

Tip Sheet No.40

Record Unit Outcomes

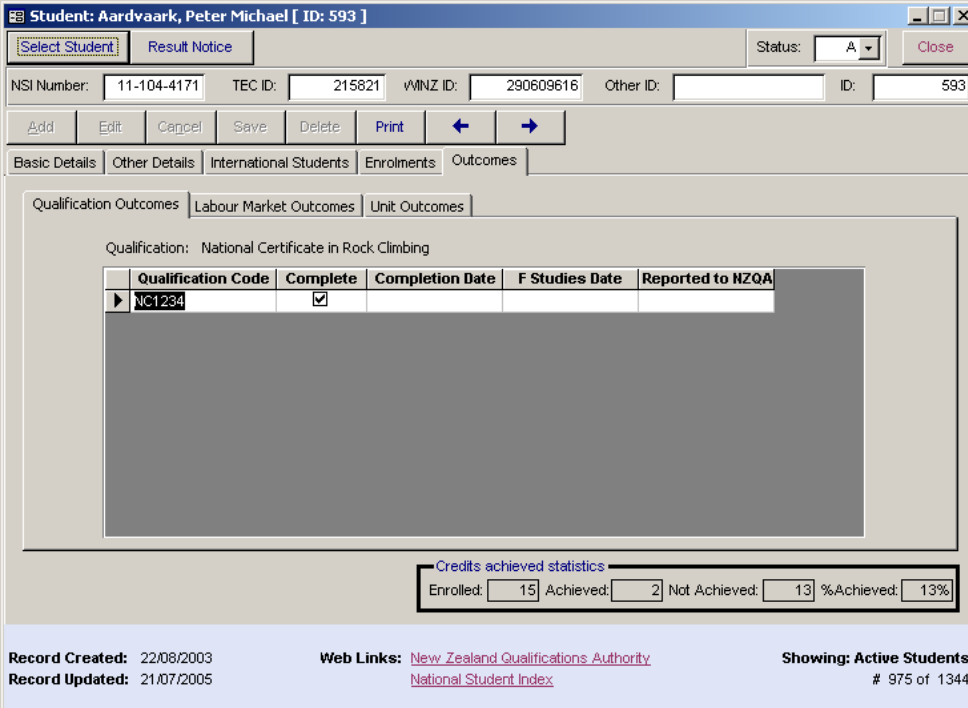
Record Outcomes for a Single Student

1. Go to **Student Management/Student**.
2. Find a Student.
3. Select the **Outcomes** tab.
4. Select the **Unit Outcomes** tab.
5. Enter a value in the Date field.

Nipper assumes that the Unit Standard has been achieved and so the other fields get filled automatically as follows:

- The Complete field will be ticked.
- The Assessed field will be ticked.
- The Status field will be changed to status “R”.

Note: To use a mark/grade outcome option which, in addition to the assessed and complete indicators, and completion date, provides a mark field (which can contain only a numeric value) and a grade field (which can contain an alphanumeric value), select this option on the Site Details form.



The screenshot shows the 'Unit Outcomes' tab for a student named Peter Michael Aardvaark (ID: 593). The interface includes a header with 'Select Student' and 'Result Notice' buttons, and a 'Status' dropdown set to 'A'. Below this are fields for NSI Number (11-104-4171), TEC ID (215821), vWINZ ID (290609616), Other ID, and ID (593). A toolbar contains buttons for Add, Edit, Cancel, Save, Delete, Print, and navigation arrows. The 'Unit Outcomes' tab is active, showing a table for 'National Certificate in Rock Climbing' with one entry for qualification code 'NC1234' where the 'Complete' checkbox is checked. At the bottom, a 'Credits achieved statistics' box displays: Enrolled: 15, Achieved: 2, Not Achieved: 13, %Achieved: 13%. The footer contains record creation and update dates, web links to NZQA and the National Student Index, and a count of active students (# 975 of 1344).

At the bottom of the tab a summary of the NZQA credits is displayed.

- Enrolled is a count of the credits into which the student is enrolled.
- Achieved is a count of the credits for completed Units.

- Not Achieved is a count of credits for Units yet to be achieved.
- The fourth value is a percentage. It shows the percentage of enrolled credits that have been achieved.

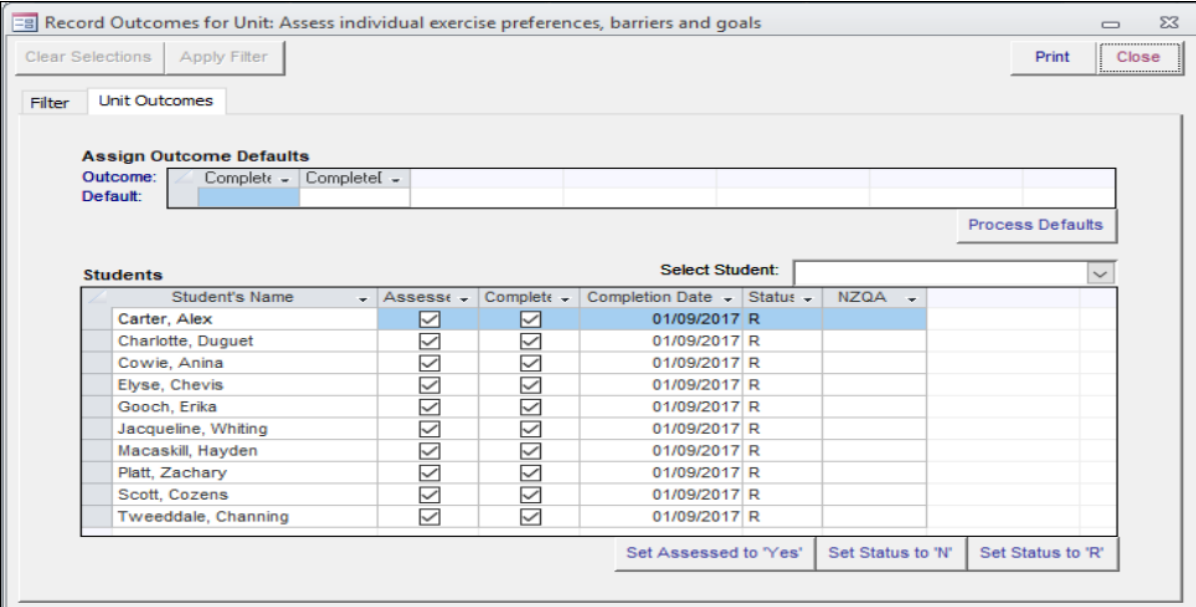
Note: Unit enrolments with a status of “W” are not counted, nor are “No Outcome” units.

The fields that are available for recording Unit Standard outcomes are:

- **Assessed** – tick this field if you have assessed the student. Doing so does not affect returns to NZQA but the data is currently used when returning Unit Standard outcomes to TEC for foundation trainees.
- **Complete** – tick this field if the student has achieved the Unit Standard.
- **Date** – enter the date of completion of the Unit Standard. This item is required for the return to NZQA.
- **Status** – enter “R” to show that the result is locked and ready to send to NZQA.
- **NZQA** – date reported to NZQA. This field is populated when a Unit Standard completion is reported electronically to NZQA. If you see the field is blank it means that the outcome has not been reported.

Record Outcomes for Multiple Students

1. Go to **Student Management/Outcomes**.
2. Click **Unit**.
3. Use the filters to select a specific unit and the group of students.
4. Record unit outcomes by using the default options available.



Record Outcomes for Unit: Assess individual exercise preferences, barriers and goals

Clear Selections Apply Filter Print Close

Filter Unit Outcomes

Assign Outcome Defaults

Outcome: Complete - Completef -

Default: [] [] [] [] [] [] [] [] [] []

Process Defaults

Students Select Student: []

Student's Name	Assessed	Completed	Completion Date	Status	NZQA
Carter, Alex	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2017	R	
Charlotte, Duguet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2017	R	
Cowie, Anina	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2017	R	
Elyse, Chevis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2017	R	
Gooch, Erika	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2017	R	
Jacqueline, Whiting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2017	R	
Macaskill, Hayden	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2017	R	
Platt, Zachary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2017	R	
Scott, Cozens	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2017	R	
Tweeddale, Channing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2017	R	

Set Assessed to 'Yes' Set Status to 'N' Set Status to 'R'