

Web Marks Entry Training Document for Staff

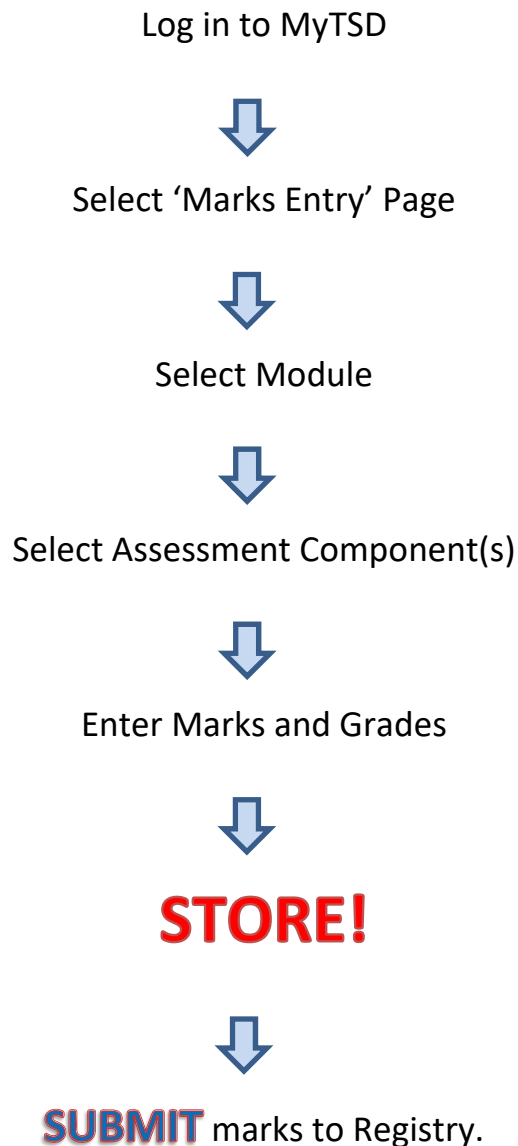


The Registry
UWTSD

Contents

Quick Overview	3
Locate a Module	4
Select Assessments	6
Enter Assessments	7
List of Grade Codes	8
Mistakes on entering marks.....	9
Submit Marks to Registry	10
View Submitted Results	12
Issues Registry Services need to know about.	13

Quick Overview



Important

Marks and grades must be stored otherwise they will be lost and you will have to re-enter them.

Stored marks and grades can be accessed and updated. Once marks and grades have been submitted to Registry, only Registry can alter them.

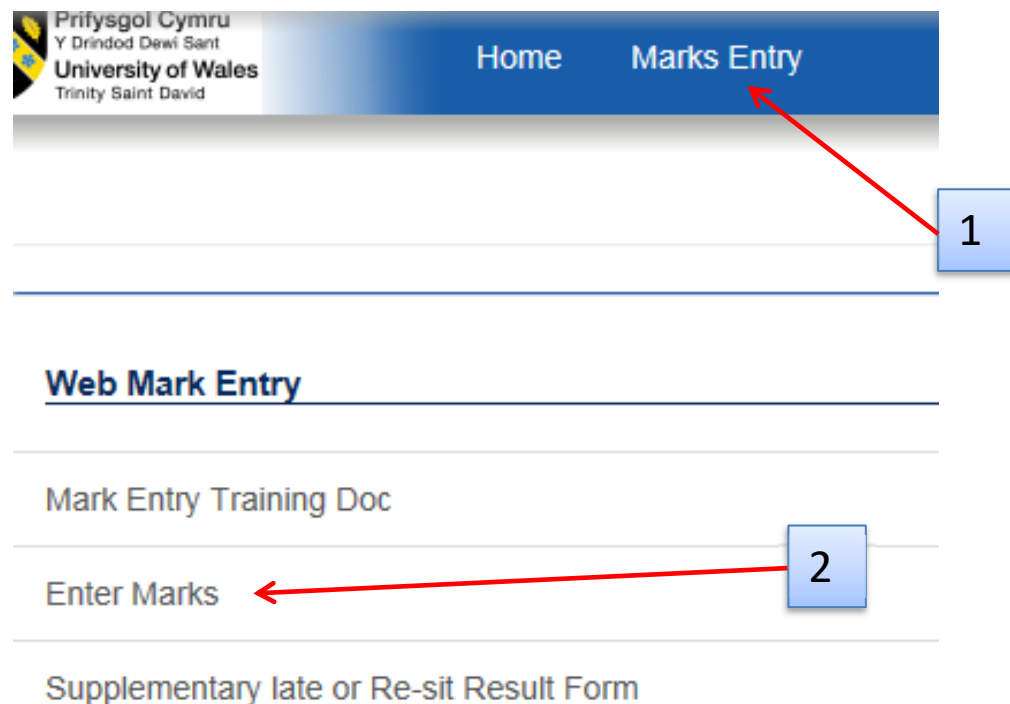
The remainder of this guide provides you with more detailed information on how to use the 'Marks Entry' function.

The Registry will deal with 2nd attempts, resits, RAS marks and extenuating circumstances.

Locate a Module

Log in to MyTSD and then

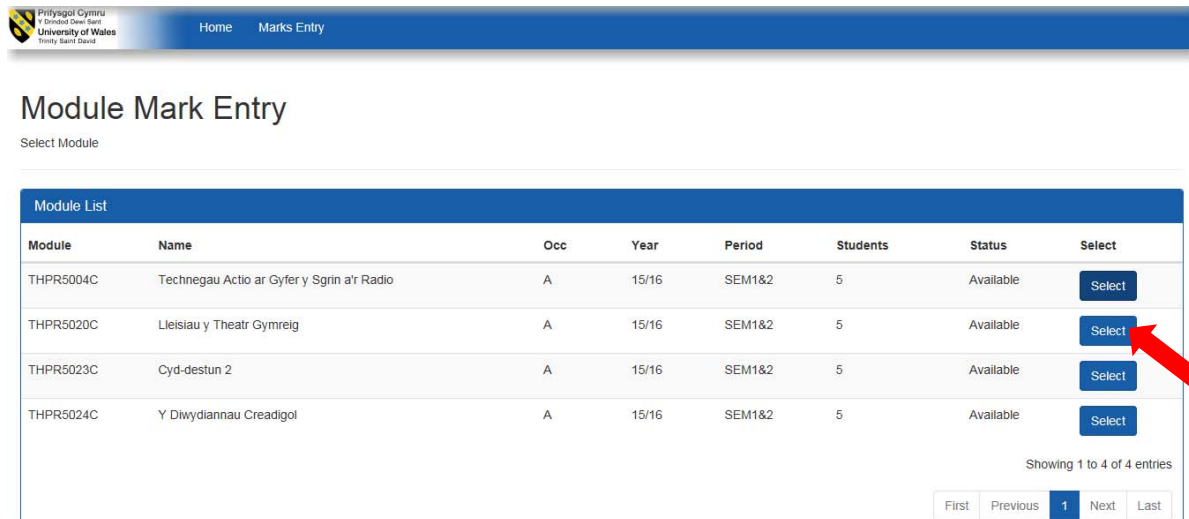
1. Select 'Marks Entry' on the left.
2. Select 'Enter Marks'



If you do not have the 'Marks Entry' link on your home page then please e-mail Registry Services (Registry@uwtsd.ac.uk) with details of the modules you need to mark.

The modules that you are eligible to mark will display

Select the module you wish to enter marks for by clicking on the 'Select' button.



Prifysgol Cymru
Y Ddisodl Dewi Sant
University of Wales
Trinity Saint David

Home Marks Entry

Module Mark Entry

Select Module

Module	Name	Occ	Year	Period	Students	Status	Select
THPR5004C	Technegau Actio ar Gyfer y Sgrin a'r Radio	A	15/16	SEM1&2	5	Available	Select
THPR5020C	Lleisiau y Theatr Gymreig	A	15/16	SEM1&2	5	Available	Select
THPR5023C	Cyd-destun 2	A	15/16	SEM1&2	5	Available	Select
THPR5024C	Y Diwydiannau Creadigol	A	15/16	SEM1&2	5	Available	Select

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

If either, a module you need to mark is does not appear in the list or a module is listed that you will not be marking then please e-mail Registry Services (Registry@uwtsd.ac.uk) immediately so that this can be resolved.

Select Assessments

Module Details

Year	17/18	Period	ZM2
Module	SBPD7001	Name	Approaches to Research and Academic Communication
Occ	HK	Students	11

Assessment Items

Seq	Type	Description	Weight	Q Mark	Select M for 17/18 onwards	Q Set	Grd Only	Final	Select
001	CW	100% Portfolio (7,500 words)	100%	-	13	-	No	No	☐
002	CW	100% Portfolio (7,500 words)	100%	-	14	-	No	No	☐
003	CW	100% Portfolio (7,500 words)	100%	-	15	-	No	No	☐
004	CW	100% Portfolio (7,500 words)	100%	-	16	-	No	No	☐
005	CW	100% Portfolio (7,500 words)	100%	-	M	-	No	No	☒

Select Options

Sort records by: Display:

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

View Standard Letter:

Enter Assessments
Submit Marks to Registry
View Submitted Assessment Results

Annotations:

- Selected module (points to Module SBPD7001)
- Ensure the Display drop down is set to 'All Students' (points to Display: All students)
- Tick those with an M in the "Select M for 17/18 onwards" column. For modules prior to 17/18: Tick those that relate to the academic year e.g. 16 for 16/17 (points to the 'M' in the 'Select M' column of row 005)

Ignore the columns 'Q Mark', 'Q Set', 'Grd Only' and 'Final' – we do not use these.

- This page displays the module that you have selected plus a list of all assessment patterns. If the module has run in previous years then you may see the assessments for those years listed.
 - You should select the assessments that are for the current year e.g. tick those that start with 17 for the 17/18 academic year.
 - Select the 'All Students' option in the 'Display' field and then click the 'Enter Assessments' button.
- If the marks for all students on the module have already been submitted to Registry then no students will be listed. Click on the 'Select New Module' button to return to the previous screen.

Select New Module

Enter Assessments

If you do have assessments to enter the following screen displays:

Year 15/16 Period SEM1&2 Logout

Module THPR5024C Module Name Y Diwydiannau Creadigol
Occurrence A Students 5

Find Student

Search for Student Id OR Name Search

Enter Marks/Grades

Student 004 - CW 100% 100% Prosiect, cyflwyniad a phortffolio digidol

Student Id	Name	Attempt	Mark	Grade
		1		
		1		
		1		
		1		
		1		

Showing page 1 of 1 with 25 records per page

First Previous 1 Next Last

Select New Module Quit (Don't Store) Store Page Submit Marks to Registry

If you are having any problems using MyTSD please ring or email the following:-
Telephone: 01267 676716
Email: registry@uwtsd.ac.uk

Os ydych yn cael problemau yn defnyddio MyTSD a hysbysu i ni i'w cystrall â ffonio neu e-bostio'r canlynol:-
Ffôn: 01267 676716
E-bost: cofrestrfa@pcydd.ac.uk

(Go to top)

1. Enter marks and grades and click on 'Store Page' to save the information. You can add and amend marks and grades up until they are submitted to Registry. Marks and grades do not need to be submitted for all students in one go. It is important to STORE the marks and grades that have been entered. Others can be added later.
2. Should there be a student missing from the list please supply their marks and grades on the Supplementary Results form.

List of Grade Codes

CM	Compensatory Measures (Indicates that compensatory measures have been agreed for the candidate and no mark is currently available). Enter 0 CM and send result on a late results sheet
F	Fail 1% to 39% for modules at Undergraduate level; 1% to 49% for modules at Postgraduate Taught level
LS	Late Submission - Capped (Use for students who submit work up to 1 week late). Enter the mark the student would be awarded had the work been submitted on time. The system will automatically cap the result to 40% for UGs or 50% for PGs if the LS code is used. If the student submits a request to The Extenuating Circumstances Panel (ECP), the Panel will consider whether or not the penalty should be lifted in light of the student's extenuating circumstances. If it is decided to lift the penalty, the system will activate the original mark.
NA	Non Attempt – indicates that a candidate has not attempted every component of the assessment associated with a module, and so cannot pass the module. This includes a student who hands in work more than 1 week after the submission deadline and for a student who did not turn up for an exam, but you are not sure why. Enter 0 NA
P	Pass 40% to 100% for modules at Undergraduate level; 50% to 100% for modules at Postgraduate Taught level
PL	Plagiarism under investigation. Enter 0 PL
FOR REGISTRY USE ONLY	
FW	Formal Warning -The student has had a case of unfair practice confirmed and the penalty is a Formal Warning. Registry will input FW once informed by Academic Office. The work should be marked as normal and a Late Results sheet completed and sent to registry.
ME	Module Error (student has registered on the module but has not studied it) Registry staff will enter 0 ME
WM	Student has officially withdrawn and has not submitted any work. Registry staff will enter 0 WM

Mistakes on entering marks

If a grade is entered erroneously then after the 'Store Page' button has been clicked a red line will appear around the grade. By hovering the cursor over the grade the reason for the error will appear in a black box. Also a larger message in red will appear at the top of the screen.

Attempt	Mark	Grade
1	23	P
1		
1		
1		
1		

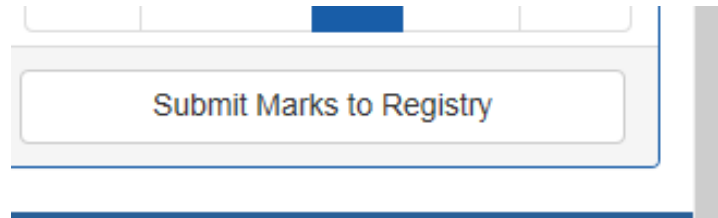
The mark and/or grade is invalid

Showing page 1 of 1 with 25 records per page

First Previous 1 Next Last

Submit Marks to Registry

From the above page marks can be submitted by clicking on the 'Submit Marks to Registry' button.



MyTSD will display a message to the effect that it is 'Running Calculate Results'. Once complete a message appears on the screen similar to the one shown here.

```
Process started 02/Nov/2016 10:35:11.87
1402302/1 - assessment records not complete - result not set.
##### Loading SMR Auditing System Parameters #####
##### Loading SMR Auditing System Parameters #####
1401367/1 - assessment records not complete - result not set.
##### Loading SMR Auditing System Parameters #####
##### Loading SMR Auditing System Parameters #####
1400364/1 - assessment records not complete - result not set.
Attempted to calculate module results for 5 students (3 errors).

Process finished 02/Nov/2016 10:35:12.95
```

If you are not submitting all the records then you will see an “error” message. It is recommended that after submitting results to the registry you return to the ‘Access Student Assessments’ page and select the ‘View Submitted Assessment Results’ button to quickly check the marks and grades have been successfully submitted.

Module Details

Year15/16
PeriodSEM1&2

ModuleTHPR5023C
NameCyd-destun 2

OccA
Students5

Assessment Items

Seq	Type	Description	Weight	Q Mark	Academic Year (First 2 digits)	Q Set	Grd Only	Final	Select
001	CW	100% Cyflwyniad a Thasg Ysgrifenedig Unigol.	100%	-	12	-	No	No	☐
002	CW	100% Cyflwyniad a Thasg Ysgrifenedig Unigol	100%	-	13	-	No	No	☐
003	CW	100% Cyflwyniad a Thasg Ysgrifenedig Unigol	100%	-	14	-	No	No	☐
004	CW	100% Cyflwyniad a Thasg Ysgrifenedig Unigol	100%	-	15	-	No	No	☒

Select Options

Sort records byStudent Name

DisplayAll students

Student id (optional)

Batch Number (optional)

View Standard LetterN/A

Enter Assessments

Submit Marks to Registry

View Submitted Assessment Results

View Submitted Results

By clicking on the View Submitted Assessment Results button a report similar to the one below will display:

You may need to click on the arrow to see all the columns.

Trinity Saint David

Module Mark Entry

View Module Results

Module Details

Year	15/16	Period	SEM1&2
Module	THPR5020C	Name	Lleisiau y Theatr Gymreig
Occ	A	Students	5

Results

007 - CW 50% 50% Prosiect Ymarferol a Blog Adfytyriol

Student	Act	Mark	Grade	Result	Mark	Grade
Student IDs and names		68.0	P	P	69.0	P
		0.0	ME	D	0.0	ME
		61.0	P	P	57.0	P
		59.0	P	P	55.0	P
		65.5	P	P	65.0	P

Issues Registry Services need to know about.

Please e-mail Registry Services immediately if you have any of the following problems.

You do not have the 'Marks Entry' link on your home page.

A module that you will be marking is not on the list you see.

A module is listed that you will not be marking.

The assessment pattern for a module is not what you were expecting.

Note

Any number of markers can be attached to one module.

This enables

- Different markers to mark different assessments within a module.
- One assessment can be marked by two or more tutors as marks and grades can be stored and then changed before they are finally submitted to Registry.