

## ITS – Broadsheet Printing

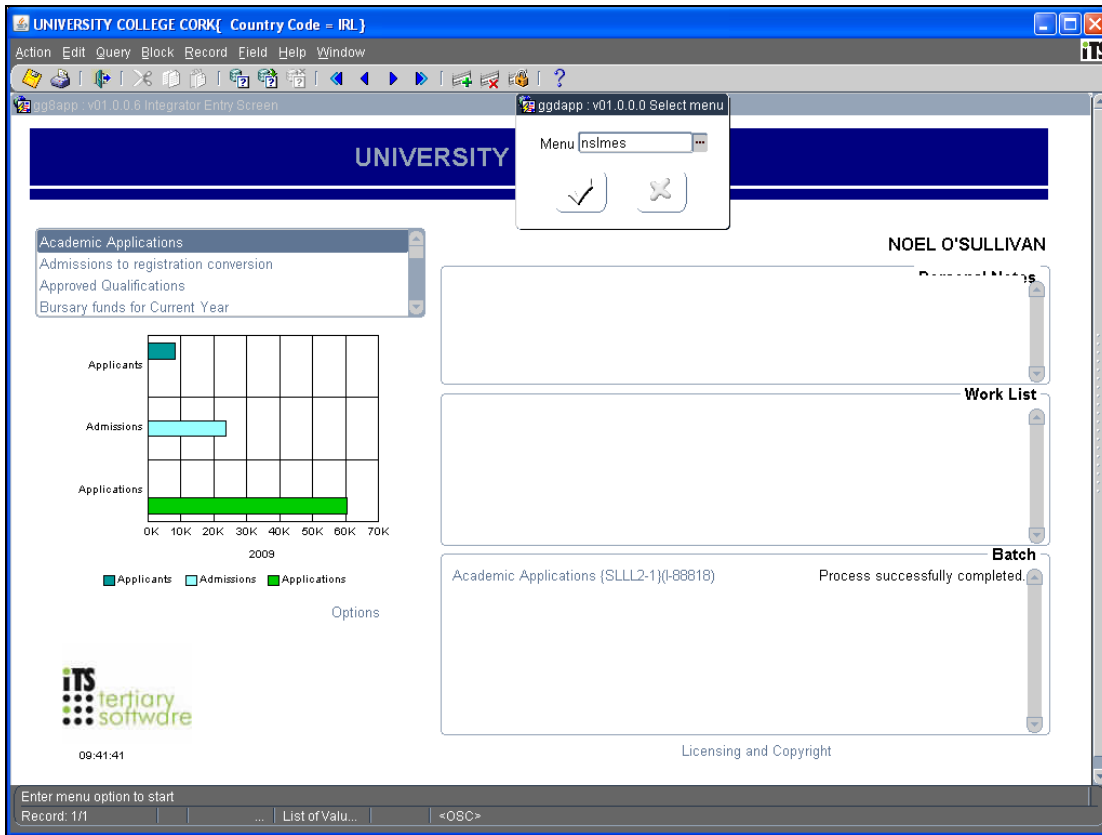



FIG. 1

After logging on the ITS Integrator system, click on the Quick Menu option on the ITS tool bar, (Pressing the lightning bolt icon  located on the toolbar). You can either click on the three dots to the right of the menu box, which will give you an alphabetical listing of all the menus you have access to on the system, or you can enter the menu name in the box, in this case **NSLMES**. The list of options in this menu will now be displayed (FIG. 2).

When printing broadsheets, there are two options to choose, **NSLMES-24** (Modular Broadsheets) and **NSLMES-25** (Subject Modular Broadsheets), the majority of qualifications use **NSLMES-24** to produce the desired result. **NSLMES-25** is generally used for qualifications that are offered as joint honours, e.g. BA Joint, BA Major BCL Law & French etc.

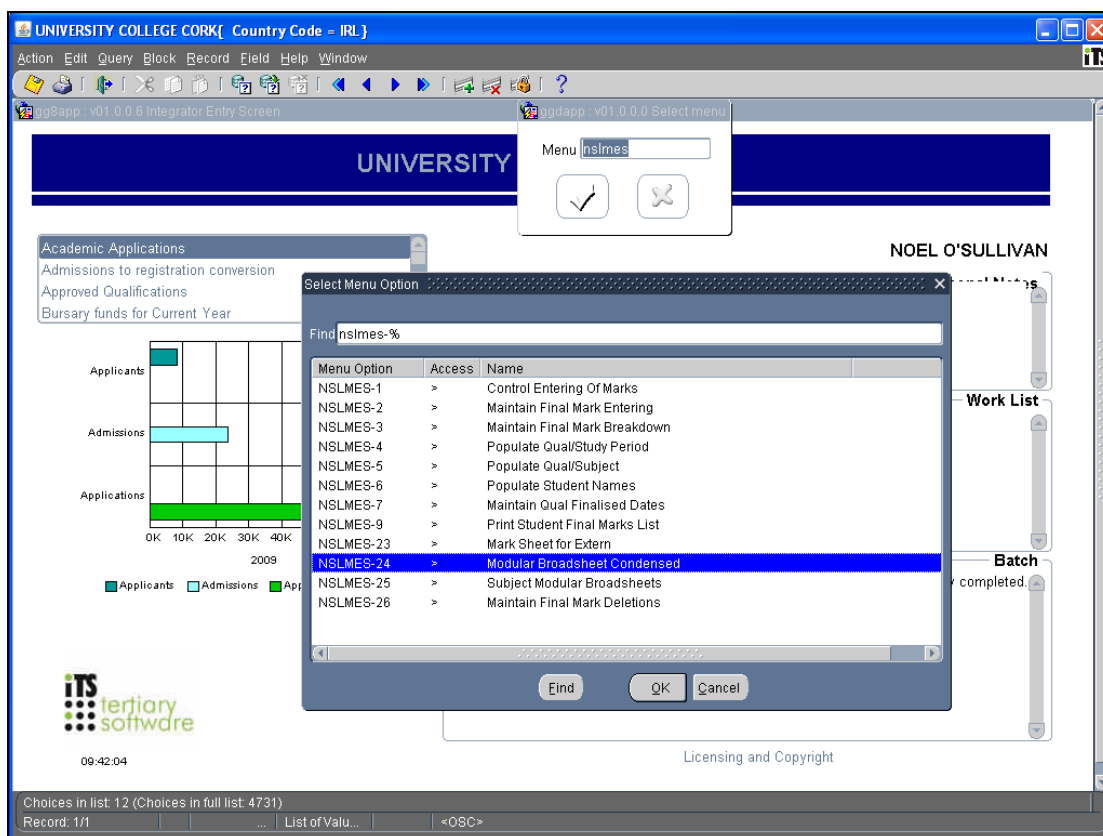


FIG. 2

### Printing Modular Broadsheets

Having selected **NSLMES-24 (Modular Broadsheets)** you will be required to enter a number of parameters to produce the broadsheet for the qualification you need, in the example below (FIG. 3 & FIG. 4) it is for BCOM1 for the Academic Year 2015/6 for the Summer Examination sitting. The parameters that need a value to be entered against them are **Academic Year, Exam Season, Exam Month, Block Code, Qualification Code and Study Period**. The rest of the parameters have a default value, which will be correct for most of the courses, this value is indicated by the square parentheses around the letter or word.

The list below gives the more common exam season/exam month/block code combinations used by ITS

Exam Season	Exam Months	Block Code
3 (Spring)	1, 3	10 SH
5 (Summer)	1, 5	0 0H
8 (Autumn)	1, 5, 8	11 R1 RH

Note that in some final year qualifications, a percentage of this year's total and a percentage of previous years' totals are used to calculate the overall total, in which case you will change the indicator to 'Y' for the parameters:

- Print This Year's Total column
- Print Previous Year's Total column
- Print % This Year's Total column

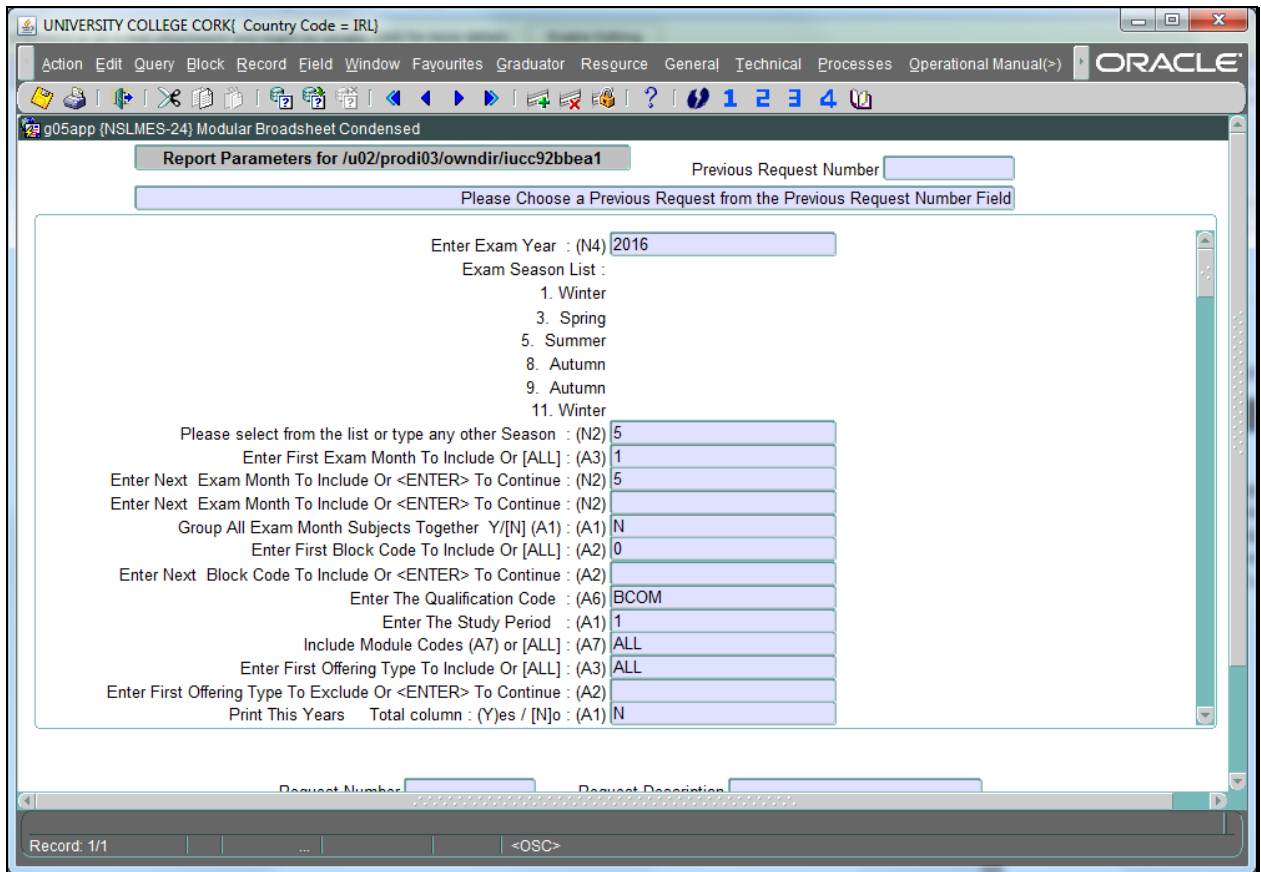


FIG. 3

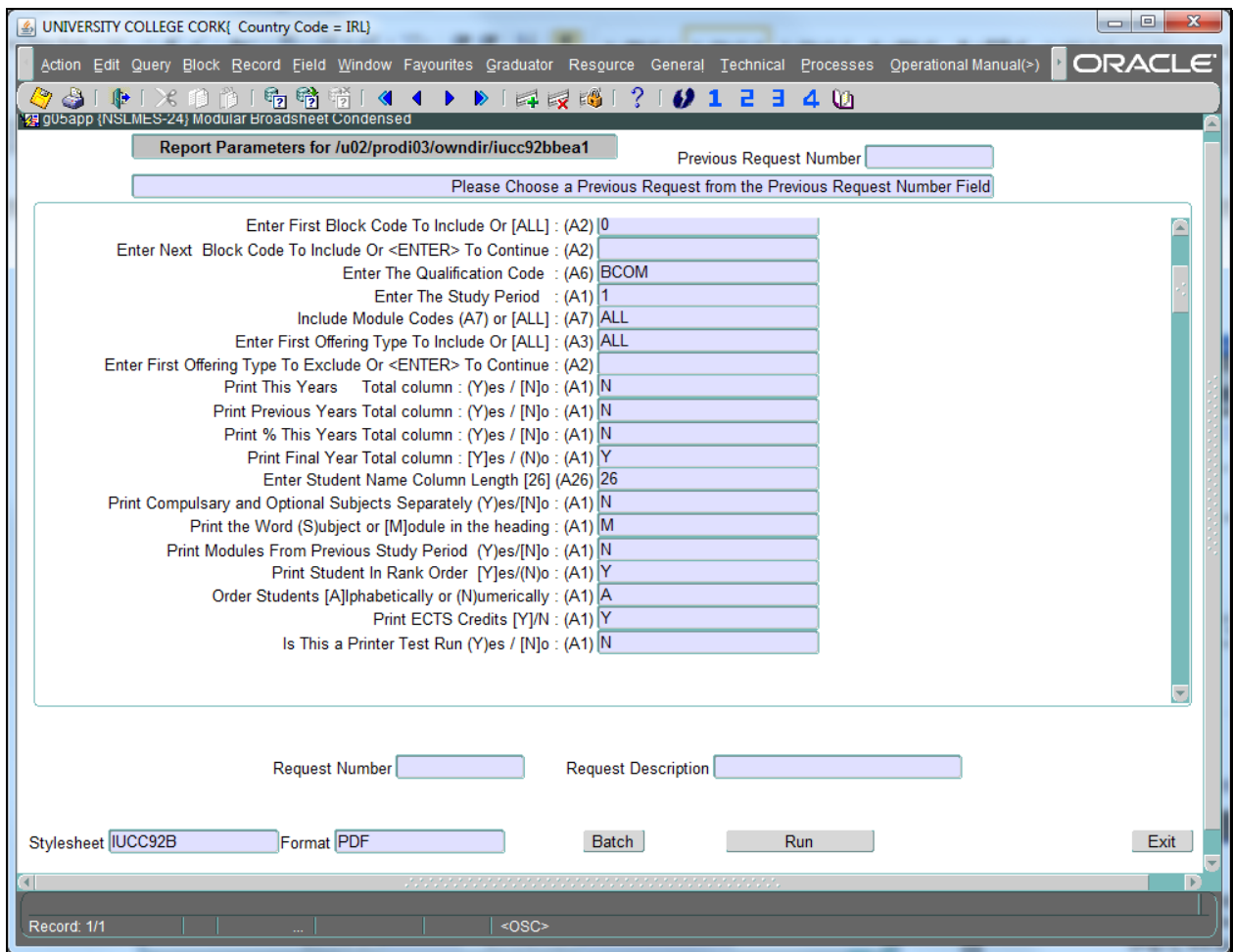


FIG. 4

Having completed the request lines for the broadsheet, click on the 'Run' button at the bottom of the page, two more buttons now will appear along this line ('View' and 'Batch') (FIG. 5), we highly recommend that you click on the 'View' button which opens the report in Internet Explorer as a PDF document. This way you can check if the report produced contains the required information. (FIG. 6 and FIG. 7)

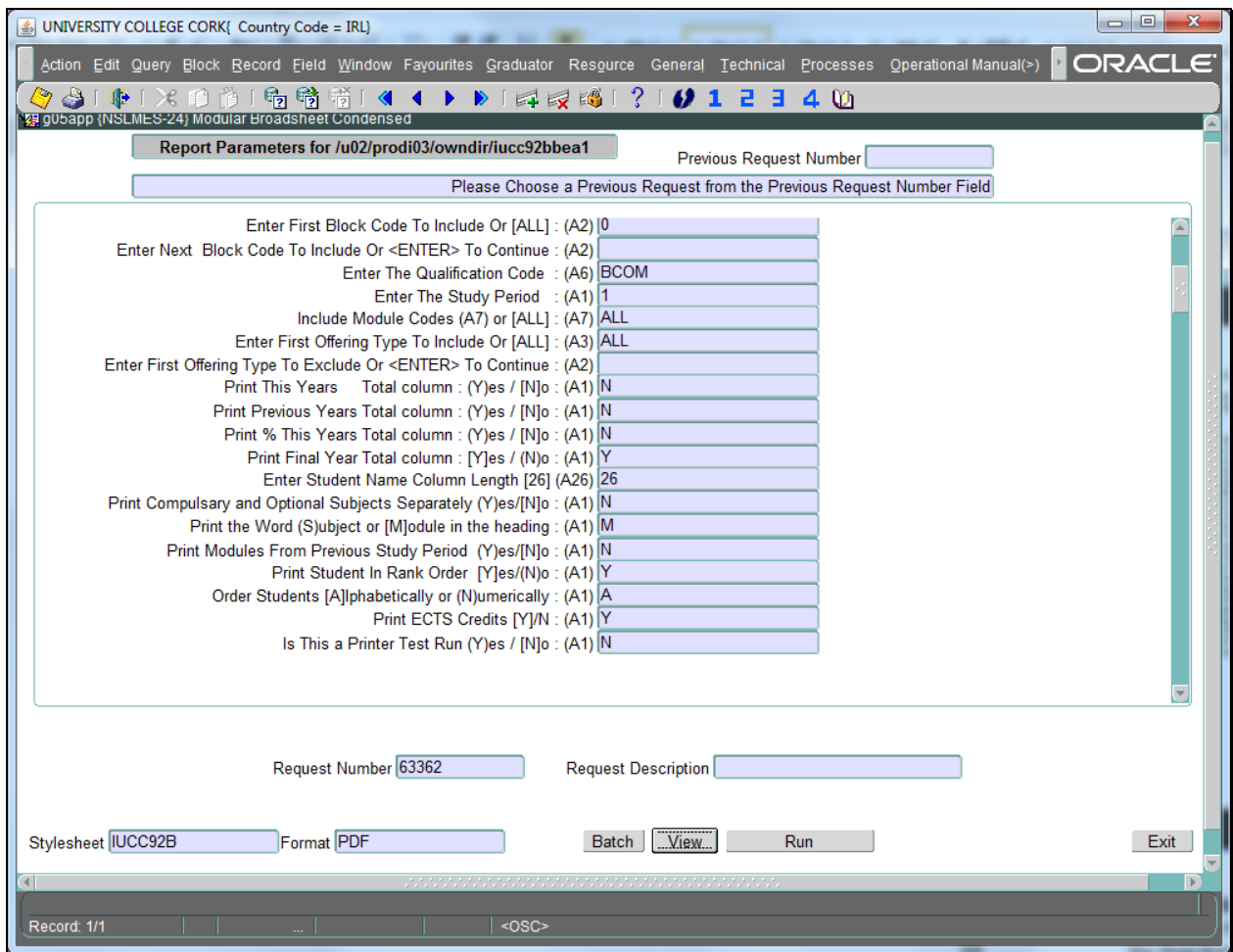


FIG. 5

On each broadsheet there is a status line at the top left hand corner of each page, which indicates whether the broadsheet is incomplete, exam board copy or final copy, these indicators are set by the Student Records and Examinations Office. The broadsheet for the board meeting should only be printed when the Status Line says Exam Board Copy (FIG. 7).

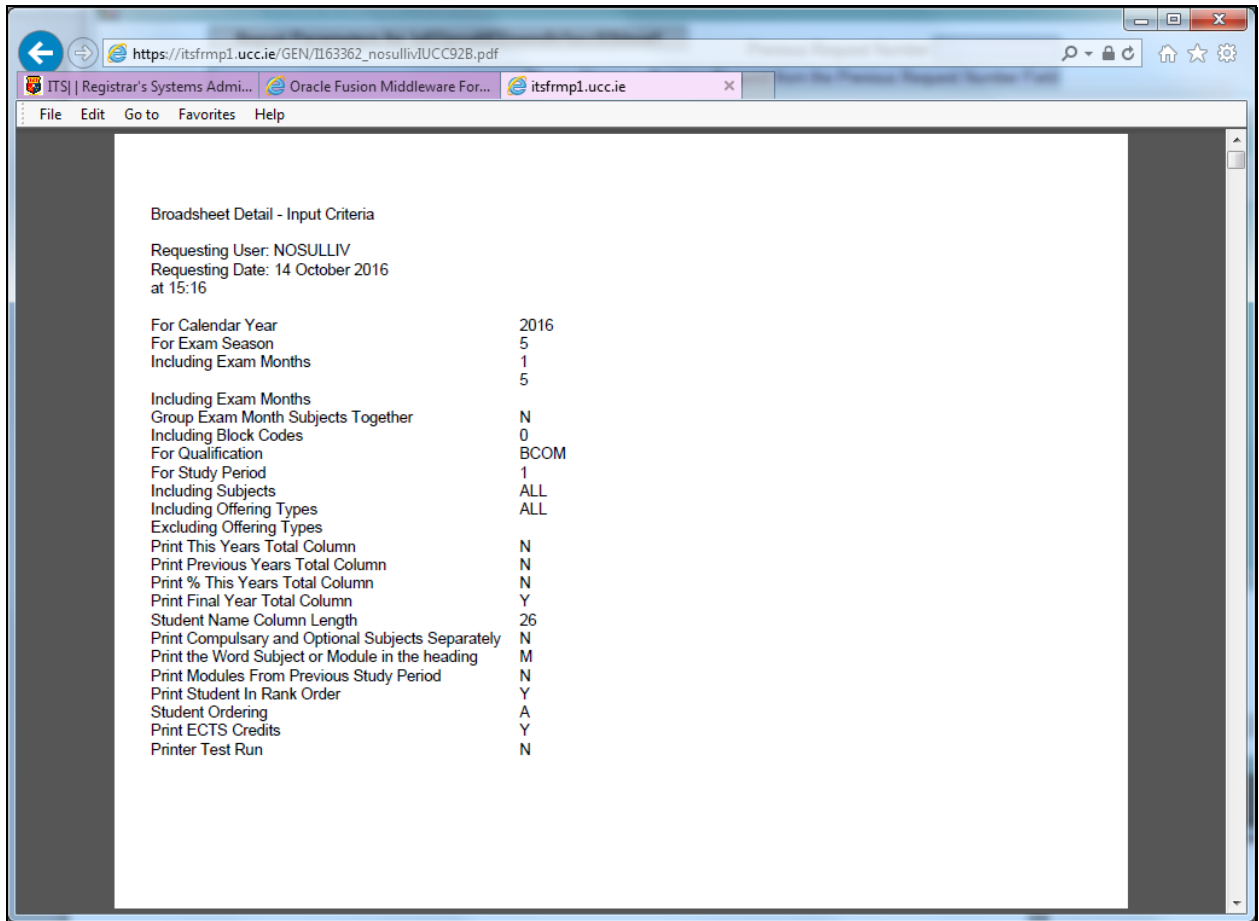


FIG. 6

### **Printing a Broadsheet**

To print the broadsheet, we use the PDF document, click on 'File' and select 'Print' from the drop down option

Page 2

Status: Final Copy

Student	Modules	Total/1200
#	AC1100 EC1207 IS1105 LW1108 MG1000 ST1023 87/100 70/100 71/100 74/100 77/100 91/100 PASS PASS PASS PASS PASS PASS	911
60 Credits		
#	EC1208 FE1101 GV1102 LW1109 MA1100 MG1002 70/100 72/100 72/100 66/100 96/100 65/100 PASS PASS PASS PASS PASS PASS	911
60 Credits		
+	AC1100 EC1207 IS1105 LW1108 MG1000 ST1023 94/100 65/100 73/100 71/100 82/100 74/100 PASS PASS PASS PASS PASS PASS	905
60 Credits		
+	EC1208 FE1101 GV1102 LW1109 MA1100 MG1002 64/100 70/100 65/100 64/100 98/100 85/100 PASS PASS PASS PASS PASS PASS	905
60 Credits		
+	AC1100 EC1207 IS1105 LW1108 MG1000 ST1023 75/100 77/100 72/100 67/100 87/100 59/100	901
60 Credits		
+	EC1208 FE1101 GV1102 LW1109 MA1100 MG1002 75/100 70/100 70/100 71/100 96/100 79/100 PASS PASS PASS PASS PASS PASS	901
60 Credits		
+	AC1100 EC1207 IS1105 LW1108 MG1000 ST1023 90/100 60/100 71/100 66/100 76/100 75/100 PASS PASS PASS PASS PASS PASS	880
60 Credits		
+	EC1208 FE1101 GV1102 LW1109 MA1100 MG1002 80/100 67/100 74/100 62/100 99/100 80/100 PASS PASS PASS PASS PASS PASS	880
60 Credits		
+	AC1100 EC1207 IS1105 LW1108 MG1000 ST1023 79/100 71/100 65/100 64/100 73/100 81/100 PASS PASS PASS PASS PASS PASS	877
60 Credits		
+	EC1208 FE1101 GV1102 LW1109 MA1100 MG1002 71/100 71/100 76/100 67/100 99/100 60/100 PASS PASS PASS PASS PASS PASS	877
60 Credits		

FIG. 7

### Printing Subject/Modular Broadsheets

Having selected NSLMES-25 (Subject/Modular Broadsheets) (FIG. 8) you will be required to enter a number of parameters to produce the broadsheet for the qualification you need, in the example below (FIG. 9) it is for BAM2 – Arts 2 Major -for the Academic Year 2015/6 for the Summer Examination sitting. The parameters that need a value to be entered against them are **Academic Year, Exam Season, Exam Month, Block Code, Qualification Code and Study Period**. The rest of the parameters have a default value, which will be correct for most of the courses, this value is indicated by the square parentheses around the letter or word.

As with the Modular broadsheets click on the ‘View’ button to make sure that the report has run correctly before you set it to print.

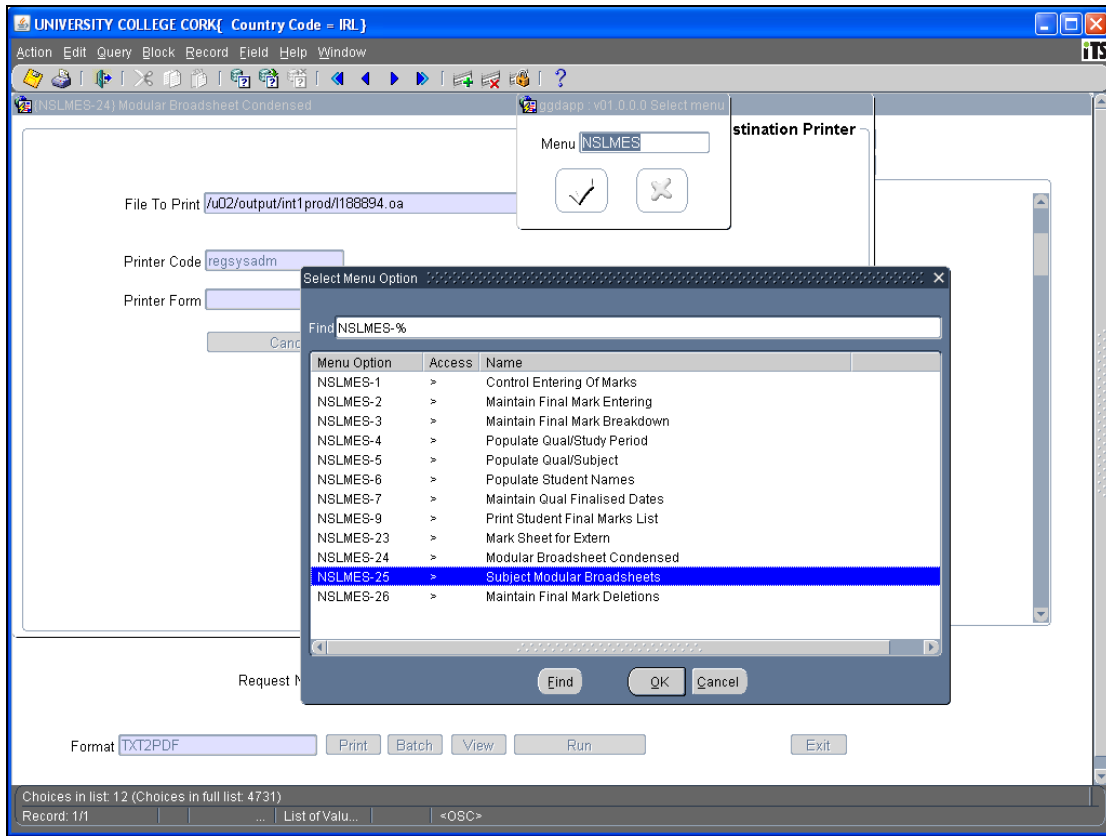


FIG. 8



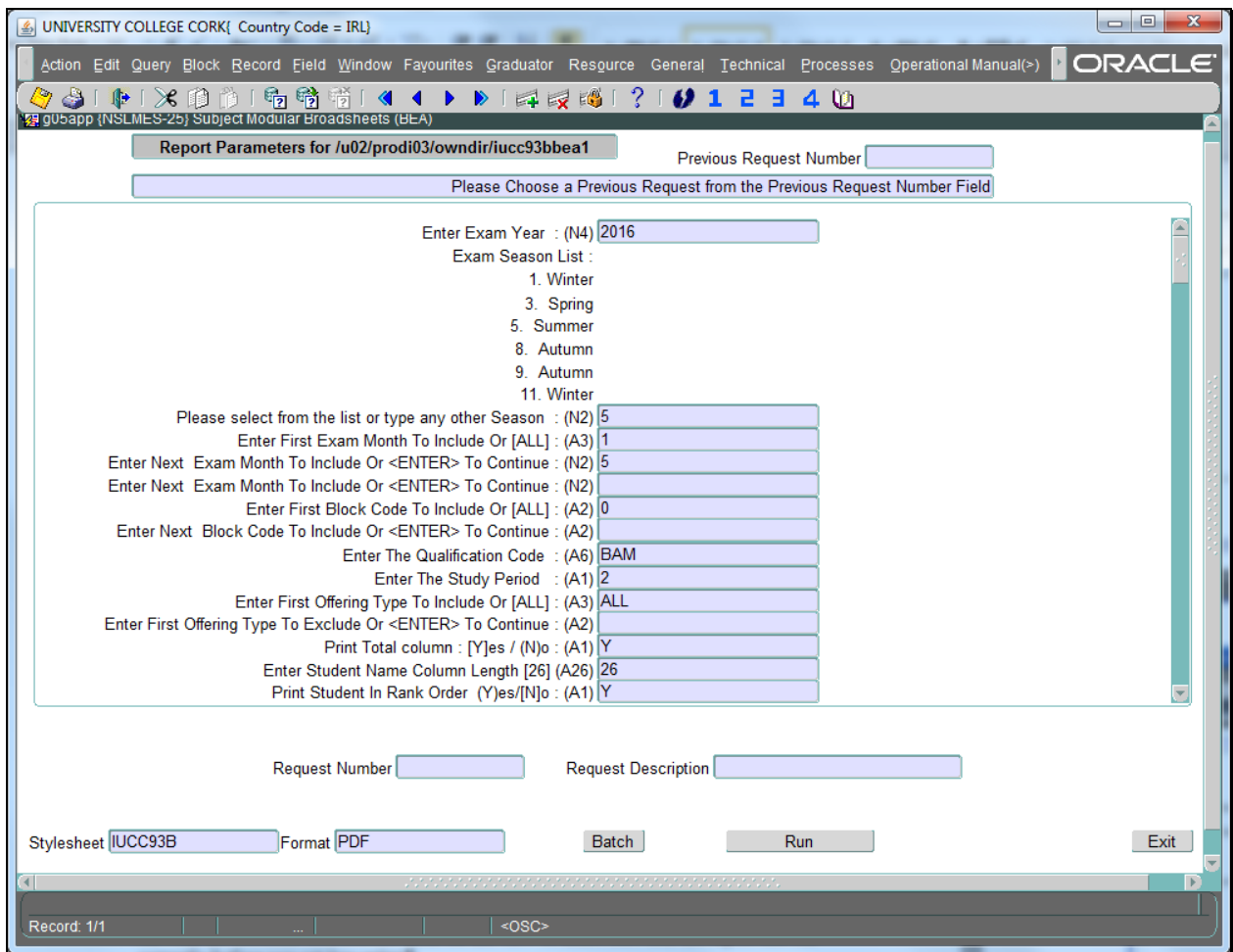


FIG. 9

### **Printing a Modular Broadsheet for the Autumn Boards**

As before select option 24 from the menu, in the example below we are running a broadsheet for the 2015/6 BCOM1 qualification (FIG. 10 & FIG. 11). You will see in the parameters that the season selected is **8** and we choose **ALL** for the examination months (so as that the Summer module marks appear as well as the Autumn resit marks). The other difference is the Block Code, R1 (Autumn Examination) and RH (Year with Autumn Evaluation) are selected – this prevents students who passed in the Summer/Spring from appearing on this broadsheet. Remember, please click on ‘View’ so you can check the report before you print.

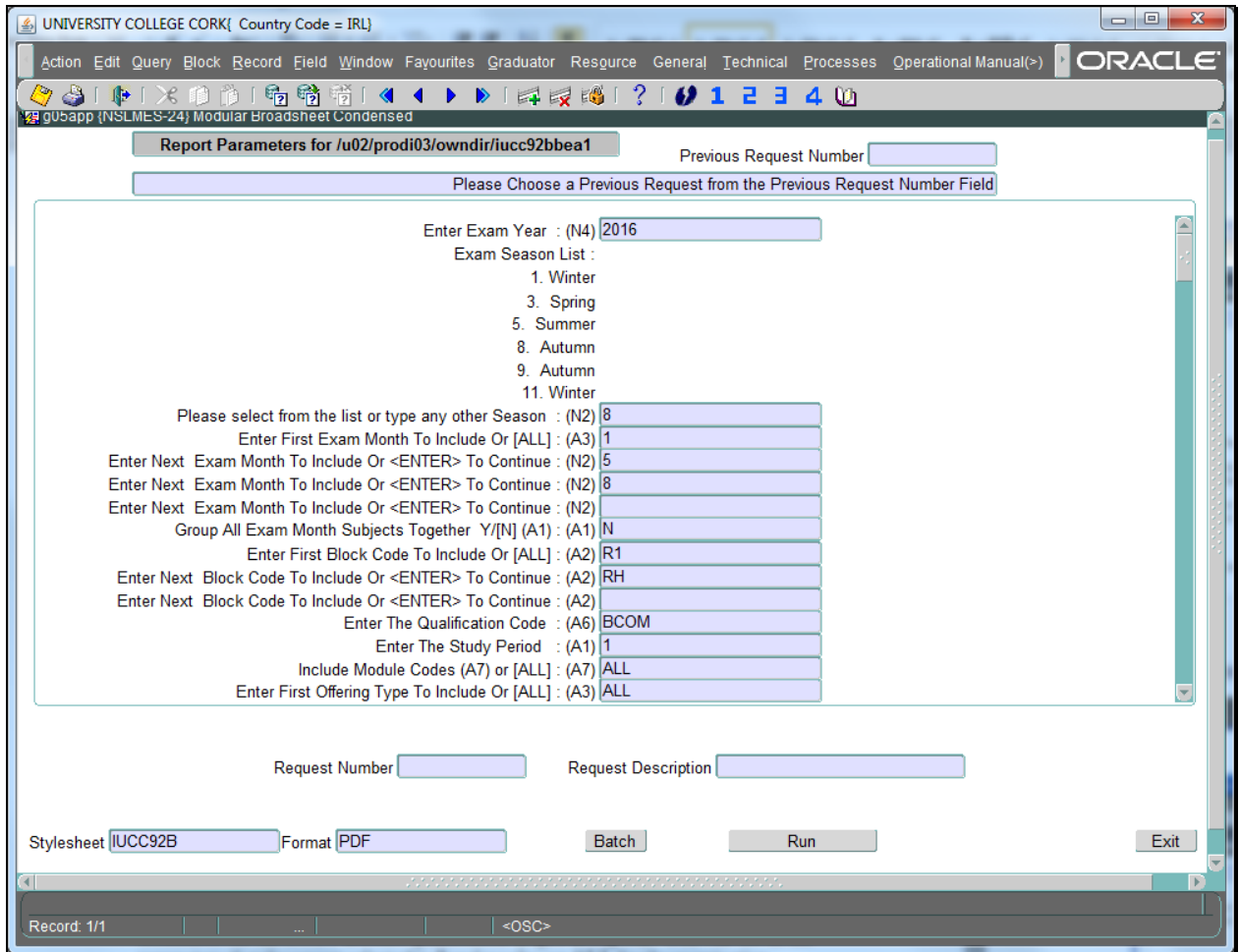


FIG. 10

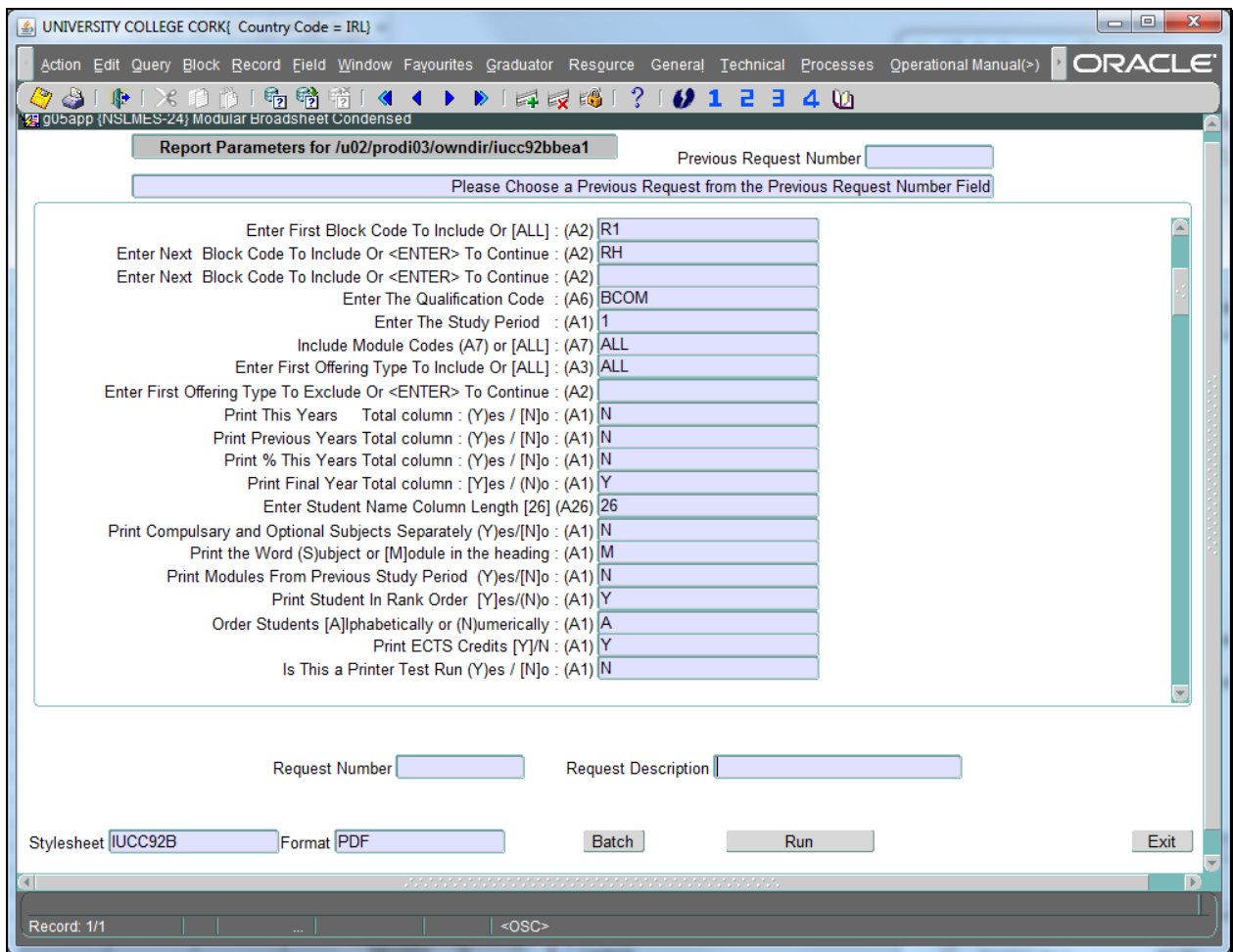


FIG. 11