

RMS - Student Filing Guide – *A guide for Academics and Faculty Administrative Staff*

If you require any additional assistance, please do not hesitate to contact Records Management Services:

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Contents

1. Register as a New User	2
2. Accessing Records Online	3
3. Search for Files Relating to a Student.....	4
3.1 Search Methods.....	4
3.2 Search Results.....	4
3.3 Student File Types:	5
a) Student file (traditional)	5
b) Sydney Student Folders.....	5
c) Student Related Administrative Folders.....	5
d) Electronic Folders	6
Electronic Folder Type	6
3.4 Viewing a Record & It's Contents	6
4. Adding Documents to a File.....	7
5. Setting Favorites	8
6. Bookmarking Records Online Web Pages	9
6.1 Using Internet Explorer	9
6.2 Using Google Chrome	9
6.3 Using Mozilla Firefox	9
7. Appendix.....	10
7.1 Electronic Document Naming Convention Advice	10
7.2 Filing Guidelines for Student Records	11

1. Register as a New User

You will need a Unikey to register for records online

To access Records Online all staff, including any casual staff, will require their own account.

To register login to the [Self Service Portal](#) using your Unikey, click the ICT Services hyperlink, then click the **UniKey and Account Management** hyperlink, and select **Records Online - New User**. Once the required fields have been completed, select Order to submit the request.

[New user registrations can take up to 24 hours to complete. A confirmation email titled "Welcome to Records Online" will be sent to the user's email account when access has been finalised.](#)

If you are unable to access the online application form or find the details of a user in the Self Service Portal, please contact the Records HelpDesk on ext. 69537 or send an email to records.online@sydney.edu.au

Request access to Records Online

* Requested by

Requested for

▶ What's this?

* Phone:

Fax:

* Department:

* Location:

* Staff Type:

-- None --

* Supervisor of new Records Online user (for approval)

If you are completing the registration for a colleague, make sure that their details are entered in the **Requested For** field

2. Accessing Records Online

Do not use any account other than your own to access Records Online

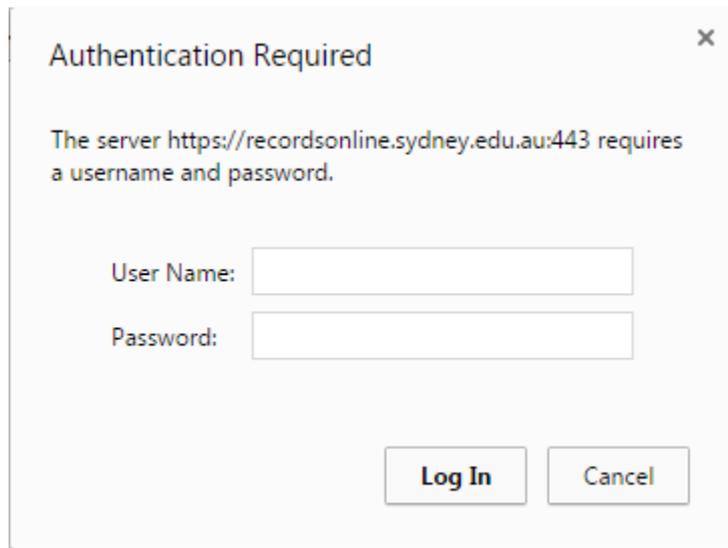
Navigate to **Staff Intranet > System Logins > Records Online**

OR

<https://recordsonline.sydney.edu.au>

Click '**here**' to Log in to Records Online

You will be asked to Authenticate



NOTE: You are no longer required to enter MCS\ before your unikey

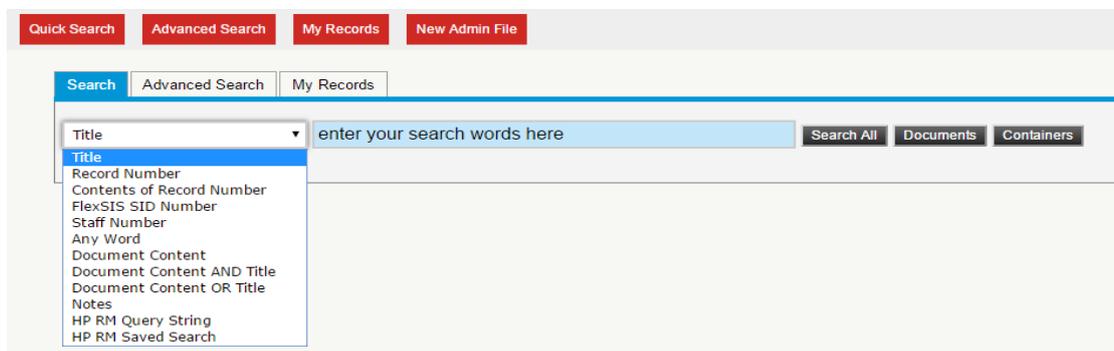
Authenticate using your own unikey and password and then Click OK

Depending on which browser you use, you may be given the option to save your password for future sessions

3. Search for Files Relating to a Student

3.1 Search Methods

Records Online offers a range of different searching methods as seen below.



To search for a student file, please use the **'Record Number'** or **'FlexSIS SID Number'** searching methods.

We recommend using the **FlexSIS SID Number** search method as it will bring to you not just the traditional student file but also Sydney Student and other related files.



Enter the students SID number and then click **'containers'**

Search Method	Description
Search All	Will search both containers and documents
Documents	Will search documents only
Containers	Will search containers only

3.2 Search Results

The following screen will display the student's; Student file/s, Sydney Student files and any other related administrative student files.

NOTE: Your security profile will determine which of these files you have access to.

The screenshot shows a table of search results. At the top, there are navigation links: 'Link to This Search', '<< First', '< Previous', 'Next >', and 'Last >>'. Below these is a page indicator '1 to 15 of 15'. The table has two main columns: 'Record #' and 'Title'. Each row includes a small blue cross icon, a star icon, and a 'View' link. The records listed include various administrative and academic files.

The blue cross indicates that the record has electronic contents



3.3 Student File Types:

a) Student file (traditional)

These student files house the majority of student related documentation, which hasn't been generated or uploaded by the Sydney Student interface.

These student folders are in most cases a mixture of both paper and electronic documentation. These folders will normally only have one part, however if the paper folder is nearing its storage limit or is temporarily missing, an additional part can and will be created.

Student files with multiple parts can be identified by the suffix attached to the end of the file's record number, e.g -01, -02.



b) Sydney Student Folders

These student files house all documentation, which has been generated and uploaded by the Sydney Student interface. These folders and sub folders are **electronic only**.

Sydney Student Top Level Folder	Sydney Student Sub folders	
S299900001	A299900001	Applications Sub folder
	C299900001	Candidature Sub folder
	F299900001	Financials Sub Folder
	G299900001	Graduations Documents Sub folder
	H299900001	Health Information Sub Folder
	P299900001	Personal Details Sub Folder

c) Student Related Administrative Folders

These administrative folders contain sensitive information about students, which should not be stored on a student's regular student file. These folders can contain both paper and electronic documents.

Important: Any information or student related documentation relating to any of the matters or cases below, **MUST NOT** be displayed on the Student's regular student file/s.

Student Related Administrative Folders	Examples
2009/20818	Professional Placement /Practicum folders
2009/22748	Show Cause: Exclusions, Appeals folders etc
2011/17106	Financial Assistance
2011/21000	Student Disability Support folders

d) Electronic Folders

Electronic folders and sub folders can be created to house sensitive student related information. These folders and sub folders are **electronic only**.

Electronic Folder Type	Examples
  E15-266	Electronic Top Level Folder
  E15-266-1	Electronic Sub Folder

NOTE: For more information, please refer to our **University Record-keeping Manual – Student Records**

http://sydney.edu.au/arms/records_mgmt/University%20Recordkeeping%20Manual%20-%20Part%203%20Student%20Records%202015.pdf

3.4 Viewing a Record & It's Contents

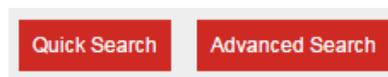
To open a record and view its contents and, or to add documents, click the **View button**.



You will then be taken to the record properties tab, where you can view the contents of the record or add documentation to the file. (See **4.** for adding documents to a file).

4. Adding Documents to a File

Adding documents to a file is a simple process. Firstly, search for the appropriate file and then click the View button. (Search via, Quick Search or Advanced search).



Click on the Add Document bar



Enter the title of the document; or if the title is to remain the same as the file name, leave blank

Enter a reference if required

Title	<input type="text" value="Enter the title for the document. Leave blank to use Documents File Name."/>
External Reference	<input type="text" value="External Reference Value."/>

Select the author by entering a name in the search field, and click search

Author	<input type="text"/>
	<input type="text" value="Location Text or leave blank for Favorites"/> <input type="button" value="Search"/> or <input type="button" value="Make me the Author"/>

Select whether the document will be a Draft or Final version

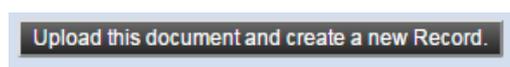
Document Version is	<input type="radio"/> Draft
	<input checked="" type="radio"/> Final

If a document is final, it can only be edited by contacting the Records Online Help Desk

Click Choose File to select the document to be added to the file (**Do this step last**)

Select the file you wish to upload as a new document. Hint!. Do this last.	<input type="button" value="Choose File"/> No file chosen
--	---

Click Upload this document and create a new record



Once the document has been uploaded successfully, the following message will appear, and you will be given the option to reset to upload another document

<input type="button" value="Reset for another Upload"/>
Document was uploaded as DOC2015/1068709

To add another document to the same file, click **Reset for another Upload**

5. Setting Favorites

Assigning a record or group of records to your favorites, allows you to group or tag a collection of records which you will be accessing regularly.

To assign a record to your 'My Favorites,' click on the star next to the records folder icon.

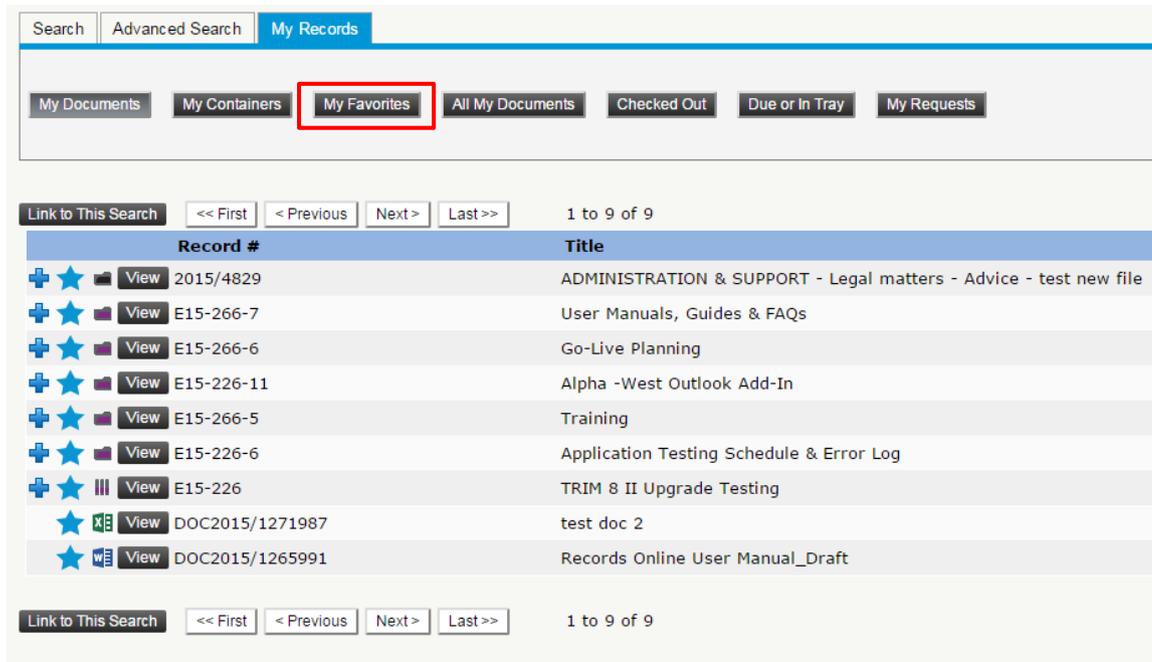
Once the star is tagged (turned from grey to blue), it (the record, person, or location) will be added to your 'My Favorites'. This record will remain in your 'My Favorites' until it is untagged.

Record #	
   View 2015/3500	
   View E15-392	
   View E15-390	
   View 2015/3326	
   View 2015/3319	
   View 299900001-01	
  View DOC2015/1067442	

Favorites can be applied to; files, documents, Individual users, groups, locations, classifications, and business units.

To remove a favorite, click on the blue star. When the star turns grey, the record will have been removed from your favorites.

You can view all of your favorite documents and files within the My Records Tab, as seen below.



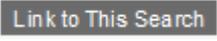
The screenshot shows the 'My Records' tab in a web application. At the top, there are navigation tabs: 'Search', 'Advanced Search', and 'My Records'. Below these are several filter buttons: 'My Documents', 'My Containers', 'My Favorites' (highlighted with a red box), 'All My Documents', 'Checked Out', 'Due or In Tray', and 'My Requests'. The main content area displays a list of records with columns for 'Record #' and 'Title'. Each record has a plus icon, a star icon (blue for favorites, grey for non-favorites), and a 'View' button. The records listed are:

Record #	Title
2015/4829	ADMINISTRATION & SUPPORT - Legal matters - Advice - test new file
E15-266-7	User Manuals, Guides & FAQs
E15-266-6	Go-Live Planning
E15-226-11	Alpha -West Outlook Add-In
E15-266-5	Training
E15-226-6	Application Testing Schedule & Error Log
E15-226	TRIM 8 II Upgrade Testing
DOC2015/1271987	test doc 2
DOC2015/1265991	Records Online User Manual_Draft

At the bottom of the list, there are navigation controls: 'Link to This Search', '<< First', '< Previous', 'Next >', 'Last >>', and '1 to 9 of 9'.

6. Bookmarking Records Online Web Pages

Creating a bookmark within your web browser allows you to navigate straight to that page with minimal fuss.

- 1) Navigate to the records online page you wish to bookmark, or have regular access to. e.g **'My Favorite Records'**
- 2) Once you have the page displayed, click the  button.

6.1 Using Internet Explorer

Click the Star icon, then click 'add to favorites' and then type the name of the bookmark and specify where you want the bookmark to be located, e.g bookmark bar, or within a bookmarks folder.



6.2 Using Google Chrome

Click the Star icon, then title the name of the bookmark and specify where you want the bookmark to be located, e.g bookmark bar, or within a bookmarks folder.



6.3 Using Mozilla Firefox

Click the Star icon, then click the star icon again to edit the title of the bookmark and specify where you want the bookmark to be located, e.g bookmark bar, or within a bookmarks folder.



7. Appendix

7.1 Electronic Document Naming Convention Advice

When determining the naming conventions to be used for documents saved into electronic files stored within TRIM/Records Online (ROL), the principles outlined below can prove to be extremely useful.

Do

- Be descriptive and concise.
- Be consistent whatever conventions you use for naming your documents.
- Do consult with your users how the documents will be searched and retrieved later on.
- Do indicate version numbers, draft and final if the documents require version control.

Don't

- Do not use any punctuation symbols character such as: \ / < > | " ? [] ; = + & \$ in the title.
- Do not use abbreviations without also spelling out the abbreviated words. The meaning of abbreviations can change or be forgotten over time, and as such, it is always better to spell out a set of abbreviated words as well as including the abbreviation.

Tips

1. Once a naming convention has been decided, please take the following into consideration:
 - Will I retrieve or report these documents in one go later on?
 - What are the search criteria/strings I would use if I were to look for these documents later on? i.e. surname, subject, date, document types, etc.
 - What are the most important key elements I need to include in the document title? i.e. key terms that will most likely be searched for should be in higher order than the rest.
 - How I would like my documents be sorted later on?
2. Use YYYYMMDD as the date format in document titling, as it will sort your documents in a strict date order.
3. Document names of correspondence should include the following components:
 - Name of correspondent.
 - Subject description, where it is not given in the folder title.
 - Date of letter/email/memo using the date format YYYYMMDD.

When considering the order of the naming components, consider:

- How will these documents be sorted or reported in future?
- Will you be looking for correspondence in date order or by the name of the correspondent?

Most importantly, once you have decided the order, stick to it and be consistent.

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7.2 Filing Guidelines for Student Records

Category	Type	Student file	Admin. file	Notes
Academic appeals	A record of the appeal process includes but is not limited to: <ul style="list-style-type: none"> • Student's written complaint • Dean/College Principal/Director's or Chair's written acknowledgement of a student's written complaint 		✓	When a student lodges a formal appeal against an academic assessment, all the documentation relating to that student's assessment, including mark sheets, annotated examination scripts and minutes of departmental meetings must be retrieved from the examination and other assessment records and placed on the appeal file
	<ul style="list-style-type: none"> • Written letters of decision and outcome 	✓	✓	Copies of written letters decision and outcome can be placed on Student file The administration file is linked by the student's SID to the student file
Academic dishonesty	Documentation of allegations and investigations		✓	Appendix 3.1.3 of the <i>Academic Board Policy: Academic Dishonesty & Plagiarism</i> requires accurate record-keeping be applied throughout the process
	A copy of the Written Warning letter*		✓	*See Section 4.4.5(c) of the <i>Academic Board Policy: Academic Dishonesty & Plagiarism</i> The nominated academic or the examiner must forward a copy of the Written Warning letter to the Registrar's Office
International Students	Records include: <ul style="list-style-type: none"> • Admission application • Copies of academic transcripts from other secondary & tertiary institutions • Copies of passports & visa • Correspondence with the University regarding admission application • Language test results (IELTS or TOEFL) • Letters & conditions of admission offer • Requests for financial assistance • Scholarship application 	✓		

Category	Type	Student file	Admin. file	Notes
Plagiarism	Documentation of allegations and investigations		✓	Appendix 3.1.3 of the <i>Academic Board Policy: Academic Dishonesty & Plagiarism</i> requires accurate record-keeping be applied throughout the process
	A copy of the Written Warning letter*		✓	*See Section 4.3.3(c) of the <i>Academic Board Policy: Academic Dishonesty & Plagiarism</i> The nominated academic or the examiner must forward a copy of the Written Warning letter to the Registrar's Office
Practicum/ Placement	Student placements, including practicum logbooks with supervisors reports and observations		✓	Ask Records Management to mass create practicum files for students
Show Cause	Show cause notification letter to student	✓		Section 4.1.3 of the <i>Identifying and Supporting Students Risk</i> policy & procedure states that faculties must keep appropriate records
	Progression profile*		✓	*See Section 2.4 of the <i>Identifying and Supporting Students Risk</i> policy & procedure Note: For privacy reasons, an administration file is preferred for these documents – not a student file – as stated in the policy
	Letter confirming exclusion	✓	✓	
	Exclusion re-admission	✓		
	Request for a transcript of academic record & copies of academic transcripts		✓	Do not place the request on the student's file
Special Consideration	Special consideration request and approval documents and medical certificates		✓	
Student Assistance	Financial assistance e.g. bursaries, prizes, not student loans handled by Student Services		✓	
	Documentation of provision of other assistance services provided by Student Services		✓	Link administration file to the student's file using the student's SID

Category	Type	Student file	Admin. file	Notes
Student Candidature	Documented interactions with students about: <ul style="list-style-type: none"> • courses • subjects • difficulties the student encounters • assignments and assessment 	✓		
	Documentation of assessment action which is additional to the comments on assignments handed back to students, examination scripts or results processing	✓		
	Applications for credit or cross institutional study	✓		
	Re-enrolment	✓		
	Scholarship payment authority forms		✓	
	Study deferral requests and approval	✓		
	Exclusion re-admission	✓		
	Copies of the section of the academic committee minutes which relate to the individual student's academic progression	✓		Block out third party names and references
	Records detailing consultations and other meetings between supervisors and postgraduate research students	✓		
	Records of research and postgraduate students including: <ul style="list-style-type: none"> • Application forms • Correspondence to and from the student • Higher degree candidature annual progress reports • Meetings between the student and supervisor • Thesis examination including examiners' reports 	✓		
	Change of address			Entry into Sydney Student is adequate
	Change of name (stored separately)			Entry into Sydney Student is adequate