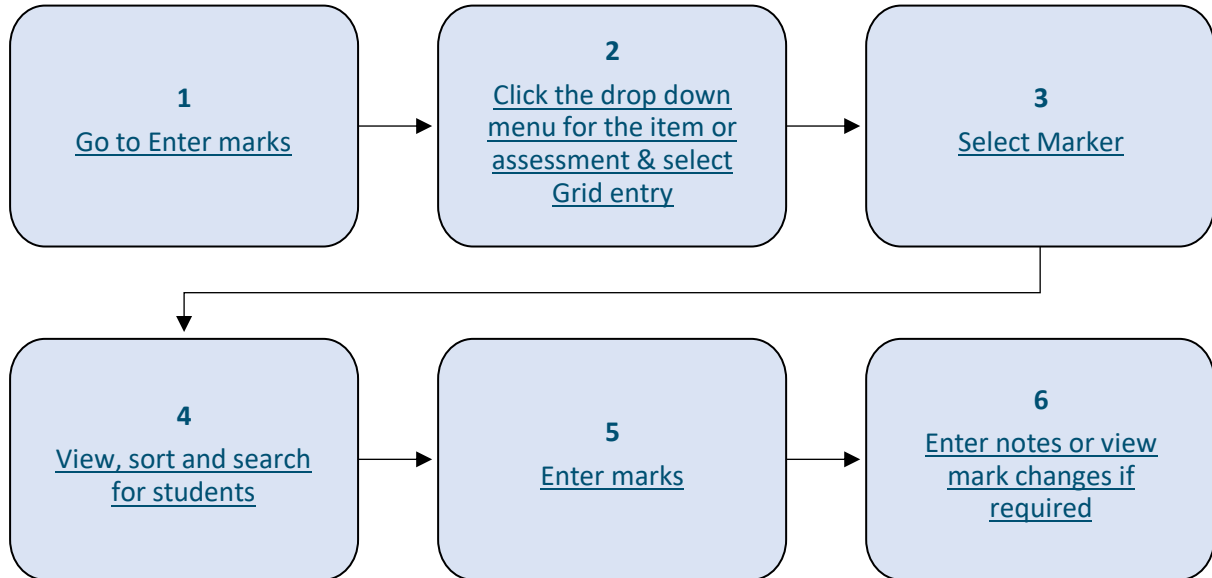


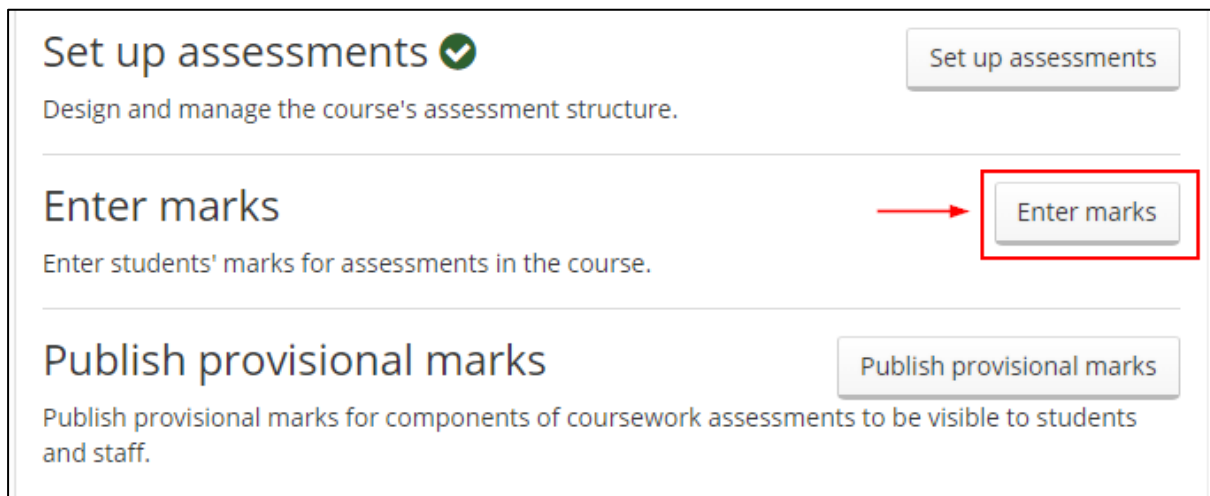
Enter marks via Grid Entry


Process Overview




Step by Step Instructions

1. Go to Enter marks



Set up assessments 

Design and manage the course's assessment structure.

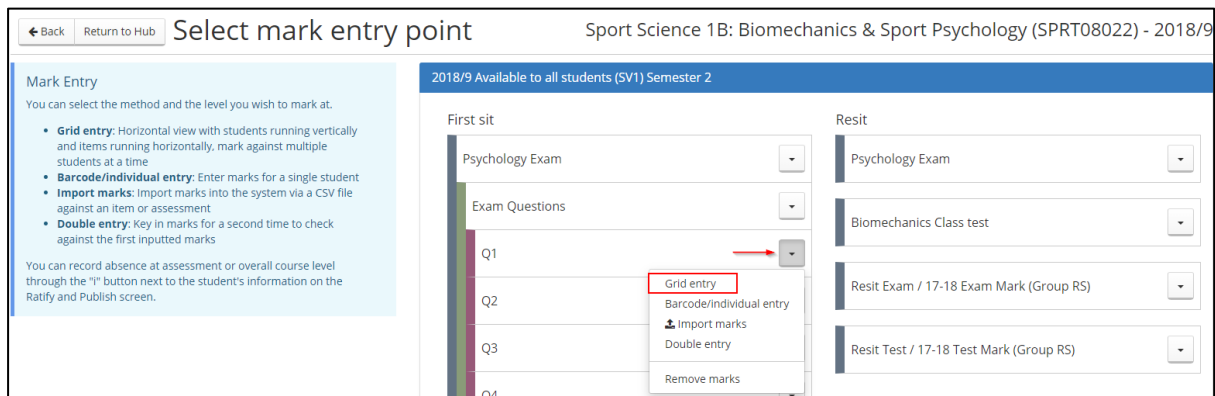
Enter marks  Enter marks

Enter students' marks for assessments in the course.

Publish provisional marks Publish provisional marks

Publish provisional marks for components of coursework assessments to be visible to students and staff.

2. Click the drop down menu for the item or assessment and select Grid entry



← Back Return to Hub Select mark entry point Sport Science 1B: Biomechanics & Sport Psychology (SPRT08022) - 2018/9

2018/9 Available to all students (SV1) Semester 2

Mark Entry
You can select the method and the level you wish to mark at.

- Grid entry:** Horizontal view with students running vertically and items running horizontally, mark against multiple students at a time
- Barcode/individual entry:** Enter marks for a single student
- Import marks:** Import marks into the system via a CSV file against an item or assessment
- Double entry:** Key in marks for a second time to check against the first inputted marks

You can record absence at assessment or overall course level through the "I" button next to the student's information on the Ratify and Publish screen.

First sit

Psychology Exam

Exam Questions

Q1

Q2

Q3

Q4

Resit

Psychology Exam

Biomechanics Class test

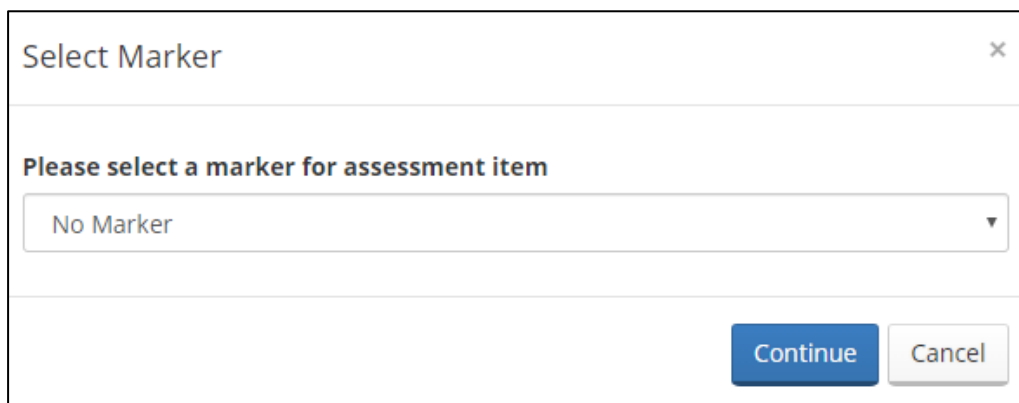
Resit Exam / 17-18 Exam Mark (Group RS)

Resit Test / 17-18 Test Mark (Group RS)

3. Select Marker

If the 'Select Marker' box appears then make your selection and click continue:

- If markers have not been set up on the course then select 'No maker'
- If markers have been set up then select the name from the list



Select Marker

Please select a marker for assessment item

No Marker

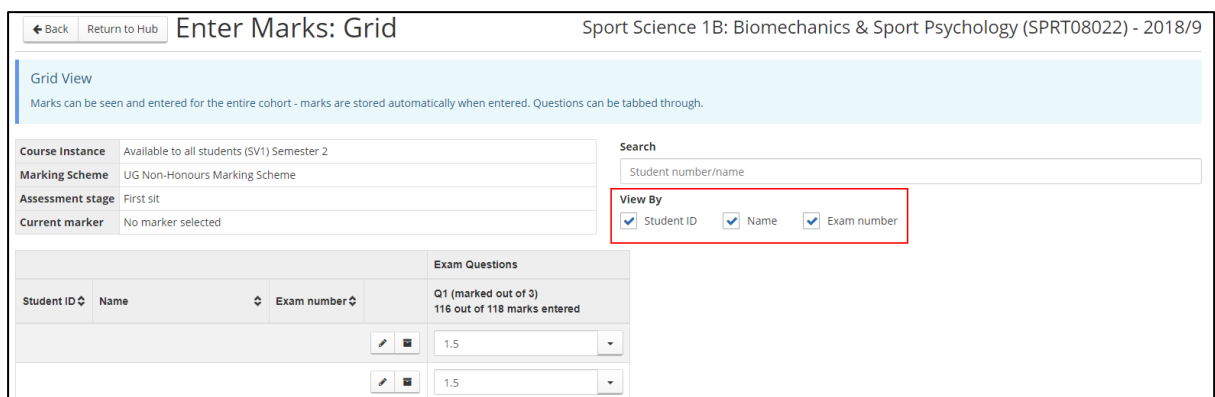
Continue Cancel

4. View, sort and search for students

Use the View By, sort and search box to locate and organise the students.

View By

Choose what student identifiers to view in the list - Student ID, Name and Exam number:



← Back Return to Hub Enter Marks: Grid Sport Science 1B: Biomechanics & Sport Psychology (SPRT08022) - 2018/9

Grid View
Marks can be seen and entered for the entire cohort - marks are stored automatically when entered. Questions can be tabbed through.

Course Instance Available to all students (SV1) Semester 2

Marking Scheme UG Non-Honours Marking Scheme

Assessment stage First sit

Current marker No marker selected

Search
Student number/name

View By

Student ID Name Exam number

Student ID	Name	Exam number	Exam Questions
			Q1 (marked out of 3) 116 out of 118 marks entered
			1.5
			1.5



Sort

Choose which identifier to sort the list by:

← Back Return to Hub Enter Marks: Grid Sport Science 1B: Biomechanics & Sport Psychology (SPRT08022) - 2018/9

Grid View
Marks can be seen and entered for the entire cohort - marks are stored automatically when entered. Questions can be tabbed through.

Course Instance	Available to all students (SV1) Semester 2	Search	Student number/name
Marking Scheme	UG Non-Honours Marking Scheme	View By	<input checked="" type="checkbox"/> Student ID <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Exam number
Assessment stage	First sit		
Current marker	No marker selected		

Student ID	Name	Exam number	Exam Questions
			Q1 (marked out of 3) 116 out of 118 marks entered
			1.5
			1.5
			No mark recorded (out c)
			No mark recorded (out c)

Search

If you're searching for a specific student then use the search box:

← Back Return to Hub Enter Marks: Grid Sport Science 1B: Biomechanics & Sport Psychology (SPRT08022) - 2018/9

Grid View
Marks can be seen and entered for the entire cohort - marks are stored automatically when entered. Questions can be tabbed through.

Course Instance	Available to all students (SV1) Semester 2	Search	Student number/name
Marking Scheme	UG Non-Honours Marking Scheme	View By	<input checked="" type="checkbox"/> Student ID <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Exam number
Assessment stage	First sit		
Current marker	No marker selected		

Student ID	Name	Exam number	Exam Questions
			Q1 (marked out of 3) 116 out of 118 marks entered
			1.5
			1.5











5. Enter marks

Enter the mark into the relevant box and then do any of the following to move out of the box and automatically save the mark:

- Press tab to move to the next box
- Press Enter
- Click out of the box to anywhere

You'll see a tick appear beside the mark to indicate it's been saved.







You'll also see the mark counts at the top of the column to show how many marks have been entered in total for the students showing on the list.

			Exam Questions
Student ID ⇅	Name	Exam number ⇅	Q1 (marked out of 3) 117 out of 118 marks entered
		 	1.5
		 	1.5
		 	2 ✓
		 	No mark recorded (out c
		 	3

6. Enter notes or view mark changes if required

Notes

If you want to leave notes on the student’s record, click the pencil icon beside their identifier:

			Exam Questions
Student ID ⇅	Name	Exam number ⇅	Q1 (marked out of 3) 117 out of 118 marks entered
		 	1.5
		 	1.5
		 	2 ✓

Enter the notes and then press save note:

Add a note - ✕







Note *

There is one notes box per student on a course – it’s not item or component specific so if you’re leaving notes about a particular mark then specify what the note relates to.



View mark change log

Click the archive icon to view any mark changes for the student:

			Exam Questions	
Student ID ↕	Name ↕	Exam number ↕		Q1 (marked out of 3) 117 out of 118 marks entered
			 	1.5
			 	1.5
			 	2 ✓

Next steps

Once you've entered all first sit marks you can calculate a new result.