Designed and built by Team Hydrogen

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# Hello!

Welcome to Degree Analysis System (DAS) 2020. The aim of this application is to ease the process of calculating final degree classifications for honours and masters level students.

This guide is intended to assist the end user in the initial set-up and common use-cases of the installed application. For details of how to correctly install and deploy the application (intended for system administrators), please see the Technical Documentation.

**Please note:** at time of writing, this application is still in development to some extent. The ultimate responsibility for the correctness of results remains with class heads, course coordinators and the examination board. Team Hydrogen accept no responsibility for erroneous data generated by this application, and the Data Controller throughout this application's use remains the University of Glasgow.
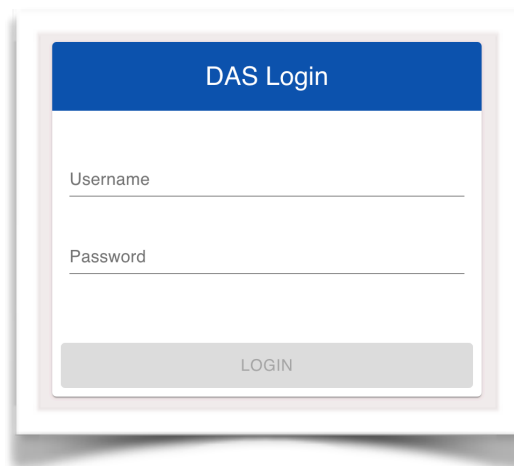
# Contents

# Getting Started

### 1.1 Logging In

Once DAS 2020 has been installed and deployed on your department's network, your system administrator will provide you with login details and a URL (web address) at which the application can be found.



On visiting the application for the first time, you will be asked to log in.

### 1.2 A Quick Tour

In your internet browser, visit the address provided, and log in with the details you have been provided. Upon successfully logging in, you will be greeted with the home screen.
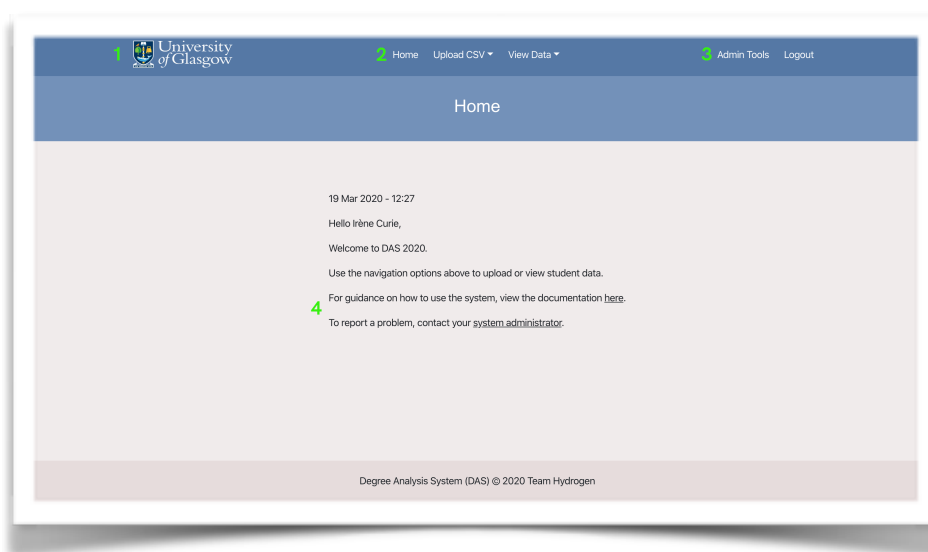


The Home Screen

Some points of interest:

**1. University Logo**
> You can always click here to return to the home screen.

**2. Navigation Links**
> Besides another home screen link, there are two drop-down items. Clicking 'Upload CSV' will display two options: Student Roster and Module Marks. 'View Data' will also display two options: Module Marks and Final Awards. These will be covered later in this document.

**3. Admin Tools / Logout**
> The 'Logout' button will sign you out of your account and return you to the login page. Admin Tools will take you to a screen where administrative tasks can be carried out, which will be discussed later in this document. Non-Admin users can see this link, but cannot access the Admin screen.

**4. Useful Links**
> The home screen contains links to this document and a link to contact your system administrator, should you experience problems that cannot be solved by consulting this guide.

Click on the 'Admin Tools' link. This will take you to the Admin screen, assuming you have administrative privileges.
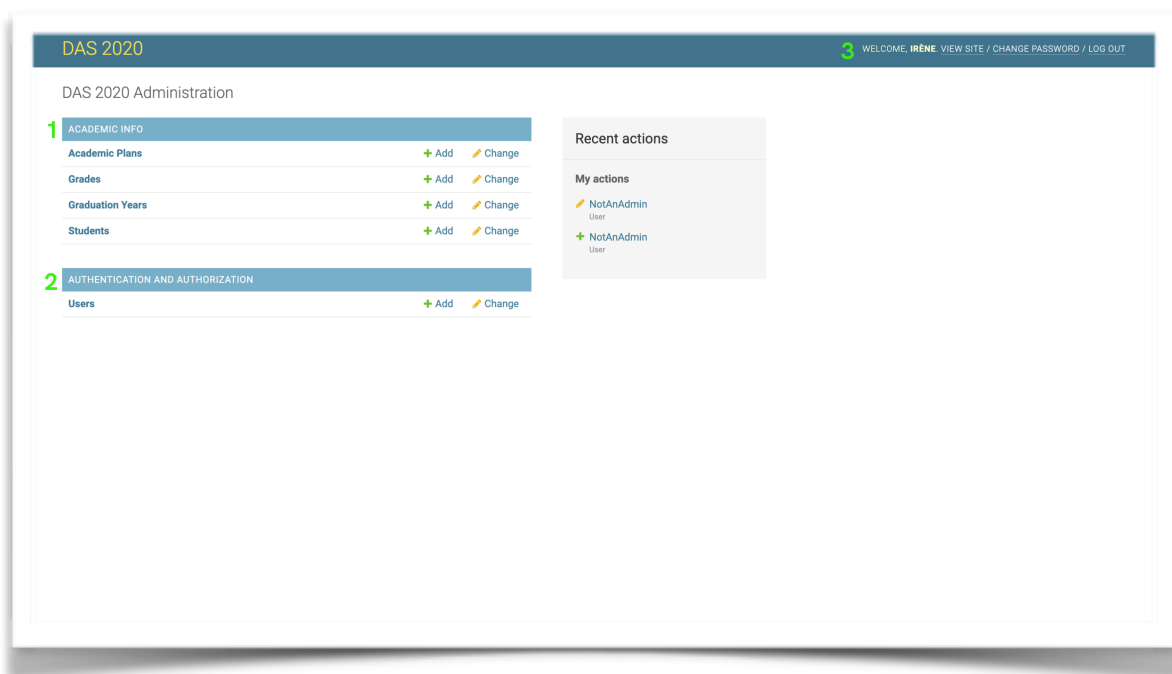


The Admin Screen

Again, some points of interest:

**1. Academic Info**
Using these options, you can add Academic Plans, view Students and Grades (Module Marks) in the system, as well as configure the system for different academic years.
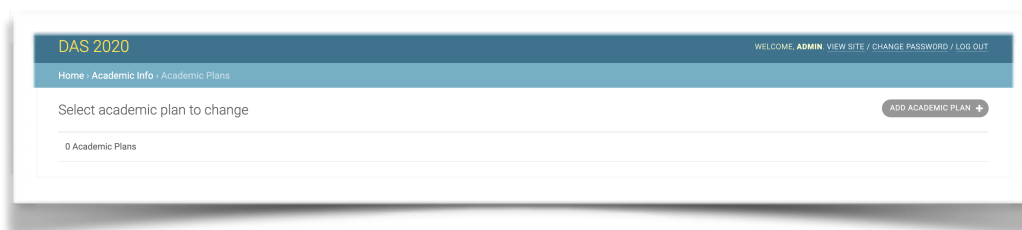
**2. Authentication and Authorization**
The Users option allows you or an administrator to create new user accounts and modify user permissions.

**3. Navigation/Password/Log Out**
To return to the Home screen, click on 'View Site'. 'Change Password' and 'Log Out' behave as expected.

## 1.3 Adding Academic Plans



Initially, no Academic Plans will be defined

Clicking on 'Academic Plans' under the 'Academic Info' header will bring you to this screen. Unless your system administrator has performed some additional configuration for your school, no Academic Plans will be listed. Click 'Add Academic Plan' on the top right.

The Academic Plans exist to ensure your students' module marks are weighted accordingly when calculating their final awards. Each Academic Plan consists of:

An Academic Plan code, of the format expected by MyCampus (e.g. 'A123-4567');
A Graduation Year, of the format 'YY-YY';
An Internal Course Code, used to refer to Academic Plans within your School;
A MyCampus Description, used by MyCampus to refer to the Academic Plan;
Up to 40 Course - Weight pairs.

The Course - Weight pairs must include all of the individual classes which count towards honours classification in the given degree programme (or Academic Plan). Your departments' Degree Classification and Discretionary Criteria Document should outline these weightings. Where no weightings are specified, you should, naturally, take the number of credits the course carries, over the total credits that count towards the honours award.

**BSc (4H-CP) Degree Overviews Scheme:** *(Academic Plan F335-2208)*

| | BSc-Chemical Physics: Degree Contributions & Weightings | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Level 3 | | | Level 4 | | | | |
| | L3-Chemistry | | L3-Physics | 4H-Chem | | | 4H-Phys | chem or phys |
| Courses | Physical | Inorganic (half) | Physics 3 | Physical | Inorganic (half) | Special Top. (half) | Physics courses | Project |
| Credits (240) | 40 | 20 | 60 | 20 | 10 | 10 | 40 | 40 |
| | 60 cr | | 60 cr | 40 cr | | | 40 cr | 40 cr |
| | 120 credits | | | 120 credits | | | | |

Example: School-defined degree without weighted modules

**BSc (CHEM & CMC) Degree Overviews Schema:**

| | BSc-CHEM: Degree Contributions & Weightings | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Level 3 (25%) | | | Level 4 (75%) | | | | |
| Total (100%) | 25% | | | 25% | Exams (50%) | | | |
| Courses | Org | Inorg | Phys | Project | Phys | Inorg | Org | ST |
| Credits (240) | 40 | 40 | 40 | 40 | 20 | 20 | 20 | 20 |
| *Weight (as %) (1.0 ) | 0.083 | 0.083 | 0.083 | 0.250 | 0.125 | 0.125 | 0.125 | 0.125 |
| Weight (as fraction)(1) | 1/12 | 1/12 | 1/12 | 1/4 | 1/8 | 1/8 | 1/8 | 1/8 |
| | 120 credits | | | 120 credits | | | | |

*weight contributon of each course: = (credits course /total credits of year)*(% contribution of year)

| | BSc-CMC: Degree Contributions & Weightings | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Level 3 (25%) | | | Level 4 (75%) | | | | | |
| Total (100%) | 25% | | | 25% | Exams (50%) | | | | |
| Courses | Org | Inorg | Phys | Project | Phys-1/2 | Inorg-1/2 | Org | ST | CMC |
| Credits (240) | 40 | 40 | 40 | 40 | 10 | 10 | 20 | 20 | 20 |
| *Weight (as %) (1.0 ) | 0.083 | 0.083 | 0.083 | 0.250 | 0.063 | 0.063 | 0.125 | 0.125 | 0.125 |
| Weight (as fraction)(1) | 1/12 | 1/12 | 1/12 | 1/4 | 1/16 | 1/16 | 1/8 | 1/8 | 1/8 |
| | 120 credits | | | 120 credits | | | | | |

*weight contributon of each course: = (credits course /total credits of year)*(% contribution of year)

Example: School-defined degree with weighted modules

The Graduating Year field allows you to differentiate between different cohorts and facilitates tweaks to the Academic Plan between successive academic years without having to scrap previous years' data. You may select an academic year from the drop-down menu, or click the '+' button to add one if the desired value is not there.
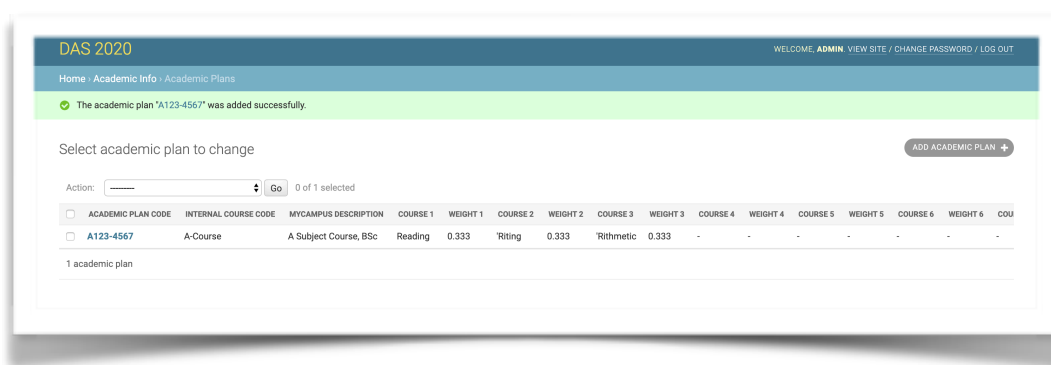
The 'Add Academic Plan' screen

Courses should be entered as University course codes (e.g. ABCD_1234). The course weightings should be entered as numerical values to three decimal places (3 d.p.) and must sum to between 0.99 and 1.01. Every course listed must have an associated weighting. Academic Plan code and Graduation Year pairs must be unique.

The system will not allow you to save an academic plan that does not satisfy these requirements.

When you have correctly filled out the form, scroll to the bottom of the page and click save. Assuming you have entered the information correctly, you will see this screen:



Success: you have created your first Academic Plan!

You can come back to this page at any time to add or modify Academic Plans. It is good practice to create new plans for each Academic year, even if the structure of the degree has not changed.

To make changes to an Academic Plan, simply click the blue plan code on the left. You will see a 'History' button on the top right, which will allow you to track any changes which have been made (and who has made them).

**Be aware** that any changes you have made to an Academic Plan will impact the Final Award of any student enrolled associated with that Plan Code and Graduation Year.

## 1.4 Creating New Accounts

You may wish to add new accounts to the application, with varying levels of access. For example, clerical or office staff may require access to upload student rosters and module marks, or new academic staff may take over responsibility for certain classes. Users can be created, deleted and otherwise managed by clicking 'Users' beneath the 'Authentication and Authorization' heading on the Admin screen.
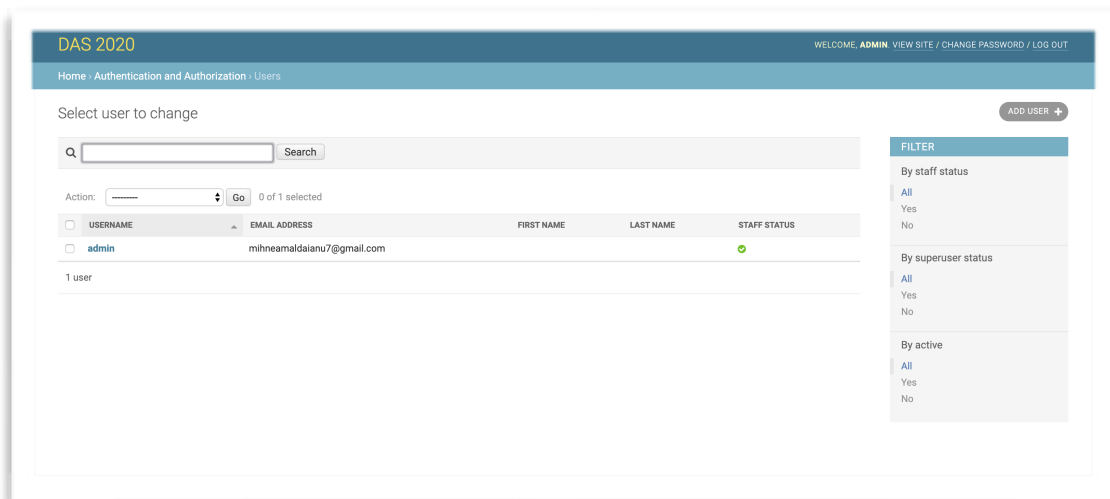
The Users screen

The Users screen provides an overview of registered users on the system. To configure a user, you can click on their username. To add a new user, click 'Add User' on the top right. Upon doing so, you will be presented with a short form, requesting basic information.



The initial Add User screen

Enter a username and a placeholder password and click Save.

**It is imperative** that this password is communicated only with the individual being registered, and that they change their password immediately upon receiving their account details. This can be accomplished using the password reset instructions, covered later in this document.

User details screen

The next screen will request some details about the user. This is similar to the screen you will see when editing an existing user.

Enter the name and e-mail address (preferably their user's University address).

If you are removing an existing user, uncheck the 'Active' box.

For users who will only upload data (such as student rosters and module marks), leave the 'Staff status' box unchecked. For users who will carry out administrative tasks (such as creating and editing Academic Plans, or registering new users), check this box.

It is rarely, if ever, necessary to check the 'Superuser status' box. Consult your system administrator if you are unsure.

Groups can be left blank. When you are satisfied with your entries or changes, click save.



Success: you have created your first User!

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# Students and Grades

**2.1 Adding a Student Roster**

Once you have added all extant Graduating Years and Academic Plans, you can upload a Student Roster. **Please note** that any Academic Plans and Graduating Years which appear in the Student Roster **must** have been created before students can be added.

The Student Roster must be uploaded as a comma-separated value file (.csv) which should look similar to this example when opened in a plain-text editor such as Notepad (Windows) or TextEdit(Mac OS).

```
EMPLID,Name,AcademicPlan,GradYear
2234567,"Aiden,Frye",F101-2207,19-20
2245678,"Buckfast,Jonathan",F101-2207,19-20
2223490,"Dogg,Mad",F101-2207,20-21
2398768,"Morgan,Arthur",F101-2207,19-20
2456781,"Light Beer,Budweiser",F101-2207,19-20
2056784,"Lynch,Kevin",F101-2207,20-21
```

A sample .csv file showing matriculation numbers, names, Academic Plans and Graduation Years

To upload a student roster, first click on 'Upload CSV' and then 'Student Roster' from the Home screen. The next screen you see will be the Upload Student Roster screen.
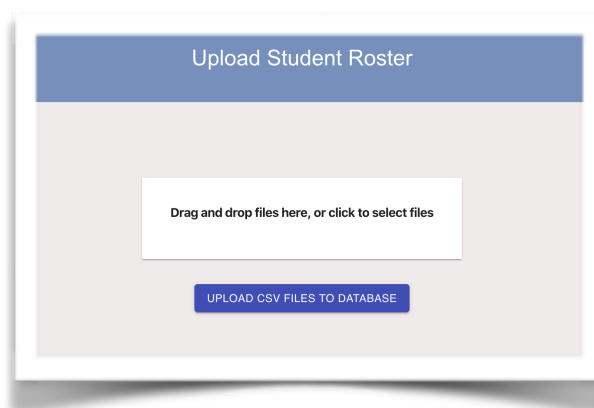


The Upload Student Roster Screen

Either drag the roster file onto the white area, or click the area to select the file(s) through your computer's default file browser. You can upload students multiple times without fear of duplication - the system enforces that matriculation number and name pairs are unique. As such, if you need to add additional students (for example, late registrants) then you can just use an updated file, rather than a separate .csv for the new entries.

Files which are ready to be uploaded will appear beneath the white box. Once you are satisfied, click 'Upload CSV Files To Database'. Provided there are no errors in your .csv file, the students will be uploaded and stored in the system. This may take some time for larger cohorts; please be patient.

As an admin user, you will now be able to see students in the Admin Tools. Clicking on 'Students' under 'Academic Info' from the user screen will show a summary of registered students.



The Students Screen

This display can be sorted by clicking on the headings - you may wish to sort by matriculation number or name to find a specific student.

This interface is not the primary way in which you will be interacting with students; however, there may be some circumstances in which a student's information may need to be edited from the admin tools. Clicking on a student's matriculation number will take you to that student's information.



The Student Information Screen

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From here, you can:

> Change a student's matriculation number (not recommended);
> Change a student's name;
> Change their Academic Plan;
> Change their graduation year;
> Delete students.

You should ignore the Final Award, HasSpecialCode and IsMissingGrades fields. After making any changes, click save.

## 2.2 Adding Module Marks

From the home page, click 'Upload CSV' and 'Module Marks'. You will be presented with the Upload Module Marks screen. The process for uploading these grades is identical to the process of uploading Student Rosters, but the module marks files have their own format requirements.

Once again, the file must be uploaded as a comma-separated value file (.csv) which should look similar to this example when opened in a plain-text editor such as Notepad (Windows) or TextEdit(Mac OS).

```
EMPLID,Name,Grade
2234567,"Aiden,Frye",C1
2245678,"Buckfast,Jonathan",B2
2223490,"Dogg,Mad",A2
2398768,"Morgan,Arthur",CR
2456781,"Light Beer,Budweiser",C2
2056784,"Lynch,Kevin",MV
```

A sample .csv file showing matriculation numbers, names, and alphanumeric grades

Unlike the student roster files, the name of the Module Marks file is important, as it identifies which class these grades have been attained in. The file must be titled:
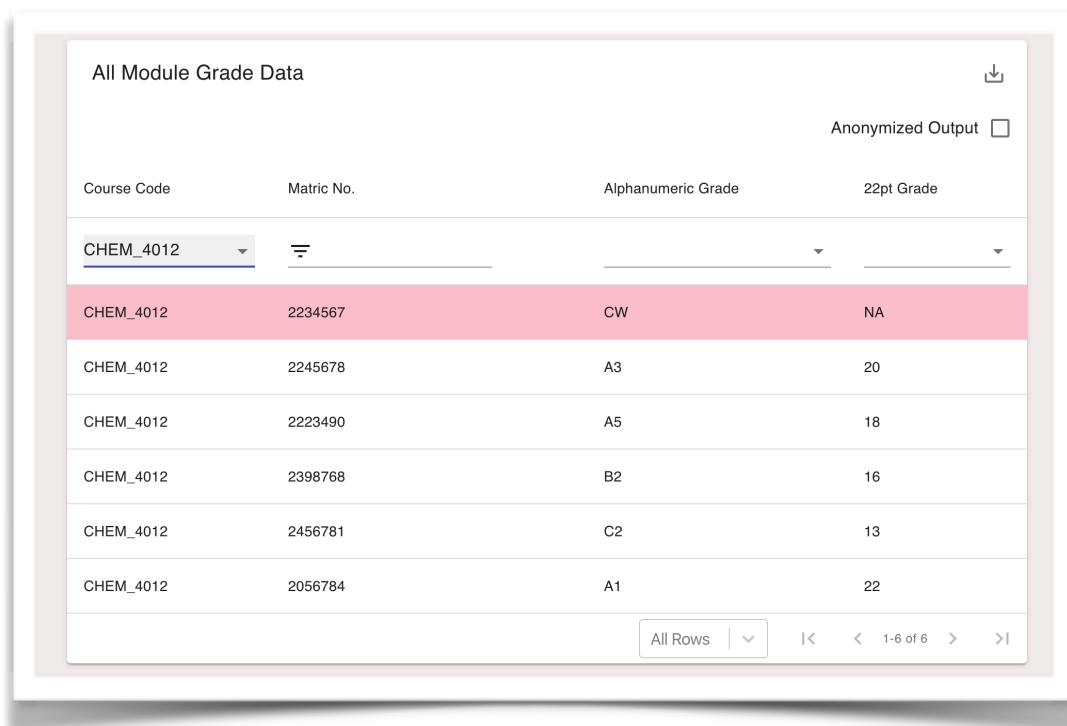
'Grade Roster ABCD_1234_YYYY.csv'

Where ABCD_1234 is the university course code, and YYYY is the year the class was taken.

Assuming there are no errors in the file format, these grades will be uploaded and stored in the system. You will now be able to view them via the 'View Data' tab on the Home screen.

## 2.3 Viewing / Exporting course grades

From the Home screen, click 'View Data' and 'Module Marks' to see the Student Course Grades screen. From here you can view course grades and export them to .csv files for your own purposes.



The Student Course Grades screen contains a table listing course codes, students and the grade attained

The options on the bottom right allow you to select how many rows to display per page, and navigate between pages.

The table on this screen can be sorted and filtered using the table headers, allowing you to select specific data to be exported to a .csv file. You can select to show only specific courses, or a specific student, or all the students who attained an A1.

Clicking the download button on the top right will produce a .csv file containing the data you have selected by filtering. If you click this button with the 'Anonymized Output' box checked, it will also provide a .csv without matriculation numbers, replacing them with a random number which can be cross-referenced with matriculation numbers in the accompanying file.

As shown in the figure above, special codes (such as MV, CR etc) are highlighted in the table. Where these need to be changed, you can do so in the Final Award screen.
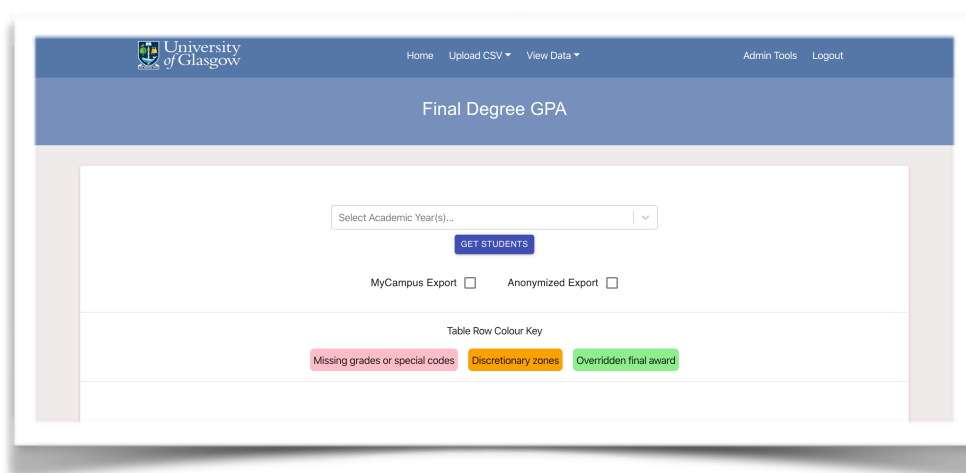
# Final Awards

### 3.1 Calculating Final Awards

The Final Awards are calculated before display and will reflect any changes that have been made to a student's Module Marks or Academic Plan. For large numbers of students, this may take some time; please be patient.

### 3.2 The Final Award Table

From the Home screen, click 'View Data' and 'Final Awards'. This will take you to the Final Degree GPA screen.



The Final Degree GPA screen

At the top of this screen, the 'Select Academic Year' menu allows you to choose which Graduating Year you would like to see Final Award data for. There are two checkboxes - 'MyCampus Export' and 'Anonymized Export' - and we will come back to their functionality later in this document.

There is also a legend explaining the meaning of the coloured highlights on the Final Award Data table.

Select an Academic Year (or 'All Years') and click GET STUDENTS to calculate and display the Final Awards.

The Final Award Data Table

This table can be filtered and sorted, much like the Module Marks table. In addition, the columns icon in the top right (three vertical bars) allows you to select which columns to show and hide at any given time. Your selection of columns here will be reflected in the .csv file that is exported - more on that later.

A number of students in the figure above have been highlighted - this is to indicate that some scrutiny or action may be necessary. Based on the legend at the top of the page, we can see that a number of students have either special codes or missing grades, and one student's GPA falls within the discretionary boundary between two Final Award classifications. Click on the orange row.



Clicking on a Student Row shows all of that student's grades in a sub-table

You will see a sub-table appear beneath the row you have clicked. This details the student's grades - course codes, alphanumeric grades and 22-point scale grades. From this table, you can - if necessary - edit a student's grade by clicking the pencil icon on the left of the row.

Select the desired alphanumeric grade from the drop down menu shown, and click the tick icon on the left to save this change (or the cross icon to cancel). Both the alphanumeric and 22-point scale grade will update. **However**, you will need to select an academic year and click GET STUDENTS again to see any changes reflected in the Final Award calculation.

### 3.3 Editing Final Awards

Given that our student's GPA falls in a discretionary zone, we may wish to override their Final Award. This can be done by clicking the pencil icon on the left of the student row.



Final Awards can easily be modified from within the Final Award Table

From the list on the right, we can select from a number of MyCampus-recognisable Award codes. Select the desired code and click the tick icon on the left (or the cross icon to cancel). Once a change has been made, the row will be highlighted green, indicating that a manual override has taken place.



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## 3.4 Exporting Final Awards

When you are satisfied with the year's calculations (or at any time of your choosing) you can export and download the Final Award table as a .csv file. Using the filters and the column selection tool mentioned earlier, you can customise the data that you want to export.

The MyCampus and Anonymized Export buttons at the top allow you to create special .csv files. With MyCampus Export checked, clicking on the download icon at the top right of the table will produce a .csv file for each Academic Plan. The file name(s) will be the plan code(s), and its format is shown below. These files are ready to upload to MyCampus.

```
StudentID,Name,Acad Plan,Degree Honors
2234567,"Aiden,Frye",F101-2207,TBC
2245678,"Buckfast,Jonathan",F101-2207,0U
2223490,"Dogg,Mad",F101-2207,0U
2398768,"Morgan,Arthur",F101-2207,TBC
2056784,"Lynch,Kevin",F101-2207,TBC
```

An example MyCampus .csv file showing matriculation numbers, names, academic plans and final award codes.

Exporting with the Anonymized Export option ticked will download your customised table in two formats. The first file will include all columns, with an additional leftmost column titled 'ANON Name'. In this column, each student row is assigned a number.

```
ANON Name,EMPLID,Academic Plan,Given Names,Surname,Final Degree GPA (1 d.p),Initial Award,Overridden Award
1,2234567,F101-2207,Frye,Aiden,14.4,TBC,TBC
2,2245678,F101-2207,Jonathan,Buckfast,15.4,0U,0U
3,2223490,F101-2207,Mad,Dogg,14.7,0L,0U
4,2398768,F101-2207,Arthur,Morgan,11.5,TBC,TBC
5,2456781,F100-2208,Budweiser,Light Beer,4.8,Fail,Fail
6,2056784,F101-2207,Kevin,Lynch,13.0,TBC,TBC
```

In the other file, with the suffix 'ANON', the same table will be present but without names or matriculation numbers, and only the 'ANON name' to identify students. This allows for anonymous discussions at exam board meetings and other reviews of student performance.

```
ANON Name,Academic Plan,Final Degree GPA (1 d.p),Initial Award,Overridden Award
1,F101-2207,14.4,TBC,TBC
2,F101-2207,15.4,0U,0U
3,F101-2207,14.7,0L,0U
4,F101-2207,11.5,TBC,TBC
5,F100-2208,4.8,Fail,Fail
6,F101-2207,13.0,TBC,TBC
```

An example .csv file showing anonymized student data

# Troubleshooting

**4.1 Changing Passwords**

In the event that you have forgotten your password (or you believe it to have become compromised) you can click the 'Forgotten your password?' link on the log in screen. You will be asked to provide the e-mail address associated with your account.

Once submitted, you will receive an e-mail with a link to a password reset form. Be sure to choose a secure password.

It is recommended that you change your password upon first receiving your log-in details from an administrator.