Student Administration Services Division – Student Systems

SMP_Central – Online Help Manual

Class Roll

The Class Roll can be used to view student enrolment within the class instance, view student details, reply to Academic Consideration requests and send SOLSMail messages to the class.

Class Roll Menu Functions

Save

Save any changes that are made to the Sort Column

Cancel

Remove any changes that have been made if they have not yet been saved

Preview

Print Preview view of the class roll screen. Use the file menu print command in the print preview window to print a hardcopy of the class roll

Export

Export the class list to excel – Click on the Export menu item that appears at the top of the screen. The list will be exported to excel in the order in which it is currently sorted (alternatively, you can use the sorting capabilities of excel)

If students are enrolled in Tutorial Groups, when you click to Export to excel, the students enrolment in tutorial groups is displayed in separate columns, this may be useful to perform additional sorting within excel
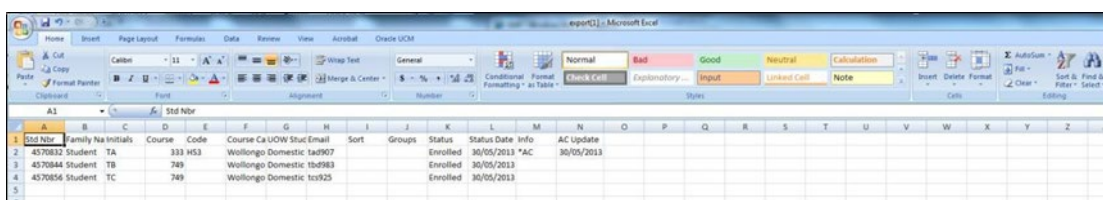
+Pending

Add Pending students to the Class Roll

Allows you to enter marks for a Pending Student, a student who is attending class, but who hasn't yet enrolled in the subject. You have not enrolled the student, you are merely adding the student to the class list so you can record marks - the student still needs to Enrol in the subject - Once the student enrols in the subject, any marks entered while the student had a status of Pending, will be retained

To Add a Pending Student to the Class Roll:

1. Click + Pending
2. Enter the Student number and click Select (if you don't know the student number, go to the Advanced Search tab and search for the student using their name).
3. Check the student name and then click OK

Pending students will be highlighted in green.

Please note, you can not add a student as a pending student if they already exist on the class roll, for example, if they are showing as withdrawn or removed.

-Pending

Remove Pending Students from the Class Roll

If the student stops attending and has not enrolled in the subject, you may choose to remove the pending student from the class roll.

To Remove a Pending Student from the Class Roll

1. 1.Select the student by clicking on the checkbox (on the left hand side of Std Nbr)
2. Click -Pending

Show Wthd/Hide Wthd

Show Withdrawn Students - Click 'Show Wthd' to show withdrawn students. Students who have a status of withdrawn will be highlighted in blue.

Hide Withdrawn Students – Click 'Hide Wthd' to hide withdrawn students.

Removed Students - Students who have been removed from the subject (for not satisfying pre-reqs or if their enrolment was cancelled for non payment of fees), will be highlighted in orange when displaying withdrawn students.

*AC

View a summary of the Academic Consideration applications for the class.

Refer to the Function help manuals - Academic Consideration Link also in the SMP OnLine Help for more information
(via the ? in top right corner).

Gallery

View a gallery of student photos

The photo gallery appears in the order that the class roll is sorted, sorting by Tutorial Group will put the tutorial groups photos first in the gallery.

Note: SMP_Central can sort by 1 group at a time (if you manage more than 1 group, you will need to sort the list more than once.) Larger classes may take longer to load.

In December 2016 changes were made to the UOW Enrolment process – students complete enrolment tasks such as creating a user account, confirming personal details, updating addresses earlier and also includes the ability for students to upload a photo for their Student ID card.

Administration staff check and validate the photo that a student has uploaded when the student presents to have their Student ID Card Printed.

Between a student uploading a photo, and admin staff accepting the new photo, only validated photos will display by default in SMP_Central Class Gallery:
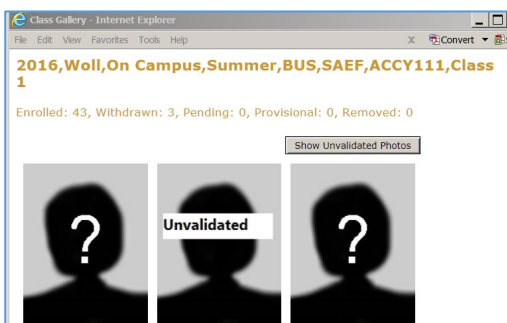
Staff can click 'Show Unvalidated Photos' to view the unvalidated student photos.

Note: If an existing student enrols in a new course, if they have an existing photo, they can choose to use their current photo, or they can upload a new photo. If an existing student has chosen to upload a new photo, only the existing (Validated) Photo will appear on the Class Roll until Admin staff validate (accept) the new photo.

Tip: To copy an image into a document, copy the student image and paste as photo. This will paste the students photo and not the blank sillouhette.

SOLSMail

Send SOLSMail messages

Use the check boxes that appear to the left of the student numbers to select students. To select all, tick the box in the table header.

Click on the SOLSMail menu item that appears at the top of the screen.

Refer to the SOLSMail link on the OnLine Help for further SOLSmail information

Class Roll Table Headings

Sort the data in the class roll by clicking on any of the headings

Example;
Click the Std Nbr to sort by student number.

Select a group from the group drop down menu to sort by a particular tutorial group.

	Std Nbr	Family Name	Initials ↻	Course	Major ↻	Course Campus	UOW Student Type	Email	set Sort	Groups ▼	Status	Status Date	Info ▼	AC Update
1 ☐	4570832	Student	TA	333	Psychology	Wollongong	Domestic	tad907			Enrolled	30-05-13	*AC	30-05-13

Row Number

Use the numbers that appear to the left of the checkboxes to hide/show rows

For example;
Click on row 25, rows 1-24 will be hidden, so you can view row 25 and onwards and still see the headings of the class roll.

Checkbox

Used to select students on the Class Roll.

Example; To send SOLSMail messages to certain students in the class.

Std Nbr

Displays the Student number.

Family Name

Display student information including:

- Personal Details
- Emergency Contact Details
- Full Enrolment Record
- HDR Summary
- Timetable – Tutorial Groups student currently enrolled in and full subject timetable
- Other – HSC Qualifications (ATAR), HSC Grades

To view, Click on Family Name link.

Initials

The default display is the student initials. Click on ↻ to expand the field to display Legal name (Preferred Name)

Legal Name (Preferred Name)

Legal Name – will display the student's first and middle name

(Preferred Name) – if the student has a preferred name – the preferred name will appear in brackets – the Preferred name is the name that you should always use to address the student.

Note: changing this display will default on your computer when. Logging into a new computer will default back to student initials unless you have changed the display on the computer also

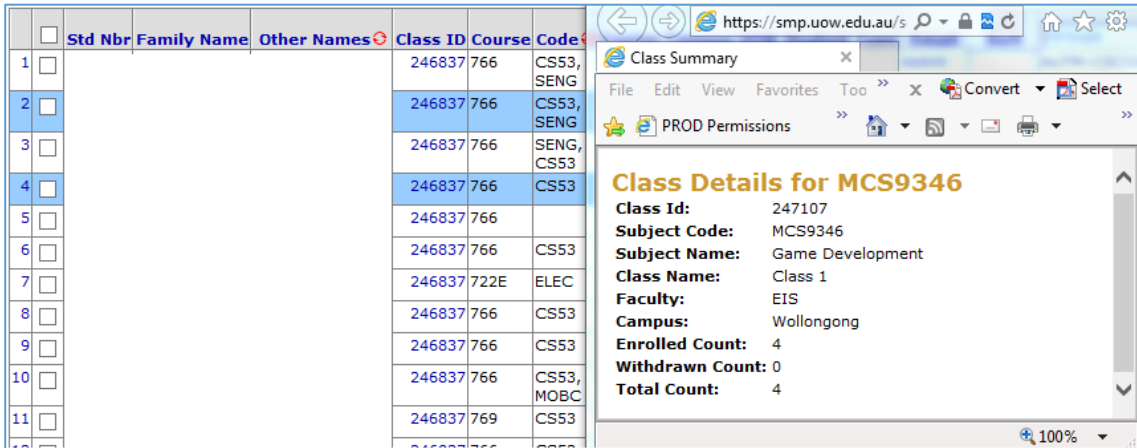*If a name appears in brackets for a student (XXXX) this is the student's preferred name.*

This will change the code column also to display the full major name.

Class ID (combined/synonym subject instances only)

When subject instances are combined in the subject database, the class rolls will appear as one class roll, showing all synonyms for the subject selected.

This Class ID column will only appear if students are enrolled in more than one of the synonym instances.

A user can click on the Class ID hyperlink to see more details about class ID (Subject Instance) as shown below:

Course

Displays the course code under which the student is enrolled in this subject.

Code

The default display is the major code. Click on ⟳ to expand the field to display full major name.

Displays the major for the course code, under which the student is enrolled in this subject.

Note: changing this display will default on your computer when. Logging into a new computer will default back to major code unless you have changed the display on the computer also.

This will change the initials column also to display the students first and middle names.

Course Campus

Course campus – the campus that relates to the student's course offered and enrolled, not subject or instance.

UOW Student Type

UOW Student Type – the category of the student (domestic, international or unknown) as defined by the systems.

At present, there is no secondary level of classification in relation to offshore students (e.g. Dubai and offshore campuses) to specify the student type for their countries.

Email

Email – Click on the email link if you wish to send an email to the student's UOWmail account

(as opposed to a SOLSMail message).

Email messages are delivered to the student's UOW email account.

SOLSMail messages appear when the student logs into SOLS, if the message sent prompts an acknowledgement, the students have to click that they have read the message before they will be taken to the main SOLS Main Menu. There is a record kept of SOLSMail messages delivered in SOLS Mail history.

Sort

Sort – This column can be used to enter a value which can be used to assist in the sorting of the class roll on the various screens in SMP_Central. This function was used more widely before the SMP OnLine Tutorials were introduced, however, there may still be instances where academics want to sort students for various reasons (e.g. enter Tutor initials so tutor can sort all their students to top of screen).

If you want to enter a value in the sort column, select the students using the check boxes and then click the Set option, enter the value you want to set and then click OK, click to save the values entered.

Groups

If the SMP OnLine Tutorial system is being used, the groups the students are enrolled in will appear in the group column.

The Group column can be used to sort by tutorial groups (although SMP_Central can only sort by one group at a time).

If a student is enrolled in Multiple Groups, they are displayed on the screen in alphabetical order eg Pass, SPRG-ECON215-T/01.

Note: *Where a subject instance is combined to another subject instance(s), only the primary instance will contain the groups in the drop down sort list. This is due to the groups being defined against the primary instance and not the secondary(s).*

Status

Displays the Enrolment Status of the subject, e.g. Pending, Enrolled, Provisional, Withdrawn, Removed

Status Date

Displays the date the status of the subject last changed, while this is generally the date the student enrolled, it may not always be the case, it could be the date that the status of the subject changed from Provisional to Enrolled (the day a waiver was processed)

Info

Reply to Academic Consideration – Info Column to sort all *AC (Academic consideration applications that are awaiting a response)

If there are Academic Considerations waiting for reply, a message will appear at the top of the class roll
There are outstanding Academic Considerations to be processed (X for enrolled students) (X for Withdrawn students)

You need to click to Show Wthd if you want to view/reply to Academic Consideration requests for Withdrawn Students.

A message will also appear if there are students who have submitted Academic Consideration applications which have not yet been reviewed by Administration staff:

X Academic Consideration Application(s) have been submitted, but have not yet been reviewed by Admin.

This message is for information only – to assist with enquiries from students. All Academic Consideration applications need to be reviewed by Admin Staff who check that the application meets the policy requirements, before they choose to forward the request to the Subject Coordinator for Review/Reply.

Note – under the new Student Academic Consideration Policy (from Spring session 2023):

Administration staff can approve the Academic Consideration request where:

- Students are requesting short extensions of time to submit individual written assignments and are permitted to self certify
- Request is the student's first application within a session (including single application applying to more than one subject)
- Duration of the request does not exceed 3 calendar days
- Circumstances meet the policy requirements
- Request is made at least 1 day before the assessment deadline

Administration staff can also decline Academic Consideration Requests:

- Dates in application do not relate to the due date of the assessment task.
- Duplicate Application
- Reason for Academic Consideration is outside of policy
- Application is submitted outside of timeframes
- Documentary evidence is outside of policy
- Supporting documentation required

A message will appear - X Academic Consideration Application(s) have been processed by Admin – Staff can click to view the AC requests approved or declined by Admin.

Other Information that appears in the info column includes:

- **PG** (Potential Graduand) – The student has applied to graduate (and is not flagged as being ineligible)
- **PE** (Professional Experience) – This is an old flag, no longer used
- **AC** (Academic Consideration, no action required),
- ***AC** (Academic Consideration Application, action required)

AC Update

The date the Academic Consideration application was forwarded to the Subject Coordinator(s) by Admin staff.

Version Control Table

Version Control	Date Released	Approved By	Amendment
1.0	110209	Debbie Sartori – Senior Manager, ARD Student Systems	First Released Version
2.0	111207	Debbie Sartori – Senior Manager, ARD Student Systems	Updated for SMP_Central Version 4.0 Rollout
3.0	130606	Trang Nguyen – Specialist, ARD Student Systems	Updated images to reflect new SMP Central 4.1 roll out and relevant headers added.
4.0	131028	Debbie Sartori – Senior Manager, ARD Student Systems	Updated for SMP_Central Version 4.2 Rollout – Timetable and Emergency contact details added to Family Name link Group column, Order of Display
5.0	150622	Trang Nguyen – Specialist, ARD Student Systems	Updated Class Roll heading display to include information on what is shown when subjects are combined with students enrolled in more than one subject instance.
6.0	161202	Debbie Sartori – Senior Manager, Student Services Division Student Systems	SMP_Central V5.1 Class Roll Gallery changed for UOW Enrolment changes – Photos that students upload as part of the New Enrolment process are invalidated
7.0	202804	Luke Davies – Student Systems Officer, Student Systems	Major Review and Update - Moved to .docx and embedded new style guide - Added tip for copying student images from gallery into another document such as word. - Added note for the groups drop down sort selection. If combined class, only primary instance contains the groups - Updated Document ID from ARD-SYS-MAN-002 to SASD-SYS-MAN-002 - Updated UOW Logo to current logo
8.0	230714	Debbie Sartori – Senior Manager, Student Systems – Student Administration Services Division	New Academic Consideration Policy – implemented Spring 2023 Changes to SMP_Central Class Roll – new links