Log-in to My Students

1. Select Academic Mark Entry

Home	Online Mark Entry All Online Mark Entry links are on this page					
Admissions	Andresia Mark Faters	1				
Mark Entry	Enter module marks (Academic)					
Academic Reports	Mark Entry Quick Guide	(Fia 1)				

2. Select Enter module marks

University of HUDDERSFIELD					Logged In test							
Home	Module Mark Entry											
Admissions	Select Module	ect Module										
Mark Entry	This page allows you to select which module you wish to proce	nis page allows you to select which module you wish to process within Module Mark Entry.										
Academic Reports	Selection Criteria											
External Examiners	Enter any selection criteria in the fields below and then use the Retrie	ve button to display the re	cords. * can be used	as a wilcard character, and	the List buttons will displa	y a list of valid values.						
Page (EEX)	Module Occ Year	Period	Level	Department	Domain	Status						
Evaluation	List Search	t List	List	List	List							
Research		Ľ										
Results Key Dates and Milestones (DESULTS, MILE)	Process Options Select the sort order to use when displaying records (leave blank to u	se the default order) and t	hen use the Retrieve	button to list the available i	modules.							
Logout		Sort Order	Module •	۱.								
Top of Page 1		Clear	Retrieve	;								
		`										

(Fig 2)

Leave all fields blank for all modules that you can enter marks for. Otherwise, enter module, occurrence (place and month of entry) and/or year if required.

3. Click Retrieve to list all the modules that you can enter marks for.

Either a Module, or a list of Modules, will be displayed.

Module List	Aodule List												
Shown below	Shown below are all of the available modules. Select one using the button to the right of the module you wish to view.												
Module	0cc	Year	Period	Students	Name	Status	Select						
BIH2001	QGA	14/15	YEAR	34	Management theory and Practice for Hospitality, Travel and Tourism Industries	Available	>>>						
BIH2001	QGA	13/14	YEAR	48	Management theory and Practice	Available	>>>						
BII2031	AUA	14/15	YEAR		Management of Hospitality Organisations	Available	>>>						
BII2031	AUA	13/14	YEAR	78	Management of Hospitality Organisations	Available	>>>						

(Fig 3)

4. Select the Module for which you have marks to input by clicking on the relevant Select button.

If you are marking **Defers**, use the previous academic year.

If the Status is not Available contact your school office to update the MAV Status to A.

If there are no students appearing check with your school office (e.g. may need to create assessment records in SAS)

Modules Components.

Leaving blank will display all available assessments for marking.

- 01 and 02 etc are usually for the first take components
- 101 and 102 etc are the Trailing components of a module
- Choose the component you need to enter marks for by ticking the **Select** box(es). <u>Don't mix</u> <u>different Group assessments</u> (eg 01 and 101).
- Click the Enter Assessments (New Version) button. Use Enter Re-assessments (New Version) for resits.

Module Details													
Shown belo	Shown below are details about the current module												
Module		0cc	Year	Period	Students	Name							
BIH2001		QGA	13/14	YEAR	48	Managem	ent theory and	Practice					
Assessme	nt Items												
Shown belo available no that indivi	w is a list of av ext to that cor dual componen	vailable assess mponent which t can be select	ment items for the h can be used to se ted.	chosen module. Se lect which section	elect the components the sand questions you with	nat you wish to enter sh to enter marks for.	marks for. Should Please note that	l a component require t if a selected compone	question-level mari ent does require qu	< entry a button will be estion entry then only			
Seq	Туре	Descriptio	n	Weigh	t Q Mark	Group	Q Set	Grd Only	Final	Select			
01	CW	2500 word	essay	40%	-	-	-	No	No	Ø)			
02	EXAM	2.5 hour e	xam	60%	-	-	-	No	Yes	·			
101	CW	2500 word	essay	40%	-	Т	-	No	No				
102	EXAM	2.5 hour e	xam	60%	-	Т	-	No	Yes				

(Fig 4)

1. Select assessment or leave blank for all



Choose the sort order, whether to include marked students, student id(s) to mark, and then select which option you wish to run



(Fig 5)

- 2. You can select to display either all students or only those who have no marks entered
- 3. Select either Assessments or Re-assessments

The following screen will then be displayed

E	Enter Marks/Grades											
E	Enter the marks/grades in the boxes below and use the Store button to save. When finished, Quit will return you to the previous screen.											
	45 Students Listed 01 - CW 40% 2500 word essay											
	Student Id	Name	Attempt		Mark	Grade						
	1200 1200 100 Edd 200 1											
(F	ig 6)											

Enter the marks by placing a number in the **Mark** column, the **Grade** column will be automatically calculated from the mark entered by the system when the page is stored, as shown below.

En	Enter Marks/Grades												
En	Enter the marks/grades in the boxes below and use the Store button to save. When finished, Quit will return you to the previous screen.												
	45 Students Listed 01 - CW 40% 2500 word essay												
	Student Id	Name		Mark Grade									
	12	All Satisfies Entry :	1		35	R	????						
	12	Be are particip	1		40	D	????						
	12	Banger (Fr Cyf Caf	1		80	А	????						

(Fig 7)

For Ungraded modules simply enter P=Pass, R=Refer, F=Fail.

When each page is completed then store (ASIS speak for Save) and move to the next page by clicking on the appropriate button.

The options are:

- o Store and Next page, this will save the input in the current page and move to the next page,
- o Store, saves the current page,
- Quit without storing, returns the user to the component listings page <u>without saving any input</u> <u>done since the last Store.</u>

However, note the table below as you may have to override a grade with a special code.

Table of special codes that you will need to use in following cases

Code	Reason
TP	Tutor Reassessment pass (40%)
TR	Tutor Reassessment referred; TR for graded assessment (<=39%)
RT	RT for ungraded (pass/refer/fail) assessment
TF	Tutor Reassessment fail - for ungraded modules only
L	Enter 0 and L if the work has been submitted on time but has not been marked by CAB date

Codes that administrator may have input. Leave these alone!

WD	Student withdrawn or suspended after 1 st December
NS or NW	Non submission of work
ХР	Misconduct Reassessment pass (40%). Check with your admin contact if you or an appointed person is to enter academic misconduct marks and grades.
XR	Misconduct Reassessment refer (<=39%). Check with your admin contact if you or an appointed person is to enter academic misconduct marks and grades.
XF	Misconduct Reassessment fail - for ungraded modules only
EC or EL	Extenuating circumstances, EC if applied for before deadline, EL if after deadline
UI, PL, X1, X2 and X3	Academic misconduct codes: UI Under Investigation; PL Preliminary level penalty awaiting rework; X1,X2,X3 first, second and third level penalties

ERRORS

• Invalid combinations of mark and grade are highlighted with ****

Change	Changes Not Stored - Error in Mark and/or Grade \$IW_M\$A_034											
On mu	e or more of the a ist be corrected be	ssessments contains an erro fore the page can be stored	or in	a mark or grade field. These	e have been marked	with **** and						
				14	<u> </u>							
****	Oper-Michilesia	PS-law DR.JHL		50	TP	****						
5' 0)												

(Fig 8)

Here, it is not valid to have a mark above 40% with a Tutor Reassessment grade.

Amend the mark and/or grade as appropriate and store.

Calculation of the module mark

Once marks have been entered for all components the Module Mark can be calculated. Select the module you want to calculate, then from the next page that lists all the components click on the **View Module Results** button. (Use re-assessment button for resits)

Sort records by	Student Name 🔻
Display	Unmarked students v
Student id (optional)	
View Standard Letter	N/A 🔻
Enter Assessments	Enter Re-assessments
Export Marks	
Calculate Moo	dule Results
View Module Results	View Re-assessment Results
Go Ba	ack (Fig 9)

• Click on the Calculate Module Results button at the bottom of the screen

1200200	ZI 🥕 😽 X 🐝 🕼		?	?	?	?	?
		Enter Assessment Marks	Enter Re-assessme	ent Marks C	alculate Module Results	Go Back	
					`		

(Fig 10)

• The following screen will be displayed. Check the correct module is being calculated. Then click on the **Calculate** button

Home	Module Mark Entry											
Admissions	Calculate Module Results											
Mark Entry	This page shows the mod	dule occurrence	e to be calculated.	Users can then go ahead	with the calculation or cance	L						
Academic Reports	Calculate	Calculate										
Evternal Examinare	The module occurrence th	at will be calculate	ed is shown below. Use	the Calculate button to co	ntinue or Cancel to return to the	Select Assessments page.						
Page (EEX)	Module	0cc	Year	Period	Students	Name						
Evaluation	BIH2001	QGA	13/14	YEAR	48	Management theory and Practice						
Research					Select Module Calcu	late Cancel						
					· · -							

(Fig 11)

- The calculation will take place. This can be run more than once. Contact you school office if there • are any errors.
- In this example some students have not had their marks entered, enter the marks and re-run. •
- To see the module results go back into View Module Results. •

Module Mark Entry									
View Module Results	5								
This page displays	the module re	sults for the sel	ected module.						
Module Details									
These are the deta	ails for the currer	nt module							
Module	Occ Year Period		Students Name		•				
BIH2001	QGA 13/14 YEAR			48 Management theory ar		I Practice			
Results									
Shown below are t	he student modul	e results for the s	elected module occu	urrence					
	Student					Module		01 - CW 40% 2500 word essay	
Code	Name			Act	Mark	Grade	Result	Mark	Grade
172,448 1	A: 📲 🖏 🎉 Er 🦡 🄐			*	?	?	?	35	R
12772534	Brink averagin, Py (N \$4			*	?	?	?	40	D
13*4.50**	B🚧 🖍 🖏 C 📽 🛸			*	?	?	?	80	A
1.50741-02	B 🔪 🛤 NI	Mark.		*	?	?	?	?	?
(Fia 12)									

(Fig 12)

- Note in the example where the calculation has been performed when not all the marks have been • input. The question marks are returned for students who do not have any marks or have insufficient marks input. This is quite normal and to be expected.
- NB Result of D is for Defers and Refers, grade of R signifies Refer and EC for Defers •