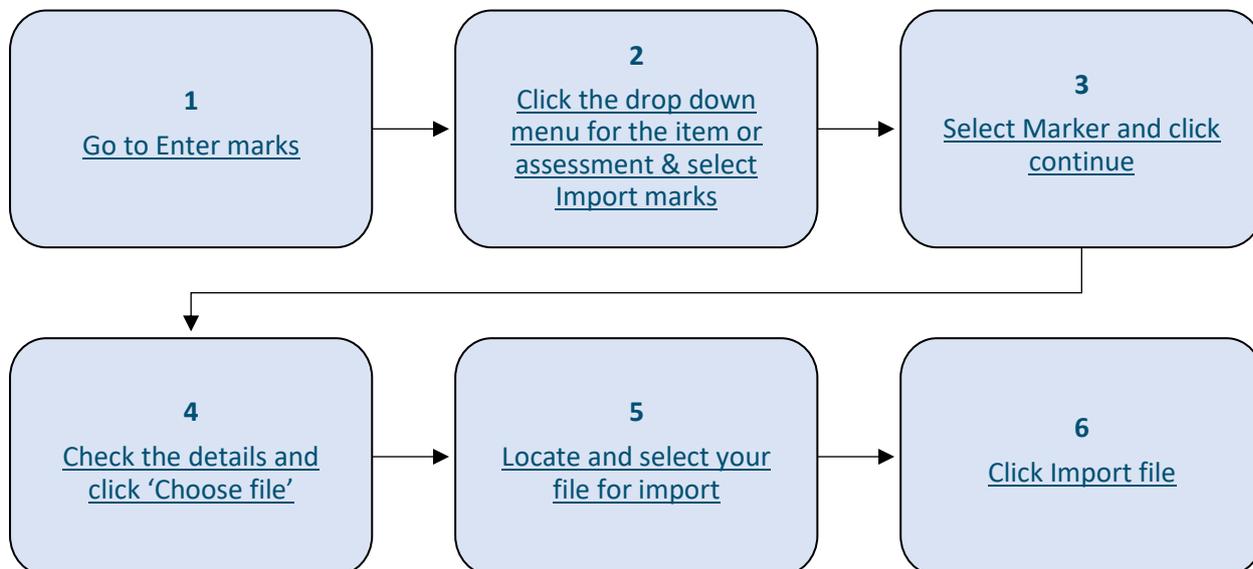


Import marks

Process Overview



Step by Step Instructions

1. Go to Enter marks

Set up assessments ✔ Set up assessments

Design and manage the course's assessment structure.

Enter marks Enter marks

Enter students' marks for assessments in the course.

Publish/unpublish provisional marks Provisional marks

Publish or unpublish item or assessment marks during the course. This will **not** publish/unpublish the final course results.

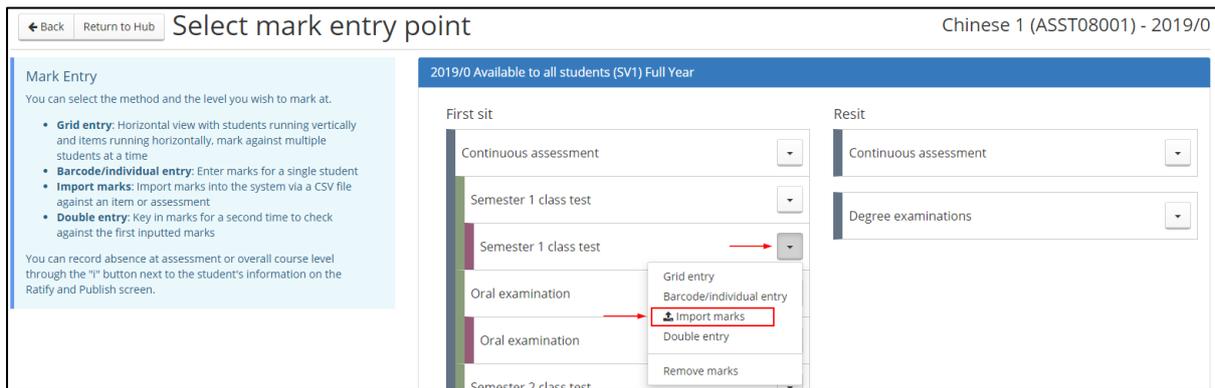
Calculate course marks Calculate marks

Calculate students' final marks for the course. Components which have been disregarded for special circumstances will not be included in this calculation.

Calculated marks are **not** automatically published.

Note that you can now calculate course marks through the "process course results" page below.

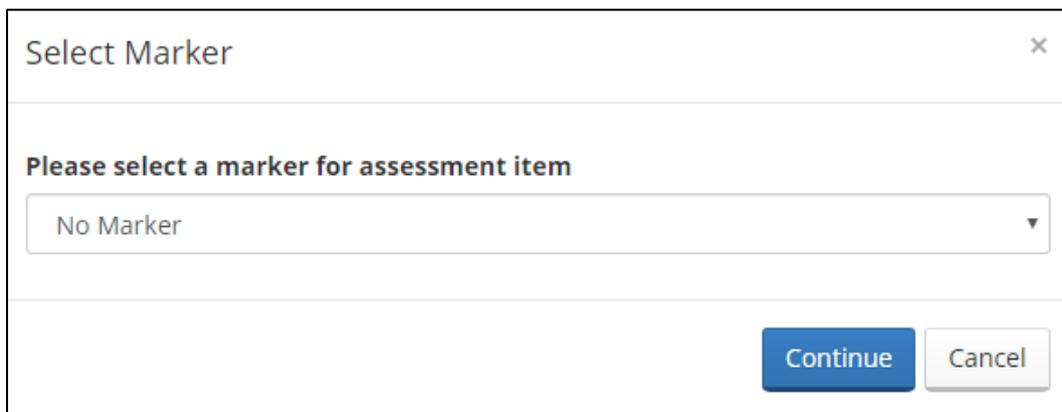
2. Click the drop down menu for the item or assessment & select Import marks



3. Select Marker and click continue

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

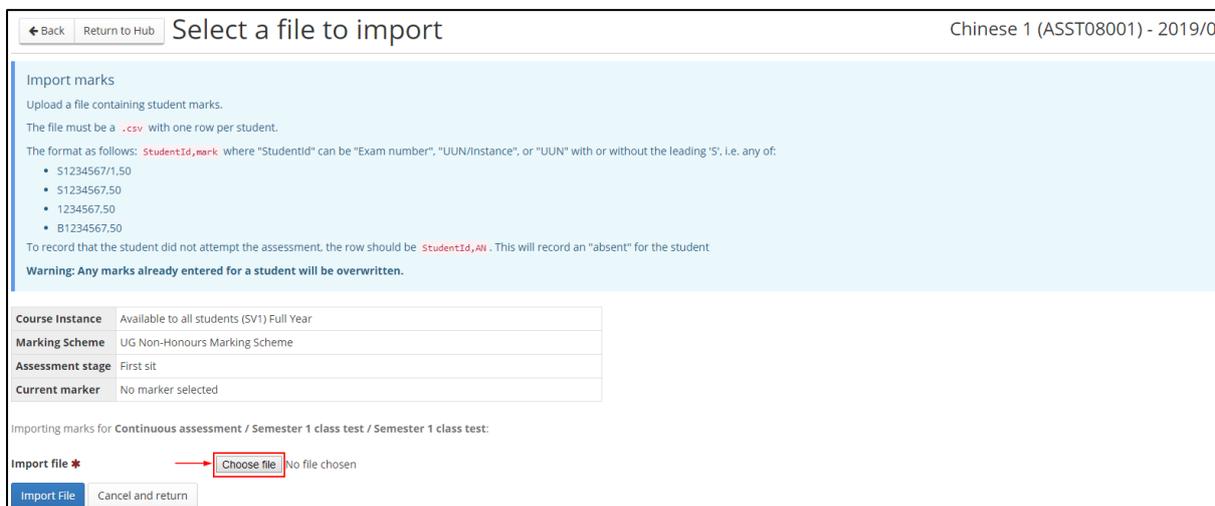
- If markers have not been set up on the course then select 'No marker'
- If markers have been set up then select the name from the list



4. Check the details and click 'Choose file'

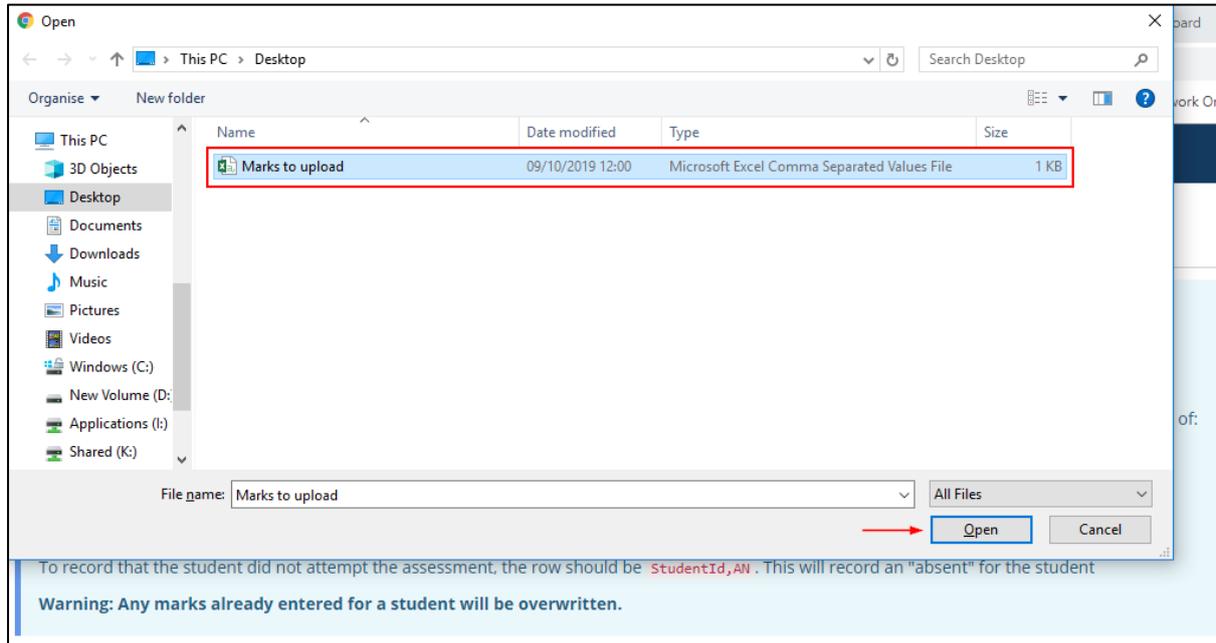
Read the guidance and check that the item or assessment you're importing for is the correct one.

Click 'Choose file' at the bottom of the page:

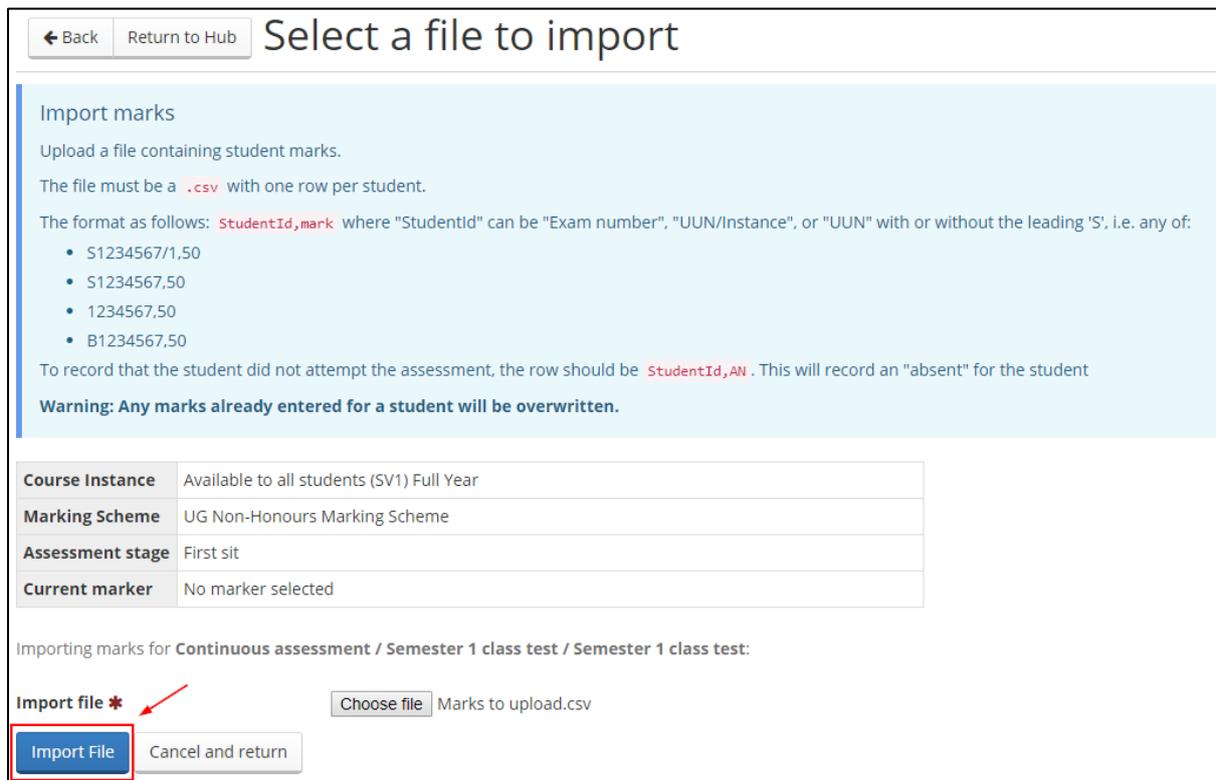


5. Locate and select your file for import

When the explorer box opens locate your file, select it and click Open:



6. Click Import file



This will take you to another screen and begin importing marks.

If there are existing marks for the students you may see a warning message:



Existing Marks for Students being imported ✕

There are existing marks for students being imported (12 students currently have marks). The current marks for these students will be overwritten.
Do you wish to continue?

Continue
Cancel

Once the mark has been saved for each student a tick will display under the 'Save status':

← Back Return to Hub
Enter Marks
Chinese 1 (ASST08001) - 2019/0

Marks are being imported...

Course Instance	Available to all students (SV1) Full Year	
Marking Scheme	UG Non-Honours Marking Scheme	
Assessment stage	First sit	
Current marker	No marker selected	

Candidate	Mark	Save Status
	48	✓
	64	↻
	89	↻

Once the import is complete, you'll see a summary at the top of the page showing how many marks were imported and if there were any errors:

← Back Return to Hub
Enter Marks

File Processed

- Errors: 0
- Number Processed: 12
- Number in File: 12

Course Instance	Available to all students (SV1) Full Year
Marking Scheme	UG Non-Honours Marking Scheme
Assessment stage	First sit
Current marker	No marker selected

Next steps

You can now click Back to return to Enter marks, or Return to Hub to go to the home screen.