

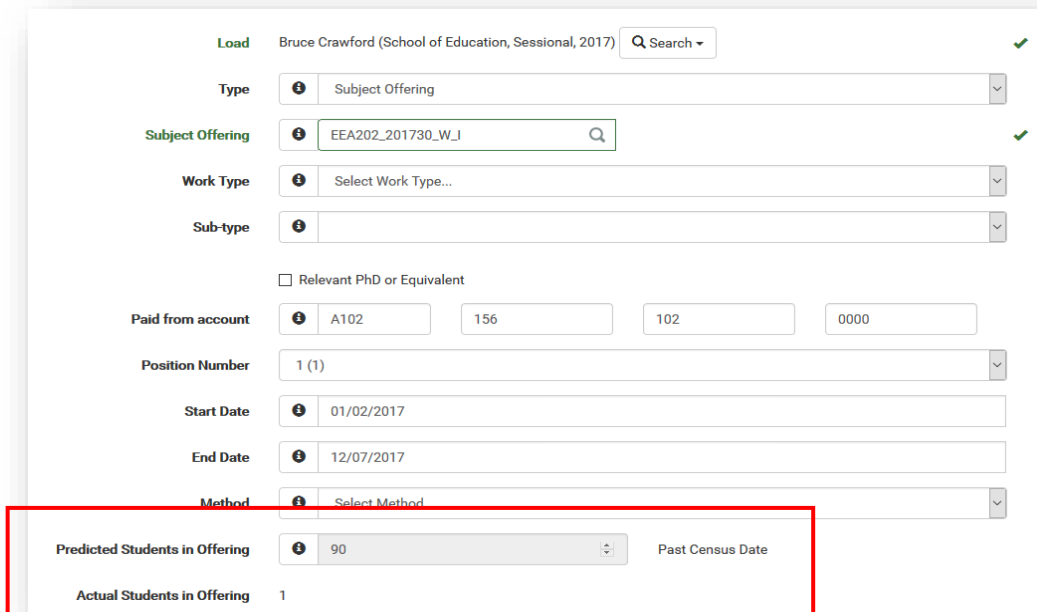
SESSIONAL POST CENSUS

Description

Post Census functions apply every main teaching session and term (30, 60, 90 and 15, 45, 75) and affect work items planned for subject offerings in that session. Work items planned for other sessions will be unaffected until the relevant session census is reached.

One week after census the number in the Predicted Students in each subject offering in AWM will change to the Actual Students. Because some work has already been approved and issued on a contract, the AWM system won't automatically adjust all of the work items to the post census figures. AWM will look at the impact to work items (explained further below), and email the Workload Managers, and Workload Planners to notify them that the system has cutover to post census.

Note, the delay of one week after census date is to allow processing time for any outstanding withdrawal requests.



The screenshot shows a form for sessional post census. The 'Load' field is 'Bruce Crawford (School of Education, Sessional, 2017)'. The 'Subject Offering' is 'EEA202_201730_W_J'. The 'Predicted Students in Offering' is 90 and the 'Actual Students in Offering' is 1. The 'Past Census Date' is also visible.

What does AWM do with sessional workloads at Post Census?

- When a per student work item (eg Marking, Consultation) is approved for a sessional, AWM locks the student count at the number used at that time. Any changes in predicted or actual student numbers in that subject offering will not affect the student count or total hours on that work item until a conscious decision is made to change them by the school. These locked values are termed the Contracted Students and Contracted Hours in the Post Census Actions page.
- At Post Census date, AWM will examine all sessional work items for that session that have a per student calculation method and have been past the Approving stage, and will check for a difference between the Post Census Student and the Contracted Student numbers (ie it looks at all those items that have been issued to a contract or at Waiting to Offer stage).

- Where a difference occurs the system will add the work item to the Post Census Actions page in AWM (located under School Administration in the left menu).
- AWM will cut over to the Actual Student numbers in all per student calculations for any new work items, and for all existing items still in Planning, Checking or Approving for that session and those items will automatically reflect the new figures.

Charles Sturt University Academic Workload Manager

Home - School Administration - Post Census Actions

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Post Census Actions

201630

	Sessional	Subject Offering	Work Type	Sub Type	Contracted Students	Contract Hours	Post Census Students	Post Census Hours	Action
<input type="checkbox"/>	Adeola Alashi	ACC100_201630_SB,J	Consultation	Standard	79	52.93	0	0	Unactioned
<input type="checkbox"/>	Adeola Alashi	ACC100_201630_SB,J	Marking	Standard	79	118.5	0	0	Unactioned
<input type="checkbox"/>	Adeola Alashi	ACC100_201630_SB,J	Consultation	Standard	79	52.93	0	0	Unactioned
<input type="checkbox"/>	Adeola Alashi	ACC100_201630_SB,J	Marking	Standard	79	118.5	0	0	Unactioned
<input type="checkbox"/>	Adeola Alashi	ACC100_201630_SB,J	Consultation	Standard	0	0	0	0	Updated
<input type="checkbox"/>	Adeola Alashi	ACC100_201630_SB,J	Marking	Standard	0	0	0	0	Updated
<input type="checkbox"/>	Adeola Alashi	ACC100_201630_SM,J	Marking	Standard	69	103.5	1	1.5	Unactioned
<input type="checkbox"/>	Adeola Alashi	ACC100_201630_SM,J	Consultation	Standard	69	46.23	1	0.67	Unactioned
<input type="checkbox"/>	Adeola Alashi	ACC100_201630_SM,J	Marking	Standard	69	103.5	1	1.5	Unactioned
<input type="checkbox"/>	Adeola Alashi	ACC100_201630_SM,J	Consultation	Standard	69	46.23	1	0.67	Unactioned
<input type="checkbox"/>	Adeola Alashi	ACC100_201630_SM,J	Marking	Standard	69	103.5	1	1.5	Unactioned

Post Census Actions

- The Post Census Actions page displays all sessional work items that met the criteria described above.
- The Workload Manager and Workload Planner roles in each school will be able to action the items on the page, and must decide whether to update the work item to the new student numbers, or disregard the student number changes.
- To action an item(s), simply click on the box beside the name and choose Update from the Action Selected drop down box at the bottom of the page.

	Sessional	Subject Offering	Work Type	Sub Type	Contracted Students	Contract Hours	Post Census Students	Post Census Hours	Action
<input type="checkbox"/>	Adeola Alashi	COM120_201630_B,J	Marking	Standard	40	60	44	66	Unactioned
<input type="checkbox"/>	Adeola Alashi	COM120_201630_B,J	Consultation	Standard	40	26.8	44	29.48	Unactioned
<input type="checkbox"/>	Adeola Alashi	PHL101_201630_W,D	Marking	Standard	17	34	244	488	Unactioned
<input type="checkbox"/>	Adeola Alashi	PHL101_201630_W,D	Marking	Standard	17	34	244	488	Unactioned
<input type="checkbox"/>	Adeola Alashi	PHL101_201630_W,D	Marking	Standard	17	34	244	488	Unactioned
<input type="checkbox"/>	Adeola Alashi	PHY100_201630_W,J	Marking	Standard	22	44	72	144	Unactioned
<input type="checkbox"/>	Adeola Alashi	PHY100_201630_W,J	Marking	Standard	22	44	72	144	Unactioned
<input type="checkbox"/>	Adeola Alashi	PHY100_201630_W,J	Marking	Standard	72	144	72	144	Updated

Showing 1 to 24 of 24 entries

Action Selected...

Action Selected...
Disregard
Update

- **Update:** will change the Predicted Student number in a work item to be the same as the Actual Student number.
 - **Disregard:** would be chosen for those instances where the difference in hours is not significant and the school would like to keep the work item unchanged. The work item will remain the same as when agreed and issued to the contract.
- When an item is actioned AWM will notify you with a green box on the screen indicating what and how the item was actioned and the action column will reflect the action chosen.
- The actioned items will remain in the view as a list for historical purposes.

Managing post census sessional work items

- Any work item that was actioned as an Update in the Post Census Actions screen will automatically be moved back to the Planning stage where the item can be further edited, transferred, deleted if appropriate, or progressed through to Checking so that the updated details can be progressed to reissue on the contract.
- **Note:** When you choose Update, the work item must be transitioned through the Checking, Approving and Waiting to Offer stages to affect change on the contract.