Marks Entry process

Enter Single Marks

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Awards Assessments Achievements - Mark Entry - Module results entry

→ **Find Module - 'Enter Assessments'**

→ **Staff manually enter marks one-by-one for each student on Module by component**

→ **Once marks entered click 'Store' - grades are populated for each component mark**

→ **Click Calculate to calculate module results - This is creating the:**

ACTUAL MARK

→ **Click 'process results' to process marks either individually or 'Agree All'**

Individually

→ **Click Copy all - to populate the Agreed marks**

→ **Staff member can edit any AGREED MARKS with any penalties / ECs (ie. DA if necessary)**

→ **Staff member should enter a module minute here (though its not too clear)**

→ **Staff member clicks CALCULATE again - to calculate the Module Result**

→ **Staff member clicks Continue**

→ **end**

Agree All

→ **Module Result Calculated for each student - No changes to any marks needed (ie. no penalties**

→ **Staff member can click 'undo' and follow the same steps above if they want to add penalties**

Upload All Component Marks for Module

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Awards Assessments Achievements - Mark Entry - Module results report A26 and A27

→ **Search for individual module and run report**

→ **CSV file will be generated for download**

→ **File lists ALL components on a module - column can be used to enter marks manually**

Incredible Large list!

→ **Import the spreadsheet into mark entry**

→ **All marks for each component populated**

Upload marks by individual component

Upload marks by individual component

Awards Assessments Achievements - Mark Entry - EXPORT marks

→ **Search mark entry for module**

→ **Select relevant component and EXPORT MARKS**

→ **Portico will generate separate spreadsheet for each component**

→ **staff enter marks onto spreadsheet and import marks one spreadsheet at a time**

→ **Once each spreadsheet uploaded marks are populated**