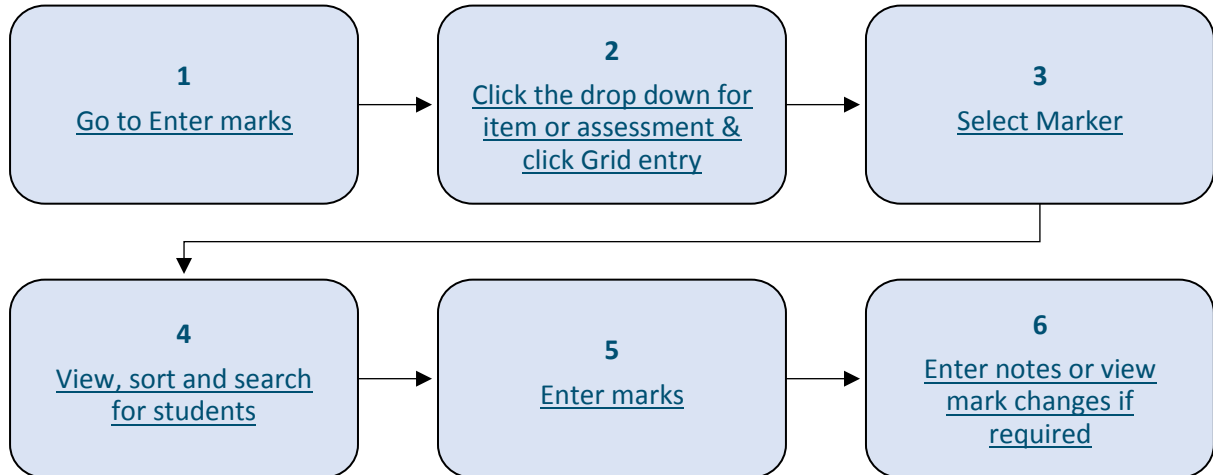


Enter marks via Grid Entry - RESITS

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 students' marks for assessments in the course.

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 click Grid entry

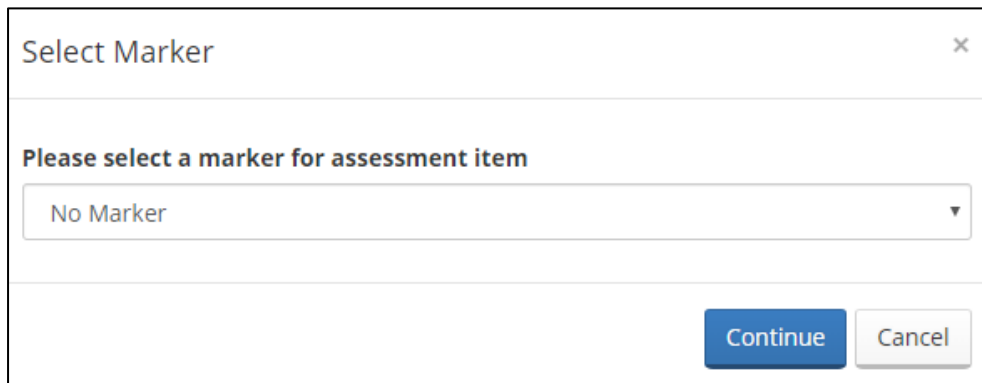
First sit	Resit
Coursework	Coursework
Essay	Essay
Essay	Essay
Presentation	Presentation

The dropdown menu for the 'Resit' 'Essay' row shows the following options: Grid entry (highlighted), Barcode/individual entry, and Remove marks.

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

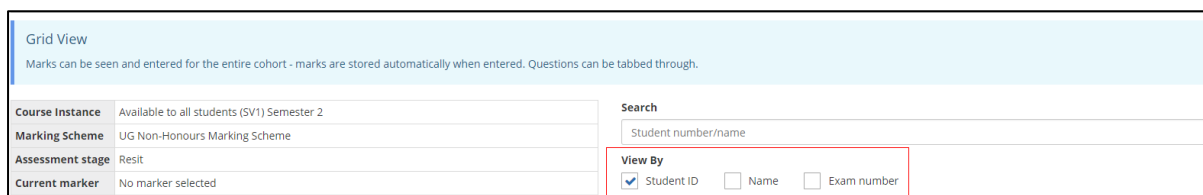


4. View, sort and search for students

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

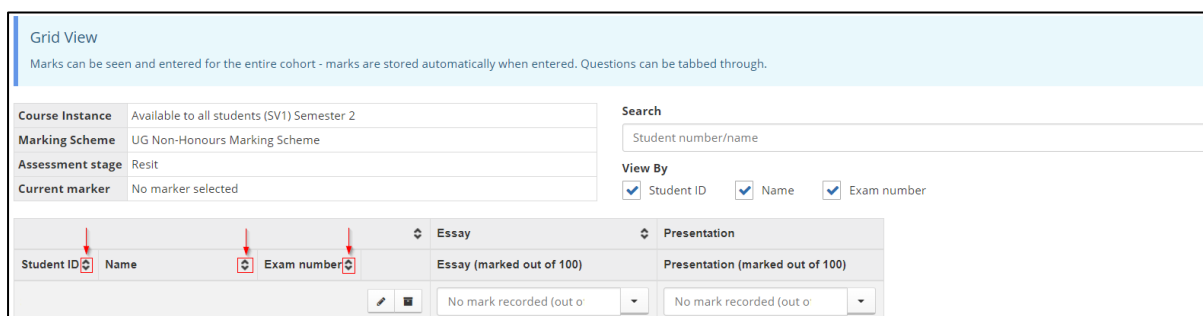
View By

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



Sort

Choose which identifier to sort the list by:



Search

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

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: Resit
 Current marker: No marker selected

Search: s

View By: Student ID Name Exam number

Student ID	Name	Exam number	Essay	Presentation
			Essay (marked out of 100)	Presentation (marked out of 100)
s			No mark recorded (out of 100)	No mark recorded (out of 100)

5. Enter marks

Key the mark into the relevant box and then:

- Press tab to move across to the right (or below if it's at the end) – this will automatically save the mark
- Or press Enter/click out of the box to automatically save the mark

Once it's been saved you'll see a tick appear beside the mark

Student ID	Name	Exam number	Essay	Presentation
			Essay (marked out of 100)	Presentation (marked out of 100)
			50 ✓	40 ✓
			32 ✓	85 ✓
			45 ✓	40 ✓

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:

Student ID	Name	Exam number	Essay	Presentation
			Essay (marked out of 100)	Presentation (marked out of 100)
			50 ✓	40 ✓
			32 ✓	85 ✓

Enter the notes and then press save note:

Add a note - ✕

Note *

Save note
Cancel



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

View mark change log

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

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	
Marking Scheme	UG Non-Honours Marking Scheme	Student number/name	
Assessment stage	Resit	View By	
Current marker	No marker selected	<input checked="" type="checkbox"/> Student ID <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Exam number	

Student ID	Name	Exam number	Essay (marked out of 100)	Presentation (marked out of 100)
			50	40
			32	85

Note: In the screenshot, a red arrow points to the archive icon (a small square with a vertical line) in the first row of the table, which is highlighted with a red box.

Next steps

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