page).

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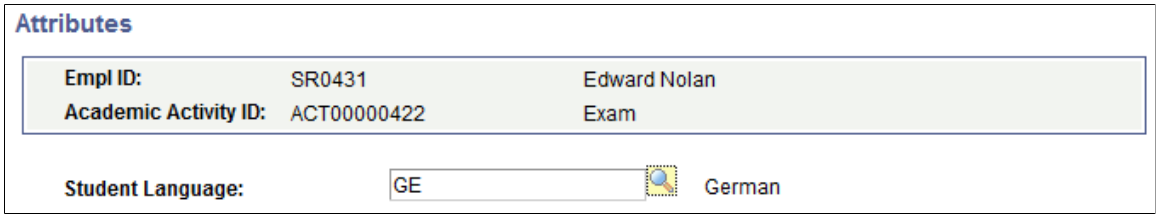
Image: Attributes page (for Activity Details)

This example illustrates the fields and controls on the Attributes page (for Activity Details).



The screenshot above provides an example of common attributes set up for the course content item in the IAM. 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 IAM is the Individual Activities (SSR_IAM_CONTITM) record. The entity names used for the IAM have an “IAM” prefix.

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

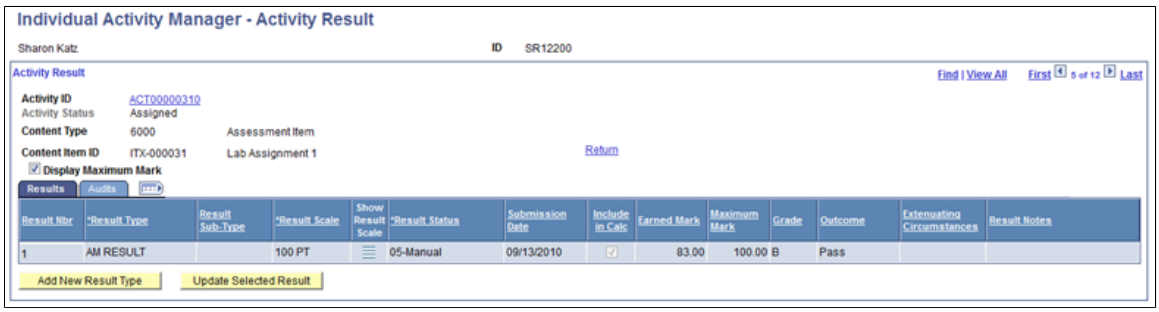
See "Associating a Common Attribute to a Record" (PeopleSoft Campus Solutions 9.2: Campus Community)

Entering Activity Results for an Individual Student

Access the Individual Activity Manager - Activity Result page (click the Add Activity Result icon or the Show Activity Results icon on the Individual Activity Manager page).

Image: Individual Activity Manager – Activity Result page

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



See ”Managing Course Rosters” to apply results to all students for an activity.

Select

This column appears after an initial result has been saved. To insert a new value against an existing Result Type, select the check box and then select the Update Selected Result button. This inserts a new row for the Result Type where values can be updated.

Delete

Use this icon to delete an individual result row.

Additional setup information is available on the Academic Institution table, tab 9, to control whether the Delete icon is available on the IAM.

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Result Nbr (number)

This number is incremented for each result entered for the activity.

Result Type

This value defaults from the Primary Result Type on the Academic Institution Table. It can be overridden as necessary.

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

Result Sub-Type

This value reflects the type of mark:

Insuff Mark (insufficient mark) – this value is inserted on a calculated row automatically during the primary result calculation when the insufficient rule is invoked. This requires setup of the of insufficient mark option.

Late Pen (late penalty) – this value is inserted on a calculated row automatically when the late penalty rule is invoked. This requires setup of the of late penalty option.

Mand Fail (mandatory fail) – this value is inserted on a calculated row automatically when the mandatory pass rule is invoked. This requires flagging the Mandatory Pass flag and setting up a Mandatory Fail result on the Result scale.

Resit Calc (resit calculation) – this value should be manually inserted on a row that is entered as a resit result. This value is automatically inserted via the rules engine in a future release.

Result Scale

The result scale defaults from the Activity Manager as long as the result scale is represented on the Result Type table. It can be overridden as necessary.

Note: When grades are used in the result scale, the grading basis must match the grading basis associated with the student's enrollment record.

Show Result Scale

Click this link to access the Result Scale Table, which displays the result scale being used for the row.

Result Status

When the Create Initial Result Row is selected, the Result Status defaults to *00-Undetermined.* When the status is changed to a different value the Include in Calc, Earned Mark, Grade, and Outcome fields appear as applicable.

When the Create Initial Result Row option is cleared, the Result Status defaults to *05-Manual.*

The delivered translate (SSR_IAM_RSLT_STAT) values are:

00-Undetermined

05-Manual

07-Imported

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10-Calculated

20-Awaiting Approval

30-Approved

40-Overridden

50-Final

Submission Date

For assessment items, the due date appears by default, but you can override it as needed. If the submission date is later than the due date and late penalty criteria is defined on the Activity Manager, then the system automatically calculates and inserts a row with a penalty mark.

See Understanding the Delivered Rules in Activity Management

Include in Calc

The system automatically inserts this field value based on the scenario:

1. When using Create Initial Row, on the initial Undetermined row Include in Calc = *No*.
2. The scale uses the Mark field, on an insert Include in Calc = *Yes*.
3. The scale does not use the Mark field, but the mandatory pass flag = *Yes* then Include in Calc = *Yes*.
4. The scale does not use the Mark field and the mandatory pass flag = *No* then Include in Calc = *No*. No override.
5. When a new result row is entered following steps 2 through 4, the previous row Include in Calc = *No*.

Earned Mark

Enter the student earned mark for this activity. This mark should be in the range of the minimum and maximum mark defined on the Result Scale.

Maximum Mark

This column appears if the Display Maximum Mark is selected on the Student Admin Installation page. The maximum value defined on the Result Scale is displayed.

Grade

Enter the student grade for this activity. This value is populated automatically based on the Earned Mark (result scale mapping), but can be overridden.

Outcome

Enter the student outcome for this activity. This value is populated automatically based on the Earned Mark (result scale mapping), but can be overridden.

Result Notes

Enter any comments applicable to the activity result.

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Add New Result Type This button inserts a new result row for users to enter a new Result Type.

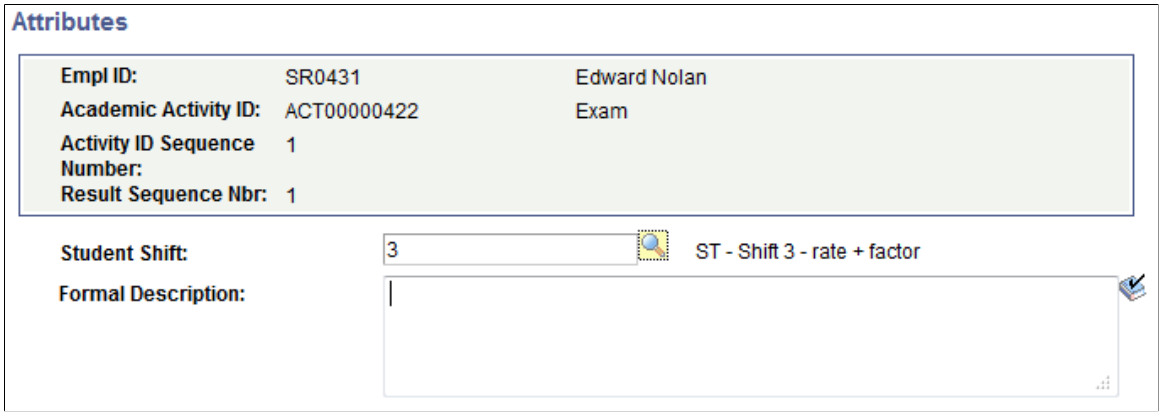
Update Selected Result This button inserts a new result row for a selected Result Type. Additional setup information is available on the Academic Institution table— tab 9, to control whether the Update Selected button/link is available on the IAM, Result Roster and the Activity Workcenter.

Establishing IAM Common Attributes for Activity Results

Access the Attributes page (click the Attributes link on the Activity Results page).

Image: Attributes page (for Activity Results)

This example illustrates the fields and controls on the Attributes page (for Activity Results). 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 activity result in the IAM. 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 IAM is the Activity Results (SSR_IAM_RESULT) record. The entity names used for the IAM have an “IAM” prefix.

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

Understanding Reassessment

Reassessment, or resits, are supported in Activity Management. Resits are defined in the Resit Option inclusion record for content items in the Activity Registry and carried forward to the Activity Manager, where they can be overridden as necessary. Users define the number of times a piece of coursework can be attempted during a specific time period and how it is reassessed. Users also define on the result scale which result rows are eligible for a resit.

Coursework can be reassessed in one of two ways. Students can be reassessed in the same piece of coursework or they may be required to undertake a supplemental piece of coursework. Regardless of the method of reassessment, the characteristics of the resit defined in the Activity Manager are associated with the student who enrolls in the course root. Student progress in these reassessed activities is tracked in the IAM. Students are allowed to resit an exam in the same term as well as the next existing term.

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The determination of a student's resit eligibility and the calculation of a resit result are done using integration with the Rules Engine.

A result that is entered is deemed resit eligible when the result row on the Result Scale is identified as resit eligible. The activity itself must also be identified with the Resit Allowed flag on the Resit Option. When both these conditions are met, the activity status for the attempt is automatically updated to Resit Candidate. This status change can also be performed manually if a student is given permission to resit even with a result that is not indicated as resit eligible.

Once the activity status is set to *Resit Candidate* users run the IAM Resit Evaluation. This process uses a Population Selection process to identify specific resit candidate populations and calls the Rules Engine where a number of evaluations are performed to determine whether the student meets the attempt allowed criteria defined for the specific activity. If a student meets the criteria, the current attempt row is changed to Reassessed and a new row is inserted (for supplemental resits, this row already exists. The inserted row is assigned the status *Selected as Resit*. If the student does not meet the eligibility criteria, the initial attempt row is set to *Resit Not Allowed*). It is essential that resit activities for exams are created with a future exam academic period.

However, if the Resit Option is set to Student Selection and the student is deemed eligible for a resit, only the current attempt row is set to Resit Allowed.

Note: Resit activities are not initially displayed within the IAM course root of the student. The resit activities only become available when a student is resit eligible and satisfies the resit evaluation requirements.

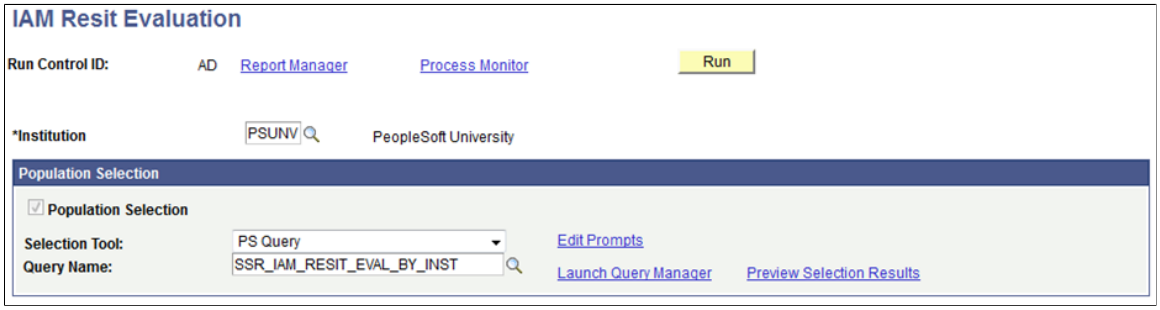
See Understanding the Delivered Rules in Activity Management.

Evaluating Reassessment Eligibility

Access the IAM Resit Evaluation page (Records and Enrollment >Individual Activity Manager >IAM Resit Evaluation).

Image: IAM Resit Evaluation page

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



Running the process calls the Rules Engine where attempts allowed are analyzed and resit rows and resit statuses are inserted.

Population Selection

Population Selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required

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for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields behave the same way from within the group box on all run control pages and application processes. If your institution uses a specific delivered selection tool (such as PS Query) to identify IDs for a specific transaction, you must use it.

The delivered queries include the following:

SSR_IAM_RESIT_EVAL_BY_INST evaluates all resit candidates for the institution. Prompts users to enter the institution.

SSR_IAM_RESIT_EVAL_BY_PERIOD evaluates all resit candidates for a given academic period. Prompts users to enter the institution and the academic period.

SSR_IAM_RESIT_EVAL_BY_STUDENT evaluates a specific student. Prompts users to enter the institution and ID.

SSR_IAM_RESIT_EVAL_BY_TERM evaluates all resit candidates for a given term. Prompts users to enter the institution and the term.

You can create additional queries as needed.

See "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community)

Resit Example 1 – Exam Resit

The exam activity is identified as resit allowed and the student is allowed two attempts to pass the exam.

Image: Exam resit allowed

This example illustrates a course exam with two attempts allowed. Note the Limit 2 link displayed in the Attempts Allowed column.

Expand / Collapse	Content Description	Activity ID	Activity Status	Select	Extenuating Circumstances	Results	Attempts Allowed	Lock	Select for Calculation
	Course	ACT00000845	Enrolled						
	Lecture	ACT00000846	Enrolled						
	Research Paper	ACT00000847	Assigned						
	Lab	ACT00000848	Enrolled						
	Lab Assignments - Select 2	ACT00000849	Assigned						
	Lab Assignment 1	ACT00000850							
	Or Lab Assignment 2	ACT00000851							
	Or Lab Assignment 3	ACT00000852							
	Or Lab Assignment 4	ACT00000853							
	Discussion	ACT00000854	Enrolled						
	Discussion Attendance	ACT00000855	Assigned						
	Course Exam	ACT00000856	Assigned				Limit 2		
	Course Exam Section	ACT00000857	Enrolled						

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Image: Attempts allowed

The attempts allowed link displays the resit limits defined for the activity. The attempts limit section indicates the student is allowed two attempts while enrolled in their academic program. Depending on setup, this may be the next regular exam period, or the next regular resit exam period.

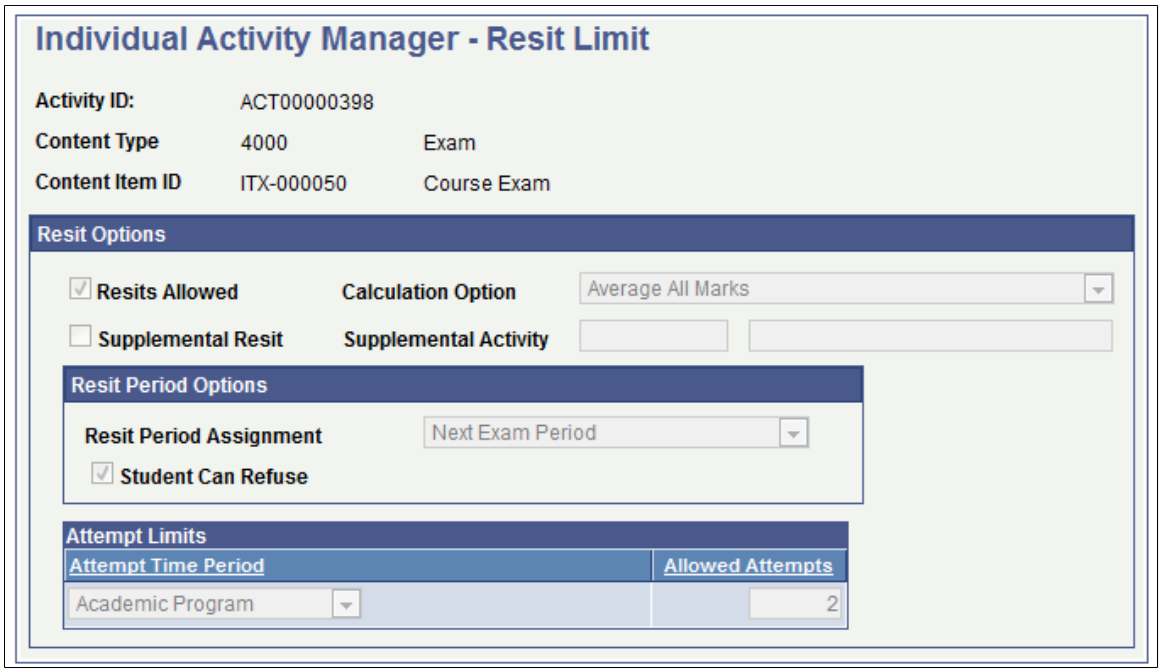
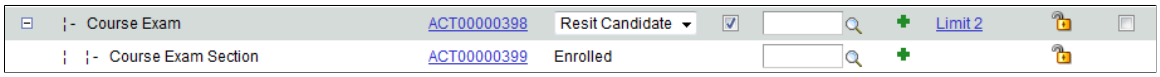


Image: Resit candidate

Once the exam is graded and the mark entered is indicated as resit eligible, the activity status is updated to Resit Candidate.



Users can use the IAM Resit Evaluation process to evaluate the students' attempts against the Attempt Time Period. As indicated on the Resit Limit page indicated above, the student can attempt the exam twice during their enrollment in their academic program.

Image: Insert attempt

The result of the evaluation indicates the student is eligible to attempt the exam again. The Rules Engine triggers an action to generate an IAM Resit request that changes the status of initial activity to *Reassessed* and insert a new attempt. The new attempt is assigned the status of *Selected as Resit*. As part of the evaluation, it was determined that the student should be assigned to the next available exam period. Once the new exam period is assigned, a horizontal scroll appears to allow navigation between the multiple attempts. Users can select the Display All Attempts flag in the IAM header to display both attempts in the content tree. Record 1 of 2 is the initial attempt with a status of *Reassessed*, while the second attempt (2 of 2) has been selected as a resit but has not yet had results assigned.

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Image: Assignment of academic period

This example illustrates the exam period assigned. This data is visible on the Class & Exam Info tab of the IAM.

Course Exam	1 of 2	☑	ACT00000494	Reassessed	FALL 2012	COURSE EXAM	Course Exam	
Course Exam Section			ACT00000495	Enrolled				
Course Exam	2 of 2	☑	ACT00000182	Selected as Res	2013 FALL EP	COURSE EXAM	Course Exam	
Course Exam Section			ACT00000183	Enrolled				

Note: A standard resit can also be applied to non-exam assessment items. The difference for non-exam assessment items is that an exam period is not assigned. While an exam period is not assigned for an assessment item resit, users can define an extended due date on the Activity Detail page.

Image: Assigning the resit result

Once a result is entered for the resit, the Resit Calculation process is called. Resit calculation is determined by the Calculation Option that is defined in the Activity Manager. The following example indicates that the calculation option is set as Average All Marks.

In the example, the result is the average of the first (55.00) (not shown) and second attempt (65.00). The calculation process inserts a row on the current attempt with a message, the Result Sub-Type is set to *Resit Calc*, and the Include in Calc is set on the calculated result. Adding this row allows the calculation to use the correct result value.

Results | Result Audits | Posting Audits

Delete	Result Nbr	Process Status	*Result Type	Result Sub-Type	*Result Scale	Show Result Scale	*Result Status	Include in Calc	Earned Mark	Maximum Mark	Grade	Outcome	SE Post Status	PE Post Status	Result Notes
	2	Resit Calculated Mark	AM RESULT	Resit Calc	100 PT		10-Calculated	☑	60.00000	100.00000	D	Pass			
	1		AM RESULT		100 PT		05-Manual		65.00000	100.00000	D	Pass			

Resit Example 2 – Supplemental Resit

The following example walks a user through a supplemental resit option.

Supplemental Resits can be created for exams, assessment items and category content items. A student cannot resit a supplemental item. As displayed in the Attempts Allowed column, the maximum attempts allowed are 2 — the original attempt and one supplemental attempt. The ^ symbol indicates a supplemental resit. It cannot be assigned until the original attempt is denoted as failed.

A supplemental resit and a nonsupplemental resit work identically in that, statuses are assigned the same way and an exam period is assigned for exams. The only difference is that the supplemental is created in the tree initially (unlike standard resits) and when it is selected as a resit, the supplemental activity is physically moved into the tree display right under the previous attempt.

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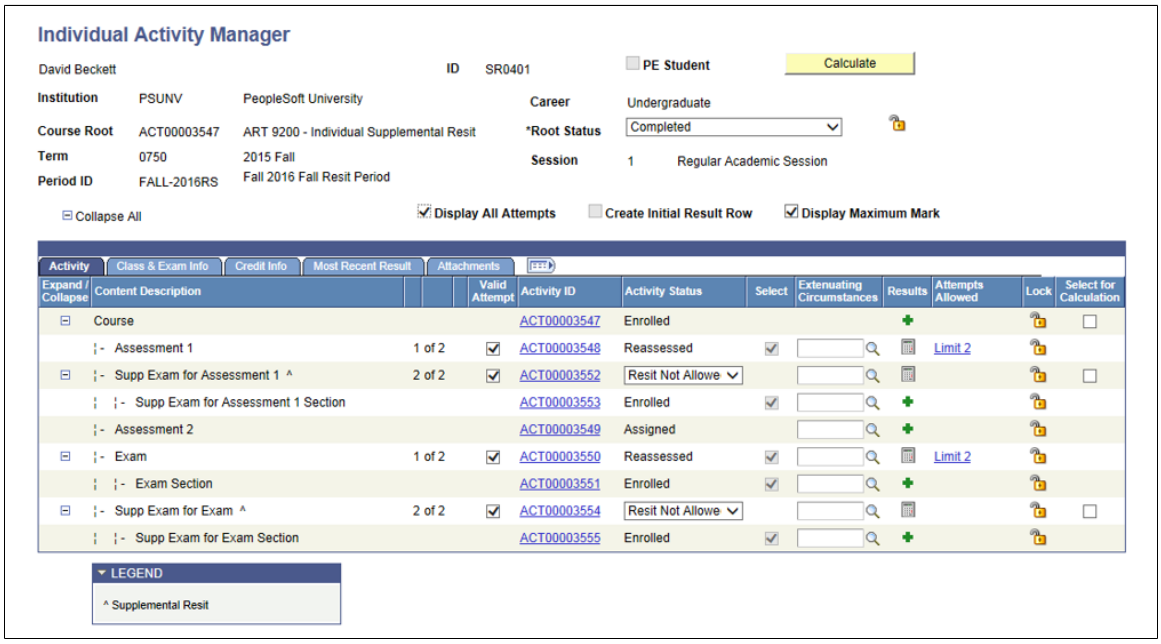
Image: Example of a supplemental resit activity

This example illustrates a supplemental resit activity.



Note: During the resit calculation process, the attempts (and all the child item attempts) replaced with the Resit Calc row have the Include in Calc flag set to *No*.
For detailed information, see *Setting Up Supplemental Exams* on My Oracle Support (Doc ID 1400723.1).

Creating IAMs Automatically

You can trigger IAM creation automatically on the Academic Institution 9 page. The fields in the Create/ Remote Individual Activity Manager group box enable you to choose IAM trigger options.

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

Creating IAMs in Batch Using Student Enrollment

Access the IAM Batch Generator using Student Enrollment page (Records and Enrollment > Individual Activity Manager > IAM Gen using Student Enroll).

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Image: IAM Batch Generator using Student Enrollment page: example using Population Selection

This example illustrates the fields and controls on the IAM Batch Generator using Student Enrollment page (Population Selection).

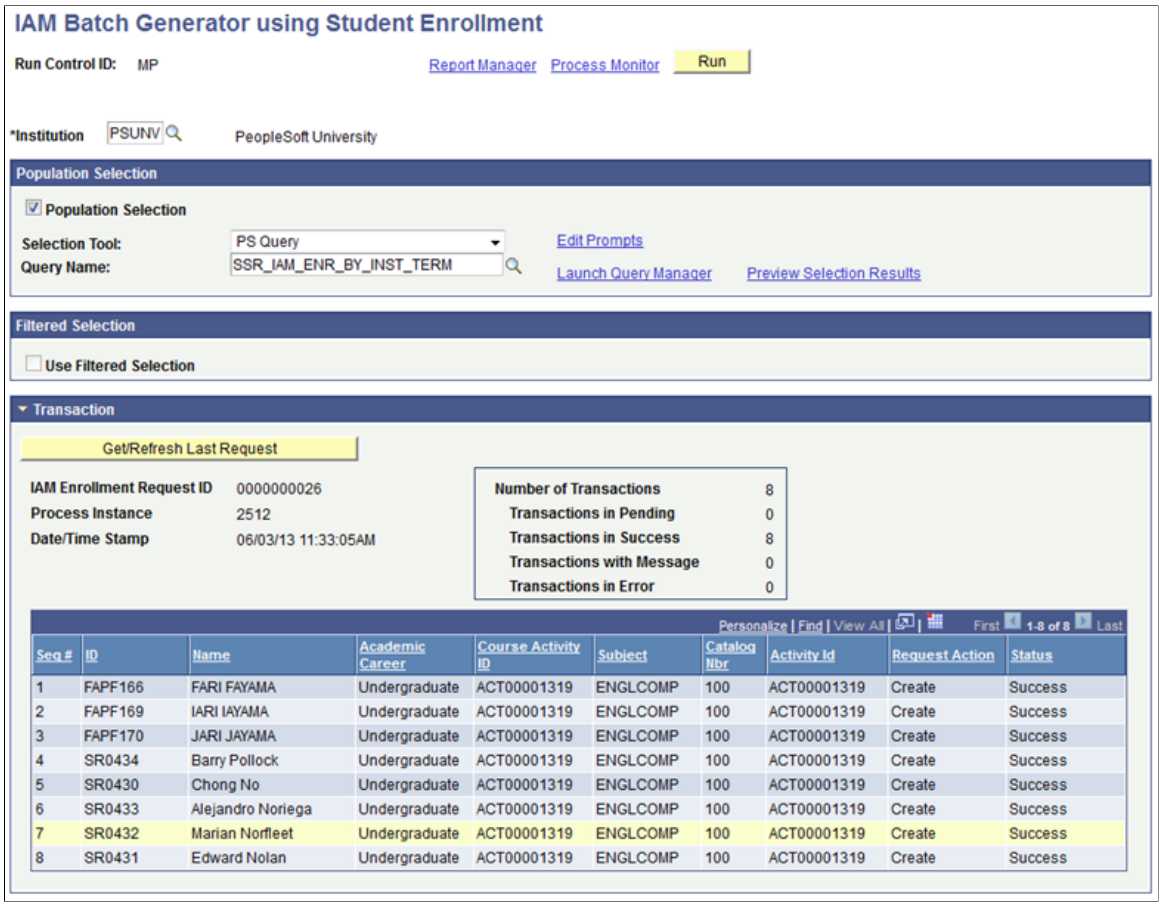

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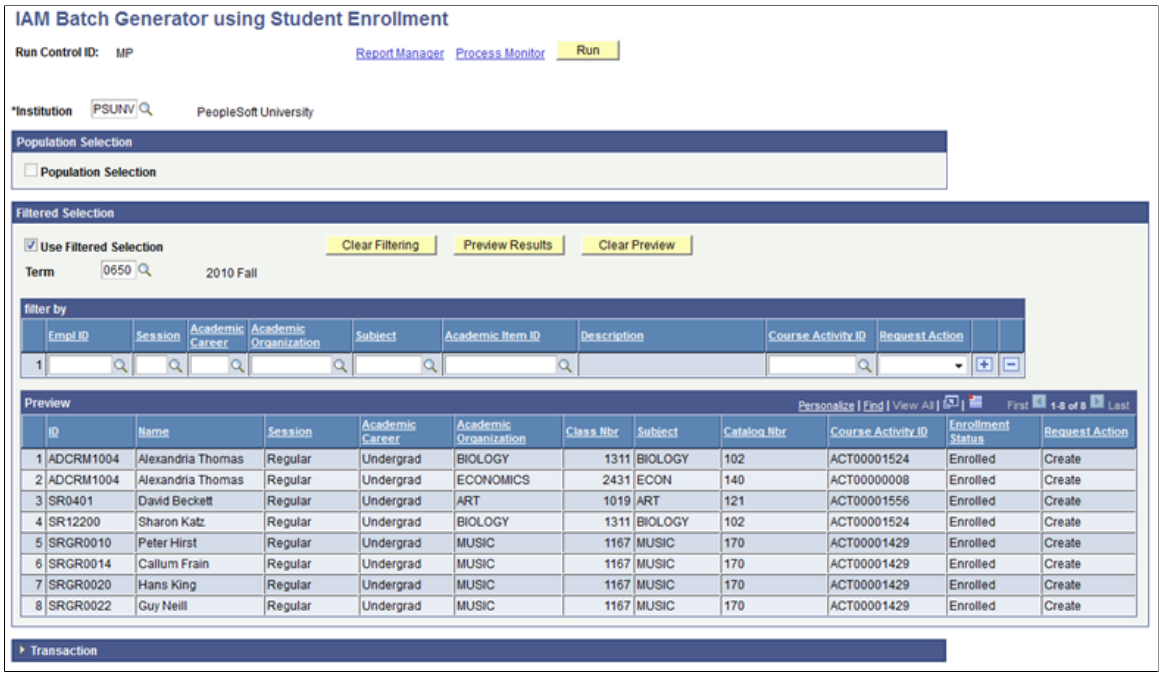
Image: IAM Batch Generator using Student Enrollment page: example using a filtered selection

This example illustrates the fields and controls on the IAM Batch Generator using Student Enrollment page (a filtered selection).



This page changes depending on the batch generation method you select. This component enables you to generate IAMs for students based on their class enrollment. The process identifies the student population and creates and processes the request to create the student IAM. The component offers two methods to identify the student population.

Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields behave the same way from within the group box on all run control pages and application processes. If your institution uses a specific delivered selection tool (such as PS Query) to identify IDs for a specific transaction, you must use it.

The delivered query, SSR_IAM_ENR_BY_INST_TERM, prompts users to enter the institution and the term. You can create additional queries as needed.

See "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community)

Filtered Selection

A second method of generation is the Filtered Selection. Here you can filter the selection within the Institution and Term boundaries by EmplID, Session, Academic Career, Academic Organization, Subject, Academic Item ID (if Program Enrollment is enabled), and Course Activity ID. Select the appropriate Request Status, *Create* (to create the IAM) or *Delete* (to delete the IAM). Once again, you can preview results before actually running the process.

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Transaction

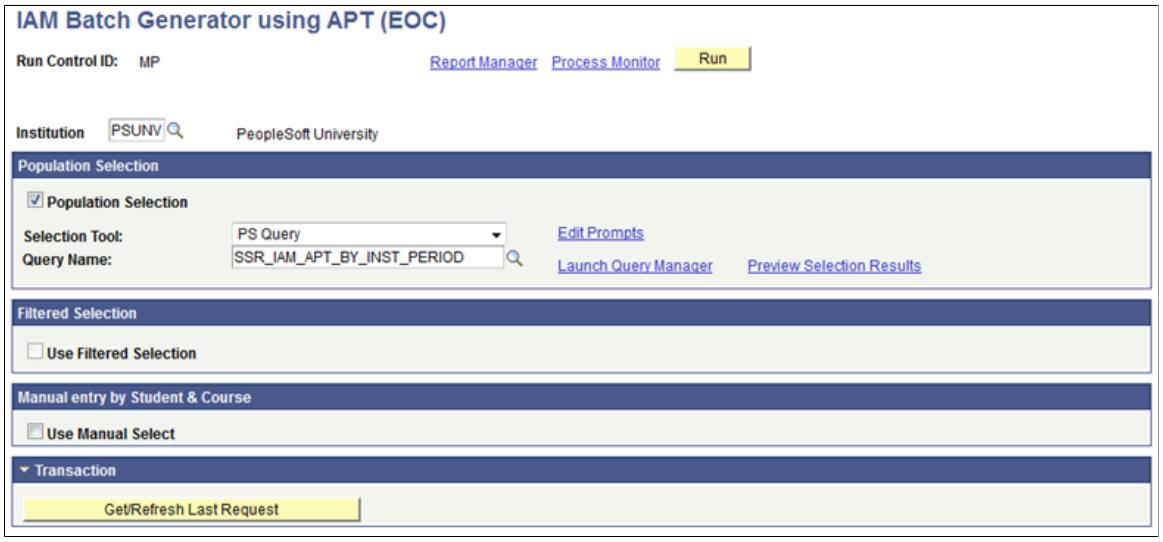
Regardless of method, you can view data from the last transaction by clicking the Get/Refresh Last Request button.

Creating IAMs in Batch Using APT

Access the IAM Batch Generator using APT (EOC) page (Records and Enrollment > Individual Activity Manager > IAM Gen using APT (EOC)).

Image: IAM Batch Generator using APT (EOC) page

This example illustrates the fields and controls on the IAM Batch Generator using APT (EOC) page. You can find definitions for the fields and controls later on this page.



This component enables you to generate IAMs in batch for students enrolled in EOCs. This process is based on courses that are identified as *Exam Only* on the student's Academic Progress Tracker (APT). The process identifies the student population and creates and processes the request to create the student IAM. Adding EOCs not defined on an APT must be done manually in the IAM component.

Because the Academic Period is not required on the APT for an EOC, you should associate a term with an academic period on the Academic Period setup table. In this way the system can tie together the term with which the course is associated on the APT to the appropriate academic period. The term used from the APT is the term associated with the individual student on the Academic Item Attempt Schedule or the term extrapolated from the study period based on the enrollment cohort. However, if a term is associated with multiple academic periods and course roots for the EOC exist in multiple academic periods, the system will not be able to determine the academic period. In this instance, the batch process generates an error on those students. We recommend that you add those students manually to the batch process or add the academic period directly onto the student's APT for the course.

When creating IAMs in batch for EOC students, the Academic Period Start Date is considered as the maximum date when IAM records are created. The Max EOC Program Date provides the ability to override the Start Date to a later date for the creation of IAM records.

Note: To add non-Program Enrollment students to an EOC you must manually add an IAM record on the Individual Activity Manager component.

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Population Selection

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The delivered Population Selection query, SS_IAM_ENR_BY_INST_PERIOD, prompts users to enter the institution and the academic period into which the students are assigned. You can create additional queries as needed.

See "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community)

Filtered Selection

In this group box, you can filter the selection within the Institution boundary with Term, Session, Academic Period ID, Academic Career, Academic Organization, Academic Program, Academic Item ID, Subject, Enrollment Category, Advisor Approval Status, Year of Program, Academic Year, and Progress Level. The latter five filters are specific to Program Enrollment.

Manual entry by Student & Course

The final method of generation is by manually entering individual students.

Generating an IAM Student Block

Access the IAM Students Block page (Records and Enrollment > Individual Activity Manager > IAM Block Generation > IAM Students Block).

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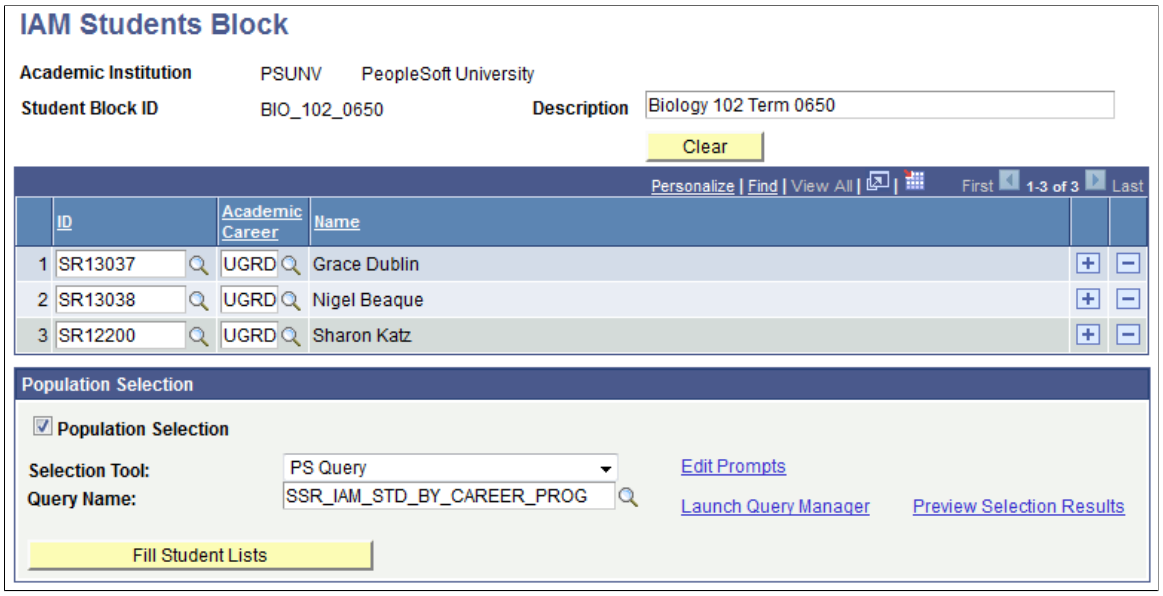
Image: IAM Students Block page

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



This component enables you to create a block of students to whom activities are assigned. Two methods are delivered: student manual entry or population selection.

Student Block ID	Displays the unique identifier of the student block.
Description	Enter a description of the student block.
ID	Enter the EmplID of the student.
Academic Career	Enter the student's academic career.

Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields behave the same way from within the group box on all run control pages and application processes. If your institution uses a specific delivered selection tool (such as PS Query) to identify IDs for a specific transaction, you must use it.

The delivered Population Selection query, SSR_IAM_STD_CAREER_PROG, prompts users to enter the institution, career, and academic program. You can create additional queries as needed.

See "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community)

Generating an IAM Activity Block

Access the IAM Activities Block page (Records and Enrollment > Individual Activity Manager > IAM Block Generation > IAM Activities Block).

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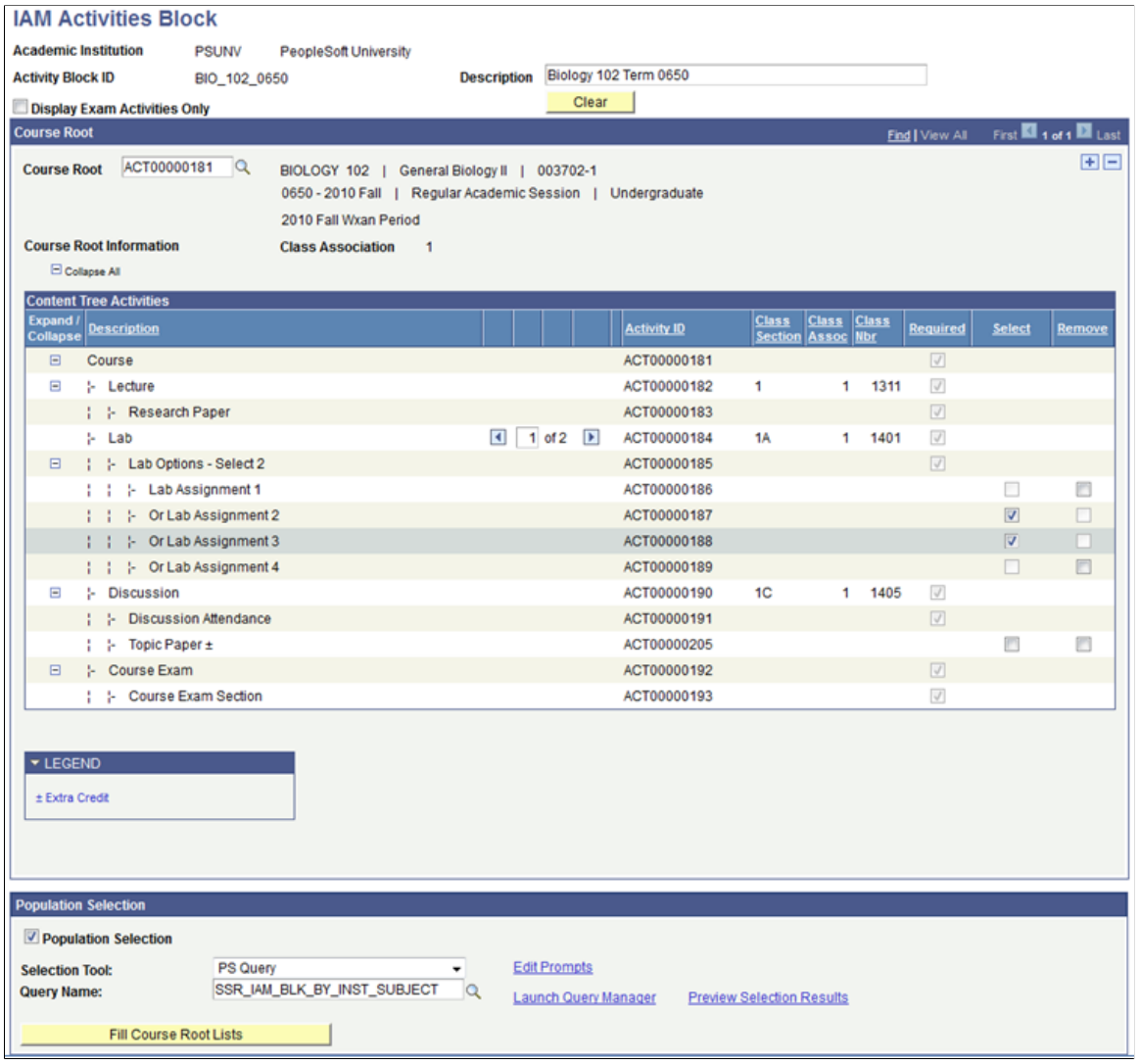
Image: IAM Activities Block page

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



This component enables you to create a block of course roots against which you can select optional activities. The system displays course roots and their associated coursework. Users can enter individual course roots or use Population Selection to identify a group of course roots.

Activity Block ID Displays the unique identifier of the activity block.

Description Enter a description of the activity block.

Display Exam Activities Only Select this check box to display only the course roots' exams and exam sections.

Course Root Enter the Activity ID for the course root to display the specific content tree.

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Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields behave the same way from within the group box on all run control pages and application processes. If your institution uses a specific delivered selection tool (such as PS Query) to identify IDs for a specific transaction, you must use it.

The delivered Population Selection query, SSR_IAM_BLK_BY_INST_SUBJECT, prompts users to enter the institution, term, and subject. You can create additional queries as needed.

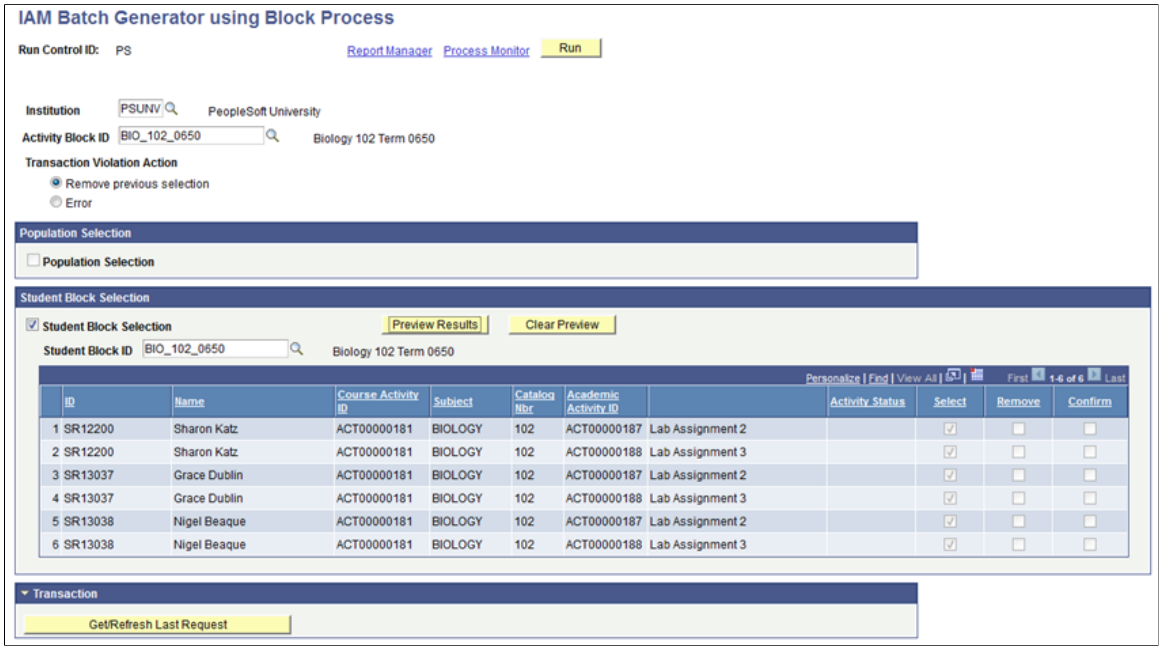
See "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community)

Using the IAM Batch Generator

Access the IAM Batch Generator using Block Process page (Records and Enrollment > Individual Activity Manager > IAM Block Generation > IAM Gen Using Block Process).

Image: IAM Batch Generator using Block Process page

This example illustrates the fields and controls on the IAM Batch Generator using Block Process page. You can find definitions for the fields and controls later on this page.



This component enables you to merge the student and activities blocks and assign the selected activities to the students. Users can opt to not set up a student block and use Population Selection on this page instead.

Activity Block ID Select the activity block ID.

Transaction Violation Action Indicate how the system should handle overrides of previous selections. If a student already meets the selection requirement (for example, they have already had two of four lab assignments selected), decide whether the system should Remove previous

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	selections and replace them with the process results or generate an Error for the given student.
Student Block Selection	If you choose not to use Population Selection, select the Student Block ID.
Student Block ID	Select the student block ID.

Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields behave the same way from within the group box on all run control pages and application processes. If your institution uses a specific delivered selection tool (such as PS Query) to identify IDs for a specific transaction, you must use it.

The delivered Population Selection query, SSR_IAM_BLK_BY_CAR_AND_PROG, prompts users to enter the institution, career, and academic program. You can create additional queries as needed.

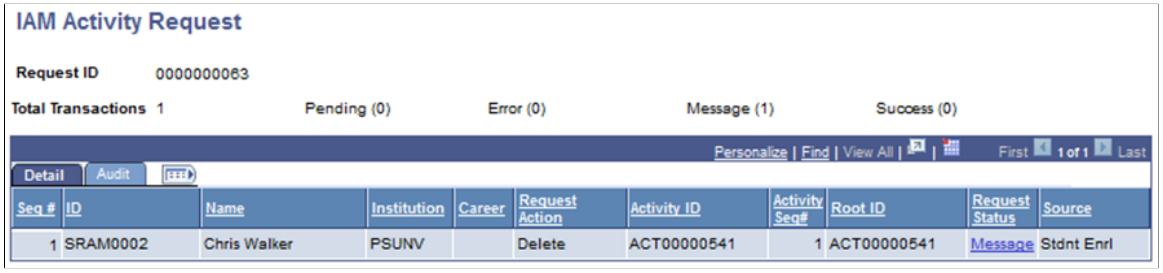
See "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community)

Reviewing IAM Requests

Access the IAM Activity Request page (Records and Enrollment > Individual Activity Manager > IAM Activity Request).

Image: IAM Activity Request page

This example illustrates the fields and controls on the IAM Activity Request page.



Use this component to troubleshoot IAM requests generated from the creation of the IAM from the Enrollment Event, from the IAM batch processes, and from the AM-to-IAM sync process.

The page is accessed using the Request ID from the above processes. Users can view transaction statuses and view any messages generated.

Reviewing the IAM Activity Request Log

Access the IAM Request Message Log page (click the Messages link on the IAM Activity Request page).

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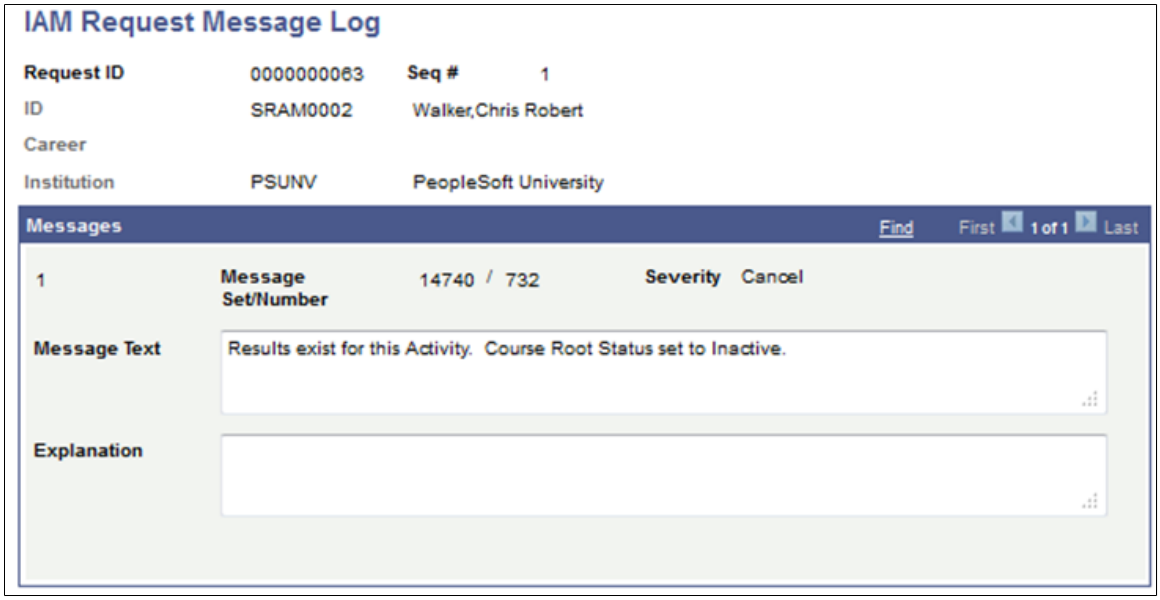
Image: IAM Request Message Log page

This example illustrates the fields and controls on the IAM Request Message Log page.



Managing Course Rosters

This section discusses how to:

- Manage the roster summary.
- Manage the activity roster.
- View activity roster student details.
- Manage the result roster.
- View overall activity results.
- View activity root roster student details.
- Post student results.
- Calculate the primary result in batch.

Pages Used to Manage Course Rosters

Page Name	*Definition Name*	*Navigation*	*Usage*
Activity Roster Summary	SSR_ACR_SUMM_PG	Curriculum Management > Activity Management > Activity Roster > Activity Roster	Access the activity roster and the result roster and review enrollment and result counts.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Activity Roster	SSR_ACR_ROSTER	Click the Activity Roster icon on the Activity Roster Summary page.	Review academic information for students associated with the specific activity (administrative).
Activity Roster – Students Detail	SSR_ACR_IAM_TREE	Click the Assign Student Activities icon on the Activity Roster page.	Review an individual student's IAM and review and select activities.
Results Roster	SSR_ACR_RESULT	Click the Results Roster icon on the Activity Roster Summary page.	Manually enter activity results for students associated with a specific activity (administrative).
Activity Root Roster	SSR_ACR_MASTR	Curriculum Management > Activity Management > Activity Roster > Activity Root Roster	Review assigned and calculated results for all students in a course root. Drill down to individual student results.
Activity Root Roster – View Student Detail	SSR_ACR_STDNT_TREE	Click any mark for a specific student on the Activity Root Roster page.	Review an individual student's result record for a particular result type.
IAM Result Posting	SSR_IAM_RSLT_POST	Records and Enrollment >Individual Activity Manager >IAM Result Posting	Set up result run controls to post AM results to a student's enrollment and APT records.
IAM Result Calculation	SSR_IAM_RSLT_CALC	Records and Enrollment >Individual Activity Manager >IAM Result Calculation	Use a batch process to calculate primary results.

Managing the Roster Summary

Access the Activity Roster Summary page (Curriculum Management > Activity Management > Activity Roster > Activity Roster).

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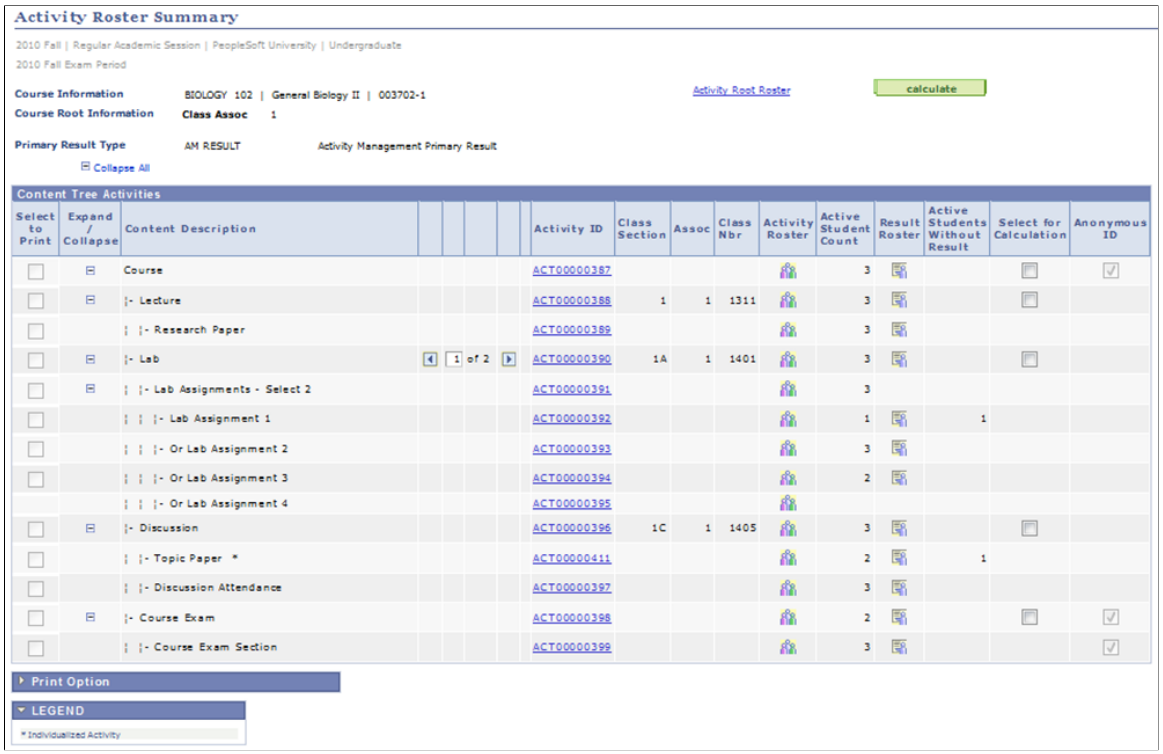
Image: Activity Roster Summary page

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



Administrative users have access to both Activity Rosters and Result Rosters for a specific course root. The Activity Roster is similar to a class roster – showing students' academic information and enrollment status – but is available for each activity of a course root. Use the Result Roster to enter or view student results for each activity of a specific course root.

Accessing the Roster Summary

The roster summary component is available as soon as the class or EOC has activity IDs generated in the Activity Generator. Rosters for classes are accessed by the term while exam-only rosters are accessed by an academic period. Access into the component is controlled by Academic Organization security. You must also have access to the SSR_ACR_ROSTER and SSR_ACR_RESULT pages to gain access to the specific rosters.

The Activity Roster and Activity Result icons become visible to the user once students are associated with an activity. In addition, an activity must have been identified as *Assessed* on the detail page of the Activity Manager before the Activity Result icon can appear.

Header Information

The system displays the following information related to the course root: Term, Session, Institution, Career, and Academic Period.

Course Information

Indicates the Activity ID assigned to the course root as well as the Subject, Catalog Number, Description, and the Course ID/ Course Offer Number.

Primary Activity Result Type

This is the result type that was defined as the primary on the Academic Institution 9 page. The count for the Active Students

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	Without Result is based upon the results assigned for this result type.
Activity Root Roster	Select this link to access the Activity Root Roster for this course root.
Calculate	Once activities have been marked, you can run the primary result calculation process on all the students in the course. The Calculate button calls the IAM Result Entity coding and the rules engine for processing. Select the appropriate Select for Calculation flags in the grid, and then click the Calculate button. Results for students are inserted in the IAM record, but can be viewed here via the Result Roster. See Understanding the Delivered Rules in Activity Management.
Select to Print	Select which activity or result rosters to print. (Future)
Expand/Collapse	Select to open or close levels of the activity tree.
Content Description	Description of the activity.
Activity ID	Unique identifier of the activity. Select the Activity ID to see a display-only view of the activity detail.
Active Student Count	The count of students with an active status for the activity. Active statuses include: *Assigned* *Enrolled* *Enrolled – confirmation req'd* *Enrolled – Confirmed* *Resit Allowed* *Resit Candidate* *Resit Not Allowed* *Selected* *Selected as Resit* *Selected by Default*
Activity Roster	Click this icon to access the Activity Roster page.
Result Roster	Click this icon to access the Result Roster page.

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Active Students Without Result	Displays the count of students who lack a result (of the primary result type) for the activity.
Select for Calculation	This check box indicates at which level you want the primary result calculation to occur. The check box appears at the parent activity level. When you select the check box, all child items that are eligible to be used in the calculation are also selected. Eligibility for assessment items is based on the due date or the extended due date, whichever is later. Clear any check box for an item that you do not want to use in the calculation. Consider an example in which all marks are entered for a course except the exam, which has not yet occurred. If you select the Include at Calculation check box for the course activity, all child items are also selected. To exclude the exam, clear the exam activity check box. After making all your selections, click the Calculate button at the top of the page to begin the calculation process. See Understanding the Delivered Rules in Activity Management.
Anonymous ID	Indicates when the activity is selected to be marked using anonymous grading. (Future)
Select All	Select this link to set the Select to Print to *Yes* for every activity. (Future)
Clear All	Select this link to set the Select to Print to *No* for every activity. (Future)
Activity Roster	Select to print the activity roster for the selected activities. (Future)
Result Roster	Select to print the result roster for the selected activities. (Future)
Display in Print Format	Select to generate the roster in print format. (Future)
Legend	This section indicates when an activity is: 1) an extra-credit activity, 2) an individualized content activity, or 3) a supplemental resit activity.

Managing the Activity Roster

Access the Activity Roster page (click the Activity Roster icon on the Activity Roster Summary page).

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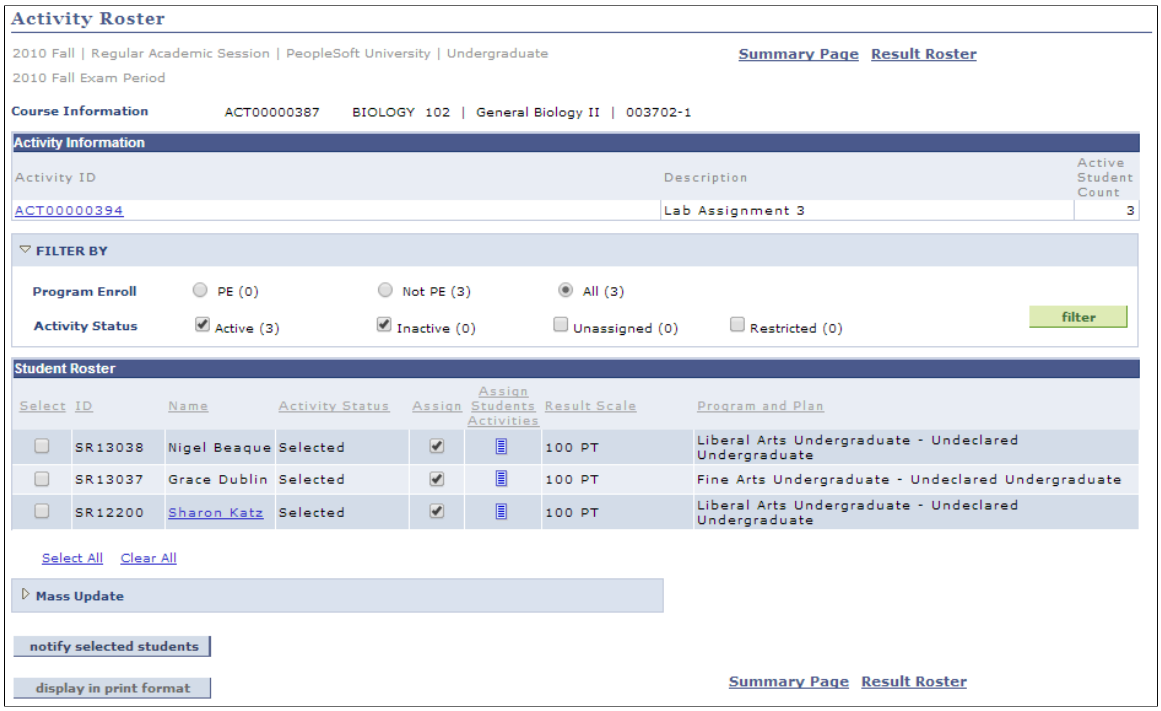
Image: Activity Roster page

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



This roster enables administrative users to view students assigned to the course root and their status for the related activity. Users can edit optional activity statuses for individual students and drill down to the students' IAM.

Display All Exam Sections

This check box appears when you access an exam section activity and multiple sections exist for a single exam. Select this check box to group all students enrolled in the exam sections on one roster. Clear the check box to display only students enrolled in the specific exam section activity.

Activity Status

You can filter by activity status. Options are *Active, Inactive, Unassigned,* and *Restricted*. The count for each is displayed by the status label.

- Active statuses include:

  Assigned (A)

  Enrolled (E)

  Enrolled – Confirmation Req'd (EX)

  Enrolled – Confirmed (EC)

  Resit Allowed (RA)

  Resit Candidate (RC)

  Resit Not Allowed (RN)

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Selected (S)

Selected as Resit (SR)

Selected by Default (SD)

- Inactive statuses Include:

  Dropped (D)

  Withdrawn (WD)

  Waitlisted (WL)

- *Unassigned* – student has eligible selections to make.
- *Restricted* – student has met the condition requirement and this activity is not eligible for selection.

Resit Status

This filter option is available for activities that include the Resit Inclusion (set in the Activity Registry or Activity Manager). Users can filter for students with non-resit activities, resit activities or both. The count for each is displayed by the status label.

Attempt

This column appears only when there are students who have resit attempts.

Select

Select to identify students for whom the activity should be selected or deleted (using the Mass Update) or to whom you want to send a notification (using Notify Selected Students).

Student Roster

Listing of students associated with the Activity ID. Includes student ID, Name, Activity Status, the Result Scale for the activity, and the student primary Program and Plan.

Assign

This field is available for selection when the student still has conditional activities to be assigned.

Assign Students Activities

Click this icon to drill down to the student's IAM, where you can manage activities assignments for a specific student.

Mass Update

This setting allows you to set a status — assign, remove, confirm or unconfirm — to selected students.

notify selected students

Select the button to open a notification window. All selected students with a stored email address are listed in the To field.

display in print format

Select the button to format a print version of the roster. (Future)

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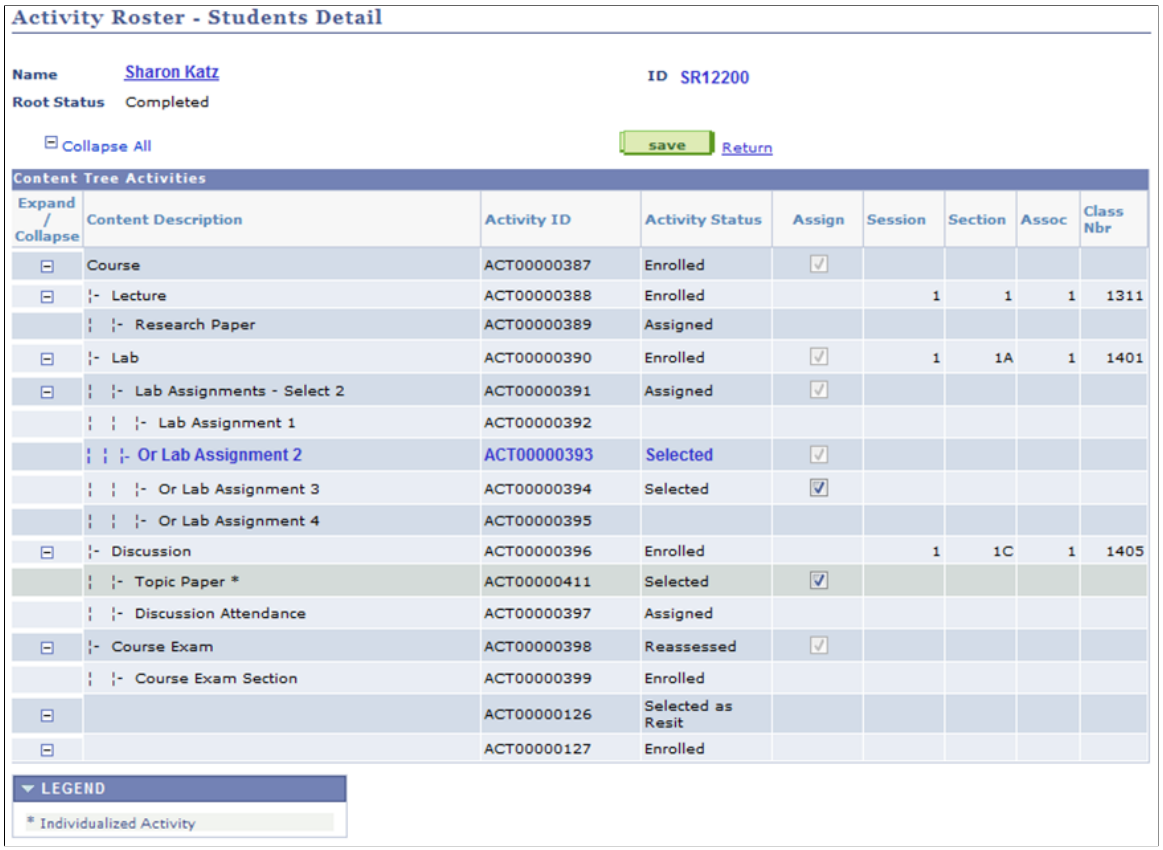
Reviewing Activity Roster Student Details

Access the Activity Roster – Students Detail page (click the Assign Student Activities icon on the Activity Roster page).

Image: Activity Roster – Students Detail page

This example illustrates the fields and controls on the Activity Roster – Students Detail page.



Activity Roster - Students Detail

Name Sharon Katz ID SR12200

Root Status Completed

Collapse All save Return

Content Tree Activities

Expand / Collapse	Content Description	Activity ID	Activity Status	Assign	Session	Section	Assoc	Class Nbr
	Course	ACT00000387	Enrolled	☑				
	Lecture	ACT00000388	Enrolled		1	1	1	1311
	Research Paper	ACT00000389	Assigned					
	Lab	ACT00000390	Enrolled	☑	1	1A	1	1401
	Lab Assignments - Select 2	ACT00000391	Assigned	☑				
	Lab Assignment 1	ACT00000392						
	Or Lab Assignment 2	ACT00000393	Selected	☑				
	Or Lab Assignment 3	ACT00000394	Selected	☑				
	Or Lab Assignment 4	ACT00000395						
	Discussion	ACT00000396	Enrolled		1	1C	1	1405
	Topic Paper *	ACT00000411	Selected	☑				
	Discussion Attendance	ACT00000397	Assigned					
	Course Exam	ACT00000398	Reassessed	☑				
	Course Exam Section	ACT00000399	Enrolled					
		ACT00000126	Selected as Resit					
		ACT00000127	Enrolled					

LEGEND

* Individualized Activity

This limited view of the student IAM allows users to review class information and edit any optional activities. Once an activity has a result, users can no longer edit optional activities.

In the example above, a user could deselect Lab Assignment 1 and select either Lab Assignment 3 or 4, but Lab Assignment 2 already has a result so it is not editable. The user could also assign the Topic Paper, which was set up as an Individualized Activity item.

Managing the Result Roster

Access the Result Roster page (click the Result Roster icon on the Activity Roster Summary page).

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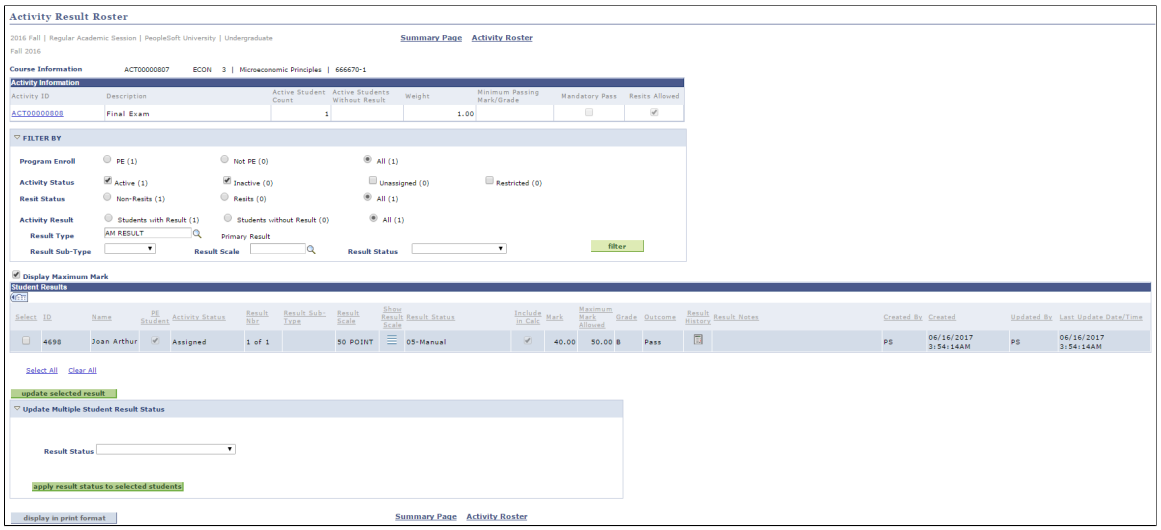
Image: Activity Result Roster page

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



This roster enables administrative users to manually enter activity results for students associated with a specific activity. The page is also used to view results entered by faculty or calculated results updated by the Rules Engine. For the icon to appear, at least one student must be assigned to/enrolled in the activity and the activity must be flagged as an *Accessible* item on the Activity Detail page of the Activity Manager.

Activity Information

The following information is provided for the Activity: Activity ID, Description, Active Student Count, Active Students Without Results, Weight, Minimum Passing Mark/Grade, and Mandatory Pass. Due Date appears for assessment items.

Display All Exam Sections

This check box appears when you access an exam section activity and multiple sections exist for a single exam. Select this check box to group all students enrolled in the exam sections on one roster. Clear the check box to display only students enrolled in the specific exam section activity.

Activity Status

You can filter by activity status. Options are *Active, Inactive, Unassigned,* and *Restricted*. The count for each is displayed by the status label.

- Active statuses include:

  Assigned (A)

  Enrolled (E)

  Enrolled – Confirmed (EC)

  Enrolled – Confirmation Req'd (EX)

  Resit Allowed (RA)

  Resit Candidate (RC)

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Resit Not Allowed (RN)

Selected (S)

Selected as Resit (SR)

Selected by Default (SD)

- Inactive statuses Include:

  Dropped (D)

  Withdrawn (WD)

  Waitlisted (WL)

- *Unassigned* – student has eligible selections to make.
- *Restricted* – student has met the condition requirement and this activity is not eligible for selection.

Resit Status

This filter option is available for activities that include the Resit Inclusion (set in the Activity Registry or Activity Manager). Users can filter for Non-Resit activities, resit activities or both. The count for each is displayed by the status label.

Activity Result

You can filter for students with results, students without results or both. The count for each is displayed by the status label. Students with results are those where a value exists (score, mark, grade, or outcome) from the associated result scale.

Result Type

You can filter using any result type that exists for the given content type as defined on the Result Type setup. The default when entering the page is the primary result type that was defined on the Academic Institution Table.

Result Sub-Type

Users can filter using a subtype. Subtypes include *Capped, Insuff Mrk, Late Pen, Mand Fail,* and *Mid Term*. Rows for insufficient mark, late penalty, and mandatory fail are inserted automatically based on Rules Engine calculation.

Result Scale

You can filter using any result scale that exists for the given content type as defined on the Result Type setup page.

When assigning grades, the grading basis associated with the student's enrollment must match an existing grading scheme/ basis on the corresponding result scale.

Result Status

This filter option looks at the result status of each student. Those statuses include: *Undetermined (00), Manual (05), Imported (07), Calculated (10), Awaiting Approval (20), Approved (30), Overriden (40),* and *Final (50).* A blank row here returns all result statuses.

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Display Maximum Mark

Select this check box to add the Maximum Mark column to the Student Results group box. The default value is set on the Installation Student Admin page.

Display Student ID and Name

Bundle 52. New

Select to display the student's student ID and name alongside the student's anonymous ID. This check box appears only when you set up the Activity Roster to access anonymous IDs.

See Configuring Access to Anonymous IDs.

Default Submission Date To Due Date / This Date

This group of fields appear for assessment items. You can prepopulate the Submission Date field for the entire grid by selecting Due Date, where the due date for the activity is populated or This Date, which allows the user to define the Submission Date. When using Due Date, if an Extended Due Date exists for a particular student then the system populates the field with that date.

Accept Late Penalty Without Warning

This field appears for assessment items. Clear this check box to turn off the system warning that the late penalty rule will be applied to any activities submitted after the due date or extended due date, if one exists.

Select

Use this check box to insert a new value against an existing Result Type. Select the check box and then select the Update Selected Result button. The system inserts a new row for the Result Type in which values can be updated.

Anonymous ID

Bundle 52. New

This value appears if you've generated an anonymous ID for the student.

See Generating Anonymous IDs.

Extended Due Date

This column only appears if any student has had an extended due date entered on their IAM.

Result Nbr

Indicates the number of the result.

Result Type

This column only appears when no result type is entered in the filter above. If a result type is entered in the filter section above, the system displays only the rows for that result type and does not display them in the grid.

Result Sub-Type

Subtypes include *Capped, Insuff Mrk, Late Pen, Mand Fail,* and *Mid Term*. Rows for insufficient mark, late penalty, and mandatory fail are inserted automatically based on component processing that triggers the primary result calculation.

See Understanding the Delivered Rules in Activity Management

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Result Scale

The result scale, associated with each activity, defines the scores, mark, grade, outcome combination that can be used as a result for the given activity. The Result Scale defaults from the Activity Manager as long as the result scale is represented on the Result Type table. It can be overridden as necessary.

Show Result Scale

Select the icon to view the result scale mapping for the specific result scale.

Result Status

When you select Create Initial Result Row, the Result Status defaults to *00-Undetermined*. When the status is changed to a different value the Include in Calc, Earned Mark, Grade, and Outcome fields are displayed as applicable. When the Create Initial Result Row option is cleared, the Result Status defaults to *05-Manual*. The delivered translate (SSR_IAM_RSLT_STAT) values for result status are:

00-Undetermined

05-Manual

07-Imported

10-Calculated

20-Awaiting Approval

30-Approved

40-Overridden

50-Final

Submission Date

This column appears for assessment item activities. The default value is based on the setting for the Default Submission Date To above, either the due date or a date entered. Regardless of default setting, you can override the value as needed.

If the date entered here is later than the due date for the activity or the extended due date of a specific student, and a late penalty rule exists, then the entry of the mark triggers the Rules Engine and the system inserts a row with the subtype *Late Pen* in addition to the calculated late penalty mark.

Include in Calc

The system automatically calculates this value, but you can clear the check box to exclude the mark from a calculation.

Mark

Enter the student-earned mark for this activity. This mark should be in the range of the minimum and maximum mark defined on the Result Scale.

Maximum Mark

This column appears if the Display Maximum Mark is invoked and selected on the Installation Student Admin page. The maximum value defined on the Result Scale appears.

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Grade	When you enter a mark, the system populates a grade based on the result scale mapping. You can override the populated grade as necessary. When you enter a grade instead of a mark (and the mark field exists) the system populates the mark field with the minimum mark of the grade range. Students must possess the grading basis for the grade being assigned on the student enrollment record.
Outcome	Enter the student outcome for this activity. The system populates this value automatically based on the Earned Mark (result scale mapping), but you can override it with any other outcome that is applicable to the mark range for the selected scale. Delivered values available on the result scale include: *Audit (A), Fail (F), Incomplete (I), Pass (P),* and *Withdrawn (W)*. The values entered here (SSR_IAM_OUTCOME) should match the values on SSR_RESULTS_STATUS.
Result History	Select this icon to transfer to the Activity Result History page where you can review a student's entire result history for the activity. Common Attributes defined for a result are accessible through the Result History icon. The initial result row must be saved for this icon to appear.
Extenuating Circumstance	Institutionally defined value where users can associate an action reason with the given result. This value prompts from the Extenuating Circumstance table.
Result Notes	Enter any comments applicable to the given result.
Created By	Displays the User ID of the original result entry.
Created	Displays the Date/Time Stamp of the original result entry.
Updated By	Displays the User ID of the last result entry.
Last Update Date/Time	Displays the Date/Time Stamp of the last result entry.
notify selected students	Click this button to open a notification window. All selected students with a stored email address are listed in the To field.
display in print format	Click this button to format a print version of the roster. (Future)

Update Multiple Student Result Status

Use this group box to update the result status for multiple students. You can update the result status only if the student already has an existing result. If the student you select has no existing result and you try to update the Result Status, a Process Status of "Status not updated" is assigned to the student. However, if the result status is successfully updated, the Result Status is correctly reflected in the table, and the Result Number is incremented by 1. The student's Process Status becomes "Status Updated".

Make sure you click Save to save your changes.

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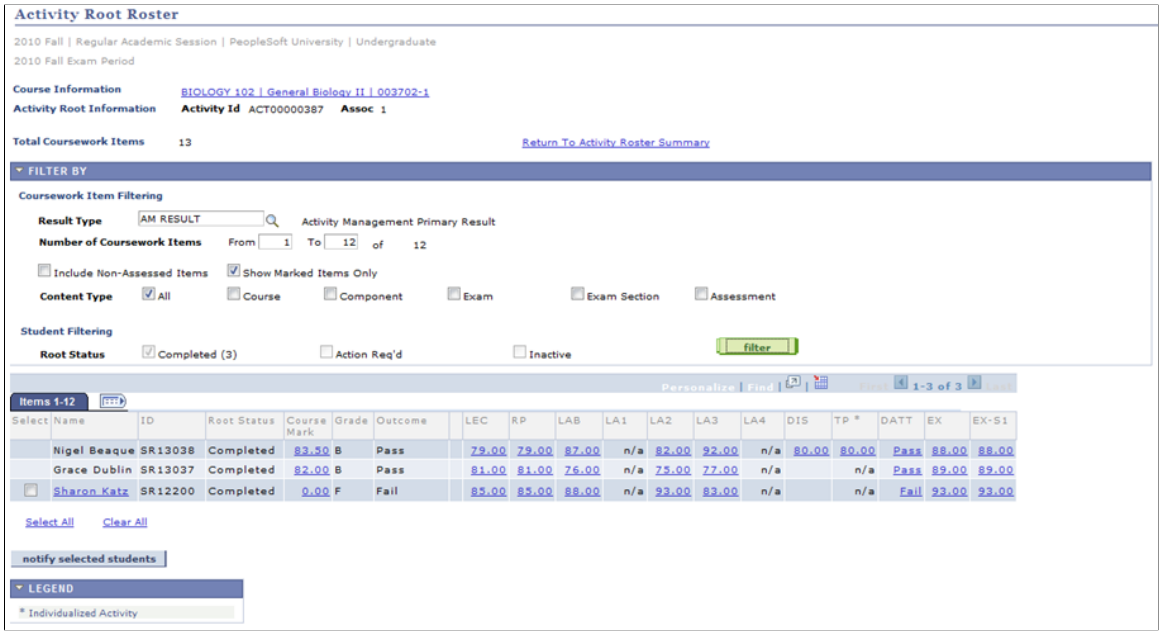
Viewing Overall Activity Results

Access the Activity Root Roster page (Curriculum Management > Activity Management > Activity Roster > Activity Root Roster).

Image: Activity Root Roster page

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



The activity root roster provides a view of all results for all students in a course root. Users can filter result views and drill down on individual students to access their IAM record.

Course Information	Click this link to access an Activity Manager view of the course root.
Return to Activity Roster Summary	This link appears when you access the component from the Activity Roster Summary page. Click the link to return to the Activity Roster Summary page.
Coursework Item Filtering	The fields in this section enable users to filter the results that appear in the grid below.
Result Type	Enter the result type for the view.
Include Non-Assessed Items	Select this check box to only view coursework items created as nonassessed.
Show Marked Items Only	Select this check box to only view coursework items that were previously marked.
Number of Coursework Items	This field allows you to filter the results to a certain number of coursework items.
Content Type	Select any combination of content types to display.

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Root Status Select options to narrow the display by student status. The values include *Complete, Action Required,* and *Inactive*.

Mark links Select a mark to drill down to that result and the underlying student IAM.

Viewing Activity Root Roster Student Details

Access the Activity Root Roster – View Student Detail page (click any mark for a specific student on the Activity Root Roster page).

Image: Activity Root Roster – View Student Detail page: Most Recent Result tab

This example illustrates the fields and controls on the Activity Root Roster – View Student Detail page: Most Recent Result tab.

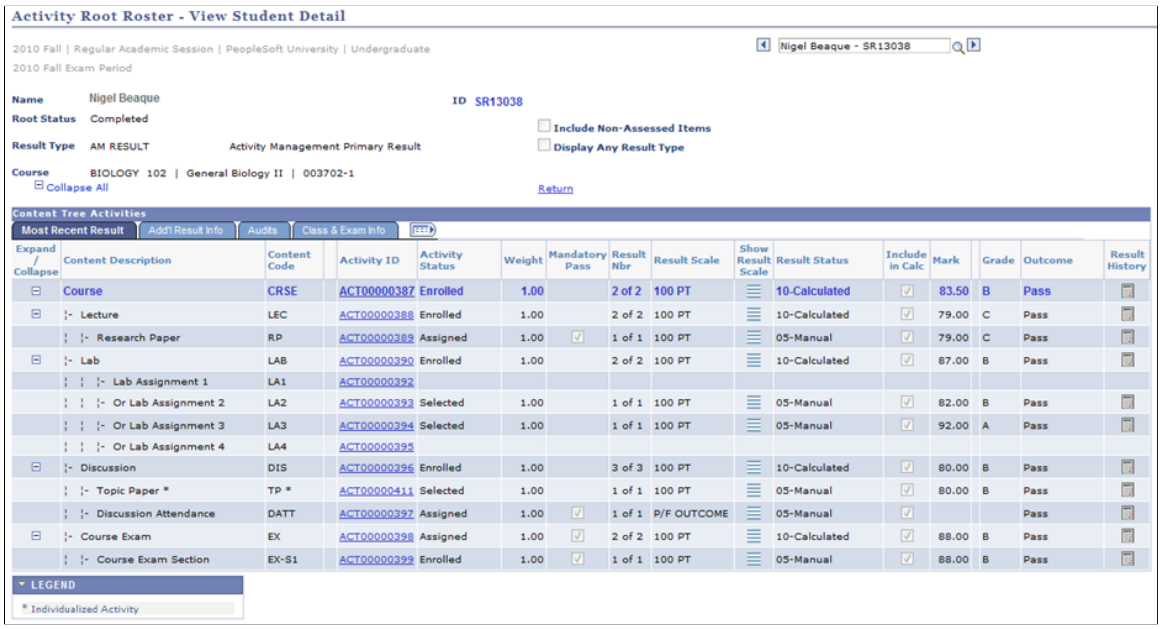

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Image: Activity Root Roster – View Student Detail page: Add'l Result Info tab

This example illustrates the fields and controls on the Activity Root Roster – View Student Detail page: Add'l Result Info tab.

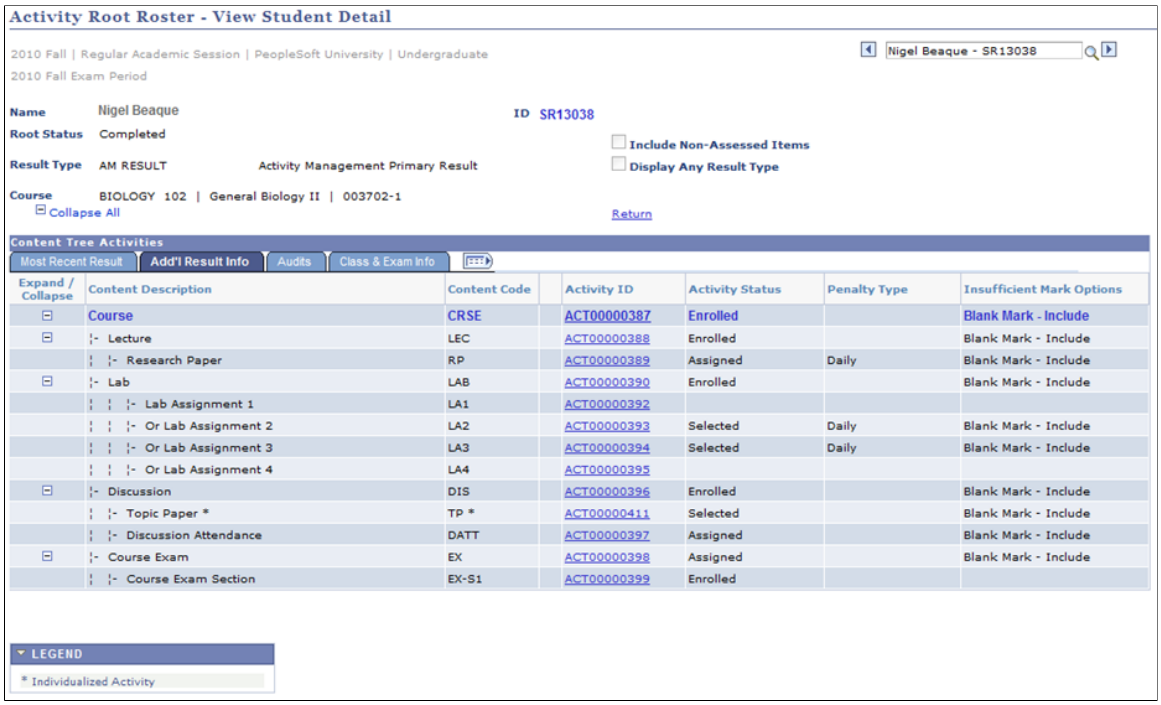

Image: Activity Root Roster – View Student Detail page: Audits tab

This example illustrates the fields and controls on the Activity Root Roster – View Student Detail page: Audits tab.

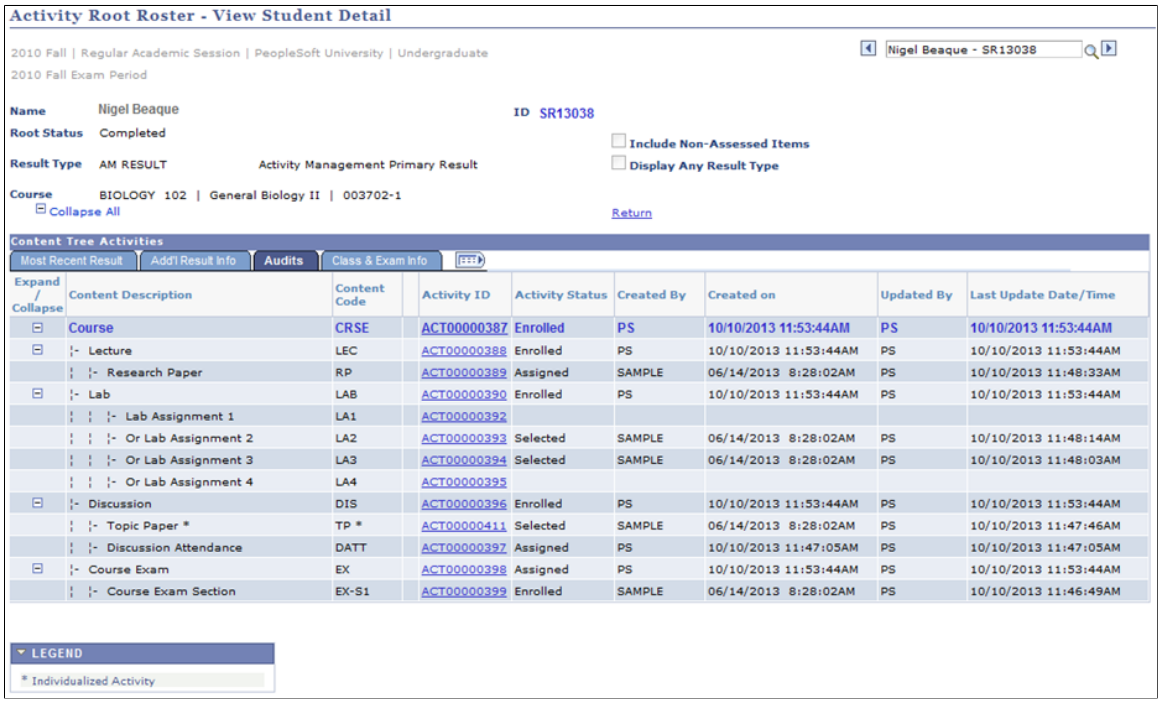

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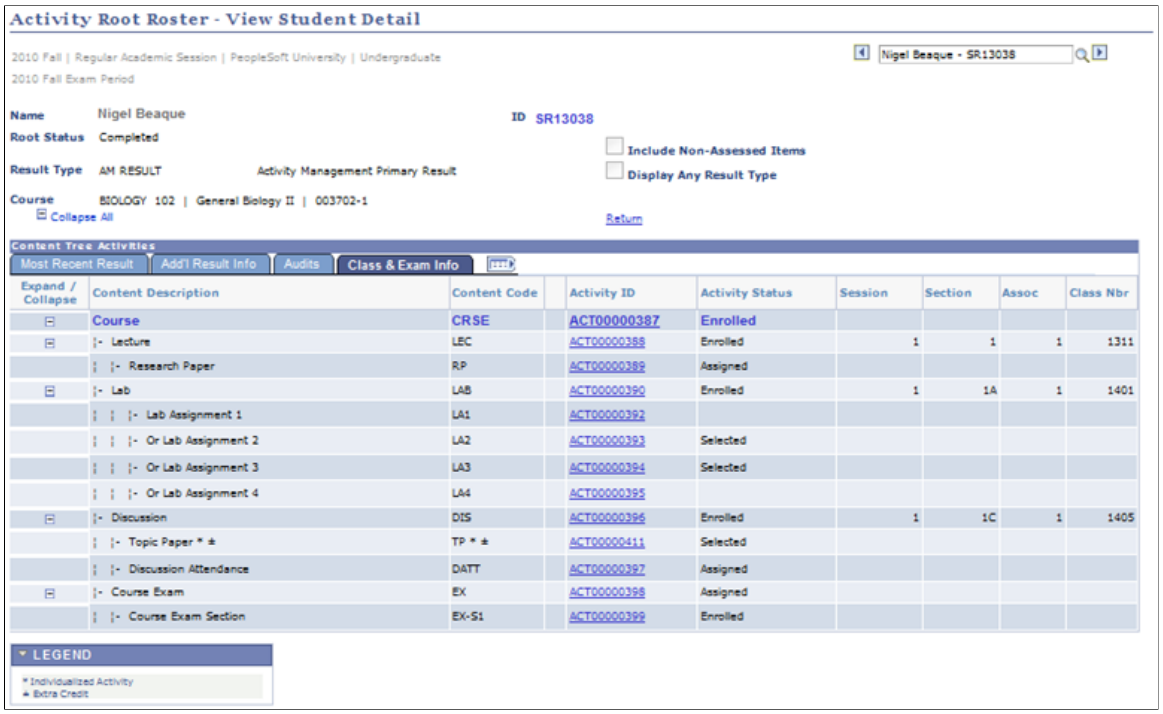
Image: Activity Root Roster – View Student Detail page: Class & Exam Info tab

This example illustrates the fields and controls on the Activity Root Roster – View Student Detail page: Class & Exam Info tab.



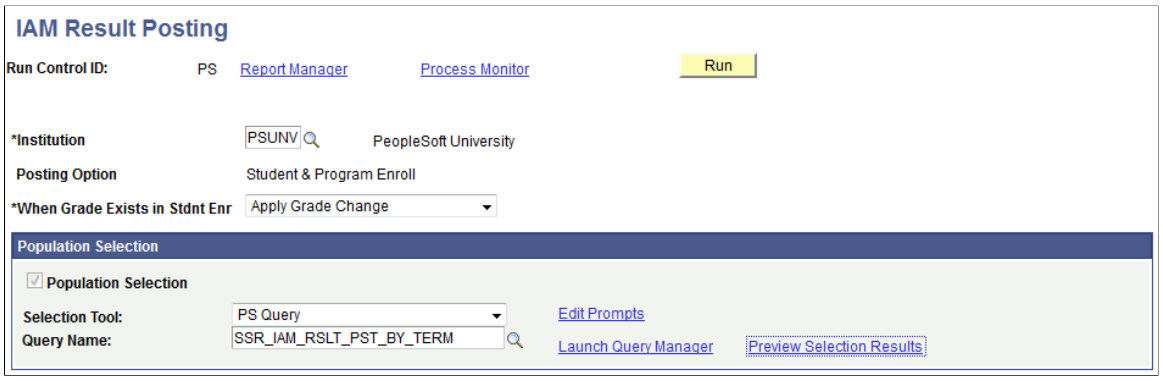
The tabs of this page provide an overall view of an individual student's result record for a particular result type. It provides grading data used to calculate the student's most recent result, each result's history, the last date/time updated, and the class and exam enrollment information.

Posting Student Results

Access the IAM Result Posting page (Records and Enrollment >Individual Activity Manager >IAM Result Posting).

Image: IAM Result Posting page

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



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Institution	Enter the Institution for which you wish to run the posting process.
Posting Option	Defaults from the Institution setting. This setting controls if the result is posted to student enrollment and/or the student's APT record.
When Grade Exists in Stdnt Enr	Select the option to update the student's enrollment record if a result already exists. The options include: *Apply Grade Change* (replaces the existing grade), and *Keep Current Grade* (keeps existing grade and disregards the posting update).

Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields behave the same way from within the group box on all run control pages and application processes. If your institution uses a specific delivered selection tool (such as PS Query) to identify IDs for a specific transaction, you must use it.

There are two delivered Population Selection queries, SSR_IAM_RSLT_PST_BY_TERM, and SSR_IAM_RSLT_PST_EXAM_ONLY which prompt users to enter the institution, and term or academic period. You can create additional queries as needed.

See "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community).

Calculating the Primary Result in Batch

Access the IAM Result Calculation page (Records and Enrollment >Individual Activity Manager >IAM Result Calculation).

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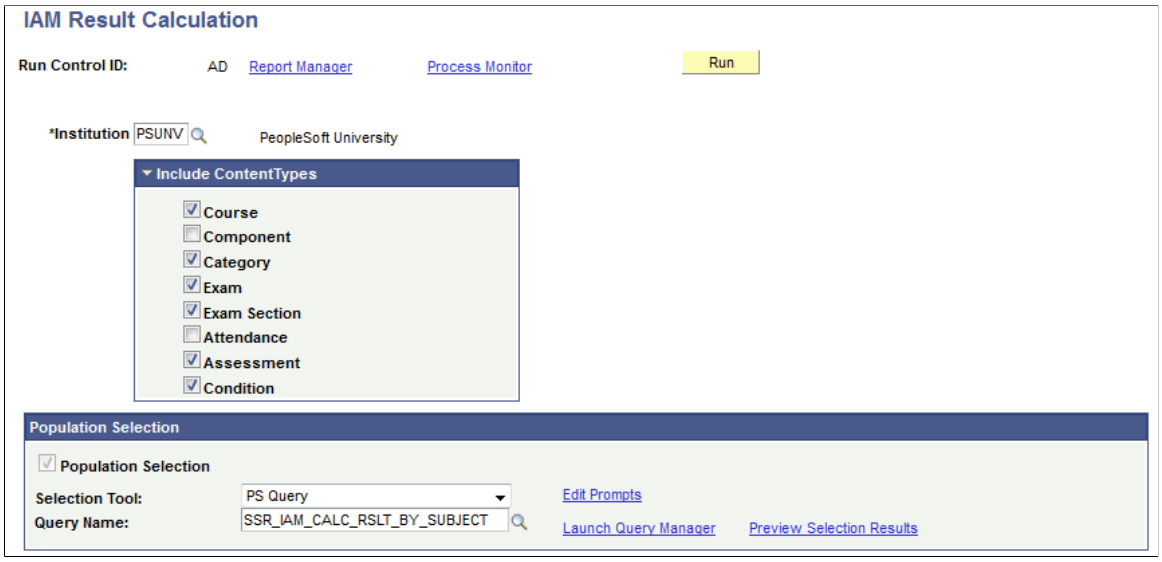
Image: IAM Result Calculation page

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



In addition to running the primary result calculation for an individual student on the IAM and for a class on the Activity Roster Summary, users can run the process for larger groups of students using the IAM Result Calculation component.

Use the IAM Result Calculation page to initiate a primary result calculation for a group of students within a specific term, or a specific subject area within a term. All students enrolled in Exam-Only Courses (EOC) can also be calculated based on a specific academic period.

Institution Select the institution for which the calculation should be run.

Include Content Types

Select the content types for which to run the calculation process.

Warning! You must be familiar with the content types used for the courses in which the run the process. If you deselect content types that have results but should be used in the calculation, you may get unexpected results.

Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields behave the same way from within the group box on all run control pages and application processes. If your institution uses a specific delivered selection tool (such as PS Query) to identify IDs for a specific transaction, you must use it.

The following queries are available; you can create additional queries as needed.

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- SSR_IAM_CALC_RSLT_BY_PERIOD
- SSR_IAM_CALC_RSLT_BY_SUBJECT
- SSR_IAM_CALC_RSLT_BY_TERM

See "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community).

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