Assessment Management System (AMS)
Frequently Asked Questions for Unit Coordinators

Why don’t my units appear on the ‘Select Unit’ screen?

Ensure the appropriate year and teaching period has been selected.

If you still do not see your units for that teaching period, please see your school or faculty administrator to ensure you are assigned as unit coordinator in the Authoritative Teaching Data (ATD) system.

(This is an important check. Doing so also ensures your unit coordinator access to related Blackboard unit sites and Lecture Recordings; and ensures you are matched to the correct units and students for Reframe evaluation activities.)

Why is the unit locked after unit approval, and the update functions removed from the menu?

The results and grading schema are locked to ensure that the results approved by the Head of School and Executive Dean (or delegate) will match the results sent to the Student and Academic Management System (SAMS).

If you need to make further changes, ask your school or faculty administrator to unlock the unit. Once this is done, the update functions will reappear and you will be able to edit the results as needed. Another unit approval will be required when your changes are complete.

What do I need to consider when making changes to results after they have been published to students?

It is a QUT Manual of Policy and Procedures (MOPP) requirement that any results changed after publication must also include a reason for the change and AMS displays the reasons provided by SAMS. Most scenarios are covered and if you have any queries then your school or faculty administrators will be able to provide guidance or follow up with the SBS Examinations team.

Students who will potentially graduate at the end of the current semester are highlighted with the following icon: 📈 so any assessment related issues can be quickly identified and addressed. And “completed” students will be highlighted by the following icon: 📈 to indicate that alternative procedures might need to be followed to address any changes.
**How do I assign another staff member as a unit coordinator?**

AMS unit coordinator access is generally assigned via ATD and this is managed by your school or faculty administrators.

However, if a staff member needs to be granted coordinator access to only AMS on a temporary or non-standard basis, perform the following:

1. Click the ‘Administration’ menu tab.
2. From ‘Access Control’, select the staff member from the drop down list or alternatively, enter their name or email alias (without @qut.edu.au). Click ‘SUBMIT’.
3. Select ‘Unit Coordinator’ as the role, and make a selection from the ‘Unit’ and ‘Teaching Period’ drop down menus.
4. Click ‘SUBMIT’ to grant access.

**Why can’t I select the Satisfactory/Unsatisfactory grading schema when editing the unit plan?**

The available grading schemas for units in AMS are predetermined in SAMS. Many units only use the 1 to 7 grading schema for results, and in this case entering satisfactory/unsatisfactory (S/U) grades is not possible.

Contact your school or faculty administrator if you need to change the grading schema for a unit.

**Why hasn’t the student’s final grade changed when I have a percentage score and grade override entered?**

AMS calculates the ‘Final Grade’ column from the matching ‘Percent’ value using the grade cut-offs specified in the unit plan, even when a value is present for ‘Grade Override’.

However, for reporting and results transfer to SAMS, the Grade Override value will always take precedence.

**Who can I contact for more help or support?**

Contact your school or faculty administration for more help with AMS, or contact IT Helpdesk in the event of a technical fault.

**How can I make managing a large class list easier?**

AMS allows you to focus on different student groups within the class by applying filter criteria. This is available on the ‘View Class List’ and ‘Enter Results’ screens.
The criteria that can be set includes changed results, potential graduates, and specific grades. Tick the desired criteria, then ‘FILTER’. The page will reload with only the rows that match your criteria, and when on the ‘Enter Results’ screen these rows may be updated as normal.

You may also increase or decrease the number of rows shown on a single page under ‘Edit Unit Plan’, and ‘Number of students to display per page’:

**Why are some rows appearing with a blue background?**

This blue highlight (indicated with this icon: ![Blue Highlight](blue-highlight.png)) indicates a student result has changed from its original value in one of the following circumstances:

- Before publication when the result has been changed by a faculty/school administrator after the unit was locked and submitted for approval, or;
- The result has changed at any time after the unit publication date.

**What options do I have to enter or modify student results?**

There are a number of options for entering or changing results found under the ‘Management’ tab:

**Enter Results**

Allows results to be entered or changed one by one for the selected unit, as well as reasons for change when making changes after results publication.

In addition comments clarifying the reasons for change, or referencing other material, can be entered against the student changed.

**Student Update**

Shows details for a single student, including other unit results in the same teaching period.

Allows update of the result for the selected unit, provided that the unit is “In Progress”. (i.e. not currently locked for approval or at a later stage.)

For locked units an “unlock” tickbox is available to post-publication administrators and also unit coordinators if that option has been enabled by the faculty.

As with ‘Enter Results’, additional comments may also be added when making changes after the unit’s publication date.

**Import Final Grades**

‘Import Final Grades’ allows upload of a Curwen, Excel (csv) or text file containing a partial or complete set of results for the selected unit. See the ‘Import Final Grades’ guide for further information.