

## **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

CALLISTA CONNECT		EDITH COWAN
		Close
Student Search Student Details (10010651) Personal Details Enrolment Details Study Timetable Exam Details Documents	Student Search         Please enter either Unit Code, Course Code, Student ID, Surname or Date of Birth.         Student Details       Course Enrolment Details         Unit Enrolment Details         Student ID         Surname	
Reports	Given Names	
Activity Class List Unit Class List	Preferred Given Names	
Progression Report Academic History Report Unit Enrolment Statistics Report Rollbook Exception Report	Date of Birth     (DD//MM/YYYY)       Email Address	
Job Scheduler		
Rollbook		Search
Testavite Dellbacker		



• The student's photo and personal details will display with their **Course Attempts** on the righthand side

CALLISTA CONNEC EDITH COWAN UNIVERSITY	г			EDITH COWAN
				Close
Student Search	Personal Details			
Student Details (10010651)		Student ID:	10010651	Course Attempts
Personal Details		Title:	Ms	C57 - ENROLLED
Enrolment Details		Surname:	TESTER	C28 - INACTIVE
Study Timetable		Preferred Given Na	imes:	C33 - UNCONFIRM
Exam Details		Given Names:	Tessie	W33 - UNCONFIRM
Documents		Gender:	х	M89 - UNCONFIRM
		Date of Birth:	11/11/1975	
Reports Activity Class List Unit Class List		Email:	ttester@ourtest.ecu.edu.au	

- 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- The **Course Enrolment Details** page will display, including any enrolled, withdrawn and completed unit attempts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	Course E	nrolment	Details										
Study Timetable	Course Coo	le:	C	57.2							Co	Course Attempts	
Exam Details	Course Title	e:	B	achelor of	Youth V	/ork					CS	7 - ENROL	LED
Documents	Course Atte	empt Status:	E	NROLLED							C2	28 - INACTI	VE
Devente:	Location:		J	0 - JOOND	ALUP						C	3 - UNCO	VFIRM
Reports	Commence	ement Date:	0	1/08/2019							W	33 - UNCO	NFIRM
Activity Class List	Student Sta	itus:	2	30 - DEFE		WARD OR ENA	BLING CO	OURSE TUITIO	ON FEE		M	39 - UNCO	VFIRM
Unit Class List	Foo Catoro		1		HELP								
Progression Report	ree Calego	19.	L	OW OG TO									
Academic History Report	Units Uni	t Sets Adv.	Std. Progre	ssion Int	ermiss	ion Candidat	ure Note	es					
Unit Enrolment Statistics Report													
Rollbook Exception Report	Unit Enro	olment Det	ails										
Job Scheduler	Deriod	Unit Code	Unit Name	Location	Unit	Status	Enrolled	Achieved	FFTSI	Mark	Grade	Finalised	Conta
Rollbook	1 chica			Location	Class	Status	CP	CP	LITUL		diade	result?	Hrs
Today's Rollbooks	2019/192	ACC1100.2	Accounting I	ES	OFF	COMPLETED	15	15	.125	65	CR	Y	**
All My Rollbooks	2019/192	MAN1100.4	Management	JO	ON	ENROLLED	15		.125	**	**		
Create Rollbook	2019/192	PSY1102.3	Research	ES	OFF	ENROLLED	15		.125	**	**		**
Search My Rollbooks			Psychology 1										
Reporting Tools	2019/192	SPS1111.3	Foundations Of Fitness	OL	ON	COMPLETED	15	15	.125	72	D	Y	**
Discoverer			And Training										
Online Forms and Workflow						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			
Unit Enrolment Statistics Report										
Rollbook Exception Report	Adva	Advanced Standing Details								
Job Scheduler										
Rollbook	Unit C	Code Uni Lev	it Deso vel	cription	Туре	%	Credit Points	Institution	Basis Year	Granting Status
Today's Rollbooks	ENS1	101 **	Engi	ineering Mechanic	s UNIT	13.89	15	MURDOCH UNIVERSITY		GRANTED
All My Rollbooks Create Rollbook	PSY1	101 **	Intro	duction to Psycho	logy UNIT	13.89	15	MURDOCH COLLEGE		GRANTED
Search My Rollbooks	**	E	CRE	DIT TOWARD A	LEVEL	13.89	20	MURDOCH COLLEGE		GRANTED
Reporting Tools		Total Credit Points Granted: 50								
Discoverer										

- 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

Enrolment Details Study Timetable Exam Details Documents	Study Seme	y Timetable ster: 2019 Semester 2 🗸	2		Timetable Layout Prin	: Show Units on Map Show Weekend >
Reports Activity Class List Unit Class List Progression Report Academic History Report Unit Enrolment Statistics Report	08:00 08:30 09:00 09:30 10:00	Monday	Tuesday	Wednesday	Thursday	Friday MAN1100 (SEM) Management FRI 08:30 - 10:30 JO31 443
Rollbook Exception Report Job Scheduler Rollbook	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

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

- 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%								
Enforment Decans Study Timetable Exam Details Documents	Displaying 1 - 13	3 of 13 records found (11 unique students)		Photos	Records per page: 30	Requery		
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			
	062606	Incoing Bree MOODLAND	r	01/00/1070	102 DISCONTIN			

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

Student Search Student Details (10143923) Personal Details Enrolment Details Study Timetable Exam Details Documents	Search Results Search Criteria Surname: %woodlan% Displaying 1 - 13 of 13 records found (11 unique students)	Back Photos Records per page: 30 Requery
Reports Activity Class List Unit Class List Progression Report Unit Enrolment Statistics Report Job Scheduler	Amanda Margaret WOODLAND Student ID: 856431 Gender: F Date of Birth: 11/07/1967 Course: 501 - DISCONTIN	Corina Simone WOODLAND Student ID: 943046 Gender: F Date of Birth: 17/07/1976 Course: 310 - COMPLETED
Reporting Tools Discoverer Online Forms and Workflow	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

CALLISTA CONNECT			EDITH COWAN
			Close
Student Search Student Details (10143923) Personal Details Enrolment Details	Student Search Please enter either Unit Code, Student Details Course Eni	r, Course Code, Student ID, Surname or Date of Birth.	
Study Timetable Exam Details Documents	Course Code Course Location	M89 . 1 Find Course Code	
Reports Activity Class List Unit Class List Progression Report Unit Enrolment Statistics Report Job Scheduler	Attendance Mode Attendance Type Course Attempt Status Course Type	Completed Discontin Ø Enrolled Inactive Intermit Lapsed Unconfirm	
Reporting Tools Discoverer Online Forms and Workflow		Search	

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

			Close
Student Search	Search Results		
Student Details (10143923) Personal Details	Search Criteria Course Code: M89.1 Course Attempt Status: ENROLLED INACTIVE		Back
Enrolment Details Study Timetable Dis Exam Details	Displaying 91 - 120 of 752 records found (752 unique students)	Photos Records per page	e: 30 Requery

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

		Close				
Student Search	Student Search					
Reports	Please enter either Unit Code, Course Code, Student ID, Surname or Date of Birth.					
Activity Class List Unit Class List Progression Report	Student Details         Course Enrolment Details         Unit Enrolment Details					



## 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

CALLISTA CONNECT Edith cowan university				EDITH COWAN
				Close
Student Search	Activity Class	ist		
Reports	Unit Code	CC1100 Find Unit Code		
Activity Class List	Academic Period	2020 ~		
Unit Class List	Teaching Period	01 Find Teaching Period		
Progression Report	Location	OONDALUP		
Academic History Report	Unit Class			
Unit Enrolment Statistics Report	Unit Class	ALL	~	
Rollbook Exception Report	Sector	ALL		
Job Scheduler		Select Unit Offerings		
Rollbook				
Today's Rollbooks	Activities			
All My Rollbooks	Select an activity	TUT 1 - Mandatory Desc		~
Create Rollbook		LEC 1 - Mandatory Desc		
Search My Rollbooks				~
Reporting Tools	Select an offering	2020145200 - FRIDAY - 02	2:30 PM to 03:30 PM - JO02 145	^
Discoverer		2020145201 - FRIDAY - 03	:30 PM to 04:30 PM - JO02 145	
Online Forms and Workflow		2020145199 - PRIDAY - 01 2020145204 - MONDAY - 0	2:30 PM to 02:30 PM - J002 145	*
CAPS Proposal Report				

- 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

Rollbook		
Today's Rollbooks	Activities	
All My Rollbooks	Select an activity	TUT 1 - Mandatory Desc
Create Rollbook		LEC 1 - Mandatory Desc
Search My Rollbooks		✓
Reporting Tools	Select an offering	2020145200 - FRIDAY - 02:30 PM to 03:30 PM - J002 145
Discoverer		2020145201 - FRIDAY - 03:30 PM to 04:30 PM - JO02 145 2020145199 - FRIDAY - 01:30 PM to 02:30 PM - JO02 145
Online Forms and Workflow		2020145204 - MONDAY - 02:30 PM to 03:30 PM - JO08 204 v
CAPS Proposal Report		
Admin Functions	Run Details	
Potential Graduand Approvals	Include Photos	○ Yes ◉ No
CAPS	Output Format	DELIMITED
	Run Report Now	Add to Job Scheduler



#### 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

CALLISTA CONNECT Edith cowan university			ECU EDITH COWAN
			Close
Student Search	Unit Class List		
Reports	Unit Code	ACC1100 Find Unit Code	
Activity Class List	Academic Period	2020 ~	
Unit Class List	Teaching Period	201 Find Teaching Period	
Progression Report Academic History Report	Location	JOONDALUP	
Unit Enrolment Statistics Report	Unit Mode	ALL ~	
Rollbook Exception Report	Unit Class	ALL ~	
Job Scheduler	Unit Attempt Status	□ Unconfirm ☑ Enrolled □ Discontin □ Completed □ Duplicate	
Rollbook	Sector	ALL	
Today's Rollbooks			
All My Rollbooks	Run Details		
Create Rollbook			
Search My Rollbooks	Output Format	DELIMITED 🗸	
Reporting Tools	Run Report Now	Add to Job Scheduler	
Discoverer	Any report that is likely	to return a large number of results should be added to the job scheduler.	