UNIVERSITY OF CAMBRIDGE

Student Registry
Academic Division

Running Lists of Candidates in CamSIS – a guide for Departments and Colleges

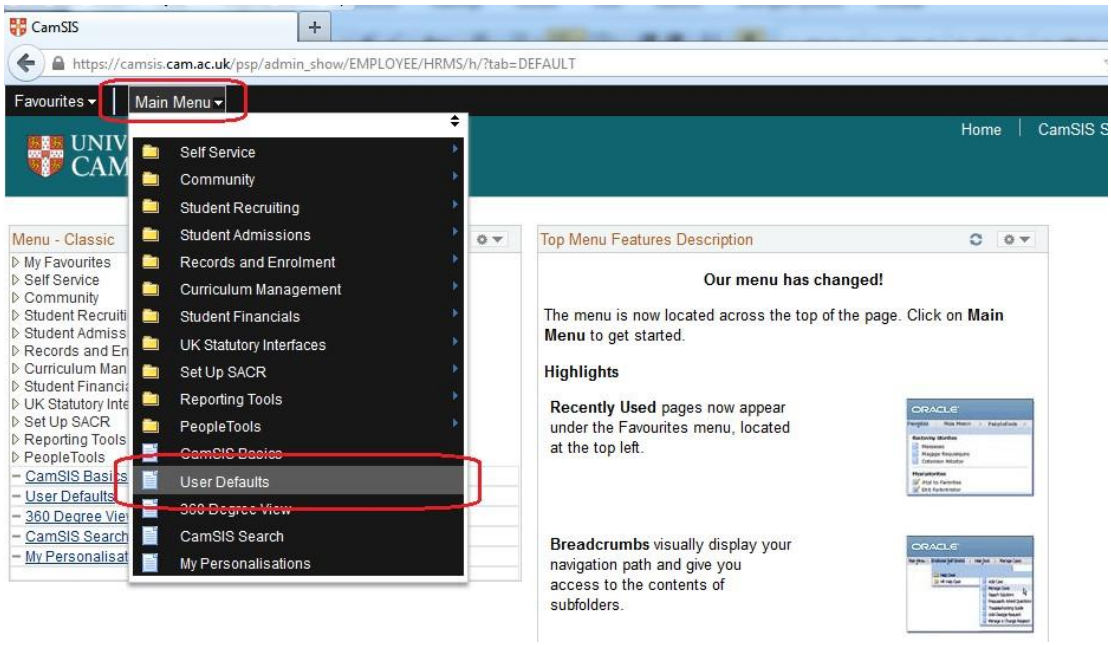
Faculties, departments and Colleges are able to create lists of candidates for students enrolled into examinations on demand via CamSIS.

Below is a guide as to how to run the report. It assumes that CamSIS access is already in place and the user is logged in.

Preparation

1. This only needs to be done once, usually the first time you use CamSIS. **Should this not appear to work proceed to Step Two as you may still be able to create a list of candidates.**

   Click on the main menu link on the top left of the page. Scroll down and select 'user defaults'.



   This will open a new page. On the first and second tabs of this page, called 'User Defaults 1' and 'User Defaults 2', you should check that the value in the field 'Academic Institution' is set to UCAMB.
   If they are already set to UCAMB, you can exit by clicking on the home link in the top right. If not, add 'UCAMB' to the field and save then exit.

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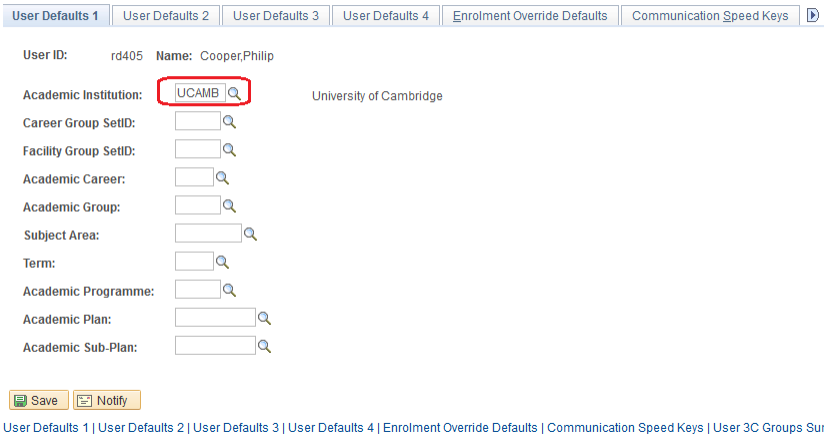
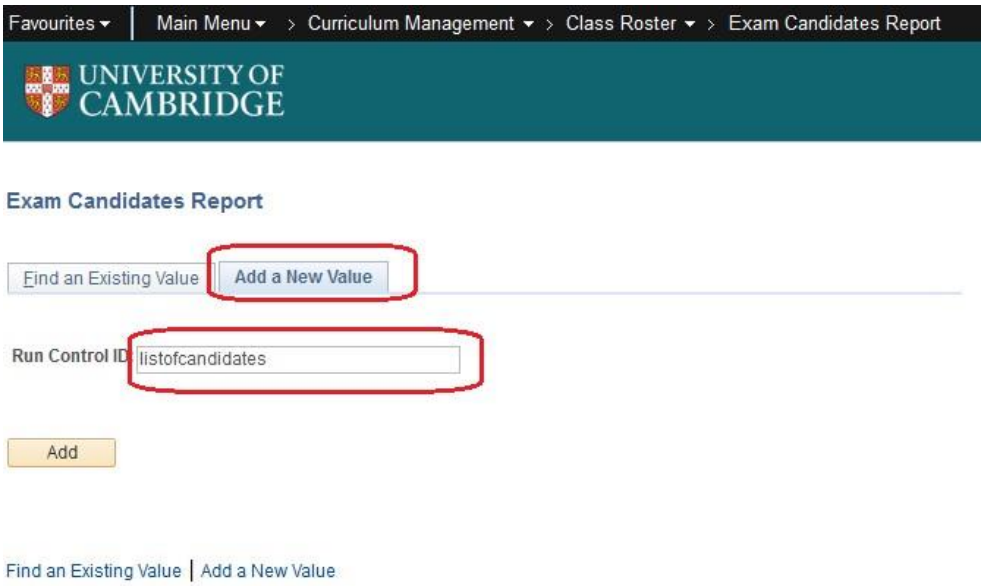
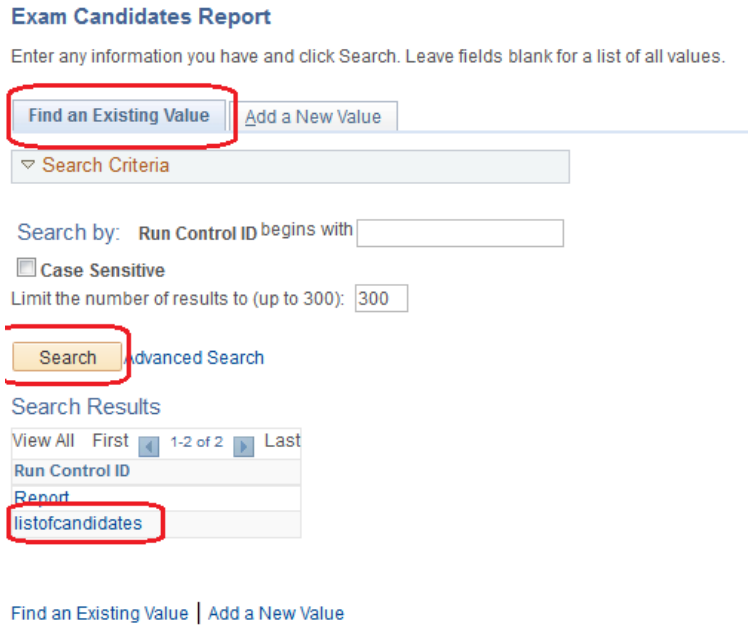


2. From the Main Menu link, navigate to Curriculum Management>Class Roster>Exam Candidates Report. (Tip – at this point you can click on the 'Add to Favourites' on the top right of the page which will move it into your favourites list for future use)

   This will take you to a page where there is a 'run control id'. The first time you run the report, you need to use the 'Add a new Value' tab and assign this report an ID. The code will not accept any spaces, so either concatenate the words, or use underscores (_) to join words together. Then click on 'Add. This will take you into the report page.

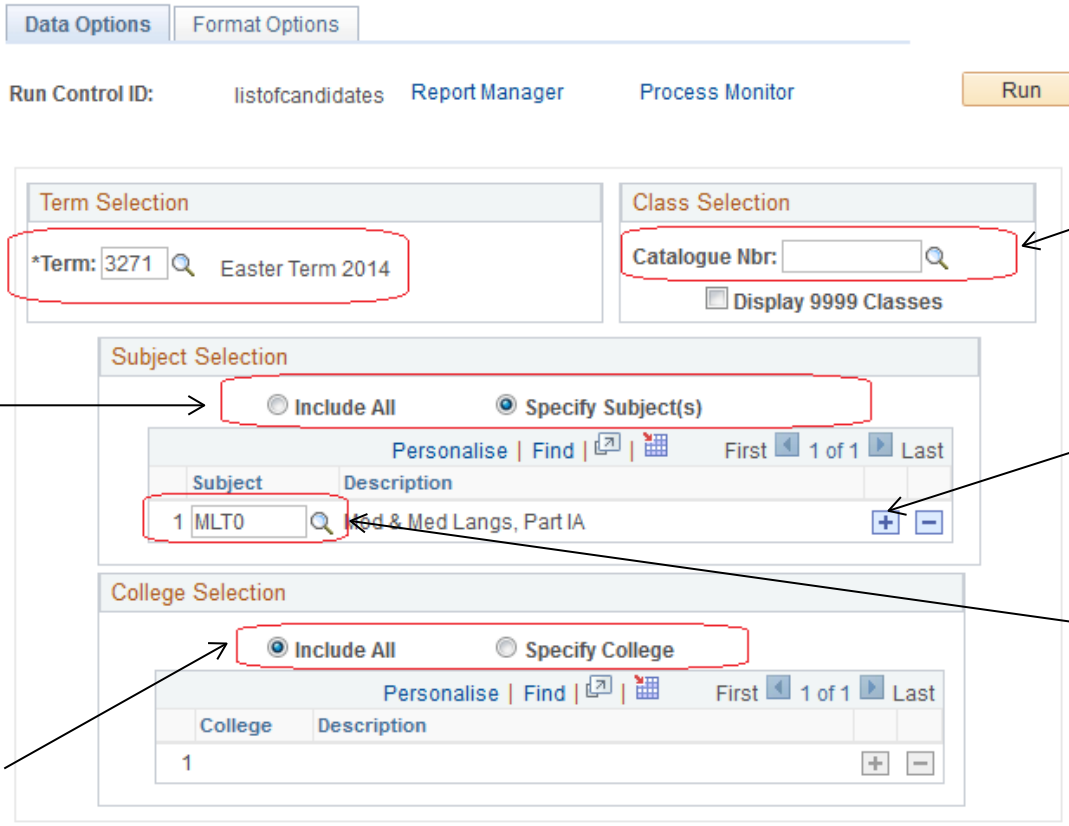


   Next time you want to run the report, you can use the Search button to find the code again.



Select your Run Control ID and you can now run the list of candidates.

It will open a page as below. To run the report, complete the fields as follows;



Insert the exam term code, use look up if needed. For Easter 2020, the term code is 3391

If you only want a list for a specific paper, insert the paper code here. If you want a full list of all students enrolled into all papers, leave this blank.

Click on Include All to return all exams you have access to. This will return the data in one long list.

Click on Specify subject(s) if you want to only see data for specific exam codes.

You can add more rows and subjects by clicking on the '+' button, however this will mean the report is in one long list, rather than separate lists.

If you want to only include certain colleges, click on 'specify college'. This will open up the cells below for you to add the college codes. If you would like all colleges, click on 'Include all'.

If you do specify subjects, insert the exam code here. You can use the magnifying glass to the right to look up codes, although it will return all exam codes, not just those within your faculty.

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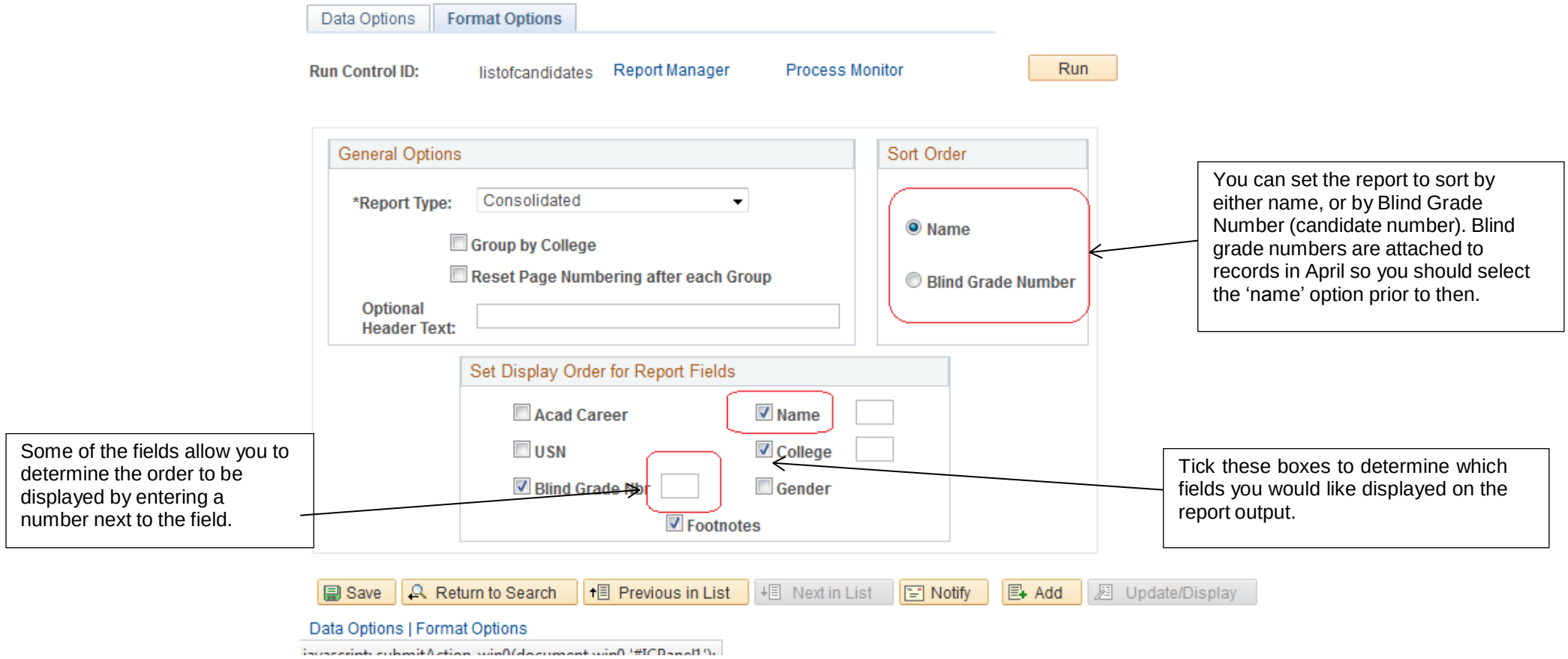
Once you have completed these fields, click on the 'format options' tab at the top of the page and complete as follows;



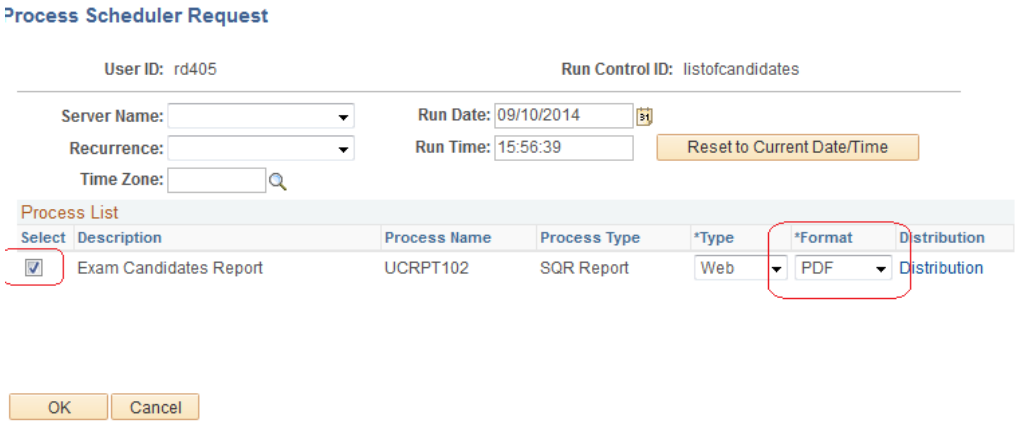
You can set the report to sort by either name, or by Blind Grade Number (candidate number). Blind grade numbers are attached to records in April so you should select the 'name' option prior to then.

Some of the fields allow you to determine the order to be displayed by entering a number next to the field.

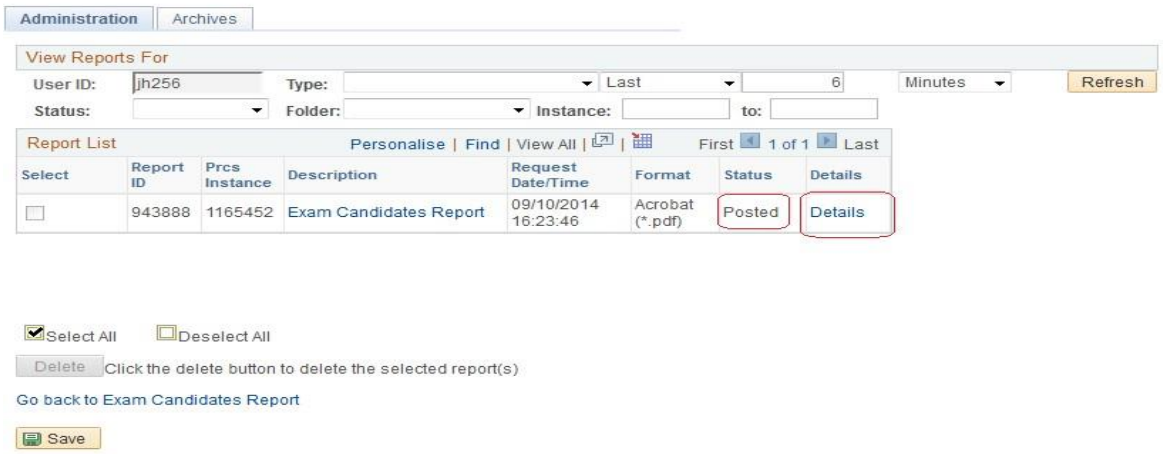
Tick these boxes to determine which fields you would like displayed on the report output.

When you have completed the fields, click on the yellow ‘Run’ button at the top of the page.

This will take you to a new process scheduler page. Ensure that the ‘Exam Candidates Report’ button is ticked, that the format is set to pdf and then click on ok. This will return you to the request page and has set the report to run.



To monitor the progress of the report, click on the blue hyperlink to the left of the Run button on this page called ‘**Report manager’.** This will open in a new window and show the progress of the report. Using the yellow ‘refresh’ button, refresh the page until the status of the job is set to Posted.



Now you can click on the blue details link to the right of the ‘posted’ and it will present a list of reports starting ‘ucrpt102_’. You will note that there is a pdf and a csv. Click on the link appropriate to your desired output and your list of candidates will open.