

Recording non-accredited achievement in ontrack

We are moving the recording of achievement on non-accredited courses from the paper Achievement Grading forms to ebs ontrack, where you record attendance.

If you need guidance on how to access ebs ontrack, please see the Staff Access page on the City Lit website or contact your department admin team.

City Lit records achievement on non-accredited courses that are 9 hours or longer.

On the old Achievement Grading form, we asked you to grade each student using a scale. We have simplified this – you only need to indicate whether a student has achieved or not achieved.

A student has 'achieved' if he/she has achieved all, or almost all, of the course learning outcomes (roughly 75% or more), or all personal learning outcomes.

Students *not achieved* are likely to be unusual. Examples might be:

- those with poor attendance
- those who have joined a course at the wrong level and not transferred (although we have advised them to do so).

How to record non-accredited achievement in ontrack

A week before your course ends, your course will become visible in ontrack under 'My Recording of Achievement' heading in the left side navigation pane.

Courses will be listed with the most recent at the top.

The last column will indicate whether you have already recorded achievement for a course or how many students' achievements are still outstanding.

The screenshot shows the 'ebs: ontrack' interface. The left navigation pane includes 'My Homepage', 'My Details', 'All My Courses', 'My Course Feedback', and 'My Recording of Achievement' (highlighted with a red circle). The main content area is titled 'My Recording of Achievement (5)' and contains a table of courses. The table has columns for Year, Course Code, Course Title, End Date, and Recording Achievement. The data rows are as follows:

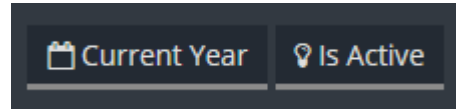
Year	Course Code	Course Title	End Date	Recording Achievement
1920		Spanish 3 upper: module 1	03/12/2019	9 outstanding
1920		Spanish 3 lower: module 1	03/12/2019	Recorded
1920		Spanish 2 conversation	02/12/2019	16 outstanding
1920		Spanish beginners: module 1	02/12/2019	20 outstanding
1920		Spanish: jump into year 2 lower	12/09/2019	6 outstanding

Showing 1 to 5 of 5 records

1. Click on the course code or course title.
This will take you to the **My Recording of Achievement** page.

This page will list students who are either active or have completed your course. It will not show students who have withdrawn.

2. If your course has already finished, make sure the **Is Active** options is **not** selected, in order to see all your students.



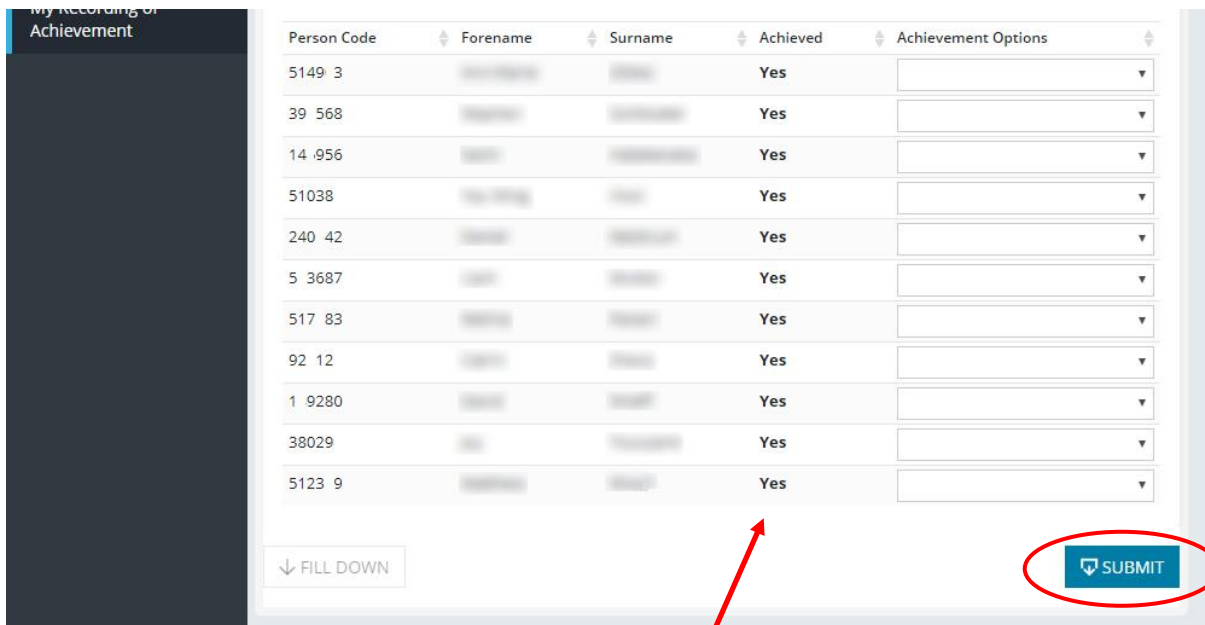
3. Using the drop-down menu under **Achievement Options**, select whether students have achieved or didn't achieve the course learning outcomes or their personal goals.

You can select an outcome for the first student and then use the **Fill Down** button to have it apply to all other students.

If you use the Fill Down option, please do make sure you select Not Achieved individually for those students for whom that applies.

The screenshot shows the 'ebs: ontrack' interface. At the top, there are buttons for 'Current Year' and 'Is Active'. The main heading is 'Non-accredited achievement for: Spanish 3 upper: module 1 (1920)'. Below this is a table with columns: Person Code, Forename, Surname, Achieved?, and Achievement Options. The table lists several students: Helen, Calliste, Ryan, Hedge, Dean, Morrison, Cat, Valk, and Adam. The 'Achieved?' column has a red circle around the 'Not Achieved' option for the student 'Hedge'. At the bottom left, there is a 'FILL DOWN' button with a downward arrow, also circled in red. At the bottom right, there is a 'SUBMIT' button.

4. After you have selected the appropriate achievement status for your students, click on **Submit**.



After you click Submit, the achievement will display in bold text in the Achieved column.

Can I change the achievement marks?

You can go back and amend previously recorded achievement.

Use the **Achievement Options** drop down menu again, select the correct achievement for the student/s you need to correct/update, and press **Submit**.

Missing attendance marks

If a student hasn't attended, or their attendance marks are missing, they will appear in a separate grid below the main achievement section, and you will not be able to record their achievement.

Click on the **Event code** register link in the Register Details box to update the register.

