



**L-Università
ta' Malta**

Generation of Reports for the End of Semester Assessment Session

Student Information Management System (SIMS)

Office of the Registrar

Version 2 CBVF 28.11.2019

Office of the Registrar

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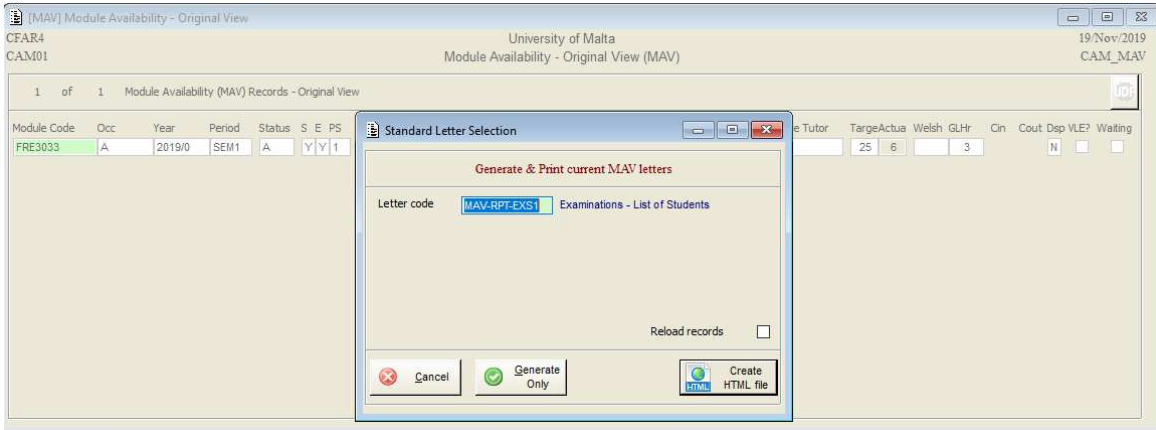
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1.0 Printing Student List including Seat Numbers Report

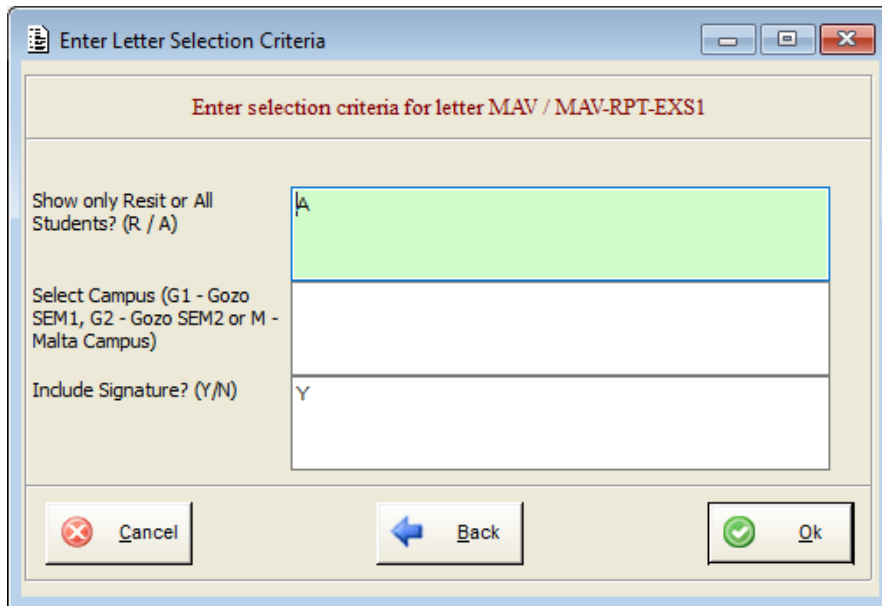
This report is to be affixed on the door of the examination hall / room.

Below please find a step-by-step guide to print this report.

1. Access the Module Availability (**MAV**) table and retrieve the study-unit/s.
2. Click on **Current + Gen + Print Letters** (if 1 MAV is retrieved) or **All + Gen + Print Letters** (if more than 1 MAV is retrieved).
3. In the Letter code field, select the report MAV-RPT-EXS1 - Examinations - List of Students.



4. Click on the **Create HTML file** button.
5. The **Standard Letter Selection Criteria** window will be displayed.



6. One can filter the list of students that is being generated according to the following options:

| Field | Instructions |
|--|---|
| Show only Resit or All Students? (R / A) | To select A : All students or R : Resit students |
| Select Campus (G1 - Gozo SEM1, G2 - Gozo SEM2 or M - Malta Campus) | To select G1 : Gozo SEM1 or G2 : Gozo SEM2 or M : Malta Campus |
| Include Signature? (Y/N) | To select Y : To include the Seat No. and Signature on the Attendance Sheet or N : To generate the Seat Number only |

7. Click the **Ok** button and the report/s will be displayed.

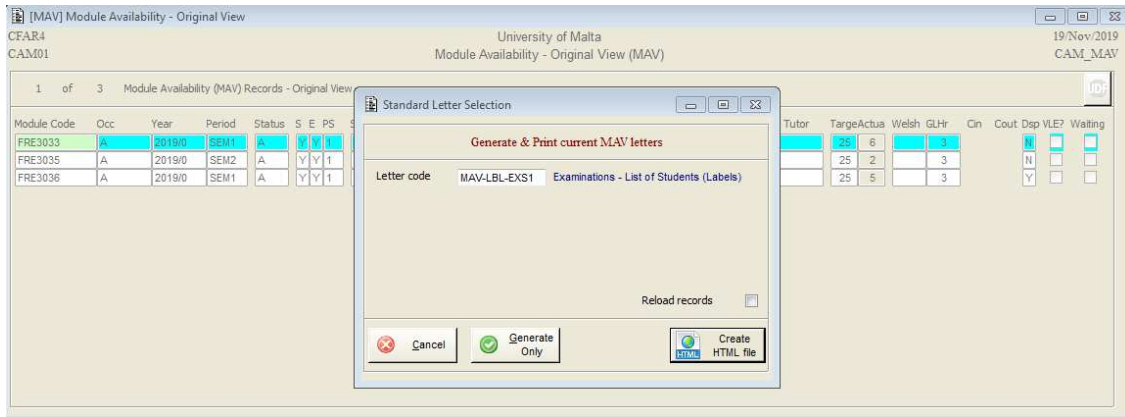
A separate file is created for each study-unit that is generated, if more than 1 study-unit is retrieved in the MAV table. These files are located in C:\SITS. The sample file name is **Examination List FRE3033-2019-0-SEM1-A**. The generated file will include: ID No, Surname, Name and Seat Number.

2.0 Printing Student Labels including Seat Numbers Report

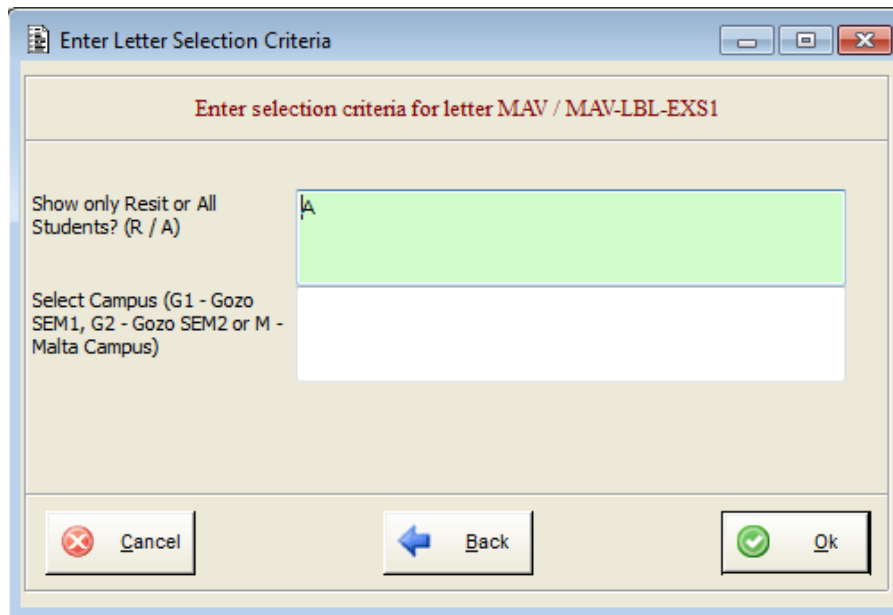
This report is to be used in order to indicate the seating of each student who is registered on the study-unit.

Below please find a step-by-step guide to print this report.

1. Access the Module Availability (**MAV**) table and retrieve the study-unit/s.
2. Click on **Current + Gen + Print Letters** (if 1 MAV is retrieved) or **All + Gen + Print Letters** (if more than 1 MAV is retrieved).
3. In the Letter code field, select the report MAV-LBL-EXS1 - Examinations - List of Students (Labels).



4. Click on the **Create HTML file** button.
5. The **Standard Letter Selection Criteria** window will be displayed.



6. One can filter the list of students that is being generated according to the following options:

| Field | Instructions |
|--|---|
| Show only Resit or All Students? (R / A) | To select A : All students or R : Resit students |
| Select Campus (G1 - Gozo SEM1, G2 - Gozo SEM2 or M - Malta Campus) | To select G1 : Gozo SEM1 or G2 : Gozo SEM2 or M : Malta Campus |

7. Click the **Ok** button and the label/s will be displayed.

A separate file is created for each study-unit that is generated, if more than 1 study-unit is retrieved in the MAV table. These files are located in C:\SITS. The sample file name is **Labels (Full List) FRE3033-2019-0-SEM1-A**. The generated file will include: Student Course, Unit Code, Year of Study, Student Number, Surname, Name and Seat Number.

2.1 Printing Labels

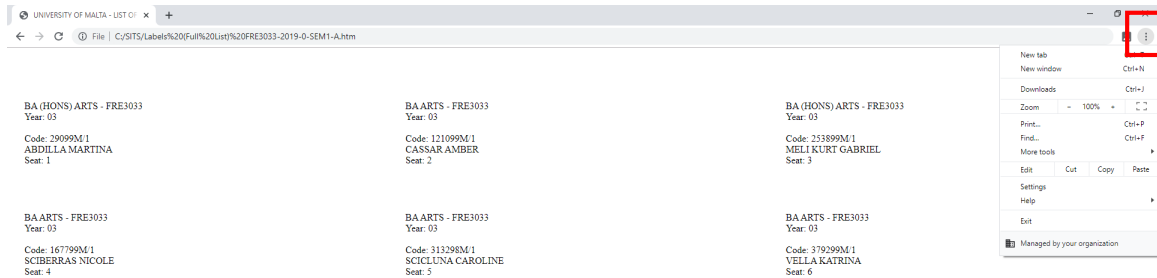
The generated file that is created for each study-unit will automatically open in the default Internet browser. Depending on the Internet browser that is being used, separate guidelines are being provided in Section 2.1.1 and Section 2.1.2 of this manual.

2.1.1 Printing Labels using Google Chrome

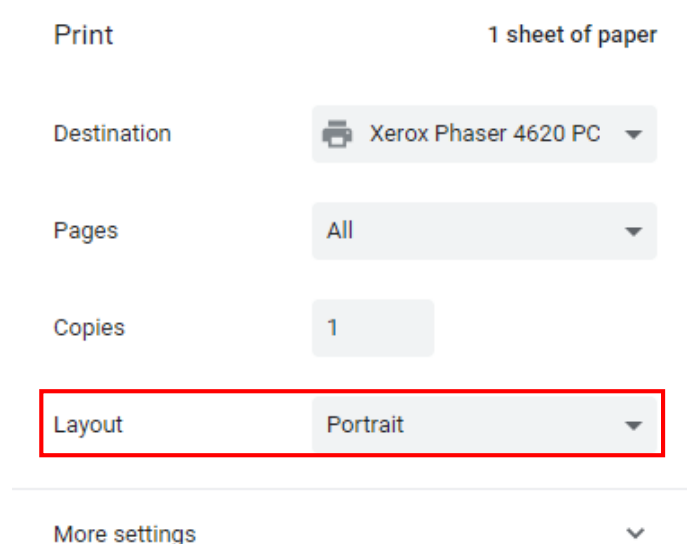
The generated file is also available from the C:\SITS folder.

Below please find a step-by-step guide to print the labels.

1. Click on the **Menu** option and select **Print**.



2. Check that the **Layout** is set to Portrait.



- Click on the **More settings** option and check that the Paper size is set to **A4**.

More settings

Paper size: A4 (210 x 297 mm)

Pages per sheet: 1

Margins: Custom

Quality: 600 dpi

Scale: Custom

100

- From the **Margins** option select **Custom** and set the margins to:
Inches - Left: 0.166; Right: 0.166, Top: 0.196, Bottom: 0.196;
or
Millimetres - Left: 19.05; Right: 12.7, Top: 12.7, Bottom: 12.7.

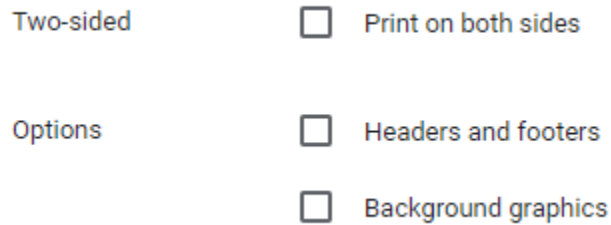


5. To leave unticked the following options:

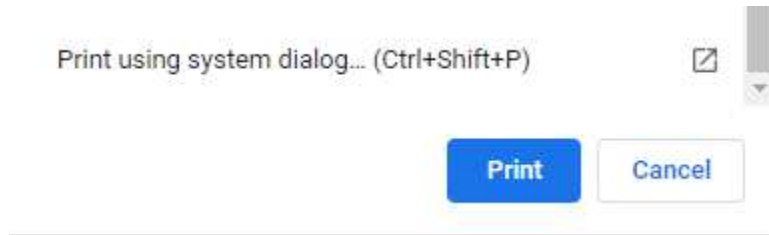
Two-sided

Headers and footers

Background graphics



6. Place the label sheets in the printer and click on **Print**.

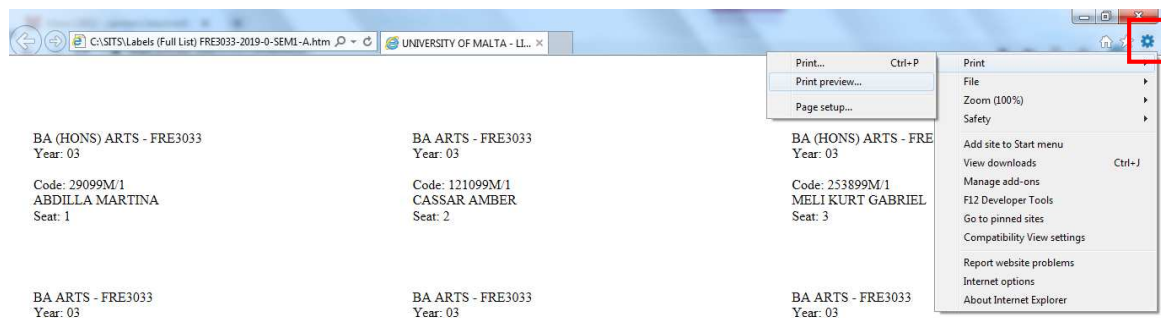


2.1.2 Printing Labels using Internet Explorer

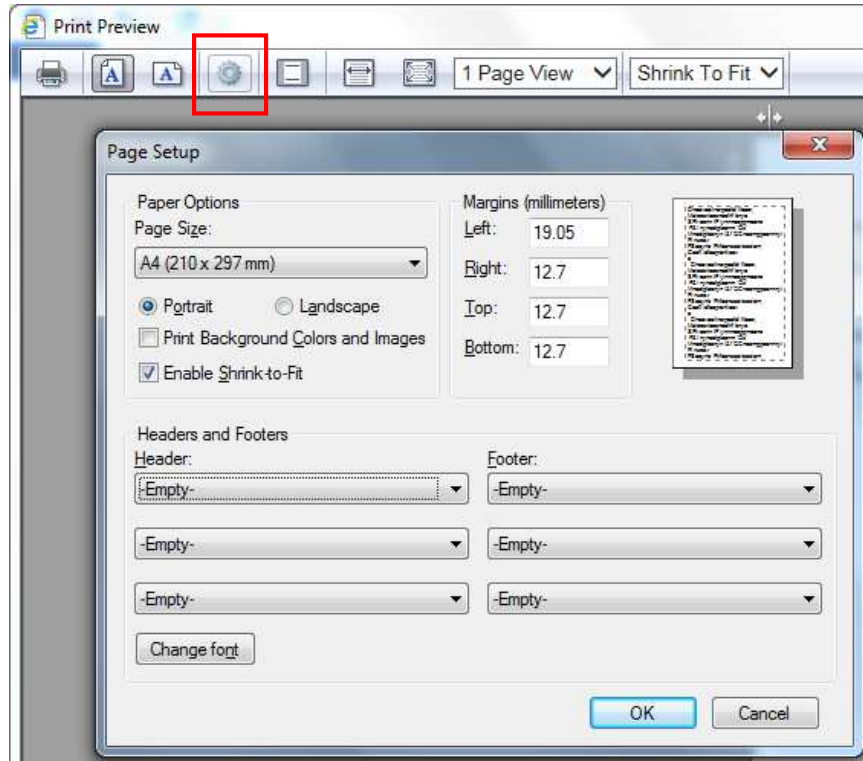
The generated file is also available from the C:\SITS folder.

Below please find a step-by-step guide to print the labels.

1. Click on the **Menu** option and select **Print**.



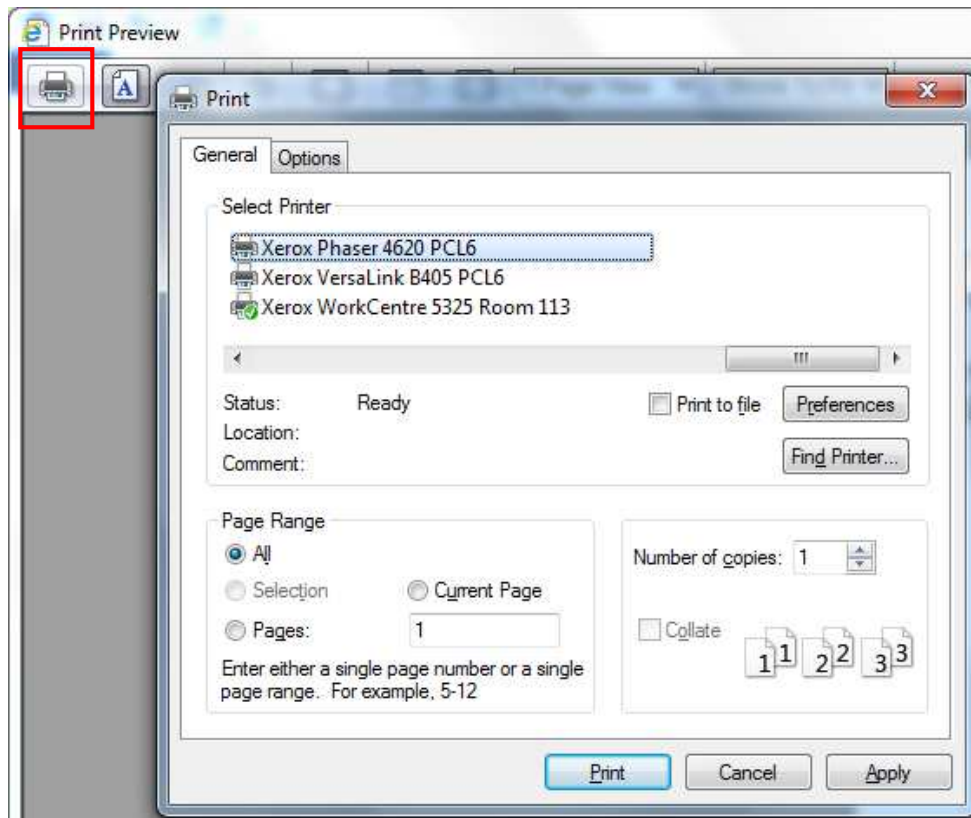
2. Click on the **Page Setup** icon.



3. Check that the options are set as follows:

| Option | Settings |
|---------------------|--|
| Paper size | A4 |
| Layout | Portrait |
| Margins | Inches - Left: 0.166; Right: 0.166, Top: 0.196, Bottom: 0.196 or Millimetres - Left: 19.05; Right: 12.7, Top: 12.7, Bottom: 12.7 |
| Headers and Footers | Empty |

4. Click on the **OK** button.
5. Place the label sheets in the printer.
6. Click on the Printer icon and click on **Print**.



3.0 Student List in CSV Format

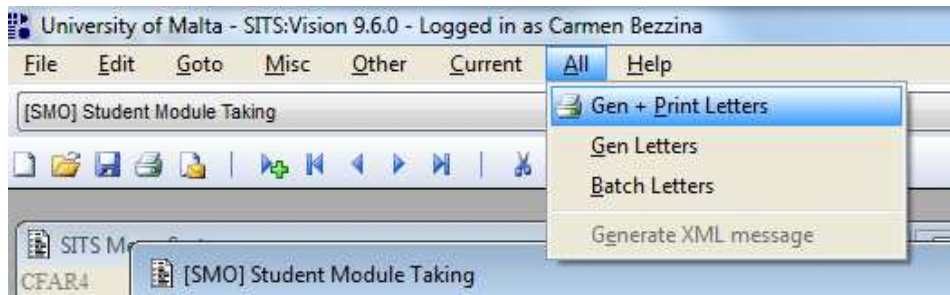
This report is to be used to export the students registered on a particular study-unit on a spreadsheet in order to be amended according to one's requirements. This report does not generate the students' seat number.

Below please find a step-by-step guide to export the list of registered students.

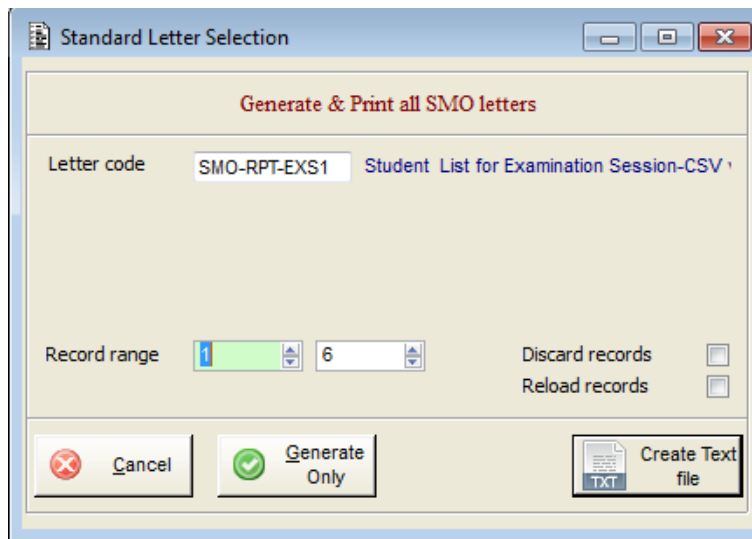
1. Access the Student Module Taking (SMO) table.
2. Input the code of the Study-Unit and the Academic Year in the respective fields and retrieve the records.

| [SMO] Student Module Taking | | | | | | | | | | | | | | | |
|------------------------------|---------|-----|--------|-----------------------------|--------------|-----|--------|----|----|----|---------|-----------|-------------|------------|---------------------|
| CFAR4 | | | | University of Malta | | | | | | | | | | | |
| CAM02 | | | | Student Module Taking (SMO) | | | | | | | | | | | |
| 1 of 0 Module Taking Records | | | | | | | | | | | | | | | |
| Student (SPR) | Module | Occ | Year | Period | Scheme Level | COE | Credit | E1 | E2 | AG | Ref. SU | Sort Name | SCE Details | Entry Date | Registration Status |
| | FRE3033 | | 2019/0 | | | | | | | | | | | | |

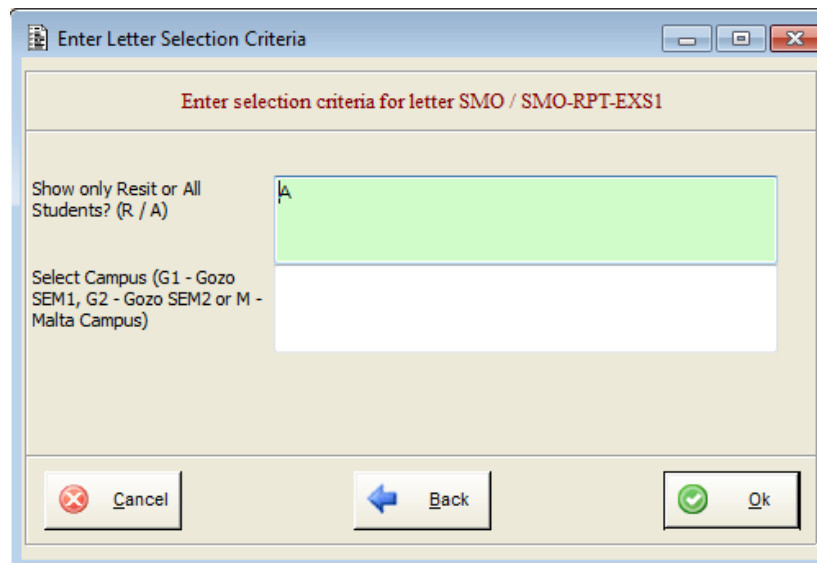
3. Click on the **All + Gen + Print Letters** option



4. In the Letter code field, select SMO-RPT-EXS1 - Examinations - List of Registered Students.



5. Click on the **Create Text file** button.
6. The **Standard Letter Selection Criteria** window will be displayed.

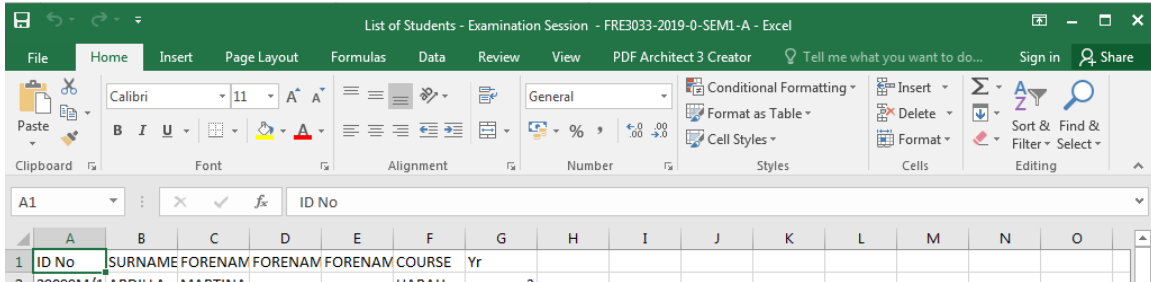


7. One can filter the list of students that is being generated according to the following options:

| Field | Instructions |
|--|---|
| Show only Resit or All Students? (R / A) | To select A : All students or R : Resit students |
| Select Campus (G1 - Gozo SEM1, G2 - Gozo SEM2 or M - Malta Campus) | To select G1 : Gozo SEM1 or G2 : Gozo SEM2 or M : Malta Campus |

8. Click the **Ok** button and the report/s will be displayed on a spreadsheet.

A new Excel file containing the details of the registered students is generated. The file is located in C:\SITS. The sample file name is **List of Students - Examination Session - FRE3033-2019-0-SEM1-A**. The generated file will include: Student No, Surname, Name, Course and Year of Study.



4.0 Support

Should you encounter any difficulties, kindly contact SIMS Office support staff for assistance:

- Ms Carmen L. Bezzina - Ext No. 3075
- Ms Vanessa Formosa - Ext No. 3234