How to import resit marks

Process Overview

<table>
<tr>
<td>**1.** Click Enter Marks</td>
<td>**2.** Click the drop down arrow & select Import Marks</td>
<td>**3.** Select Marker if required and click continue</td>
</tr>
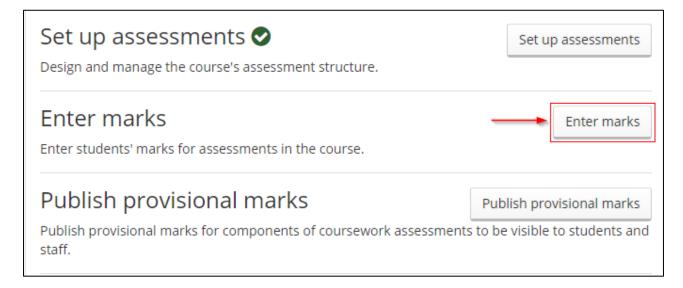<tr>
<td>**4.** Click Choose File</td>
<td>**5.** Locate and select your file for import</td>
<td>**6.** Click Import File</td>
</tr>
</table>

Step by Step Instructions

1. Click Enter Marks

2. Click the drop down arrow and select Import Marks

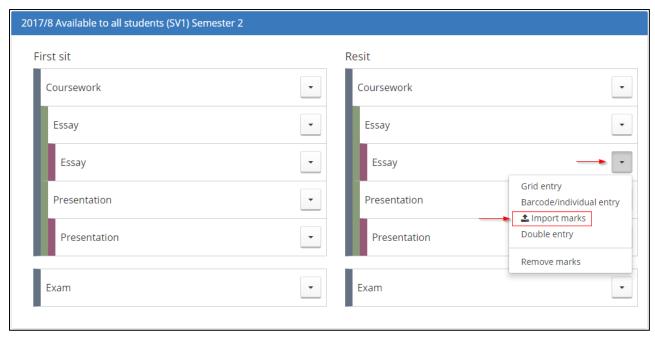On the resit side click the drop down arrow for the item or assessment you want and select Import Marks:

> **Note**
>
> If your assessment structure has an assessment with items and components, you can only import marks at the item level. This is because the system will calculate the component/assessment marks.
>
> If your assessment structure is an assessment level only, you can import at this level.
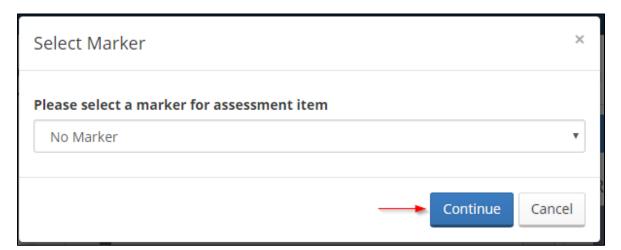
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3. Select Marker if required and click continue

If the Select Marker box opens, either select the name of the marker from the list, or leave this as "No Marker" and click continue.
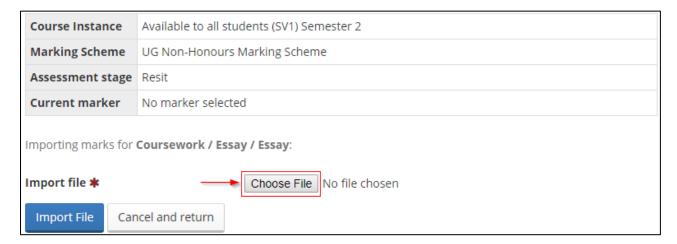

> **Note**
>
> You'll only need to select the name of the marker if you've set up a list of markers in the system and you record markers names against items or assessments.
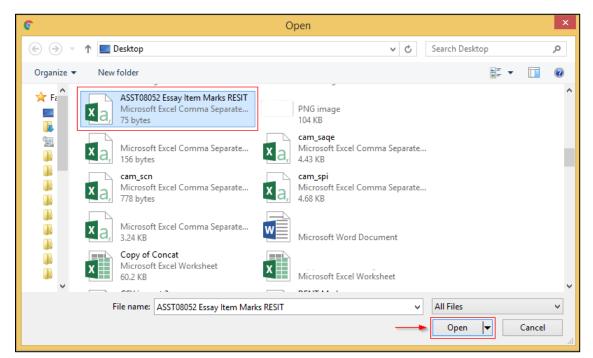
4. Click Choose File

Course Instance	Available to all students (SV1) Semester 2
Marking Scheme	UG Non-Honours Marking Scheme
Assessment stage	Resit
Current marker	No marker selected

Importing marks for **Coursework / Essay / Essay**:

Import file ✻ → Choose File No file chosen

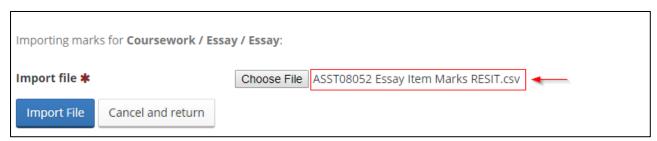Import File   Cancel and return

5. Locate and select your file for import

When the explorer box appears locate your file, select it, then click Open:

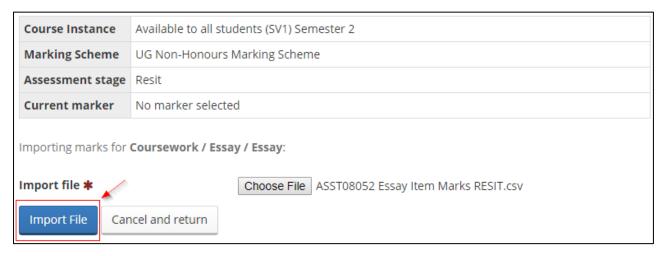You should now see the document name under the import file section:

Importing marks for **Coursework / Essay / Essay**:

Import file ✻   Choose File   ASST08052 Essay Item Marks RESIT.csv ←

Import File   Cancel and return

6. Click Import File

Course Instance	Available to all students (SV1) Semester 2
Marking Scheme	UG Non-Honours Marking Scheme
Assessment stage	Resit
Current marker	No marker selected

Importing marks for **Coursework / Essay / Essay**:

Import file ✱   Choose File   ASST08052 Essay Item Marks RESIT.csv
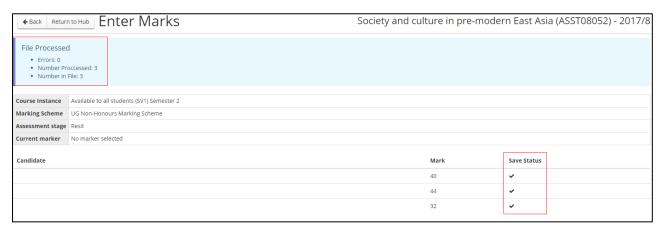
[Import File]   [Cancel and return]

You will now see a processing bar to indicate the marks are being imported:

When the import is successful the Save Status will change to a tick beside each student's name.

You'll also see a "File Processed" summary at the top telling you how many were processed and if there were any errors

When you have finished, click Back or Return to Hub: