

HES Quick Guide

Enrolments, Results & Reports

2023

Authorised and published by the Victorian Curriculum and Assessment Authority
Level 7, 2 Lonsdale Street
Melbourne VIC 3000

ISBN: 978-1-xxxxxx-xx-x [email vcaa.media.publications@education.vic.gov.au for ISBN requests]

© Victorian Curriculum and Assessment Authority 2023

No part of this publication may be reproduced except as specified under the *Copyright Act 1968* or by permission from the VCAA. Excepting third-party elements, schools may use this resource in accordance with the [VCAA educational allowance](#). For more information go to <https://www.vcaa.vic.edu.au/Footer/Pages/Copyright.aspx>.

The VCAA provides the only official, up-to-date versions of VCAA publications. Details of updates can be found on the VCAA website at www.vcaa.vic.edu.au.

This publication may contain copyright material belonging to a third party. Every effort has been made to contact all copyright owners. If you believe that material in this publication is an infringement of your copyright, please email the Copyright Officer vcaa.copyright@education.vic.gov.au

Copyright in materials appearing at any sites linked to this document rests with the copyright owner/s of those materials, subject to the Copyright Act. The VCAA recommends you refer to copyright statements at linked sites before using such materials.

The VCAA logo is a registered trademark of the Victorian Curriculum and Assessment Authority.

Contact us if you need this information in an accessible format - for example, large print or audio.

Telephone (03) 9032 1635 or email vcaa.media.publications@education.vic.gov.au

Contents

Introduction	1
WEB Addresses	1
Contacts	1
Logging in	2
Important Administrative Dates	2
VASS menus	2
HES Student Program	3
HES Enrolment.....	3
Withdrawing a Student	5
HES Enrolment List Report	8
HES Results Entry	9
Entering Results	9
HES Results Report	10
HES Results report.....	10
Check for missing results	10
Check for missing results for Unit 1 only	10
Exporting the Reports	12
Exporting the HES Results Report.....	12

Introduction

This Quick Guide has been designed to assist VASS Administrators with the most commonly used functions for managing school and student data including:

- Provider details and contact information.
- Enrolling a student into a HES program.
- Producing specific HES reports.
- Entering HES results.
- Producing HES results reports.

Higher Education Studies (HES) data needs to be entered in accordance with the [Key Administrative Dates](#) as published on the VCAA Website. If data cannot be entered by a due date, contact the [Student Records and Results Unit](#) using the **VASS Critical Dates – Extension of Time form** from the Downloads section of VASS (VASS > SYSTEM ADMIN > Downloads). The Student Records and Results Unit can and does apply penalties for lateness, dependant on circumstances.

Administrative dates are also displayed on the VASS home page.

A student's personal details must first be in the VCAA database before a student can be enrolled in a HES program.

WEB Addresses

The web address for the VASS is: <https://www.vass.vic.edu.au>

The web address for the VCAA is: www.vcaa.vic.edu.au

Contacts

Any queries regarding the use of VASS, phone VASS Operations on 1800 623 681 or vass.support@education.vic.gov.au

Any queries regarding students HES enrolments, phone Student Records and Results Unit on 9059 5251 or student.records@education.vic.gov.au.

Any queries regarding HES programs, phone the VCE Curriculum Unit on 9059 5167 or vcaa.vce.curriculum@education.vic.gov.au.

Browser settings booklets are available to download from the VCAA website. Please ensure that you use the correct version of instructions for the Windows and browser that you currently use on your PC.

<https://www.vcaa.vic.edu.au/administration/schooladministration/vass/Pages/Index.aspx>

Logging in

VASS has a three-layered security system. To access VASS, a user requires a Username, complex Password and a grid Passcode. To obtain a login to VASS, please download and complete the VASS Administrator Acceptance form from the Downloads section in VASS (VASS > SYSTEM ADMIN > Downloads) and email back to vass.support@education.vic.gov.au or contact VASS Operations 1800 623 681.

Users will be timed out after 30 minutes of inactivity and will need to re-login.

- Open Internet Explorer or Microsoft Edge and navigate to <https://www.vass.vic.edu.au/>
- The 'Welcome to VASS' screen will be displayed. Click on VASS User Login and enter your username and password and click **[Login]**
- Click **[OK]**
- The Passcode grid and Privacy statement screen will be displayed.
- Enter your passcode pattern using the characters that appear in the grid; it's case-sensitive.
- Click **[Accept]** You have logged in successfully when the VASS Home Page appears.

The first time a user logs into VASS on any computer, the MeadCo Software and License agreement should appear (only if the user has sufficient network permissions for the download to occur). If the MeadCo Software and License agreement is not downloaded then VASS will not function correctly. Please refer to the [instructions on the VCAA website](#).

Important Administrative Dates

The [Important Administrative Dates](#) are available on the VASS Home Page. A more detailed list can be found by clicking on the Help button on the home page of VASS.

VASS menus

Reading left-to-right, the seven principal menu items are:

Student Admin, School Admin, Teacher Admin, School Program, Student Program, Results Admin and System Admin.

- HES enrolments and reports are accessed from the **Student Program** menu.
- HES results and reports are accessed from the **Results Admin** menu.

All VASS Users can see all menu items but cannot access 'greyed out' (restricted) menus.

Some VASS functions are disabled after key administrative dates have passed:

- Student enrolment
- Results entry

If data cannot be entered by a due date, contact the [Student Records and Results unit](#) using the **VASS Critical Dates – Extension of Time form** from the Downloads section of VASS (VASS > SYSTEM ADMIN > Downloads).

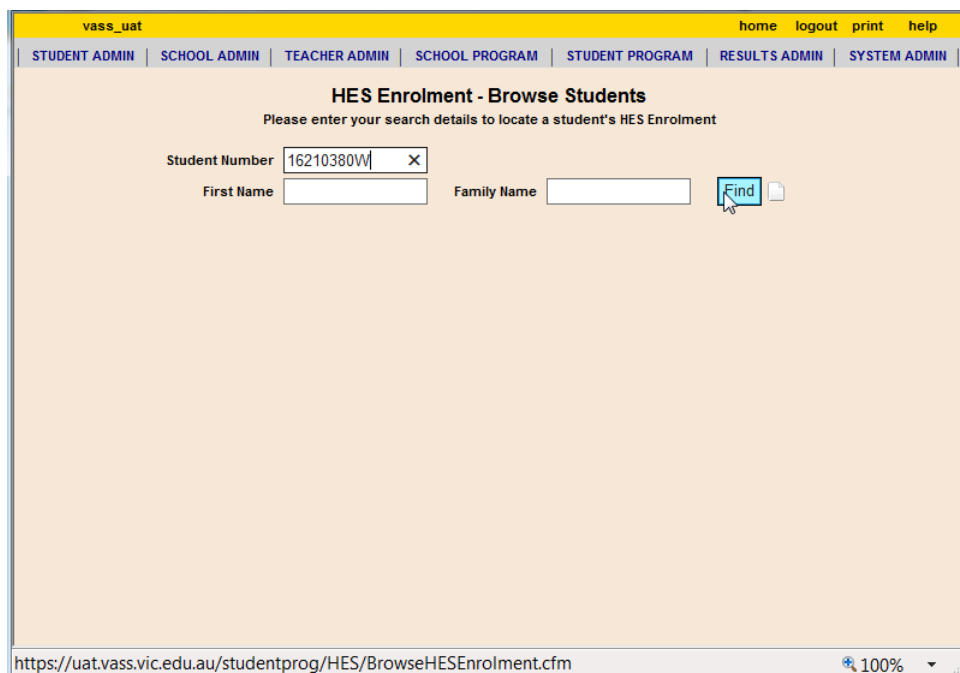
The Student Records and Results unit can and does apply penalties for lateness, dependant on circumstances.

HES Student Program

HES Enrolment

VASS will not allow students to be enrolled into HES after the **Last date for Unit 3/4 Enrolments** closing date as published in the VCE and VCAL Administrative Handbook and on the [Important Administrative Dates](#).

Students can only be accessed if the user has the correct VCAA VCE student number entered in the student number field. These numbers consist of 8 numeric and 1 alpha characters.



The screenshot shows a web browser window with the URL <https://uat.vass.vic.edu.au/studentprog/HES/BrowseHESEnrolment.cfm>. The page title is "HES Enrolment - Browse Students". Below the title, there is a search form with the following fields and controls:

- Student Number:** A text input field containing "16210380W" and a clear button (X).
- First Name:** An empty text input field.
- Family Name:** An empty text input field.
- Find:** A blue button with a magnifying glass icon and the text "Find".

The browser's address bar shows the URL and a zoom level of 100%.

Figure 1: search for a student by their VCAA student number

- Select **STUDENT PROGRAM > HES > Enrolment**.
- Enter a valid VCAA Student Number in the Student Number field and click on **[Find]**
- The HES Enrolment Maintenance screen with student's details and any pre-requisite or co-requisite enrolment will be displayed.
- Click **[Add...]** The *Add HES Enrolment* screen will be displayed with a box listing all HES sequences available with pre or co-requisite information listed.
- Select the sequence you require and click **[Save]** and follow the prompts. The message You are about to enrol.....Does this student have pre/co-requisites required? will be displayed.
- Click **[Yes]** and **[OK]**
- The HES Enrolment Maintenance screen for the student will be displayed with the added HES enrolment included.

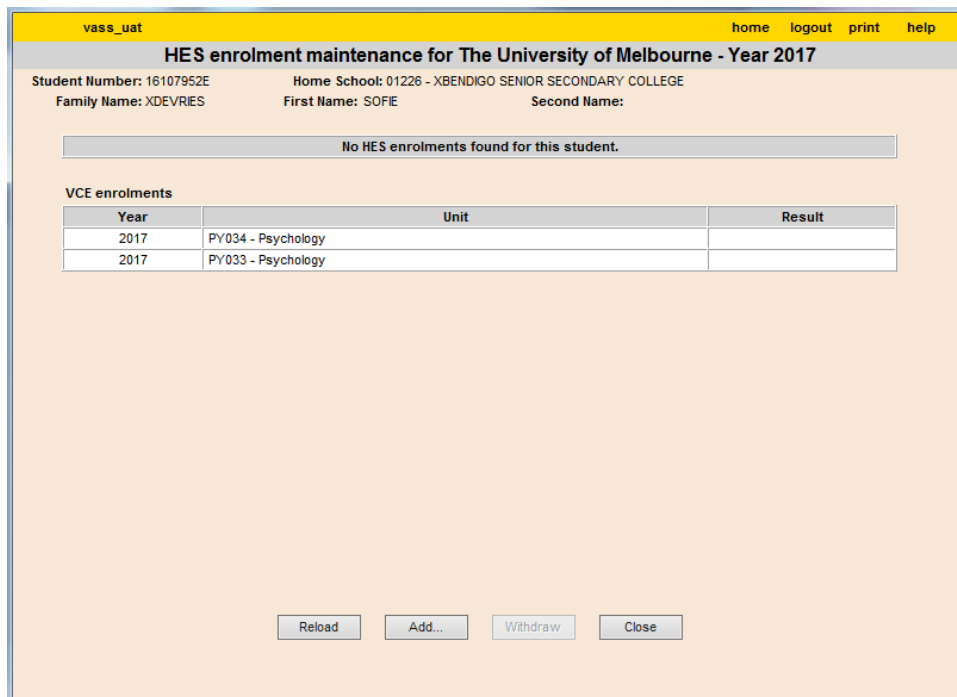


Figure 2: HES enrolment maintenance screen showing students VCE enrolments

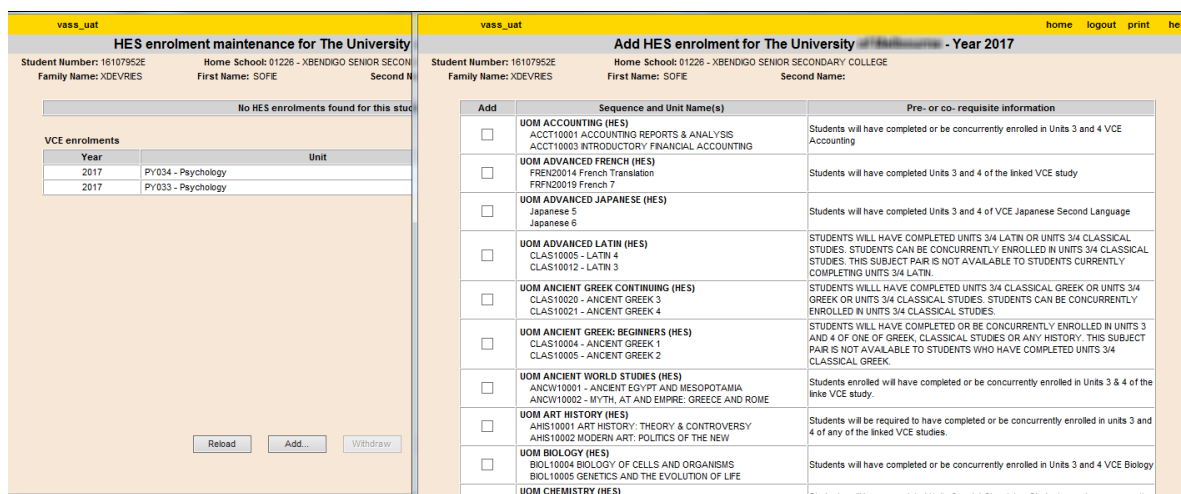


Figure 3: Add HES enrolment screen

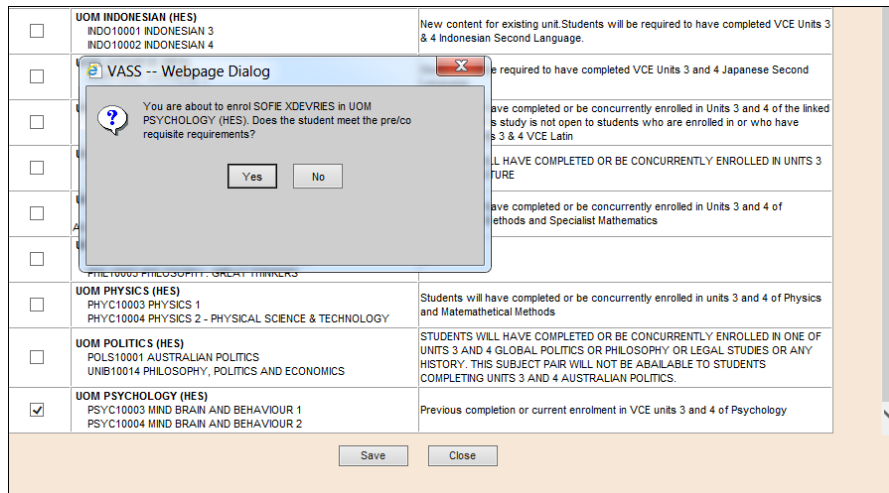


Figure 4: Enrolment confirmation and message about the pre & Co-requisites.

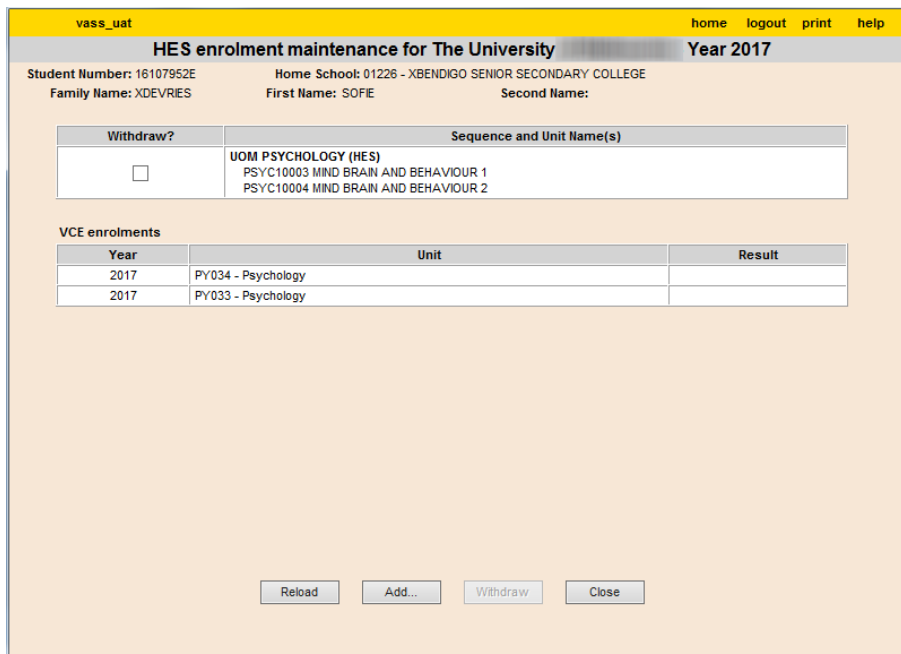


Figure 5: completed HES enrolment

Withdrawing a Student

Students may be withdrawn from their current years HES program if it is not past the cut-off date.

- Select **STUDENT PROGRAM > HES > Enrolment**.
- Enter the student's valid VCAA VCE Student Number in the Student Number field and click on **[Find]**
- The HES Enrolment Maintenance screen with student's HES enrolment will be displayed.
- Click in the check box in the 'Withdraw?' column against the sequence and click **[Withdraw]**
The message 'You are about to withdraw.....?' will be displayed.
- Click **[Yes] [OK]** and **[Close]**

vass_uat home logout print help

HES enrolment maintenance for The University of Melbourne - Year 2017

Student Number: 16107952E Home School: 01226 - XBENDIGO SENIOR SECONDARY COLLEGE
 Family Name: XDEVRIES First Name: SOFIE Second Name:

Withdraw?	Sequence and Unit Name(s)
<input checked="" type="checkbox"/>	UOM PSYCHOLOGY (HES) PSYC10003 MIND BRAIN AND BEHAVIOUR 1 PSYC10004 MIND BRAIN AND BEHAVIOUR 2

VCE enrolments

Year	Unit	Result
2017	PY034 - Psychology	
2017	PY033 - Psychology	

Figure 6: The *withdraw* box checked and *withdraw* button being clicked

vass_uat home logout print help

HES enrolment maintenance for The University of Melbourne - Year 2017

Student Number: 16107952E Home School: 01226 - XBENDIGO SENIOR SECONDARY COLLEGE
 Family Name: XDEVRIES First Name: SOFIE Second Name:

Withdraw?	Sequence and Unit Name(s)
<input checked="" type="checkbox"/>	UOM PSYCHOLOGY (HES) PSYC10003 MIND BRAIN AND BEHAVIOUR 1 PSYC10004 MIND BRAIN AND BEHAVIOUR 2

VCE enrolments

Year	Unit	Result
2017	PY034 - Psychology	
2017	PY033 - Psychology	

VASS -- Webpage Dialog

You are about to withdraw SOFIE XDEVRIES from the following sequences: UOM PSYCHOLOGY (HES). Do you want to continue?

Figure 7: The dialog box with the withdrawal message

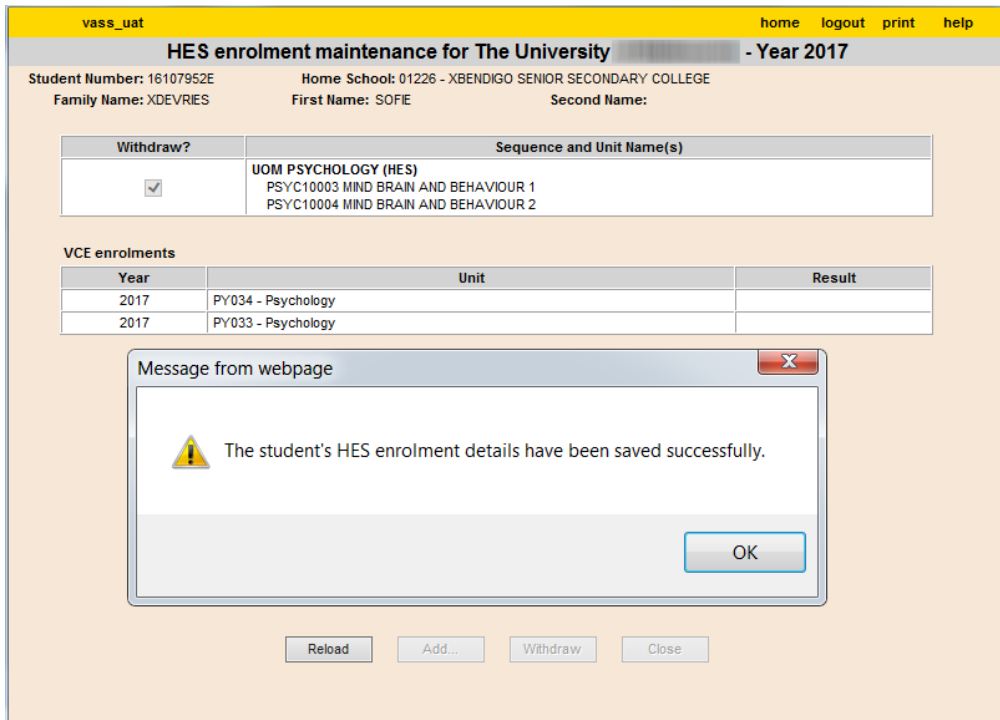


Figure 8: The dialog box with the withdrawal confirmation message

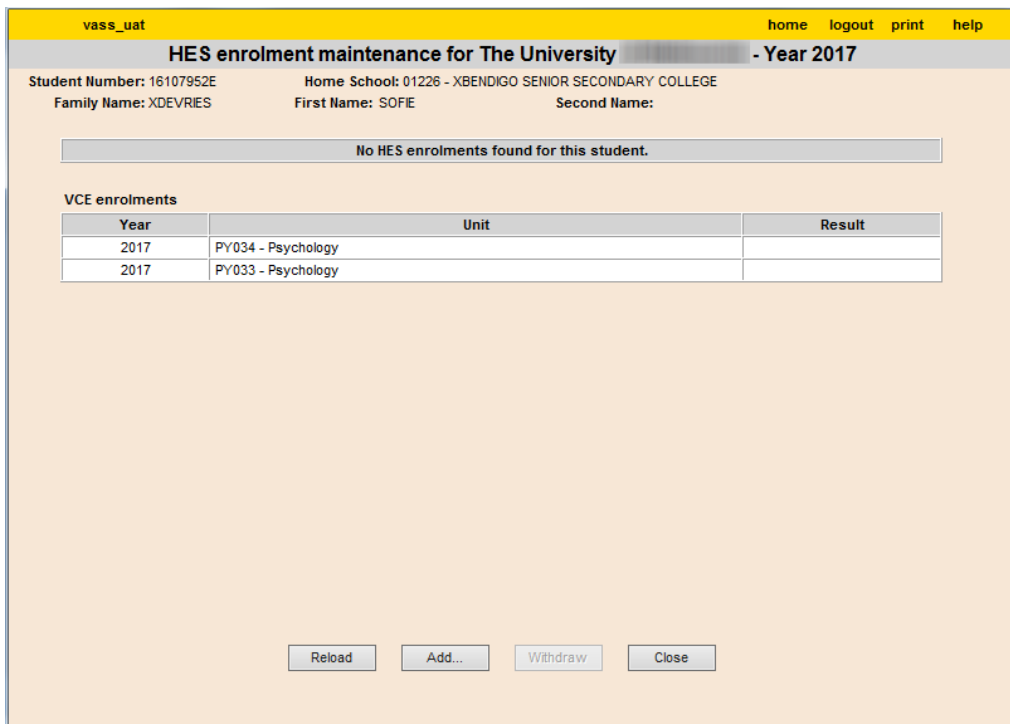


Figure 9: The HES enrolment maintenance screen after the HES enrolment has been withdrawn.

HES Enrolment List Report

The HES Enrolment List report can be generated by Sequence or All Sequences offered by the university

The *Report Type* can be optionally selected as the list on screen or exported out to be opened by another application.

The *Report Order* can be optionally selected as one report for each sequence or by one report for each home school.

Figure 10: HES Enrolment List report parameters screen

Family Name	Given Names	Student Number	Sequence	Unit
XCOWE	MYSHAYLEY MORGAN	16316044L	PSY101 - UOM PSYCHOLOGY (HES)	PSYC10003 MIND BRAIN AND BEHAVIOUR 1
XEVANS	BAILEY JOHN ANTHONY	16210380W	PHI102 - UOM PHILOSOPHY (HES)	PSYC10004 MIND BRAIN AND BEHAVIOUR 2
XIEALE	INDYGO REED	17209876E	PHI102 - UOM PHILOSOPHY (HES)	PHIL10002 PHILOSOPHY: THE BIG QUESTIONS
XO'BRIEN	JORDAN RAE	16230426R	PSY101 - UOM PSYCHOLOGY (HES)	PHIL10003 PHILOSOPHY: GREAT THINKERS
XSHERMAN	TIARNE OLIVIA	16154613E	PSY101 - UOM PSYCHOLOGY (HES)	PHIL10002 PHILOSOPHY: THE BIG QUESTIONS
				PHIL10003 PHILOSOPHY: GREAT THINKERS
				PSYC10003 MIND BRAIN AND BEHAVIOUR 1
				PSYC10004 MIND BRAIN AND BEHAVIOUR 2
				PSYC10003 MIND BRAIN AND BEHAVIOUR 1
				PSYC10004 MIND BRAIN AND BEHAVIOUR 2

Figure 11: Enrolment list with Home School option selected

HES Results Entry

All results must be entered in VASS by a critical date as published in the [Important Administrative Dates](#) for the current year.

Universities can choose to enter results as they become available from teachers or enter all results at the end of the year. The results entry screen is accessible until midnight of the cut-off date.

Entering Results

- Select **RESULTS ADMIN > HES Results Entry**
- Enter all or part of the sequence name or leave blank and click on **[Find]**
- Select the required HES sequence and click on **[Modify Results]**
- Enter a valid *Result, *Mark and *Score.
- Once all results are entered, click on **[Save]**

(**Valid results are N or S or W. If W (withdrawn) is entered, all mark and score fields for the student will be greyed out. Valid marks are alpha - numeric up to 3 characters only. A valid score is from zero to 100 only)

vass_uat								home	logout	print report	help
HES Results Entry for The University of Melbourne								Year 2017			
Sequence UOM ACCOUNTING (HES)											
Unit 1 ACCT10001 ACCOUNTING REPORTS & ANALYSIS											
Unit 2 ACCT10003 INTRODUCTORY FINANCIAL ACCOUNTING											
Students		Unit 1			Unit 2						
Student Number	Student Name	Result	Mark	Score	Result	Mark	Score				
15212967	KADAMS-PICARD, ANASTASIA ROSE	S	B	78	W						
1526820W	KALL, BRANW	S	C	62	S	B1	75				
1524088D	KALL, SHAYAN DHAR	N	E	24	N	UG	0				
15185738T	KBRADLEY, KELLY ERIN										
1415130J	KBUJYABIN, KAITLYN ANGELA										
15253825A	KOHEN, CAROL YRUD										
1425138U	KORUZ, ANDRE VERONICA										
1518244T	KOMEZ, PAOLO JOSE										
1526820U	KPKTONETT, ALEXANDRA ROSE										
1427205A	KRACEVIC, SASHA MARIA										
1427670F	KVENKATESH, ADITI										
1527343E	KZHANG, BIN										

Please enter the unit result for this student. Possible values are S, N or W.

Figure 12: Results entry screen

HES Results Report

The blank HES Results report can be used as an input sheet for teachers, and as a check after results entry to review data.

The HES Results can report one sequence/unit only, or all. The '*Display Missing results Only*' option set to YES can be selected to check for missing results for either unit 1 only, or all.

The report can be produced as a list on screen or exported as a .vass text file which can be saved and opened with Microsoft Excel for ease of use.

Figure 13: HES Results Report parameters screen

HES Results report

- Select **RESULTS ADMIN > HES Reports – By Sequence**
- Select the required HES sequence from the pull down menu or leave defaulted as 'All' and click on **[Run HES Results Report]** button

Check for missing results

- Once the sequence has been selected or left as defaulted to 'All':
- Select the required option from the ***Display Missing Results Only*** options
- Click on the **[Run HES Results Report]** button

Check for missing results for Unit 1 only

- Select the required option of ***Unit 1 only?*** from the ***Display Missing Results Only*** options
- Click on the **[Run HES Results Report]** button

vass_uat home logout help

Print this Sequence Print ALL Sequences Print FROM this Sequence Close

[Next >>](#)

HES Results Report for The University [REDACTED] - Year 2017 1 August 2017
Sequence 1 of 22 selected

Sequence: UOM ACCOUNTING (HES)
 Unit 1: ACCT10001 ACCOUNTING REPORTS & ANALYSIS
 Unit 2: ACCT10003 INTRODUCTORY FINANCIAL ACCOUNTING
 Missing Results Only: No

Student Number	Student Name	Unit 1			Unit 2		
		Result	Mark	Score	Result	Mark	Score
15213287	XADAMS-PCARD,ANASTASIA ROSE	S	B	78	W		
15283529	XALI,BAHARI	S	C	62	S	B1	75
15245990	XALLDNATYAN,ERISAN	N	E	24	N	UG	0
151857387	XBRADLEY,KELLY ERIN						
141513021	XBUNYAHM,KATLYN ANGELA						
15253823A	XCHEN,CAROL YIRUO						
142813881	XCRUZ,ANDRE VERONICA						
151821437	XGOMEZ,PAULO JOSE						
152459241	XKOTHETT,ALEXANDRA ROSE						
14275255A	XKRACEVIC,SASHA SARNA						
14278479F	XKVENKATESH,ADITI						
16273453E	XZHANG,BIN						

Total number of records : 12

Figure 14: HES Results Report showing results entered

vass_uat home logout help

Print this Sequence Close

HES Results Report for The University [REDACTED] - Year 2017 1 August 2017
Sequence 1 of 1 selected

Sequence: UOM ACCOUNTING (HES)
 Unit 1: ACCT10001 ACCOUNTING REPORTS & ANALYSIS
 Unit 2: ACCT10003 INTRODUCTORY FINANCIAL ACCOUNTING
 Missing Results Only: Yes

Student Number	Student Name	Unit 1			Unit 2		
		Result	Mark	Score	Result	Mark	Score
151857387	XBRADLEY,KELLY ERIN						
141513021	XBUNYAHM,KATLYN ANGELA						
15253823A	XCHEN,CAROL YIRUO						
142813881	XCRUZ,ANDRE VERONICA						
151821437	XGOMEZ,PAULO JOSE						
152459241	XKOTHETT,ALEXANDRA ROSE						
14275255A	XKRACEVIC,SASHA SARNA						
14278479F	XKVENKATESH,ADITI						
16273453E	XZHANG,BIN						

Total number of records : 9

Figure 15: HES Results Report showing *Missing Results Only* selected.

Exporting the Reports

Any report with an export option is extracted as a .vass text file.

To format the .vass file into a more manageable Excel format, the extracted file must be saved, then opened and formatted through Excel.

Exporting the HES Results Report

- Select the Export Detailed List option on the parameters screen
- Click on the **[Run HES Results Report]** button
- Click **Yes**
- A Dialog box should appear with 3 options, Open, Save and Cancel.
- Select the **Save As** from the **Save** option.
- Save the file somewhere you will remember on the hard drive/USB etc.
- Close the file and dialog box. Do not open the file at this point as it is unusable.

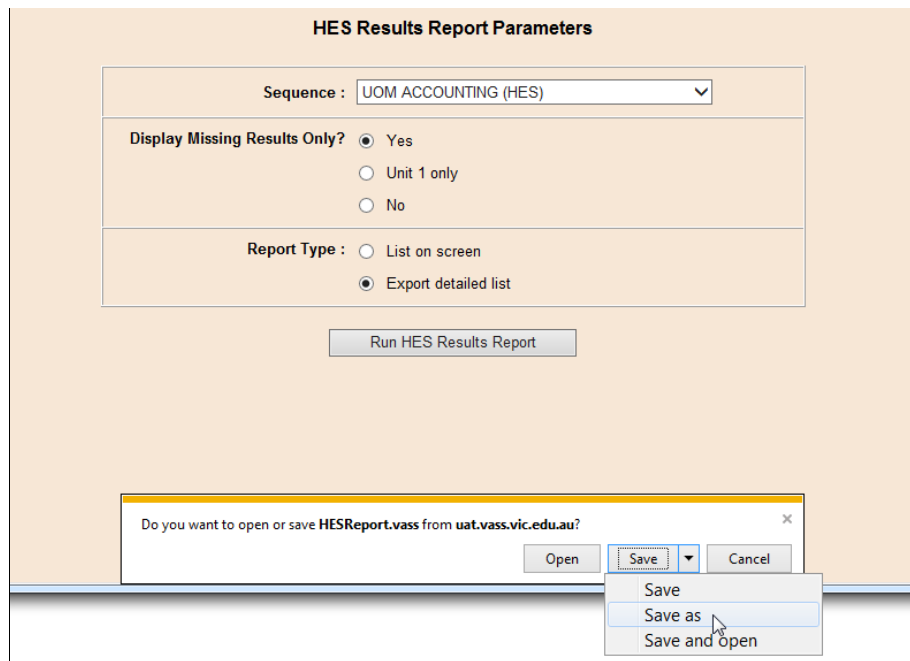


Figure 16: Dialog box for file download

Open a blank Microsoft Excel workbook.

- Select File > Open.
- Click **Browse** and select the location where you've saved your file and in the file type field, select All files.
- Find your saved file and Click **[Open]**
- **Step 1 of 3 - Text import Wizard** – Select 'Delimited' and click [Next]
- **Step 2 of 3 - Text import Wizard** Select **[Other]** Type a '|' symbol in the 'Other' field.
- The '|' symbol is the pipe, hence the term 'pipe delimited' file. The pipe symbol is usually located on the same key as the backslash key on the computer keyboard and is shown as a broken vertical line. When the 'pipe' is entered, vertical lines will appear in the data preview pane. Click [Next]
- **Step 3 of 3 - Text import Wizard** This step is used to mark certain fields as 'text' to preserve the format click **[Finish]** The file can now be saved in Excel format for ease of use.