

Aplus+ Guide for tutors

Learn how Aplus+ works! How it integrates with our other systems, and why it's important. Discover how to enter attendance and assessment data.

- [Introduction](#)
- [Aplus+ for attendance](#)
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Introduction

Aplus+ and Take2

Enrolment

Each of the students in any of our programmes will have been through an enrolment process. They will have provided us with their personal information and which programme they wish to study.

The information is usually collected on an enrolment form and fed into our student database 'Take2' via CRM.

Take2

Take2 is where all records relating to a student's completion or non-completion exist. It's information from this database we provide to TEC to demonstrate our performance.

Take2 to Aplus+

The data in Take2 including the qualification, intake and individual course each student is enrolled in, is synchronised with Aplus+. The synchronisation takes place overnight.

Tutors mark attendance and enter course completion data into Aplus+. Administrative staff return completion data to Take2 in order to print transcripts and Diplomas/Certificates.

If you discover that student information is incorrect or you have additional or missing students in your courses in Aplus+; it usually means the information is wrong or missing in Take2.

Accessing Aplus

We access Aplus+ using any web browser. The link for Yoobee Colleges is applus-yoobee.myacg.org



Hello, welcome to aPlus+



p50019



.....

Remember me

Login >

You will be presented with a login screen (use your 6 digit user code and password).

The home screen is divided into 4 main areas:

- The tabbed drop down menu bar at the top
- A list of courses you have been added to in the middle
- Stats and other information on the right

Welcome Sam

Your Courses (1 Jan 18 - 31 Dec 18)

- 12115901** **Comercial Studio (1802-YB-WN-DSP-A)**
 12 Feb 2018 - 14 Dec 2018
[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)
- 12115902** **Narrative Studio (1802-YB-WN-DSP-A)**
 12 Feb 2018 - 14 Dec 2018
[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)
- 12115903** **VFX Studio (1802-YB-WN-DSP-A)**
 12 Feb 2018 - 14 Dec 2018
[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)
- 12115904** **Production Studio (1802-YB-WN-DSP-A)**
 12 Feb 2018 - 14 Dec 2018
[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)
- AF01** **Design Foundation (1802-YB-WN-ANF-B)**
 12 Feb 2018 - 14 Dec 2018
[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)

Quick Find

Star pins

All pins...

- > AF03 Animation Principles (1807-YB-WN-ANF-B) 23 Jul 2018
- > 12115904 Production Studio (1802-YB-WN-DSP-A) 12 Feb 2018
- > AF03 Animation Principles (1807-YB-WN-ANF-B) 23 Jul 2018

Recent Courses

- > AF03 Animation Principles (1807-YB-WN-ANF-B) (30 Apr 2018)
- > AF01 Design Foundation (1807-YB-WN-ANF-B) (30 Apr 2018)
- > 12115904 Production Studio (1802-YB-WN-DSP-A) (12 Feb 2018)
- > AF01 Design Foundation (1804-YB-WN-ANF-A) (30 Apr 2018)
- > 12115903 VFX Studio (1802-YB-WN-DSP-A) (12 Feb 2018)
- > 12115902 Narrative Studio (1802-YB-WN-DSP-A) (12 Feb 2018)
- > 12115901 Comercial Studio (1802-YB-WN-DSP-A) (12 Feb 2018)

2018, Whole Year

Your Attendance

- AF03 Animation Principles (1807-YB-WN-ANF-B) Timetable
17 Apr 2019, 3:30PM Attendance...
- AF01 Design Foundation (1804-YB-WN-ANF-A) Timetable
17 Apr 2019, 3:40PM Attendance...
12 Sessions from 27 Mar 2019, 3:40PM

The top right corner also displays the date range for courses that will be displayed, This should normally be set to the 'current year, Whole Year' clicking on it will allow you to change it to a different year of a specific date range.

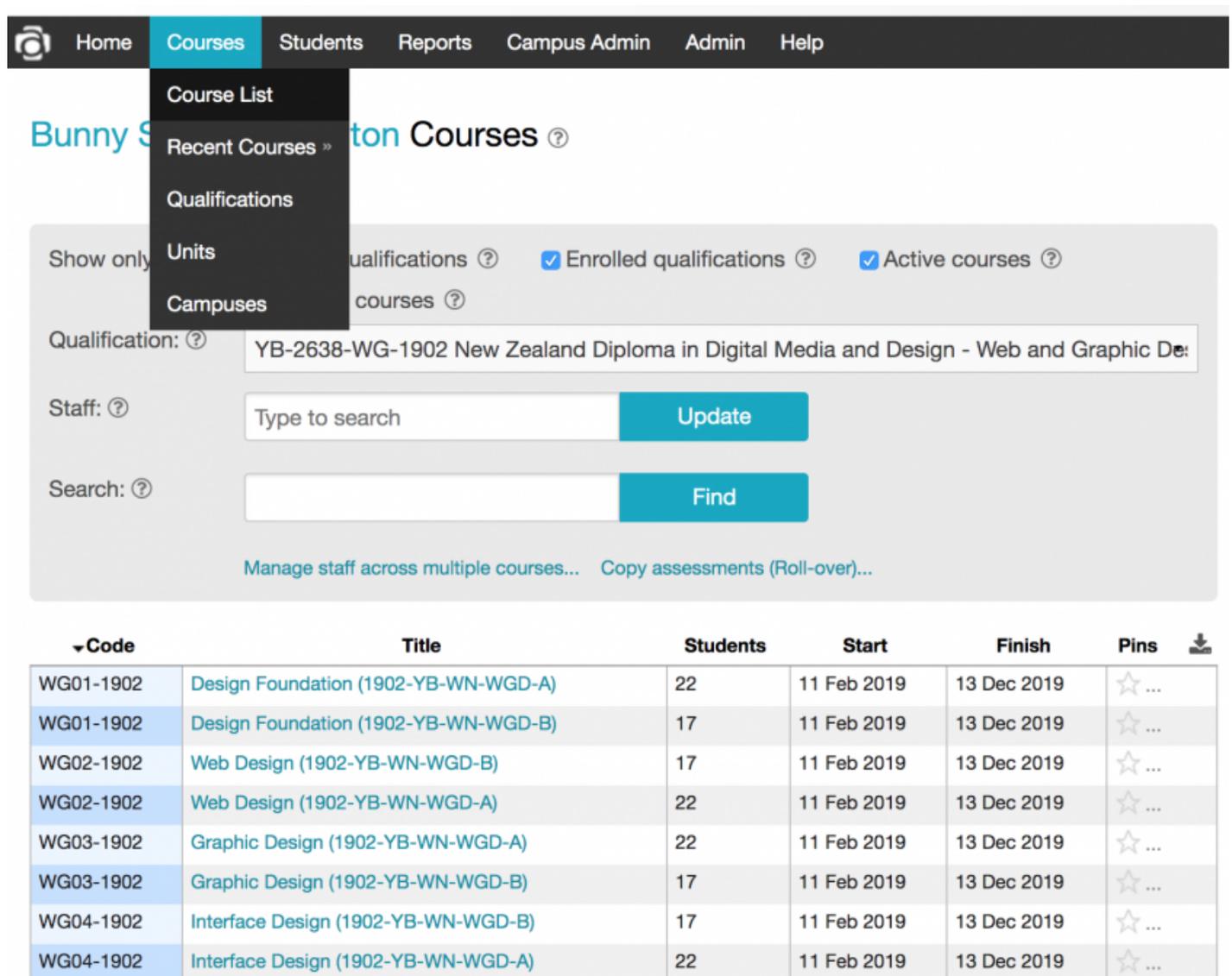
Aplus+ for attendance

Attendance in APlus+ is entered for each course in a qualifications intake.

Courses

We can view the courses that are running for a given qualifications intake by first selecting Courses -> Course list from the main drop down menu. Then selecting an intake from the drop down within the grey field.

You will be presented with a table of all courses running under that intake on the campus selected, during the year or time period shown in the top right corner.



The screenshot shows the Aplus+ interface. At the top, there is a navigation bar with the following items: Home, Courses (highlighted), Students, Reports, Campus Admin, Admin, and Help. Below the navigation bar, there is a dropdown menu for 'Courses' with the following options: Course List, Recent Courses », Qualifications, Units, and Campuses. The main content area is titled 'Bunny S... ton Courses ?'. It features a search filter section with the following options: 'Show only' (with a dropdown arrow), 'Enrolled qualifications ?' (checked), and 'Active courses ?' (checked). Below this, there is a search bar for 'Qualification: ?' with the text 'YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic De...'. There are also search bars for 'Staff: ?' (with a 'Type to search' input and an 'Update' button) and 'Search: ?' (with an empty input and a 'Find' button). At the bottom of the search section, there are two links: 'Manage staff across multiple courses...' and 'Copy assessments (Roll-over)...'. Below the search section is a table of courses with the following columns: Code, Title, Students, Start, Finish, and Pins. The table contains 8 rows of course data.

Code	Title	Students	Start	Finish	Pins
WG01-1902	Design Foundation (1902-YB-WN-WGD-A)	22	11 Feb 2019	13 Dec 2019	☆ ...
WG01-1902	Design Foundation (1902-YB-WN-WGD-B)	17	11 Feb 2019	13 Dec 2019	☆ ...
WG02-1902	Web Design (1902-YB-WN-WGD-B)	17	11 Feb 2019	13 Dec 2019	☆ ...
WG02-1902	Web Design (1902-YB-WN-WGD-A)	22	11 Feb 2019	13 Dec 2019	☆ ...
WG03-1902	Graphic Design (1902-YB-WN-WGD-A)	22	11 Feb 2019	13 Dec 2019	☆ ...
WG03-1902	Graphic Design (1902-YB-WN-WGD-B)	17	11 Feb 2019	13 Dec 2019	☆ ...
WG04-1902	Interface Design (1902-YB-WN-WGD-B)	17	11 Feb 2019	13 Dec 2019	☆ ...
WG04-1902	Interface Design (1902-YB-WN-WGD-A)	22	11 Feb 2019	13 Dec 2019	☆ ...

If you are unable to see a qualification or intake, check that the correct campus and year is displayed in the top right corner.

Each course will indicate in its course code which intake it's for. The first 4 digits are the year and month, the last character the A or B class.

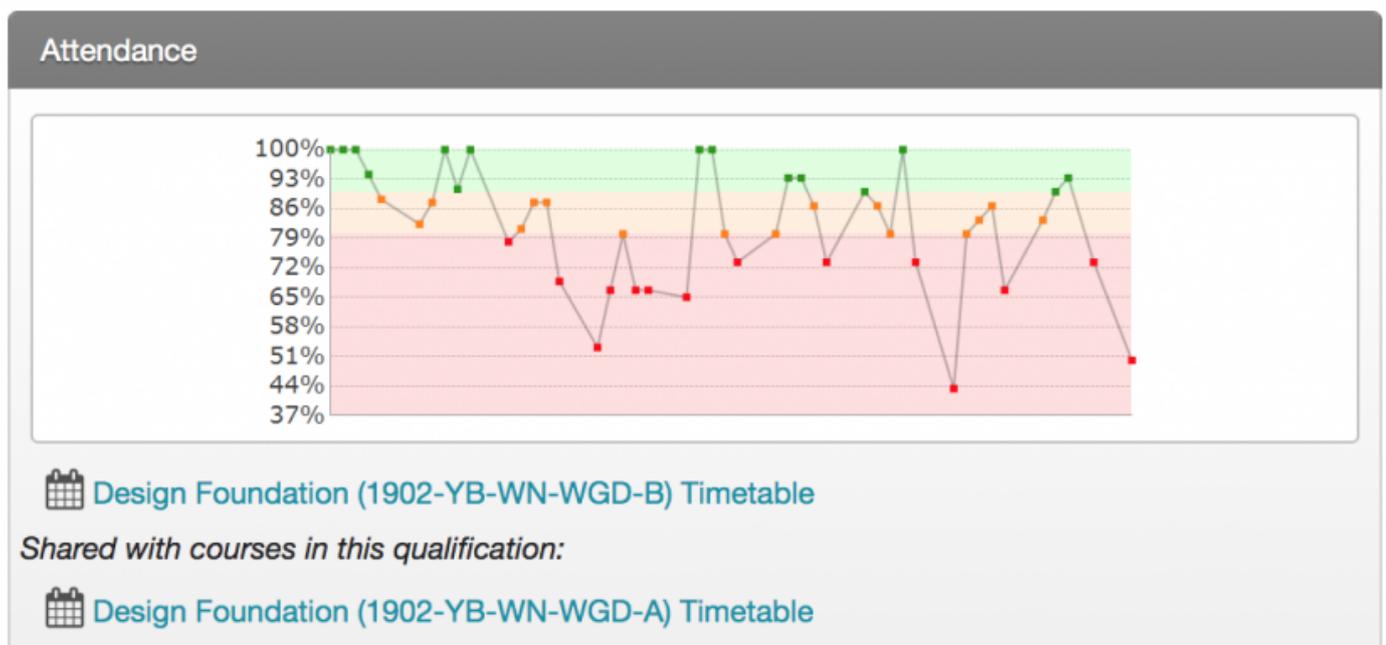
Clicking on a course from the title column will take you to a tabbed interface with information related directly to that course.

Overview

Overview	Students	HCount	Assessment	Grades	Approval	Attendance	🗨️	🔧	Specials
Status	Active			Students	17				📄
Start	11 Feb 2019			Level					
Finish	13 Dec 2019			Department					
Semester	Whole year			Subject Area					
Campus	Bunny Street Wellington			Tags ?					
Qualification	YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 5) (Bun)								
Grade System	Competency Based Grades (C,N) Change... View grade system details...								
Description	Diploma in Digital Design (W&G)								

This is where you can see the start and end date for the intake (not the module).

There is a graph of the attendance for the last 2 weeks on the right and some links to other course under this qualification.



The staff section lists all staff currently assign to the course. You need to add yourself in order to mark attendance or enter assessment grade/completion information. Click 'Add myself...'

Staff

Tutor / Lecturer: Aidan Dickens

[Add myself...](#)

Students

Here you can see a list of all students and their information that are enrolled in the selected course.

clicking a students id number will give you more details about that student including the ability to view and add special notes.

Attendance

If you can't see any timetables or sessions, let you HOF know. They may not have made them yet.

YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 5) (Bun) : [WG01-1902 Design Foundation \(1902-YB-WN-WGD-A\)](#) ☆ ...

Overview Students HCount Assessment Grades Approval Attendance Specials

Timetables: Design Foundation (1902-YB-WN-WGD-A) Timetable Students Sessions Tools Reports Import

Unlocked + Add sessions... | Select: All None | Edit selection...

Calendar List

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 Feb 2019	11 Studio Complete ✓ 21/21	12 Studio Complete ✓ 22/22	13 Studio Complete ✓ 21/21 Workshop Complete ✓ 19/21	14 Studio Complete ✓ 22/22	15 Studio Complete ✓ 21/21	16
17	18 Studio Complete ✓ 21/22	19 Studio Complete ✓ 21/21	20 Studio Complete ✓ 21/21 Workshop Complete ✓ 19/21	21 Studio Complete ✓ 20/20	22 Studio Complete ✓ 20/20	23
24	25 Studio Complete ✓ 20/20	26 Studio Complete ✓ 20/20	27 Studio Complete ✓ 20/20 Workshop Complete ✓ 16/20	28 Studio Complete ✓ 18.5/20	1 Mar 29 Studio Complete ✓ 18/20	2
3	4 Studio Complete ✓	5 Studio Complete ✓	6 Studio Complete ✓	7 Studio Complete ✓	8 Studio Complete ✓	9

This where we can view and enter the attendance for the classes we teach.

The time table can be viewed by student or by session. In either view clicking the title or date of a session will allow you to enter attendance for that session.

Students can be marked as one of the following:

- **Present** - Attended the entire session
- **Half session** - May not have returned after the break, or wasn't in attendance for the first half of the session. In either case you must explain in the comment box.

- **Absent** – Missing for the entire session, with no communication, or with an unsuitable justification.
- **Explained absence** – Was not in attendance but has made contact and supplied a suitable justification. Must be entered in the comment box.
- **Late** – Wasn't present at the beginning of the class but arrive within 15min of it starting. Enter the time in the comment box.

Design (1902-YB-WN-CCM-B) Timetable > Fri 15 Mar 2019 'Studio'

⏪ Fill blanks & no data... ▾ Clear all ? + 👤 Cancel Save

	270018589	Explained Absence ▾	Justin Richard BOTHA	<i>Comment</i>	
	270022129	Present ▾	Nicholas Ridgeway BOWLER	<i>Comment</i>	
	270021783	Late ▾	Tylah Seteli Lillian BUCKTON-PEREIRA	<input type="text" value="Missed train"/>	
	270022815	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Present Late <input checked="" type="checkbox"/> Absent Explained Absence Half Session </div>	Nethanel Lambo BUOT	<i>Comment</i>	
	P8449375		Kaarika Goodness DALY-PENE	<i>Comment</i>	
	270020989		Thayne James Albert DE-BARR	<i>Comment</i>	
	270020218	Present ▾	Aljay FAALELEI	<i>Comment</i>	
	270021865	Present ▾	Jason Joseph GEUSEBROEK	<i>Comment</i>	
	270020991	Withdrawn ▾	Harley David HOETA 🇳🇿	<i>Comment</i>	

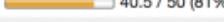
Once the attendance is entered click Save near the top right corner.

For classes over 3 hours long you should update the attendance towards the end of the session or at the beginning of the second half.

Clicking the Report link under the attendance tab will Give you a quick overview of how how your classes attendee is tracking, You'll be able to quickly identify students who's attendance is putting them at risk.

Attendance Summary | [Attendance by Date](#) | [Attendance by Sequence](#) | [Comments](#)

60 Sessions: 6 Pending, 4 InProgress, 50 Complete

ID	Name	Present	Late	Absent	Explained Absence	Withdrawn*	Half Session	No data entered*	Attendance*	
270019136	BATOON, Daniella Louise Hukom (Daniella)	44	1	5				4	54 	
270019995	BRASELL, Tyler John (Tyler)	38		7	5			4	54 	
P8449151	CAMERON, Charlotte (Charlie)	46	2	1	1			4	54 	
270010349	COYLE, James Jack (Jimmy)	42		3	5			4	54 	
270010347	DAVY, Madison Ross (Madison)	50						4	54 	
270010345	HARPER, Jessica Bianca (Jessica)	48		1	1			4	54 	
270010714	JUAN, Paul Matthew (Paul)	47		2	1			4	54 	
270020102	KHAM, Jarnbopa (Bopa)	42	1	4	1		1	4	53 	
270019243	MANGAT, Lawrence Noel (Lawrence)	46			4			4	54 	
270022128	MINENKOFF, Nicole Kate (Nicole)	46	1	2			1	4	54 	
270021719	PARK, Ji Hyun (Jessy) 	9	1			44			54 	
270010357	RODGER, Trinity Jay (Trinity)	44	2	1	3			4	54 	
270010716	SEYB, Christopher Francis (Chris)	46	1	3				4	54 	
270021707	SLUKA, Mairead Ione (Mairead)	36	2	9	2		1	4	54 	
270009611	STACE, Autthavut Jamie (Jamie)	41	2	2	5			4	54 	
270020774	STEWART, Jessica Anne (Jess)	47		1	2			4	54 	
270010375	TAIT, Ricky Alexander (Ricky) 	3		1		50			54 	
270018738	TEH, Ly Xian (Sharne)	47	3					4	54 	
270009619	VAN DER ELST, Rebekah Michelle (Rebekah)	45	2	1	1		1	4	54 	
270020098	WANNAPHIRUN, Phattaradanai	31	5	14				4	54 	
932400060	WIGGINS, Dion	45			4		1	4	54 	
270010352	WINTER, Grace Leslie Adair (Grace)	45	2		3			4	54 	

Reports and interface tips

Reports

The report section of Aplus+ allows us to create and view statistics generated from the attendance and assessment data. This section has three tabs:

- **Overview** – A large list of reports that can be generated
- **Shared Reports** – Reports that other staff, HOFs and administrators have created
Ask a HOF or campus manager before sharing a report. Because they are visible to all staff across all campuses it is best to only share report that are useful across faculty and/or campuses. Reports can be easily shared with a smaller group of staff by copying and pasting the report url into any communication tool.
- **My Reports** – Reports that you have created and saved

Clicking Shared Reports, then one of the reports will display a table that contains the requested information.

Clicking Change criteria will allow you modify the report to accommodate different courses or qualification or date ranges.

Interface Tips

Star pins

from the course list view or from within a course you can assign a range pins to a course to help identify it in your interface. Using the Star Yellow and Star Red pins will make the the course available in your home screen.

Select pins to apply

- | | |
|--|--|
| <input type="checkbox"/>  Star Yellow | <input type="checkbox"/>  Star Red |
| <input type="checkbox"/>  Pin Red | <input type="checkbox"/>  Pin Blue |
| <input type="checkbox"/>  Pin Green | <input type="checkbox"/>  Flag Red |
| <input type="checkbox"/>  Flag Blue | <input type="checkbox"/>  Flag Green |
| <input type="checkbox"/>  Bell Orange | <input type="checkbox"/>  Bookmark Blue |

Make selection always visible...

Apply

Cancel

Changing the information shown when viewing student lists

When viewing the list of student from within a course, you can change what information is displayed. Clicking the pencil icon in the top right of the table view will allow you to turn on and off different information. You may wish to display student phone number or not display their date of birth. you can customise the view to display only information that is useful to you.

Assessment

Aplus+ for assessment

Assessment data from Aplus+ is entered back into take2 to enable our administrator to print transcripts. It also enable HOFs to quickly see how a given student, course or qualification is tracking. Each course in a qualification will have one or more assessments linked to it.

Assessments for each course are created by a HoF. The grades are entered from Grades tab within a course.

Clicking Summative Assessment under the Course assessments column in the table displayed will bring up a new table listing the students in the course and their grade for that assessment.

YB-2629-1902 New Zealand Certificate in Digital Media and Design (Level 4) (Bun) : **CCM01-1902**

Design (1902-YB-WN-CCM-A) ⓘ ☆ ...

Overview | Students | HCount | Assessment | **Grades** | Approval | Attendance |  | Specials

Grades overview | [Graphs](#) | [Statistics](#) | [Distributions](#) | [Printable results](#) | [Export](#)

Students		Course Assessments	Final	
ID	Name	Summative Assessment 100.0%	Mark 100.0%	Grade
P8449374	AH WONG, Ammon Pierce (Ammon)	100.0%	100.00%	C
270019554	BAKER, Finlay Graeme (Fin)	100.0%	100.00%	C
P8449231	BURFIELD-MILLS, Larissa	100.0%	100.00%	C
P8449373	CURRIE, Bianca Jean (Bee)	100.0%	100.00%	C
270010673	DAVIES, Abbie Erin (Abbie)			
P8449240	FAWKES, Jason Thomas Willoughby (Jason)	100.0%	100.00%	C
P8449367	GARNER, Mason Jay (Mason)	100.0%	100.00%	C
p8449377	HOPKINS, Gemma Chantelle (Gemma)	100.0%	100.00%	C
P8449364	LONGDON, Olivia (Liv) 			
P	LUKA, Jalyn Ashley Trunks (Jalyn)			
270009608	MAUAFUA, Ripley Long Xi (Ripley)	100.0%	100.00%	C
270010948	MILLAR, Phoenix Wayne Jack Iraira (Phoenix)	100.0%	100.00%	C
270010730	MORISON-HALLIWELL, Joshua	100.0%	100.00%	C
270010732	Morrison, Thomas (Tom)	100.0%	100.00%	C
270010738	MILDBROCK, Eliza Ruth (Eliza)			

The grade will be blank if no grades have been entered. Clicking the Edit Marks button next to the assessment title will allow you to enter the grade for each student.

Overview | Students | HCount | Assessment | **Grades** | Approval | Attendance |   | Specials

[Grades overview](#) | [Import](#) | [Graphs](#) | [Statistics](#) | [Distributions](#) | [Printable results](#) | [Export](#)

[Grades overview](#) > Summative Assessment (Summative Assessment) 100.0% [Edit Marks](#)

Extensions

In some cases student may not complete the required assessment/s before the end of a course. These students should be given an IEP (*individual education plan*) and be placed on extension for a defined period of time.

Extension information is important as it enable our administrators enter the data more accurately into take2.

To create and extension for a student:

1. Click the grey space where their grade should appear in the Grades tab of a course.
2. Click '**Extension...**' in the create box to the right.
3. Complete the extension details by ticking '**Grade Override**' and entering a date and reason.

NZ2638-WG New Zealand Diploma in Digital Media and Design (Web and Graphic Design)

L5 (Bun) : [WG04 Interface Design \(1804-YB-WN-WGD-A\)](#) ⓘ ☆ ...

[Overview](#) |
 [Students](#) |
 [HCount](#) |
 [Assessment](#) |
 [Grades](#) |
 [Approval](#) |
 [Attendance](#) |
 ⓘ |
 ⚙️ |
 [Specials](#)

Grades overview | [Import](#) | [Graphs](#) | [Statistics](#) | [Distributions](#) | [Printable results](#) | [Export](#)

Students		Course Assessments	Final	
ID	Name	Summative Assessment 100.0%	Mark 100.0%	Grade
932400718	Krystal Lisa-Marie BARKER-ANDERSON ⓘ			
932400842	John Harrison BIRSS ⓘ			
932400676	Hayley Megan CLARKE	0.0%	0.00%	N
932400630	Sophie Marie CRILLY	0.0%	0.00%	N
932400853	Taryn DAWIDOWSKI	0.0%	0.00%	N
932400715	Laura Annalese DUDSON	0.0%	0.00%	N
932400794	Minh Phuong HA	0.0%	0.00%	N
932400706	Aidan Ross KEATING			
932400767	Benjamin KEMP ⓘ			
845869136	Todd Scott MARTIN	100.0%	100.00%	C
932400631	Henry John MCCOOK-WEIR	0.0%	0.00%	N
932400645	Zoe Anne Radcliffe MCLEAN	100.0%	100.00%	C
932400712	Keith Naison MUDAWARIMA ⓘ	0.0%	0.00%	N
932400781	Helena Chyanne PARSONAGE	0.0%	0.00%	N
932400673	Logan James PAYNE	0.0%	0.00%	N
932400707	Roy Aaron THOMAS	100.0%	100.00%	C

16 Students (4 withdrawn)

Create...

- > Aegrotat / Impaired Performance...
- > Dishonest Practice...
- > Cross Credit - Unit Standards...
- > Deadline not met...
- > Extension...
- > Force Fail Course...
- > Oral...
- > Recognition of Prior Learning...
- > Redo #1...
- > Redo #2...

NZ2638-WG New Zealand Diploma in Digital Media and Design (Web and Graphic Design) L5 (Bun) : **WG04 Interface Design (1804-YB-WN-WGD-A)** ⓘ ☆ ...

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[HCount](#)
[Assessment](#)
[Grades](#)
[Approval](#)
[Attendance](#)


[Specials](#)

[Grades overview](#) |
 [Import](#) |
 [Graphs](#) |
 [Statistics](#) |
 [Distributions](#) |
 [Printable results](#) |
 [Export](#)

[Overview](#) > **Student's Assessment Result**

Student:	Aidan KEATING
Course:	WG04 Interface Design (1804-YB-WN-WGD-A)
Assessment:	Summative Assessment

Extension Details

Grade Override (override grade with 'Ext')

Extended until: 

Reason

[Cancel](#)
[Create](#)

Student management

You can access an individual students information and progress data by searching for them or by clicking in their id number in any of the inter faces that show it.

Home Courses Students Reports Campus Admin Admin Help

Find Student
Recent Students »

Find Student ?

Last Name:

Student ID:

First Name:

Current students only ?

Find >

845861391	AVZIN	Jaimee Danielle	Jaimee
845861763	BILDERBECK	Hannah Kate	Rhys
845864606	CLEARY	Rhiannan Shirley Hera Muka	Rhiannan
845862633	FORBES	Robert James	Robbie
34411	GROVES	Joshua James	Josh
845862170	HODGES	Bailey Dylan	Bailey
845862566	MCINTYRE	Billy Thomas Richard	Billy
845862188	MCKAY	Joshua Thomas	Joshua

845862188: Joshua Thomas (Joshua) MCKAY @ ☆ ...

- Overview
- Address
- Courses
- Attendance
- Academic Review
- DP/Aegrotat/Special

Overview | [Detailed](#) | [Timetable](#) | [Download detailed attendance as CSV](#)

2018, april 2018 July 2019 📅

YB-112432 Diploma in Advanced 3D Graphics (Level 7) (Bun)

Course	Timetable	Attendance	Notes	📄
A3D01 Introductory Project (1804-YB-WN-3DG-A)	Introductory Project (1804-YB-WN-3DG-A) Timetable	<div style="width: 78%; background-color: #e74c3c; height: 10px; border: 1px solid #ccc;"></div> 54 / 69 (78%)	🗨️ 15 mins late Eli Tucker, 29 May 18 🗨️ 10 mins late Eli Tucker, 24 May 18	
	Team Production (1804-YB-WN-3DG-A) Timetable #2	-		
A3D03 Team Production (1804-YB-WN-3DG-A)	Team Production (1804-YB-WN-3DG-A) Timetable	<div style="width: 98%; background-color: #27ae60; height: 10px; border: 1px solid #ccc;"></div> 88 / 90 (98%)	🗨️ late 7 mins Eli Tucker, 3 Aug 18 🗨️ late 10 mins Eli Tucker, 30 Jul 18	
	Showreel and Portfolio Development (1804-YB-W Timetable)	<div style="width: 77%; background-color: #e74c3c; height: 10px; border: 1px solid #ccc;"></div> 64 / 83 (77%)		
Total:		<div style="width: 85%; background-color: #f1c40f; height: 10px; border: 1px solid #ccc;"></div> 206 / 242 (85%)		

Qualification: YB-112432 Diploma in Advanced 3D Graphics (Level 7) (Bun)

2018, april 2018 July 2019 📅

Printable Views: [Summary](#) | [Detailed](#) | [Units](#)

Course and Assessments		Mark	Grade	Notes	📄
+	A3D01 Introductory Project (1804-YB-WN-3DG-A)	89.00%	C	Lowest asmt mark (78.26)	
+	A3D02 Advanced Techniques in 3D Graphics (1804-YB-WN-3DG-A)	100.00%	C		
+	A3D03 Team Production (1804-YB-WN-3DG-A)	100.00%	C		
+	A3D04 Individual Project/Showreel and Portfolio Development (1804-YB-W)		-	No marks (no asmts?)	
+	A3D05 Industry Theory (1804-YB-WN-3DG-A)	0.00%	N		

Student special

Specials allow use to record notes about concerns we have, and conversation we've had with a student.

Clicking **Manage student specials** from the **DP/Aegrotat/Special** tab.

Overview | [Manage student specials](#)

i This page lists all relevant special information for this student, including 'current student specials' (managed via the 'Manage Student Specials' link above), and any course, unit, or assessment specials including dishonest practise and aegrotat (managed via the course, unit or assessment each is associated with)

Student Specials (*'current' specials only*)

No 'current' student specials

Course, Unit and Assessment Specials

2018, april 2018 July 2019 📅

No specials for courses starting 23 Apr 2018 - 30 Sep 2019

We can make notes about anything and file them by selecting the appropriate heading from the Create box on the right.

Specials types are created by HOFs or administrators. If you think a new one is required, let them know and they may consider creating it.

Create...

- [Academic Note...](#)
- [Attendance Note...](#)
- [Career and employment pathway...](#)
- [Pastoral Care...](#)
- [Tutor catch-up...](#)