Overview – Callista Connect

Callista Connect is a web style read-only view of the Callista database that is available in the Easy Login section of the Staff Portal. Users can retrieve student details including:

- Personal details
- Enrolments (including advanced standing)
- Academic history
- Progression
- Study and exam timetables

Reports are also available in Callista Connect, the most common include:

- Activity Class List (with or without photos)
- Unit Class List

How to Search for a Student and View Student Details

Log in to the Staff Portal and click on the **Callista Connect** link under **Easy Logins**.

- On the Student Search page enter the student ID and click **Search** or press **Enter**

- The student's photo and personal details will display with their **Course Attempts** on the right-hand side

CALLISTA CONNECT
EDITH COWAN UNIVERSITY

Close

Student Search

Student Details (10010651)

Personal Details

Enrolment Details

Study Timetable

Exam Details

Documents

Reports

Activity Class List

Unit Class List

Personal Details

Student ID:	10010651
Title:	Ms
Surname:	TESTER
Preferred Given Names:	
Given Names:	Tessie
Gender:	X
Date of Birth:	11/11/1975
Email:	ttester@ourtest.ecu.edu.au

Course Attempts

C57 - ENROLLED
C28 - INACTIVE
C33 - UNCONFIRM
W33 - UNCONFIRM
M89 - UNCONFIRM

- To view specific course enrolment details, select the relevant course code by clicking on the **Course Attempt** link
- The **Course Enrolment Details** page will display, including any enrolled, withdrawn and completed unit attempts

Personal Details

Enrolment Details

Study Timetable

Exam Details

Documents

Reports

Activity Class List

Unit Class List

Progression Report

Academic History Report

Unit Enrolment Statistics Report

Rollbook Exception Report

Job Scheduler

Rollbook

Today's Rollbooks

All My Rollbooks

Create Rollbook

Search My Rollbooks

Reporting Tools

Discoverer

Online Forms and Workflow

Course Enrolment Details

Course Code:	C57.2
Course Title:	Bachelor of Youth Work
Course Attempt Status:	ENROLLED
Location:	JO - JOONDALUP
Commencement Date:	01/08/2019
Student Status:	230 - DEFERRED AWARD OR ENABLING COURSE TUITION FEE THRU FEE-HELP
Fee Category:	DOM UG10

Course Attempts

C57 - ENROLLED
C28 - INACTIVE
C33 - UNCONFIRM
W33 - UNCONFIRM
M89 - UNCONFIRM

| Units | Unit Sets | Adv. Std. | Progression | Intermission | Candidature | Notes |

Unit Enrolment Details

Period	Unit Code	Unit Name	Location	Unit Class	Status	Enrolled CP	Achieved CP	EFTSL	Mark	Grade	Finalised result?	Conta Hrs
2019/192	ACC1100.2	Accounting I	ES	OFF	COMPLETED	15	15	.125	65	CR	Y	**
2019/192	MAN1100.4	Management	JO	ON	ENROLLED	15		.125	**	**		
2019/192	PSY1102.3	Research Methods In Psychology 1	ES	OFF	ENROLLED	15		.125	**	**		**
2019/192	SPS1111.3	Foundations Of Fitness And Training	JO	ON	COMPLETED	15	15	.125	72	D	Y	**
					Total CP: 60		Total EFTSL: .5					

- Clicking on the **Units, Unit Sets, Adv Std, Progression, Intermission, Candidature** or **Notes** tabs will display any relevant data
- Example below of the **Adv Std.** tab

Academic History Report									
Units	**Unit Sets**	**Adv. Std.**	**Progression**	**Intermission**	**Candidature**	**Notes**			

Advanced Standing Details

Unit Code	Unit Level	Description	Type	%	Credit Points	Institution	Basis Year	Granting Status
ENS1101	**	Engineering Mechanics	UNIT	13.89	15	MURDOCH UNIVERSITY		GRANTED
PSY1101	**	Introduction to Psychology	UNIT	13.89	15	MURDOCH COLLEGE		GRANTED
**	E	CREDIT TOWARD A FIRST YEAR MAJOR	LEVEL	13.89	20	MURDOCH COLLEGE		GRANTED
						Total Credit Points Granted: 50		

- Click on **Study Timetable** to display the student's current timetable
- The **Semester** list of values will allow the option to view other teaching periods where the student has unit enrolments
- **Timetable Layout** switches the layout to a list view instead of by calendar

Study Timetable

Timetable Layout | Print | Show Units on Map

Semester: 2019 Semester 2 ∨

Show Weekend >

	Monday	Tuesday	Wednesday	Thursday	Friday
08:00					
08:30					MAN1100 (SEM) Management FRI 08:30 - 10:30 JO31 443
09:00					
09:30					
10:00					
10:30					
11:00					
11:30					

- Click on **Exam Details** to display the student exam timetable – note the details will only display if the exam timetable is available for the current teaching period

Examination Timetable

This student has no Exam Timetable details.

- Click on **Documents** to display the student's documents. Documents can be opened by clicking on the relevant document link

Personal Details	**Documents**					
Enrolment Details						
Study Timetable	**Document ID**	**Document Type**	**Created On**	**Created By**	**Comments**	**View Document**	**Progress Tracker**
Exam Details	293928	Transcript of Results	16/05/2012		Academic transcript	📄 Academic transcript.webarchive	
Documents	293853	Other	16/05/2012		Appendix 1: National science week certificate	📝 APPENDIX 1.docx	
Reports	293854	Other	16/05/2012		Appendix 2:letter of recommendation / Labrats	📝 APPENDIX 2.docx	
Activity Class List	293856	Other	16/05/2012		Appendix 3:Traffic Light program Certificate	📝 APPENDIX 3.docx	
Unit Class List	293857	Other	16/05/2012		Appendix 4:FOODcents education program certificate	📝 APPENDIX 4.docx	
Progression Report	293859	Other	16/05/2012		Appendix 5:foundation of Science bridging course	📝 APPENDIX 5.docx	
Unit Enrolment Statistics Report	293861	Other	16/05/2012		Appendix 6: Participated of IpAC unit at ECU	📝 APPENDIX 6.docx	
Job Scheduler							

- Click on **Student Search** link in left hand menu bar to search for another student
- Use the surname field to search if the Student Id is not available. Use part of the surname if you are unsure of the spelling then click **Search** or press **Enter**
- The search results will return any students with a partial match for that surname

Student Search	**Search Results**				
Student Details (10143923)	Search Criteria				
Personal Details	Surname: %woodlan%				Back
Enrolment Details					
Study Timetable	Displaying 1 - 13 of 13 records found (11 unique students)		☐ Photos	Records per page: 30	Requery
Exam Details					
Documents					
Reports					
Activity Class List	**Student ID**	**Full Name**	**Gender**	**Date of Birth**	**Course**
Unit Class List	856431	Amanda Margaret WOODLAND	F	11/07/1967	501 - DISCONTIN
Progression Report	943046	Corina Simone WOODLAND	F	17/07/1976	310 - COMPLETED
Unit Enrolment Statistics Report	990385	Emma Jasmine WOODLAND	F	14/08/1981	B13 - COMPLETED
Job Scheduler	10022507	Hayley Christine WOODLAND	F	09/12/1987	M35 - DISCONTIN
	962606	Jessica Rae WOODLAND	F	01/09/1979	103 - DISCONTIN

- Click the **Photos** check box to view photos of the retrieved students

Student Search	**Search Results**
Student Details (10143923)	Search Criteria
Personal Details	Surname: %woodlan%
Enrolment Details	
Study Timetable	Displaying 1 - 13 of 13 records found (11 unique students) ☑ Photos Records per page: 30 Requery
Exam Details	
Documents	
Reports	
Activity Class List	**Amanda Margaret WOODLAND**
Unit Class List	Student ID: 856431
Progression Report	Gender: F
Unit Enrolment Statistics Report	Date of Birth: 11/07/1967
Job Scheduler	Course: 501 - DISCONTIN
Reporting Tools	**Corina Simone WOODLAND**
Discoverer	Student ID: 943046
Online Forms and Workflow	Gender: F
	Date of Birth: 17/07/1976
Admin Functions	Course: 310 - COMPLETED
	Emma Jasmine WOODLAND
	Student ID: 990385
	Gender: F
	Date of Birth: 14/08/1981
	Course: B13 - COMPLETED
	Hayley Christine WOODLAND
	Student ID: 10022507
	Gender: F
	Date of Birth: 09/12/1987
	Course: M35 - DISCONTIN

How to Search for Students in a Course

- In the Student Search window click on the **Course Enrolment Details** tab
- Click the **Find Course Code** button to search for the required Course Code or Title
- Check/enter any other relevant Course Attempt criteria
- Click **Search** or press **Enter**

- The **Search Results** will return, you may click the **Photos** check box to view photos of the retrieved students

- The same steps can be followed for **Unit Enrolment Details** to find a list of students in a unit code

How to Run an Activity Class List

- Click on **Activity Class List** under the **Reports** menu on the left-hand side
- Click the **Find Unit Code** button to search for the required unit
- Select the year from the **Academic Period** list of values
- Click the **Find Teaching Period** button and select the required teaching period
- Select a location from the **Location** list of values then click **Select Unit Offerings button**

- Click on the appropriate **activity** and **offering**
- Click the **Yes** radio button for **Include Photos** if required
- Click **Run Report Now** to run the report immediately or **Add to Job Scheduler** to receive by email

How to Run a Unit Class List

- Click on **Unit Class List** under the **Reports** menu on the left-hand side
- Click the **Find Unit Code** button to search for the required unit
- Select the year from the **Academic Period** list of values
- Click the **Find Teaching Period** button and select the required teaching period
- Select a location from the **Location** list of values
- Check/enter any other relevant Unit Attempt criteria
- Click **Run Report Now** to run the report immediately or **Add to Job Scheduler** to receive by email