NCAD DUBLIN

National College of Art and Design

ellucian.quercus

NCAD STAFF USER GUIDE TO QUERCUS

Quercus is the Student Record System used by NCAD. Quercus contains the curriculum structure for all NCAD programmes and holds the admission, registration, financial and academic record of all degree and CEAD credit students. SS&A Student Records/Exams Office manages access to the system and sets permission levels for using the system. Any queries on access, login passwords or permission levels should be directed to studentrecords@ncad.ie

Accessing Querucs

Quercus is hosted on a secure cloud environment, access to the system is through the following http link: Quercus Live Log-in

https://eu-quercus.elluciancloud.com/app/ncad/

Once connected you should bookmark this link on your web browser.

At the login page you will be required to enter your user name and password.   Your User name and password are the same as those used for accessing NCAD Wifi and email. These are issued to you by NCAD IT.

<u>CONTENTS</u>

1

LOGGING IN

To log into Quercus go to https://euquercus.elluciancloud.com/app/ncad/f?p=1001:10:6193011242690 and enter your username and password at which point you will be taken to the *Quercus Menu* (as seen below)
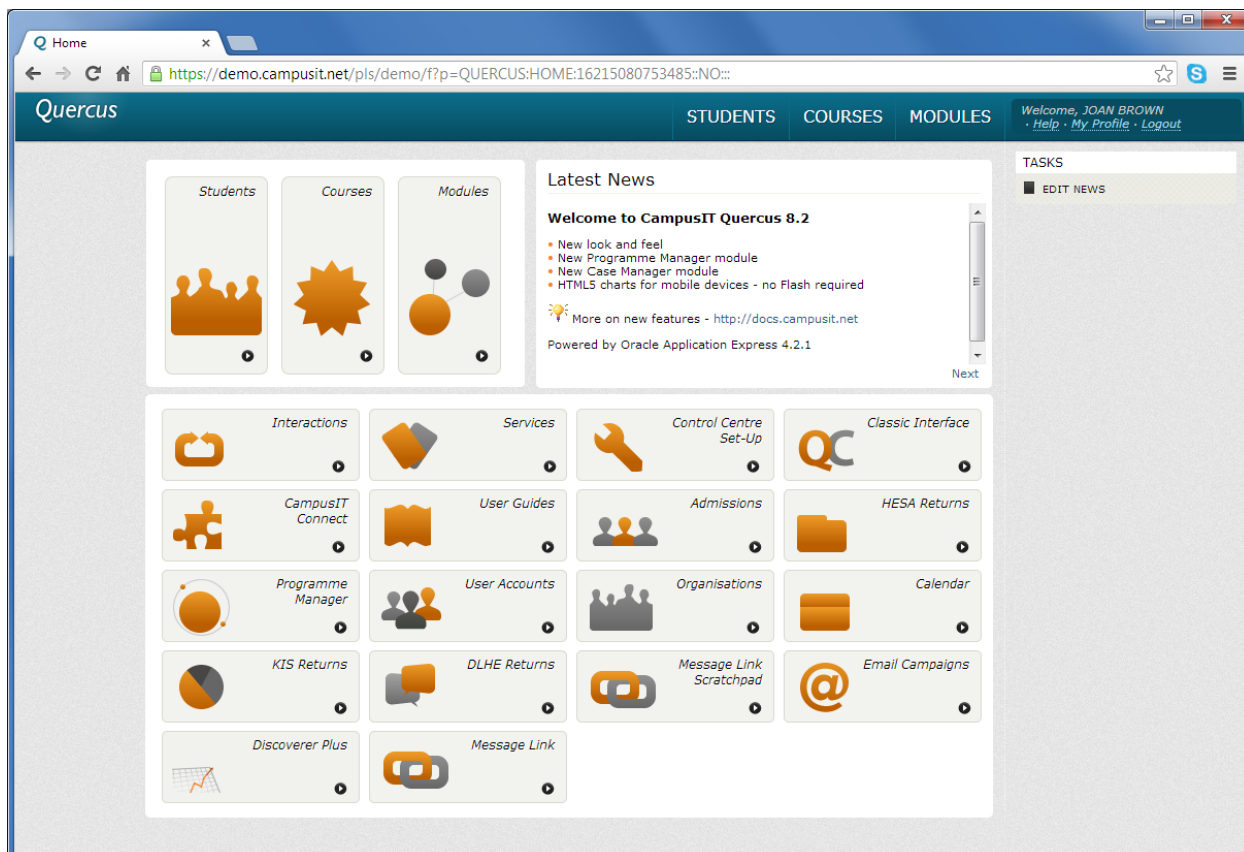
Academic and administrative staff access to Quercus — Quercus Menu

Academic and administrative staff access Quercus through an administrative interface known as the Quercus Menu. What you see on this menu will depend on your permissions. The areas addressed in this section of the guide are to do with *Students* and *Course* lookup and communications. These can be accessed through the large icons at the top left of the Quercus Menu.
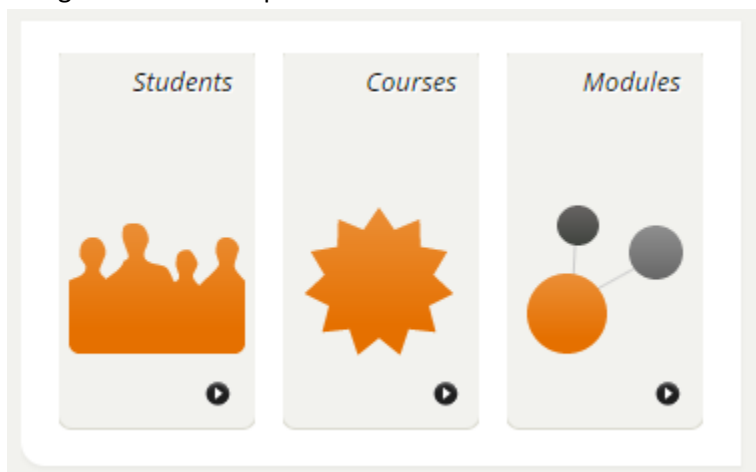
Students, Courses and Modules Icons

STUDENT LOOK UP

To search for a student select the *Students* icon which takes you to the student search page.

You can search for a student by:

- ID number or name: you can enter the first few letters of the student's surname in the Student field
- Use the % wildcard character to match patterns. i.e. If you search for "John %" this will return all students with the first name John, but if you search for just "John" it will return all students with the surname John
- For surnames with a space such as Mac, Mc or O', use an underscore in the space: e.g. Mac_Donnell or Mc_Carthy or O_Brien
- Registration status : you can choose a registration status from the drop down list, for example 'On waiting list' or 'Registered'

Searching for a student using one name

Searching for a student using the % in place of a surname

To search for student:

- Choose to search by student (registered with NCAD) or Person (this includes applicants, past students and any other entries in Quercus)
- If you want to search for a student with a particular status or user name, check "More Options" to reveal these fields.

Search Screen with "More Options" expanded

Any return of results will give you a list of students as seen in the examples above.

VIEWING A STUDENT RECORD

Once you have found the student you are searching for you can view the student's record. In the student list, click a view icon to view the student's information.

You will be presented with a screen divided into an upper and lower section. The upper section displays key parts of the student's personal information.

Student Record Screen

The lower section is made up of different tabs.

Each tab displays information relating to a particular aspect of the student's record. The tabs are shown below (note that not all these tabs may be visible, depending on your system configuration and access permissions). Click on each respective tab to view the relevant information such as Addresses, Communication, Attendance and Documents

Tabs as displayed on a Student Record

STUDENT DOCUMENT UPLOAD

To upload a document to an individual student's record go to the *Documents* tab.

Documents Tab selected on a Student Record

Click Add. This will take you to the document upload screen. Here you can title the document and add a description, course and module where required. You must also set the visibility of the document to either "Only Staff Can See" or "Staff and Student Can See".

Document Upload Screen

STUDENT COMMUNICATIONS

The Communication tab allows you to communicate with a student via email and also allows you to enter details of other communications such as face-to-face meetings, phone calls, or the dispatch of printed materials.

Communications Tab on the student record

To view the history of communications with a student

1. Click the Communication tab. A list of communications with the student is shown on the tab.
2. You can sort the list by clicking on any of the list headings such as Date or Status.
3. You can filter the list by using the From, To, Status and Channel options, which can be views by checking the *More Options* box

To search the communications with a student

Enter the text you want to search for in the Search field.

Click Search.

If the word or phrase occurs in the subject line of the communication, the communication will appear in the list with the word or phrase highlighted in red.

Click the view icon to view the communication.

Communication Search

To send emails to a student

1. Click the Communicate icon in the right-hand Tasks panel. The Send a Message text editor opens.

2. In the Type drop down choose Email.

3. Complete your email subject and body and click Send.

4. The email will be processed. Its status can be viewed in the communication list.

Communications Tab – Emailing a student

5. Emails will be sent from the email account of the person logged into Quercus. Replies to that email will go to the email address of the person logged in.

To record details of face-to-face interactions with a student

Note: you cannot edit face-to-face interaction details once they have been saved. If you need to modify details of a face-to-face interaction you will need to enter a second note.

1. Click the Send a Message icon in the right-hand Tasks panel. The Send a Message panel opens.
2. In the Type drop down choose Interaction.
3. Enter details of the interaction.
4. Click Submit.

The interaction details are added to the database and will appear in the communication list.

Communications Tab - Recording an Interaction with a student

COURSE LOOK UP

To search for a course click the Courses icon which will take you to the Course search page. Click the "More Options" box to expand the search criteria

You can search for a course by:

- Course Code
- Course Session (academic year)
- Course Stream/Discipline
- Title

As with the Student Look Up you can use % as a wild card character (see Student Look Up).

Course Search Screen

Download as CSV, by clicking on this option you are creating a CSV file which you can open and save as an Excel File on your computer.

Viewing a Course

Once you have found the course you are searching for you can view the course. In the course list, click a view icon to view the course information.

As with Student Records, Course screens are divided in two, with the overview in the top panel and the tabs with their associated details on the lower half of the screen.

Course Screen

This screen will give you access to all the modules assigned to a particular programme and registered students.   You can go in through the module tab and see the students registered on the module and a record of their assessment details

CLASS LISTS

Through the course look up you can view class lists of all students identified with a specific course.

Once viewing the correct course, select the Students Tab.

Students Tab when viewing a Course

From here you can filter the list of students using the Status drop down menu. In general class list will consist of all students identified with a status of Registered. You can also view individual student records by clicking the 👁 icon.

Status drop down menu when viewing students

Tip: *If you want to generate a class list you will need to identify all students who appear with a status of 'Registered'. Each list of students can be downloaded as a CSV and then saved onto your own computer as an excel file. In the early part of each semester there may be students who have not yet registered but are expected to, these can be identified under the status of 'Transferred to Register' .*
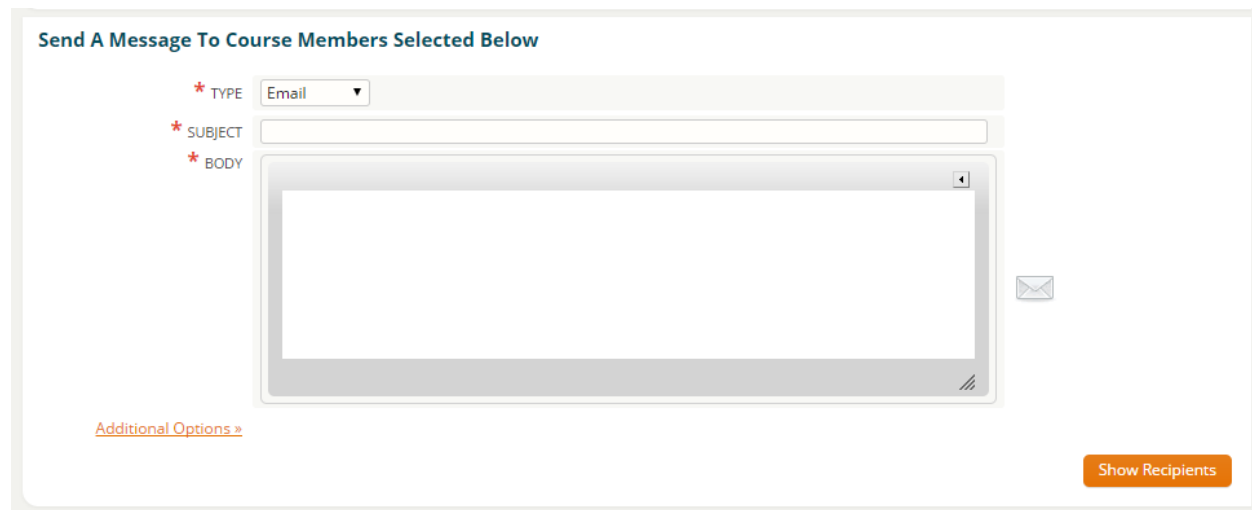
BULK COMMUNICATIONS

TASKS

✉ COMMUNICATE

Using Course Look Up you can communicate in bulk with all the students registered on a specific course. When viewing the correct course you will see a *Tasks* menu in the top right corner.

 Clicking Communicate will take you to a communications screen similar to that when communicating with individual students in Quercus. Using this screen, you can choose to email individual students, a specific group of students or the entire class.

Send A Message To Course Members Selected Below

* TYPE	Email ▼
* SUBJECT	
* BODY	

Additional Options »

Show Recipients

Course Communications Screen

To Send an Email to students on a course:

1. Click Communicate in the Tasks Menu
2. Select Menu from the Type drop down and enter the subject and body of the email
3. Click Show Recipients to expand the class list
4. Select the intended recipients or check *All* to send to all students registered on the course
5. Click Send. You email will be processed and its status can be viewed in the communication list.

COURSE DOCUMENT UPLOAD

To upload a document relating a specific course or cohort of students, use the course look up function and view the relevant course. It is important that you select the correct course instance (i.e. stream & year). When viewing the course instance, you will see a *Course Instance Maintenance* button on the right hand side. Click on this.

Course Screen (Course Instance Maintenance Button)

Once inside Course Instance Maintenance you will find the following tabs. Click on the *Documents* tab.

Documents Tab within Course Instances

This will take you to the document upload screen. Here you can title the document and add a description. You must also set the visibility of the document to either "Only Staff Can See" or "Staff and Student Can See".


Document Upload Screen (Course Instances)

Tip: This function can be used to upload any documents you want all students on a particular course year and stream to see, for example a timetable, a reading list, a project brief or any course documentation.

ASSESSMENT / ONLINE GRADEBOOK

Step 1: Entering module results into Quercus.
After logging in select 'Manage Assessments' from the menu on the page. *(screen shot 1)*
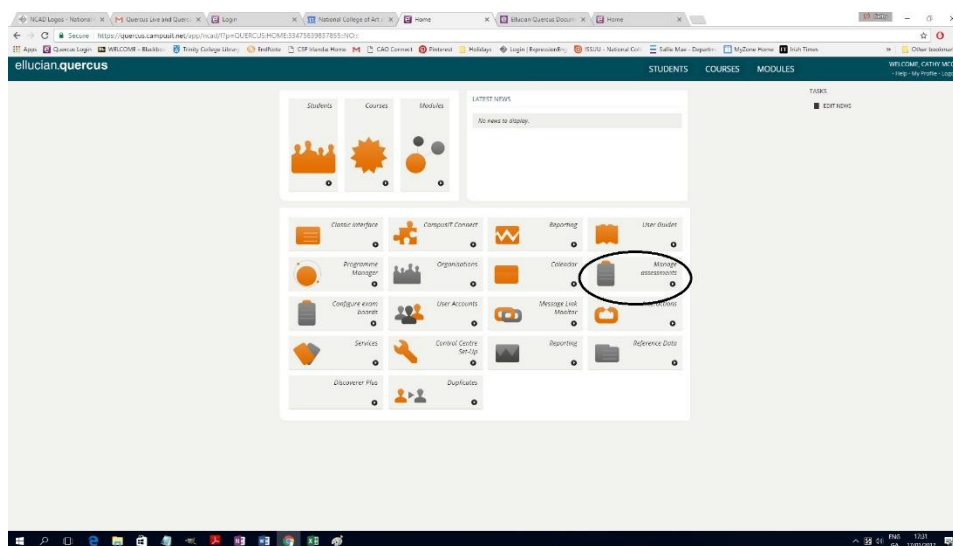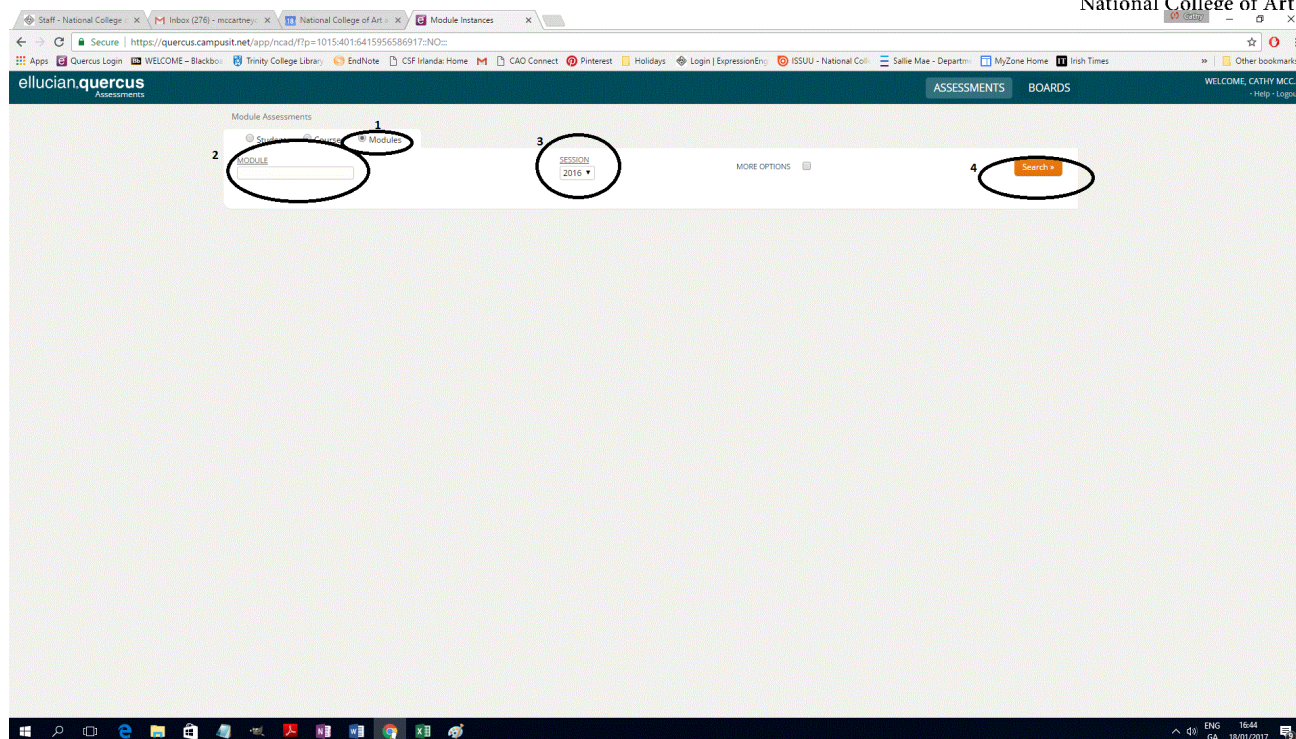

screen shot 1

If you do not see 'Manage Assessments' as a choice contact Student Records who will ensure you have the correct permission levels assigned.

You are now in the Course Assessments part of the system, in order to access the results entry page you have 2 options:

Option 1 *(screen shot 2)*

1. Select 'Modules'

2. Enter either the module name/ part of the name or module code in the module box.

3. Select the required session. (e.g. 2016 = academic Year 2016/17)

4. Click on search box

Screen shot 2

This will bring you to a page with a list of modules or a module. You should select the module you wish to enter results for by clicking on 'View' which brings up the list of students registered on that module.

In order to enter a student's grade you should:

1. Click 'Edit' on the top right hand side of the page.

2. Enter the students Alpha Grade (A+, A, A-, B+, B, B- etc.) under the 'Grade' tab.

3. Enter the calculation point that is equivalent to the Alpha grade under the 'Gross' tab.   (A chart giving the calculation point is included at the back of this document.)

Tip: Enter all the Alpha grades first. Then click the 'Grade' tab which will sort by grade. Then enter the calculation point against each grade. This will make it easy and quick to enter the calculation points accurately.

4**. Click 'Save' in order to save any entered results.**

5. You can download the results you have entered by clicking 'Download to CSV'. This will out-put your results to a CSV file which you can open and save as an excel file or print out and use to verify and check results. *See Screen Shot 3 below.*
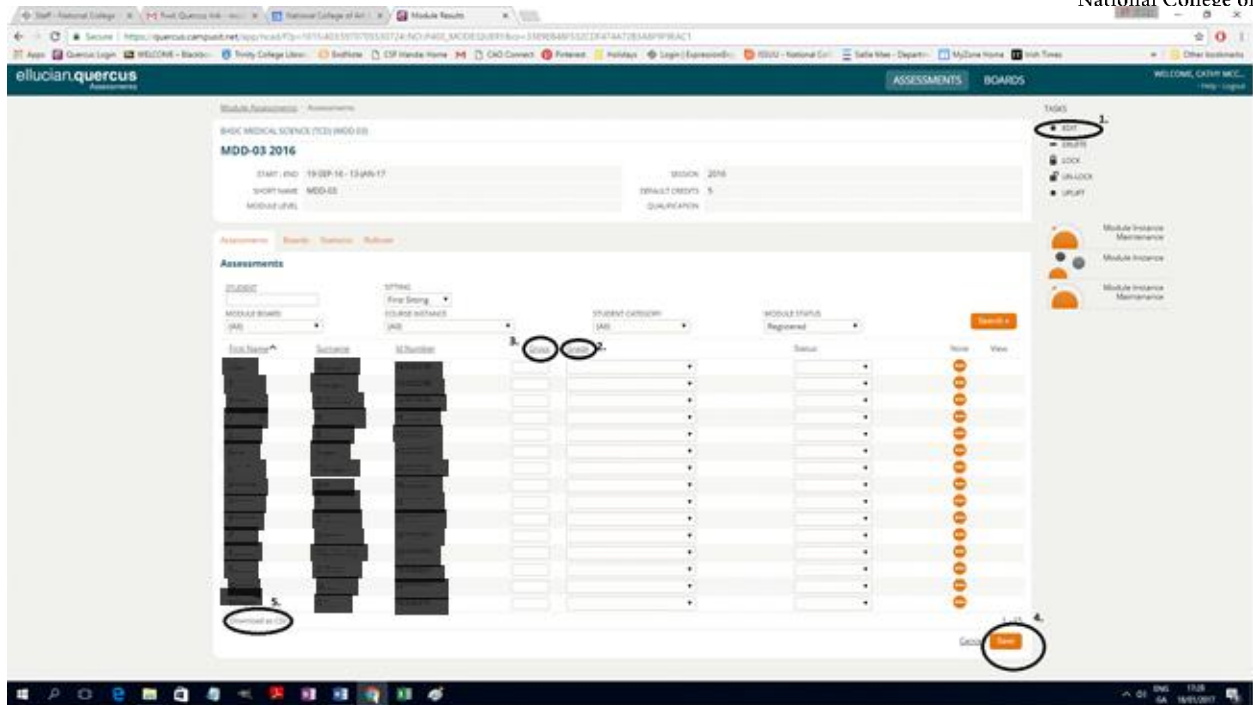
Screen shot 3

Option 2

You can also navigate to the required module by going in at course level. The pathway is 'Manage Assessment' /'Course', as in option 1 above enter the name or code of the course you are looking for and the session, click 'Search'. This option will bring up your course, you should then select 'View'.
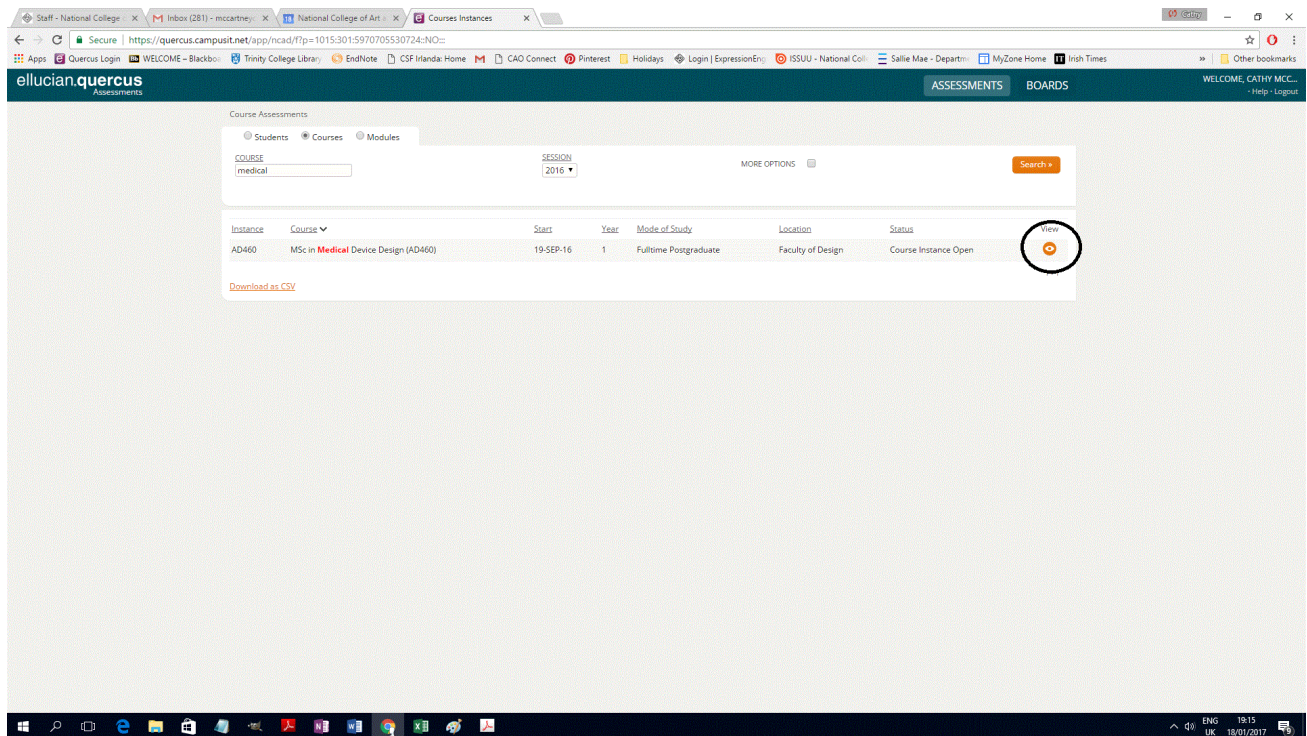
Clicking 'View' brings up a list of all students registered on the Course.   By selecting 'Module' (see the screen shot 5 below) you will get a list of all the modules attached to your programme.
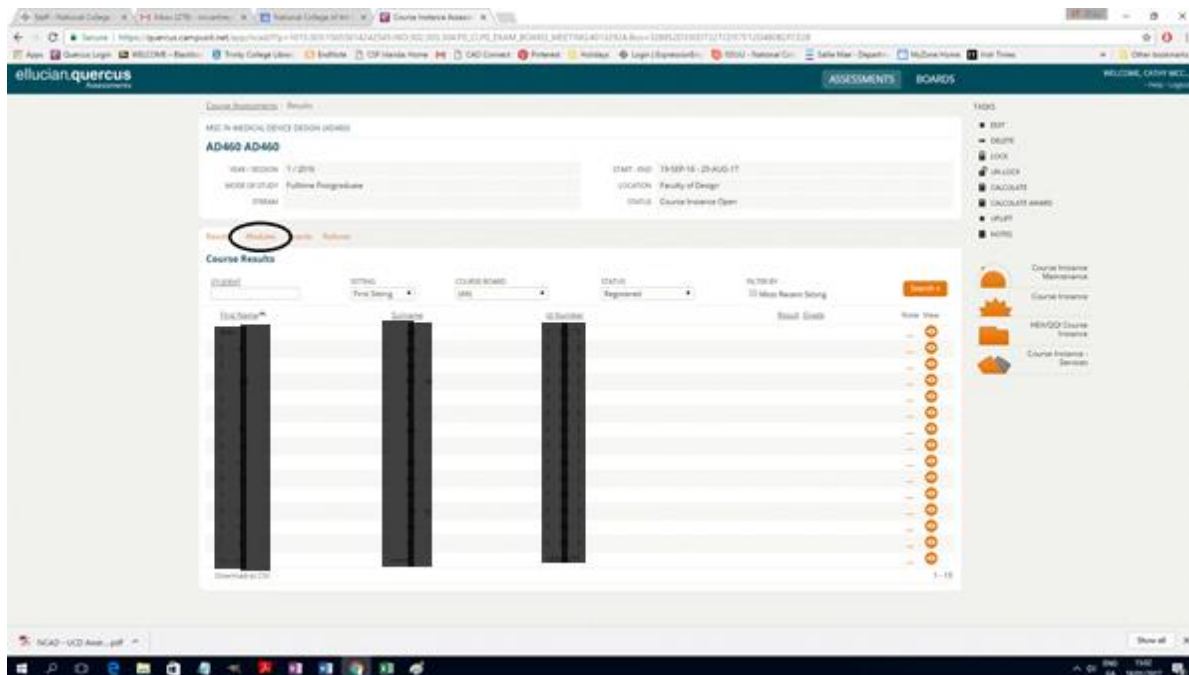
Screen shot 5

Select the Module you wish to enter results for by clicking on 'View' *(screen shot 6)* and proceed to enter results as in Option 1 above.

TIP: *Download as CSV, by clicking on this option you are creating a csv file you can open and save as an excel file on your own computer.*

Screen shot 6

Step 2:

Once you have entered your results into the online grade book and checked the results for accuracy email Michael O' Leary in the exams office to confirm that you have completed entering results olearym@staff.ncad.ie

The Exams Office will lock the results and run a Broad Sheet for the programme which will be emailed back to you and used at the Pre-Exam and Exam Boards.

Each School is responsible for ensuring the accuracy of any results entered into Quercus. Once exam results are 'locked' only the Exams Office can alter any assessment result on the Student record System.

Results are approved at Exam Board.

NCAD / UCD Award and GPA Level Equivalence Table:

Grade	Lower	Upper	Calculation Point	Grade Point	Award Classification
A+	76.67	100.00	78.33	4.2	H1 (First Class Honours)
A	73.33	76.66	75.00	4.0	
A-	70.00	73.32	71.67	3.8	
B+	66.67	69.99	68.33	3.6	H2.1 (Second Class Hons, Grade 1)
B	63.33	66.66	65.00	3.4	
B-	60.00	63.32	61.67	3.2	
C+	56.67	59.99	58.33	3.0	H2.2 (Second Class Hons, Grade 2)
C	53.33	56.66	55.00	2.8	
C-	50.00	53.32	51.67	2.6	
D+	46.67	49.99	48.33	2.4	Pass
D	43.33	46.66	45.00	2.2	
D-	40.00	43.32	41.67	2.0	
E+	36.67	39.99	38.33	1.8	Fail
E	33.33	36.66	35.00	1.6	
E-	30.00	33.32	31.67	1.4	
F+	26.67	29.99	28.33	1.2	
F	23.33	26.66	25.00	1.0	
F-	20.00	23.32	21.67	0.8	
G+	16.67	19.99	18.33	0.6	
G	13.33	16.66	15.00	0.4	
G-	00.02	13.32	11.67	0.2	
NG	00.00	00.01	00.00	0.0	

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USER GUIDE FOR NCAD ACADEMIC STAFF

Postgraduate Applications

1. Sign into Quercus using your *username* (which will be your surname followed by your initial) and your *password* (which will be the same for NCAD IT services) and click on the orange "Login" button.

   If you are unsure of your password, please contact Michael O'Leary in Student Records or John O'Donnell in IT and they will be able to reset it for you.
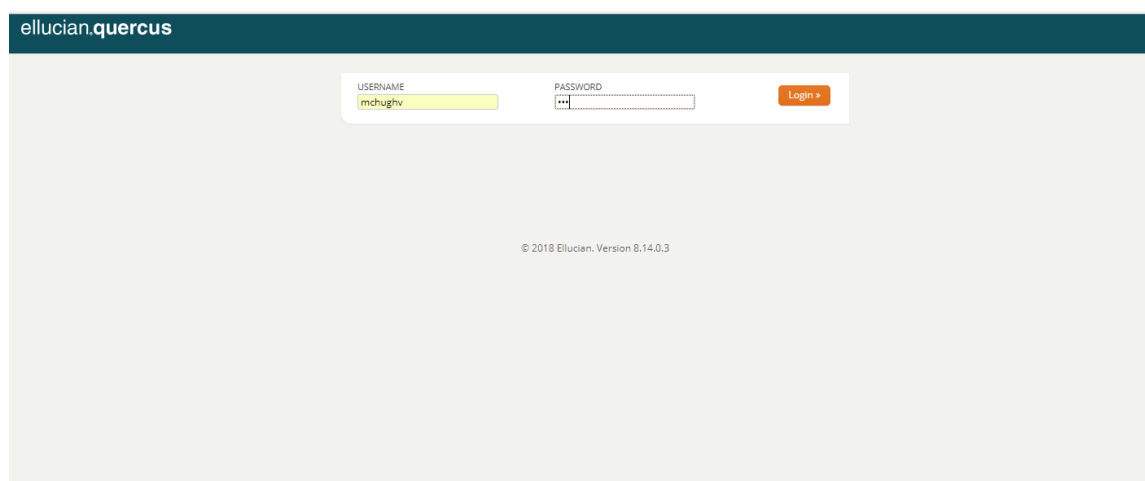
2. Click on "Interactions". This may be in a different place on your screen.
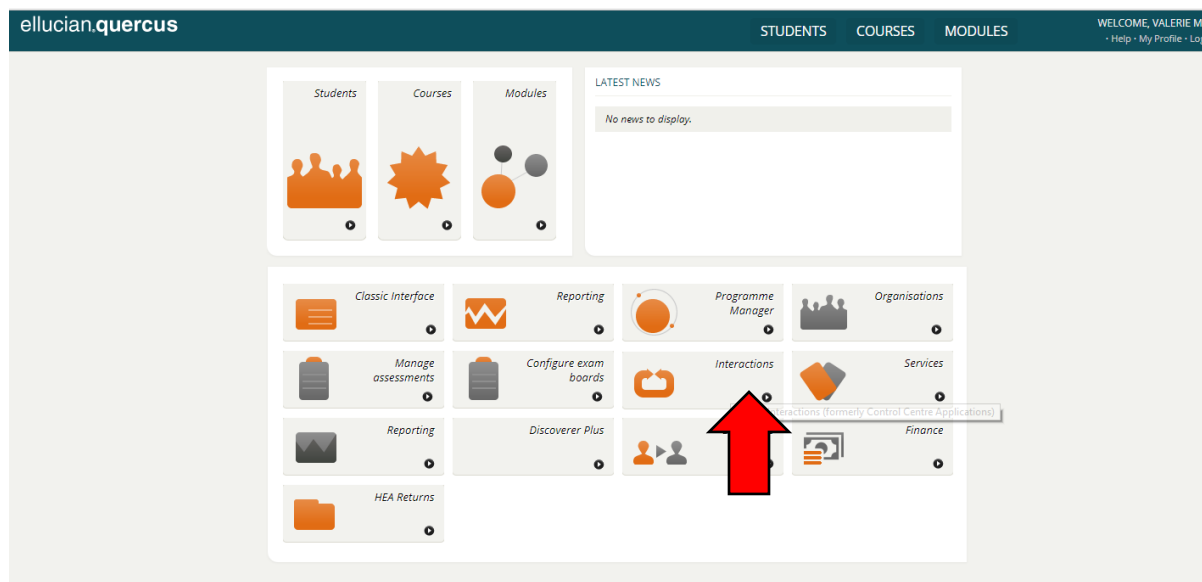
3. Click on "Apply Online"
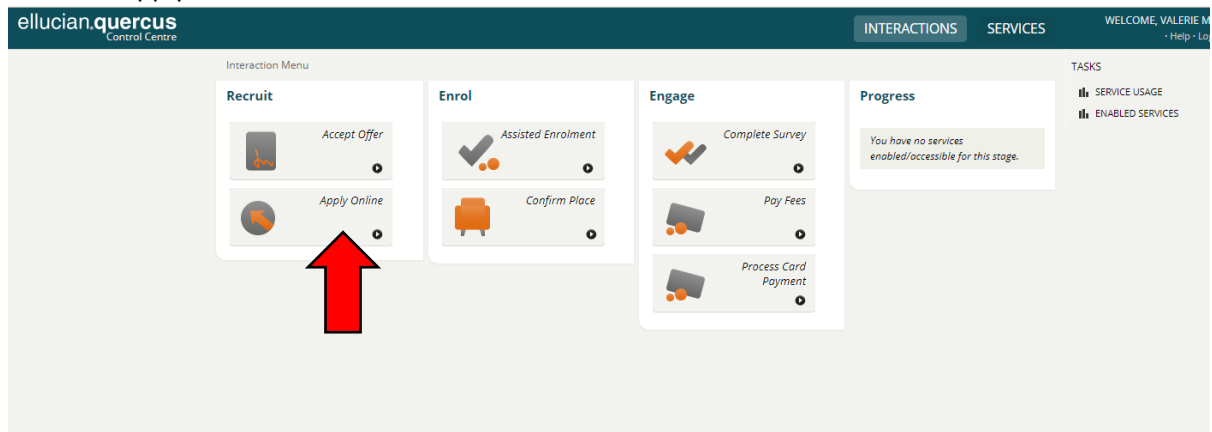
4. Change the Academic Session to "2018" from the scroll down menu, and then click the orange "Filter" button. 2018/19 applications appear under the "2018" academic year.
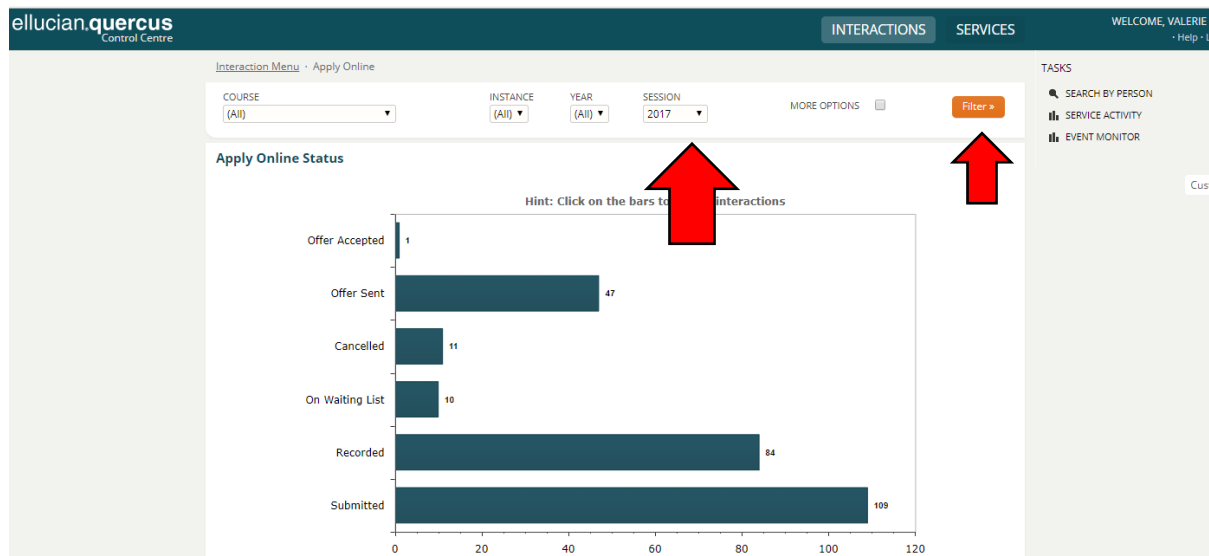
5. Click on the "Awaiting Academic Review" bar.
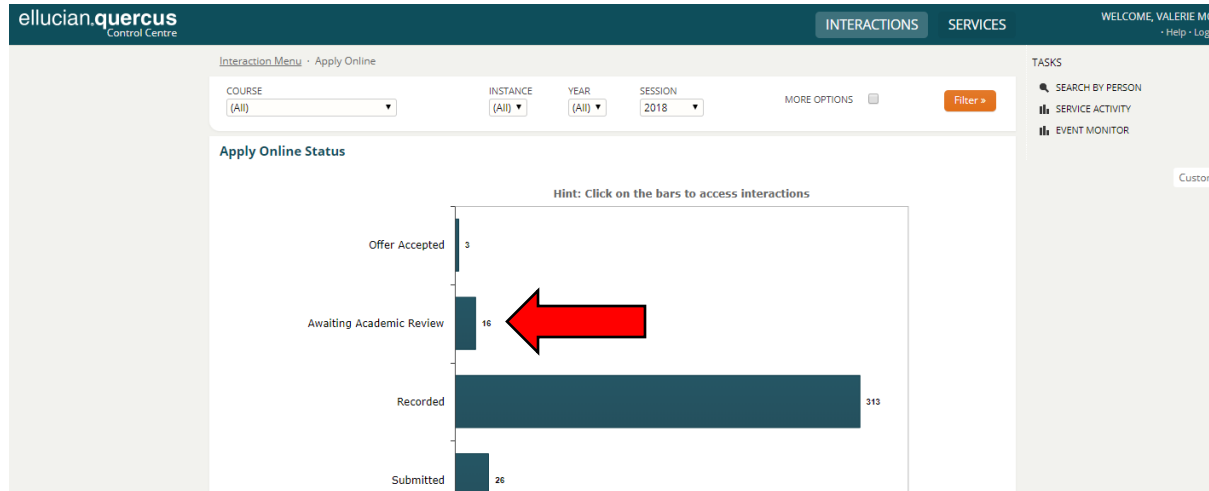
6. Select the course you will be reviewing from the drop-down menu here. Then click the orange "Filter" button.

7. To view each individual applicant, click on the orange eye icon at the end of the row.

8. You will then be in an applicant's screen. From here, please click on the "Documents" tab, to view the documents uploaded by the applicant.

9. To view all of the documents, click on the "Download" button beside each document. Each document will open up separately when you click on the "Download" buttons.

10. Each applicant will be either

- **Offer -** Applicants will be issued a place offer subject to meeting minimum entry requirements (2.1 degree, IELTS 6.5 or equivalent, etc)

- **Conditional Offer -** Applicant to be offered a place subject to condition (Qualifier or other) set and approved by Department

- **Interview -** Applicant to be invited for interview - offer status to be determined thereafter

- **Waitlist -** Applicant is suitable for postgraduate study and may be issued a place offer should another candidate withdraw or defer

- **No Offer -** Applicant not suitable for postgraduate study

11. Please open up the Excel Spreadsheet "Postgrad Document Tracker" and note down in the "Offer status box" which of the above four options applies to each applicant. Once you have completed the Excel Spreadsheet, please email this back to admissions@staff.ncad.ie in order for offers to be sent to applicants. If you wish to add comments, please use the "Academic Comment" box in the spreadsheet.

Once you have viewed all of the applicants and their documents, you are done, and can log out. If any more postgraduate applications come in, the Document Tracker will be sent to you again with the new applicants listed.

The Admissions Office will use the Excel Spreadsheet to send the offers out to the applicants on Quercus.