

Callista SMS ... from an Academic Staff Viewpoint

What follows is a summary of the various tasks that occur in the processing of student academic information within the Callista Student Management System.

This summary has been constructed from the point of view of academic staff and their interaction with the system.

➤ **Admissions**

Distance Education and Postgraduate Coordinator will consider applications for distance education or postgraduate students and make preliminary determinations which will be forwarded to the Academic Office.

What's new?

- Nothing

➤ **Advanced Standing**

Students seeking Advanced Standing for study at Avondale College submit their requests to the Academic Office along with the required supporting documentation. Once the relevant documentation has been received the request will be forwarded on to the Course Coordinator for their assessment.

The Course Coordinator will assess each request and make their recommendation, which may be made in consultation with the Academic Registrar, and will record their recommendation directly into Callista.

Due to the effort involved in making an Advanced Standing determination, this effort will only be expended once the Academic Office has determined that a student is eligible to enrol in their course of interest.

What's new?

- Course Coordinator to enter determination directly into system
- Advanced Standing determinations to be done only after enrolment eligibility has been confirmed

➤ **Assessments**

➤ **Examinations**

Lecturers will receive and review pre-filled Examination Information Forms, sending any changes back to the Academic Office for updating in Callista.

Lecturers will review the examination timetable and report clashes or other anomalies to the Data Analyst in the Academic Office.

Lecturers will prepare examination papers and deliver them to the Academic Office as per the Examination Protocols.

What's new?

- Pre-filling the Examination Information Forms will reduce the effort required by lecturers to complete these and return them to the Academic Office

➤ **Deferred Examinations**

The Academic Office will request information regarding deferred/failed supplementary examinations from the relevant lecturer(s). This will be entered into Callista, thus providing improved management and tracking of these examinations.

The relevant Faculty Dean will nominate invigilators for these examinations.

What's new?

- Nothing

➤ **Special Consideration**

Special consideration requests are made by students initially through the Academic Office, who will forward the request to the appropriate lecturer.

The lecturer will decide whether to grant special consideration or not and then record it against the student directly in Callista.

What's new?

- Lecturers will record the outcome of their decision to grant/deny a student Special Consideration by updating the system directly.

➤ **Processing Results**

A lecturer will be able to download a spreadsheet containing a class list. This spreadsheet will have columns for student id, name, contact details and a grade for that unit.

(The lecturer may choose to augment this spreadsheet with additional columns for tracking assignments and other assessable tasks and for calculating weightings for different tasks, thus using it as a sophisticated marks book for their class)

The Academic Office will also generate Grade Sheets for those lecturers who prefer a paper-based marks book.

Lecturers who use the spreadsheet will be able to upload their grades directly into Callista. Lecturers who prefer the Grade Sheet approach will be able to key their grades into Callista using a data entry form.

The Faculty Exam Board will be able to review all grades either directly on screen or using a printed report. The Faculty Exam Board will finalise each student's grade and update Callista directly.

Finalised grades will be made available to students. This can be done in different cohort windows or all together. Students will access their results online through Callista Connect. Those who wish to receive a hard-copy report will be able to request this through the Academic Office.

What's new?

- Lecturers will be able record grades using an electronic 'marks book' (Excel spreadsheet) that can then be uploaded to Callista directly once final grades have been determined
- Faculty Exam Board will be able to review their student cohort exam results on-line and complete their finalisation immediately using Callista
- Students will be able to view their grades on-line once the grades have been finalised by the Faculty Exam Board.

➤ ***Course Structure & Planning and Calendars***

During the course development stages Callista will provide support by allowing the pre-allocation of course and unit codes.

Once a new course is approved the reference data for the course will be entered into Callista by the Academic Office Business Analyst or Data Analyst.

The Academic Office will be responsible for the maintenance of the various Calendars and the rolling over of the Course Offering options from one year to the next, with any changes that may have come out of the course structure and planning process.

What's new?

- Better management of course and unit codes
- Pre-allocation of codes to assist in the course development cycle

- Calendars can be set up and then rolled over from one teaching period to another
- Multiple teaching periods can co-exist, allowing for Winter Schools, Year-long units, etc

➤ **Connect –Web-based Access to Callista**

With the introduction of Callista, Academic and other staff will have access to much more information about students, courses and grades than has been available in the past. The primary vehicle for gaining access to this information is through the Staff Connect website.

This website will provide lecturers and other academic staff with the ability to view individual student details, including grades, PAR and contact information.

Staff Connect will also be the place where grades can be uploaded using the electronic marks book.

Search capabilities will make it easy to find the details of any student of interest and custom reports will be made available through this same interface.

Students will also have greater access to their own personal and academic information using a web-based view of the Callista data.

What's new?

- Staff will have greater access to information about their students and other academic office information captured by Callista.
- The downloadable class list will contain student contact details and will provide lecturers with the ability to record and upload grades
- Students will see their own details and academic progress on-line.

➤ **Enrolments**

It is anticipated that the enrolment process will become more streamlined as we move towards on-line enrolment. The role of the Course Coordinator will become more of an advisory one, with an emphasis on students taking responsibility for their own program.

There will be a move towards on-line pre-/re-enrolment soon after Go-Live. For students who do not require any consultation with Academic staff, this will fast-track their (re)enrolment, thus reducing the load on Academic staff on enrolment day and improving the enrolment experience for these students.

For students who still require consultation with academic staff, the in-built Course rules (configured by the Academic Office in conjunction with each Faculty) will assist staff in giving accurate advice about unit pre-requisites, co-requisites and other requirements for the course sequence that the student is wishing to take.

What's new?

- Nothing (yet)

➤ **Intermission**

Intermission will be recorded in Callista. Students will be responsible for informing the Academic Office of their intention to take leave or withdraw.

Lecturers will continue to report absences from class to the Academic Office. Course Coordinators will give advice to students about their intermission plans but will not need to authorise.

What's new?

- Nothing

➤ **Graduation**

Course Coordinators follow up on incomplete grades.

Callista rules engine assists Course Coordinators with their review of course completion.

A Missing Grades report will enable Course Coordinators to follow up and finalise those grades that are incomplete.

Course Coordinators will flag each student as 'Course Complete'. Students will not be able to graduate until this status is set and final grades have been submitted.

The Academic Office will check for encumbrances and notify the student.

Academic Excellence will be determined by Course Coordinators in conjunction with the Academic Office.

What's new?

- Course Coordinators will mark each student as 'Course Complete'
- Rules engine will assist with determining who needs to be chased regarding ICs and other outstanding requirements that may prevent a student from graduating

➤ **Progression**

For most courses, progression will be determined by the configuration rules in Callista.

Due to their complex nature, some courses will still require manual intervention to determine whether a student has progressed successfully or not.

The Academic Board will then review the recommendations delivered by Callista's rules engine and record their approval or make changes as required.

The Course Coordinator will continue to review the Academic Registrar's preliminary determinations regarding 'show cause' responses.

What's new?

- Callista's rules engine will 'recommend' the progression of a student. This recommendation will form the basis for the review by Academic Board

➤ **Scholarships**

Course Coordinators will be informed of scholarship holders that are in their courses.

➤ **Security**

Callista will provide open, interdisciplinary transparency (e.g. visibility of a student's grades across all subjects).

Callista implements auditing functionality that enables traceability of changes to student records. This will assist in tracking who has changed what in the system, making it easier to resolve anomalies and explain actions.

What's new?

- More direct access to a richer set of student academic information
- Greater transparency and audit capability