

## Searching for Specific SACO Records

Search Forms have been created for SACOs in order to make finding Student Misconduct records which match certain criteria quick and easy.

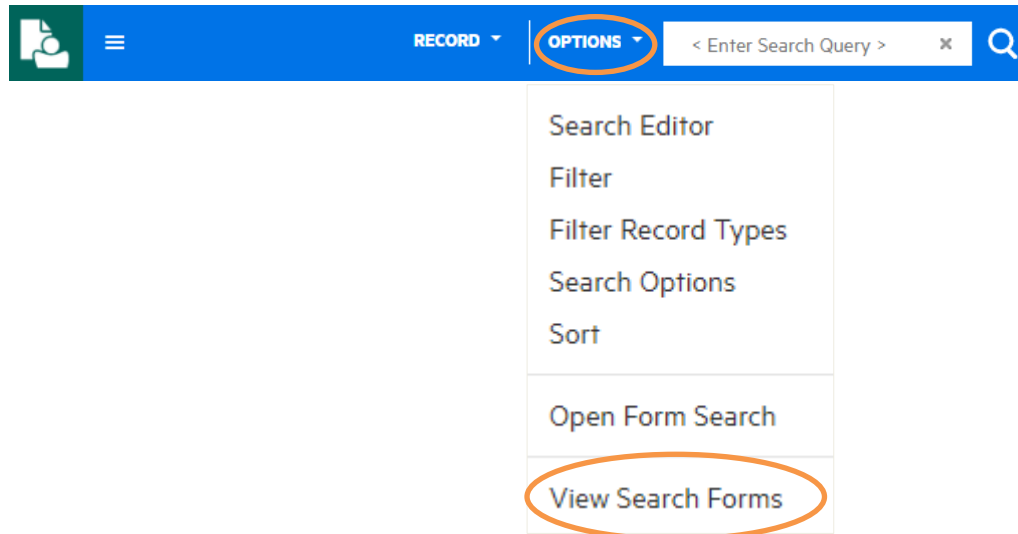
At present, there are four Search Forms:

- SACO Cases by School, Date, Course, Assessment Type and Campus
- SACO Cases by Date Range
- SACO Cases by Responsible Officer
- SACO Cases by Penalty Type

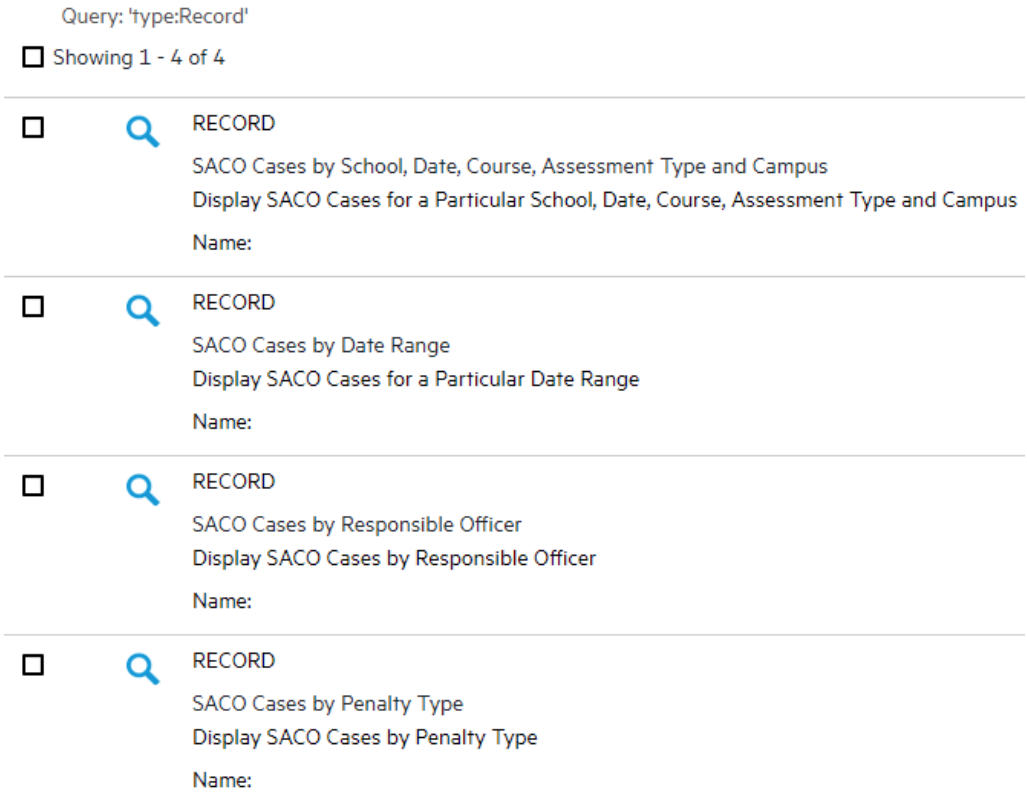
Additional Search Forms can be created by the TRIM9 Administrator if required.

## Locating SACO Search Forms and Adding to Favourites

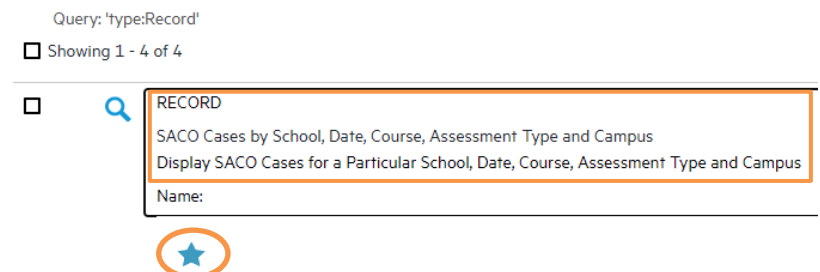
1. Click the **OPTIONS** drop-down button and select **View Search Forms**:



2. Search Forms which you have access to will display:

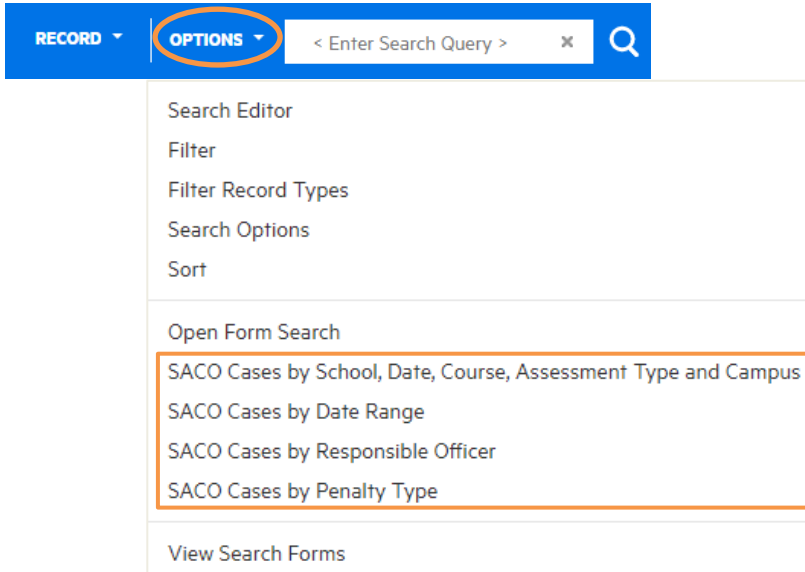


3. Click on any of the **SACO Search Forms** and a star will display below it. Click that **star** to add that Search Form to your **Favourites**. Then repeat this step for any other SACO Search Forms which you want to add to your **Favourites**:



## Running a Search Using a SACO Search Form which is in your Favourites

Click the **OPTIONS** drop-down button and select the **SACO Search Form** which you want to use:

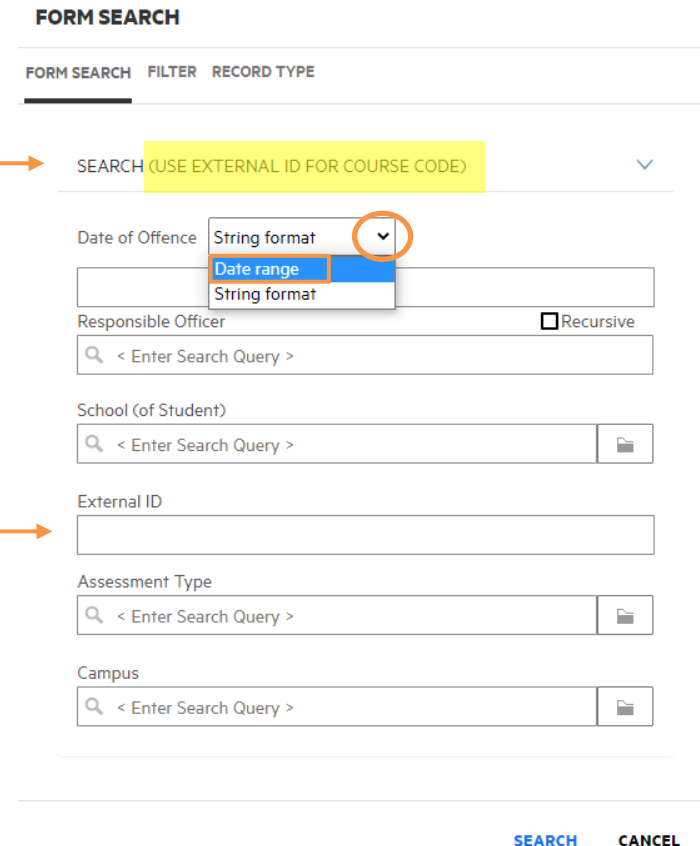


## SACO Cases by School, Date, Course, Assessment Type and Campus

**Note:** When using a SACO Search Form, you don't have to complete every field. Any field that you don't add criteria to won't be considered when you run the search.

**Hint:** Use the 'External ID' field to search for Course Code. You can use the \* wildcard to search for all Course Codes with a certain prefix. E.g. EDUC\* or EDUC1\*

1. When you select **SACO Cases by School, Date, Course, Assessment Type and Campus**, the below **'FORM SEARCH'** window will display. If you would like your search results to be specific to a particular date range, click the **drop-down** arrow for the 'Date of Offence' field and select **Date range**:



- A 'From' and 'To' field will display below the 'Date of Offence' field. Use the **calendar** buttons to select the date range you want to display cases for.


**Hint:** Alternatively, you can type the required dates in the format DD/MM/YYYY:

Date of Offence Date range ▼

From DD/MM/YYYY  To DD/MM/YYYY 



- If you are only wanting to see your cases, in the 'Responsible Officer' field type in 'me' and your name will display for you to select.  
Other options for the 'Responsible Officer' field are to type another SACOs name (to display their cases) or leave it blank (which will show all cases which match the particular search options you choose in the other fields):

Responsible Officer ☐ Recursive

 < Enter Search Query >


- If you would like your search results to be specific to a particular School, click the **Select** button for the 'School (of Student)' field:

School (of Student)









 < Enter Search Query > 

- The '**PLEASE SELECT A VALUE**' window will appear. Scroll (if necessary) to locate the School you want to display cases for, place a tick in its checkbox by clicking it once (example below), then click **OK**:

**PLEASE SELECT A VALUE FOR 'SCHOOL (OF STUDENT)'**

top × 

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<input type="checkbox"/>	 Pathways and Academic Learning Support Centre
<input type="checkbox"/>	 School of Architecture and the Built Environment
<input type="checkbox"/>	 School of Biomedical Sciences and Pharmacy
<input type="checkbox"/>	 School of Creative Industries
<input type="checkbox"/>	 School of Design, Communication and IT
<input checked="" type="checkbox"/>	 School of Education
<input type="checkbox"/>	 School of Electrical Engineering and Computing
<input type="checkbox"/>	 School of Engineering

OK CANCEL

6. If you would like your search results to be specific to a particular Course Code (e.g. EDUC1000), the 'External ID' field is where you type the Course Code:

**Hint:** You can use the \* wildcard to search for all Course Codes with a certain prefix.  
E.g. EDUC\* or EDUC1\*

## FORM SEARCH

[FORM SEARCH](#)
[FILTER](#)
[RECORD TYPE](#)

SEARCH (USE EXTERNAL ID FOR COURSE CODE)

Date of Offence
Date range

From DD/MM/YYYY To DD/MM/YYYY

Responsible Officer
Recursive

School (of Student)
Recursive

External ID

7. If you would like your search results to be specific to a particular Assessment Type, click the **Select** button for the 'Assessment Type' field:

Assessment Type
Recursive

< Enter Search Query >

8. The 'PLEASE SELECT A VALUE' window will appear. Locate the Assessment Type you want to display cases for, place a tick in its checkbox by clicking it once (example below), then click **OK**:

### PLEASE SELECT A VALUE FOR 'ASSESSMENT TYPE'

top

Showing 1 - 7 of 7

☐

ESSAY

☐

EXAM

☐

GROUP ASSIGNMENT

☒

INDIVIDUAL ASSIGNMENT

☐

LAB REPORT

☐

ONLINE QUIZ

☐

OTHER (Add Details in Notes)

OK

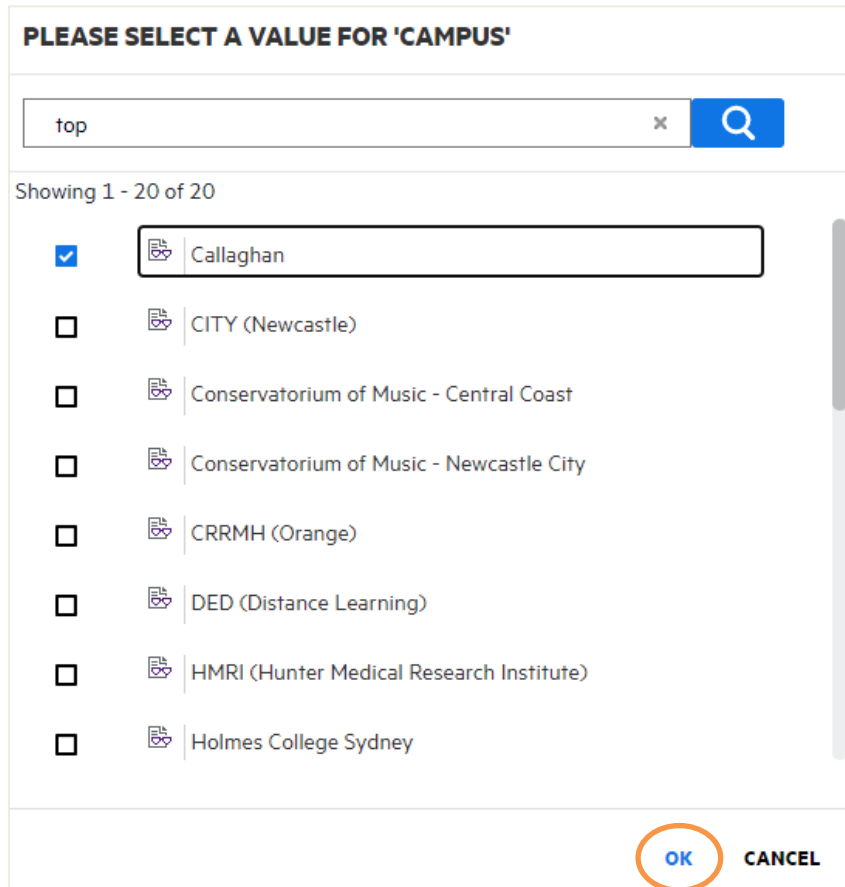
CANCEL

9. If you would like your search results to be specific to a particular Campus, click the **Select** button for the 'Campus' field:

Campus
Recursive

< Enter Search Query >

10. The **'PLEASE SELECT A VALUE'** window will appear. Scroll (if necessary) to locate the Campus you want to display cases for, place a tick in its checkbox by clicking it once (example below), then click **OK**:



**PLEASE SELECT A VALUE FOR 'CAMPUS'**

top

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- ☒ Callaghan
- ☐ CITY (Newcastle)
- ☐ Conservatorium of Music - Central Coast
- ☐ Conservatorium of Music - Newcastle City
- ☐ CRRMH (Orange)
- ☐ DED (Distance Learning)
- ☐ HMRI (Hunter Medical Research Institute)
- ☐ Holmes College Sydney

**OK** CANCEL

11. Click **SEARCH** at the bottom right of the **'FORM SEARCH'** window to run the search:

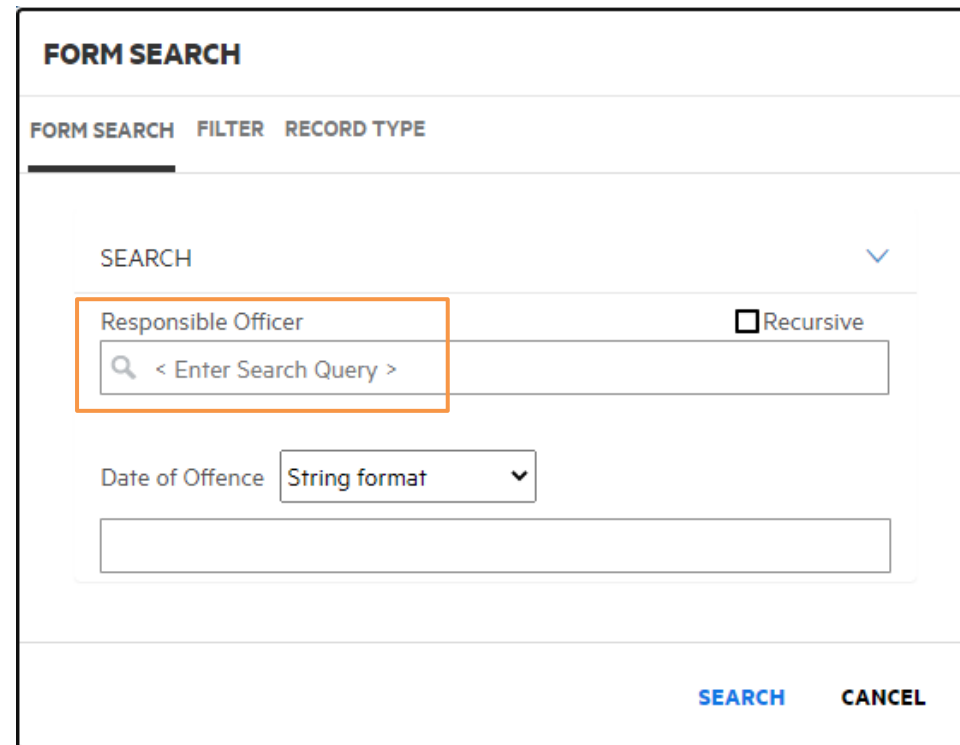


**SEARCH** CANCEL

## SACO Cases by Date Range

1. When you select **SACO Cases by Date Range**, the below **'FORM SEARCH'** window will display. If you are only wanting to see your cases, in the 'Responsible Officer' field type in 'me' and your name will display for you to select.

Other options for the 'Responsible Officer' field are to type another SACOs name (to display their cases) or leave it blank (which will show all cases for the particular date range you choose in the fields below):



**FORM SEARCH**

FORM SEARCH FILTER RECORD TYPE

SEARCH

Responsible Officer ☐ Recursive

< Enter Search Query >

Date of Offence String format

**SEARCH** CANCEL

- Click the **drop-down** arrow for the 'Date of Offence' field and select **Date range**:

## FORM SEARCH

FORM SEARCH FILTER RECORD TYPE

SEARCH

Responsible Officer

☐ Recursive

Date of Offence

String format

Date range

String format

SEARCH

CANCEL

- A 'From' and 'To' field will display below the 'Date of Offence' field. Use the **calendar** buttons to select the date range you want to display cases for.

**Hint:** Alternatively, you can type the required dates in the format DD/MM/YYYY:

Date of Offence

From   To

- Once you have selected your date range, click **SEARCH** at the bottom right of the 'FORM SEARCH' window to run the search:

Date of Offence

From   To

SEARCH

CANCEL

## SACO Cases by Responsible Officer

The 'SACO Cases by Responsible Officer' search is a great way to display all your Student Misconduct cases.

- When you select **SACO Cases by Responsible Officer**, the below 'FORM SEARCH' window will display. If you are only wanting to see your cases, in the 'Responsible Officer' field type in 'me' and your name will display for you to select.

The other option for the 'Responsible Officer' field is to type another SACOs name (to display their cases):

### FORM SEARCH

FORM SEARCH FILTER RECORD TYPE

SEARCH

Responsible Officer ☐ Recursive

SEARCH CANCEL

- Once the 'Responsible Officer' field is populated, click the **SEARCH** button to run the search:

Responsible Officer ☐ Recursive

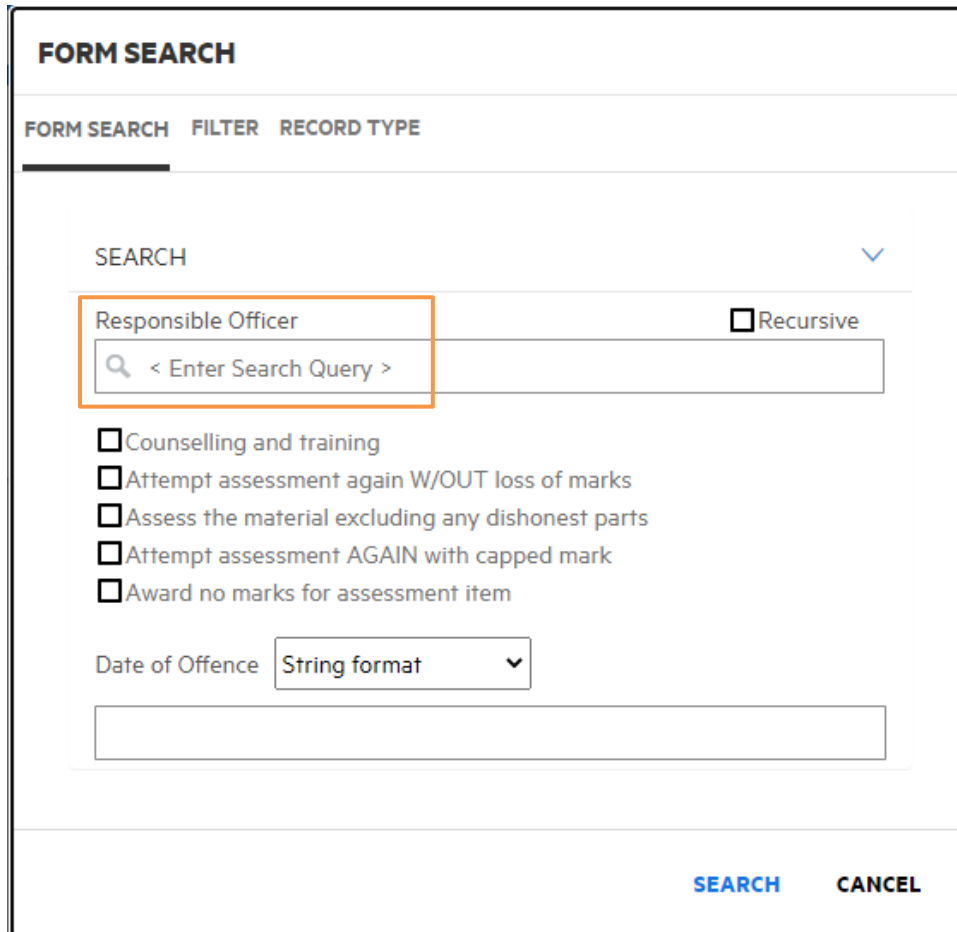
SEARCH

CANCEL

## SACO Cases by Penalty Type

- When you select **SACO Cases by Penalty Type**, the below **'FORM SEARCH'** window will display. If you are only wanting to see your cases, in the 'Responsible Officer' field type in 'me' and your name will display for you to select.

Other options for the 'Responsible Officer' field are to type another SACOs name (to display their cases) or leave it blank (which will show all cases for the particular penalty/penalties you select in the fields below):

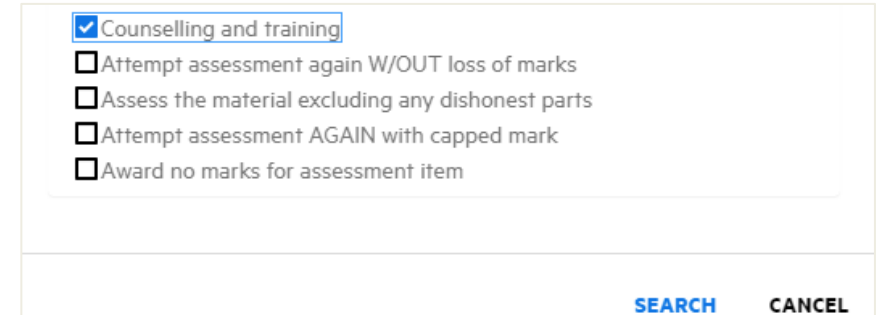


The screenshot shows the 'FORM SEARCH' window with the following elements:

- FORM SEARCH** (Title)
- FORM SEARCH** | **FILTER** | **RECORD TYPE** (Tabs)
- SEARCH** (Section Header)
- Responsible Officer** (Text input field with a search icon and a dropdown arrow)
- < Enter Search Query >** (Placeholder text)
- ☐ **Recursive** (Checkbox)
- ☐ **Counselling and training** (Checkbox)
- ☐ **Attempt assessment again W/OUT loss of marks** (Checkbox)
- ☐ **Assess the material excluding any dishonest parts** (Checkbox)
- ☐ **Attempt assessment AGAIN with capped mark** (Checkbox)
- ☐ **Award no marks for assessment item** (Checkbox)
- Date of Offence** (Text input field)
- String format** (Dropdown menu)
- SEARCH** (Button)
- CANCEL** (Button)

- Place a tick in the checkbox for the penalty/penalties you want to display cases for by clicking on the penalty once (example below):

**Hint:** If you tick more than one penalty the search results will display cases where all the selected penalties apply (not either of the selected penalties):

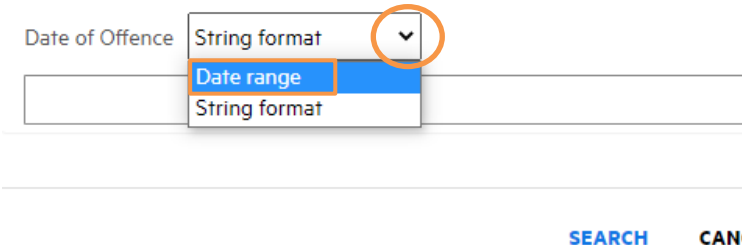


The screenshot shows a list of checkboxes for selecting penalties:

- ☒ **Counselling and training**
- ☐ **Attempt assessment again W/OUT loss of marks**
- ☐ **Assess the material excluding any dishonest parts**
- ☐ **Attempt assessment AGAIN with capped mark**
- ☐ **Award no marks for assessment item**

**SEARCH** (Button) **CANCEL** (Button)

- If you would like your search results to be specific to a particular date range, click the **drop-down** arrow for the 'Date of Offence' field and select **Date range**:



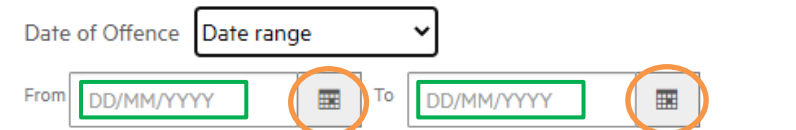
The screenshot shows the 'Date of Offence' field with a dropdown menu open, displaying the following options:

- String format** (Selected)
- Date range** (Highlighted)
- String format** (Option)


**SEARCH** (Button) **CANCEL** (Button)

- A 'From' and 'To' field will display below the 'Date of Offence' field. Use the **calendar** buttons to select the date range you want to display cases for.

**Hint:** Alternatively, you can type the required dates in the format DD/MM/YYYY:



The screenshot shows the 'Date of Offence' field with a dropdown menu set to 'Date range'. Below the field, there are two date input fields labeled 'From' and 'To', each with a calendar icon to its right.

**From**   **To**  

- Click **SEARCH** at the bottom right of the **'FORM SEARCH'** window to run the search:



The screenshot shows the **SEARCH** button, which is circled in orange, and the **CANCEL** button.