

## 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.

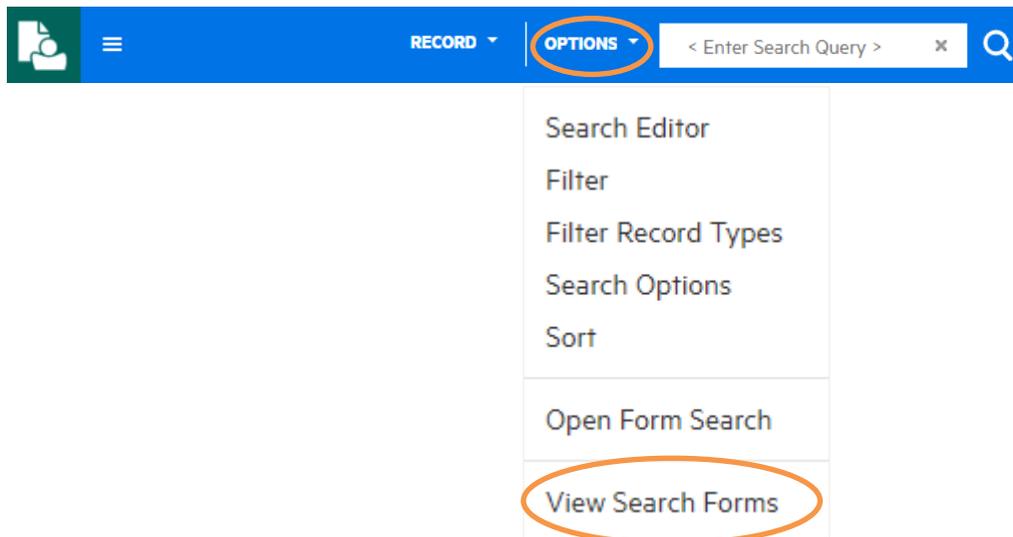
At present, there are four Search Forms:

- 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.

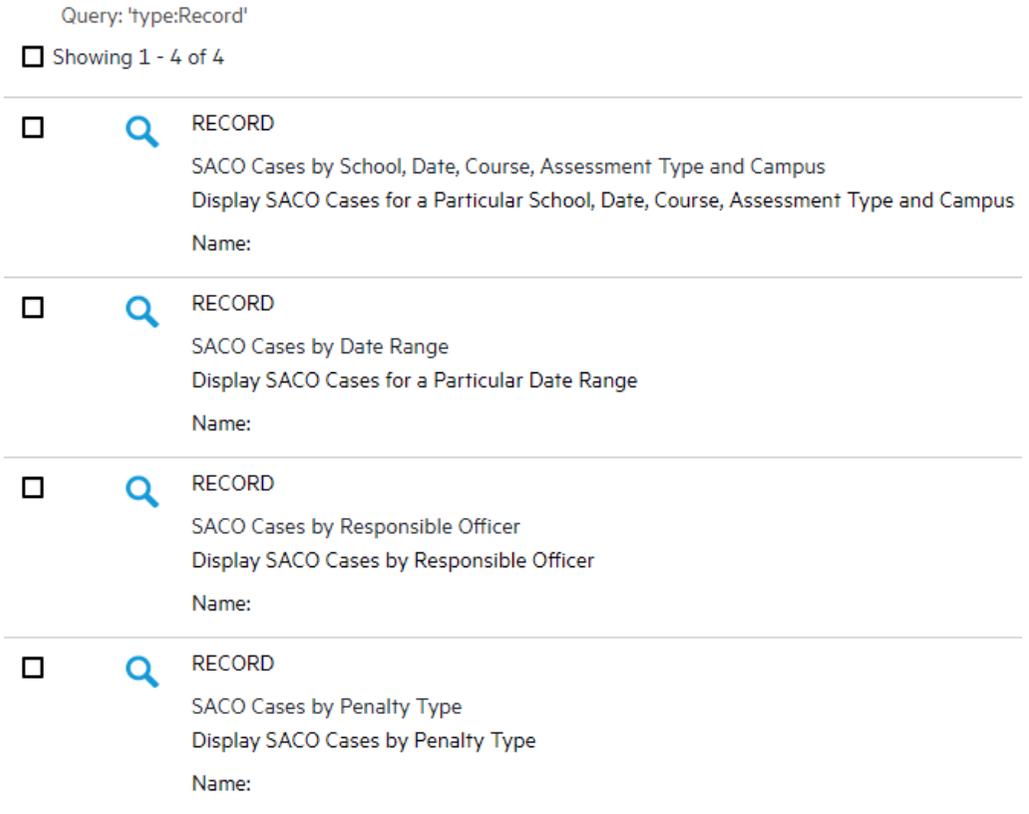
## Locating SACO Search Forms and Adding to Favourites

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



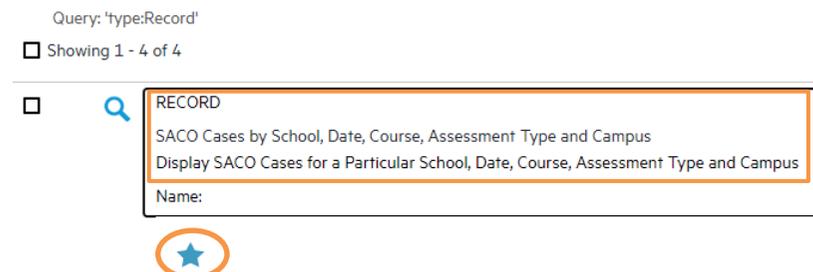
The screenshot shows the top navigation bar of the TRIM9 web client. On the left is a green icon with a white magnifying glass. Next to it is a blue bar containing a hamburger menu icon, the word 'RECORD' with a dropdown arrow, and the word 'OPTIONS' with a dropdown arrow. To the right of 'OPTIONS' is a search input field with the placeholder text '< Enter Search Query >' and a search icon. Below the 'OPTIONS' dropdown, a list of search-related options is displayed: 'Search Editor', 'Filter', 'Filter Record Types', 'Search Options', 'Sort', 'Open Form Search', and 'View Search Forms'. The 'View Search Forms' option is circled in orange.

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



The screenshot shows the search results page. At the top, it says 'Query: 'type:Record'' and 'Showing 1 - 4 of 4'. Below this is a list of four search forms. Each item consists of a checkbox, a magnifying glass icon, the word 'RECORD', and a description of the search form. The first item is 'SACO Cases by School, Date, Course, Assessment Type and Campus' with the description 'Display SACO Cases for a Particular School, Date, Course, Assessment Type and Campus'. The other three items are 'SACO Cases by Date Range', 'SACO Cases by Responsible Officer', and 'SACO Cases by Penalty Type', each with a similar description. Each item also has a 'Name:' label below the description.

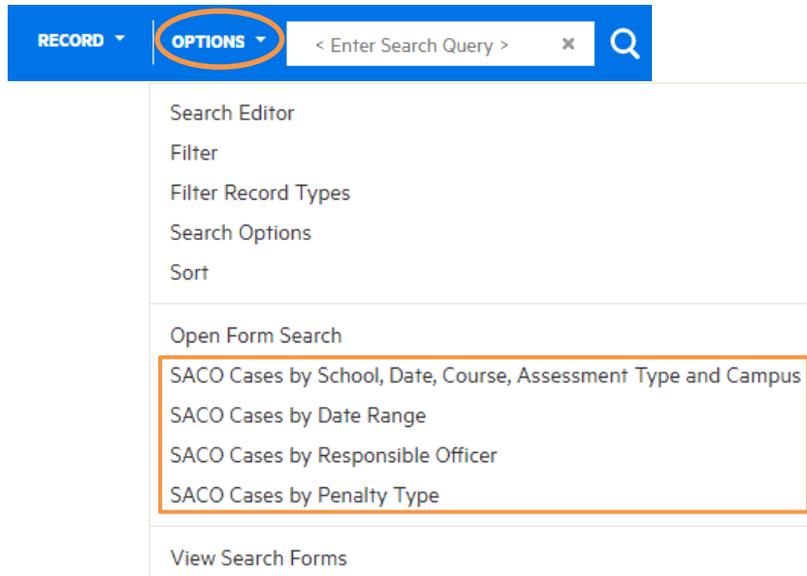
3. Click on any of the **SACO Search Forms** and a star will display below it. Click that **star** to add that Search Form to your **Favourites**. Then repeat this step for any other SACO Search Forms which you want to add to your **Favourites**:



This screenshot is similar to the previous one, but it highlights the first search form with a red box. Below the search form, a blue star icon is circled in orange, indicating that the search form has been added to the user's 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:



RECORD ▾ **OPTIONS ▾** < Enter Search Query > ✕ 🔍

- Search Editor
- Filter
- Filter Record Types
- Search Options
- Sort

Open Form Search

- 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

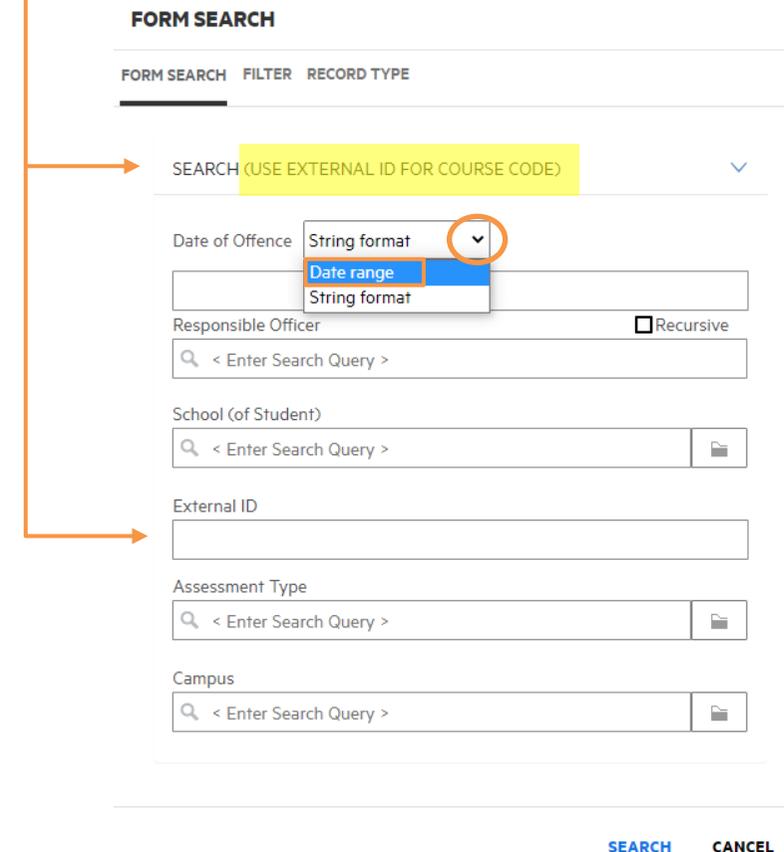
View Search Forms

## 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**:



**FORM SEARCH**

FORM SEARCH FILTER RECORD TYPE

SEARCH (USE EXTERNAL ID FOR COURSE CODE) ▾

Date of Offence String format ▾  
Date range  
String format

Responsible Officer  Recursive  
 🔍 < Enter Search Query >

School (of Student)  
 🔍 < Enter Search Query > 📁

External ID  
 \_\_\_\_\_

Assessment Type  
 🔍 < Enter Search Query > 📁

Campus  
 🔍 < Enter Search Query > 📁

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

- 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

- 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)

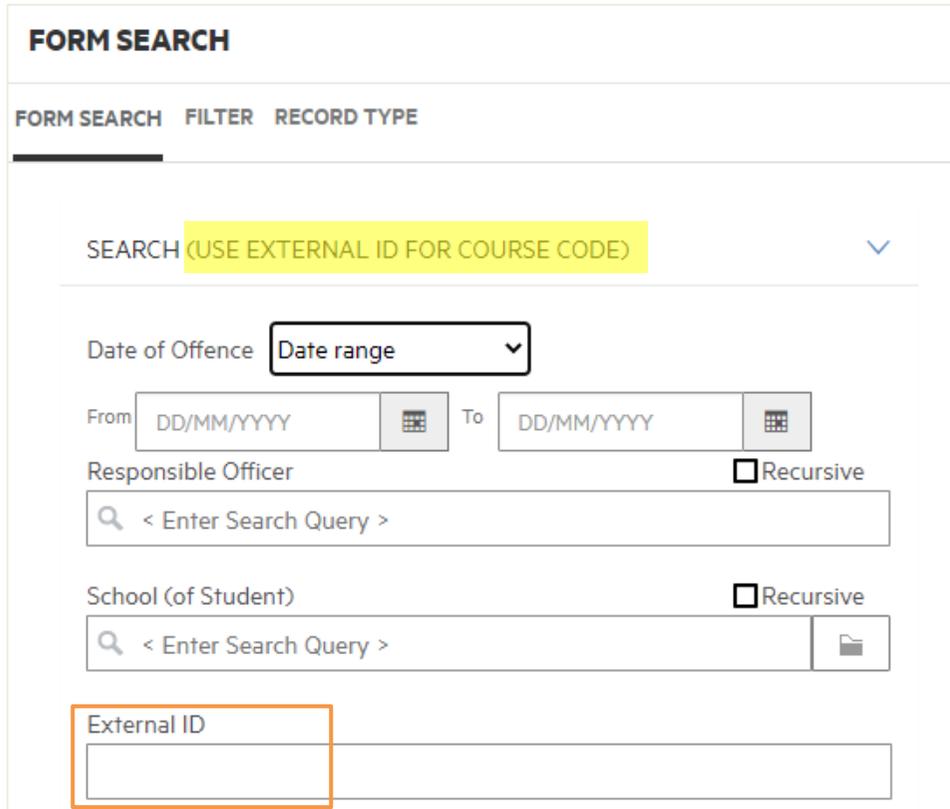
- The '**PLEASE SELECT A VALUE**' window will appear. Scroll (if necessary) to locate the School you want to display cases for, place a tick in its checkbox by clicking it once (example below), then click **OK**:

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

Showing 1 - 19 of 19

- Pathways and Academic Learning Support Centre
- School of Architecture and the Built Environment
- School of Biomedical Sciences and Pharmacy
- School of Creative Industries
- School of Design, Communication and IT
- School of Education**
- School of Electrical Engineering and Computing
- School of Engineering

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

🔍 < Enter Search Query >

School (of Student) Recursive

🔍 < Enter Search Query > 📁

External ID

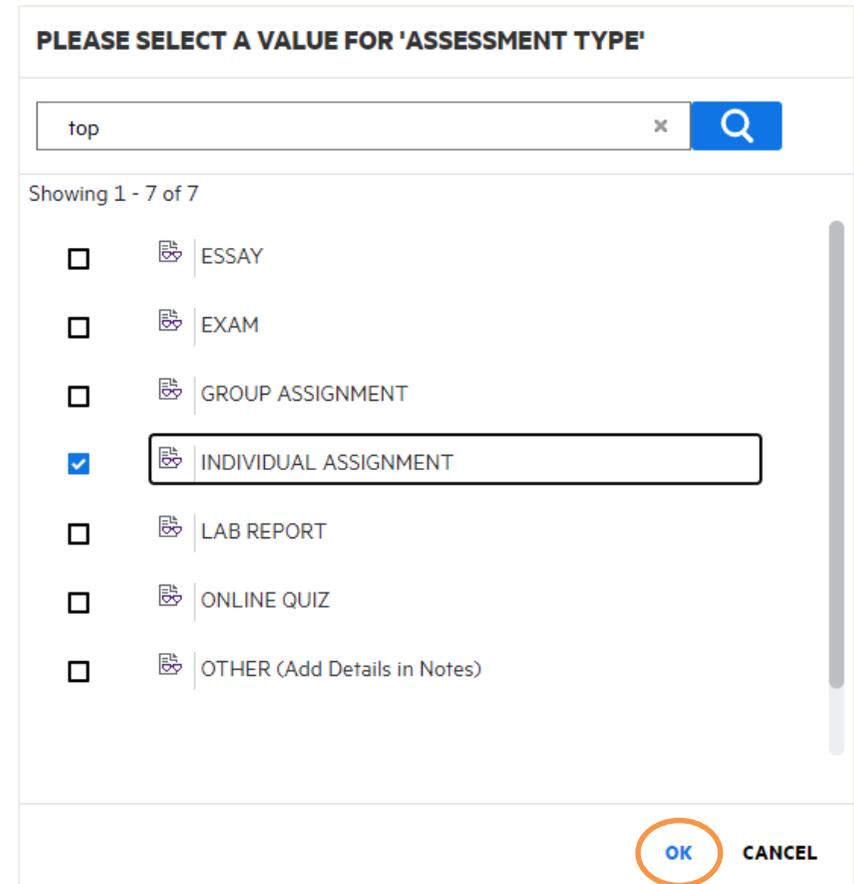
7. If you would like your search results to be specific to a particular Assessment Type, click the **Select** button for the 'Assessment Type' field:



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

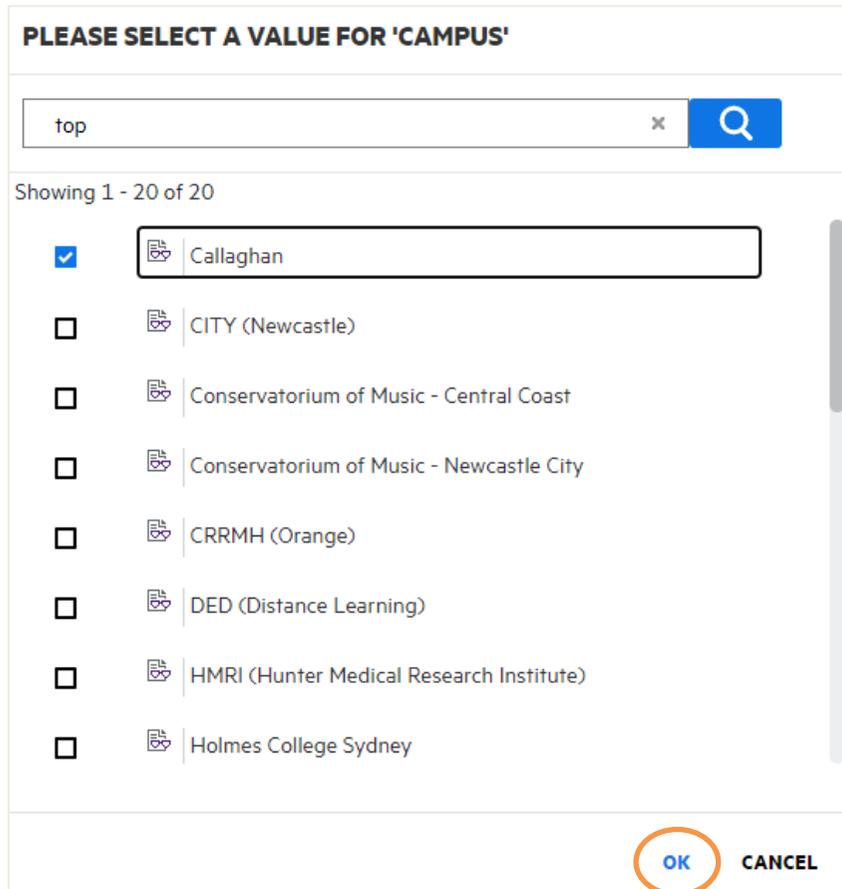
9. If you would like your search results to be specific to a particular Campus, click the **Select** button for the 'Campus' field:



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

Showing 1 - 20 of 20

- 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:

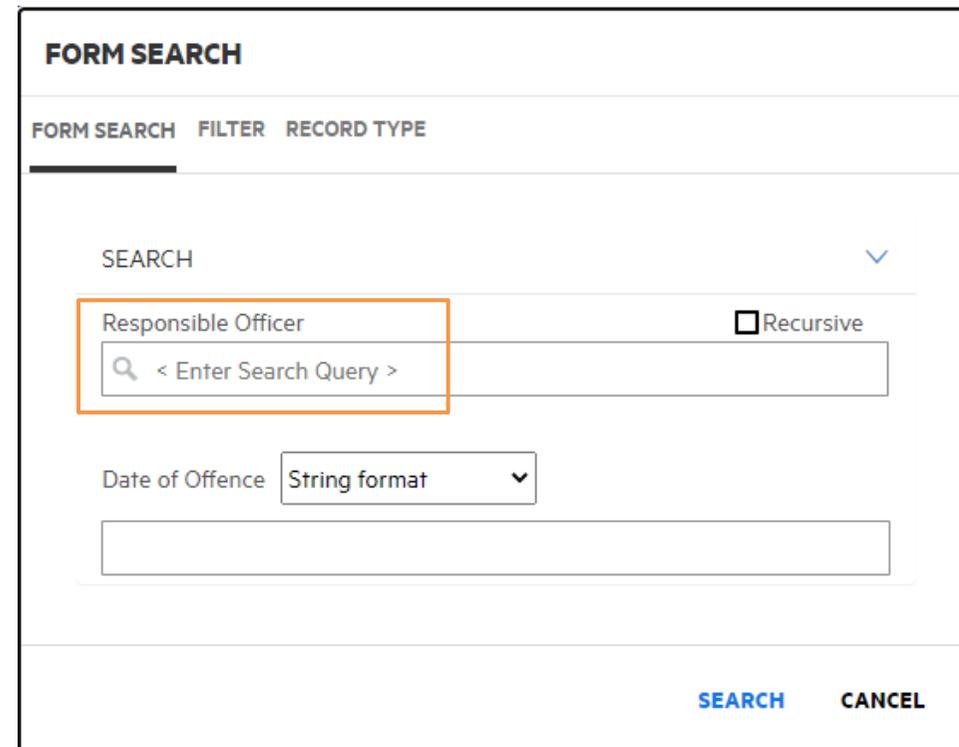


**SEARCH** CANCEL

## SACO Cases by Date Range

- 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

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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 Date range ▼

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 Date range ▼

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

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SEARCH ▼

Responsible Officer  Recursive

**SEARCH** **CANCEL**

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

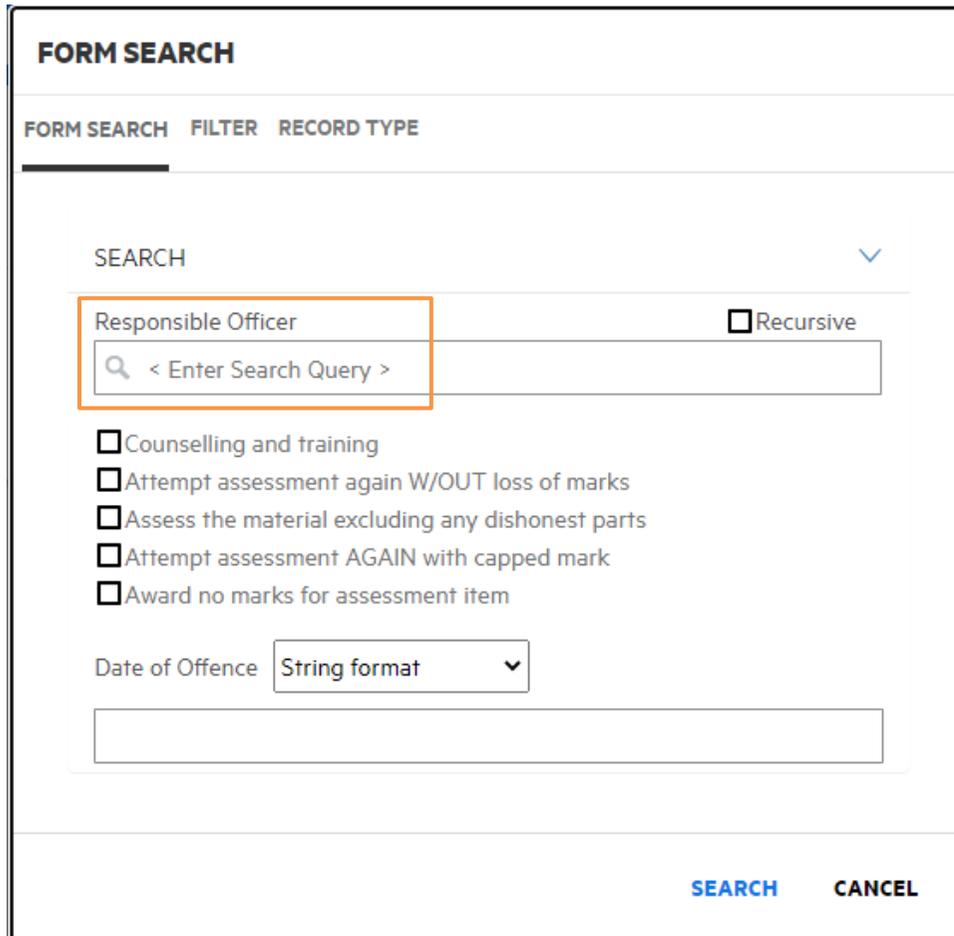
Responsible Officer  Recursive

**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):



**FORM SEARCH**

FORM SEARCH FILTER RECORD TYPE

SEARCH ▼

Responsible Officer  Recursive

Counselling and training

Attempt assessment again W/OUT loss of marks

Assess the material excluding any dishonest parts

Attempt assessment AGAIN with capped mark

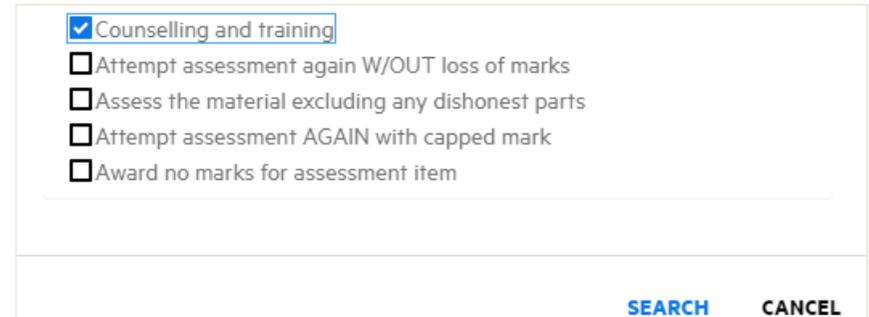
Award no marks for assessment item

Date of Offence String format ▼

SEARCH CANCEL

- 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):



Counselling and training

Attempt assessment again W/OUT loss of marks

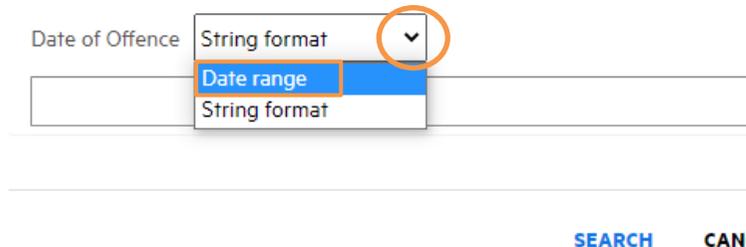
Assess the material excluding any dishonest parts

Attempt assessment AGAIN with capped mark

Award no marks for assessment item

SEARCH CANCEL

- 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**:



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 Date range ▼

From

To

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



SEARCH CANCEL