SMP_Central

Class Roll

The Class Roll can be used to view student enrolment within the class instance, view student details, reply to Academic Consideration requests and send SOLSMail messages to the class.

Class Roll Menu Functions

Save
Save any changes that are made to the Sort Column

Cancel
Remove any changes that have been made if they have not yet been saved

Preview
Print Preview view of the class roll screen. Use the file menu print command in the print preview window to print a hardcopy of the class roll

Export
Export the class list to Excel – Click on the Export menu item that appears at the top of the screen. The list will be exported to excel in the order in which it is currently sorted (alternatively, you can use the sorting capabilities of excel)

If students are enrolled in Tutorial Groups, when you click to Export to excel, the students enrolment in tutorial groups is displayed in separate columns, this may be useful to perform additional sorting within excel.
**+Pending**
Add Pending students to the Class Roll

Allows you to enter marks for a Pending Student, a student who is attending class, but who hasn’t yet enrolled in the subject. You have not enrolled the student, you are merely adding the student to the class list so you can record marks - the student still needs to Enrol in the subject - Once the student enrolls in the subject, any marks entered while the student had a status of Pending, will be retained

To Add a Pending Student to the Class Roll:
Click + Pending
Enter the Student number and click Select (if you don’t know the student number, go to the Advanced Search tab and search for the student using their name).
Check the student name and then click OK

Pending students will be highlighted in green.

Please note, you can't add a student as a pending student if they already exist on the class roll, for example, if they are showing as withdrawn or removed.

**-Pending**
Remove Pending Students from the Class Roll

If the student stops attending and has not enrolled in the subject, you may choose to remove the pending student from the class roll.

To Remove a Pending Student from the Class Roll
Select the student by clicking on the checkbox (on the left hand side of Std Nbr)
Click - Pending

**Show Wthd/Hide Wthd**
Show/Hide the Withdrawn Students - Click to show withdrawn students. Students who have a status of withdrawn will be highlighted in blue.

Removed Students - Students who have been removed from the subject (for not satisfying pre-reqs or if their enrolment was cancelled for non payment of fees), will be highlighted in orange.

**AC**
Click on the link *AC to view a summary of the Academic Consideration applications for the class.

Refer to the Academic Consideration Link also in the SMP OnLine Help for more information (via the ? in top right corner).

**Gallery**
Gallery – Click if you wish to view student photos

The photo gallery will appear in the order that the class roll is currently sorted, so sort by Tutorial Group to sort the students in your tutorial group to the top of the list

SMP_Central can only sort by 1 group at a time (so if you look after more than 1 tutorial group, you will have to sort twice)
In December 2016 changes were made to the UOW Enrolment process – students are able to complete enrolment tasks such as creating a user account, confirming personal details, updating addresses earlier and it also includes the ability for students to upload a photo for their Student ID card.

Administration staff check and validate the photo that a student has uploaded when the student presents to have their Student ID Card Printed.

So between a student uploading a photo, and admin staff accepting the new photo, only validated photos will display by default in SMP_Central Class Gallery:

Staff can click to ‘Show Unvalidated Photos’

Note: If an existing student enrols in a new course, if they have an existing photo, they can choose to use their current photo, or they can upload a new photo. If an existing student has chosen to upload a new photo, only the existing (Validated) Photo will appear on the Class Roll until Admin staff validate (accept) the new photo.

SOLSMsg
Send SOLSMsg messages – Use the check boxes that appear to the left of the student numbers to select students. Click on the SOLSMsg menu item that appears at the top of the screen.

Refer to the SOLSMsg link on the OnLine Help for more information

Class Roll Table Headings
Sort the data in the class roll by clicking on any of the headings – For example, click on the Std Nbr to sort by student number. Select a group from the group drop down menu to sort by a particular tutorial group.

Row Number
Use the numbers that appear to the left of the checkboxes to hide/show rows

For example, if you click on row 25, rows 1-24 will be hidden, so you can view row 25 and onwards and still see the headings of the class roll.
**Checkbox**  
Used to select students on the Class Roll.  
For example if you only want to send SOLSMail messages to certain students in the class.

**Std Nbr**  
Displays the Student number.

**Family Name**  
Display student information including:  
- Personal Details  
- Emergency Contact Details  
- Full Enrolment Record  
- HDR Summary  
- Timetable – Tutorial Groups student currently enrolled in and full subject timetable  
- Other – HSC Qualifications (ATAR), HSC Grades  

To view, Click on Family Name (which is a link).

**Initials (expand to view first and middle name)**  
The default display is the students initials. Click on ☯ to expand the field to display first and middle names. Once you do this, first and middle names will become the default on your computer when you login.

If a name appears in brackets for a student (XXXXXX) this is the student's preferred name.
**Class ID (combined/synonym subjects instances only)**
When subject instances are combined in the subject database, the class rolls will appear as one class roll, showing all synonyms for the subject selected. This Class ID column will only appear if students are enrolled in more than one of the synonym instances.
A user can click on the Class ID hyperlink to see more details about class ID (Subject Instance) as shown below:

- **Course**
  Displays the course code under which the student is enrolled in this subject.

- **Code (expand to view major name)**
  The default display is the major code. Click on 🎯 to expand the field to display full major name. Once you do this, the full major name will become the default on your computer when you login.
  Displays the major for the course code, under which the student is enrolled in this subject.

- **Course Campus**
  Course campus – the campus that relates to the student’s course offered and enrolled, not subject or instance.

- **UOW Student Type**
  UOW Student Type – the category of the student (domestic, international or unknown) as defined by the systems.
  At present, there is no secondary level of classification in relation to offshore students (e.g. Dubai and offshore campuses) to specify the student type for their countries.

- **Email**
  Email – Click on the email link if you wish to send an email to the student’s UOWmail account (as opposed to a SOLSMail message).
  Email messages are delivered to the student’s UOW email account.
  SOLSMail messages appear when the student logs into SOLS, if the message sent prompts an acknowledgement, the students have to click that they have read the message before they will be taken to the main SOLS Main Menu. There is a record kept of SOLSMail messages delivered in SOLS Mail history.
Sort
Sort – This column can be used to enter a value which can be used to assist in the sorting of the class roll on the various screens in SMP_Central. This function was used more widely before the SMP OnLine Tutorials were introduced, however, there may still be instances where academics want to sort students for various reasons (e.g. enter Tutor initials so tutor can sort all their students to top of screen).

If you want to enter a value in the sort column, select the students using the check boxes and then click the Set option, enter the value you want to set and then click OK, click to save the values entered.

Groups
If the SMP OnLine Tutorial system is being used, the groups the students are enrolled in will appear in the group column.

The Group column can be used to sort by tutorial groups (although SMP_Central can only sort by one group at a time).

If a student is enrolled in Multiple Groups, they are displayed on the screen in alphabetical order eg Pass, SPRG-ECON215-T/01.

Status
Displays the Enrolment Status of the subject, e.g. Pending, Enrolled, Provisional, Withdrawn, Removed

Status Date
Displays the date the status of the subject last changed, while this is generally the date the student enrolled, it may not always be the case, it could be the date that the status of the subject changed from Provisional to Enrolled (the day a waiver was processed)

Info
Reply to Academic Consideration – Info Column to sort all *AC (no reply and verified)

If there are Academic Considerations waiting for reply, a message will appear at the top of the class roll *There are outstanding Academic Considerations to be processed (X for enrolled students) (X for Withdrawn students)*

You need to click to Show Wthd if you want to view/reply to Academic Consideration requests for Withdrawn Students.

If students have submitted Academic Consideration applications, but they have not yet had the documentation verified, they will appear in the link at the top of the screen - 1 Academic Consideration Application(s) have been submitted, but the documentation has not yet been verified.

Other Information that appears in the info column includes:
PG (Potential Graduand) – The student has applied to graduate (and is not flagged as being ineligible)
PE (Professional Experience) – This is an old flag, no longer used
AC (Academic Consideration, no action required),
*AC (Academic Consideration Application, action required)

AC Update
The date the student submitted the documentation for the Academic Consideration Application (the date the documentation was verified and the application flowed through to SMP_Central).
### Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released ymmdd</th>
<th>Approved By</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>1.0</td>
<td>110209</td>
<td>Debbie Sartori – Senior Manager, ARD Student Systems</td>
<td>First Released Version</td>
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<tr>
<td>2.0</td>
<td>111207</td>
<td>Debbie Sartori – Senior Manager, ARD Student Systems</td>
<td>Updated for SMP_Central Version 4.0 Rollout</td>
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<tr>
<td>3.0</td>
<td>130606</td>
<td>Trang Nguyen – Specialist, ARD Student Systems</td>
<td>Updated images to reflect new SMP Central 4.1 roll out and relevant headers added.</td>
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<tr>
<td>4.0</td>
<td>131028</td>
<td>Debbie Sartori – Senior Manager, ARD Student Systems</td>
<td>Updated for SMP_Central Version 4.2 Rollout – Timetable and Emergency contact details added to Family Name link Group column, Order of Display</td>
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<tr>
<td>5.0</td>
<td>150622</td>
<td>Trang Nguyen – Specialist, ARD Student Systems</td>
<td>Updated Class Roll heading display to include information on what is shown when subjects are combined with students enrolled in more than one subject instance.</td>
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<tr>
<td>6.0</td>
<td>161202</td>
<td>Debbie Sartori – Senior Manager, Student Services Division Student Systems</td>
<td>SMP_Central V5.1 Class Roll Gallery changed for UOW Enrolment changes – Photos that students upload as part of the New Enrolment process are invalidated</td>
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