

Managing Units and Courses in the ACT Certification System (ACS) October 2020



**Board of Senior Secondary Studies
ACT Certification System (ACS)**

ACT Board of Senior Secondary Studies Certification System

This software enables teachers to enter the college data required for the certification of students in their senior secondary years.

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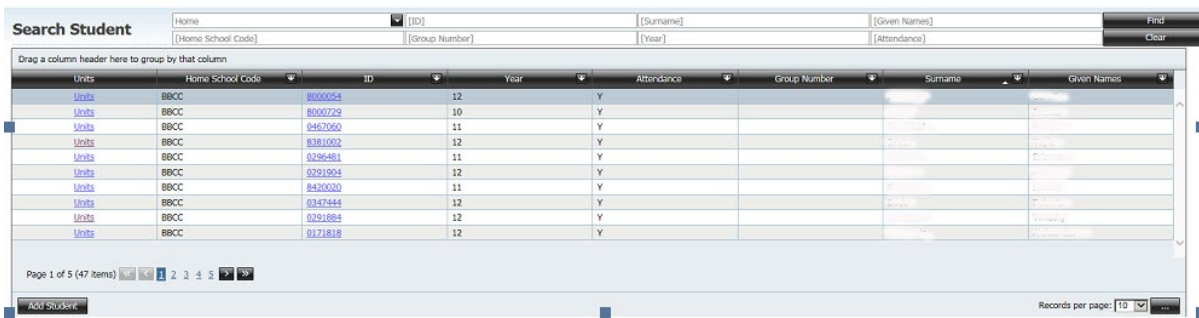
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User Access Level Edit and Data Sync

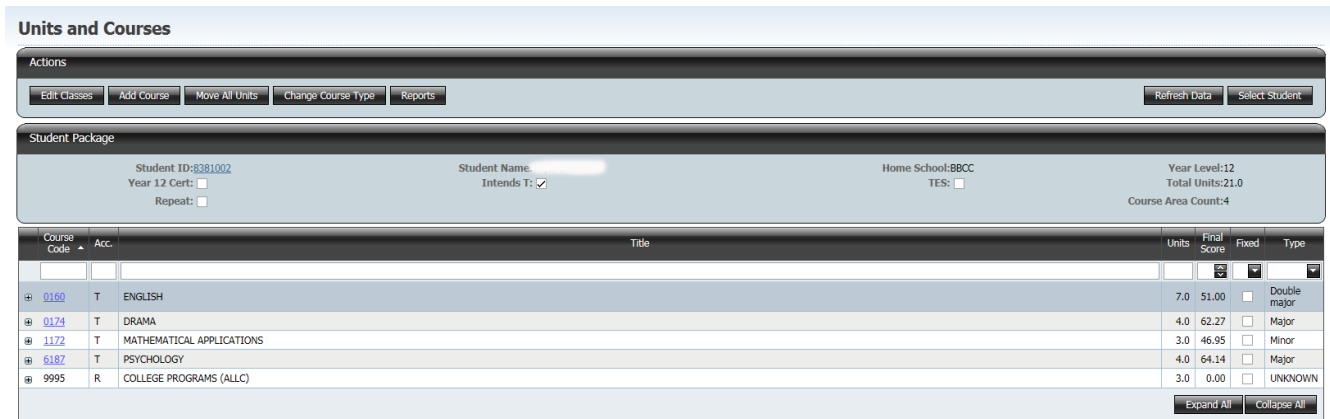
All processes detailed in this section pertain to user access levels 'Edit', 'Transfer' and 'User Control'. Many of the processes here vary on whether the school connects to ACS via the Data Sync system or not. Differences will be noted in the different sections.

Students' Units and Courses Screen

- From the **Students** menu select **Units and Courses** and the **Search Student** screen appears



- To edit a student's package click on the word **Units** next to the student, or click on the row to highlight it and then click OK.



- From this screen you can select another student by clicking on the **Select Student** button in the top right

The **Units and Course** screen has three sections

- Action Buttons**
- Student Package** – details of the current student's package
- Course and Unit grid**

Action Buttons

Clicking on the

- Edit Classes** button displays a list of all classes for a selected assessment period This option is not available to colleges who have a 'sweep'
- Add Course** – allows you to add courses to this student
- Move All Units** – moves all units to another student id
- Change Course Type** – certification officers can use this button to move units that do not form a course to Ungrouped.

- **Reports** – allows you to print:
 - Academic record
 - ‘On-track’
 - Certificate requirements
 Hover the mouse over the button to see the print options.

Student Package Section

- The **Student Package** section provides the information on Student id, Student Name, Home School, Year Level, Year 12 Cert requirements met, TES requirements met, Intending to complete a TES, Total of the standard units, whether the student is a repeat, and the number of course areas studied by the student.

Course and Unit Grid

- The course and unit grid shows details of the courses that are being studied
 - Units - Number of standard units in the course
 - Final Score - Raw course score
 - Fixed - If the course type has been fixed
 - Type - Course type

Using the Units and Courses Screen

- Click on the ‘+’ near the course code to expand the course to show all associated units. All courses can be expanded by clicking on the **Expand All** button
- Once expanded the course and unit can be returned to the course level by clicking on the ‘-’ sign next to the course code or clicking on the **Collapse All** button
- The screen below shows the course ungrouped expanded to the unit level

Course Code	Acc.	Title	Units	Final Score	Fixed	Type			
0000		UNGROUPED UNITS (ALLC)	1.0	0.00		UNKNOWN			
Unit Code	Acc.	Title	Year Studied	Period	Grade	Scaled Unit Score	Contribution	School	Raw Unit Score
<input type="checkbox"/>	40821	A (GEOG) Geographic Research Project	2010	Q1	V	0.00	0	CBRC	0.00
<input type="checkbox"/>	16152	A (ITA) Relational Database Usage	2010	Q1	V	0.00	0	CBRC	0.00
<input type="checkbox"/>	12820	A (GM) World Travel, Sport and Buying Property	2010	Q1	V	0.00	0	CBRC	0.00
<input type="checkbox"/>	31382	A (HIST) Negotiated Study Unit	2010	Q1	V	0.00	0	CBRC	0.00
<input type="checkbox"/>	02999	A (ENG) Heroes	2010	Q1	V	0.00	0	CBRC	0.00
<input type="checkbox"/>	02992	A (ENG) Short Story	2011	Q3	V	0.00	0	CBRC	0.00
<input type="checkbox"/>	90494	A (PE) First Aid - Theory and Application	2011	Q3	V	0.00	0	CBRC	0.00
<input type="checkbox"/>	90236	A (PE) Fitness Programs	2011	Q4	V	0.00	0	CBRC	0.00
<input type="checkbox"/>	05280	A (ENG) Children's Literature	2011	Q4	V	0.00	0	CBRC	0.00
<input type="checkbox"/>	29735	A (FOOD) Independent Living	2011	S2	V	0.00	0	CBRC	0.00
<input type="checkbox"/>	10141	A (MATHS) Mathematics in Sport and Recreation	2011	S2	V	0.00	0	CBRC	0.00
<input type="checkbox"/>	31372	A (HIST) Robin Hood, King Arthur and Romance	2011	S2	V	0.00	0	CBRC	0.00
<input type="checkbox"/>	41389	A (B/ADM) Business Practices and Customer Service	2011	S2	C	0.00	1	CBRC	0.00
<input type="checkbox"/>	02745	A (ENG) Introduction to English	2012	Q1	V	0.00	0	CBRC	0.00

Properties of a Unit Studied record

- Once a course has been expanded to the unit level the properties of the unit can be accessed
- Click on the **unit code** (hyperlink) and the unit studied details will appear as shown below

Unit Studied Details

You may edit Unit Studied details here. However, MAZE schools should note that changes made to Units Studied in the current period will be over-written in the next sweep.

*** Required Information**

Class Code: 6BAFS2

* Course Code: 0000

* Unit Code: 41389

* Year Studied: 2011

* Assessment Period: S2

Unit Grade: C

Unit Studied No.: 10334293

UNGROUPED UNITS

(B/ADM) Business Practices and Customer Service

Raw Unit Score: 0.00

Temp Scaled Score: 0.00

Final Unit Score: 0.00

TID: 544658

Save Cancel

- All details except UnitStudiedNo can be edited. The TID will not be editable for non-Data Sync schools. Once there are markbook entries the Unit Code, Year Studied and Assessment Period fields also become not editable.
- To change the course click on the ellipsis button (the three dots) after the **Course Code**. Do not type a course code directly into the text box.
- The following screen appears showing all courses adopted by the school.

Select Course

Course Code	Course Title
0000	UNGROUPED UNITS
0006	ESL FOR ACADEMIC PURPOSES
0008	CONTEMPORARY ENGLISH
0009	ESL
0015	MEDIA - OVERSEAS
0016	ENGLISH - INTERSTATE
0017	ENGLISH - OVERSEAS
0093	ENGLISH
0095	ENGLISH
0151	MEDIA

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OK Cancel

- To search for a course either type in the course code (or part thereof) or the course title (or part thereof) in the white boxes below the column headers
- Select the course by clicking on the row. The selected row will be highlighted
- Click OK to add the course to the student's package
- A unit is changed in the same way. Do not type a unit code directly into the text box
- Change the Year Studied, Assessment Period or Grade by using the drop down boxes.
- Type in the Raw Unit score, Temp Scaled Score and Final Unit Score or use the up/down arrows to alter a value in these fields

Add Units

Non-Data Sync schools only. Data Sync schools will use their School Management System.

- In the **Students - Units and Courses** screen expand a course and click on the **Add Unit** button

Unit Code	Acc.	Title	Year Studied	Period	Grade	Scaled Unit Score	Contribution	School	Raw Unit Score
<input type="checkbox"/> 00900	T	(ENG) Responding to Literature 1	2013	S1	E	33.43	1	CBRC	34.26
<input type="checkbox"/> 01458	T	(ENG) Novels	2013	S2	V	0.00	0	CBRC	0.00
<input type="checkbox"/> 00950	T	(ENG) Children's Literature	2014	S1	E	24.87	1	CBRC	24.72
<input type="checkbox"/> 01243	T	(ENG) Speculative Fiction	2014	S2		0.00	1	CBRC	0.00

- The **Add Unit Studied Details** screen is displayed as shown below. The course code for the currently selected course is automatically added

You may edit Unit Studied details here. However, MAZE schools should note that changes made to Units Studied in the current period will be over-written in the next sweep.

*** Required Information**

Class Code: \$\$\$

* Course Code: 0095

* Unit Code: [Ellipsis]

* Year Studied: [Dropdown]

* Assessment Period: [Dropdown]

Unit Grade: [Dropdown]

Unit Studied No.: [Text Box]

ENGLISH

Raw Unit Score: 0.00

Temp Scaled Score: 0.00

Final Unit Score: 0.00

TID: 0

Buttons: Insert, Cancel

- To find all units in that course click on the ellipsis button. Do not type a unit code in the text box

Unit Code	Course Code	Unit Title	Unit Value
	0095		
00144	0095	Book to Film	1
00148	0095	Book to Film a	0.5
00193	0095	Book to Film b	0.5
00194	0095	Journeys and Quests	1
00236	0095	Journeys and Quests a	0.5
00255	0095	Journeys and Quests b	0.5
00257	0095	Images of Sport a	0.5
00273	0095	Images of Sport b	0.5
00900	0095	Responding to Literature 1	1
00902	0095	World Literature 1	1

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Contains([Course Code], '0095')

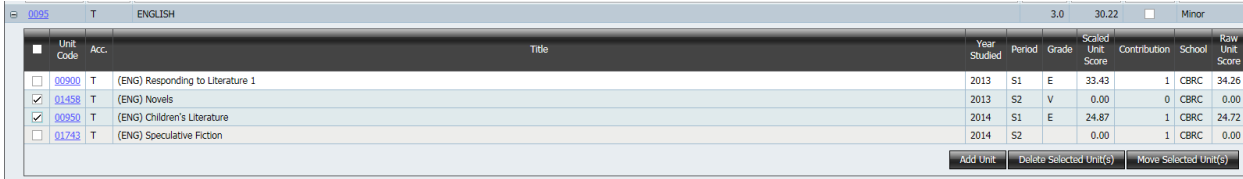
Buttons: OK, Cancel

- Select a unit by clicking on the row. The selected row is highlighted
- Units from another course can be accessed by clearing the **Course Code** filter
- Click the OK button
- Year Studied and Assessment Period data must be entered as they are required fields
- Click the **Insert** button and click OK to the message that appears

Moving or Deleting Units

Data Sync schools will use their School Management System.

- In the **Students - Units and Courses** screen expand to the unit level
- To select the units to move or delete click in the check box next to the unit code as shown below



The screenshot shows a table of units in the 'Students - Units and Courses' screen. The table has columns for Unit Code, Acc., Title, Year Studied, Period, Grade, Scaled Unit Score, Contribution, School, and Raw Unit Score. The units listed are:

Unit Code	Acc.	Title	Year Studied	Period	Grade	Scaled Unit Score	Contribution	School	Raw Unit Score
<input type="checkbox"/> 00900	T	(ENG) Responding to Literature 1							
<input checked="" type="checkbox"/> 01458	T	(ENG) Novels	2013	S2	V	0.00	0	CBRC	0.00
<input checked="" type="checkbox"/> 00950	T	(ENG) Children's Literature	2014	S1	E	24.87	1	CBRC	24.72
<input type="checkbox"/> 01243	T	(ENG) Speculative Fiction	2014	S2		0.00	1	CBRC	0.00

At the bottom of the table, there are three buttons: 'Add Unit', 'Delete Selected Unit(s)', and 'Move Selected Unit(s)'.

- To move the selected units click on the **Move Selected Unit(s)** button
- To delete the selected units click on the **Delete Selected Unit(s)** button

Move Selected Unit(s) to Another Course

- Click on this button and the following screen appears as shown below

Course Code	Course Title
0095	ENGLISH
1030	MATHEMATICAL APPLICATIONS
1192	INFORMATION TECHNOLOGY
1193	INFORMATION TECHNOLOGY
1281	GENERAL MATHEMATICS
4351	HOSPITALITY
9995	COLLEGE PROGRAMS
9997	VOCATIONAL LEARNING

[Course Code] Is any of ('0095', '1030', '1192', '1193', '1281', '4351', '9995', '9997') [Clear](#)

OK Cancel

- The list of courses defaults to the current courses for the selected student
- To search for a course either type in the course code (or part thereof) or the course title (or part thereof) in the white boxes below the column headers
- Click on the course to select it. The active course is highlighted
- Click **Move** to move the selected units to that course
- The course type and raw course score will change to reflect the deletion/addition of the units

Note: If units are selected from more than one course and the **Move Selected Unit(s)** button is clicked, then only the units from the course where the **Move Selected Unit(s)** button was clicked will be moved to the new course.

Delete Selected Unit(s)

- Click on this button and the following screen appears as shown below

Message from webpage

You are about to delete all selected units. Do you wish to continue?

OK Cancel

- Click on OK to delete the units and a message will appear at the top of the screen

NOTE:

If units are selected from more than one course and the **Delete Selected Unit(s)** button is clicked, then only the units from the course where the **Delete Selected Unit(s)** button was clicked will be deleted.

Move All Units to Another StudentID

This button allows you to move all the units, courses and VET competencies from one student to another student. This is needed when a student is in ACS twice with two different student IDs.

Business Rules

- The ideal situation is that a student should have the same ID from the time that they enter the ACT school system until they exit
- The unique identifier in the BSSS Certification System is the studentid. (This is not the case in most school administration systems)
- Students **must** have the same ID throughout senior secondary education
- If a student enrolls at your college after they have started senior secondary education in the ACT you must use the ID from the previous college, otherwise the student will have their unit, course and vocational competencies spread over two ids.
- International students must use the ID issued by the International Education Section
- Particular care should be taken with students who have received vocational certificates in Year 10. Their details can be found in the database
- If a student has the incorrect ID, it must be changed by the end of May, so that the file that goes to UAC is correct. **Once the file goes to UAC, Year 12 ID's should NOT be changed**

Sweep Colleges ONLY

- Change the ID in your school administration system
- This new ID will sweep through to BSSS system
-

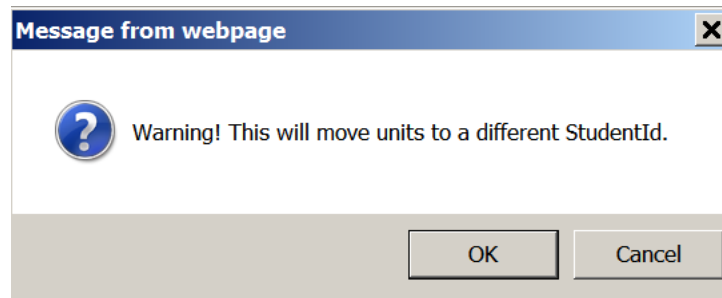
All Colleges

In BSSS database there will now be:

- Unit and course records against the wrong ID
- Unit and course records against the correct ID

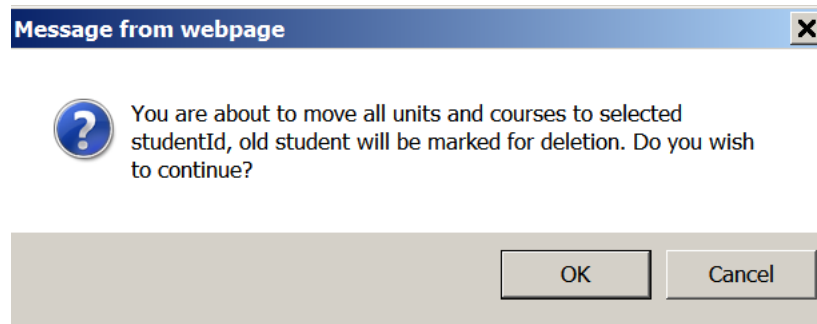
The correct ID should be the ID that has the earliest VET competencies or unit studied records, unless there are independent and verified reasons (e.g. Education Directorate records) to set a different ID as the correct ID.

- Open **Units and Courses** screen and select the incorrect studentid
- Click on the **Move All Units** button and the following screen appears




- Click on **OK** and the **Search Student** screen appears. Find the correct studentid and click on the **Move** button at the bottom of the screen
-


- The following screen appears. Click **OK**



- If all unit, course and VET data has been moved to the correct ID then the following message appears

All old student's Units, Courses, VET Competencies and VET Certificates have been moved to the new student. The old student record has been marked for deletion. 

- If there is an error with moving the data such as duplicate courses or VET competencies then the following screen appears. Contact the BSSS Certification team who will edit the duplicate records in the database

Error: Moving all Units to another student has failed because duplicate Courses, Units, Competencies or Certificates exist.
Resolution: Contact the Technical Advisor who will manually resolve the conflicts. Please provide both student IDs to the Technical Advisor. 

Properties of the Course Studied record

In the **Students - Units and Courses** screen

- Click on the course code (hyperlink) to expand to the properties of that course
- The screen as shown below appears

Course Details

Student : 0693734
 Course : 2256 BIOLOGY
 Course Type : Minor Fixed

#	Unit	Accred	Title	Year	Period	Grade	Score	Value	School	UnitStudied	TID	RAW
<input checked="" type="checkbox"/>	22564	T	How Living Organisms Function	2013	S2	C	64.66	1.0	CBRC	10707446	590726	63.63
<input checked="" type="checkbox"/>	22561	T	Introductor Biology	2013	S1	D	49.09	1.0	CBRC	10570356	581221	52.39
<input checked="" type="checkbox"/>	22567	T	Coordinatio Reproductic and Disease	2014	S1		0.00	1.0	CBRC	10796264	599055	0.00

To discount a unit towards the course score, unselect the row of the unit to be discounted, and then select Copy in the Custom Score box to fix the Final Score (note the Fixed box will become ticked).
 To unfix the Final Score and apply the default course score calculation rules to all units in the course, select Copy in the Raw Score box (note the Fixed box will become unticked).
 Select Save to save the change.

Custom Score : 58.82 Copy Raw Score : 58.82 Copy Final Score : 58.82 Fixed

Save Cancel

In this screen

- Course type can be fixed by selecting the course type from the drop down box. The fixed check box will be automatically checked. Once fixed, a course type is not changed by any of the EOY processes
- Course score can be altered by deselecting the check boxes next to the unit code of the unit you wish to discount. The adjusted course score will appear in the **Custom Score** box as shown below. The **Raw Score** is calculated from those unit scores that comprise the best 80% of the minimum number of units required for that course type, excluding discounted units. **Colleges cannot change the 80% score**

Course Details

Student : 0693734
 Course : 2256 BIOLOGY
 Course Type : Minor Fixed

#	Unit	Accred	Title	Year	Period	Grade	Score	Value	School	UnitStudied	TID	RAW
<input checked="" type="checkbox"/>	22564	T	How Living Organisms Function	2013	S2	C	64.66	1.0	CBRC	10707446	590726	63.63
<input checked="" type="checkbox"/>	22561	T	Introductor Biology	2013	S1	D	49.09	1.0	CBRC	10570356	581221	52.39
<input type="checkbox"/>	22567	T	Coordinatio Reproductic and Disease	2014	S1		0.00	1.0	CBRC	10796264	599055	0.00

To discount a unit towards the course score, unselect the row of the unit to be discounted, and then select Copy in the Custom Score box to fix the Final Score (note the Fixed box will become ticked).
 To unfix the Final Score and apply the default course score calculation rules to all units in the course, select Copy in the Raw Score box (note the Fixed box will become unticked).
 Select Save to save the change.

Custom Score : 58.82 Copy Raw Score : 58.82 Copy Final Score : 58.82 Fixed

Save Cancel

- The Custom Score is calculated on 80% of the selected units
- Press the **Copy** button near the **Custom Score** to move the **Custom Score** to **Final Score**. The fixed box will automatically be ticked. Once fixed, a course score does not change if **Calculate course scores** is run. All course scores will be set to zero if the **Zero course scores** is run
- To unfix a course score click the **Copy** button near the 80% score to move the **Raw Score** to **Final Score** and removes the Fixed flag
- Save before exiting the screen

Edit Classes

This option is available for non- Data Sync schools. It allows selection of classes for any assessment period provided they already exist in the database. To use this function at least one student must have been added to the database who is studying the same unit in the same assessment period.

- Clicked on the **Edit Classes** button the following screen appears

The screenshot shows the 'Edit Classes' interface for a student with ID 0704399. The 'Assessing Classes' section is set to 2014 S2. The 'Enrolled Classes' table is empty, and the 'Class List' table is also empty. The interface includes a 'Refresh' button and 'Add'/'Remove' buttons for the class lists.

- Select the Year and Assessment Period
- Click on **Refresh**
- The Enrolled Classes and Class List grids will populate as shown below
- Select units from the Class List section by clicking in the check boxes next to the class. (You may need to navigate to the next page(s) to find all the classes.) This will enable the Add button

The screenshot shows the 'Edit Classes' interface with populated data. The 'Assessing Classes' section is set to 2014 S1. The 'Enrolled Classes' table is populated with 7 rows of data. The 'Class List' table is also populated with 7 rows of data, with the first two rows selected.

Enrolled Classes							
<input type="checkbox"/>	Class Code	Unit Code	Title	Grade	Score	Course Code	School
<input type="checkbox"/>	\$\$\$	42789	Marketing and Business Management		0.00	4223	CITC
<input type="checkbox"/>	\$\$\$	04412	The Journey and Short Stories		0.00	0255	CITC
<input type="checkbox"/>	\$\$\$	30233	Australia in the Modern World		0.00	3129	CITC
<input type="checkbox"/>	\$\$\$	98982	Individual Sports		0.00	9300	CITC
<input type="checkbox"/>	\$\$\$	98984	Sports Competitions		0.00	9300	CITC
<input type="checkbox"/>	\$\$\$	12917	Travel, Property and Applicable Maths		0.00	1280	CITC

Class List					
<input type="checkbox"/>	Class	Unit Code	Title	Course Code	Course Title
<input type="checkbox"/>	\$\$\$	01918	Australian Social Contexts	0163	COMMUNICATION
<input checked="" type="checkbox"/>	\$\$\$	01940	Writing With Purpose	0148	ENGLISH
<input checked="" type="checkbox"/>	\$\$\$	01942	Reading for Enjoyment	0148	ENGLISH
<input type="checkbox"/>	\$\$\$	03191	Issues in Literature	0319	ENGLISH
<input type="checkbox"/>	\$\$\$	04414	Heroes and Images of War	0255	ENGLISH
<input type="checkbox"/>	\$\$\$	05980	Society and Culture in Australia	0163	COMMUNICATION

- Click **Add** and the selected units are added to the student's package.
- To remove units from a student's package select units from the **Enrolled Classes** section by clicking in the check boxes next to the class. This will enable the **Remove** button
- Click **Remove** and the selected units are removed from the student's package

Add Course

- Click on the **Add Course** button and a blank **Unit Studied Details** screen appears.

Unit Studied Details

You may edit Unit Studied details here. However, MAZE schools should note that changes made to Units Studied in the current period will be over-written in the next sweep.

*** Required Information**

Class Code

* Course Code ...

* Unit Code ...

* Year Studied

* Assessment Period

Unit Grade

Unit Studied No.

Raw Unit Score ▲▼

Temp Scaled Score ▲▼

Final Unit Score ▲▼

TID

Insert Cancel

- All details except UnitStudiedNo can be entered. Non-Data Sync schools will also not be able to edit the TID field.
- To select the course click on the ellipsis button after the Course Code
- To select a unit click on the ellipses button after the Unit Code
- Change the Year Studied, Assessment Period or Grade by using the drop down boxes
- Type in the Raw Unit score, Temp Scaled Score and Final Unit Score or use the up/down arrows to alter a value in these fields

Reports

- Hovering the mouse over this button gives you the option to print
 - Academic record
 - 'On-track'
 - Certificate requirements
- for the selected student