

# Tip Sheet No.81

## Record Course Outcomes

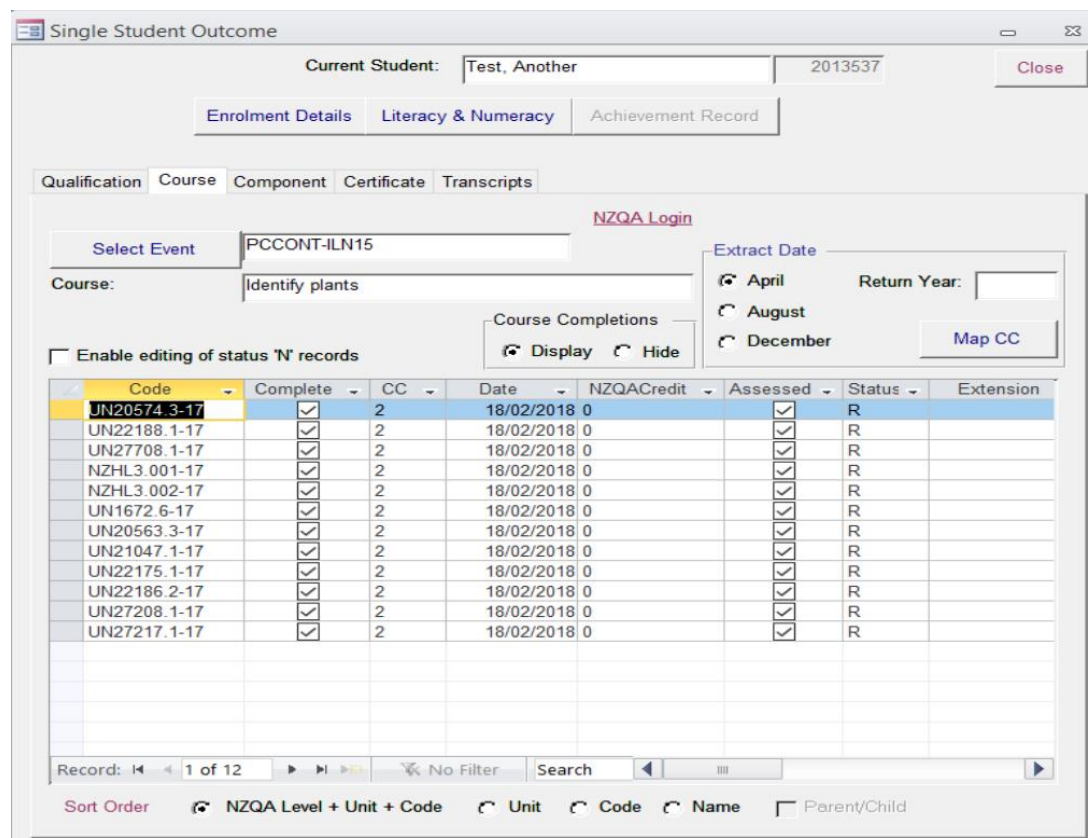
### To Record Outcomes for a Single Student:

1. Go to **Student Management/Outcomes/Single Student**.
2. Find a Student.
3. Select the **Course** tab.
4. Click **Select Event** and choose the event from the list.
5. Enter a value in the Date field.

Take2 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”.
- The CC field will automatically be change to “2” (if not already “8”).

**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 **Curriculum/Academic Result Options**.



The screenshot shows the 'Single Student Outcome' window for student 'Test, Another' (ID: 2013537). The 'Course' tab is active, showing details for 'PCCONT-ILN15' (Identify plants). The 'Extract Date' is set to April, and the 'Return Year' is empty. The 'Course Completions' section shows 'Display' selected. Below is a table of completion records:

Code	Complete	CC	Date	NZQACredit	Assessed	Status	Extension
JN20574.3-17	<input checked="" type="checkbox"/>	2	18/02/2018	0	<input checked="" type="checkbox"/>	R	
UN22188.1-17	<input checked="" type="checkbox"/>	2	18/02/2018	0	<input checked="" type="checkbox"/>	R	
UN27708.1-17	<input checked="" type="checkbox"/>	2	18/02/2018	0	<input checked="" type="checkbox"/>	R	
NZHL3.001-17	<input checked="" type="checkbox"/>	2	18/02/2018	0	<input checked="" type="checkbox"/>	R	
NZHL3.002-17	<input checked="" type="checkbox"/>	2	18/02/2018	0	<input checked="" type="checkbox"/>	R	
UN1672.6-17	<input checked="" type="checkbox"/>	2	18/02/2018	0	<input checked="" type="checkbox"/>	R	
UN20563.3-17	<input checked="" type="checkbox"/>	2	18/02/2018	0	<input checked="" type="checkbox"/>	R	
UN21047.1-17	<input checked="" type="checkbox"/>	2	18/02/2018	0	<input checked="" type="checkbox"/>	R	
UN22175.1-17	<input checked="" type="checkbox"/>	2	18/02/2018	0	<input checked="" type="checkbox"/>	R	
UN22186.2-17	<input checked="" type="checkbox"/>	2	18/02/2018	0	<input checked="" type="checkbox"/>	R	
UN27208.1-17	<input checked="" type="checkbox"/>	2	18/02/2018	0	<input checked="" type="checkbox"/>	R	
UN27217.1-17	<input checked="" type="checkbox"/>	2	18/02/2018	0	<input checked="" type="checkbox"/>	R	

Record: 1 of 12. No Filter. Search. Sort Order: NZQA Level + Unit + Code, Unit, Code, Name, Parent/Child.

- **CC** – This field is used for recording course completion outcome codes. Its use (and the Map CCs button) relates to the Course Completion return. The value in this field is changed to “8” by the system when a course enrolment’s EFTS is set to zero. The value is changed to “2” (if not already “8”) when the Complete field (see above) is ticked.
- **Date** – This field is used to record a date of completion. The value is reported to NZQA when Unit Standard outcomes are reported. A value will be entered automatically in this field if you enter “2” or “3” in the CC field or you tick the Complete field. The value is the course enrolment finish date. If the student had been given an extension, so the CC field is already “0” and an Extension date has been recorded, then ticking Complete will record the extension date in the Date field.
- **Assessed** - This field shows whether a student has been assessed. The field is used on the Unit Standard outcome report to TEC but can be used for any course. Notice, if the Complete field is displayed, when you tick that field, the Assessed field will automatically be ticked.
- **Status** – The field shows the status value of the course enrolment, which will normally be “C”, but which you can change for particular purposes.
- **Extension** – The purpose of this field relates to the SDR course completion return. Two course completion codes (“0” and “7”) can be used if a student has been given an extension for a course.
- **NZQA Reported** – This field, maintained by the system, remains blank until you electronically transfer a Unit Standard outcome to NZQA via the electronic return process, at which point the date of transfer is entered.
- **PBRF CC Year** - This field will only be displayed for Course Register courses that are PBRF eligible – i.e. have a PBRF eligible course indicator value of “M”, “D”, “L”, or “C”.
- **Assign to Parent from Child Outcomes** – Again this field relates to course completion outcomes.

#### Useful Tricks

- You can change columns widths by “dragging” the column dividers between the column titles.
- You can change the order of columns by selecting the whole column and dragging it left or right.
- You can enter today’s date in a field by using “Ctrl” + “;” [semi-colon] on your keyboard.
- You can copy the value of a field into the next row down by placing your cursor in the field below and using “Ctrl” + “” [single quote mark] on your keyboard.

You are also able to record results for multiple students in a single course.

Section 10 of the Take2 Manual gives additional information on Outcomes.