SMP Central

Unit Summary
Multi – Unit Summary

The Unit Summary tab is only visible to those users with Unit Head access. It provides a summary view of the status of all classes as per the criteria selected in the Select Class screen.
For example, if a user selected Faculty of Business, School of Accounting, Economics and Finance, All Subjects, All Classes and then clicked on the Unit Summary tab a list of all classes and their relevant status would appear. The user could then see if a class has been published, and if so, to what level.
Unit Summary Menu Functions

To SSD
Once you are ready to publish the classes to the next level, you have to select the classes to publish (by clicking the check box that appears in the very first column) – You can select multiple classes (The Check box that appears on the Heading line can be used to select/de-select all classes).

Once you have selected the classes to publish, you click ‘To SSD’ to publish classes to SSD – Student Services Division

To Lect
Once you have selected the classes to publish, you click ‘To SSD’ to publish classes to SSD – Student Services Division, or click ‘To Lect’ if you wanted to return a class to the lecturer.

Refresh
The screen can be refreshed to update information (such as update status when results are being published).

Preview
A print preview of the information on the screen

Export
Export the information as it currently appears on the Unit Summary screen to excel.

Export Stds
Once you click to select the classes you would like to export, if you click ‘Export Stds’ it will export every student, from every class selected into excel, including their marks/grades. This also includes the PG (Potential Graduand flag).

Show Withd/Hide Withd
Click to show or hide withdrawn students (used when clicking on the Subject Code link to view the class roll).

Show Pending/Hide Pending
Click to Include Pending students in the Enr and Total count (UOW College request).

Show Grades/Hide Grades
Click to display the Average and Std Deviation for each class
This function will also display the grade count for each class, eg the number of HD, D, C, P, F, TF WH's etc

Exc/Inc Ungraded
If you have clicked to Show Grades, the Exc/Inc Ungraded option will appear and can be used to include or exclude ungraded subjects from the Average and Standard Deviation Calculation.

AC
Users can view Academic Consideration submitted for each class. Click the checkbox to select the classes to report on, then click ‘AC’.
Unit Summary Report Headings

Subject Code
The Subject Code is a link – Users can click on the link to access the Final Marks screen for that class. Once you have finished with the Final Marks screen for that class, just click on the Unit Summary tab again to retrieve the list of all classes (you don’t have to select all classes again).

Status
You can see the current status of the subject, what level the subject is currently at or has been published to eg Lecturer, Unit (if the Lecturer has published the class to Unit Head) or SSD (if the Unit Head has published the class to SSD) or Final (if SSD – Student Services Division have published the results to Final).

Enr
Shows the count of Enrolled + Provisional

Total
Enrolled + Provisional + Withdrawn + Removed (Does not include Pending)

Synonyms
Shows the number of subject instances that have been combined. Lecturers request classes to be combined so they only have to call up the subject once in SMP_Central.
- Synonyms = 2 indicates that another subject instances has been combined with this subject instance you are viewing.
- Synonym = 1 indicates a subject instance with no synonyms

Additional Columns
If you click to Show Grades, the following report headings will appear:
- Average and Std Dev
- Grades count (HD, D, C, P, F, TF WH etc)
Multi – Unit Summary

The Multi - Unit Summary tab is only visible to those users with Unit Head access. Permissions to the Unit Summary is the same as Multi-Unit Summary so if you see one, you should see the other in your SMP_Central access.

Multi-Unit Summary contains the same functions as the Unit Summary, as well as the ability to Export Tasks.

The Multi-Unit Summary allows users to select Multiple Units to report on (to facilitate work processes during the Faculty Restructure).

Export Tasks

Users can export all Task Marks for selected classes (as a complete report)

- All tasks are included
- Report also shows
  - Marked out of and Task Weighting (and comments)
  - The Composite % is included as well as the Final Mark and Grade
From the Multi-Unit Summary, click to select criteria (Year, Campus, Session, Faculty, Unit)

Click to Generate Report

Select all classes you wish to export Task Marks for

Click ‘Export Tasks’

Example of the report

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### Version Control Table

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<th>Version Control</th>
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<th>Amendment</th>
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| 2.0             | 130606               | Trang Nguyen – Specialist, Student Systems | Updated images to reflect new SMP Central 4.1 roll out  
Updated notes for Multi-Unit Summary |
| 3.0             | 131028               | Debbie Sartori – Senior Manager, ARD Student Systems | Updated for SMP_Central V4.2 – Export Tasks functionality |
| 4.0             | 160519               | Trang Nguyen – Specialist, Student Systems | Added info re: synonyms.  
Added info re: permissions feature for Unit Summary is the same as the feature for Multi-Unit Summary.  
Updated header and footer. |
| 5.0             | 170630               | Debbie Sartori – Senior Manager, Student Systems, Student Services Division | SMP_Central V5.1 Patch 3 – Change references from ‘to ARD’ to ‘to SSD’ |