

Marks Entry via E-Vision

St Mary's University

Dec 2021 Final v1

Key Sections:

Trouble Shooting – slide 9

How to perform Marks Entry once in E-Vision – slides 12 to 18

Entering Marks/ LoA/ Uni EC/ Late Marks etc – slides 19 to 21

Glossary starts from slide 33

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reference slides marked with*

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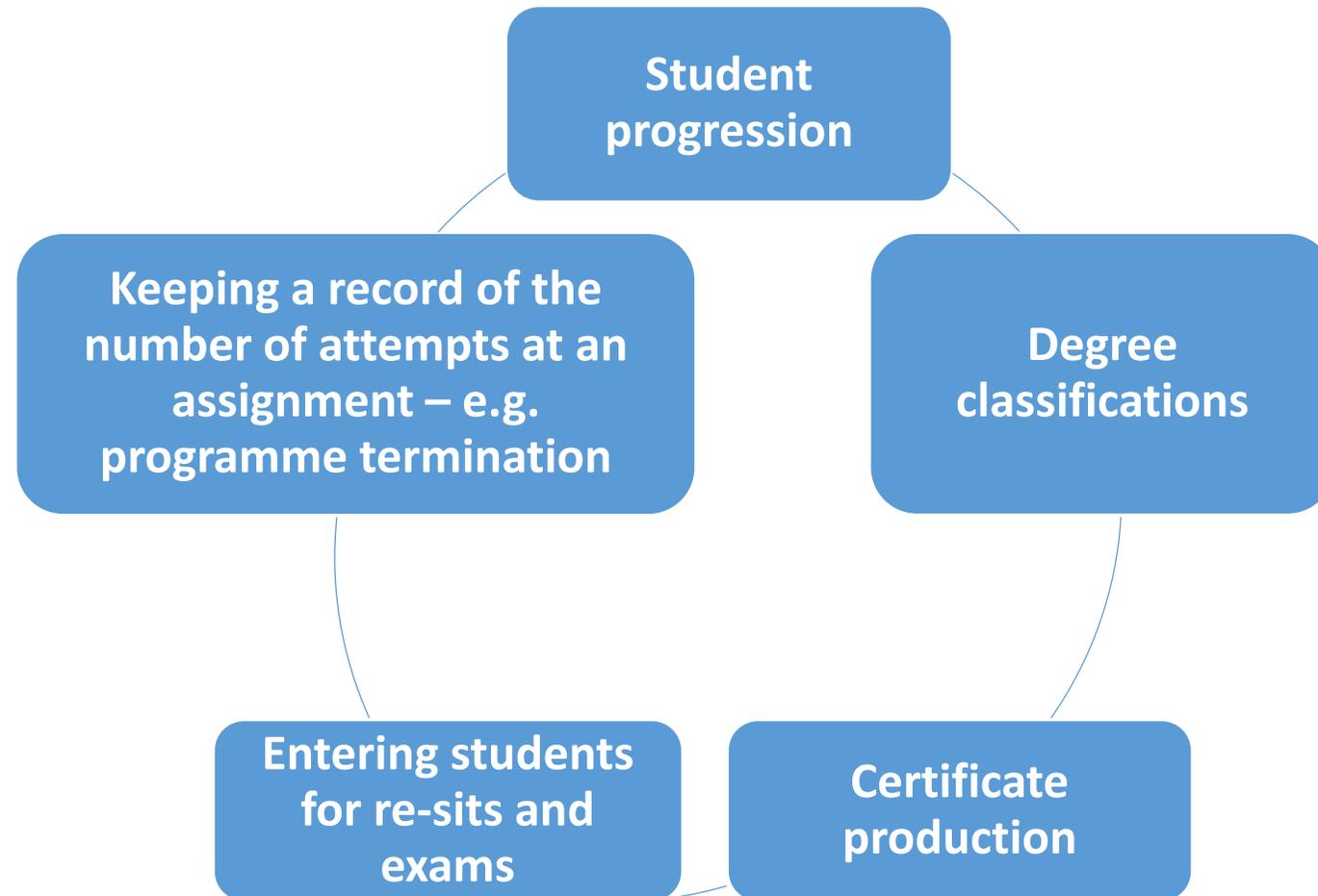
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Why is accurate Mark Entry important?



Important to Know

As with QL, it is essential that an accurate mark history is kept for each student.

A mark should be recorded for each attempt of an assignment, even in the case of a non-submission.

Where a student does not submit an assignment/ take an exam then you must enter

Mark of ZERO

Grade of NS

Overview of the Marks Entry Process in SITS (Non-Collaborative Partners)

	Responsibility	
1	Academic	Marking and moderating assessments
2	Academic	Entering assessment marks into SITS and Calculating Marks
3	Admin	Programme Exam Board scheduling notetaking Extract Module Assessment Report and circulate as part of the Prog Exam Board papers Note taker at Programme Exam Board
4	Admin/Acad/Registry	Post Programme Exam Board tidy up
5	Admin	TMR (Tick Module Result) Dates for TMR are directed by Registry
6	Registry	The Exams Team in Registry collate the necessary paperwork for the University Pre-Exam board and University Exam Boards The University Exam Boards decide student progression and completion
7	Registry	Post University Exam Board – marks are APPROVED, and results are distributed to students

Marks Entry Process For Collaborative Partners

External bodies cannot access our SITS Platform which means we need to enter marks for them.

Each CP is different and the schedule may not always apply

	Responsibility	
1	Admin	Forward csv marks sheet to point of contact either at St Mary's or the Collaborative Partner
2	Collaborative Partner	Complete CSV marks sheet and return to administrator
3	Admin	Upload csv mark sheet into SITS (either via Client or E-Vision)
4	Admin	Calculate Module Results Programme Exam Board scheduling, Extract Module Assessment Report, notetaking
5	Admin/Acad/Registry	Post Programme Exam Board tidy up
5	Admin	TMR Tick Module Result. Dates for TMR are directed by Registry
6	Registry	The Exams Team in Registry collate the necessary paperwork for the University Pre Exam board and University Exam Boards The University Exam Boards decide student progression and completion
7	Registry	Post University Exam Board – marks are APPROVED and results are distributed to students

Trouble Shooting

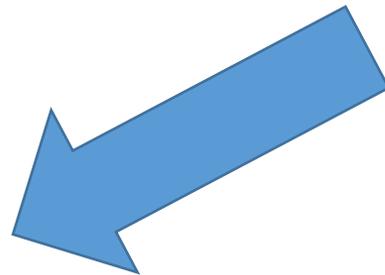
	Query	What to do
1	Can't access E-Vision	Email IT Helpdesk – all staff should have access to e-Vision. Below is the URL for ease https://evision.stmarys.ac.uk/urd/sits.urd/run/siw_lgn
2	Can't see the Module Marks Entry Container or Modules for entering marks	Contact your administrator who can check and provide access by adding you as a marker to the necessary modules
3	Can't see all your students when entering marks	Academic: Please email exams@stmarys.ac.uk as there may be issues with the student record Please state all relevant information - module code, module name and query
4	You see students who shouldn't be on your modules for marks entry	Academic: please email exams@stmarys.ac.uk as there may be issues with the student record Please state all relevant information – regnum, module code, module name and query
5	Unable to TMR	Admin: Log this via the Issues Spreadsheet in Teams (please check that modules have been calculated first)
6	Unable to upload csv marks sheets	Check that the marks sheet has not been re-formatted as the system will not accept any variation to format and retry If issue continues email exams@stmarys.ac.uk
7	Assessment Name is incorrectly displayed	Contact you administrator in the first instance Any changes to assessment name/ weighting will need to be referred to QS. Administrators will not have access to SITS for this function

Navigation – how to find SITS e-Vision

You can access e-Vision through the St Mary's University Staff Pages.
Enter you regular login credentials

Systems

- [CELCAT timetables](#)
- [Moodle](#)
- [Office 365 \(Email\)](#)
- [Open Research Archive](#)
- [PeopleNet](#)
- [Personal Tutoring Dashboard](#)
- [SimmPay: Cashless Catering](#)
- [SITS: e:Vision Portal](#)
- [SMRS Reporting](#)
- [Vevox](#)
- [Zoom](#)



e-Vison Home Page

Navigate to the menu bar along the top and select Admin



St Mary's
University
Twickenham
London

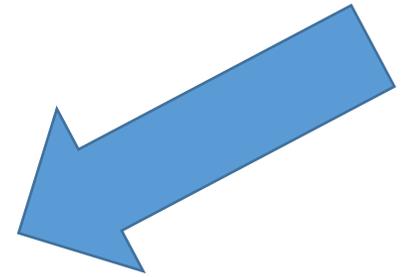
Clearing

Curriculum Management

Staff

Funding

Admin



Module Marks Entry Container

Navigate to the Module Marks Entry Container

Module Marks Entry

New

Enter Marks for Your Modules

Academic access - This is where you will enter your module marks

Enter/Process Marks (Admin)

Admin access –Additional functionality

Manage Module Convenors

Admin access –This is where we can manage Module Convenors

Manage Markers

Admin access – This is where we can manage assessment markers

Academic View Module Marks Entry

By selecting this function, you will be able to view all the modules you are able to enter marks into.

Action: From here select the module for entering marks by clicking the blue select button (far right-hand side).

This will take you to a new window where you can select the individual assessment element. **NOTE:** You can sort the list by clicking in the white space next to the column heading and grey arrow will appear.

Module List										
Module	Name	Occ	Year	Period	Students	Module.Marks	First Attempts	Retakes	Status	Select
FDY3001	Personal Learning Competencies	SMF01	2021/22	SEM1	63	13/63	001 - 13/63 002 - 13/63		Available	Select

Trouble shooting: If you can't see a module, you should have access to then, contact your administrator who can investigate and provide access

Module Marks Entry – Headings Explained

Module	Name	<u>Occ</u>	Year	Period	Student	Module Marks	First Attempts	Retakes	Status	Select
FDY3001	Personal Learning	SMF01	2021/22	<u>Sem 1</u>	63	0/63	001 - 0/63		Available	Select
							002 - 0/63			
Module Code	Module Name	Occurrence	Year of delivery	Semester teaching is delivered	No of Students	The number of marks already entered	Shows number of assessments elements for this module for first attempt	This will populate if you need to enter marks for re-siting students	Shows that this module is available for you to enter marks	Click her to select the module for entering marks
		SM - St Mary's								
		F - Face to Face								
		01 - Full Time								
		Other variations available in info								

Module Marks Entry – Access Student Assessments

After you have hit the blue select button, you will be taken to
A new screen with 3 containers (Module Details, Assessment Elements and Select Options)

Module Mark Entry

Access Student Assessments

Module Details

Year	2021/22	Period	SEM1
Module	FDY3001	Name	Personal Learning Competencies
Occ	SMF01	Students	63

Assessment Elements

Seq	Type	Description	Weight	Q Mark	Assessment Group	Q Set	Grd Only	Final	Select
001	C		60%	29.50	-	-	No	No	<input type="checkbox"/>
002	OP		40%	29.50	-	-	No	No	<input type="checkbox"/>

Select Options

Sort records by	<input type="text" value="Student Name"/>	Display	<input type="text" value="All students"/>
Regnum (optional)	<input type="text"/>	Batch (optional)	<input type="text"/>
View Standard Letter	<input type="text" value="N/A"/>		

Module Mark Entry – the 3 containers explained

- 1. Module Details** – summary of module information eg Academic Year, Module, Occurrence, Period, No of Students
- 2. Assessment Elements** – displays in more detail the assessment elements. **Action:** you can choose to enter marks for one or both of the elements at the same time by ticking the appropriate box
- 3. Select Options** – you can select the sorting order of your marks entry eg alphabetically student name or regnum.

You can choose to view individual students

You can select to display all students or unmarked students

Action: Once you have selected your viewing criteria select click on the **Enter Assessment Marks** button (highlighted in red)

This will take you to a new screen where you will be enter the marks

The screenshot shows a 'Select Options' form with the following elements:

- Sort records by:** Student Name (dropdown)
- Display:** All students (dropdown)
- Regnum (optional):** (text input)
- Batch (optional):** (text input)
- View Standard Letter:** N/A (dropdown)

Below the form are several buttons:

- Enter Assessment Marks:** Highlighted with a red border and a blue arrow labeled 'Enter Marks' pointing to it.
- Enter Re-assessment Marks:** (unhighlighted)
- Import Marks:** (unhighlighted)
- Calculate Module Results:** Highlighted with an orange border and a blue arrow labeled 'Calculate Module Results' pointing to it.
- View Module Results:** (unhighlighted)
- View Re-assessment Results:** (unhighlighted)

Enter Assessment Marks

Enter Marks

Search for ID or Name

Student	Name	Status	Attempt	Mark	Grade
		C	1	<input type="text" value="45.00"/>	<input type="text" value="P"/>
		C	1	<input type="text" value="45.00"/>	<input type="text" value="P"/>
		C	1	<input type="text" value="55.00"/>	<input type="text" value="P"/>

001 - Coursework 60%

Mark	Grade
<input type="text" value="45.00"/>	<input type="text" value="P"/>
<input type="text" value="45.00"/>	<input type="text" value="P"/>
<input type="text" value="55.00"/>	<input type="text" value="P"/>

002 - Oral Presentation 40%

Mark	Grade
<input type="text" value="89.00"/>	<input type="text" value="P"/>
<input type="text" value="45.00"/>	<input type="text" value="P"/>
<input type="text" value="25.00"/>	<input type="text" value="F"/>

Action: Enter Element 1 module marks here

Action: Enter Element 2 module marks here

NOTE: Only enter the MARK. Do not enter anything in the Grade cell, the Grade will be populated based on the Mark. The SAVE button is located at the bottom of the page.

NOTE: The only exception is for a non submission where you can overwrite the F to a NS (please see slides 19, 20 and 21).

Inputting Marks I

1	Entering Numerical Marks	Mark Cell – enter Mark Grade Cell – this will be auto populated based on the Mark
2	Overwriting a Mark <ul style="list-style-type: none">• If an error has been made or you need to overwrite the 0/NS you can do this very easily.• Select the student that needs their mark amending and delete the content in the that cell and select SAVE.• Return to the same student and re-enter the correct mark and select SAVE.• This can only be actioned prior to TMR.• If you spot something after TMR – refer to exams@stmarys.ac.uk	
3	Non-Submissions ie If a student has not submitted any work If you need to overwrite a 0 NS follow same process as for 3 above	Marks Cell – enter 0 Grade Cell – enter NS NOTE: please overwrite the F that will automatically appear in the Grade cell and replace with NS

Inputting Marks II

4	<p>Students on Leave of Absence</p> <p>NOTE: In most cases students on LoA will not appear/ be available for entering marks as they will have been removed from their modules. NOTE: This does depend on when the student applied for LoA.</p>	<p>Academics: Please email exams@stmarys.ac.uk if you have any queries</p> <p>Action: If the mark you want to enter is anything other an 0, then enter it. If the mark you want to enter is 0 then email exams@stmarys.ac.uk to check.</p> <p>You can identify current LoA students by reviewing the 'Current Leave of Absence' Report on e-Vision Link to current LoA students on E-Vision</p>
5	<p>Academic Misconduct (AMC)</p> <p>NOTE: Once work has been referred to AMC the AMC team will enter 0/A0 to show that a case is pending. After a panel if a finding is made the AMC team will alter the mark to either 0 /A1 or A2 etc as necessary. If there is no finding the AMC team will delete the 0/A0 enabling the academic to enter the assessment Mark via E-Vision</p>	<p>For possible AMC cases academics should mark the assessment in the usual way, accounting for possible misconduct. Please keep this mark safe but do not enter into SITS just yet.</p> <p>Action: Leave the Marks Cell Blank</p>

Inputting Marks III

7	<p>University Extenuating Circumstance (EC) NOTE: Providing the Uni EC is in place on the record, the students' attempt numbers in STIS will not 'tick forward' so it will still treat their next submission as their 1st attempt despite it being entered on the resits menu.</p>	<p>If an assessment has not been submitted enter Marks Cell – enter 0 Grade Cell – enter NS Registry will overwrite the NS if the EC is approved</p>
8	<p>Programme EC</p>	<p>If work has been submitted on time, enter the mark If work has not been submitted enter 0 / NS It is the student's responsibility to apply for a Uni EC</p>
9	<p>Late Marks (NOTE: TMR = Tick Module Result. Administrators perform this action after the Programme Exam Board and is sets the marks in SITS ready for the University Exam Board)</p>	<p>Marks can be entered up until TMR. Marks cannot be entered by administrators or academics once the modules has been TMR'd. If you enter late marks between programme exam board and TMR they will need to ratified via Chairs Action (Prog Exam Board level). If you need to add late marks please contact exams@stmarys.ac.uk. NOTE Exams may not always be able to facilitate this request in time for the university exam board</p>

After you have entered Marks you can **Calculate Module Results**

You can perform this action during or after you have entered all the marks for your module.

This will calculate the overall module mark so that you can have sight of all the assessment marks for your module.

You can calculate multiple times.

How to Calculate Module Results

The Calculate Module Results button can be found in 2 places

1. At the bottom of the marks entry screen (next to the save button)

The screenshot displays a marks entry interface. On the left, a blue rectangular area is highlighted with a white border and corner handles. To its right is a table with two rows of data:

C	1	45.00	P	45.00	P
C	1	0.00	NS	25.00	F

Below the table, the text "Showing page 1 of 7 with 10 records per page" is visible. A pagination control shows buttons for "First", "Previous", "1", "2", "3", "4", "5", "Next", and "Last". The "1" button is currently selected. At the bottom of the screen, a navigation bar contains four buttons: "Module List", "Back", "Save", and "Calculate Results". The "Calculate Results" button is highlighted with an orange border, and a large blue arrow points to it from the bottom right.

How to Calculate Module Results

2. An alternative way to calculate module results is by navigating to the 'Select Options' Container (box highlighted in orange below)

The screenshot shows a 'Select Options' container with the following elements:

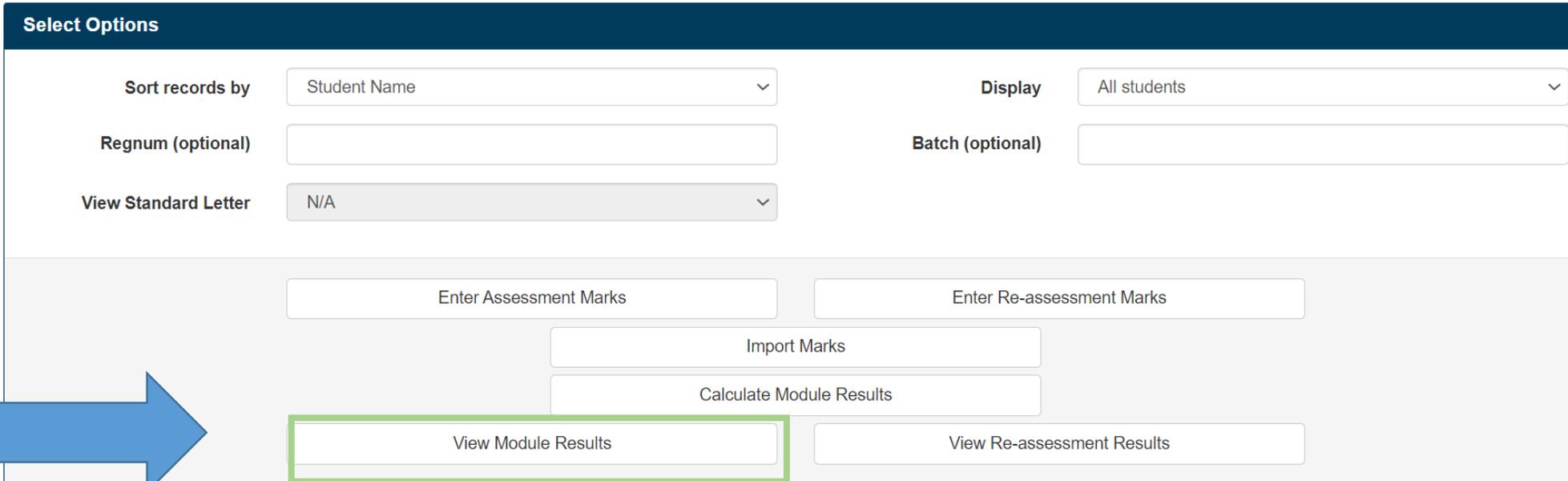
- Sort records by:** Student Name (dropdown)
- Display:** All students (dropdown)
- Regnum (optional):** (text input)
- Batch (optional):** (text input)
- View Standard Letter:** N/A (dropdown)
- Buttons:** Enter Assessment Marks, Enter Re-assessment Marks, Import Marks, Calculate Module Results, View Module Results, View Re-assessment Results.

The 'Calculate Module Results' button is highlighted with an orange border, and a blue arrow points to it from the right. Another blue arrow points to the 'Enter Assessment Marks' button from the left.

View Module Results

NOTE If you have clicked on the Calculate Module Result button when all the marks have **not** been entered it will show an error message, and that is because the system is expecting all marks to have been entered and calculated. Don't Worry – the system has still calculated the marks that you have entered.

To view the Module Marks return to the Module Marks Entry Screen and select **View Module Results** (green highlighted box)



The screenshot shows a web interface for managing module marks. At the top is a dark blue header with the text "Select Options". Below this are several form fields: "Sort records by" (dropdown menu with "Student Name" selected), "Display" (dropdown menu with "All students" selected), "Regnum (optional)" (text input field), "Batch (optional)" (text input field), and "View Standard Letter" (dropdown menu with "N/A" selected). Below these fields is a light gray area containing five buttons: "Enter Assessment Marks", "Enter Re-assessment Marks", "Import Marks", "Calculate Module Results", and "View Module Results". The "View Module Results" button is highlighted with a green border. A large blue arrow points from the left towards this button. To the right of the "View Module Results" button is another button labeled "View Re-assessment Results".

View Module Results

Below is screen shot of the View Module Results Screen

Results				Displays module mark and grade and result		Displays assessment element 1 mark and grade		Displays assessment element 2 mark and grade	
Student	Module					001 - C 60%		002 - OP 40%	
Code	Name	Act	Mark	Grade	Result	Mark	Grade	Mark	Grade
		*	62.60	P	P	45.00	P	89.00	P
		*	45.00	P	P	45.00	P	45.00	P
		*	43.00	FQ	D	55.00	P	25.00	F

NOTE: Act= Actual.

The * denotes that marks have not been agreed yet.

After Programme Exam Boards the administrators will action TMR (Tick Module Result).

This will agree the mark and the * will disappear.

Entering Re-Assessment Marks 1

- Text will appear under the Resit column to advise that re-assessment marks need to be entered
- Historic resits will be indicated by the Year (in the instance below the AY 2020/21 is highlighted in red)
- **Action:** Hit the blue select button to enter resit marks

Module Mark Entry

Select Module

Module List										
Module	Name	Occ	Year ↓	Period	Students	Module Marks	First Attempts	Resits	Status	Select
FDY3001	Personal Learning Competencies	SMF01	2021/22	SEM1	63	19/63	001 - 19/63 002 - 19/63		Available	Select
FDY3006	Thinking Critically, Creatively and Ethically	SMF01	2021/22	SEM1	63	0/63	001 - 0/63 002 - 0/63		Available	Select
FDY3013	Rights and Responsibilities I	SMF01	2021/22	SEM1	21	21/21	001 - 21/21 002 - 21/21		Available	Select
LAW4008	Sources of Law and Academic Legal Skills	SMF01	2021/22	SEM1	71	5/71	001 - 2/68	001 - 0/3	Available	Select
LAW4008	Source of Law	SMF01	2020/21	SEM1				001/03	Available	Select

Entering Re-Assessment Marks 3

A new screen will open

You will see the original mark and grade per student

Action: Enter the resit mark under the original mark and SAVE

Enter Marks

Search for ID or Name

Student	Name	Status	Attempt	Mark	Grade	Result	Mark	Grade
		C	1	0.00	F	D	<input type="text" value="0.00"/>	<input type="text" value="F"/>
			2				<input type="text"/>	<input type="text"/>
		C	1	30.00	F	D	<input type="text" value="30.00"/>	<input type="text" value="F"/>
			2				<input type="text"/>	<input type="text"/>

Original Mark (arrow pointing to the 'Mark' column)

Enter resit Mark here (arrow pointing to the empty 'Mark' input field)

Entering Re-Assessment Marks

Calculate and View Re Assessment Marks

- Select the Calculate Module Results Button
- Then return to the main screen and select the View Assessment Results button to see an overview of the module

Select Options

Sort records by

Display

Regnum (optional)

Batch (optional)

View Standard Letter


```
graph TD; A[Enter Assessment Marks] --> B[Import Marks]; B --> C[Calculate Module Results]; C --> D[View Re-assessment Results];
```

Enter Assessment Marks Enter Re-assessment Marks

Import Marks

Calculate Module Results

View Module Results View Re-assessment Results

After all the marks have been entered

Administrators will be able to extract a **Module Assessment Report** which can be used at your Programme Exam Board

This report provides the assessment information necessary for discussion and approval

Post Programme Exam Board and any following actions the Administrators will TMR (Tick Module Result) all the modules

The date for TMR is directed by Registry

Module Assessment Report

This is an example of a Module Assessment Report which should be presented at your Programme Exam Boards

NOTE: The format of the Module Assessment Report may not be suitable for all Programme Exam Boards in which case the extract from Client may be used.

Module Assessment Report for FDY3001 - Personal Learning Competencies

Report generated on 03/Dec/2021 at 12:36

Module Results (109)												2020/21~(All)~SEM1							
<p>i Borderline marks of <u>39.00</u> are highlighted in bold and underlined</p> <p>Please note: Statistics where shown will only be valid for initial assessments and overall marks. Re-assessment marks cannot be included</p>																			
Regnum	Surname and Initials	Coursework (60%)					Oral Presentation (40%)					Module Result							
		Actual Mark	Actual Grade	Agreed Mark	Agreed Grade	Cur Att	Actual Mark	Actual Grade	Agreed Mark	Agreed Grade	Cur Att	Actual Mark	Actual Grade	Agreed Mark	Agreed Grade	Cur Att	Com Att	Stat	Credits
		0.00	NS	0.00	NS	2	0.00	NS	0.00	NS	2	0.00	FN	0.00	FN	3	3	COM	0
		49.00	P	49.00	P	1	59.00	P	59.00	P	1	53.00	P	53.00	P	1	1	COM	20
		0.00	NS	0.00	NS	2	0.00	NS	0.00	NS	2	0.00	FN	0.00	FN	3	3	COM	0

Glossary

What the Grade Abbreviations Mean

	What the Grades Mean
RES= RESULT	P= Pass
	F= Fail (run out of attempts)
	D= Deferred - not passed and have more attempts left
GRD=GRADE	P= Pass
	F= Fail
	C= Credit Compensation
	AQ= Qualified Fail – Academic Misconduct AO= Entered by Registry Pending Academic Misconduct A1= Entered by Registry if a finding is made
	EC Extenuating Circumstances EA Extenuating circumstances with academic misconduct E0 An University EC is under consideration E1 An University EC has been approved
	FQ= Qualified Fail (achieved an overall pass mark but failed at least one assignment) FN= Fail Non Submission FA= Fail with Academic Misconduct
	NQ= Qualified Fail – non submission (achieved an overall pass mark but didn't submit at least one assignment) NS= Non Submission

Course Block and MAV Occurrences explained

Course Block	
01	Foundation Year
11	Year 1 UG and PGT
21	Year 2 UG
31	Year 3 UG

MAV	
Eg SMF01	Variations:
SM = St Mary's * (see next slide for more variation)	SI = SMULIC
F =Face to Face Delivery	D = Distance
01 = Full Time	02 = Part Time

Location codes of our Collaborative Partners

Prefix	Collab		Prefix	Collab
AN	ALRA North		MA	Maastricht
AP	Assumption University		ML	Mountbatten London
AS	ALRA South		MN	Mountbatten New York
BD	Pontifical Beda College, Rome		MY	Malaysia
BL	Berlin School of Language		NH	Northampton
CA	Carmel		OM	Omiros Aegean College
EM	EMD, Marseille		PM	Portsmouth
EX	Exeter		SC	PCP SCITT, Southampton
GF	GLF Schools		SH	Southampton
GL	Glyndwr		SI	St Mary's University London International College
IC	Institute Catholique de Paris		SJ	St Johns Seminary Womersh

Codes - Modes of Attendance

Code	Category
FT	Full time
PT	Part time
FA	Full time accelerated
SR	Suspended Repeat
FW	Writing up FT
PW	Writing up PT
FD	Dormant Previous FT
PD	Dormant Previous PT
SB	Sabbatical

Codes – Withdrawal codes

Code	Descriptor
W00	WD Withdrawn pending appeal
W01	WD Academic Failure
W02	WD Transferred
W03	WD Health Reasons
W04	WD Death
W05	WD Financial Reasons
W06	WD Other Personal Reasons
W07	WD Written Off, Time lapse
W08	WD Disciplinary
W09	WD Gone into Employment
W10	WD Other Reasons
W11	WD Academic Misconduct
W98	WD Reason unknown

Administration

Manage Module Convenors

- Select Manage Module Convenors in the Module Marks Entry container
- Enter your search selection criteria ie the module you need to change the MC and select Retrieve.
- You can enter the module code only and press Retrieve

Module Availability - Manage Module Convenors

Select Module Availability

Year *	<input type="text" value="2021/22"/>	2021/22
Module(s) *	<input type="text"/>	
Period *	<input type="text"/>	
Occurrence *	<input type="text" value="SM*"/>	
Convenor	<input type="text"/>	

How to Change the MC for a Module

1. If a number of modules appear select the number of modules that apply to the change
2. Select new convenor (start typing the MC name) and hit the button Apply to Selected

Module Availability - Manage Module Convenors

IMPORTANT - Store any changes before navigating to another page!

Selected Module Availability Records

Now showing records 1 - 1 of 1

Select Coordinator

Apply to Selected

Clear Selected

<input type="checkbox"/>	Year	Module	Period	Occurrence	Title	Convenor
<input type="checkbox"/>	2021/22	FDY3001	SEM1	SMF01	Personal Learning Competencies	 SHEELA PATEL

Clear

Store

TWO type in name of

ONE tick box

FOUR STORE TO SAVE

How to Manage Assessment Markers

- Select Manage Markers in the Module in the Marks Entry container

Module Mark Entry - Manage Markers

Manage Module Markers

Module Selection Criteria

Academic Year*

Module*

Occurrence

Marker

Actions

Process Copy Markers Replace Marker

Current Markers No valid modules

ID	Name	Type	Action
No information available			

No markers to show

New Marker No valid modules

Add New Marker

Marker Type

How to Change Markers

1. Select the module that needs a new marker or marker removed

Mandatory fields: Year, Module code

Optional fields: Occurrence Marker

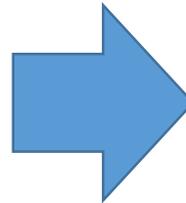
2. Hit View

3. You can use this function to copy selected marks from one module to another, or replace

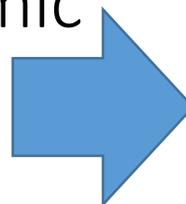
Module Selection Criteria

Academic Year*	<input type="text" value="2021/22"/>
Module*	<input type="text"/>
Occurrence	<input type="text"/>
Marker	<input type="text"/>

You can now see a summary of who is currently a marker for this module. Clicking the red cross will remove a marker



You can add a new marker here by typing in a persons name. Confirm the Marker Type as academic marker
Select Add Marker



Module Selection Criteria

Academic Year*

Module* Personal Learning Competencies

Occurrence

Marker

Current Markers for 2021/22~FDY3001

ID	Name	Type	Action
21687	Anthony Blurton		<input type="button" value="✘"/>
21687	Anthony Blurton		<input type="button" value="✘"/>
00909	James Fleming		<input type="button" value="✘"/>
PATELS	Sheela Patel		<input type="button" value="✘"/>

Showing 1 to 4 of 4 markers

New Marker for 2021/22~FDY3001

Add New Marker

Marker Type

Once you have hit Select the screen will refresh and you can view the revised list of Markers

Current Markers for 2021/22~FDY3001

ID	Name	Type	Action
21687	Anthony Blurton		✘
21687	Anthony Blurton		✘
00909	James Fleming		✘
21434	Lisa Wood		✘
PATELS	Sheela Patel		✘

Showing 1 to 5 of 5 markers

Previous

Next

Bulk changes to Markers

- You can make bulk changes to markers for modules using this section
- The 'Copy Markers' process will copy the markers from one module to another
- The 'Replace Markers' process will replace one marker of a module to a different marker

Manage Module Markers

Module Selection Criteria

Only specify an occurrence if you wish to restrict markers/administrators to a specific occurrence. Leaving it blank will permit access to all occurrences of the module for the specified academic year.

Academic Year* 2021/22

Module*

Occurrence

Marker

View

Actions

Process Copy Markers Replace Marker

Copy Markers from module to another

- Enter original module code on the left hand side and click View eg ABC4001
- Check the Copy Markers indicator on the right hand side
- Enter the new module code that needs the same markers eg ABC4002
- Enter Occurrence if applicable
- Select Process Copy
- Refresh and the markers from ABC4001 will be copied over to ABC4002

Module Mark Entry - Manage Markers

The screenshot displays the 'Manage Module Markers' interface, which is divided into two main sections: 'Module Selection Criteria' and 'Actions'.

Module Selection Criteria: This section contains a header with instructions: "Only specify an occurrence if you wish to restrict markers/administrators to a specific occurrence. Leaving it blank will permit access to all occurrences of the module for the specified academic year." Below this, there are four input fields: 'Academic Year*' (set to 2021/22), 'Module*' (set to FDY3001), 'Occurrence' (empty), and 'Marker' (empty). A 'View' button is located at the bottom of this section.

Actions: This section features a 'Process' section with two radio buttons: 'Copy Markers' (selected) and 'Replace Marker'. Below this is a light blue informational box stating: "This process will copy the markers listed in the Current Markers Panel to the selected module below:". Underneath, there are three input fields: 'Academic Year' (set to 2021/22), 'Module' (empty), and 'Occurrence' (empty). A checked checkbox for 'Auto View Copied Markers' is also present. At the bottom of the 'Actions' section is a 'Process Copy' button.

Replace Markers on a Module

- Enter original module code on the left hand side and click View eg ABC4001
- Enter the existing marker name on the left hand side
- Enter the name of the new marker
- Select the blue Process Replace button
- Refresh to view changes

Module Selection Criteria

Only specify an occurrence if you wish to restrict markers/administrators to a specific occurrence. Leaving it blank will permit access to all occurrences of the module for the specified academic year.

Academic Year*

Module* Personal Learning Competencies

Occurrence

Marker

Actions

Process Copy Markers
 Replace Marker

This process will replace a specified Marker with a new Marker for the listed markers in the Current Markers Panel.

Existing Marker

New Marker

Additional Functionality via the Enter Process Marks (Admin) view

You can hit Retrieve to view all the modules that are attached to you, or you can select your search criteria

Module Mark Entry

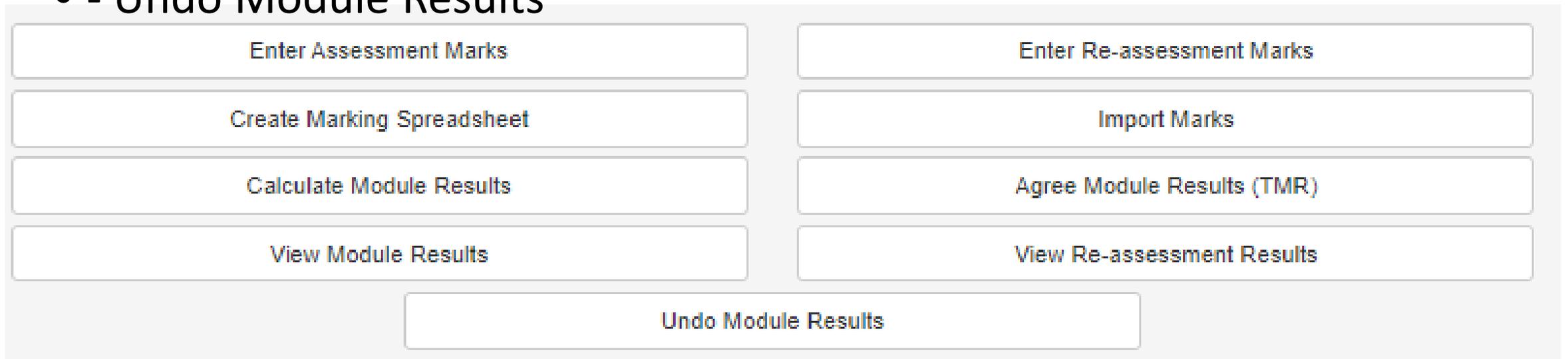
Select Module

Selection Criteria

Module	<input type="text"/>	Search
Occ	<input type="text"/>	
Year	<input type="text"/>	
Period	<input type="text"/>	
Department	<input type="text"/>	
Domain	<input type="text"/>	
Level	<input type="text"/>	
Status	<input type="text"/>	▼
Student	<input type="text"/>	<input checked="" type="radio"/> SPR Code <input type="radio"/> Candidate Number

Additional Functionality available for Admin

- You can have the same functionality as that of academics
- Additional functions are highlighted in Red
- - Create csv marks sheet
- - TMR
- - Undo Module Results



Using a CSV mark sheets to upload marks

You may still need to use a CSV spreadsheet to upload marks in to SITS and in particular to send to Collaborative Partners

You can extract a CSV marks sheet using the original process in Client or you can use E-Vision (previous slide)

If you are using E-vision it will only extract a spreadsheet that displays one element of an assessment at a time. When extracted from Client it extracts all elements on the one spreadsheet

We can upload either option via e-Vision

TMR Tick Module Result

Performing this function agrees the marks in SITS in readiness for the University Exam Board.

We should endeavour to TMR all modules as soon as possible after your Programmes Exam Board and absolutely by the TMR deadline directed by Registry.

NOTE: If you are unable to TMR check that the 'Calculate Module Results' has been actioned, and action if not.

How to TMR in E-Vision

1. Select the Module you need to TMR from the list of modules assigned to you as administrator

FDY3001	Personal Learning Competencies	SMF01	2021/22	SEM1	63	13/63	001 - 13/63 002 - 13/63	Available	Select
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2. Select the TMR option – this will take you to a new screen: Process Module Results Student List

Enter Assessment Marks	Enter Re-assessment Marks
Create Marking Spreadsheet	Import Marks
Calculate Module Results	Agree Module Results (TMR)
View Module Results	View Re-assessment Results
Undo Module Results	

How to TMR cont.

- 3. You can choose to TMR individual students or select Agree All to TMR the whole module (found at the bottom of the screen).

- 4. Repeat until all your modules have been TMR'd.

