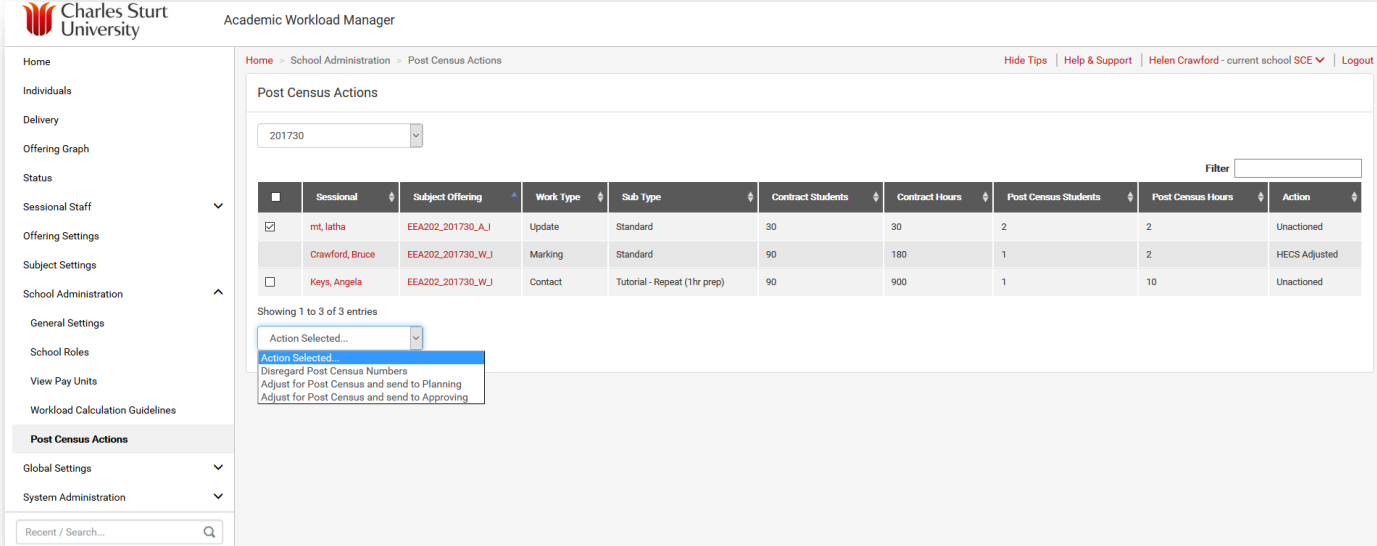


SCHOOL ADMINISTRATION

Post Census Actions



Charles Sturt University Academic Workload Manager

Home > School Administration > Post Census Actions

Hide Tips | Help & Support | Helen Crawford - current school SCE | Logout

Post Census Actions

201730

	Sessional	Subject Offering	Work Type	Sub Type	Contract Students	Contract Hours	Post Census Students	Post Census Hours	Action
<input checked="" type="checkbox"/>	mt, latha	EEA202_201730_A_J	Update	Standard	30	30	2	2	Unactioned
<input checked="" type="checkbox"/>	Crawford, Bruce	EEA202_201730_W_J	Marking	Standard	90	180	1	2	HECS Adjusted
<input type="checkbox"/>	Keys, Angela	EEA202_201730_W_J	Contact	Tutorial - Repeat (1hr prep)	90	900	1	10	Unactioned

Showing 1 to 3 of 3 entries

Action Selected...

- Action Selected...
- Disregard Post Census Numbers
- Adjust for Post Census and send to Planning
- Adjust for Post Census and send to Approving

Recent / Search...

- This page displays all Sessional work items that have a difference between the Post Census Student and the Contracted Student numbers.
- The Workload Manager and the Workload Planner in each School are able to action the items on this page.

Action an Item

- Tick the box in the first column.
- Choose what to do from the drop down list in the Actions Selected menu.
- A message will appear on the screen to inform you of the action.