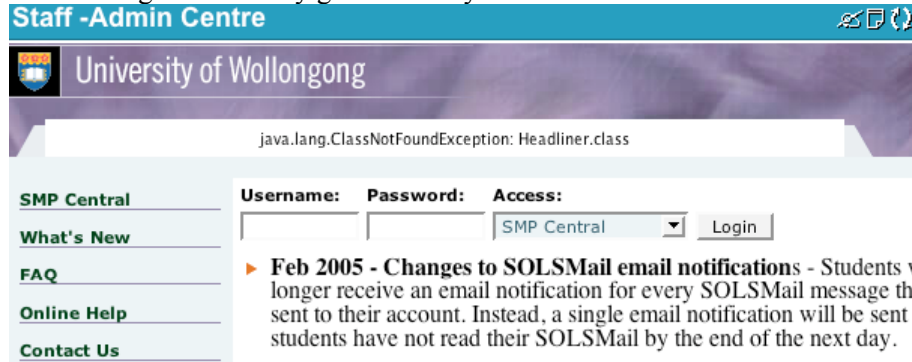


Brief – Logging onto SMP

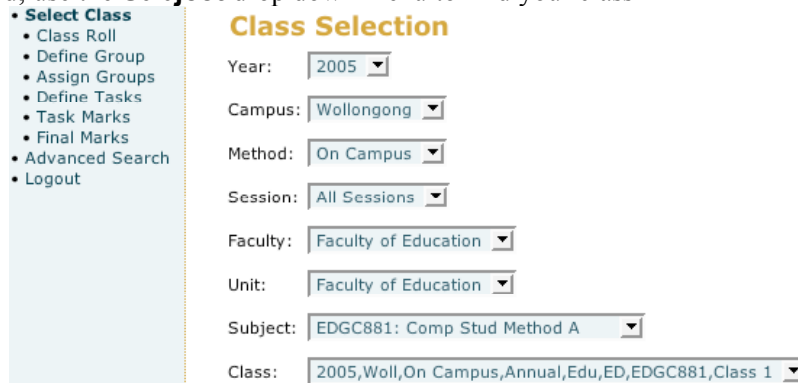
Access to Student Management Package(SMP)

<http://staff.uow.edu.au/cols/smpcentral/>

Use your **formal** UOW login to actually get into the system

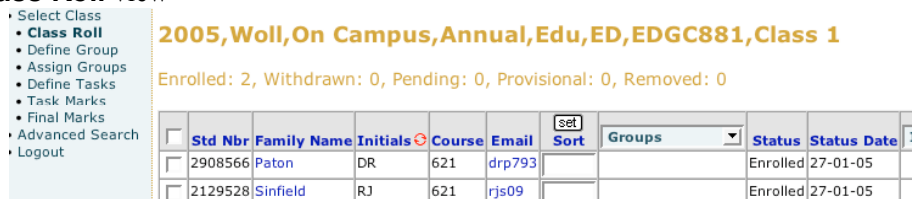


If not displayed, use the **Subject** drop down menu to find your class

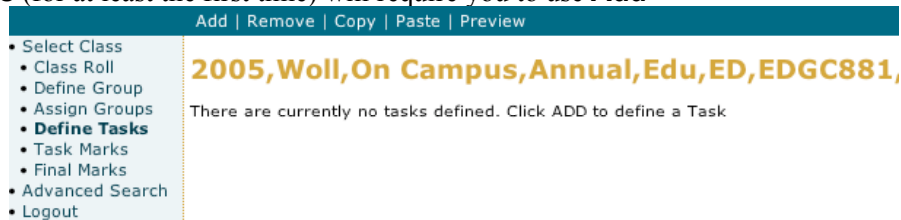


You can now use the menu on the left hand side to select your option

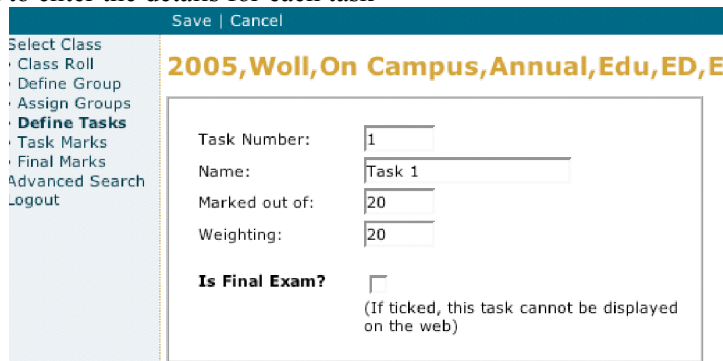
Below is a **Class Roll** view



Define Tasks (for at least the first time) will require you to use **Add**



You will need to enter the details for each task



Click **Save**

Task Marks will then allow you to enter marks.

Std Nbr	Family Name	Initials	Sort	Groups	Composite %	edit Task 1 / 20 weight: 20.0/20.0
2908566	Paton	DR				
2129528	Sinfield	RJ				

Choose edit above the list of marks you wish to enter (or change).

You can now enter your marks.

Std Nbr	Family Name	Initials	Sort	Groups	Mark/20
2908566	Paton	DR			10
2129528	Sinfield	RJ			15

Whilst in edit (Task Marks) you have a number of options:

Std Nbr	Family Name	Initials	Sort	Groups	Mark/20
2908566	Paton	DR			10
2129528	Sinfield	RJ			15

- Click **Save** regularly while in SMP.
- Save & Exit** will take you out of the Task Marks Option.
- Clicking **Display on Web** will enable students to see their results for this task. (You'll notice it has 'toggled' to become Don't display on Web if you want to revert at any time).
- A **Preview** of the current list
- Import** - enables you to bring in marks from a spreadsheet
- Also allows you to **Export** marks (in a special .tdf format which can be opened in an Excel spreadsheet).

Remember to Logout at the end of your SMP session.