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- On this page you will see a

[Click here](#) to get a list of students where you can see photos and email them

Note: the assessment information you see here – e.g. weightings, maximum mark etc. is maintained by the CURRICULUM team.



What does delegating mean?

If you delegate an assessment to a teaching group type you are requesting that the tutors of those teaching groups input the marks for that assessment (via their tutor pages).

For non-delegated assessments you input the marks yourself – see page 4.

PAGE 3 - DELEGATING assessments

How do I get to this page?

- Click on the Teaching tab.
- Click on the Convening button.
- From the Convening page: select a course and click on the link in the 'Assessments' column.

To start you need to get into EDIT mode. Click on this Edit button.

Note: at delegation, you can also allow tutors to alter submissions week, day and time. ALWAYS check with CURRICULUM team first

Type	Weight	Max Mark	Term	Week	*Day	*Time	Delegated To	Tutor Update	Status
Problem	6%	100	Summer	2	Thursday	16:00	select group to delegate..	None	0 out of 21 recorded
Problem Sets	12%	100	Summer	4	Thursday	16:00	select group to delegate..	None	0 out of 21 recorded
Problem Sets	82%	100	Summer	6	Thursday	16:00	select group to delegate..	None	0 out of 21 recorded

Select values from dropdowns, then click on SAVE button to save changes

Delegated To	Tutor Update	Status	Type	Weight	Max Mark	Term	Week	Day	Time
Not delegated	None	0 out of 21 recorded	Problem Sets	12%	100	Summer	4	Thursday	16:00
Not delegated	None	0 out of 21 recorded	Problem Sets	82%	100	Summer	6	Thursday	16:00

Note: the 'Delegated To' column now displays the teaching group type to which the assessment marking has been delegated. Also note that the 'Status' also indicates that the assessment has been delegated (expecting to 'receive' marks).

This section is about entering marks for assessments you have not delegated.

First, you need to locate the relevant assessment. Follow the instructions on the right (How do I get to this page?).

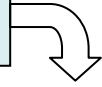
PAGE 4/5 - ENTERING MARKS for non-delegated assessments

How do I get to this page?

- Click on the Teaching tab.
- Click on the Convening button.
- From the Convening page: select a course and click on the link in the 'Assessments' column.

Convenor Record Marks page

Select the assessment, then click on the link in the 'Status' column to go to the Convenor Record Marks page



Note: ignore this systems

PAGE 4/5 - ENTERING MARKS

for non-delegated assessments

Enter marks and then click on the SAVE button to save changes.

- How do I get to this page?
- Click on the Teaching tab.
 - Click on the Convening button.
 - From the Convening page: select a course and click on the link in the 'Assessments' column.
 - From the Convenor Assessment page: click on the link in the 'Status' column

Note: the system will do normal validation e.g. mark is not greater than max mark; no mark allowed for NS etc.

Once you have delegated an assessment the marks are out of your control until the tutors of the teaching groups send the marks back to you. (At that point, tutors are no longer able to update marks).

In the examples below:

- a) No marks have been sent
- b) Some marks have been sent
- c) All marks have been sent.

PAGE 6 - UPDATING MARKS

when assessments have been delegated

How do I get to this page?

- Click on the Teaching tab.
- Click on the Convening button.
- From the Convening page: select a course and click on the link in the 'Assessments' column.
- From the Convenor Assessment page: click on the link in the 'Status' column

a) No
marks
sent

Note: when all marks have been received processing continues as for non-delegated assessments – i.e. the marks can be 'Released' to students.

PAGE 7 - RELEASING MARKS

RULE: Before marks can be released to students
ALL marks have to be entered for the assessment
i.e. you cannot release *some* of the marks.

RULE: Only the ASSESSMENT CONVENOR for the
course can perform this function.

[click](#) on this button to Release marks to students

How do I get to this page?

- [Click](#) on the Teaching tab.
- [Click](#)

Note: 'Release Marks' button only
appears when all marks for the
assessment have been input.

Note: once released the marks are visible to students. The actual mark for a Very Late submission is not viewable by students.

PAGE 8/9 - CONFLATING marks and SENDING marks to the EXAMS SYSTEM

- First, you need to get to the Conflate and Send to Exams page. Follow the instructions on the right.
- Look at the messages in the headings – they will tell you the current status of the course.
- Marks are ready for conflation when marks for all assessments for at least one student have been entered.

Note: in this example no marks have been input: therefore Conflate and Send to Exams buttons are not available.

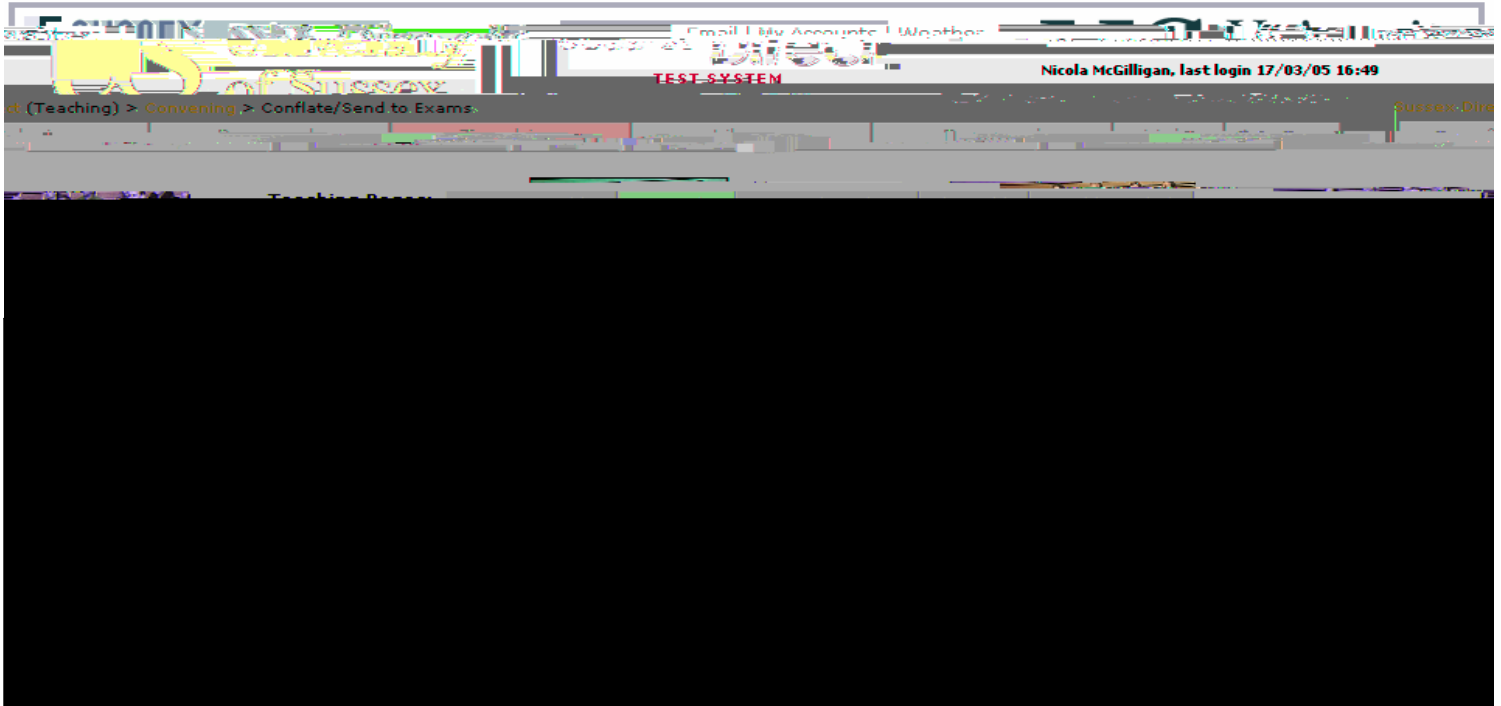
RULE: At conflation the conflation rule is applied, penalty points are deducted for late submissions (10% of the max mark); Very Late marks are treated as non-submissions.

Note: the 'Conflate Marks' button only appears when all marks for at least one student have been input.

- Marks are ready for sending to exams when all marks for all assessments have been conflated

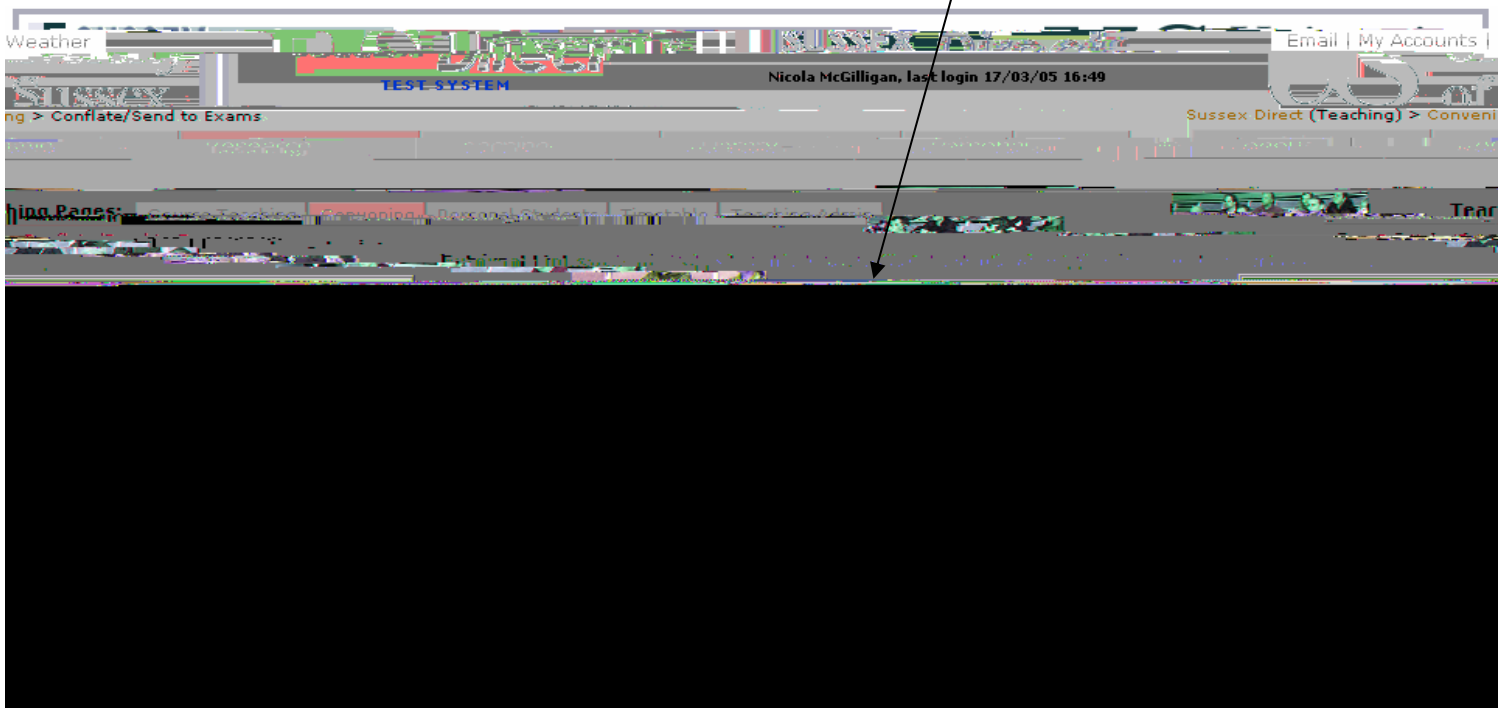
PAGE 8/9 - CONFLATING marks and SENDING marks to the EXAMS SYSTEM

RULE: Only the ASSESSMENT CONVNEOR for the course can perform the 'Send to Exams' function.



[Click here to send marks to Exams](#)

Note: you will get this dire warning message. Please be aware that, once marks have been sent to exams, you can no longer update them – apart from the Comments field.



Note: once marks have been sent to Exams – the conflated mark is visible on student pages as the 'Overall mark'. Any associated assessment marks that were not yet released are released at this point.,

PAGE 10 - Viewing assessments: the Convenor Marks Register page

This page lists all the students on the course with all the assessments. It shows the recorded marks and their statuses. This register is a good overall view of coursework marks for the selected course.

How do I get to this page?

- Click on the Teaching tab.
- Click on the Convening button.
- From the Convening page: select a course and click on the 'Marks Register' link

Assessments for this course	Composition Mon W2	Briefing Paper Tue W2	Creative Project Fri W5	Student
James	66/100	89/100	70/75 (L)	Brown, J
88/100	89/100	NS	Smith, James	
77/100	71/75 (VL)	Smith, Mitesh	77/100	
70.7%	55.0		Mean: 77.5%	

[Click here to view a graph gallery for this Marks register](#)

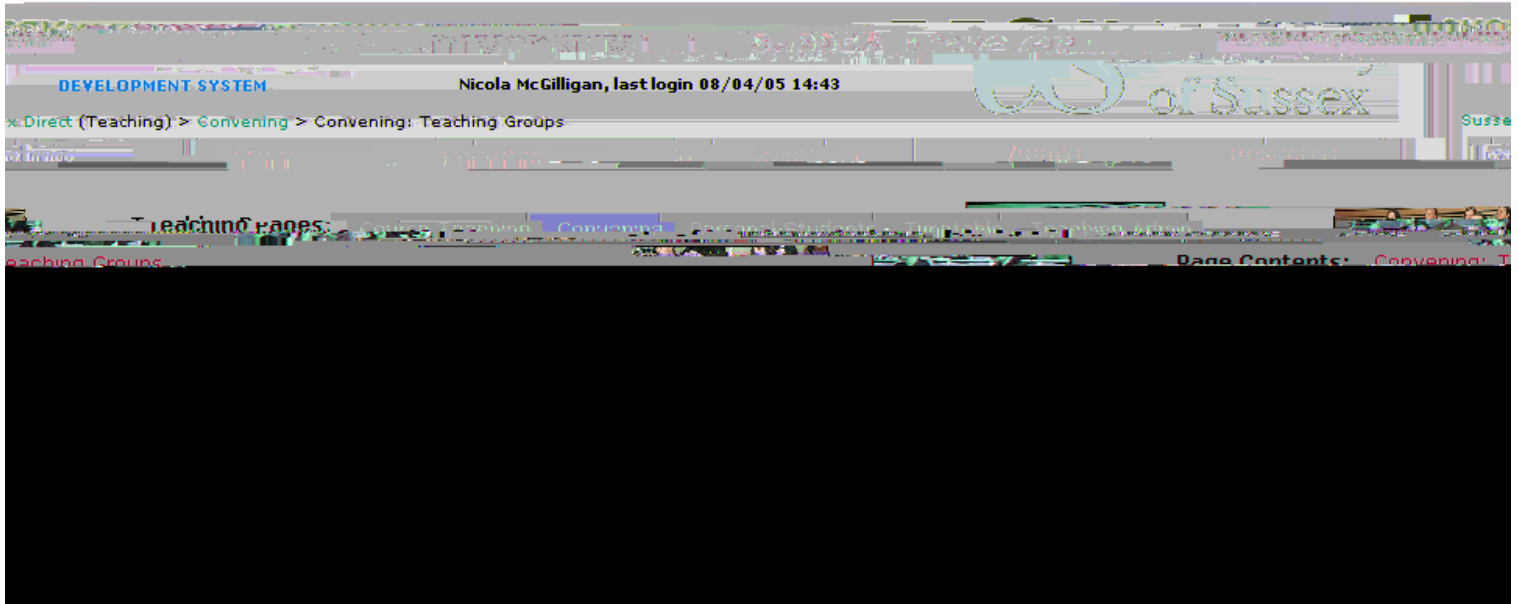
Page Contents: [Graphs](#)

PAGE 11 - Monitor your Teaching groups (View only): Teaching Groups

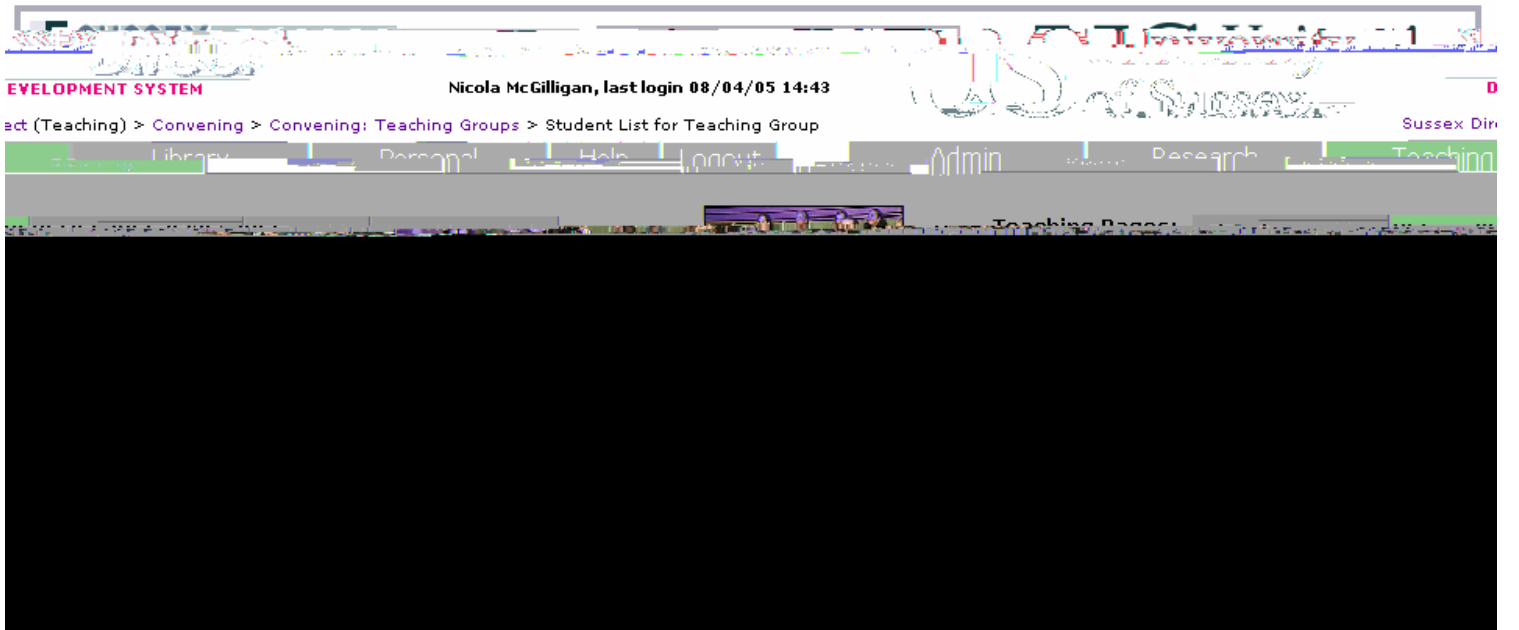
On this page you will see a list of teaching groups belonging to the selected course. From here you can view student progress within these teaching groups.

How do I get to this page?

- [Click](#) on the Teaching tab.
- [Click](#) on the Convening button.
- From the Convening page: select a course and [click](#) on the link in the 'Groups' column.



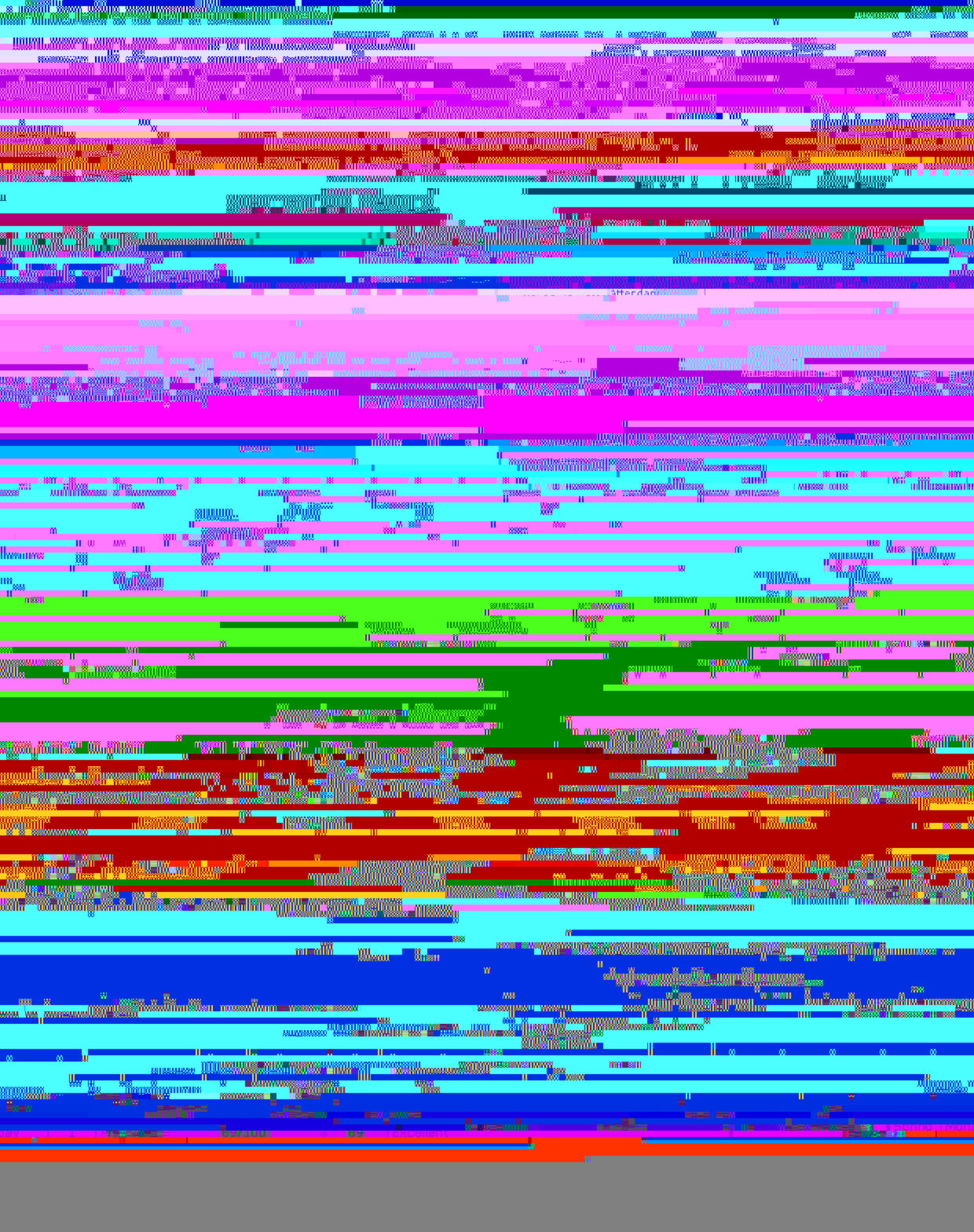
[Click here to view a list of students in the teaching group](#)



[Click here to view the attendance records of this student](#)

[Click here to view the assignmm2lm22 81Tm05 8 22 -ls7 TcW n Tc0.003 T38928.6o69.189](#)

Note: you are in VIEW mode here – you cannot update any teaching group data .





PAGE 14 - Monitor your Teaching groups (View only : Teaching Group Assignments and the Marks Register

On the first page – Teaching Group Assignments – you will see a list of all the assignments (contributory and non-contributory) for the selected teaching group.

The second page – Marks Register – lists all the students in the teaching group with all the assignments – giving an overview of the submission record for this teaching group.

How do I get to these pages?

- Click on the Teaching tab.
- Click on the Convening button.
- From the Convening page: select a course and click on the 'Groups' column
- Click on the link in either the 'All Assignments' or 'Register' column.

