

Data Cleansing

To complete all SMR records that have been left in a 'held' status or not finished off e.g. Intercalation etc.

Please note that there will always be genuine reasons for some records to be incomplete – e.g. awaiting assessment or reassessment marks to be entered and taken to an Examination Board.

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The SAINT team welcomes feedback on its documentation. Please email any comments on the content of this document to saint@bradford.ac.uk

For other SAINT documentation please see:
<http://www.brad.ac.uk/admin/SAINT/traindocs.php>

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What is Data Cleansing

This is the process that should be done after Board of Examiner meetings; pass lists etc have been completed. If this is done regularly then only genuine non-completed SMR rows will remain in SMR.

Some incorrect reasons why SMR rows may not = COM

- Student incorrectly entered onto a module
- Module 'HELD' in SAINT and not been processed with the correct Flag
- Student intercalated but SS flag not used to complete the module
- Module not processed - only ACTUAL marks in SAINT

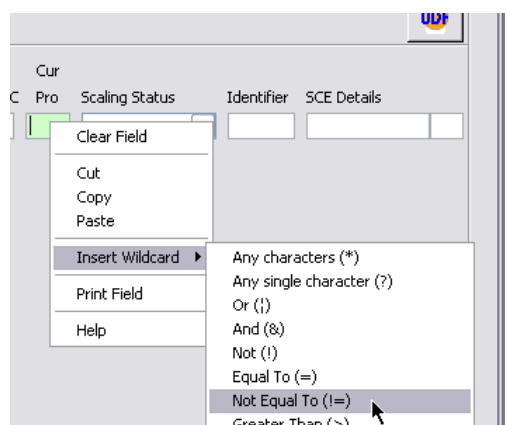
Some correct reasons why SMR row may not = COM

- Student hasn't finished all components of the assessment
- Board of Examiner meeting has not yet taken place
- Student is undertaking re-assessment and is therefore in RAS

Retrieving data

- Go to SMR row and enter:-
 - Academic year e.g. 2007/8
 - First part of module code eg MAN or HP etc then goldstar *

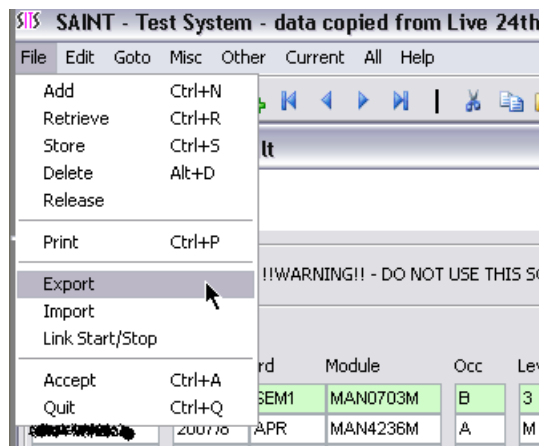
- Place cursor in the field CUR PRO and right click – insert wildcard – NOT or NOT EQUAL TO then type COM



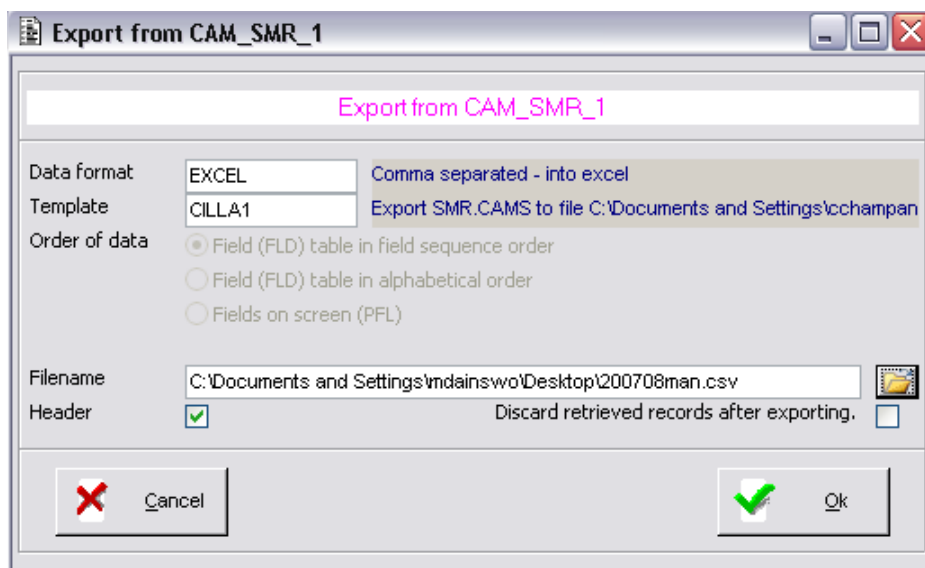
- Retrieve (F5)

Student Module Result																
MDAINSWO						SAINT - Test System										
CAM04						Student Module Result Status (SMR)										
1 of 15604 !!WARNING!! - DO NOT USE THIS SCREEN TO AMEND RESULTS - ONLY USE TO DELETE, IF APPROPRIATE!!																
Student (SPR)	Year	Prd	Module	Occ	Level	Atmpt	-- Act --	-- Agr --						Status	Cur	
						Cu	Co	Mark	Gr	Mark	Gr	Crdts	Rlt	SAS	PRC	Pro
020030120	2007/8	SEM1	MAN0703M	B	3	1	0	26.0	PS			0.00	D		C	SAS
020030120	2007/8	APR	MAN4236M	A	M	2	1		D		DF	0.00	D	R		RAS
020030120	2007/8	JAN	MAN4238M	A	M	1	0		D		D	0.00	D	H	H	SAS
020030120	2007/8	JUL	MAN4244M	A	M	1	0		D		D	0.00	D	H	H	SAS
020030120	2007/8	YEAR	MAN4134M	A	M	2	1		EF		EF	0.00	D	R		RAS

Exporting Data

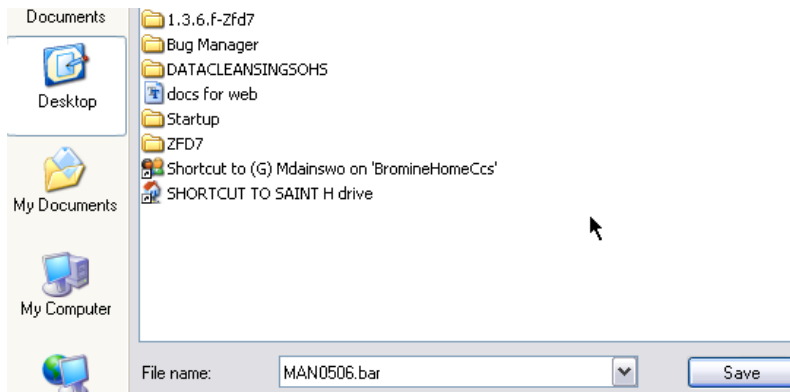


- Go to FILE and export
- In TEMPLATE field type in CILLA1 and tab

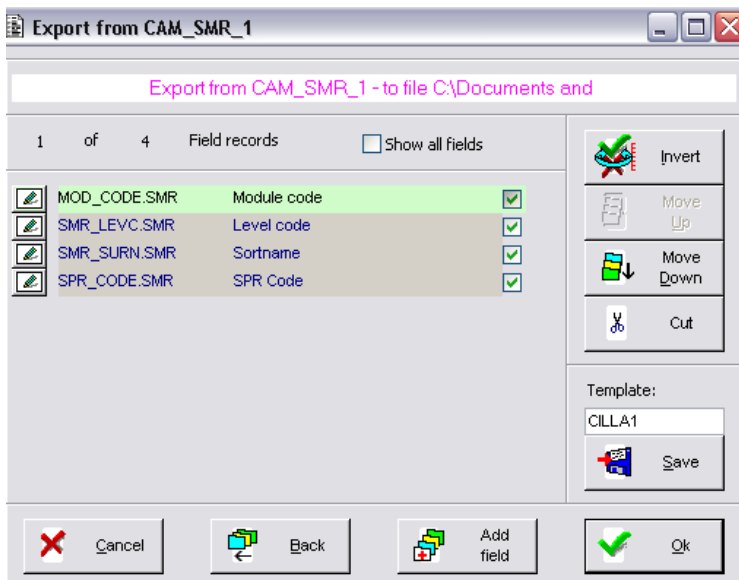


- This is a template set up with the correct fields for the export including names. If you don't need student names then type JYOTI1 *instead* of CILLA1

- Click on the  box at the end of FIELDNAME to decide what to call your .csv file and where to place it



- SAVE
- The following screen appears showing which fields are to be exported



- If you have used the JYOTI template it will not have 'Sortname'
- Press OK
- Excel will automatically open with your exported data:

	A	B	C	D	E
1	Module code	Level code	Sortname	SPR Code	
2	MAN0703	3	CHANG	020000001	
3	MAN4244	M	CHANG	020000001	
4	MAN4134	M	CHANG	020000001	
5	MAN4135	M	CHANG	020000001	
6	MAN4139	M	CHANG	020000001	
7	MAN4140	M	CHANG	020000001	
8	MAN4148	M	CHANG	020000001	
9	MAN4150	M	CHANG	020000001	

