



Mark Entry by Bulk

Mark entry by bulk utilises CSV (Excel) files to upload results against the student record in bulk.

This process will require you to use:

- MyTSD
- Excel
- Marksheet

Below you will find a guide on how to download and upload the CSV files with the results to MyTSD. To test the process you can use MyTSD Testing Environment located here:

https://mytsdtest.uwtsd.ac.uk/urd/sits.urd/run/siw_lgn. The testing environment enables you to utilise the system without affecting actual student results.

Note: uploaded results via spreadsheet can be changed via traditional Mark Entry process.

Note: the uploaded results need to be submitted after the upload.

Note: currently we are only using it to enter first take results, but during Jan 26 we will look at how to upload reassessments.

1. Finding “Mark Entry by Spreadsheet”

- Log in into MyTSD
- Select “Mark Entry” from the tabs above
- Select “Mark Entry by Spreadsheet” (please see the screen below)

Tammy Davies (Principal Systems Development Officer) Test

Prifysgol Cymru
Cardiff Metropolitan University of Wales
Tŷni Sain David

Admissions Team Research Admissions Registry Services Home Development Staff Reports **Marks Entry** Staff Document Checks Paperless reports for Institute Administrators Enrolment Main

Marks Entry

Web Mark Entry

Enter Marks

Enter Marks by Spreadsheet

Fideos Hyfforddi/Training Videos

Confnodi Marciau ar MyTSD Fideo Hyfforddi

Reassessment Marks Entry Training Video

Marks Entry Training Video

Cofnodi Marciau Allasesu Fideo Hyfforddi

Dogfennau i'w Lawrlwytho/Documents to Download

Marks Entry Staff Guide

Cofnodi Marciau Dogfen Hyfforddi i Staff

Ffurflen Newid Marc Aesiad | Change of Assessment Mark Form

Module Marks Matrix

If you are using Internet Explorer to Enter Marks and you need to download either the 'Marks Entry Staff Guide' or 'Change of Assessment Marks Form' please select to 'save as' instead of 'open' from the popup.

Os ydych yn cael problemau yn defnyddio MyTSD a fydddech cystal â ffonio neu e-bostio'r canlynol:- [Mynd i'r bodig](#) If you are having any problems using My

Ffôn: 01267 676716 neu 01792 481097 Telephone: 01267 676716 or 01792 481097
E-bost: conrestrfa@ydds.ac.uk Email: registry@lawtd.ac.uk

2. Export the spreadsheet

- Select the module with correct occurrence you would like to enter marks for. We will be using LCBB4009 as an example.
- Click "Select"

LCMB7003	Strategic Management	BM	25/26	SEM1	58	Available	Select
LCMB7026	International Marketing: Principles and Practices	BM	25/26	SEM1	57	Available	Select
LCMB7034	International Business Concepts	BM	25/26	SEM1	58	Available	Select
ACFB7003	Master's Project	BM	25/26	SEM2	0	Available	Select
LCBB4009	Understanding Organisational Structure and Culture	BM	25/26	SEM2	23	Available	Select
LCBB4012	Academic Skills	BM	25/26	SEM2	0	Available	Select

Showing 1 to 25 of 977 entries

- Choose Component you want to enter marks for, sort students in a way you hold your results record (by name, stu number etc.).

Module Details

Year	25/26	Period	SEM2
Module	LCBB4009	Name	Understanding Organisational Structure and Culture
Occ	BM	Students	23

Assessment Items

Seq	Type	Description	Weight	Q Mark	Select M for 17/18 onwards	Q Set	Grd Only	Final	Select
001	PRAPRS	Individual presentation	50%	-	M	-	No	No	☒
002	CW	Individual report	50%	-	M	-	No	No	☒

Select Options

Sort records by
Student ID

Display
All students

Student id (optional)

Batch Number (optional)

View Standard Letter
N/A

- You will find new options on the screen (Export/Import)

Select Options

Sort records by
Student ID

Display
All students

Student id (optional)

Batch Number (optional)

View Standard Letter
N/A

Enter Assessments

Enter Re-assessments

Export Marks

Import Marks

Submit Marks to Registry

View Submitted Assessment Results

View Submitted Re-assessment Results

Go Back

- Click “Export”
- You will be welcomed by a new screen – please select “Assessment” to enter first take results, “Re-assessment” for retakes and “Both Assessment and Re-Assessment” for both options to be available.

Module Details

Year	25/26	Period	SEM2
Module	LCBB4009	Name	Understanding Organisational Structure and Culture
Occurrence	BM	Students	23

Assessment Details

Sequence	Assessment Name
001	Individual presentation
002	Individual report

Export

Files to generate: Assessment

Assessment
Re-assessment
Both assessment and re-assessment

Os ydych yn cael problemau yn defnyddio MyTSD a fydddech chystal â fflorio neu e-bostio'r canlynol:- [MyTSD IT help](#) If you are having any problems using MyTSD please ring or email the following:- [Go to top](#)

Export

Files to generate: Assessment

Go Back Export Marks

- This action creates spreadsheets that you can download.

NOTE: Each Component will create a separate sheet.

Exported Files

Sequence	Assessment Name	File	Status
001	Individual presentation	Assessment	View File
002	Individual report	Assessment	View File

Export

Files to generate: Assessment

Go Back Export Marks

- Once you click “View File” the download will start, and the file will be stored in your download folder.

IMPORTANT: Please do not change the name of the file in any way, this will affect the import.

NOTE a copy of the exported files will be also available in the directory set to [\\fs023sv.uni.local\LIVE\Marks_Import\](#) for the LIVE MyTSD environment. ([\\fs023sv.uni.local\TEST\Marks_Import\](#) for TEST)

3. Prepare the Spreadsheet

- Open the Mark Entry spreadsheet in Excel, which will look something like that:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Year	Period	#Module	Occ	#Map	#Ass#	#SPR_Cod	Name	#CD	Mark	Grade	CD	#Cand Key					
2	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2509298/	JASKIRAT #					#2509298/1					
3	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2028971/	ALI SYED M #					#2028971/2					
4	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2332548/	AMARIUC#					#2332548/2					
5	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2436786/	CALIN ADF #					#2436786/1					
6	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2512755/	CIOVEIE S #					#2512755/1					
7	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2008584/	EROS ALEX #					#2008584/2					
8	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2410268/	HOQUE SA #					#2410268/2					
9	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2322707/	HUSSAIN I #					#2322707/2					
10	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2406927/	LAMBERT I #		0 WM			#2406927/2					
11	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2314067/	LUNGU DA #					#2314067/2					
12	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2406922/	MAHBOOE #					#2406922/2					
13	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2128930/	MANDACH #		0 WM			#2128930/1					
14	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2407800/	MIRON LA #					#2407800/2					
15	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2332549/	ODOBESCI #					#2332549/2					
16	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2406888/	OMAR MIS #					#2406888/2					
17	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2413348/	PANAITE C #					#2413348/2					
18	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2507595/	PARVEEN I #		0 WM			#2507595/1					
19	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2238801/	SAEED MA #		0 WM			#2238801/1					
20	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2314739/	SHAIKH TA #		0 WM			#2314739/3					
21	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2439582/	STOICA M #		0 WM			#2439582/1					
22	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2436223/	THOMAS C #					#2436223/2					
23	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2407399/	YUSUF ZEE #					#2407399/2					
24	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2209805/	ZAMAN KII #					#2209805/3					

Notes:

- Column G will include student numbers with a “#” symbol in front of it.
- In Column K & L you will see grades records already entered (such as 0 WM, 0 NP).

- In Column K you will be entering numerical mark (for late submissions please enter 40)
- In Column L you will be entering a grade by using P for Pass, F for Fail, LS for late Submission and PL for Academic Misconduct. Please use capital letters when entering grade.

IMPORTANT: please do not change other columns, the CSV files are “sensitive” regarding the way they present and hold data.

25_26_SEM2_LCBB4009_BM_001_704695_SAS

File Home Insert Draw Page Layout Formulas Data Review View Automate Developer Help

Clipboard Font Alignment Number

AutoSave Save Form Undo Redo

K12 P

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Year	Period	#Module	Occ	#Map	#Ass#	#SPR_Cod	Name	#CD	Mark	Grade	CD	#Cand	Key
2	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2509298/	JASKIRAT	#	50	P		#2509298/1	
3	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2028971/	ALI SYED M	#	0	PL		#2028971/2	
4	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2332548/	AMARIUC/	#	63	P		#2332548/2	
5	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2436786/	CALIN ADF	#	0	F		#2436786/1	
6	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2512755/	CIOVEIE S	#	0	F		#2512755/1	
7	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2008584/	EROS ALEX	#	45	P		#2008584/2	
8	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2410268/	HOQUE SA	#	32	F		#2410268/2	
9	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2322707/	HUSSAIN I	#	40	LS		#2322707/2	
10	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2406927/	LAMBERT I	#	0	WM		#2406927/2	
11	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2314067/	LUNGU DA	#	50	P		#2314067/2	
12	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2406922/	MAHBOOE	#	45	P		#2406922/2	
13	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2128930/	MANDACH	#	0	WM		#2128930/1	
14	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2407800/	MIRON LA	#	78	P		#2407800/2	
15	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2332549/	ODOBESCI	#	40	LS		#2332549/2	
16	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2406888/	OMAR MIS	#	50	P		#2406888/2	
17	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2413348/	PANAITE C	#	34	F		#2413348/2	
18	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2507595/	PARVEEN I	#	0	WM		#2507595/1	
19	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2238801/	SAEED MA	#	0	WM		#2238801/1	
20	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2314739/	SHAIKH TA	#	0	WM		#2314739/3	
21	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2439582/	STOICA MI	#	0	WM		#2439582/1	
22	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2436223/	THOMAS C	#	21	F		#2436223/2	
23	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2407399/	YUSUF ZEE	#	14	F		#2407399/2	
24	25/26	SEM2	#LCBB4009	BM	#LCBB4009	#001	#2209805/	ZAMAN KII	#	50	F		#2209805/3	
25														

25_26_SEM2_LCBB4009_BM_001_7046

Above is an example of completed sheet. Please note the last line in the data containing incorrect grade classification – done here on purpose to explain how to correct the errors.

4. Import Files

- Return to the below screen on MyTSD:

Select Options

Sort records by: Display:

Student id (optional): Batch Number (optional):

View Standard Letter:

Enter Assessments

Enter Re-assessments

- Select "Import Marks"
- Select "Initial Assessment" or "Re-Assessment" (depends on which marks you would like to enter).

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Home Staff Reports Marks Entry Institute Admin Extenuating Circumstances

Module Mark Entry

Import Actual Marks

Module Details

Year	25/26	Period	SEM2
Module	LCB84009	Name	Understanding Organisational Structure and Culture
Occurrence	BM	Students	23

Select File

Assessment Type

File to upload

- Click "Choose File"
- Choose the matching CSV File to the Module & Component you are working on

NOTE: The name of the file can help you identify the module & component you are working on. “25_26” refers to Academic Year, “SEM2” refers to the occurrence in which the module was taken by the student, “LCBB4009_BM” refers to the module code and location of the delivery (BM standing for Birmingham), “001” refers to “Component 1” and “704695” is your staff number.

25_26_SEM2_LCBB4009_BM_001_704695_SAS.CSV

- Once selected your screen should look something like that:

The screenshot shows a web interface with two main sections. The top section, titled 'Module Details', contains a table with the following information:

Year	25/26	Period	SEM2
Module	LCBB4009	Name	Understanding Organisational Structure and Culture
Occurrence	BM	Students	23

The bottom section, titled 'Select File', contains a form with the following elements:

- Assessment Type:** A dropdown menu with 'Initial Assessments' selected.
- File to upload:** A 'Choose File' button followed by the filename '25_26_SEM2_LCBB4009_BM_001_704695_SAS.CSV'.
- Import Marks:** A large blue button at the bottom of the form.

- Click “Import Marks”
- Wait for the Import to complete.
- Read the pop-up message (this will on errors within data input)

The screenshot shows the 'Module Mark Entry' interface for the University of Wales Trinity Saint David. The user is logged in as 'Jakub Ceglaz (Principal Administrative Officer (Assessment))' on '23/Dec/2025'. The page title is 'Module Mark Entry' with a subtitle 'Import Actual Marks'. A modal dialog box titled 'Import completed with errors' is displayed in the center, stating: 'The file was imported successfully but at least one line could not be imported. Please review the import messages for more details.' with an 'OK' button. In the background, the 'Module Details' section shows 'Year: 25/26', 'Module: LCBB4009', and 'Occurrence: BM'. The 'Select File' section includes an 'Assessment Type' dropdown set to 'Initial Assessments', a 'File to upload' button labeled 'Choose File' (with 'No file chosen' text), and an 'Import Marks' button. A 'Process Messages' section is visible at the bottom.

- The Import is completed, but the message mentioned an error. We can utilise traditional Marks Entry to fix it.
- Click “Go Back” on the bottom of the screen.
- Select “Enter Assessments” on the previous screen. You will be able to correct the record via manual mark entry and click “Store”.

NOTE: At this stage the results are changeable via traditional Mark Entry or via another upload.

5. Submitting Marks to Registry

- Once stored and checked – the results can be submitted as part of the prep for Examining Board.