Student Systems Training

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Results Entry

Overview

This Results Entry training guide is intended for Faculty and School staff who are responsible for entering results.

The guide will outline the processes involved in formatting spreadsheets for upload, and the processes used to upload results.

Related resources:
- **Importing results– Auto mapping (video demonstration)**
- **Importing results - Manual mapping (video demonstration)**
- **Preparing your spreadsheet (video demonstration)**
- **Removing Decimal Places and Formulas (video demonstration)**
- **LEO Export Gradebook Spreadsheet**
- **Guide to viewing video demonstrations**
- **Marks and Grades validation**

Purpose

The purpose of the Results Entry page is to enter marks and grades for the students of a unit. You can enter individual marks and grades against each specific Student ID or can import and export mark and grade data for students in a batch.

This guide covers the following items:

1. How to get there

- Via Student Connect menu 'Results Entry'

Access is only available to designated Primary and Secondary Instructors. To request access please complete a Student Connect Access request via Service Central.

2. Features of the home page

2.1 Getting Started

The Getting Started tab is displayed at the right side of the page. The tab contains information on how to use Results Entry and provides a link Further Information such as Result due dates; Definition of ACU grades; Grading modes and validation; and this user guide.

2.2 The Unit List

- The top panel displays all unit CRNs for which you are the designated **Primary or Secondary Instructor**.
- All your units for the current year and the previous 12 months will be displayed.
- The CRNs are displayed in ascending order by CRN.
- The Grading Status column displays a bar for each record that shows whether grading has not been started, is in progress, or is complete.
- You can sort your units by clicking on the small arrows at the right of the various column headers. Clicking again will reverse the sort order.
- Use the Search field to filter through the Unit (Code), Unit Number, Title, Term and CRN values.
- Selecting a CRN (click anywhere within the row) will display Unit information in the *Unit Details* tab in the RH panel.
- You can change the number of units you want to display from the pagination bar below. This bar also indicates which page you are viewing, such as Page 1 of 5. The total number of records found is also displayed.

Selecting any CRN from the **Unit List** will display the **Unit Details** tab at the right side of the page.

Once a CRN has been selected, the list of enrolled students is displayed at the bottom of the page in the **Enter Grades** section.

- All the students currently enrolled in the CRN will be displayed.
- Depending on the number of CRNs and your screen resolution, you might need to scroll down to see the Student list.
- By default, students are listed in alphabetical order by last name. You can change the sort order by clicking on the small arrows at the right of the various column headers. Once you set the sort order for a class list, any Unit you select during a session will use the same sort order.
- Selecting an individual student record from the student list will display brief student details in the RH panel.
- Hovering over the underlined link on the student's name will display a contact card, which in turn has a link to the student's 'Student Profile Overview' page. This will open in a new tab.
- To search for an individual student, use the **Search By Full Name or Id** field. You can search using a partial student name, but you must enter a minimum of two characters.

3.   Marks and Grades Validation

The module validates grades against marks to limit the possibility of error.

Bulk upload from spreadsheet
When results are uploaded from a spreadsheet, the validation is applied at the upload step. Invalid results will not upload, and an error message will be displayed in the Validation Report.

Instructions are provided in Section 4. Importing Results

Manual entry
When results are entered manually, the validation rules are applied as results are entered. A dropdown list in the Final Grades field will display all valid grades associated with the value in the Final Mark field.

Instructions are provided in Section 6. Manual Results Entry from Student List

Please review the detailed information listed in the Marks and Grades validation guide.

4.   Importing Results

To upload the results for a CRN from a spreadsheet:

- **Prepare the spreadsheet** with the marks and grades for upload, following the guidelines in Section 4.1
- Select the CRN from the *Unit List* so that the Class List is displayed.
- Select **'Import'** from the blue **'Tools'** button in the top RH corner. The import option will be inactive if you have not selected a CRN, are not the Primary or Secondary Instructor, or the results for that unit have already been rolled.
- A wizard is provided to step you through the process. Detailed instructions are provided in Section 4.2

4.1   Preparing your spreadsheet for upload

The results import works by matching the **CRN, Term Code and Student ID**. It is therefore essential that your spreadsheet has a separate column for each of these fields, and that the CRN and Term Code is entered for each student. You can import from any spreadsheet that contains the required fields, and that meets the following requirements:

Required fields:	The spreadsheet MUST include **Student ID**, **CRN**, **Term Code** (e.g. 201830) **Final Mark** (for fully graded units) and **Final Grade** in five different columns. Both the **Final Mark** and **Final Grade** columns must contain values, not a calculation.
File format:	Files for upload must be .xls or .xlsx files. We recommend using the **.xls** file, as there have been user experience issues with the .xlsx file.
Headers:	Although it is not essential, the import will be considerably easier if the first row of the spreadsheet indicates the columns that contain the key fields by labelling them: • CRN • Term Code • ID (NOT Student ID) • Final Mark (not required for Pass/Fail units) • Final Grade These columns can be in any position or order.
Extra rows and columns:	The system will only import rows that contain the CRN, Term Code, Student ID, Final Mark and Final Grade in the appropriate columns. All other rows and columns will be ignored.

Formatting your spreadsheet

If the spreadsheet you are working from uses decimal places and formulas (calculations) to determine the final mark and/or final grade, it is essential to remove them, in preparation for the Result Entry upload.

Decimal Places

To remove decimal places from the Final Mark column within your spreadsheet, you must first round the decimal place to a whole number, in a new column. To 'round' the number;

- Place your cursor into a new column
- Type the equal '**=**' symbol, followed by '**ROUND**', add an open bracket '**(**', then you must reference the first final mark location, e.g.; Column F, Row 7 = '**F7**', add a comer '**,**', then '**0**', finally add a close bracket '**)**'
  =ROUND(F7,0)

- Once your formula is entered the cell will populate as a whole number
- Double click on the square in the bottom right hand corner of the cell, this action will auto fill the formula into each cell within this column, removing the decimal place and now a formula sits behind the cell.

Formulas /Calculations

Insert two new columns: one for final marks and one for final grades. Copy the marks and grades and paste them into the corresponding new column as values. The new columns should be your Final Mark and Final Grade columns for import purposes.

For a demonstration, see Removing Decimal Places and Formulas video.

Here is an example of a spreadsheet that contains all the required information, with appropriate headers:

	A	B	C	D	E	F	G	H	I	J
1	Term Code	CRN	Name	ID	Unit				Final Mark	Final Grade
2	Campus: F Melbourne			Semester:	201805		Lecturer in Charge:	Adele Richards		
3										
4	Unit Code & Title:		ECOE600 MGL ECON IN GLOB ENVIR - EXEC					Unit CRN: 569		
5						Asses. 1	Asses. 2	Asses. 3		
6						Weighting - 20%	Weighting - 30%	Weighting - 50%		
7	201805	569	AATraining, Student1	S00123456	ECOE600				86	HD
8	201805	569	AATraining, Student2	S00123457	ECOE600				76	DI
9	201805	569	AATraining, Student3	S00123458	ECOE600				72	CR
10	201805	569	AATraining, Student4	S00123459	ECOE600				51	PA
11	201805	569	AATraining, Student5	S00123460	ECOE600				55	PA
12	201805	569	AATraining, Student6	S00123461	ECOE600				46	NN
13	201805	569	AATraining, Student7	S00123462	ECOE600				79	DI
14	201805	569	AATraining, Student8	S00123463	ECOE600				65	CR
15	201805	569	AATraining, Student9	S00123464	ECOE600				48	NF
16	201805	569	AATraining, Student10	S00123465	ECOE600					
17	201805	569	AATraining, Student11	S00123466	ECOE600				69	CR
18	201805	569	AATraining, Student12	S00123467	ECOE600				64	PA
19	201805	569	AATraining, Student13	S00123468	ECOE600				74	CR

Spreadsheets for Pass/Fail units

For Pass/Fail units, only the Final Grade column is required. Entering marks for Pass/Fail units is not possible. If you do have marks recorded on your upload spreadsheet, you can avoid errors by either:
- Making sure that the column containing the marks is NOT headed 'Final Mark', which will prevent auto mapping OR
- Manually mapping this column to 'ignore' during the mapping step of the import wizard (see below).

LEO Export Gradebook Spreadsheet

There is no universal policy on how the LEO gradebook should be used at ACU. Please talk with your school about how gradebook is used in your area.

Gradebook does not talk to Banner or Student Connect. At the end of semester, the grades from gradebook can be exported before moderation and uploaded into Student Connect via Result Entry. Please see the LEO Export Gradebook Spreadsheet reference guide.

4.2	Faculty Grade Import Wizard

There are five steps to the wizard:
- Select
- Preview
- Map
- Import
- Finished

At any point you can use the 'Go Back' button to return to the previous step, or the 'Cancel' button to exit the wizard.

Detailed video guides to the import wizard can be found at:
- Result Entry Demonstration - Auto Mapping
- Result Entry Demonstration - Manual Mapping

Import Grades

Select ▸ Preview ▸ Map ▸ Import ▸ Finished

Select a File for Import

Welcome to the Faculty Grade Import Wizard. You may import a file you created, a file you downloaded from another vendor or a file created using the export template (available from the Tools menu).
Using the export template allows for intelligent mapping, which expedites the import process.

Use Browse to select the file that contains grade data that you would like to import. Supported file types are: Excel Spreadsheet (.xls) and Microsoft Excel Open XML Spreadsheet (.xlsx).

File C:\Users\azislam\Desktop [Browse...]

[Cancel] [Go Back] [Next]

Select a File for Import:	Locate the file to import on your computer and click Next.
Preview File:	• If there is more than one worksheet in your spreadsheet, select the appropriate worksheet from the Import Sheet dropdown. • The My spreadsheet has headers indicator remains checked by default. The use of appropriate headers is strongly recommended (see 'Preparing your Spreadsheet' above). If your spreadsheet does not have headers, uncheck this box. • Click Next. *Notes:* — You can sort the columns using the arrows in the headers
Map Columns:	• If you have used headers to label the columns containing the CRN, Term Code, ID, Final Mark and Final Grade, the system will automatically identify and map these columns. Otherwise, you can locate the columns that contain these fields and map them manually. • Click Next. *Notes:* — The required fields (CRN, Term Code, ID, Final Mark and Final Grade) must be mapped to activate the Next button. — A green check mark is displayed at the top of the wizard for each column that has been mapped. Any other columns should be set to 'Ignore'.

Import:	• Review the data summary to see the data that will be imported. The summary will display:
	  o the number of records that will be imported
	  o the number of unchanged records that will be ignored
	  o the number of errors for records that will not be imported
	• You can choose to complete the import, or to download and view the validation report first (see below).

Finished:	The "Import Complete" message will appear. Select the Finished button to view the saved data that has been imported to the Enter Grades section of the page.
	Notes:
	- The Notification count will display:
	  o the number of records imported and saved successfully
	  o the number of unchanged records that were not imported
	  o the number of errors.

4.3 Validation reports

This system has a robust validation process. It will only import the records where the CRN, Term Code and Student ID all match, and with valid entries in the 'Final Mark' and 'Final Grade' columns. Any other records will not be imported.

A detailed validation report, identifying the nature of any errors, can be downloaded either before or after the import is complete.
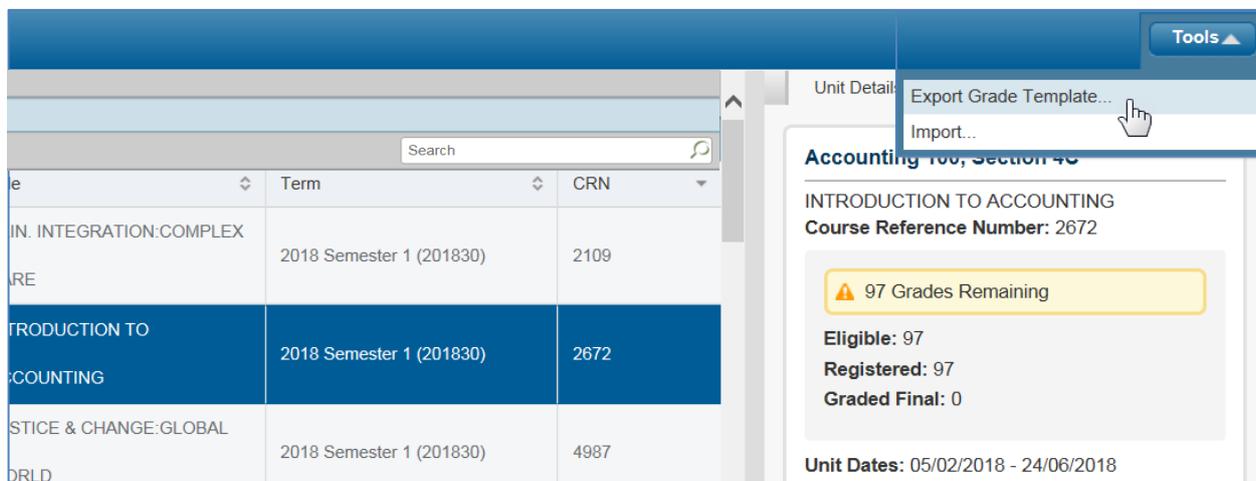
Following is the screen shot of a sample validation report:

	A	B	C	D	E	F	G	H
1	Error	Term Code	CRN	Name	ID	Unit	Final Mark	Final Grade
2	No new data. Ignored.	201805	569	AATraining, Student1	TB0203526	ECOE600	86	HD
3	No Errors.	201805	569	AATraining, Student2	TB0221108	ECOE600	51	PA
4	No Errors.	201805	569	AATraining, Student3	TB0203307	ECOE600	55	PA
5	No Errors.	201805	569	AATraining, Student4	TB0203308	ECOE600	46	NN
6	No Errors.	201805	569	AATraining, Student5	913026A	ECOE600	79	DI
7	No Errors.	201805	569	AATraining, Student6	TB0139293	ECOE600	65	CR
8	No Errors.	201805	569	AATraining, Student7	TB0203312	ECOE600	48	NF
9	No new data. Ignored.	201805	569	AATraining, Student8	TB0221128	ECOE600		CR
10	No new data. Ignored.	201805	569	AATraining, Student9	S00210870	ECOE600	48	NF
11	No Errors.	201805	569	AATraining, Student10	TB0147245	ECOE600	51	PA
12	No Errors.	201805	569	AATraining, Student11	TB0221137	ECOE600	55	PA
13	No Errors.	201805	569	AATraining, Student12	S00191485	ECOE600	46	NN
14	The Final Grade "CU" is not valid. Mark is not valid for Final Grade.	201805	569	AATraining, Student13	TB0203304	ECOE600		CU
15	No Errors.	201805	569	AATraining, Student14	TB0203314	ECOE600	65	CR

Errors can either be corrected manually in the system (remember to SAVE) (see Manual Grade Entry below), or a revised spreadsheet can be re-imported. Only records that have changed since the last import will be updated.

5.   Export Grade Template

You can export a template for a given CRN in a spreadsheet by selecting 'Export' from the blue 'Tools' button in the top right hand corner. Exporting a template will provide a list of all the students enrolled in a CRN in a spreadsheet that contains all of the columns required for import, appropriately labelled. It will also include any results that have already been entered.

To export a grade template:

- Select the CRN from the Unit List.
- Select 'Export Grade Template' from the blue 'Tools' button in the top RH corner.
- Follow the steps for the Export Grades wizard:
    - Select the export file type as Excel spreadsheet (.xls) or Excel spreadsheet (.xlsx).
    - Select the Export button.
    - Open the file in the default application, Microsoft Office Excel

If you save the file, the default file name format will be TermCode_SubjectCode_SectionCode_Template.xls.

You do not need to use this template for importing results. You can import from any Excel spreadsheet that contains the key fields (see Preparing your spreadsheet for upload).

In general, it is safer to upload your results from the spreadsheet in which you originally recorded them than to transfer results to the Export Grade Template. Copying and pasting between spreadsheets introduces the possibility of error.

Please note in particular that the default sort order of the Export Grade Template is by surname, and that this sort is case sensitive: i.e., any family name entered without the upper case initial will appear at the end the sort order. If you have no choice but to paste into the Export Grade Template for upload, we recommend sorting both spreadsheets by Student ID, not alphabetically by surname.

6.   Manual Results Entry from Student List

You can enter or update individual marks and grades against each specific Student ID manually from the Student List.

Manual Entry for Graded units (schema N, M and K):
- Select a CRN from the **Unit List**. The class list will be displayed in the **Enter Grades** section.
- **Final Mark** column; for each student use the text field to enter the Mark.
- **Final Grade** column; the corresponding Grade will display in the Final Grade column.
- When a student is selected for grading, only valid grades for that student are listed as choices in the drop down list. For most marks, there will be only one valid grade, and it will be entered automatically.
- If you want to Reset changes made before saving, click **Reset** to clear the grades.
- Click **Save** to save the grade details.

Marks between 45 and 49

As there are several valid grades associated with marks between 45 and 49 (depending on the grading schema), the grade will not be entered automatically. After you have entered the mark, you will need to select the appropriate grade from the Final Grade dropdown.

Enter Grades				Search By Full Name or ID	
Full Name	ID	Final Mark	Final Grade	Rolled	
AATraining, Student4	S00205793	69	CR		
AATraining, Student5	S00216885	64	PA		
AATraining, Student1	S00185081	68	CR		
AATraining, Student2	S00175532	14	NN		

Manual Entry for 'Pass/Fails' units (schema P, O and L):

Note: Marks are not valid for Pass/Fail units. The Final Mark field will be grayed out as it is no longer possible to enter data into this field.
- Select a CRN from the **Unit List**. The class list will be displayed in the **Enter Grades** section.
- For each student open the dropdown in **Final Grade** column.
- Assign the Grade from the list.
- When a student is selected for grading, only valid grades for that student are listed as choices in the drop down list.
- If you want to Reset changes made before saving, click **Reset** to clear the grades.
- Click **Save** to save the entry details.

Enter Grades				Search By Full Name or ID	
Full Name	ID	Final Mark	Final Grade	Rolled	
AATraining, Student1	S00241023		PS / CU / NU		
AATraining, Student2	S00240992				
AATraining, Student3	S00220705		PS		
AATraining, Student4	S00218550		NU		
AATraining, Student5	S00132539				

Rolled results

Once results are rolled to academic history, they cannot be updated on the Results Entry page, with the exception of the NF and interim grades; the NF and interim grades are the only grades updateable via Results Entry after results have rolled.
For detailed infomration on interim grades, visit the Results section in the Academic Regulations.

For all other grades, the text field within the **Final Mark column** will be inactive and there will be no dropdown list in the **Final Grade column**. The **Rolled** column will have green tick marks, indicating that the grade has already been rolled for that student.

Enter Grades				Search By Full Name or ID	
Full Name	ID	Final Mark	Final Grade	Rolled	
AATraining, Student100	S00206121	75	DI	✅	
AATraining, Student101	S00129608	75	DI	✅	

7.   Pre-2018 Results

Outstanding grades from 2017 and earlier can be entered via Results Entry. It will not be possible to enter marks for pre-2018 units.

8.   Assessment Policy and Procedures

For more information on current results processes, see Student Results Procedures, which includes;

1. Governing Policy
2. Roles and Responsibilities
3. Marks and Rounding
4. Recording and Submitting Results
5. Finalisation of Results
6. Release of Results
7. Conversion of Interim Grades
8. Change of Academic or Administrative Grade
9. Associated Policies

For full descriptions of final grades (including the new NH and NU grades), see Assessment Policy 13. University Grade Descriptors.

9.   Further Assistance

For all requests regarding access to Banner and Student Connect, email servicedesk@acu.edu.au. This includes:
- access requests for new users
- change of Banner security profiles (e.g. user requires access to a new Banner form)
- any difficulties in initial access to these Systems (e.g. Staff member has misplaced Student Connect username and password).

The service desk system allows specific monitoring and analysis of these requests.

For all other requests, such as unit/CRN creation, quota issues, advice on system functionality, investigation of specific problems etc., email student.systems@acu.edu.au

Result Entry training
Online training on the Result Entry module, including marks and grades, will be available towards the end of Semester Two 2018.