Student Systems Training

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Student Connect for Staff

Overview

Student Connect is a self-service, web based student administration system, the information on Student Connect is drawn directly from Banner. Student Connect for Staff is intended as a resource to assist Academic and School Administrative staff to access data to provide advice to students on course matters, and utilize the features to complete administrative functions in an efficient way.

This reference guide has been developed for all staff using Student Connect. This guide will assist staff with initial logon; site navigating; accessing forms; and running and downloading reports.

1. Accessing Student Connect

1.1 Requesting Access to Student Connect

There are two types of staff access to Student Connect; General and Primary/Secondary Instructor access. Request either type of access at any time via the Student Connect Access Request Form.

General Access

Allows general read access to Student and Unit Information, Class Lists and faculty reports. Access is not tied to a particular teaching period or unit. Once you have General Access to Student Connect, it will be retained until you leave the University.

Primary/Secondary Instructor Access

Provides the required access to instructors to upload or view results via the Results Entry module, including access to unit specific reports.

Primary or Secondary Instructor Access is specific to a Course Reference Number (CRN) and study period, this request for access must be completed each study period.

All staff requesting Primary or Secondary Instructor access will also be given General Access, which will be retained until they leave the University.

1.2 Loggin on

Follow the steps below to access Student Connect for Staff;

1. Navigate to the ACU home page www.acu.edu.au
2. Click on ACU Staff
3. From the 'Quicklinks' on the right of the screen click Student Connect
4. The Student Connect logon dialog will appear, log on with your network username and password.

If a staff member receives the error message "Invalid login information. Please try again" they have entered the wrong username or password (or both).

If a staff member cannot remember their correct network logon details select 'Forgotten your password' link, and follow the prompts.

2.   Navigating Student Connect

Student Connect for Staff is divided into three main sections for Faculty and School use;

Unit Information
- Information about individual units, including class lists and results upload.
- This section is only available to nominated Primary and Secondary Instructors.
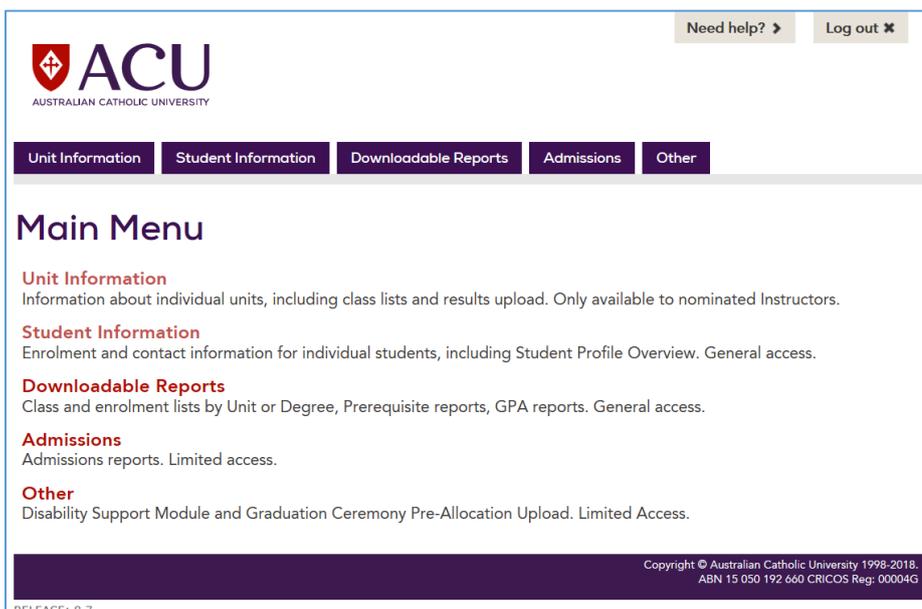
Student Information
- Enrolment and contact information for individual students, including Student Profile Overview and Course Progression.
- General access.

Downloadable Reports
- Class and enrolment lists by Unit or Degree, Prerequisite reports, GPA reports.
- General access.

Two additional sections, Admissions and Other, provide restricted access to admissions reports, the Disability Support Module and Graduation Ceremony Pre-Allocation uploads. The use of these sections is not covered in this guide.

These sections are all accessible via the tabs at the top of the page. Utilise these tabs to move between or return to the section menus at any time.

3. Unit Information

Results Entry

Detailed information on result upload and manual entry is covered in the [Results Entry training guide](#).

3.1 Unit Selection

To view information about your individual units, first select the required term from the drop down list in Term Selection then submit; click **Unit Selection** and select the required unit from the listing.

If you have previously requested and been provided with access the units will display, if you do not have the required access the following notice will display;

> ⚠ **No Instructional Assignments available for selected Term or no term selection has been made**

Please be sure to log in and check if you already have Primary/Secondary Instructor access to the unit(s) before submitting the [Student Connect Access Request Form](#). This will save both yourself and the Student Systems team valuable time.

3.2 Unit Teaching Detail

The Unit Teaching Detail displays units for which you are a nominated Instructor for the selected term.

Note; Only your units for the currently selected term will be listed.

3.3 Class List

Displays general information about a unit and a listing of all students enrolled, includes option of emailing individual students and/or entire class.

Class List

F$A072584 Adele Richards
2018 Semester 1
07/06/2018 06:55 pm

Welcome to the Class List by CRN Display.

An asterisk will appear next to the appropriate field if the student has more than one major.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Unit Information

PARTNERSHIPS IN CHRONICITY - NRSG 366 5C

CRN:	2178
Duration:	05/02/2018 - 24/06/2018
Status:	Active

Enrolment Count

	Maximum	Actual	Remaining
Enrolment:	600	488	112
Cross List:	0	0	0

Current Record Set: 1 - 200 | 201 - 400 | 401 - 488

Summary Class List

Record Number	Student Name	ID	Reg Status	Credits	Final	
1	Adhikari, Ashmita	S00192213	Enrol	10.000	CR	✉
2	Adhikari, Bandana	S00178557	Enrol	10.000	PA	✉
3	Adhikari Gautam, Rubina	S00181728	Enrol	10.000	HD	✉

4.1 The Student Profile Overview

The most convenient way to access information about an individual student is via the Student Profile Overview.

This module draws together a range of student information, including student photos, contact information, course and unit enrolments and applications to graduate.

1. Select the Student Profile Overview link to open the module
2. Select the Term and use the tools to search for the Student
3. Once complete select View Profile

Note: the Getting Started tab provides useful search tips.

4. Student Photos are sauced from the Student ACU Card
5. View the Student Profile using the five tabs located on the Left Hand menu:

    - Curriculum and Course;
        - Biographical Information
        - General Information; course data
        - Curriculum details
        - Registered Units, for the selected term

    - Additional Links - currently unavailable

    - Academic Transcript;
        - Will open the Summary of Results in Student Connect in a new tab

    - Student Schedule;
        - Lists detail information of the classes for which the student is registered for the term

    - Application to Graduate;
        - View active graduation applications in Student Connect in a new tab

Note; the student photo in this screenshot has been replaced with a 'dummy' photo.

The Student Profile Overview does not list student address or phone number information, this is located in the Student Addresses and Phone Numbers link within the Student Information menu.

4.2 CourseTrack

CourseTrack is a planning tool to audit student progress used by both Students and Staff. For additional information on this module please contact the CourseTrack via **coursetrack@acu.edu.au**

4.3 Student Selection

To view the address, phone number and summary of results, first you must select a student via the Student Selection menu;

1. Select the Student Selection menu
   Note; the Term Selection menu will open if a term has not previously been selected, make your selection and submit
2. Use the tools to search for the Student
3. Once complete select **Submit**
4. As a default the Student Summary of Result page will display, select **Return to Student Information**

4.4 Student Addresses and Phone Numbers

To view address and phone numbers of individual students, first you must select a student via the Student Selection menu, refer to 4.3 Student Selection.

1. Select the Student Selection menu
   Note; the Term Selection menu will open if a term has not previously been selected, make your selection and submit
2. Use the tools to search for the Student
3. Once complete select **Submit**
4. As a default the Student Summary of Result page will display, select **Return to Student Information**
5. Select **Student Addresses and Phone**

4.5 Student Summary of Results

Access the Student Summary of Results via the following options;

- Select Student Summary of Results via the Student Information menu, or
- Through the Student Profile Overview by selecting Academic Transcript

To view the students Summary of Results, first you must select a student via the Student Selection menu, refer to 4.3 Student Selection.

1. Navigate to Student Summary of Results
2. Leave both 'Result Summary Level' and 'Result Summary Type' options as is
3. Select **Display Results Summary**

5   Downloadable Reports

Accessible to staff with general access the six Downloadable Reports produce class and enrolment lists by Unit or Degree, Prerequisite reports and GPA reports.

Course Participant List

Export list of students enrolled in the selected course and study period. Displays contact details, EIP, EA, student type.

Course Participants Unit Summary

View or export unit enrolments for students in selected course, campus and study period. Displays Unit title, credit points, load and Primary Instructor.

Unit Participant List

Export list of students in selected unit, section and study period. Displays email and mailing address (optional).

Unit Enrolment Details

View or export enrolment details of students in selected unit and study period. Display includes EIP, EA, fee type, course, enrolment date and status, and results (where applicable).

Prerequisite Report

View or export list of enrolled students who do not meet prerequisites. Can filter by Campus, Faculty and/or Unit.

Student GPA Report by Merit

Export .csv list of student GPAs sorted by merit. Can filter by Campus, Faculty, Course or Minimum GPA.

5.1 Running Reports

Each report has a series of parameters that allow you to search for the information you need. The report parameters list a series of required and optional fields, if the field is 'optional' and you choose not to specify, the report output will list all options from this field.

Please view the step by step guide to run the downloadable report; **Unit Enrolment Details**.

1.   Select the report values by using the drop down lists.
      Note: the Term, Unit and Section lists are quite extensive
2.   The selected Report Type, this report is available via both Excel and HTLM formats.
      Note; in this example Excel file format has been selected
3.   Select Submit

4. Save and Open options; Depending on your computer set up and the browser you are using, will depend upon the saving and opening options you will receive. In this example IE is used.
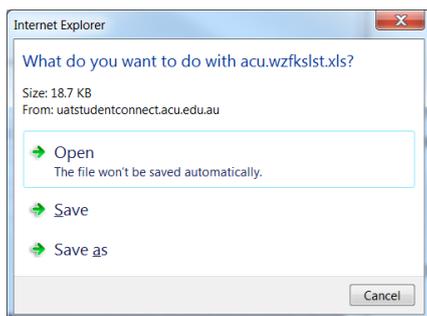
5. Once all parameters are entered, submit the report, you will receive a warning, displayed in the screenshot below, advising of a 'different format', simply select Yes to bypass.
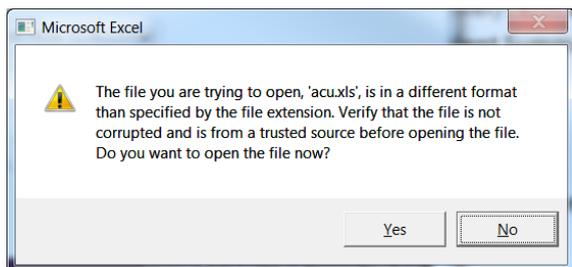
Unit Enrolment Details output:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Term	Unit	Title	Lectur	Credit	Campus	Dept.	Level	Max Enrol	GMOD	CRN	Seq No.
2	201830	ACCT100	INTRODUCTION	Azmiri	10	LB	434	UG F3 H3 00	100	N	199	2C
3	Student ID	Last Name	First Name	EIP	EA	Internati	Degree	Major	Grading	Reg.	Reg. Date	Lapse
4	S00012345	StSystems	Training 1				BTBAHM	LITR	PA	Enrol	11-Oct-17	52 Pa
5	S00012345	StSystems	Training 2				BBUSAD		0	Enrol	18-Nov-17	5 Pala
6	S00012345	StSystems	Training 3				BACFIN		0	Enrol	23-Nov-17	33 Cr
7	S00012345	StSystems	Training 4				BEXBBA		0	Enrol	27-Oct-17	Unit2
8	S00012345	StSystems	Training 5				BACFIN		0	Enrol	15-Nov-17	12 Ar
9	S00012345	StSystems	Training 6				BCOM		0	Enrol	23-Nov-17	68 Gc
10	S00012345	StSystems	Training 7				BTBEXS		0	Enrol	19-Nov-17	93 Gil
11	S00012345	StSystems	Training 8				BTBAHM		0	Enrol	11-Oct-17	42 So
12	S00012345	StSystems	Training 9				BTBEXS		0	Enrol	30-Oct-17	103 P
13	S00012345	StSystems	Training 10				BCOM		0	Enrol	14-Dec-17	148 C
14	S00012345	StSystems	Training 11				BCOMBA		0	Enrol	30-Oct-17	46 Gr
15	S00012345	StSystems	Training 12				BBAGLS		0	Enrol	20-Nov-17	5 Belv
16	S00012345	StSystems	Training 13				BCOM		0	Enrol	6-Dec-17	39 So
17	S00012345	StSystems	Training 14				BEXBBA		0	Enrol	23-Oct-17	1 Tarr
18	S00012345	StSystems	Training 15				BEXBBA		0	Enrol	10-Oct-17	756 G
19	S00012345	StSystems	Training 16				BCOM		0	Enrol	26-Nov-17	38a A
20	S00012345	StSystems	Training 17				BTBAHM	BUSD		Enrol	9-Oct-17	142 F
21	S00012345	StSystems	Training 18				BCOM		0	Enrol	17-Oct-17	9 But
22	S00012345	StSystems	Training 19				BCOM		0	Enrol	20-Nov-17	9 Cur
23	S00012345	StSystems	Training 20	Y			BTBAHM		0	Enrol	30-Oct-17	21 Dc
24	S00012345	StSystems	Training 21				BACFIN		0	Enrol	13-Nov-17	25 Ro

acu.wzfkslst

Ready

6   Troubleshooting

6.1 LDAP Error

LDAP is short for Lightweight Directory Access Protocol; LDAP is a set of internet protocols for accessing information directories such as email, Student Connect for Staff, etc.

If you receive the error message: "Error mapping LDAP attribute to Self Service", please contact Student Systems via **student.systems@acu.edu.au** for investigation and correction

6.2 Related Resources

The following short url's, hyperlinks and email addresses are referenced throughout this module:

- Access: Student Connect Access Request form (General and Primary/Secondary Instructor Access)
- Results Entry training guide
- ACU Student Cards and Photographic Images Policy