Procedure for importing grades into ITS from Loop

These instructions are for module coordinators who wish to import continuous assessment grades for students directly into ITS from Loop. They do not cover terminal exam marks—that is a separate process.

Preliminary steps

- 1. Ensure you have the role of Anon Marker on Coursebuilder before beginning.
- 2. Go to your Loop module page and ensure all students are graded for the relevant assignments, quizzes, and so on.
- 3. If a student did not complete an assessment item, give them a grade of 0 for non-submission in the relevant assessment item.
- 4. Ensure the <u>Gradebook</u> for the Loop module page is set up correctly.
 - a. The <u>aggregation method</u> should be set to *Weighted mean of grades*.
 - b. All weightings for the assessment items should be set correctly.
 - c. The *Course total* should be expressed as a percentage (not Fail/Pass or a letter grade).
- 5. Manually check final grades for at least two students to ensure that the calculations and weightings are as you intend.
- 6. Manually check grades for one or two students for whom you have graded 0 for non-submission to ensure the calculations and weightings are as you intend.
 - a. Use the <u>Gradebook User report</u> to check to see what grades look like per student from your point of view and the student point of view in Loop.
- Only when you are satisfied all student grades are correct in Loop should you
 proceed to the importing phase below. This phase will import the final grade for each
 student in Loop (the Gradebook's *Course total*) into the Marks Entry System.
 Remember this is only the continuous assessment element of the module.

Importing steps

- 1. Sign in to your DCU Pulse VPN.
- 2. Use this link to access the Marks Entry System: https://delphi.shepherd.dcu.ie/its4_continuous_assessment_moodle.php
- 3. Choose the relevant module.

Staff Information	
Continuous Assessment Marks Entry System	
Welcome	
This facility allows you to generate an entire marksheet for a given module, or filter by programme or year. To use it:	
 Choose the code for the Course Module from the dropdown list. (e.g. EF304 for International Economic Environment.) (If the module list is incomplete, please contact your faculty office to confirm your modules in the CourseBuilder system. ISS module assignments.) 	6 do not have the ability to modify
• To Filter by Programme, choose the code for the Course Programme from the dropdown list. (e.g. MEN for MEng in Electronic System	is.)
To Filter by Year, choose the code for the Period of study from the dropdown list.	
* Please select a module. Choose your module: * (If this list is incomplete, please contact your faculty office to confirm your modules in CourseBuilder. ISS do not have the ability to modify module assignments.)	choose your module 🔻
Choose your programme :	choose your programme 🔻
Choose your year:	choose your module
Turn off qualification grouping, sort alphabetically:	
submit this module	
Help Section - Common Issues	
Missing Module, Programme or Year Values	
	And and a second se

4. Click Submit this module.

5. Scroll to the bottom of the page when the students' names appear.

		Name	Final Cont Assmt Mark out of 100%	Did not submit work	Comments
	Phargeotta, Frank				
	Dis marca, Cara				
	Jacobs, Roberts and				
	Barbar, Care				
	D Canadi, Sandra				
	D Corres, Bullius				
	Provide gast, Castrolia				
	Barriard, Holy				
	Num, Respects				
	Strate, Strat				
	Depresent, Barbon				
	Parryan, Antonala Mchalk				
	Manth. Brown			0	
you wish to co	nmit this mark sheet to the database. Committing	will make the mark sheet unavailable for further cha	inges.		
you wish to co ve this mark sheet port All Moodle Grad	nmit this mark sheet to the database. Committing	will make the mark sheet unavailable for further cha	nges.		
you wish to co	nmit this mark sheet to the database. Committing	will make the mark sheet unavailable for further cha	nges.		
you wish to co re this mark sheet port All Moodle Grad	nmit this mark sheet to the database. Committing	will make the mark sheet unavailable for further cha	nges. 🖷 Ike the mark sheet unavailable	e for further o	changes.

6. In the bottom corner of the page press the **Import all Moodle Grades** button

Are you sur	e you want to import all moodle grades for	?
Yes	No	

- 7. For any students with marks of 0 indicating non-submission, remove the 0 and tick the box to indicate their absence of CA.
- 8. Tick the **Commit** box and click **Save this mark sheet**. At this point, you may see a note at the top of the table saying *Grades not imported*. If so, consult the troubleshooting steps below.

ID No.	Name	Final Cont Assmt Mark out of 100%	Did not submit work	Comments
	Regista, fora	73.00		
	Re April, Care	40.00		
	Rote Martina	59.00		
	Bolto, Cara	40.00		
		58.00		
	E Const. Moltan	53.00		
	Peologii lainia	68.00		
	Rentard, tols	61.00		
	Ran, Mounds	58.00		
	Boh, Ing	73.00		
	Romanik, Bartua	62.00		
	Renges, Assessite Winds	70.00		
and the second second	Rest. Store	40.00		
Do you wish to con Save this mark sheet Import All Moodle Grad	mmit this mark sheet to the database. Committing will make the mark sheet unavailable for further changes.	1		

9. DO NOT CHANGE THE MARKS IN LOOP after completing the import as changes will NOT be reflected in the Marks Entry System.

Troubleshooting

If you encounter errors with this process, check the following:

- 1. Are you a module coordinator on the Coursebuilder system?
- 2. Is your Loop Gradebook aggregation method set to Weighted mean of grades?
- 3. Have you set all of the weights for each assessment item correctly?
- 4. Is your Gradebook *Course total* a percentage? (not a Fail/Pass or a letter grade)
- 5. Have you ensured all students have been graded in Loop, including those who didn't make submissions?
- 6. Have you logged in to the DCU Pulse VPN?
- 7. Have you used the right link to access the Continuous Assessment Marks Entry System? (i.e. the one on on page 2 of this document)

If you still encounter difficulties:

- For Loop Gradebook queries, contact <u>TandL@dcu.ie</u> or visit a Loop drop-in clinic, details in the <u>TEU Events Calendar</u>.
- For Coursebuilder and Marks Entry System queries, contact iss@dcu.ie.