

Preparation for FAN

How to generate files by email address

By Peter Nicholl

Feedback

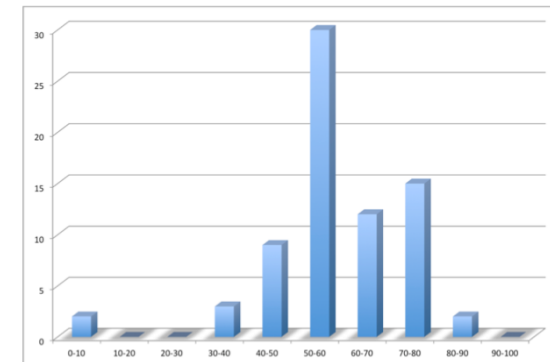
Creating an Article to return to each student

Mail Merge

Excel Data Source

Graph of Distribution

Profile of individual marks across the module by all students as a percentage:



Criteria for Assessment	Mark	Possible
1. External Style Sheet linked	2	2
2. Addition of Viewport	2	2
3. Appropriate use of IDs and Classes	4	4
4. Set the container width to 70% as asked for normal view	5	5
5. Use of 5px radius on all components. Repeated on all components + consideration to other browsers types -moz + -webkit	4	5
6. General - appropriate use of line-heights, heights etc in either portrait or Landscape views	5	5
7. Overall standard of padding and margins	5	5
8. Set image to 50% in landscape view as asked + drop image down slightly from margin	2	2
9. Side bars - Appropriate width + padding + main content width	3	3
10. Use of floats properly	2	2
11. Set the min and max values properly in media query section	2	2
12. Increase the width and font size to a more appropriate level for the smaller device	2	4
13. Set Image to 100% for smaller device	2	2
14. Set content to 100% on smaller device	0	2
15. Reset appropriate widths for side bars	2	3
16. Removed quicklinks from display	0	2
	42	50
Total =		84 %
Comment: Well Done!		

Attendance Statement:

Word
&
Excel

Mail Merge

Create a Form Letter and drag in the
placeholders

Data Source from the Portal

Create set of Criteria

Use formula to create Totals





Personal Feedback on Attendance



Our School's policy is to support you to achieve your best potential and therefore we have prepared this statement as the record of the classes you have attended over a period of time: «Date» and would ask you to reflect on how many classes you have attended and what preparation you undertake in advance of the classes.

Details	Student ID	«Student_ID»
	Name	«Firstname» «Surname»
	Email Address	«Email»
Modules	«Modules»	
Data Analysis		Range
	Classes Attended for «Module_Code_1»	«Module_Code_1_Range» %
	Classes Attended for «Module_Code_2»	«Module_Code_2_Range» %
	Classes Attended for «Module_Code_3»	«Module_Code_3_Range» %





Mail Merge Manager




1. Select Document Type
Create New ▾ Main document: IMD-Personal Feedback-on-Attendance.docx
Merge type: Form Letters

2. Select Recipients List
Get List ▾    
Data: imd_attendance.xlsx

3. Insert Placeholders
Drag placeholders into document:
 Contacts  More
★ Student_ID
★ Name
★ Email
★ Surname
★ Firstname

4. Filter Recipients

5. Preview Results
«<» «>» ABC   1   {a}

6. Complete Merge
   Current Record ▾
From: To:

Students				
Year	Student ID	Name ▲	CRN	Email
Y1	B00	Ar, Benjamin	71204	a-b2@email.ulster.ac.uk
Y1	B00	A Jodie, BR	71204	a-j5@email.ulster.ac.uk
Y1	B00	B my	71204	b-3@email.ulster.ac.uk
Y1	B00	B Cara, M	71204	b-2@email.ulster.ac.uk
Y1	B00	B michael, F	71204	b-22@email.ulster.ac.uk
Y1	B00	B achel	71204	b-3@email.ulster.ac.uk
Y1	B00	C eter	71204	c-@email.ulster.ac.uk
Y1	B00	C erard	71204	c-1@email.ulster.ac.uk
Y1	B00	C e, Neal, J	71204	c-e-n2@email.ulster.ac.uk
Y1	B00	C isling	71204	c-6@email.ulster.ac.uk
Y1	B00	C Stephen	71204	c-s20@email.ulster.ac.uk
Y1	B00	C aron	71204	c-@email.ulster.ac.uk
Y1	B00	C nead	71204	c-@email.ulster.ac.uk

of 73 students | [Show All](#) | [Marks Collection ▼](#) | [Print All](#) | [Select All](#) | [Deselect All](#) | [Download Selected](#) | [Email](#)

<https://webservices.ulster.ac.uk/modules/studentlists>

Portal Data

Download CSV

Column Headings

	A	B	C	D	E	F
1	Student ID	Name	Email	Surname	Firstname	filename
2	B00	M, Francis	-f@email.ulster.ac.uk	M	Francis	-f
3	B00	Tavin	email.ulster.ac.uk	T	Gavin	
4	B00	Qermot	0@email.ulster.ac.uk	Q	Dermot	0
5	B00	W Niamh	1@email.ulster.ac.uk	W	Niamh	1
6	B00	F, Ruairi	r3@email.ulster.ac.uk	F	Ruairi	r3
7	B00	G Patti	1@email.ulster.ac.uk	G	Patti	1
8	B00	V Jonathan	13@email.ulster.ac.uk	V	Jonathan	13
9	B00	C Gerard	@email.ulster.ac.uk	C	Gerard	
10	B00	D nma	0@email.ulster.ac.uk	D	Emma	0
11	B00	D Emma	:5@email.ulster.ac.uk	D	Emma	:5
12	B00	R Jordan	@email.ulster.ac.uk	R	Jordan	
13	B00	D, Ciaran	/-c5@email.ulster.ac.uk	D	Ciaran	/-c5
14	B00	G ay, Gareth	ay-g@email.ulster.ac.uk	G	Gareth	ay-g
15	B00	D	@email.ulster.ac.uk	D	Zeek	

filename=(LEFT(C2,FIND("@",C2,1)-1))

Surname =(LEFT(B2,FIND(" ",B2,1)-1))
 Firstname =RIGHT(B2,LEN(B2)-FIND(" ",B2,1))

Columns you create for recording your Marking

W	X	Y	Z	AA	
Code_result	Log_comments	CSS_completeness	Total	Percentage	Feedback
18	9	5	32	91	An alround superb looking website and log. Great use of each featur
18	9	4	31	89	Extremely professional looking website with good features to char
17	8	5	30	86	Very detailed and thorough write up. Very visually impressive site
17	8	5	30	86	Very good knowledge of design and jQuery shown in this assignme

<div>fx</div> <div>An all-round superb looking website and log. Great use of each feature that was required plus several added extras to give the website even more life. Designed brilliantly so there was a lot of information yet it never looked cluttered. Graphics, CSS and JavaScript all work really well together here. Good log showing each step taken in great detail. Only slight flaw would be the lorem ipsum in the country history, but a brilliant website.</div>	
C	AB
	Feedback
topher	An all-round superb looking website and log. Great use of each feature that was required plus several added extras to give the website even more life. Designed brilliantly so

Exploit Excel Features

Formulas

Deal with new paragraphs in Comments:

Windows: Alt + Enter

Mac: Control + Option + Enter

Do not be alarmed if you only see 255 characters shown in the cell.

How the Excel will appear

Mail Merge





		Range
Data Analysis	Classes Attended for COM202	(61-67) %
	Classes Attended for COM197	(64-70) %
	Classes Attended for DES107	(89-95) %

Mail Merge Manager

▼ 1. Select Document Type

Create New ▼ Main document: IMD-Personal Feedback-on-Attendance.docx
Merge type: Form Letters


▼ 2. Select Recipients List


Get List ▼    

Data: imd_attendance.xlsx

▼ 3. Insert Placeholders

Drag placeholders into document:

 Contacts

 More

▲

- * Module_Code_1_Range
- * Module_Code_2
- * Module_Code_2_Attended_Classes
- * Module_Code_2_Possible_Total
- * Module_Code_2_Range

▼

From:

To:

PDF generated for each student

Created from the Mail Merge as the set of separated Word and PDF files in a folder - ready for sending via FAN

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Personal Feedback on Attendance

Our School's policy is to support you to achieve your best potential and therefore we have prepared this statement as the record of the classes you have attended for the period of time: **Jan 27 - Mar 12 2014** and would ask you to reflect on how many classes you attend and what preparation you undertake in advance of the classes.

Details	Student ID	B00
	Name	Ben
	Email Address	alr-b2@email.ulster.ac.uk
Modules	COM202 - Web Authoring, COM197 - Web Platforms and DES107 - Imaging	
	Range	
Data Analysis	Classes Attended for COM202	(88-94) %
	Classes Attended for COM197	(85-91) %
	Classes Attended for DES107	(85-91) %

If you have any queries, please contact your Studies Adviser: **Raymond Bond** <rb.bond@ulster.ac.uk> to discuss this or any other academic matters.

You may also find the following resources useful:

Complete the NA1 online form to explain why you have missed specific classes or periods of time: <http://faccompeng.ulster.ac.uk/forms/NA1cm/index.html>

Complete an EC1 if you need to request extensions for Assignments: https://www.google.co.uk/search?as_q=EC1&as_sitesearch=ulster.ac.uk

(Certificated evidence required by the EC1 panel to allow them to grant any first sit.)

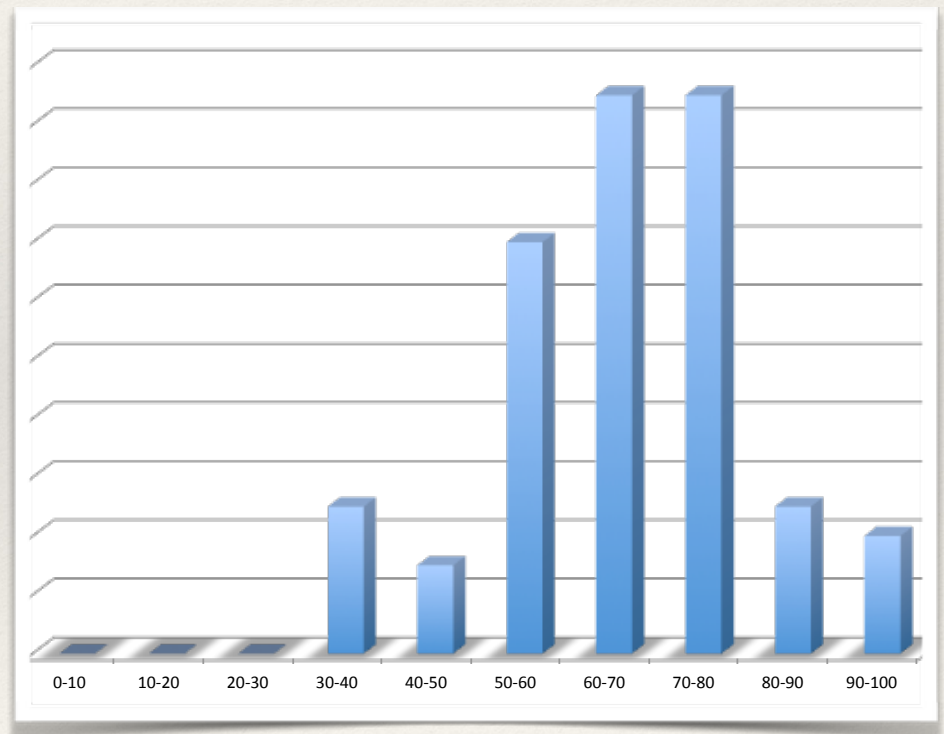
Select the full Distribution

`{=FREQUENCY(data_range,B2:B11)}`

Windows: Ctrl+Shift+Enter

Mac - Cmd+Enter

	A	B	C
1	Range	Score Bands	Distribution
2	0-10	10	0
3	10-20	20	0
4	20-30	30	0
5	30-40	40	5
6	40-50	50	30
7	50-60	60	14
8	60-70	70	19
9	70-80	80	19
10	80-90	90	5
11	90-100	100	4



“[http://magic.scm.ulster.ac.uk/download/
Marking_in_Excel_and_Word/](http://magic.scm.ulster.ac.uk/download/Marking_in_Excel_and_Word/)”

– (5min)