



Salesforce AVR Guide for Faculty

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Salesforce AVR Guide for Faculty

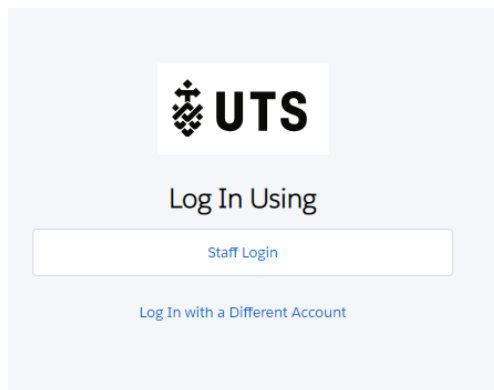
Get started with Salesforce

Request a Salesforce account

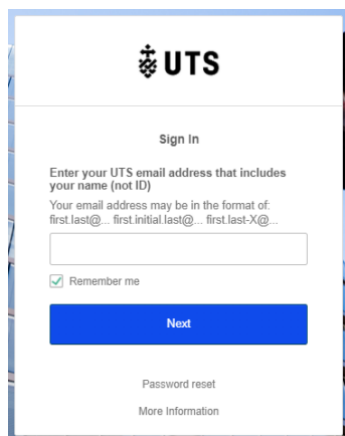
AVR requests are currently only used for UTSOpen and OPM subjects. If you require access to Salesforce, [submit an ITU ticket here](#). As part of this request, make sure to include whether you would like **Grade Faculty Admin** or **Responsible Academic Officer** access to the system.

Login to Salesforce

1. Go to <https://utsadmin.my.salesforce.com> and click on the **Staff Login** prompt to log into Salesforce.

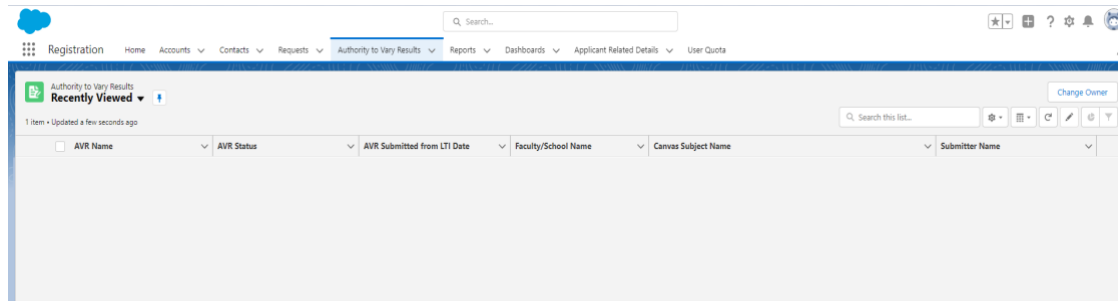


2. Using your staff email login credentials, fill in and follow the prompts to login to Salesforce.



If you encounter any difficulties with logging in using your staff credentials or have forgotten your password, proceed with **resetting your password** on Staffconnect or alternatively submit an IT [ServiceConnect ticket](#).

- Once you've logged into Salesforce, you will be taken to the **Authority to Vary Results** tab and see a list of all the AVR requests. If you are a new user, the list may appear empty as it is set by default to **Recently Viewed**.

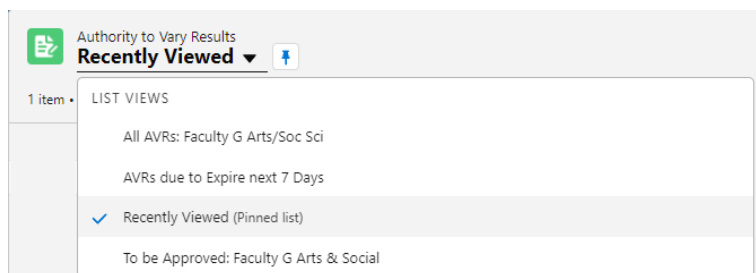


Not enrolled in the correct faculty - In the event that you are enrolled into the wrong faculty/account, please raise a [ServiceConnect ticket](#) for your name to be moved to your respective faculty group.

Set up your default list view in Salesforce

There are multiple filter views for AVR requests in Salesforce. To set up your preferred list view of AVR requests:

- Select the **Recently Viewed** dropdown menu



- Change the preset filter views in Salesforce to the desired view.

Authority to Vary Results							
All AVRs: Faculty G Arts/Soc Sci							
12 items • Sorted by Canvas Subject Name • Filtered by All authority to vary results - AVR Inconsistent Parent Faculty Code • Updated a few seconds ago							
<input type="checkbox"/>	AVR Name	Canvas Subject Name	AVR Status	Nominated RAO	# Results to Review	Created Date	AVR Expiry Date
1	AVR1000	570101 Branding in the Digital World - Session 2 2021	Approved	Anthony Macris	1	6/05/2021 1:23 PM	1/06/2021
2	AVR1003	570101 Branding in the Digital World - Session 2 2021	Approved	Anthony Macris	1	18/05/2021 10:12 AM	11/06/2021
3	AVR1046	570101 Branding in the Digital World - Session 2 2021	Expired	Robert Szedov	1	23/06/2021 11:44 AM	19/07/2021
4	AVR1063	570101 Branding in the Digital World - Session 2 2021	Expired	Mai-Maree Handford	1	26/07/2021 3:02 PM	19/08/2021
5	AVR1068	570101 Branding in the Digital World - Session 2 2021	Approved	Anthony Macris	1	19/08/2021 9:40 AM	14/09/2021
6	AVR1152	570100 Data Ethics and Regulation - Session 5 2021	Expired	Mai-Maree Handford	1	11/01/2022 12:13 PM	4/02/2022
7	AVR1014	570100 Data Ethics and Regulation - Session 1 2021	Approved	Anthony Macris	1	30/03/2021 10:59 AM	23/04/2021
8	AVR1015	570100 Data Ethics and Regulation - Session 1 2021	Approved	Anthony Macris	1	30/03/2021 11:09 AM	23/04/2021
9	AVR1034	570100 Data Ethics and Regulation - Session 1 2021	Approved	Anthony Macris	5	18/05/2021 2:46 PM	11/06/2021
10	AVR1035	570100 Data Ethics and Regulation - Session 1 2021	Approved	Anthony Macris	1	18/05/2021 2:52 PM	11/06/2021
11	AVR1131	570100 Data Ethics and Regulation - Session 1 2021	Approved	Anthony Macris	1	7/12/2021 12:13 PM	31/12/2021
12	AVR1176	570100 Data Ethics and Regulation - Session 1 2021	Open for Approval	Mai-Maree Handford	1	25/01/2022 9:42 AM	18/02/2022

- Click on the pin icon to set it as your default list view.



Pinned list view

Not pinned list view

Your pinned default list view will now appear as the default landing page for the Authorities to Vary Results tab and also for when you login to Salesforce.

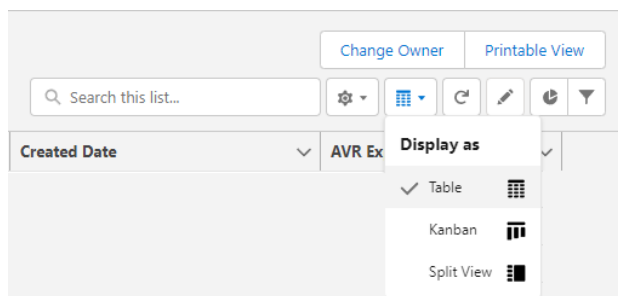
Set up your preferred table view

There are three table views options you can use in Salesforce to better suit your workflows when managing your designated AVR requests.

- Table view** - A standard list view of the filtered AVR request
- Kanban view** - A Kanban board view of your request (currently not set up)
- Split View** - A list view which shows all the information associated with the AVR request

To change this table view:

- Select the table icon underneath the **Change Owner** button



- Select your preferred table view.

Table view

Authority to Vary Results All AVRs: Faculty G Arts/Soc Sci							
12 items • Sorted by Canvas Subject Name • Filtered by All authority to vary results - AVR Inconsistent, Parent Faculty Code • Updated a few seconds ago							
<input type="checkbox"/>	AVR Name	Canvas Subject Name	AVR Status	Nominated RAO	# Results to Review	Created Date	AVR Expiry Date
<input type="checkbox"/>	AVR1020	570101 Branding in the Digital World - Session 2 2021	Approved	Anthony Macris	1	6/05/2021 1:23 PM	1/06/2021
<input type="checkbox"/>	AVR1033	570101 Branding in the Digital World - Session 2 2021	Approved	Anthony Macris	1	18/05/2021 10:12 AM	11/06/2021
<input type="checkbox"/>	AVR1046	570101 Branding in the Digital World - Session 2 2021	Expired	Robert Szabo	1	23/06/2021 11:44 AM	19/07/2021
<input type="checkbox"/>	AVR1063	570101 Branding in the Digital World - Session 2 2021	Expired	Mai-Maree Handford	1	26/07/2021 3:02 PM	19/08/2021
<input type="checkbox"/>	AVR1068	570101 Branding in the Digital World - Session 2 2021	Approved	Anthony Macris	1	18/08/2021 9:40 AM	14/09/2021
<input type="checkbox"/>	AVR1152	570100 Data Ethics and Regulation - Session 5 2021	Expired	Mai-Maree Handford	1	11/01/2022 12:13 PM	4/02/2022
<input type="checkbox"/>	AVR1014	570100 Data Ethics and Regulation - Session 1 2021	Approved	Anthony Macris	1	30/01/2021 10:59 AM	23/04/2021
<input type="checkbox"/>	AVR1015	570100 Data Ethics and Regulation - Session 1 2021	Approved	Anthony Macris	1	30/01/2021 11:09 AM	23/04/2021
<input type="checkbox"/>	AVR1034	570100 Data Ethics and Regulation - Session 1 2021	Approved	Anthony Macris	5	18/05/2021 2:46 PM	11/06/2021
<input type="checkbox"/>	AVR1035	570100 Data Ethics and Regulation - Session 1 2021	Approved	Anthony Macris	1	18/05/2021 2:52 PM	11/06/2021
<input type="checkbox"/>	AVR1131	570100 Data Ethics and Regulation - Session 1 2021	Approved	Anthony Macris	1	7/12/2021 12:13 PM	31/12/2021
<input type="checkbox"/>	AVR1176	570100 Data Ethics and Regulation - Session 1 2021	Open for Approval	Mai-Maree Handford	1	25/01/2022 9:42 AM	18/02/2022

Split view

All AVRs: Faculty G A...

1 item selected

Search this list...

Change Owner

Printable View

Canvas Subject Name

AVR1020

570101 Branding in the Digital World - Session 2 2021

Approved

Anthony Macris

AVR Status: Approved

Reason for Change: AVR - Late Completion due to illness/Personal

Results to Review: 1

Grades Publication Date: 7/05/2021

AVR Grades Review (1)

Name	Student Id	Student Name	Previous Grade/Score	Proposed Grade/Score	Accept All [1]	Deny All [0]
1					<input checked="" type="checkbox"/>	<input type="checkbox"/>

Submitter Name: Susie Khamis

Submitter Email: susie.khamis@uts.edu.au

Submitter Staff Id: 126216

Parent Faculty Code Name: Arts and Social Sciences

Nominated RAO: Anthony Macris

Additional Information: Student received an extension for A3 due to sickness; her work is now all marked & she received a subject grade of 78.4%

Please note that by changing your table view to split view, the **Change Owners** and **Printable View** buttons will be found on the dropdown menu next to your list view filter.

Manage AVR requests in Salesforce

There are three statuses for AVR requests that are sent to Salesforce.

- **Approved** - AVRs that have been reviewed and approved by designated RAO
- **Open for Approval** - Current AVRs which need to be reviewed
- **Expired** - Expired AVRs that have returned to the subject coordinator

Review and approve an open AVR request:

- Select the AVR request to show the details of the AVR request

All AVRs: Faculty G A...

1 item selected

Search this list...

Change Owner

Printable View

Canvas Subject Name

AVR1176

570100 Data Ethics and Regulation - Session 1 2021

Open for Approval

AVR - Grade automation error

Results to Review: 1

Grades Publication Date: 5/03/2021

AVR Grades Review (1)

Name	Student Id	Student Name	Previous Grade/Score	Proposed Grade/Score	Accept All [1]	Deny All [0]
1	AGR-0001248	Apurva Viswanathan			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Submitter Name: Suneel Jethani

Submitter Email: suneel.jethani@uts.edu.au

Submitter Staff Id: 149314

Parent Faculty Code Name: Arts and Social Sciences

Nominated RAO: Mai-Maree Handford

Additional Information: This is a long standing issue with a re-grade from SP1. An AVR was submitted but wasn't reflecting the correct grade so I'm resubmitting. Final grade should be 74.

Subject Information

Canvas Subject Name: 570100 Data Ethics and Regulation - Session 1 2021

Cass Subject Code: 570100

Year: 2021

Canvas Subject Sys Id: 570100_UO_2021_SE1

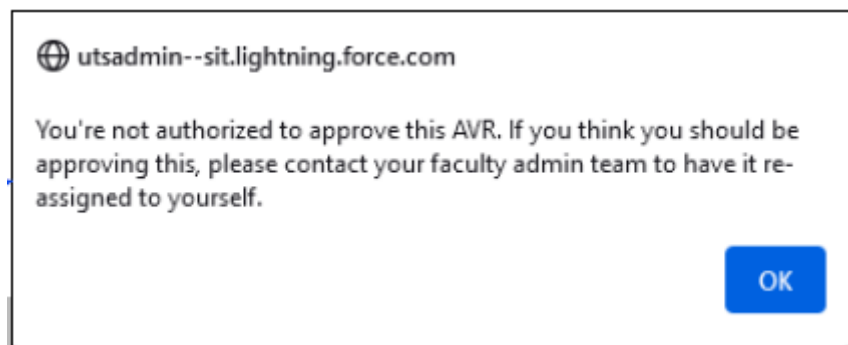
Location Code: UO

Session Code: SE1

System Information

- In this view, you can review all the necessary information provided by the requestor to assess the request.
 - Reason for Change
 - Additional Comments (from SC)
 - List of students added to the AVR request
 - Previous individual Grade/Score (if there was a previous AVR submitted)
 - Proposed Grade/Score
- Pending your assessment, check the **accept** OR **deny** checkboxes for each of the students listed in the AVR request. Alternatively, you may also opt to do a bulk accept or reject for the AVR.

- Once complete, select the submit button to finalise the AVR request. Please note that only the nominated RAO can approve the AVR. If you attempt to process and submit the AVR request, a warning prompt will appear.



An AVR has a lifetime of 18 working days

- After 10 working days a system-generated email will be sent to the RAO as a reminder of the AVR sitting in their queue
- After 18 working days the AVR will expire and a rejected email message will be sent to the submitter

Reassign AVR requests in Salesforce

Only the nominated RAO assigned to the AVR or the Grade Faculty Admin are able to reassign requests to another RAO. If you are not the designated RAO, please contact your school/faculty for further assistance on who will be able to assist you with this request.

1. Select the **Reassign** button found next to the Submit button. Only the assigned RAO and the designated Grade Faculty Admin are able to reassign AVR requests.

Name	Student Id	Student Name	Previous Grade/Score	Proposed Grade/Score	Accept All [1]	Deny All [0]	Accept Change	Deny Change
1	AGR-0001248	14238188	Apurva Viswanathan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Select the user you'd like to reassign the AVR request to and follow the prompts to reassign. The designated RAO will also be notified via email.

Reassign Authority to Vary Result

* Select below the user you'd like to reassign this AVR to. Note that the RAO you reassign to will get notified via email.

choose one...

- choose one...
- Catherine Killen
- Charles Rice
- Deborah Ascher Barnstone
- Heather MacDonald
- Kate Sweetapple
- Vincent Mangioni

Important: There is a function in Salesforce to allow you to change ownership. Changing ownership of an AVR request **DOES NOT** reassign the AVR request to the designated user.

AVR email notifications from Salesforce

Responsible Academic Officers (RAO) will receive an automated email notification to let them know there are AVRs awaiting their approval in Salesforce. In the email notification it will provide you the following information:

- AVR number
- Subject Code and name
- Student names and IDs
- Reason for the change
- Additional comments from requestor

To review the AVR request, you can click on the quick link provided in the email which will take you directly to the AVR request in Salesforce.