CHC Online Results Database
1. **Introduction:**

Welcome to the CHC Online Results Database. These step by step instructions are designed to assist you to enter results online. This is a web-based database and provides staff with the convenience of entering results from any location be that your on-campus office, your home or anywhere else where access to the web is available.

The system is a secured site which does not compromise CHC’s server or CHC Manager. You will need to enter the Username and Password which will be supplied to you in a subsequent email. Contained in that email is information regarding the cut-off date and time for the entering of your results. This is determined by the timing of the Examiners’ Meeting in each school with an allowance for the student admin to download the results to FileMaker and print the Matrix for the Meeting.

More detailed information on this is available in 6.1. Please ensure you read this section carefully.

2. **Navigating to the CHC Online Results Database:**

These instructions will take you step by step through the process for entering the CHC Online Database. You can access the Results Database via the Staff page on the CHC Website. From the home page use the drop down menu under “About Us” and select *Staff*.

Picture 2.1
From the Current Staff page you need to login by clinking on the text link Current Staff Login.

Picture 2.2

From the Current Staff Login page click on the link Login

Picture 2.3
When you click on the text “Login” this will navigate to the Results Database. See Picture 2.4 below.

Picture 2.4

You are now ready to login to the Results Database.
3. Logging in to the Database

Before you can enter any results you must login to the Results Database.

Your username and password are supplied to you through a separate email from CHC. Please be very careful with this information. The passwords are changed every semester and are quite random so it is suggested you copy and paste this into the appropriate field on the screen to ensure it is entered correctly.

If you have any difficulty with your password or username or forget your username and need this to be re-set please contact the following staff:

On Tuesday, Wednesday or Thursday please contact dcrane@chc.edu.au and David Crane will be able to assist you. As David works parttime, please contact fcrane@chc.edu.au on the other days and Faye will be able to assist you. You can also contact either David or Faye by calling CHC on 07 3347 7900. If you are desperate for assistance out of hours you can contact Faye between 5pm and 10pm or on the weekend between 10am and 10pm on her mobile on 0402 489 044.

After you have successfully logged in, you will see a welcome message and will have access to a filtered list of students who are enrolled in units for which you are responsible.

Picture 3.1

You will only have access to the database if you are the designated Unit Coordinator. In this way CHC ensures that the results across all modes of delivery and for each staff member delivering the units have been moderated prior to the Examiners' meeting.
4. Entering Results

Successful login will navigate you to a page like the one below.

Your name will appear in the Welcome and you will have access to the units for which you are responsible in the designated semester. Please note the results in the following examples are for demonstration purposes only and are not accurate.

Picture 4.1

The results are submitted unit by unit and each unit is submitted by mode of study. This correlates with the class lists you have previously been provided.

The steps for entering and submitting student results via the Results Database are outlined below.

Step 1:
Select the unit for which you wish to enter student results.

Picture 4.2
Step 2:
Choose the mode of study for the unit.

Picture 4.3

Step 3:
Click on the “Update” button and this will bring up a list of the students enrolled in that mode of that unit.

Picture 4.4

Click on this to update your selection and access the list of students who are enrolled in this unit in this mode.

See Picture 4.5 below.
Step 4:
Enter the results for the selected unit and mode of study for that unit by selecting from the dropdown list.

Results for any student for whom a result already exists will be displayed on the screen. This will include students who have withdrawn from the unit between weeks 5 and 8 (W), weeks 9 and 16 (WF) and after the end of week 16 (IF).

Results can be entered for each unit in a single batch or in smaller groups. For example you can choose to enter all the results for every student in the unit. Alternatively you can enter 10 results on one day, another 4 on another and then the final group on another day. The results can be changed multiple times prior to submission so if you make a mistake and have not yet submitted the result, then this can be rectified. If you are entering a large number of results or if you are taking a long time to enter results, it is wise to submit them (see Step 5) on a regular basis as the results are not saved to the database until they are submitted.
Step 5: 
To submit results, the statement confirming that the results are correct must be ticked and the button “Submit” then clicked.

Picture 4.7

A screen will confirm the successful submission of the results as seen in Picture 4.8 below.

Picture 4.8

Once a result is submitted for a student, the result is no longer accessible for change via the Results Database and you must contact Student Administration for this change to be entered. This is a security measure to ensure the accuracy of results which are entered into CHC Manager.

Step 6:
You can view the results you have entered at any time, through the login process described above but you will not have access to change any results which have been previously submitted.

Step 7:
You can now enter further results by choosing the “Enter More Results” button or you can exit by choosing the “Exit” button (see Picture 3.8 above).
5. Exiting the Results Database

You can exit the database at two points in the process; after the submission of results or directly from the results entry screen prior to submission (results not submitted will not be saved to the database). The second method is best used when viewing results after submission.

After submitting results you can exit the Results Database by choosing the “Exit” button as described in Step 7 of Section 4 above. This will navigate back to the login screen (Picture 2.5 above) to facilitate re-login in the case of accidental exit.

If you do wish to exit simply close the window by using the red cross at the top right hand side of the screen as you would normally when exiting a web page.

6. General Information

6.1 Timing for entering results:

The Results Database will remain available until 24 hours prior to the date of the Examiners’ Meeting for your school. As a general rule of thumb if your Examiners’ Meeting is scheduled for Monday then you will have access to the Results Database until midnight on the previous Sunday. If your Examiners’ Meeting is scheduled for Tuesday you will have access to the Results Database until midnight on the previous Monday. This is to enable the production of the Matrices. Results after this time and prior to the Examiners’ Meeting should be submitted to the School Administration Officer for confirmation and distribution at the Examiners’ Meeting.

After the Examiners’ Meeting all changes to results will be made in compliance with the current policy through the submission of a Late or Amended Results form to the Course Coordinator or Dean.

6.2 Uploading the results from the Results Database to CHC Manager:

Once results are submitted via the Results Database the results are uploaded to CHC Manager by the staff in the Registrar’s Office. The following quality assurance process has been instigated to ensure that results are accurate.

1. If there is a result in the Results Database and no result in CHC, the result from the Results Database is entered into CHC Manager.
2. If there is a result in CHC Manager but no result in the Results Database, the result from CHC Manager is entered into the Results Database. This is to provide staff with the latest information concerning student results.
3. If there is a result in CHC Manager and a result in the Results Database and the results are identical, no further action is taken. The result which is entered in CHC Manager remains unchanged.
4. If there is a result in CHC Manager and a result in the Results Database and the results are not identical, an error report is produced for the staff in the Registrar’s Office and this is investigated to ensure the most accurate result is entered in CHC Manager. One scenario of this type of occurrence would be when a student withdraws from a unit after a result is entered by the academic staff member.
5. If there is no result in CHC Manager and there is no result in the Results Database, no further action is taken.

6.3 Further Assistance:

There is assistance available for any staff who feel they may have difficulty in entering the results for their units online through the Results Database. If you require assistance please do not hesitate to contact David Crane (dcrane@chc.edu.au) on Tuesday to Thursday and Faye Crane (fcrane@chc.edu.au) at all other times. Faye Crane is also available out of hours via her mobile 0402 489 044.