



### Procedure for the electronic return of results

**Step 1** You will be emailed a file, which will contain class list(s) for the unit(s) you teach.

EDF4011_Train.csv	<b>Name:</b> EDF4011_Train.csv <b>Type:</b> Microsoft Excel Comma Separated Values File (application/x-unknown-content-type-Excel.CSV) <b>Encoding:</b> base64
-------------------	---

**Step 2** Click on the file and **Save** the file to a directory on your Hard Drive

**Step 3** Open the file from the directory you have just saved it in by double-clicking the file.

**Step 4** You will be presented with the report as shown below. It is important to note that you will need to extend the column width to see the report. To do this highlight the whole spreadsheet by clicking on the top left hand box and go **Format-Column-Auto Fit Selection**. This will now fully extend the report, and you will now see the **'Mark'** column.

Person ID	Surname	Title	Given Nam	Mark	Grade	Teach Peri	Unit Code	Unit Locati	Unit Mode	Class	Student Att	Discontin	E Exam	Locr Course	Co Crs	Loon	Crs Att	Mo
12777730	ARMSTRONG	MS	FREDA	JANE		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1633	CLAYTON	IN	
12805777	BLOCK	MS	AMY	CAROLINE		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12777889	BORBELY	MR	DANIEL			1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12546518	BRYVANT	MR	ALASDAIR	PAUL		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1633	CLAYTON	IN	
12816493	CALDWEL	MS	CLARE	JUNE		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		2025	CLAYTON	IN	
18186300	DAPIRAN	MR	ALEX	BRUNO		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		2296	PENINSUL	IN	
12784125	EISING	MS	LISA	JAYNE		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12781215	GHATTAS	MS	BARBARA	MARY		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12800619	GRACE	MS	KATHRYN	HELEN		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12563439	GRANDY	MS	ANITA	CORAL		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12815918	GULEY	MS	MEAGAN	NOELLE		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12783838	HAMS	MS	CHRISTIE	LEE		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12740209	HO	MISS	PAK	IAN		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		2026	CLAYTON	IN	
12541044	HOPKINS	MS	LISA	RUTH		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12820474	JOHNSON	MR	MICHAEL	JAMES		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12855855	JORDAN	MS	RENAE	LEE		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		2025	CLAYTON	IN	
12817112	KALMS	MS	NATALIE	KERYN		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12837040	MAGUIRE	MR	FRANK			1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12787116	MCKENMI	MS	LAURA	EMILY		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12785261	NICHOLLS	MR	CAMERON	LUKE		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		2025	CLAYTON	IN	
12788619	QUINN	MS	SARAH	BERNADETTE		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
13002511	REID	MS	HELEN	SANDRA		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		2296	PENINSUL	IN	
12568341	SMILEK	MS	DIANNE			1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12575690	TIRTAHARMS	MS	SARAH	JANE		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		2026	CLAYTON	IN	
12787906	WHYTCRC	MS	LESLIE			1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	
12810800	YATES	MS	SALLY	ADELE		1 2002	EDF4011	CLAYTON	ON	DAY	ENROLLED		MELB		1641	CLAYTON	IN	

**Step 5** The next step is to record all your results for these students, ensuring that the numerical mark is entered into the **'Mark'** Column and the alpha grade is entered into the **'Grade'** column. For units that have a PGO/Fail grade these should be entered in the alpha 'Grade' column.

**Grades should be entered using the following grading system:**

HD	High Distinction	80 - 100%
D	Distinction	70 - 79%
C	Credit	60 - 69%

P	Pass	50 - 59%
NS	Supplementary examination recommended	45 - 49%
N	Fail	0 - 46%
PGO	Pass Grade Only (subject not marked beyond a pass)	50 - 100%
WH	Withheld result	
NE	Non examinable	

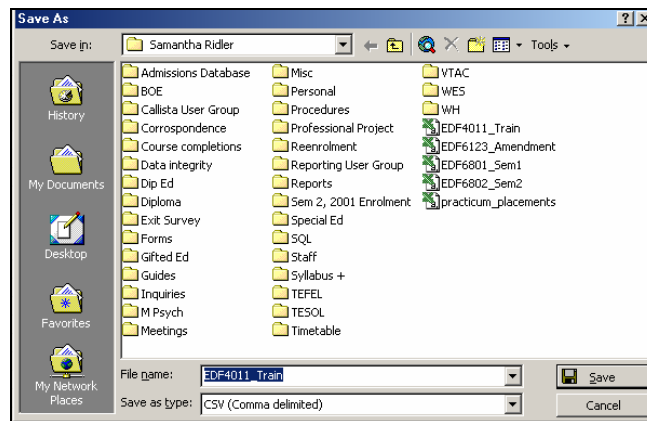
**Numerical marks and grades should be entered for all units (other than PGO/N units). Please check with your administrator if you have any doubts about the PGO status of your unit.**

**A 'Board Of Examiners Explanatory Statement' form must be completed for all withheld results, fail results and recommendations for supplementary assessment.**

**It is important that you do not delete or add any columns or rows. Do not make any amendments other than the recording of results, as this will effect the uploading of the file into Callista.**

### Step 6

Once you have entered all your results, you must save the file. The easiest way to do this is to close the file, as you will then prompted with **"Do you want to save the changes you made to EDF####.csv?"**. You click 'Yes'.



**The file must remain as a 'csv' file, do not save it as an 'xls' file**

**Step 7** Click 'Save'. You will then be prompted again, this time it will say **"The File EDF####.csv already exists. Do you want to replace the existing file?"** Click 'Yes'.

**Step 8** You will be presented with the following prompt, click 'Yes' and you will now have been exited from the spreadsheet

**Microsoft Excel**  
EDF4011\_Train.csv may contain features that are not compatible with CSV (Comma delimited) . Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Buttons: Yes, No, Help

Person ID	Surname	Title	Given Name	Mark	Grade	Teach Per
12777730	ARMSTRONG	MS	FREDA JANE	79	HD	1 2002
12805777	BLOCK	MS	AMY CAROL	70	D	1 2002
12777889	BORBELY	MR	DANIEL	60	C	1 2002
12546518	BRYANT	MR	ALASDAIR	50	P	1 2002
12816493	CALDWELL	MS	CLARE JANE	0	N	1 2002
18186300	DAPIRAN	MR	ALEX BRUNO		WH	1 2002
12784125	EISING	MS	LISA JAYNE	4	N	1 2002
12841215	GHATTAS	MS	BARBARA MARY			1 2002
12800619	GRACE	MS	KATHRYN HELEN			1 2002
12563439	GRANDY	MS	ANITA CORAL			1 2002
12815918	GULEY	MS	MEAGAN NOELLE			1 2002
12783838	HAMS	MS	CHRISTIE LEE			1 2002
12740209	HO	MISS	PAK IAN			1 2002
12541044	HOPKINS	MS	LISA RUTH			1 2002
12820474	JOHNSON	MR	MICHAEL JAMES			1 2002
12855855	JORDAN	MS	RENAE LEE			1 2002
12817112	KALMS	MS	NATALIE KERYN			1 2002
12837040	MAGUIRE	MR	FRANK			1 2002
12787116	MCKEMM	MS	LAURA EMILY			1 2002
12785261	NICHOLLS	MR	CAMERON LUKE			1 2002
12788619	QUINN	MS	SARAH BERNADETTE			1 2002
13002511	REID	MS	HELEN SANDRA			1 2002
12568341	SMILEK	MS	DIANNE			1 2002
12575690	TIRTAHARMS		SARAH JANE			1 2002
12787906	WHYTE	MS	LESLEY			1 2002
12810800	YATES	MS	SALLY ADELE			1 2002

**Step 9** Once all your results have been recorded please return your file via email to the Student Services Team Leader, who then validate and upload your results into Callista.

**Step 10** If you have entered any withheld, fail or supplementary results please ensure that you mail or fax the 'Board of Examiners Explanatory Statement' form, for each student, to the relevant administrator.