Aplus+ Guide for HoFs and admins

- Timetables
- Assessment
- Reports
- Removing enrolments (and double ups)
- Adding staff

Timetables

Adding timetables to a course

To mark attendance a timetable of session first needs to be created. Follow the steps below

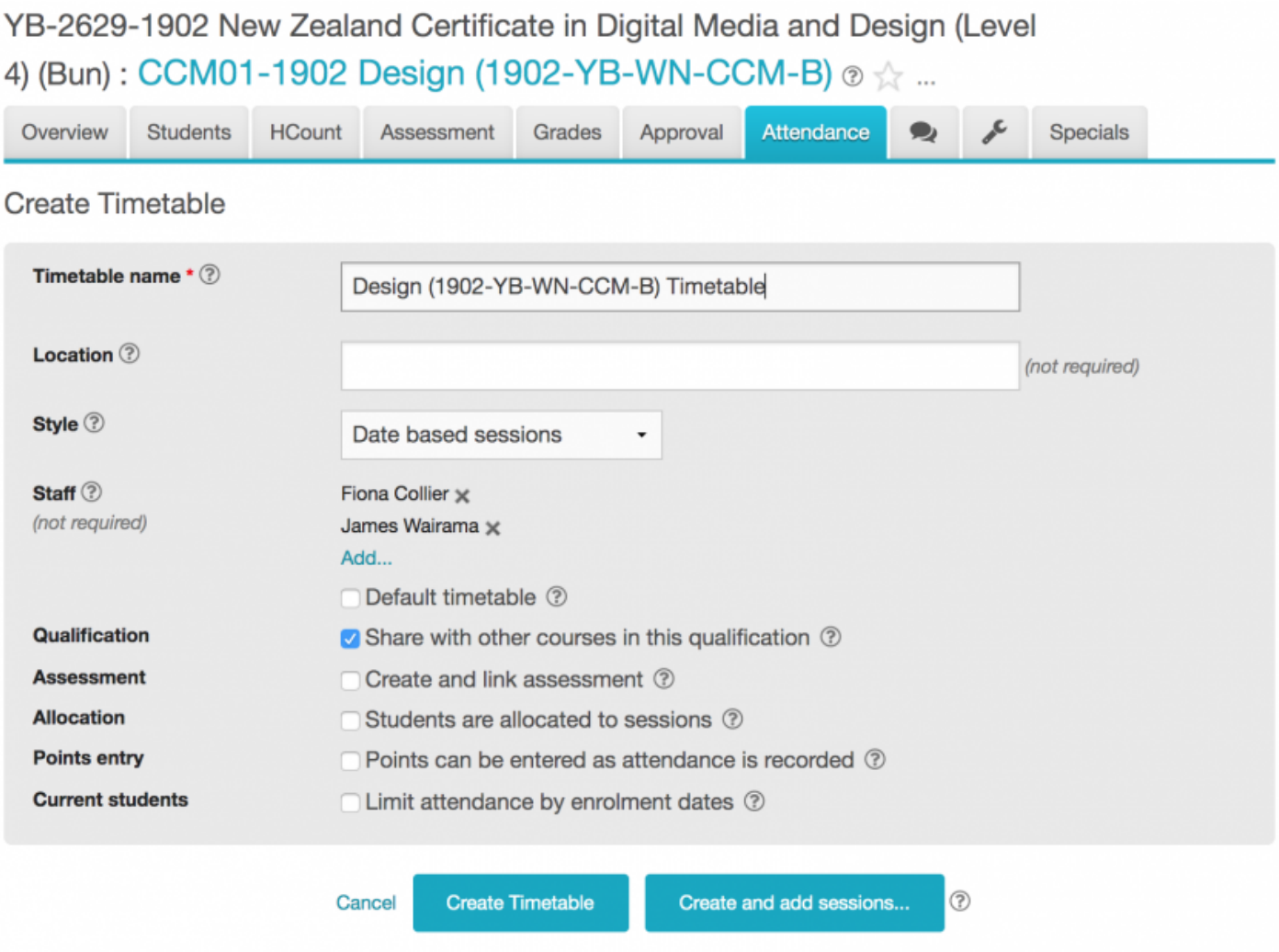
Timetables are made to hold the session that are delivered during a course.

Date based sessions – Session that occur on specific days, often at regular intervals. Monday to Friday, 12:00pm–3:30pm.

Sequence based session – Session that happen during a programme that may not have a day or time but do have a specific number that happen.

> Most timetable will be Date based sessions

1. In the attendance tab for a selected course, click the '**New timetable**' link.
2. You won't need to chance the name of the timetable unless there is a need to use multiple timetables for the course, or the current name is too long. The location can be left blank.
3. Set the style appropriately (*Date based session in most cases*)
4. Tick '**Share with other courses in this qualification**' this makes it easier to navigate between different courses within the same qualification intake.
5. Click '**Create timetable and add sessions…**'



Adding sessions

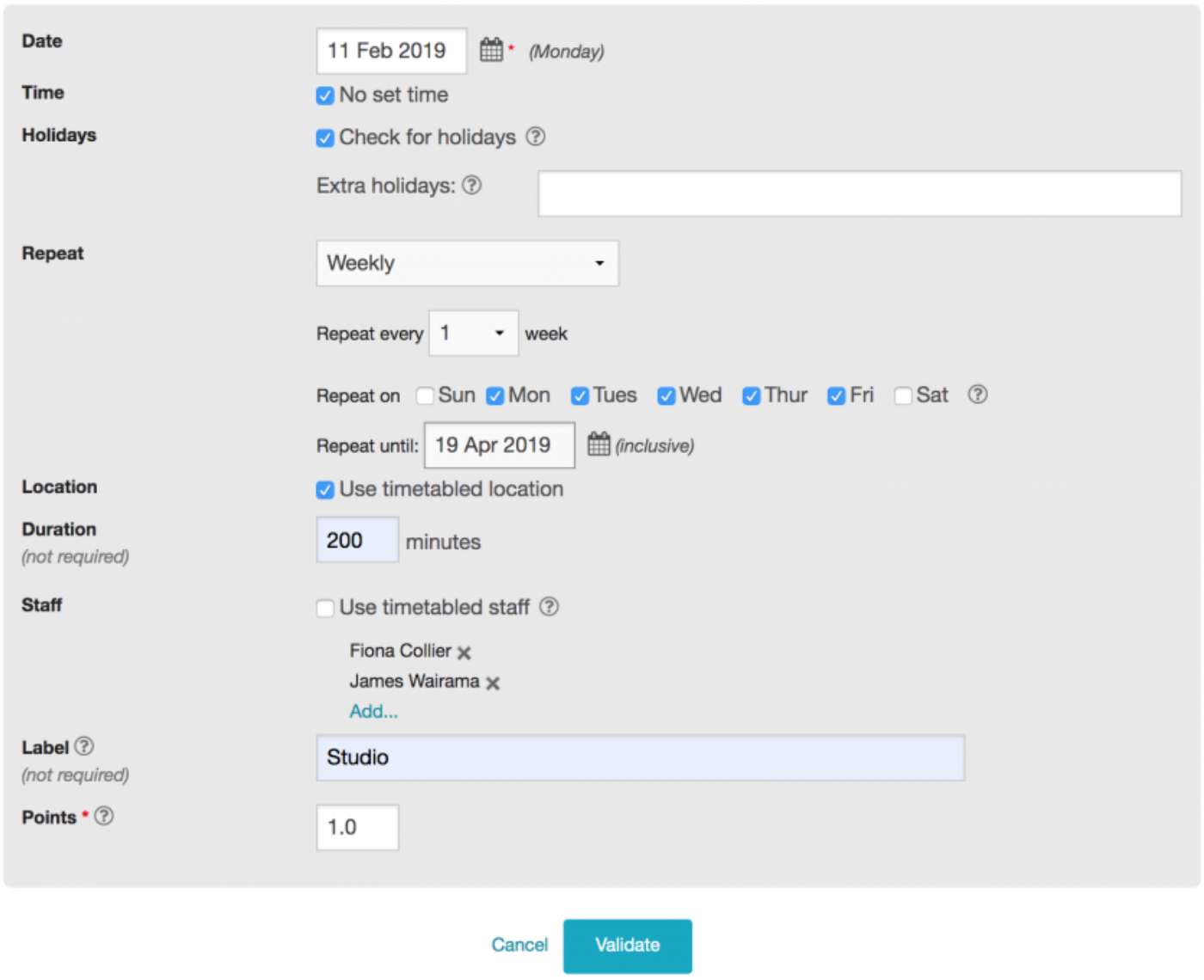
Session are the individual units that students will attend.

1. Set the date to the start date of the course you are working with.
2. you can choose whether to set a time for the session. (*this isn't important as the students and tutor will already be aware of the session times. We are mostly concerned with whether the attended or not.*)
3. Make sure '**Check for holidays**' is ticked (*this will automatically remove sessions that occur during public holidays*)

   > in most cases we are creating sessions that repeat during the course

4. Set repeat to '**weekly**' and tick the days the session repeats on.
5. Set repeat until to the end date of the course.
6. Set the Label to help differentiate different types session in the interface.
7. Points should remain set to 1.0

8. Click validate



> Validation will indicate if any session have been removed because they fall on holiday days and how many session are being created.

Make sure that the correct number of session will be created approximately 50 for a 5 day per week, 10 week course.

To add additional sessions click '**add sessions**' in the sessions view of the attendance tab and follow the instruction above.

Removing session

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Assessment

Adding assessments to courses

The Marking and feedback process is still completed in our learning management system ‘Blackboard’. The results of the marking need to be recorded in Aplus+

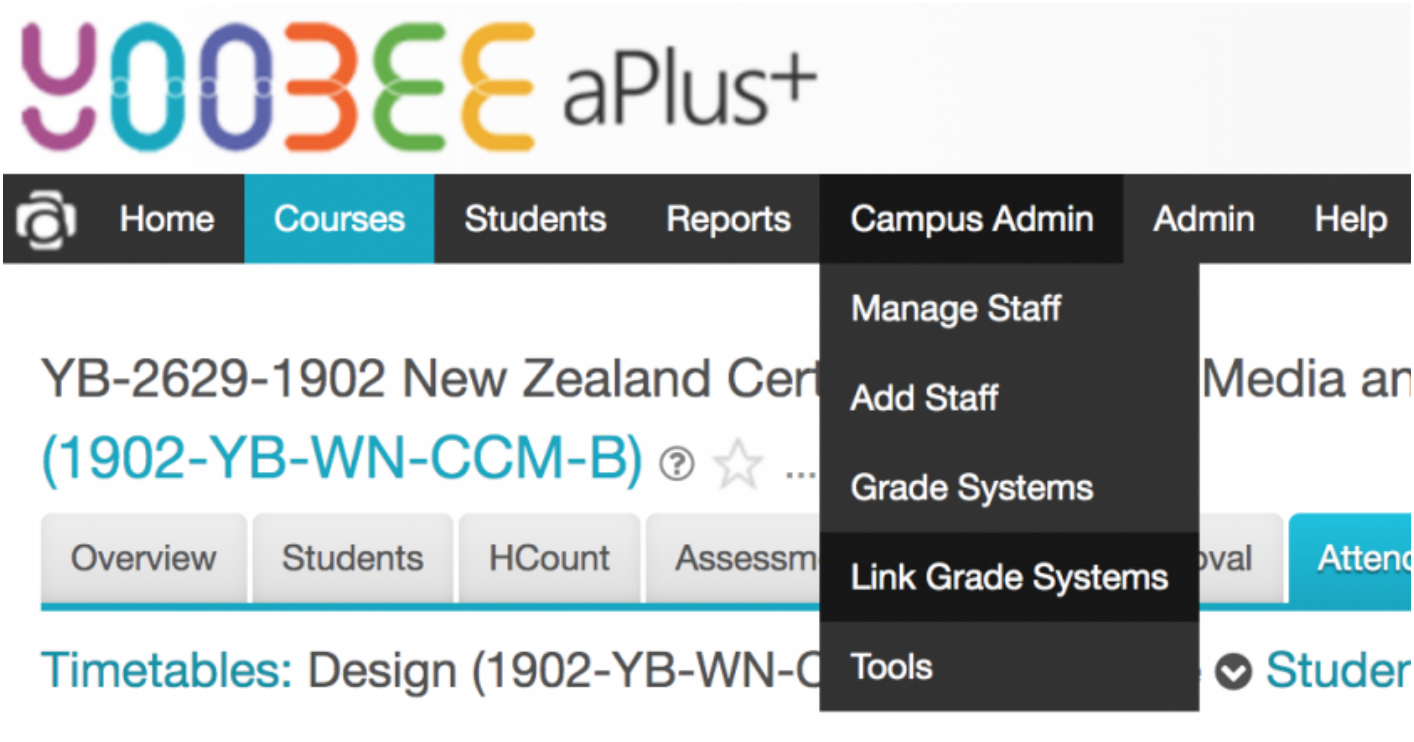
To enter grades and completion data for a course, a grading system need to be assigned to the qualification.

All of the programmes delivered by Yoobee are competency base the the exception of DMA which has achievement based grades.

Assigning a grading system

> Required for each qualification intake. Only needs doing if "No grade system attached" is displayed in the assessments tab of a course.

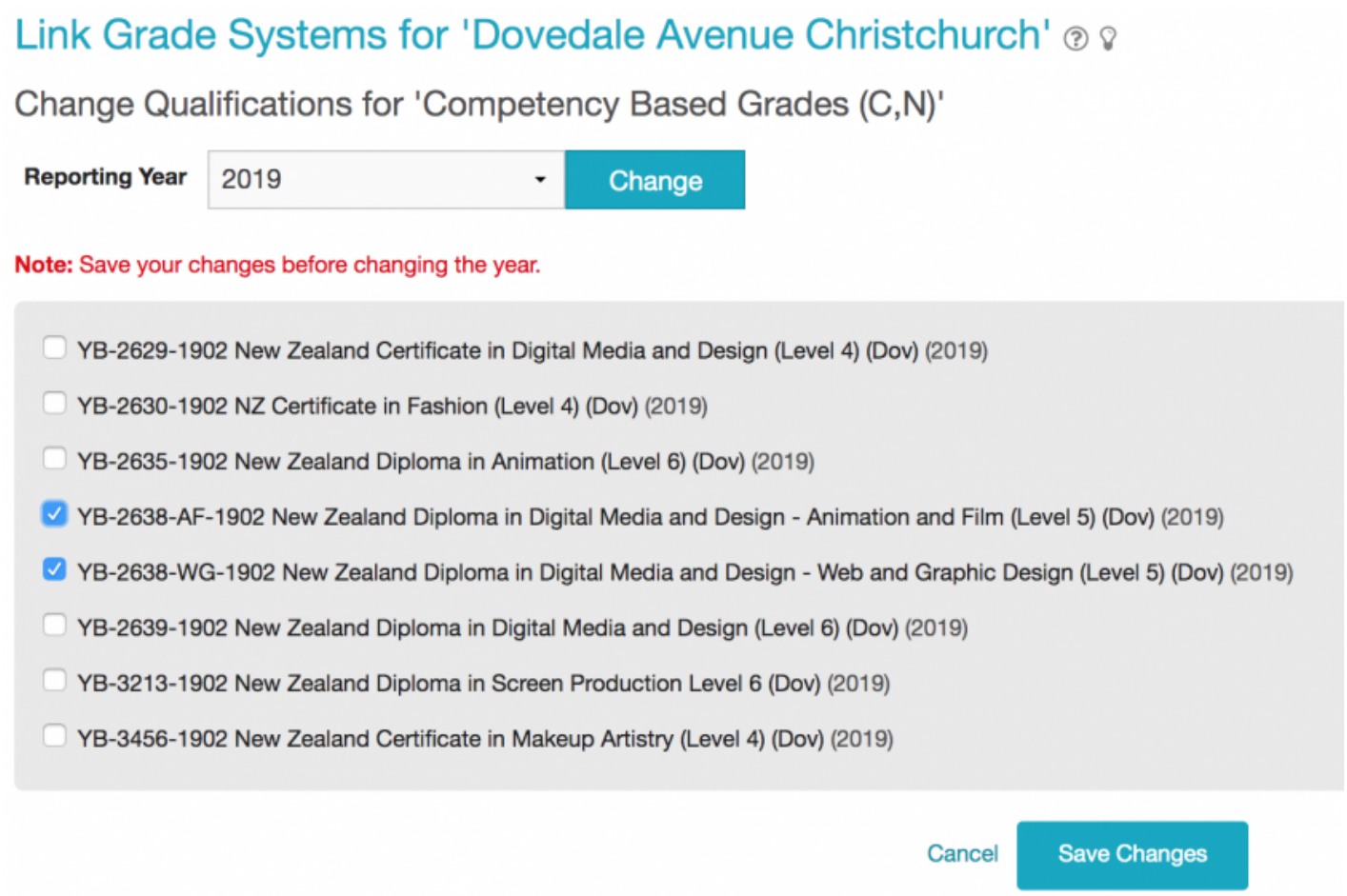
This only needs to be done once. Once a grade system is linked to a qualification's intake (*eg.* ***YB-2630-1902 NZ Certificate in Fashion (Level 4) (Dov) (2019)***) any courses that are included in the qualification will have the grade system linked.



There are two type of grade system that are commonly used. **Achievement Based Grades (%)** or **Competency Based Grades (C,N).**

to assign an intake to one of these:

1. select '**Link Grade Systems**' from the Campus Admin tab in the main menu bar.
2. Make sure the correct campus is selected in the top right corner.
3. You should see a list of two grade systems under the heading Global grade systems click on appropriate grade system.
4. You may not see any qualification until you change the reporting year to match the appropriate intake.
5. Tick the qualification to assign the grade system to.
6. Click '**Save Changes**'.



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Creating assessments

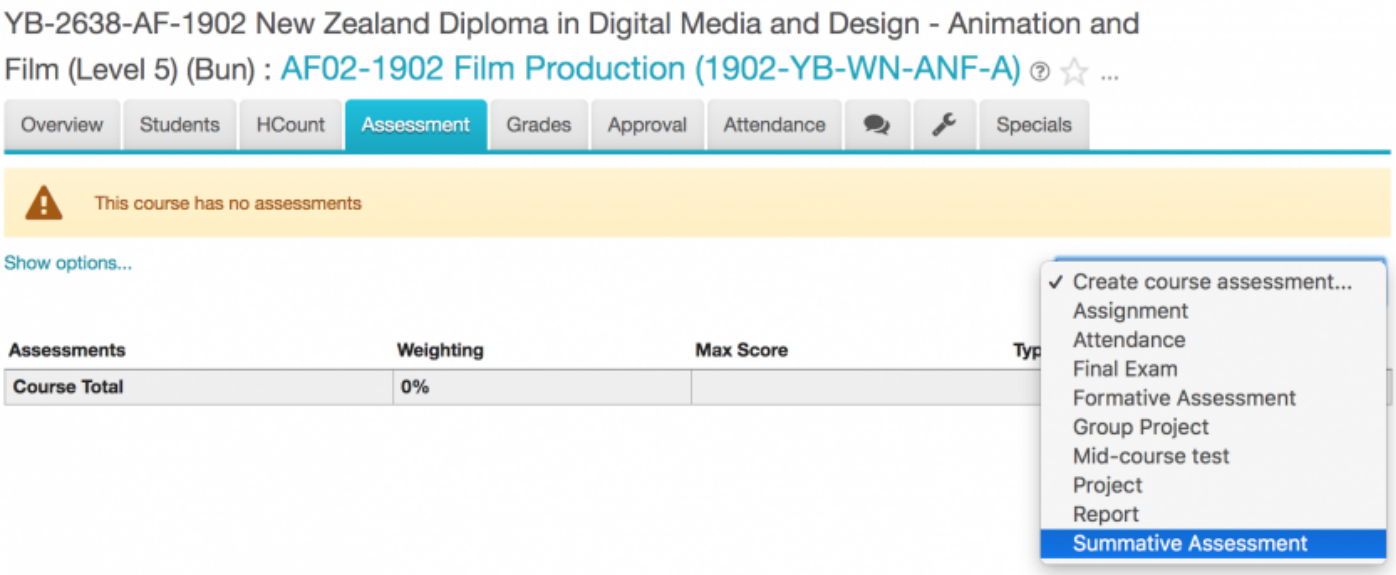
Once created, assessments can be copied from one course to multiple course. We use Aplus+ to record only completion and grade data, pass or fail (not feedback or details of the what the assessment is). A course can have as many assessments as necessary and weighting can be applied.

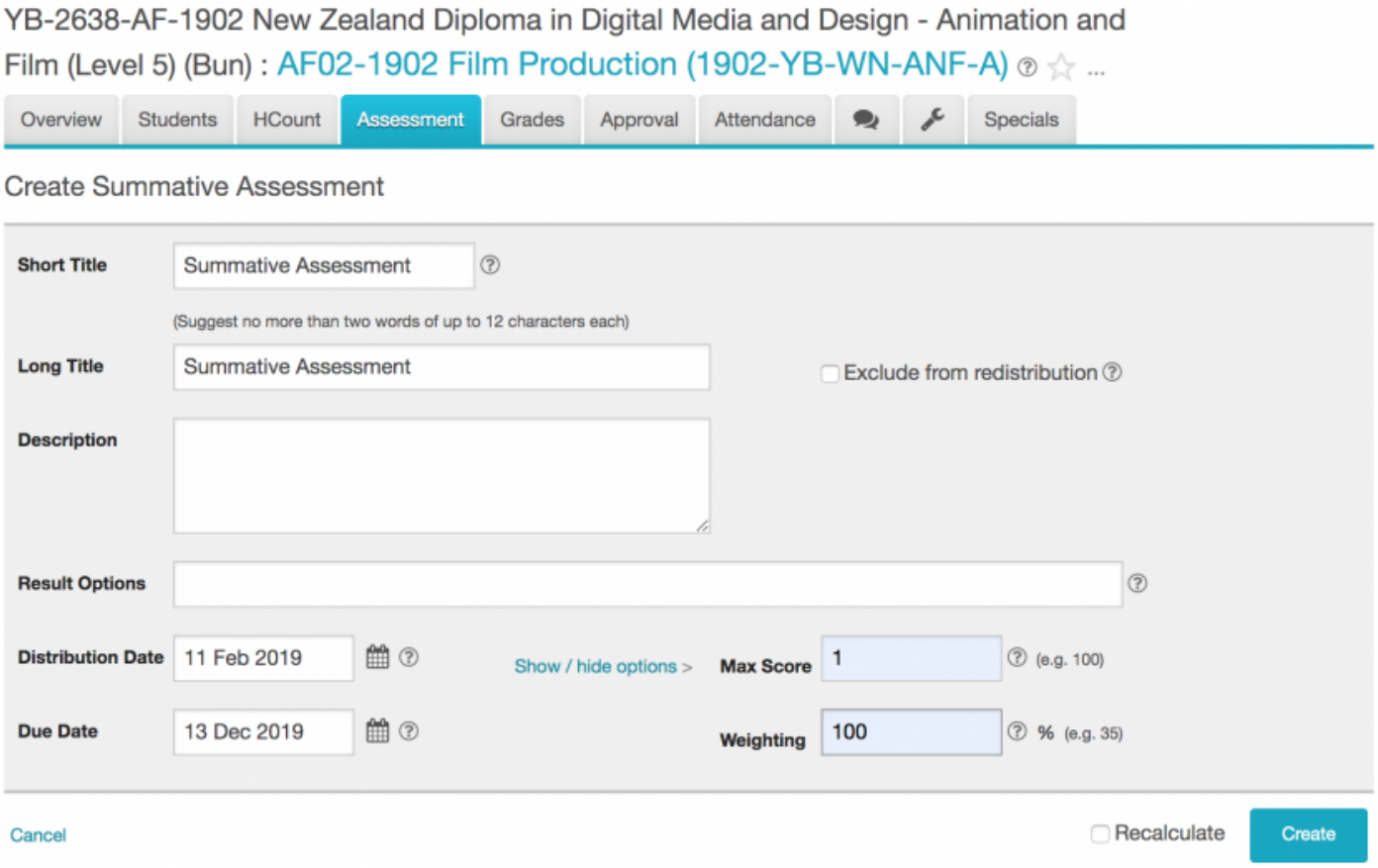
> If the course is assessed using data collected from assessments that are shared between a range courses, it would be better to enter and record the students final result when it is calculated (often at the end of the programme)

Add an assessment to a course:

1. Select a course and enter the assessment tab
2. use the create course dropdown on the right to select '**Summative Assessment**'
3. set the '**Max Score**' (if it's a competency based course max score should be 1)

4. set the appropriate weighting (if it’s the only assessment in the course this should be set to 100%)
5. Click '**Create**'



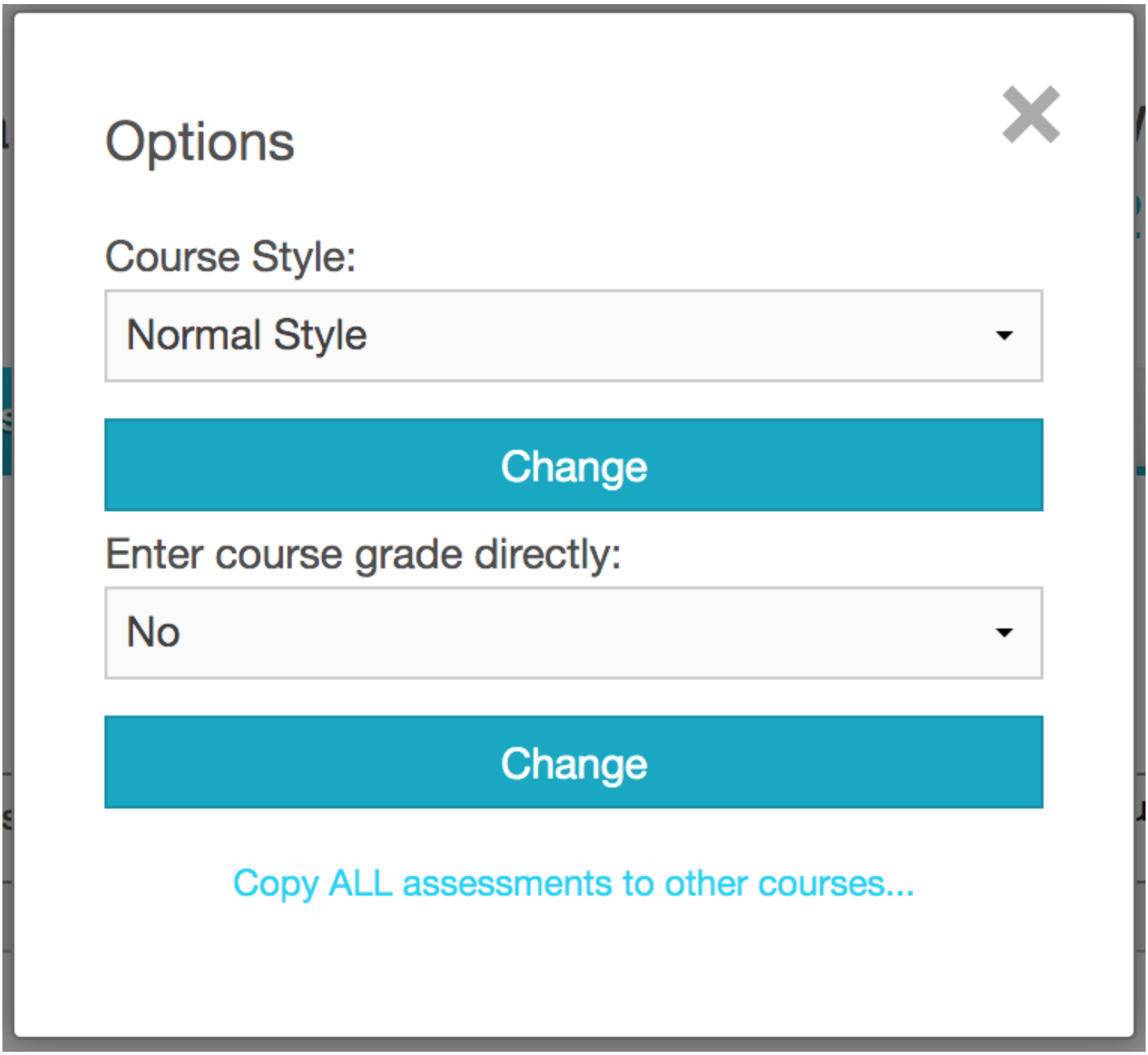


Copying an assessment to other courses

Coping an assessment make a duplicate of an assessment in a different course. Useful if multiple intake of a similar programme exist or is there is a single assessment that doesn't need to be uniquely identified in a range of courses.

Copy an assessment:

1. From inside the assessment tab of a course Click '**Show options…**'
2. Click '**Copy ALL assessments to other courses…**' in the dialogue box that appears
3. Select the School, Dates and Qualifications you want to copy to. (you can select multiple qualifications)
4. Click find courses
5. tick each of the courses you want to copy to
6. Click validate
7. if no errors are generated click '**Copy Now**'


Options
Course Style:
Normal Style
Change
Enter course grade directly:
No
Change
Copy ALL assessments to other courses...

1. Choose what to copy:

- [x] Summative Assessment

- [ ] Copy course assessment options to destination course(s)
- [ ] Ignore validation errors (not recommended)

2. Find and select course(s) to copy to:

Find the courses you want to copy to below, select those courses, then use the copy button which will appear at the bottom of this page.

School: Bunny Street Wellington

Dates: 2018, april 2018 July 2019

Status: Only active qualifications Only active courses Only enrolled courses

Qualifications:

NZ2638-AF New Zealand Diploma in Digital Media and Design (Animation and Film) L5 (Bun) (1 Jan 16)
NZ2638-WG New Zealand Diploma in Digital Media and Design (Web and Graphic Design) L5 (Bun) (1 Jan 16)
PC4016 Certificate in Digital Media (iCreate) (Bun) (1 Jan 16)
YB-112432 Diploma in Advanced 3D Graphics (Level 7) (Bun) (1 Jan 17)
YB-112432-1904 Diploma in Advanced 3D Graphics (Level 7) (Bun) (29 Apr 19)

Search text: *(not required)*

Find Courses

Select All Select None

- [ ] ICC01 Core (1807-YB-WN-CDM-A) (23 Jul 18)
- [ ] ICC01 Core (1807-YB-WN-CDM-B) (23 Jul 18)
- [ ] iCC02 Graphic Design (1807-YB-WN-CDM-B) (23 Jul 18)
- [ ] iCC02 Graphic Design (1807-YB-WN-CDM-A) (23 Jul 18)
- [ ] iCC03 Motion (1807-YB-WN-CDM-A) (23 Jul 18)
- [ ] iCC03 Motion (1807-YB-WN-CDM-B) (23 Jul 18)
- [ ] iCC04 Interactive (1807-YB-WN-CDM-B) (23 Jul 18)
- [ ] iCC04 Interactive (1807-YB-WN-CDM-A) (23 Jul 18)

3. Copy selection:

First check that your selection is valid by clicking the validate button below.

Validate

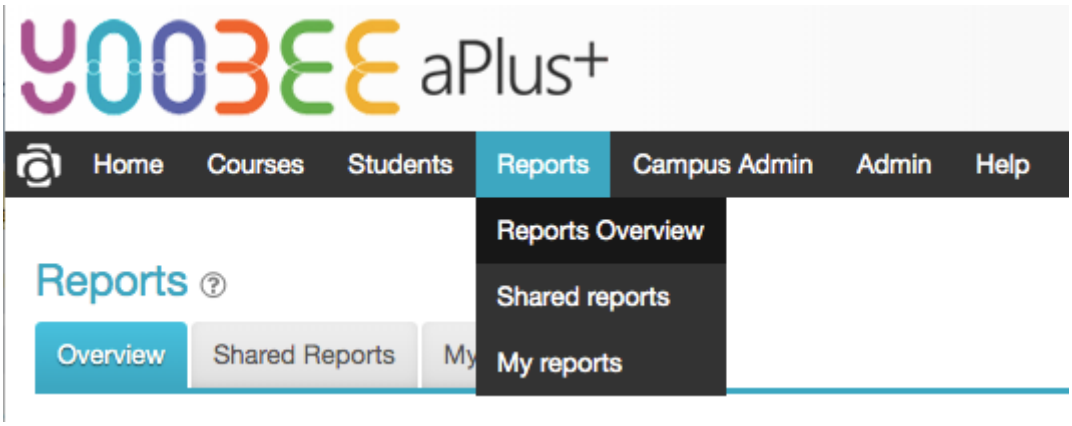
Reports

Attendance reports

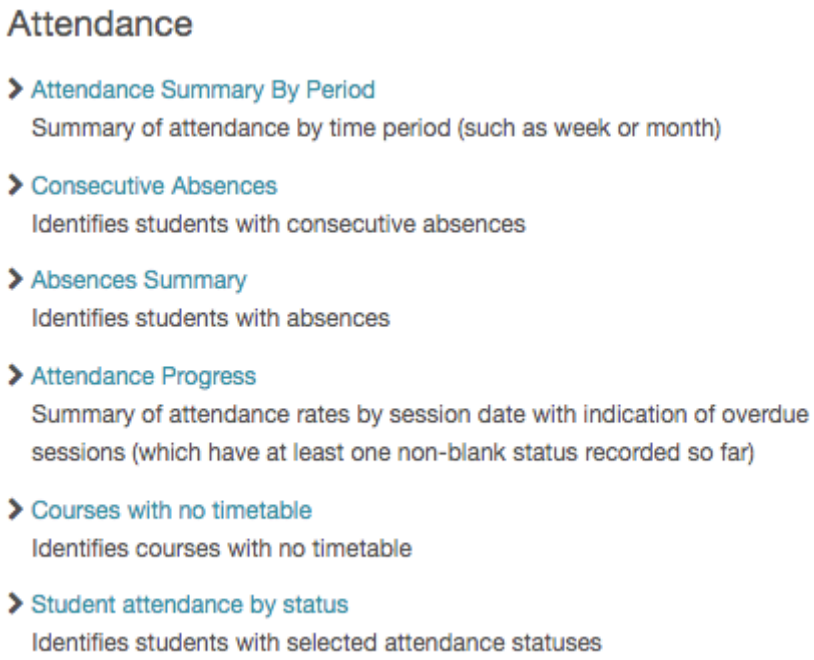
You can report on attendance for courses, Qualifications and students, over days weeks, months or years.

To create a report that summarises attendance for courses in a qualification:

Click **Reports** or **Reports** overview from the main tabbed menu.

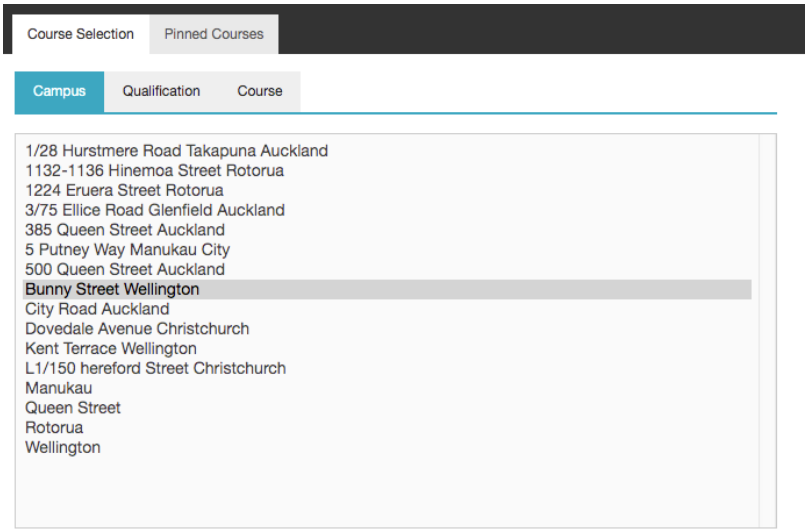


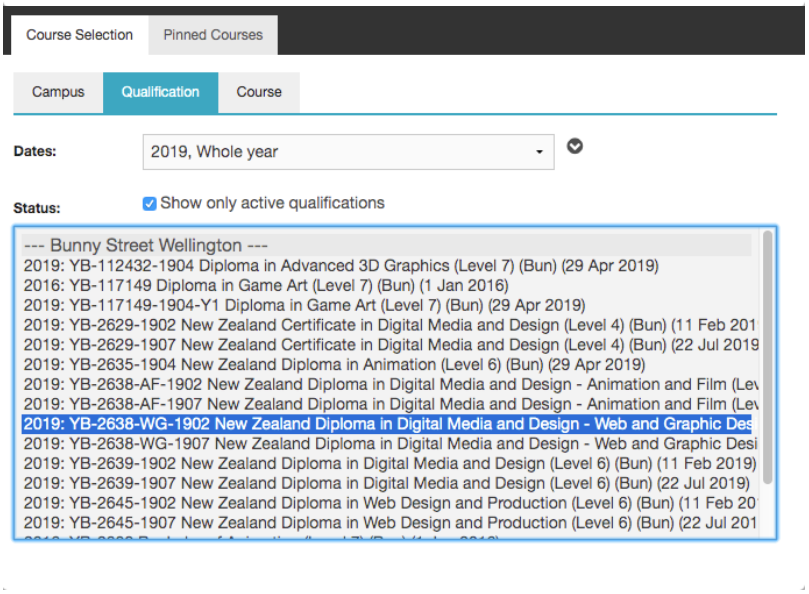
Select **Attendance Summary By Period**.



Select course by selecting a **Campus** from the campus tab and a **Qualification** fro the qualification tab.

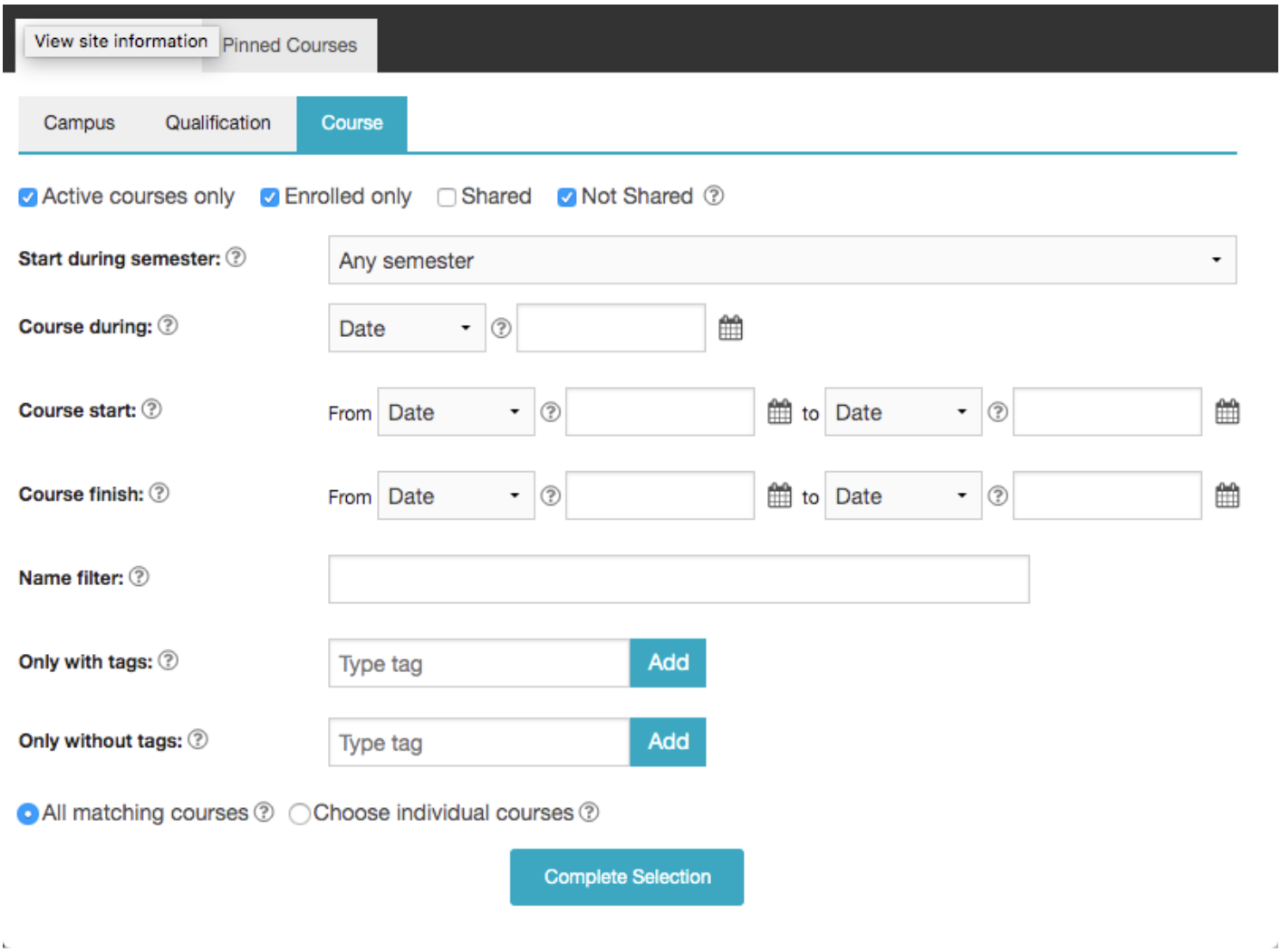
> You select multiple campus and qualifications by shift, ctrl or command clicking.





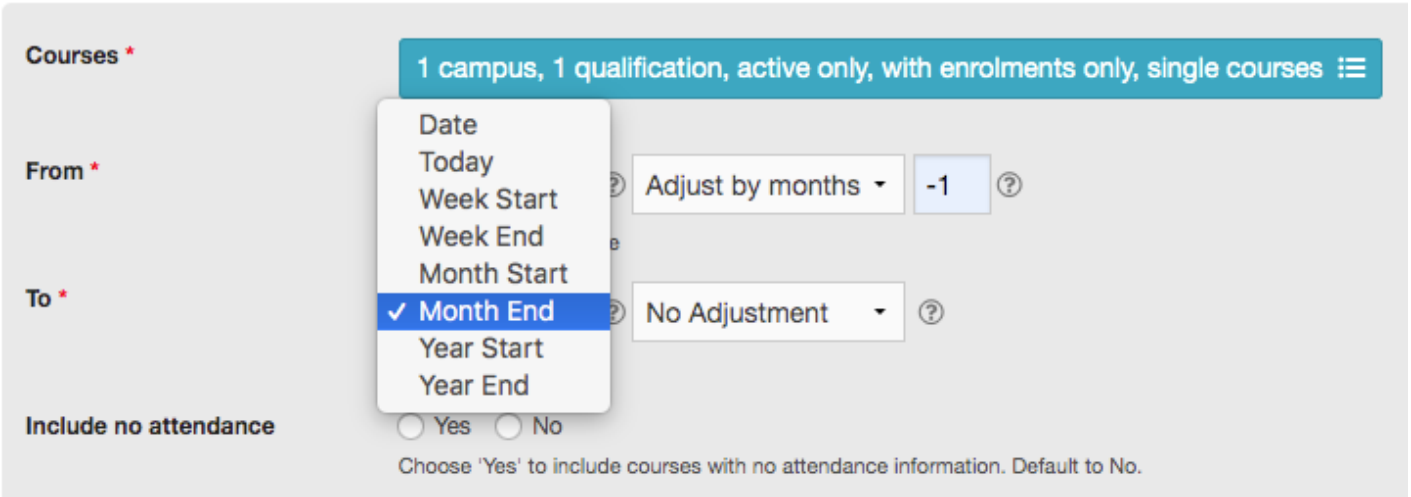
> you can choose to refine your selection in the course tab by adding date or name filter.

Click **Complete Selection** in the course tab.



Select the **From** and **To** that are appropriate for you report.

> adjusting by -1 will include the preceding month, or week depending on selection.

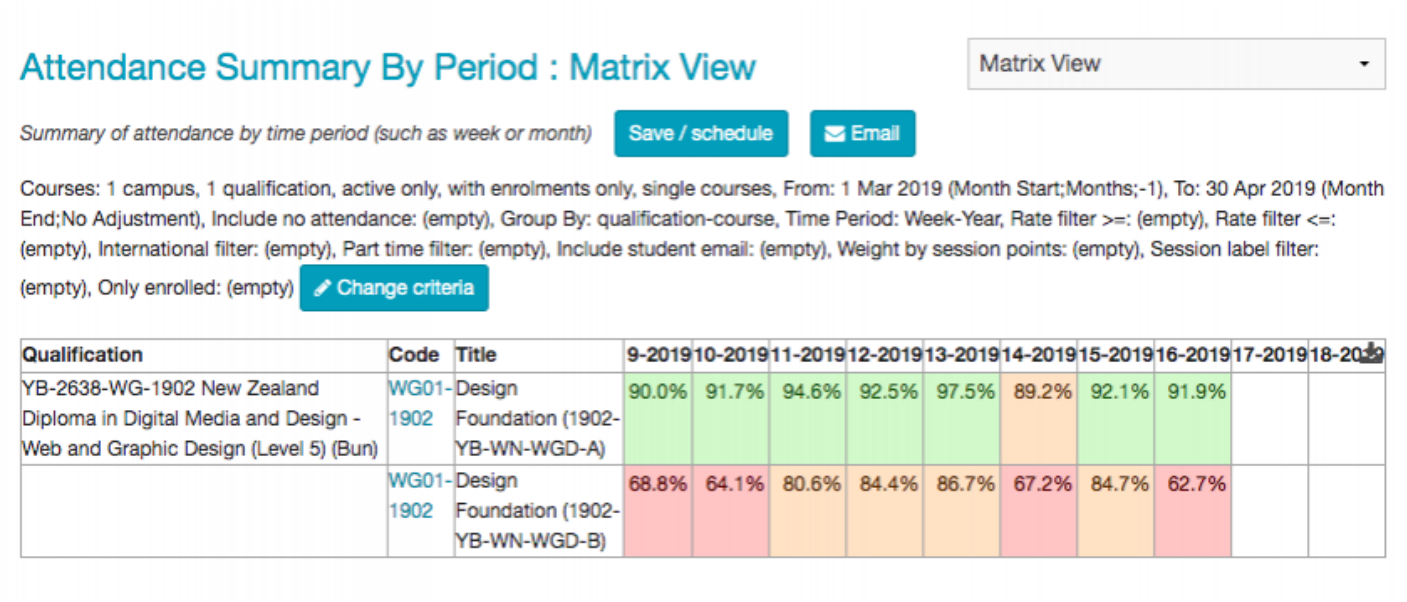


Choose how your data will be grouped.



Click **Show Results**.

> You can go back and adjust you search by clicking **Change Criteria**.

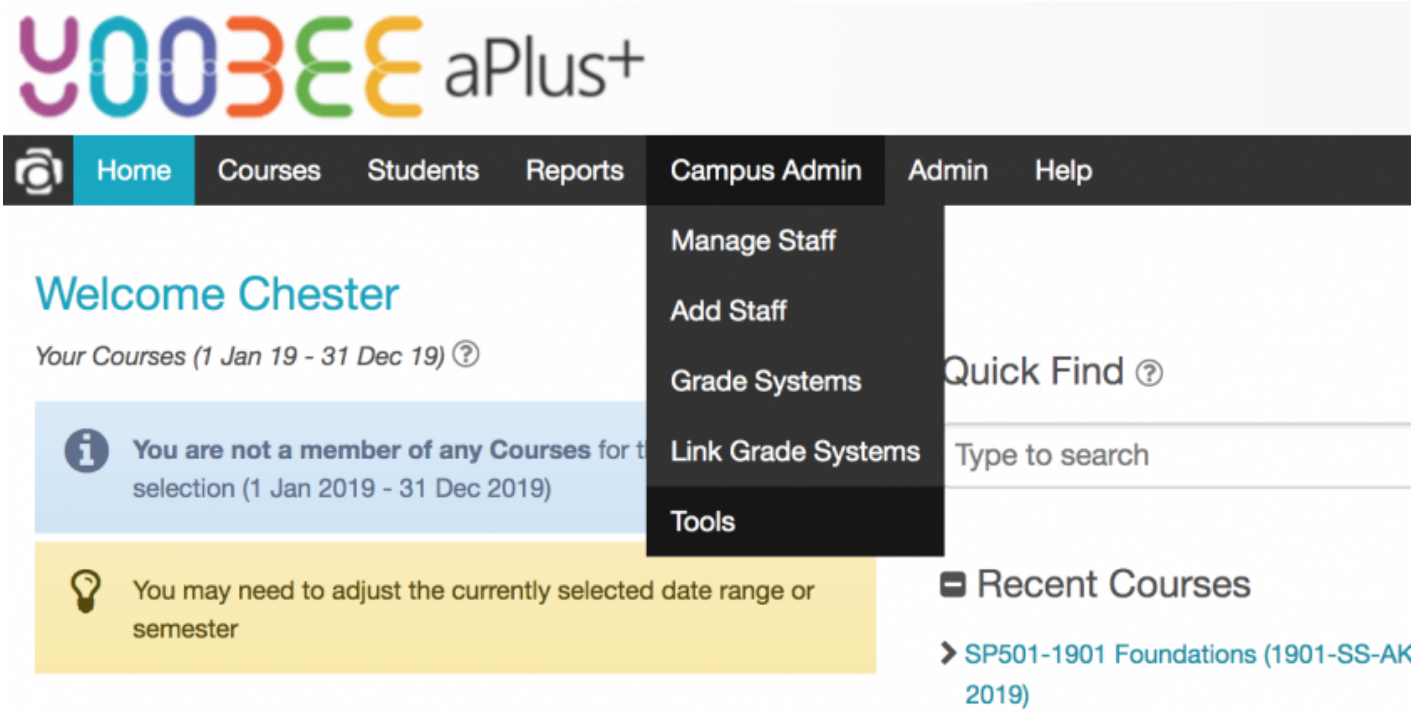


Qualification	Code	Title	9-2019	10-2019	11-2019	12-2019	13-2019	14-2019	15-2019	16-2019	17-2019	18-2019
YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 5) (Bun)	WG01-1902	Design Foundation (1902-YB-WN-WGD-A)	90.0%	91.7%	94.6%	92.5%	97.5%	89.2%	92.1%	91.9%		
	WG01-1902	Design Foundation (1902-YB-WN-WGD-B)	68.8%	64.1%	80.6%	84.4%	86.7%	67.2%	84.7%	62.7%		

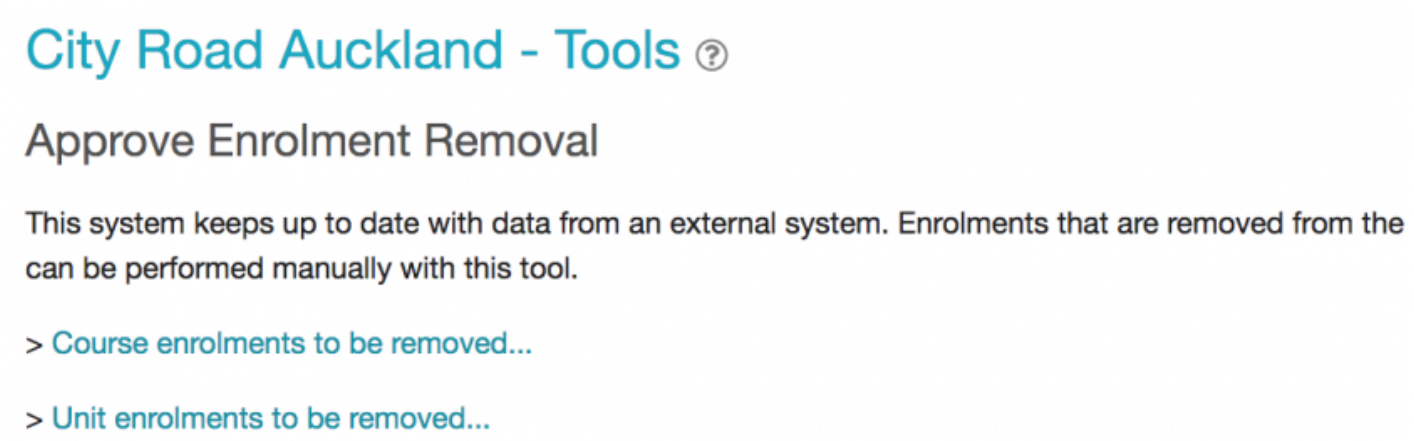
Removing enrolments (and double ups)

Occasionally there is a need to remove a student from a course in Aplus+ because they were accidentally enrolled in programme incorrectly or they have been transferred, or they appear twice in the roll. In most cases the student will disappear from the a course automatically however if the student has attendance of assessment data recorded against them, they may continue to show up.

We can remove these anomalies by going to **Campus Admin**->**Tools** in the main tabbed menu.

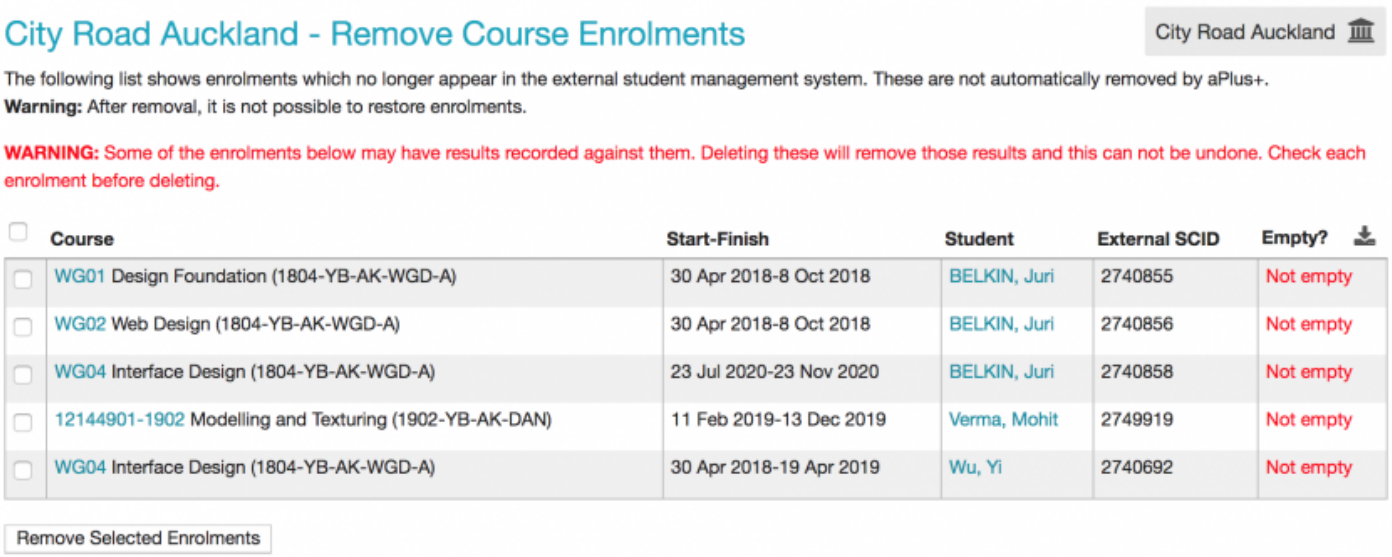


then selecting **Course enrolments to to be removed...**



You will be presented with a table containing a list of courses and student enrolments that no longer exist in Take2.

Selecting **Allow removal of no-empty enrolments** will enable tick boxes next to enrolments that have data recorded against them.



City Road Auckland - Remove Course Enrolments

City Road Auckland

The following list shows enrolments which no longer appear in the external student management system. These are not automatically removed by aPlus+.
Warning: After removal, it is not possible to restore enrolments.

WARNING: Some of the enrolments below may have results recorded against them. Deleting these will remove those results and this can not be undone. Check each enrolment before deleting.

Course	Start-Finish	Student	External SCID	Empty?
WG01 Design Foundation (1804-YB-AK-WGD-A)	30 Apr 2018-8 Oct 2018	BELKIN, Juri	2740855	Not empty
WG02 Web Design (1804-YB-AK-WGD-A)	30 Apr 2018-8 Oct 2018	BELKIN, Juri	2740856	Not empty
WG04 Interface Design (1804-YB-AK-WGD-A)	23 Jul 2020-23 Nov 2020	BELKIN, Juri	2740858	Not empty
12144901-1902 Modelling and Texturing (1902-YB-AK-DAN)	11 Feb 2019-13 Dec 2019	Verma, Mohit	2749919	Not empty
WG04 Interface Design (1804-YB-AK-WGD-A)	30 Apr 2018-19 Apr 2019	Wu, Yi	2740692	Not empty

Remove Selected Enrolments

Tick the enrolment you wish to remove and click **Remove Selected enrolments.**

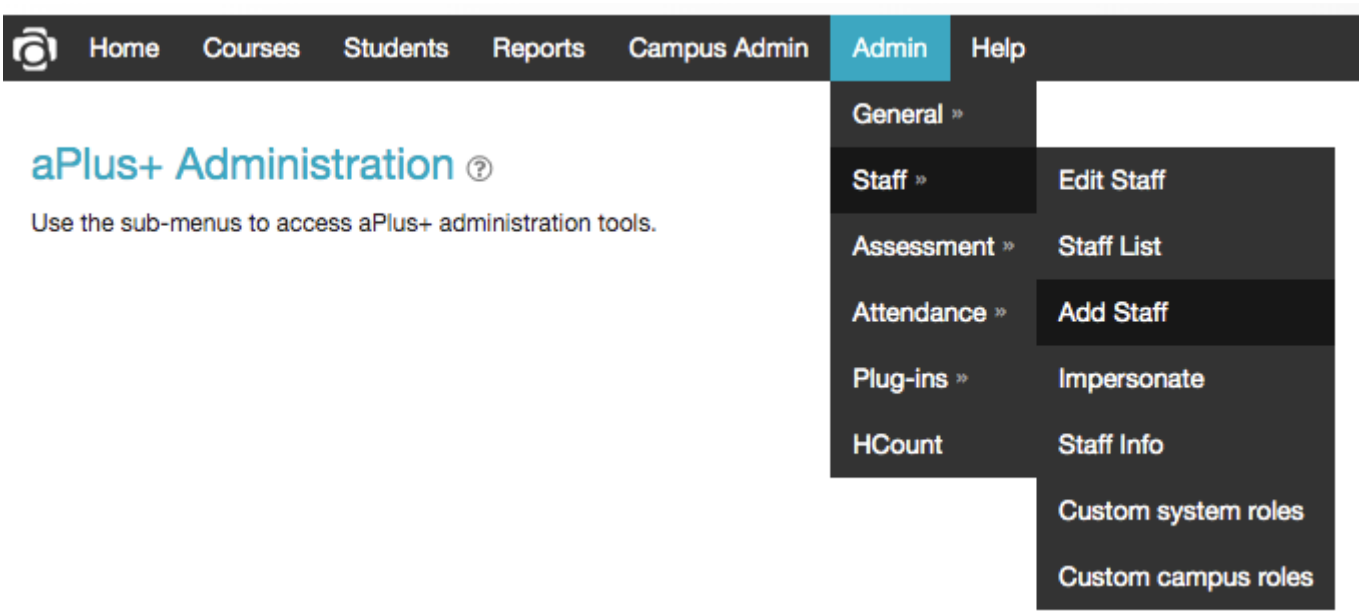
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Adding staff

> You will need access to the Admin Tab.

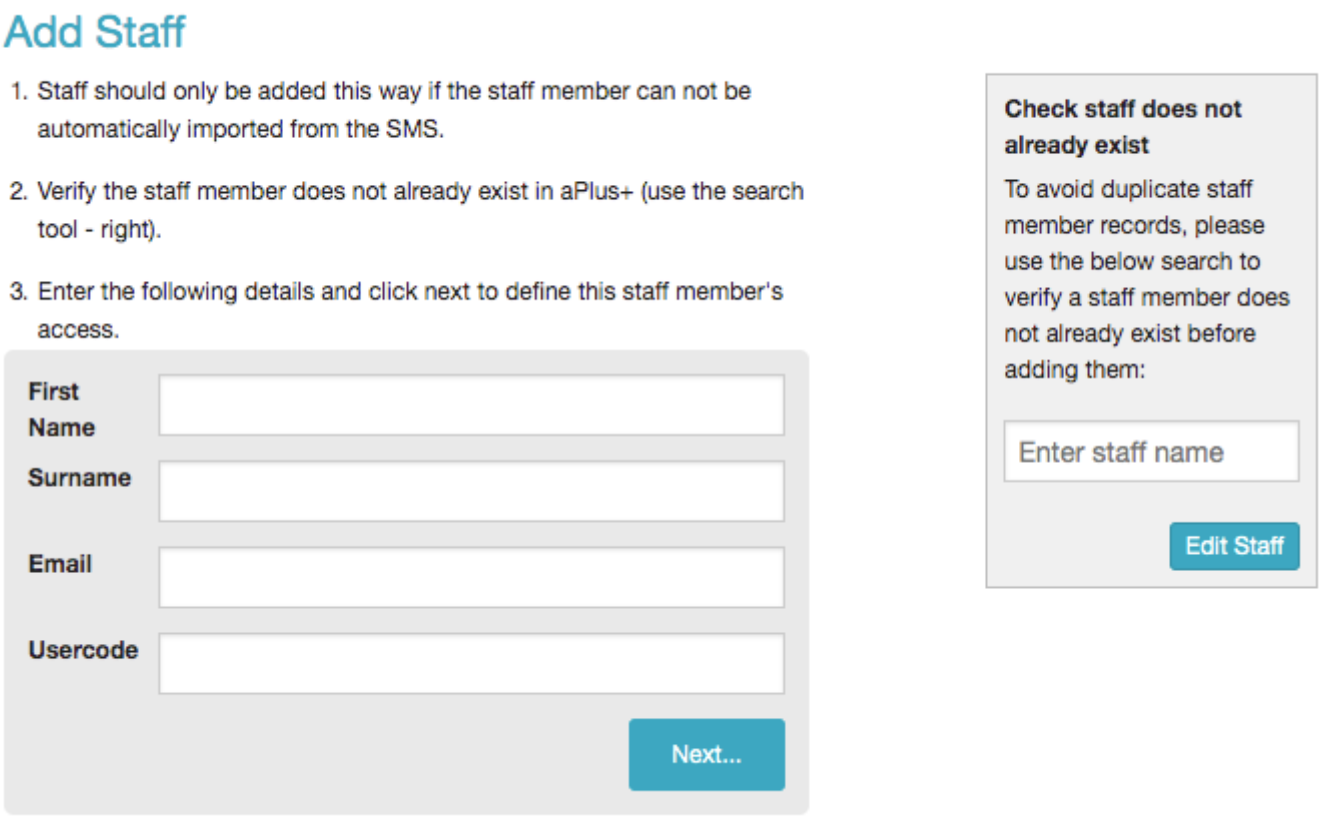
New staff need to be added to Aplus+ manually. You'll need the new users **usercode**, **first** and **last name**, and **email address.**

From the admin tab select **Staff** >> **Add Staff.**



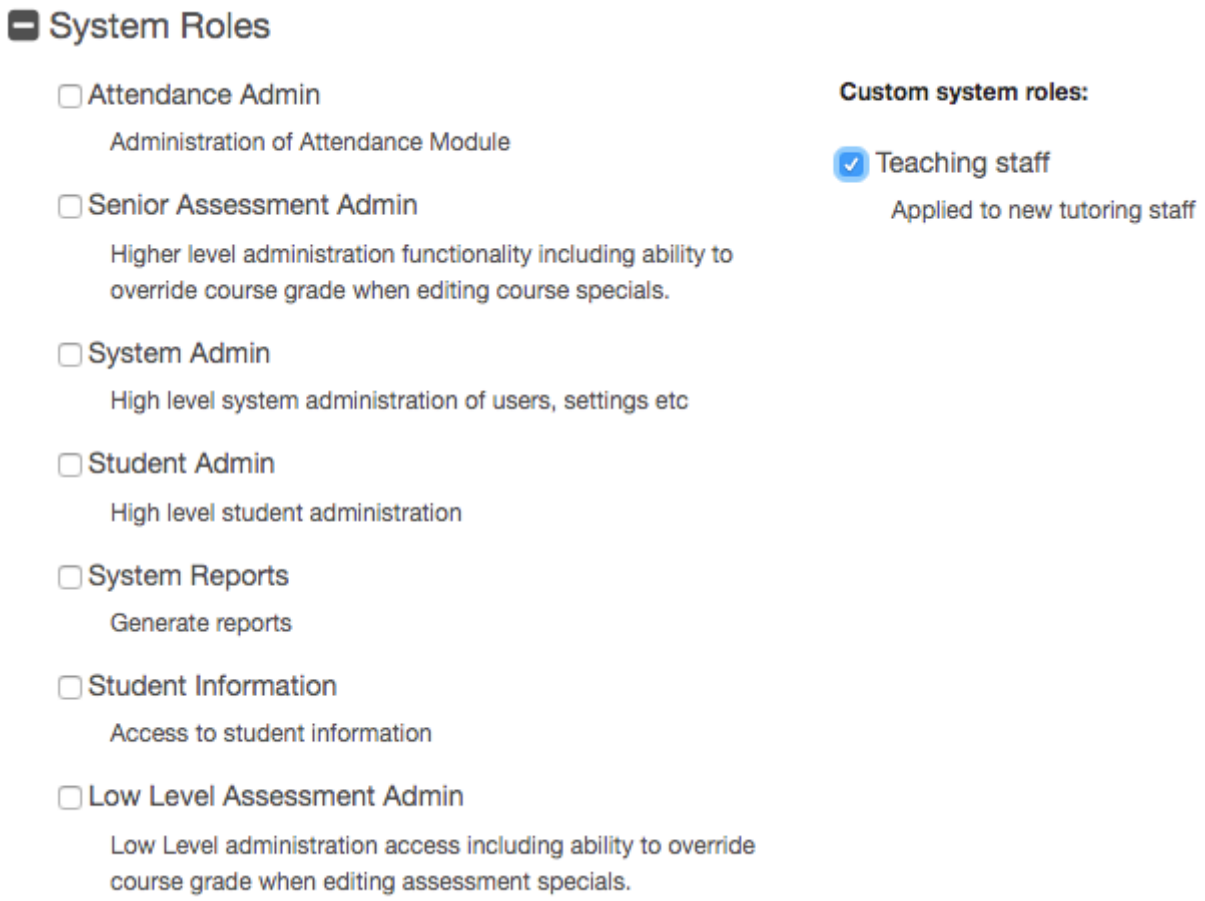
> If you're not sure if the user has been add previously, it's a good idea to check using grey box on the right.

Enter the new users details in the form displayed and click **Next...**



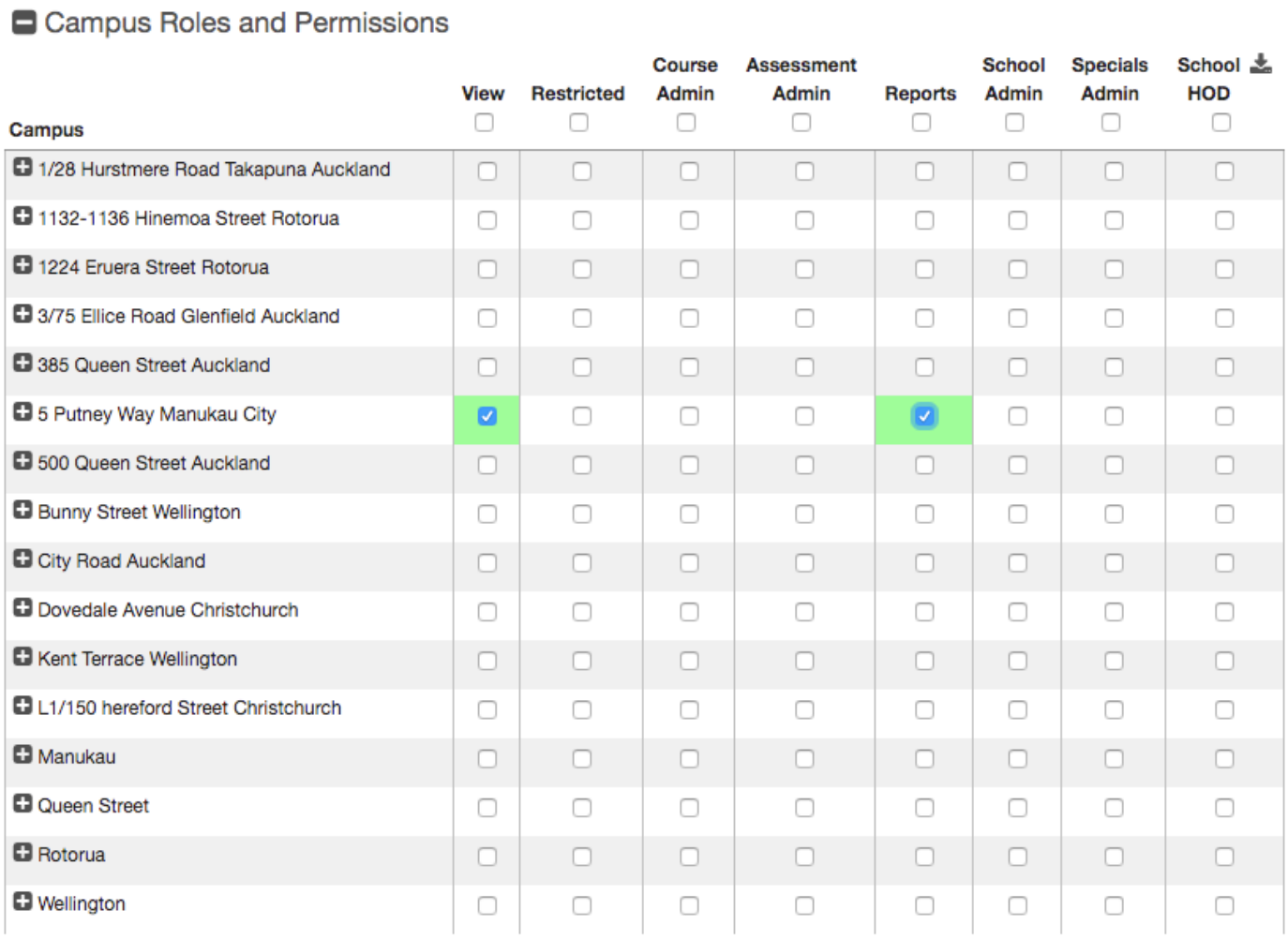
In the next screen tick teaching staff.

> If you adding a higher level user you can tick other options that may be necessary.



Tick **View** and **Reports** for each of the campuses the user will be working on.

> If you adding a higher level user you can tick other admin options that may be necessary.



Click **Save Changes…**