

# Online Results Entry via Medici Grade Roster Web Interface

## 1. Introduction to Medici Grade Roster Web Interface

This document provides a step-by-step guide for academic staff responsible for the entry of results via the Medici web interface.

The Medici Web interface allows results to be saved to the Medici database via the web, eliminating the need to have special software installed on personal computers. The minimum software requirement is a web browser that is able to access the University's website. Only the final semester grade is recorded in the Medici Grade Rosters. Academic staff needs to continue to keep a record of ongoing assessment grades throughout the semester.

Offshore academic staff will need to apply for a Medici web interface by contacting Lianne Gore ([lianne.gore@unisa.edu.au](mailto:lianne.gore@unisa.edu.au)). If you require assistance with your results entry please contact the course coordinator.

## 2. Logging On to Medici Grade Roster

Access to login to the Medici web interface for instructors is available through a link on the Teaching and Research Education page on the University website.

To log on to Medici web interface, a username and password will be allocated to you by UniSA.

If you require assistance with access and results entries contact Lianne Gore ([lianne.gore@unisa.edu.au](mailto:lianne.gore@unisa.edu.au)).

### Step 1

Go to <https://www.applications.unisa.edu.au/resultsentry/login.asp>

### Step 2

#### Enter UniSA network username and password

Enter your username and password into the space provided and click on the login button to access the Medici Web for Instructors.

Web link: <https://www.applications.unisa.edu.au/resultsentry/login.asp>



Enter your username and password and click the login button

Web Results Entry system hours are 1:30 AM - 11:55 PM daily. Currently it is 2:53 PM.

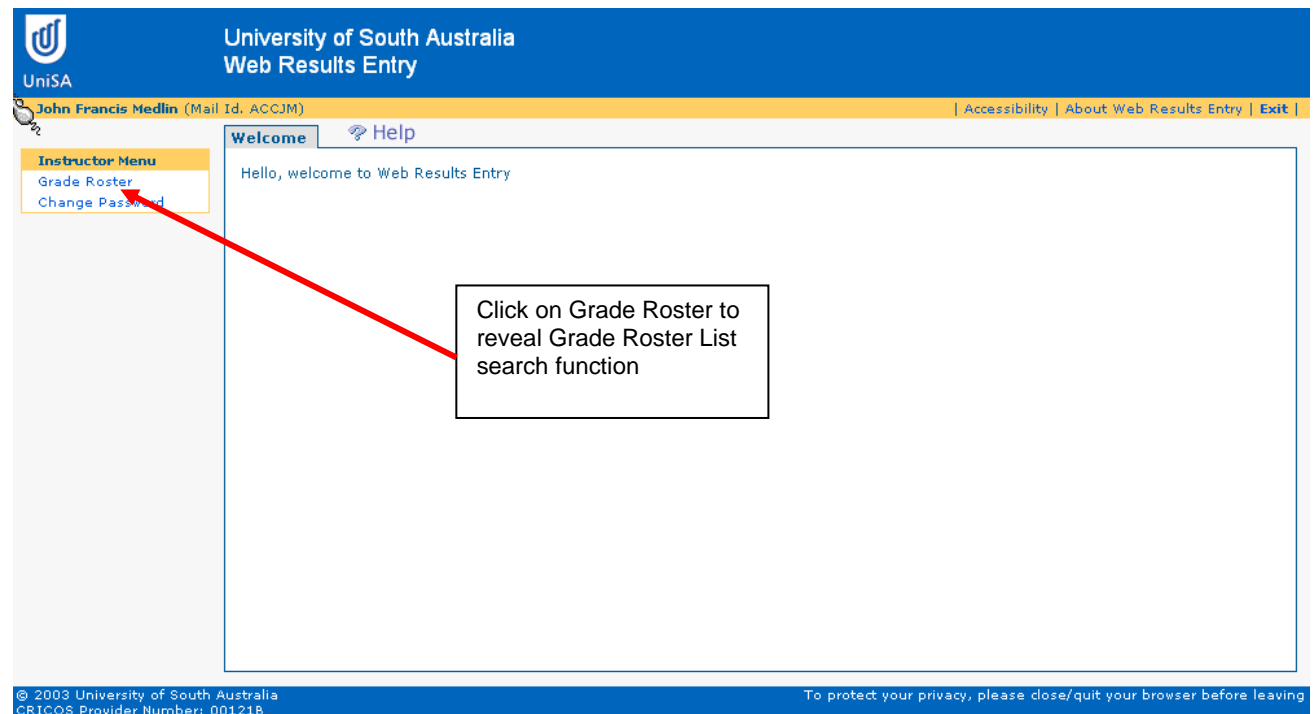
This will display the Medici welcome page for instructors.



## 3. Accessing Grade Rosters

### Step 1

Click on the word Grade Roster to display the search options through the Grade Roster List.

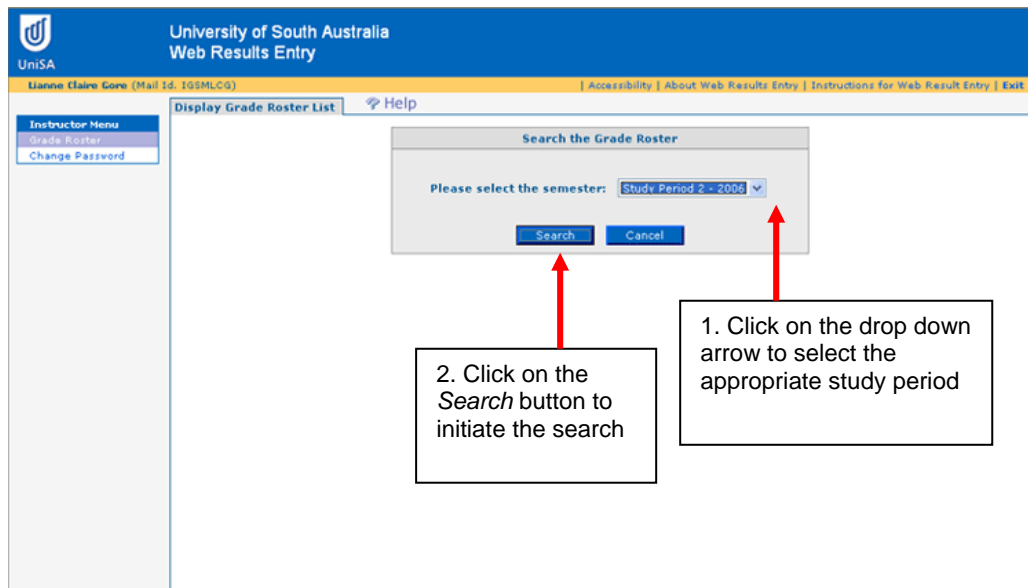


The Grade Roster list allows the user to search for the Grade Roster by the study period in which the class is offered as shown in the second panel. The study period your course is attached to will have been supplied to you on the student class list.

### Step 2

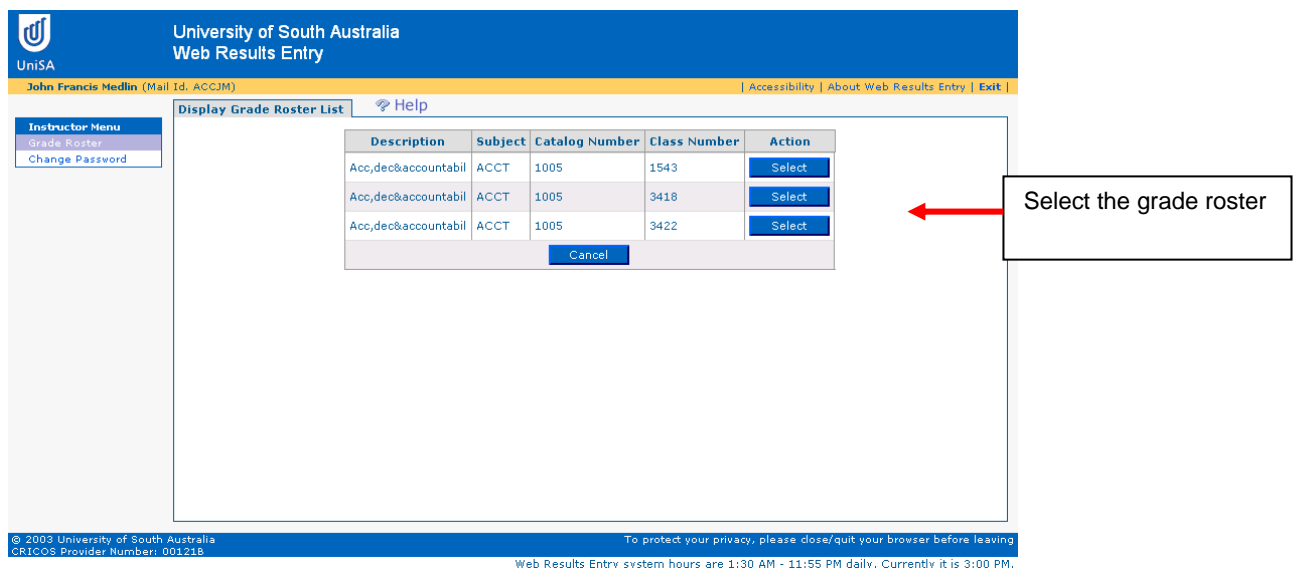
Search for your Grade Roster by selecting the study period in which the class is scheduled. Then click on the *Search* button to initiate the search and display the grade rosters which are available to access in the study period selected.

*Note using the return key on your keyboard will not execute the search; **you must click on the Select button.***



### Step 3

Find the grade roster for which results are to be entered and click on *Select* in the *Action* column. Please note that your Class Number will be recorded on the excel classlist you were given at the commencement of the course.



If the class you expected to have access to is not displayed on this screen please contact Lianne Gore (lianne.gore@unisa.edu.au).

### Step 4

Open the Grade Roster for the class you want to enter results - click on the *Select* button for that class.  
The Grade Roster details all students enrolled in the selected class.



## 4. Entering Results

### Step 1

Enter the recommended result (a mark from 0-100 should be entered) for the entire study period in the Grade Input box alongside each student.

**Process Grade Roster - View**

Found 40 students. Page 1 of 2 .

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Class Number	Subject	Catalog Number	Description	Class Section
1357	BEHL	5007	Integrative Stud M	41
Term	Session	Grade Roster Type	Approval Status	Grading Status
Semester 3 - 2003/2004	004	Final Grade	Not Reviewed	Grade Input Allowed

ID	Name	Career	Grade Input	Official Grade	Grade Basis	Grade Status
100012794	Aloysuis Dom,Gloria	Postgraduate	<input type="text" value="1"/>	F2	Graded	Pending
100012822	Ang,Chew Peng	Postgraduate	<input type="text" value="2"/>	F2	Graded	Pending
100012836	Ang,Poi Chi Sebastian	Postgraduate	<input type="text" value="3"/>	F2	Graded	Pending
100012839	Cheong,Poh Sum Timothy	Postgraduate	<input type="text" value="4"/>	F2	Graded	Pending
100012823	Choo,Wah	Postgraduate	<input type="text" value="5"/>	F2	Graded	Pending
100012876	Chua,Hwee Kee Irene	Postgraduate	<input type="text" value="6"/>	F2	Graded	Pending

Enter recommended semester marks in the boxes provided

Entering any results other than those recommended will cause an error message to be generated and any entered results cannot be saved until the error is resolved.

A space in a results entry field will cause an error message to be generated.

The corresponding grade for a mark is automatically generated when you save the Grade Roster.

The Grade Roster can also be printed by selecting the Print option from your browser menu.

### X Notation

Students who have had a Deferred or Supplementary Exam approved will have an **X Notation** recorded in the Grade Input box.

Add the required mark the student has received so far before the X e.g. **41X**.

Please do not leave the grade roster as just an X or remove the X notation as this will affect the student's academic records and impact on other administrative processes such as Academic Review.

University of South Australia  
Web Results Entry

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**Process Grade Roster - View**

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Import Excel File

Class Number	Subject	Catalog Number	Description	Class Section
20679	WEAVE	1010	Basket Weaving	01LD
Term	Session	Grade Roster Type	Approval Status	Grading Status
Study Period 2 - 2006	1	Final Grade	Not Reviewed	Grade Input Allowed

ID	Name	Career	Grade Input	Official Grade	Grade Basis	Grade Status
100000000	Doe, John	Undergraduate	X		Graded	Pending

## Step 2

To save the recommended results that have been entered, click on *Save* at the end of the Grade Roster. This will save all entered results and convert the mark to a grade.

Clicking on *Search* will return you to the search screen (refer Accessing Grade Roster – Step 1).

	O'Connor,	Undergraduate	82		Graded	Pending
	Osborne,	Undergraduate	61		Graded	Pending

Save Search

Found 143 students. Page 5 of 8.

Previous Next

To save the Grade Roster click on Save

## 5. Grade Roster Approval Status

There are three options to save the grade roster approval status, *Not Reviewed*, *Ready for Review* and *Approved*. Please save the grades as **Not Reviewed**.

### **Not Reviewed**

All results must be entered and the Grade Roster saved as *Not Reviewed*. The marks converted to a grade. The UniSA administration will save as *Ready for Review* (after moderation) before it can be saved as *Approved* by the Head of School. Click on the Approval Status drop down box and select *Not Reviewed* and save.

The screenshot shows the 'Process Grade Roster - View' interface. At the top, it says 'Found 59 students. Page 1 of 3.' and has a 'Next' button. Below this is a summary table with columns: Class Number, Subject, Catalog Number, Description, and Class. The first row shows Class Number 60354, Subject BUSS, Catalog Number 1007, Description Business Comm 3 Neg, and Class 40. Below this is another summary table with columns: Term, Session, Grade Roster Type, Approval Status, and Grade Basis. The first row shows Term Study Period 6 - 2006, Session 1, Grade Roster Type Final Grade, Approval Status Not Reviewed (with a dropdown arrow), and Grade Basis Posted. The main part of the screenshot is a large table of student grades with columns: ID, Name, Career, Grade Input, Official Grade, and Grade Basis. The first row is 100073730, Ang, Beng Wei, Undergraduate, 65, C, Graded. The second row is 100073952, Ang, Gey Wee, Undergraduate, 65, C, Graded. The third row is 100074153, Ang, Mei Zhen, Undergraduate, W, W, Graded. The fourth row is 100073380, Aw, Lin Quan Jennifer, Undergraduate, 66, C, Graded. The fifth row is 100074150, Chew, Yonghow, Undergraduate, 68, C, Graded. The sixth row is 100073429, Chong, Chun Jan, Undergraduate, 57, P1, Graded. The seventh row is 100073450, Choo, Siow Cherng, Undergraduate, 55, P1, Graded. The eighth row is 100053116, Choo, Soo Ping Joan, Undergraduate, 47, TP, Graded. The ninth row is 100074152, Chua, Eng Lee, Undergraduate, 56, P1, Graded. The tenth row is 100074152, Chua, Eng Lee, Undergraduate, 57, C, Graded. The eleventh row is 100074152, Chua, Eng Lee, Undergraduate, 18, F2, Graded. The twelfth row is 100074152, Chua, Eng Lee, Undergraduate, 70, C, Graded. The thirteenth row is 100056875, Fong, Mingli, Undergraduate, 0, F2, Graded. There are three callout boxes: 1. 'Approval Status is set at Not Reviewed' pointing to the 'Approval Status' dropdown in the summary table. 2. 'Grade boxes allow updating' pointing to the 'Grade Input' column in the student table. 3. 'Mark is converted to a grade' pointing to the 'Official Grade' column in the student table.

Class Number	Subject	Catalog Number	Description	Class
60354	BUSS	1007	Business Comm 3 Neg	40

Term	Session	Grade Roster Type	Approval Status	Grade Basis
Study Period 6 - 2006	1	Final Grade	Not Reviewed	Posted

ID	Name	Career	Grade Input	Official Grade	Grade Basis
100073730	Ang, Beng Wei	Undergraduate	65	C	Graded
100073952	Ang, Gey Wee	Undergraduate	65	C	Graded
100074153	Ang, Mei Zhen	Undergraduate	W	W	Graded
100073380	Aw, Lin Quan Jennifer	Undergraduate	66	C	Graded
100074150	Chew, Yonghow	Undergraduate	68	C	Graded
100073429	Chong, Chun Jan	Undergraduate	57	P1	Graded
100073450	Choo, Siow Cherng	Undergraduate	55	P1	Graded
100053116	Choo, Soo Ping Joan	Undergraduate	47	TP	Graded
100074152	Chua, Eng Lee	Undergraduate	56	P1	Graded
100074152	Chua, Eng Lee	Undergraduate	57	C	Graded
100074152	Chua, Eng Lee	Undergraduate	18	F2	Graded
100074152	Chua, Eng Lee	Undergraduate	70	C	Graded
100056875	Fong, Mingli	Undergraduate	0	F2	Graded

## 6. Logging Out

It is extremely important that you log out of the Medici Web interface when you have finished entering and saving results. Not doing so could jeopardise the security of the grade entry process.

The screenshot shows the top navigation menu of the Medici Web interface. The menu items are: Accessibility, About Enrol Online, Workshops, and Exit. A red arrow points to the 'Exit' link, which is highlighted in blue. A callout box says 'Select Exit at the far right of the menu at the top of the screen'.

| Accessibility | About Enrol Online | Workshops | Exit |