07 - Reports, Results, and Calendar Guide

How OTE Learn handles marks, released results, academic periods, reports, transcripts, final results, and calendar visibility.

Use this guide for testing, pilot, and early user onboarding. Screens may change while OTE Learn is being improved. If a menu item is missing, your role may not have permission to use it.

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1. Results overview

Results are based on assessment attempts, marking, release status, academic periods, and report distribution rules. A result may exist internally but remain hidden until released.

- Learners see released results.
- Guardians see linked learner results where allowed.
- Teachers see assigned learner results where permitted.
- Admins can manage report generation and final result workflows.

2. Academic periods

Academic periods define the report window. Examples are Term 1, Term 2, Semester 1, Quarter 3, or institution-specific periods. The period date range must include the assessment due dates that should count.

1. Create the academic year.
2. Add periods with start and end dates.
3. Check that dates align with assessment due dates.
4. Finalise periods only when marks are ready.
5. Generate transcripts only when all relevant periods are finalised.

3. Report distribution rules

- Each subject distribution should add to 100 percent for the period.
- Only selected assessments count toward report marks.
- Must-pass can force an outcome of failed even where the weighted total is above the usual pass mark.
- Missing released marks can make a subject pending.

4. Generating reports

1. Open Report Generation.
2. Choose academic year.
3. Choose period.
4. Choose grade/programme.
5. Choose one learner or all learners.
6. Review distribution confirmation.
7. Generate reports.
8. Check report batch status.
9. Download and verify a sample report before sharing widely.

If a whole grade report is blank, do not keep clicking generate. Check period dates, released marks, distributions, learner placement, and counts-towards-report flags first.

5. Transcripts and final results

A transcript should summarise finalised periods and final marks. It should not be generated as final while periods are still incomplete.

- All periods must be finalised before transcript generation.
- Final results may require second approval.
- The person submitting results should not approve their own submission if a second approval rule exists.
- Academic rollover can map progress and repeat classes.

6. Report security

- Reports should be stored privately unless intentionally published.
- Use controlled download links from the LMS where possible.
- Verification codes help confirm report authenticity.
- Do not upload official reports to public pages unless the institution allows it.
- If using public blob links for documentation, keep documentation separate from private learner reports.

7. Calendar visibility

Calendar may show manual events and assessment dates. Assessment calendar items normally come from assessment allocation dates such as open date, due date, and close date.

- Learners should be sent to learner assessment pages, not marking pages.
- Teachers may use dates to monitor upcoming marking pressure.
- Guardians may see learner dates where allowed.
- If dates are missing, check allocation dates and active status.