

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 [Gradebook](#) for the Loop module page is set up correctly.
 - a. The [aggregation method](#) 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 [Gradebook User report](#) to check to see what grades look like per student from your point of view and the student point of view in Loop.
7. 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 [Name]

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 do not have the ability to modify module assignments.)
- To Filter by Programme, choose the code for the Course Programme from the dropdown list. (e.g. MEN for MEng in Electronic Systems.)
- 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: | |

Help Section - Common Issues

Missing Module, Programme or Year Values

If any of the 3 dropdowns above are missing values, please check the following:

1. Check your staff number is correct on your account
2. Check that you are assigned as Module Coordinator

4. Click **Submit this module**.

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 page 2 of this document)

If you still encounter difficulties:

- For Loop Gradebook queries, contact TandL@dcu.ie or visit a Loop drop-in clinic, details in the [TEU Events Calendar](#).
- For Coursebuilder and Marks Entry System queries, contact iss@dcu.ie.