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# Student Progress Management: Guide for Lecturers Online Studies



# Student Progress Management (SPM)

The Student Progress Management (SPM) is a spreadsheet tool designed for use within the Financial Services program with the aim of tracking the progress of students in online courses and measuring the outcomes in terms of revenue earned.

The data collected from SPM will enable senior management to make a range of business decisions based on the effectiveness and profitability of our online courses, an identified area of growth potential for our team.

In the continuous enrolment model, the Learn (m2) team will download the student's details from Learn (m2) onto the spreadsheet at the time of their enrolment. With minimal input required the Lecturer records student progress as they complete the required activities, and their final results, information not obtainable from the Learn (m2) environment.

The ability to collect accurate data in real-time across all funding sources also provides management with an effective reporting tool for an area that encompasses a large part of our core business, and enables the team to make continuous improvements to our products and services.

Using this system will also enable the team to continuously provide service and support to all online students at all times, particularly when staff are on leave.

The SPM spreadsheet for each lecturer can be found on Staff drive

(S:) > BJIT\_JusFin\_Team > Financial Services > 12. Student Progress Management

## SPM Structure

Each lecturer will be provided with a separate SPM worksheet with appropriate password protection for each unit of delivery. The worksheet will have separate tabs for each unit of competency being delivered.

The worksheet holds information such as students' details, the dates activities are completed, assessment completions and results, and any special comments regarding the student.

All units will be linked to a summary sheet in the same document which includes course details, nominal hours, results, Learn (m2) information and revenue.

Some cells of the worksheet will be locked to prevent accidental deletion or changes which may prevent links from working.

## SPM Worksheet

### Prefilled Details

All the course details and student personal details will be extracted from Learn (m2) and SIS, and prefilled by Learn (m2) team onto the spreadsheet.

### How to use the SPM worksheet

Lecturers will enter the activity completion date in the “Online Activity Submissions and Feedback” columns when they have reviewed student online submissions.

On completion of assignments and supervised assessments the results are to be entered by the lecturer in the respective columns on the worksheet following the procedure below.

### Automatic summary links

The SPM spreadsheet will be updated in real-time and linked with formulae and functions. For example, students resulted D, C, P, F, W, NS, FN and MS will be updated in the top of the SPM worksheet automatically.

## SPM Procedure for entering data

The following step-by-step instructions are to assist lecturers entering student data and final results on the SPM worksheet:

1. Lecturer marks final online activities and enters date activity completed on SPM worksheet using format dd/mm.
2. Lecturer marks final assessments and assignments and enters details on SPM worksheet.
3. Lecturer enters student’s final result on SPM worksheet according to unit of competency.
4. Lecturer sends confirmation email to student notifying final result. Please use the template provided on BJIT share drive and ‘cc’ to [finance.results@tafesa.edu.au](mailto:finance.results@tafesa.edu.au)  
S:\BJIT\_JusFin\_Team\Financial Services\8. Templates
5. Grading Guide: D( Distinction),C (Credit),PA(Pass or Pass Achieved),F( Fail),FN (Fail not assessed), MS( Module started but not completed),NS( Not started),W (Withdrawn from the course)

### Please note:

***Because there is only one CRN for each online unit, Lecturers do not need to enter the students’ final results in SIS (student information system). This process will be carried out by the Results Team.***

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## Course Extensions

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Students will be notified of their course finish date in an email sent by the Learn m2 team at the time of their enrolment.

Students are expected to submit all work by the course end date to maintain a fair and equitable system. If necessary, an extension of up to 2 weeks may be granted automatically by the course lecturer.

If an extension of more than two weeks is required, the student should request this in writing (eg. email) to their lecturer. The request must be accompanied by evidence confirming the circumstances eg. Medical certificate. The Lecturer then forwards the request with their recommendation to [finance.online@tafesa.edu.au](mailto:finance.online@tafesa.edu.au) for senior lecturer approval.

The decision to grant the extension will be updated in the SPM worksheet extension column by the senior lecturer and the course lecturer will be notified.

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Notes:

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