

User Guide for Producing Course Results Sheets

1. The following course results sheets reports are available to run as Cognos 8 reports to provide for all assessment periods including the supplementary examination period.

Report	Type of Report
Course Results Sheets (Current Year)	This report displays current year marks only and is the standard report run for non-final years of courses. 6 students are listed per page.
Course Results Sheets (Current Year - Grade)	This is the same as the report above but with the addition of a total grade for each module. Only run this report where the Board needs to view grades.
Course Results Sheets (Current Year - Landscape)	This is the same as the Course Results Sheets (Current Year) report except that the format is landscape to display a large number of modules. Only 4 students are listed per page. Only run this report where the number of modules students are enrolled for exceeds 10.
Course Results Sheets (Current Year - CPAB)	This is the version of the Course Results Sheets (Current Year) report which is run for the Campus Progress and Award Board. The selection is restricted to students enrolled on subject strands. Normally issued by the Examinations Office.
Course Results Sheets (All Years)	This report displays current year marks and marks for the preceding three years (where applicable). It is the standard report run for final years of courses. 2 students are listed per page. It is sometimes run for non-final years of courses where the Board wishes to view complete student mark profiles.
Course Results Sheets (All Years - Grade)	As for Course Results Sheets (All Years) with the addition of a total grade for each module.
Course Results Sheets (All Years - CPAB)	This is the equivalent report to Course Results Sheets (Current Year - CPAB) which displays the preceding three years. The above precaution for the current year version applies to the all years version also. Normally issued by the Examinations Office.

2. Access the Cognos 8 reporting environment, by opening your Internet browser and entering the following URL:

http://uubi.ulster.ac.uk/cognos8/cgi-bin/cognos_module

- Enter your Ecode in the user id field
- Enter your network password (the one used to boot up your PC) in the password field

Users are advised to bookmark the Cognos8 URL as a favourite within their browser.

Please contact Heather Spence on h.spence@ulster.ac.uk if you have not been set up to run Cognos 8 style student related reports.

3. From the Student Records Home Page navigate through the folders by clicking on them as set out below, for example:

Examinations >Course Results Sheets >Current Year (for the current year reports)

Examinations >Course Results Sheets >All Years (for the all years reports)

Users may run any of the reports detailed in point 1 of this document.

4. **Click on the required report name** and then select/enter data for the prompts as follows:

i) **Academic Year**

- Select current academic year

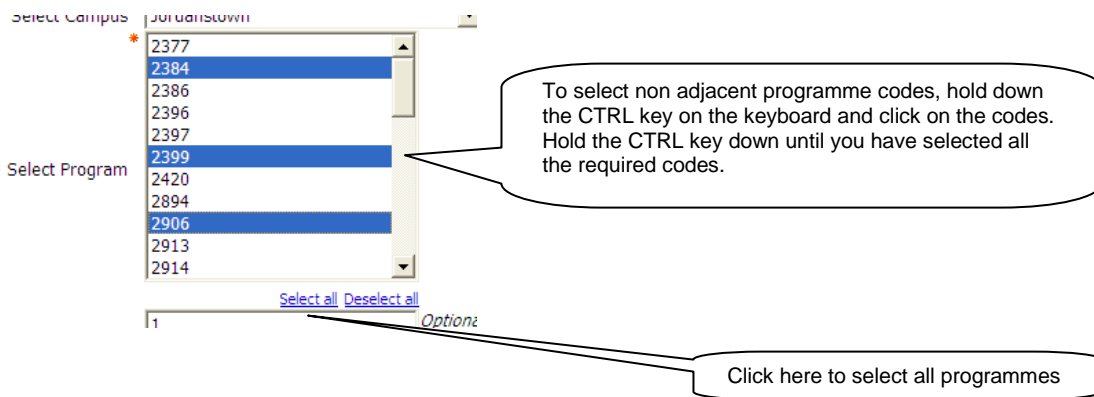
ii) **Campus (for CPAB reports only)**

- Select your campus

iii) **Programme Code (CPAB only)**

Selection of the campus (CPAB reports only) produces a list of programme codes for modular programmes.

- To select all programmes for the given campus, click on the Select All link
- To select non adjacent programme codes, hold down the CTRL key and click on the desired codes.



iv) Programme Code (non CPAB reports)

- To retrieve the results sheets for a single programme enter the programme code in the field next to the Search button and click Search
- To retrieve the results sheets for a number of programmes enter the first programme code followed by a space, then enter the second programme code followed by a space and so on until all programme codes have been entered
- Click the Search button
- The programme code(s) and title(s) will be displayed in the Results block
- Highlight the programme(s) in the Results block
- Click the Insert button to copy the programme(s) into the Choices block
- Once you have all the programme details listed in the Choices block click the select all link below the block. This is the selection of programmes that sheets will be printed for.

If a Programme has been entered in error it can be removed by highlighting the programme in the Choices box and clicking Remove

The screenshot shows a web interface for selecting academic programs. At the top, there is a 'Select Academic Year' dropdown menu with '200910' selected. Below it is a 'Keywords' search box containing '5749' and a 'Search' button. A callout box points to the search box with the text: 'Enter Programme codes in here, then click Search'. Below the search box is a 'Results' section with a list of programs: '5749 BSc Hons Nursing Stds SAAI'. A callout box points to this list with the text: 'This is the list of programmes that Course Result Sheets will be produced for.' To the right of the results is a 'Choices' section with a list of programs: '2050 BA Hons Business Studies P' and '5749 BSc Hons Nursing Stds SAAI'. A callout box points to the 'Remove' button in the choices section with the text: 'Highlight a single programme and click Remove to delete it from the list'. Below the choices is a 'Select Program' section with a list of programs: '1', '2', '3', '4', '5', '6'. A callout box points to the 'Select all' link in this section with the text: 'Use the Select All link to highlight the programmes wanted'. At the bottom, there is a 'Select Program' section with a list of programs: '1', '2', '3', '4', '5', '6'. A callout box points to the 'Insert' button with the text: 'Click here to move the programme details to the choices box'. The interface also includes 'Options', 'Insert', and 'Remove' buttons, and 'Select all' and 'Deselect all' links.

iii) Program Year

- Highlight the Year or Years required. If all years of the course are required click 'Select all'.

iv) Supplementary

Tag this radio button to produce the results sheets for the Supplementary (August) Boards. Leave as the default value of untagged to produce results sheets listing all currently enrolled students and early leavers.


v) Semester 3

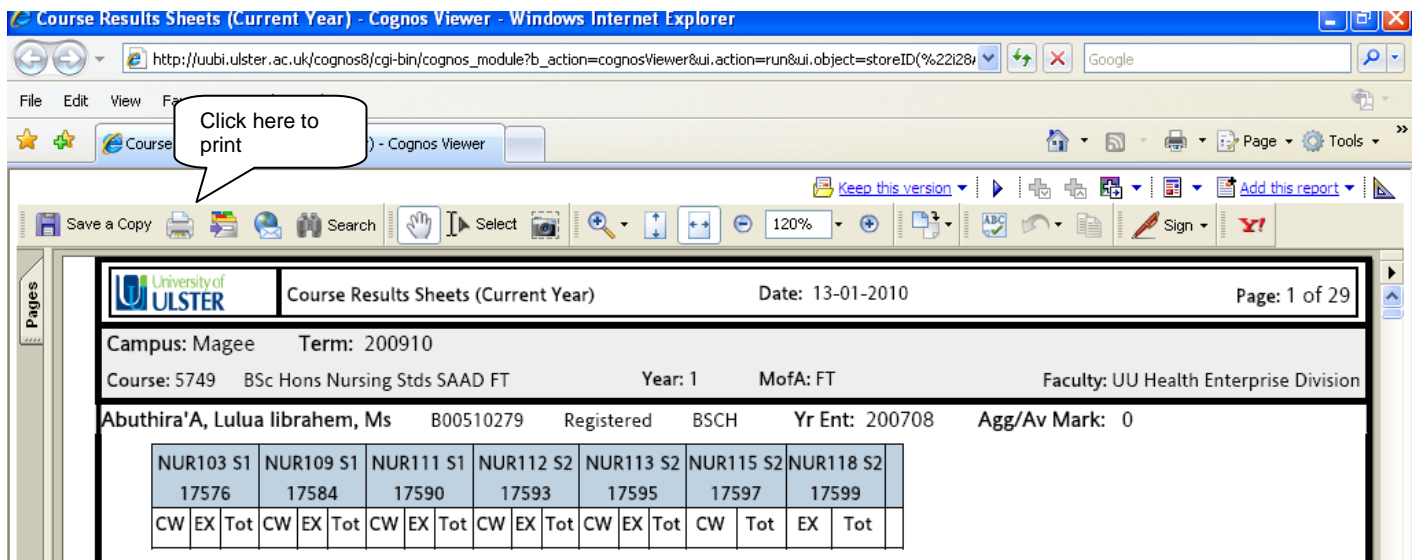
The following reports have a prompt labelled 'Semester 3' to restrict the selection of students to those enrolled for Semester 3 modules.

- Course Results Sheets (Current Year)
- Course Results Sheets (Current Year - Landscape)
- Course Results Sheets (All Years)

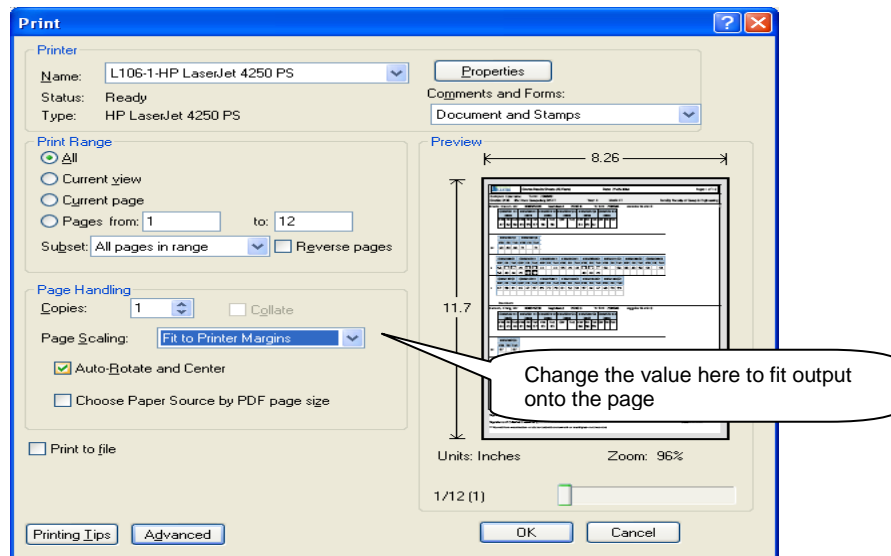
Unless running for Semester 3 Boards leave this prompt untagged.

Click **Finish**.

5. When the report has run print it by clicking on the Print icon  in the top left corner of the screen.



Depending on your printer settings you may need to adjust margins before you print out a copy of the report. Otherwise, some of the data may be cropped at either side or the report will not fit on to one page. If you encounter this problem update the Page Scaling to 'Fit to Printer Margins' or 'Reduce to Printer Margins' and then click OK.



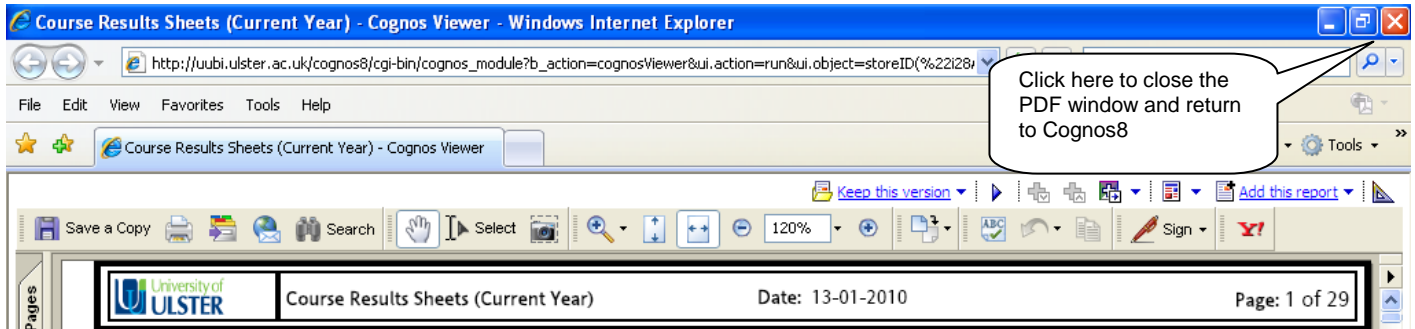
6. Collate the output by course and by year if both Current Year and All Years versions of reports have been run for a course.

With the exception of the Semester 1 assessment period, remember to attach the appropriate version of the Course/Subject Results Sheets Notes of Guidance to each set of results sheets prior to collection by the Course Director. (For the Semester 1 assessment period the guidance notes will have been emailed to Course/Subject Directors as part of the Semester 1 assessment procedures package.) The 'sessional' version should be attached to the results sheets produced for the May/June Boards, for Semester 3 Boards and end of year autumn Boards. The 'supplementary' version should be attached to

course/subject results sheets provided for supplementary Boards of Examiners. Both are available in the Portal at:

My Teaching>Examinations and Assessment>Assessment Process and Boards of Examiners.

- 7. After printing close the PDF page by clicking the red **X**.



- 8. You should be taken back to the original place where your initially ran the report. Users can repeat the process from step 3 above to run further reports. However, if you have other applications open you may be taken to a different screen. If this happens, click on Internet Explorer in the task bar of open applications at the bottom of the screen and select Student Records Home Page – Cognos connection.