


Results Processing Tool User Guide  
15-Mar-2021

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<div><i>Results Processing Tool User Guide</i></div> <hr/> <div>Faculty</div>		
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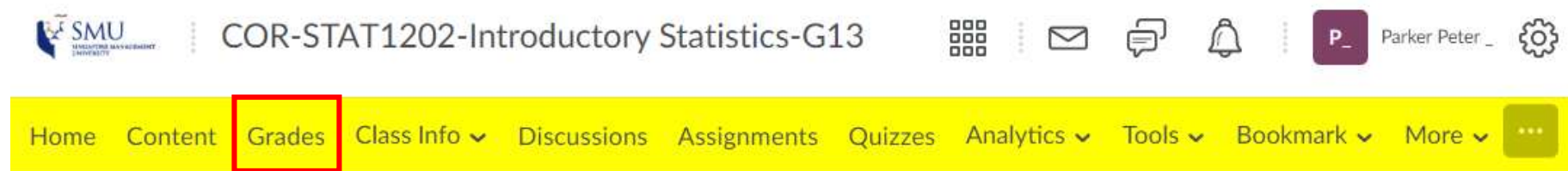
## 1. Introduction

The Results Processing Tool allows instructors to:

- Print/view results report
- Print/view grade distribution report and statistics
- Print/view grade distribution report and statistics by sections
- Print/view grade distribution report and statistics of this term
- Preview released grades from students' perspective
- Input 'I' grades
- Set mass moderation of marks
- View mass moderation history and undo moderation action
- Release component grades to students
- Submit final results to the Registrar's Office

If you need to input/edit marks, please use the Grade Book (accessible via the '**Grades**' link on the top navigation bar).

Important Note: Please remember to click on the RPT landing page (Results Report Page) of each section after you make any changes or do moderations in the Gradebook. This will ensure the updated students' marks and grades are reflected in RPT Grades Distribution page accurately.



## 2. Accessing the Results Processing Tool

Under **Home**, click the '**Results Processing**' link to launch the Results Processing Tool.



### 3. Landing Page

The landing page consists of the following:

1. Term and course selection
2. User guide
3. Navigation to view results report, grade distribution (by Sections and This Term), set 'i' grade, set mass moderation of marks, view mass moderation history, release grades to students or submit grades
4. Students' result report
5. 'Export to pdf' and 'Setting' to choose grade items to display
6. Legend to indicate any invalid or inconsistent final grade items / Reminder message to notify users of any incomplete or irregular final grade items

**Result Report**

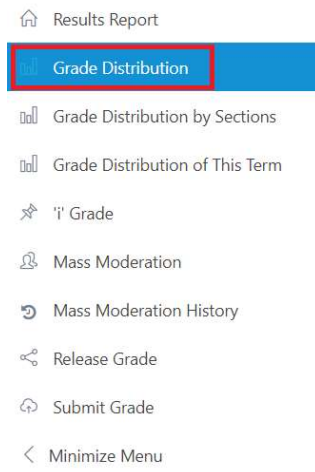
Legend: A+ Invalid Final Marks, A+ Inconsistent Grade

No	Name	Campus Id	Section	Quiz1 (0%)	L11 (0%)	L12 (0%)	Class Participation (0%)	Exam (0%)	Section	Final	Rounded Final for Submission	Rank
1	BonnieGranata.2015_	01002925	G2	9.5 / 10, A+	16 / 25, C	19.5 / 25, B+	5 / 5, A+	21.5 / 70, F		66.35 / 100, C+	66, C+	9
2	CarterAcevedo.2010_	01001533	G2	6.5 / 10, C	19 / 25, B	17 / 25, C+	2.5 / 5, D	41 / 70, D+		72.15 / 100, B-	72, B-	6
3	conner Rivera	01003918	G2	6 / 10, C-	18 / 25, B-	10 / 25, F	3 / 5, C-	23 / 70, F		54.8 / 100, D+	55, D+	17
4	DaniaWu.2017_	01003918	G2	5.5 / 10, D+	19 / 25, B	17.5 / 25, B-	4 / 5, A-	31 / 70, F		70.15 / 100, B-	70, B-	7
5	evelyn Barnes	01001674	G2	6 / 10, C-	17 / 25, C+	15 / 25, C-	5 / 5, A+	26.5 / 70, F		64.2 / 100, C	64, C	13
6	FreyjaBuckley.2004_	01001674	G2	10 / 10, A+	16 / 25, C	19 / 25, B	5 / 5, A+	35.5 / 70, D		75.35 / 100, B	75, B	3
7	gemma Lopez	01003282	G2	6.5 / 10, C	19 / 25, B	19 / 25, B	3 / 5, C-	17.5 / 70, F		62.9 / 100, C-	63, C	14
8	harper James	01003546	G2	9.5 / 10, A+	16 / 25, C	21 / 25, A	3 / 5, C-	29 / 70, F		69.6 / 100, C+	70, B-	7
9	harper Robinson	01002469	G2	4.5 / 10, F	17 / 25, C+	21 / 25, A	3 / 5, C-	27 / 70, F		64.95 / 100, C	65, C	12
10	JacquelineDeslauriers.2014_	01003282	G2	5.5 / 10, D+	10 / 25, F	18 / 25, B-	4 / 5, A-	30.5 / 70, F		58.25 / 100, D+	58, D+	15
11	KalenaRansom.2014_	01003546	G2	8 / 10, A-	16 / 25, C	15 / 25, C-	5 / 5, A+	32 / 70, F		65.6 / 100, C	66, C+	9
12	LyndieCrockett.2001_	01002469	G2	4.5 / 10, F	3 / 25, F	22 / 25, A+	2 / 5, F	32 / 70, F		48.55 / 100, F	49, F	18
13	mila Rogers	01001590	G2	9 / 10, A+	16 / 25, C	9 / 25, F	4 / 5, A-	29.5 / 70, F		58.35 / 100, D+	58, D+	15
14	NakajyalLilley.2016_	01001590	G2	7.5 / 10, B	19 / 25, B	20 / 25, A-	5 / 5, A+	25.5 / 70, F		72.9 / 100, B-	73, B-	5
15	NiaCorona.2005_	01003579	G2	7 / 10, B-	16 / 25, C	25 / 25, A+	1.5 / 5, F	55 / 70, B+		82.6 / 100, A-	83, A	1
16	rosalie Bell	01002256	G2	4 / 10, F	13 / 25, D	22 / 25, A+	5 / 5, A+	31 / 70, F		66.05 / 100, C+	66, C+	9
17	RosioSherwood.2008_	01002256	G2	8 / 10, A-	18 / 25, B-	25 / 25, A+	5 / 5, A+	41 / 70, D+		82.8 / 100, A-	83, A	1
18	RushtonWiese.2007_	01002988	G2	9.5 / 10, A+	17 / 25, C+	17.5 / 25, B-	4.5 / 5, A+	38 / 70, D+		75.45 / 100, B	75, B	3

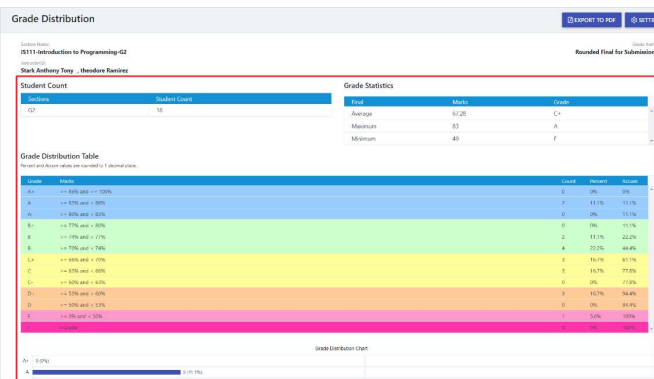


## 6. Viewing Grade Distribution and Statistics

- 1) To view the grade distribution and statistics, click **'Grade Distribution'**.



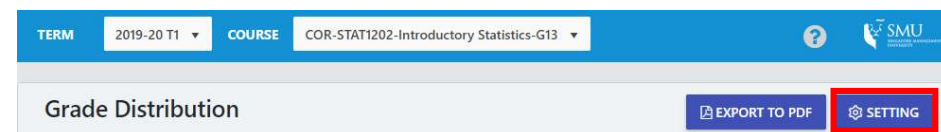
- 2) Both grade distribution and statistics will be displayed.



## 7. Viewing Different Sections and Grades

To view the different sections and component grades:

- 1) Click **'Setting'**.



- 2) Click the **'dropdown arrow'** to select the sections and the component grades you would like to view and click **'Save'**.

### Grade Distribution Setting

#### SECTIONS

COR-STAT1202-Introductory Statistics-G13

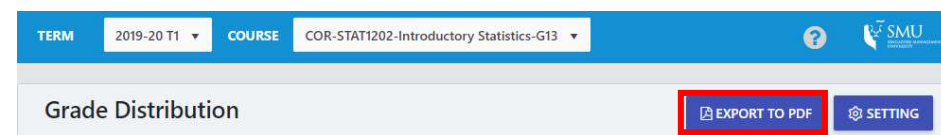
#### GRADES

Rounded Final for Submission

CLOSE

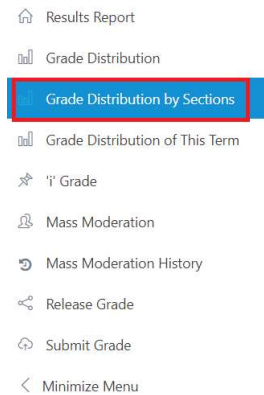
SAVE

- 3) To **download a copy** of the **grade distribution** report, click **'Export to PDF'**.



## 8. Viewing Grade Distribution by Sections

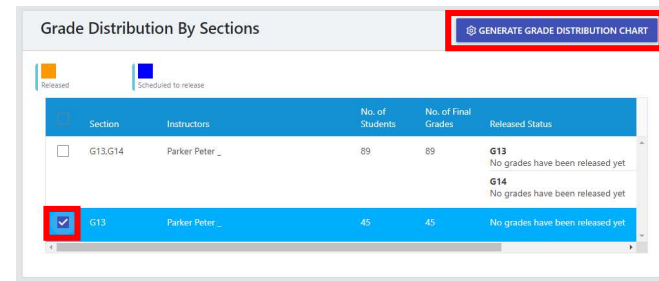
- 1) To view the grade distribution and statistics by sections, click **'Grade Distribution by Sections'**.



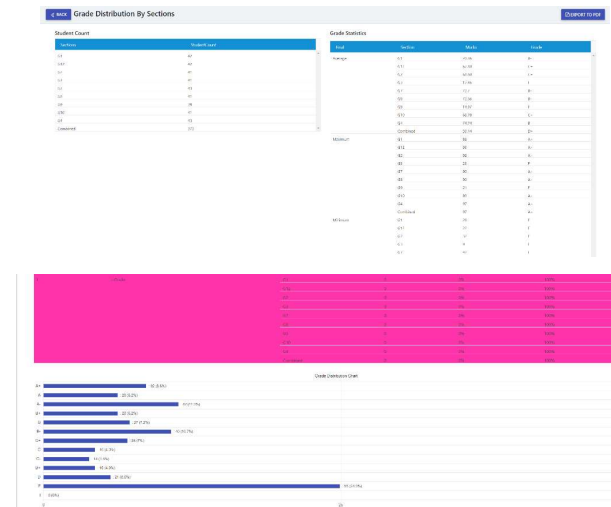
- 2) On the **Grade Distribution by Sections** page, you will be able to see the **sections** and the **component grades release status** and **final grade submission status**.

Section	Instructors	No. of Students	No. of Final Grades	Released Status	Submission Status
<input type="checkbox"/> G13,G14	Parker Peter _	89	89	<b>G13</b> No grades have been released yet <b>G14</b> No grades have been released yet	G13 : Submitted G14 : Submitted
<input type="checkbox"/> G13	Parker Peter _	45	45	No grades have been released yet	Submitted

- 3) To generate the grade distribution chart, select the section(s) by ticking the checkboxes and click **'Generate Grade Distribution Chart'**.



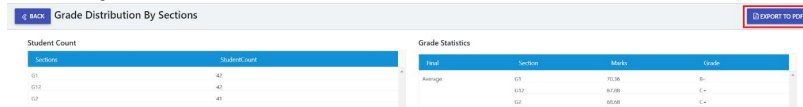
- 4) Under the grade distribution chart, student count and grade statistics for the selected section(s) are generated.





## 9. View Grade Distribution of this Term

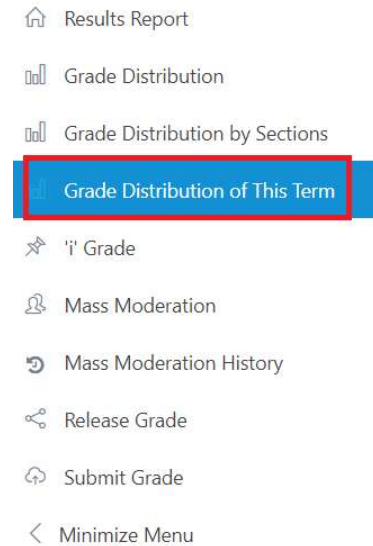
- 5) To **download a copy** of the **grade distribution by sections** report, click **'Export to PDF'**.



Student Count		Grade Statistics			
Sections	Student Count	Final	Section	Marks	Grade
G1	42	Average	G1	75.00	B-
G12	42		G12	91.00	E+
G2	41		G2	88.00	E+

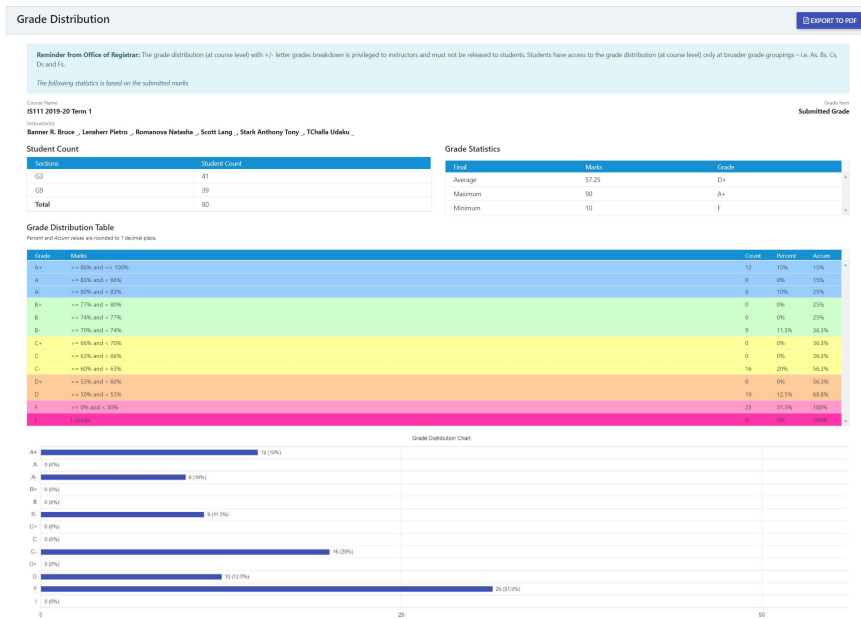
- 6) The PDF file will be downloaded.

- 1) To view the grade distribution and statistics of this term, click **'Grade Distribution of This Term'** from the left navigation bar.



**Note:** The grade distribution chart for all the sections (in the course of the term) with submitted final results will be displayed.

- 2) Under the grade distribution chart, student count and grade statistics for the section(s) in this term are generated.



- 3) To download a copy of the grade distribution report, click **'Export to PDF'**.

**Grade Distribution** [Export to PDF](#)

**Reminder from Office of Registrar:** The grade distribution (at course level) with +/- letter grades breakdown is privileged to instructors and must not be released to students. Students have access to the grade distribution (at course level) only at broader grade groupings – i.e. A+, A, B+, B, C+, C, D+, D, F, and F+.

The following statistics is based on the submitted marks.

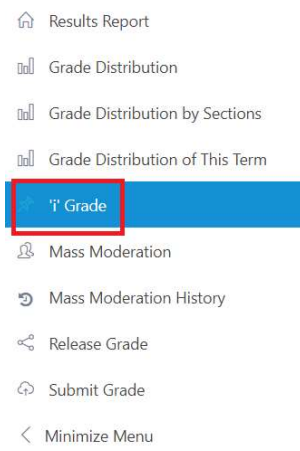
Course Name: **IS111 2019-20 Term 1** Submitted Grade


Instructors: **Banner R. Bruce, Lemahieu Pietro, Romanova Natasha, Scott Lang, Stark Anthony Tony, Tchalla Udoaka**

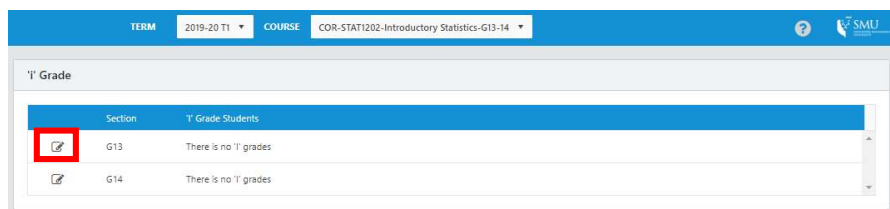
- 4) The PDF file will be downloaded.

## 10. Inputting 'I' Grades

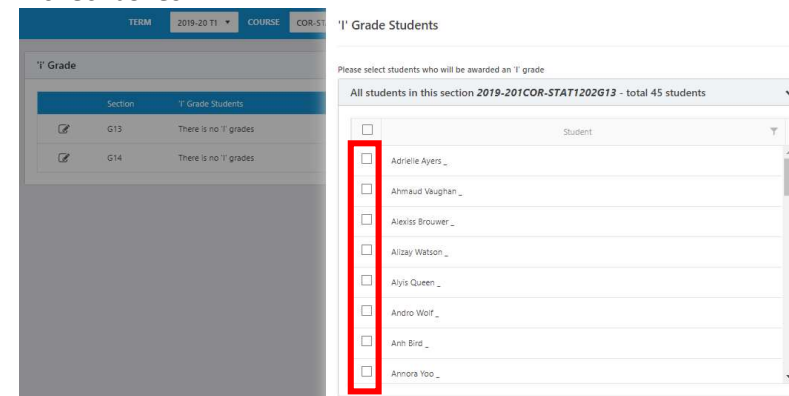
1) To input 'I' grades, click **"I' Grade"**.



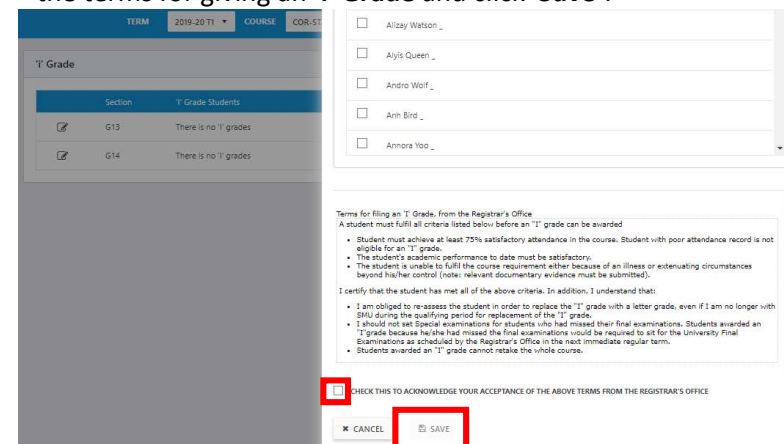
2) On the **"I' Grade"** page, click the **'edit'** icon  to input 'I' grades.



3) Select the students who will receive an 'I' grade by **ticking the checkboxes**.

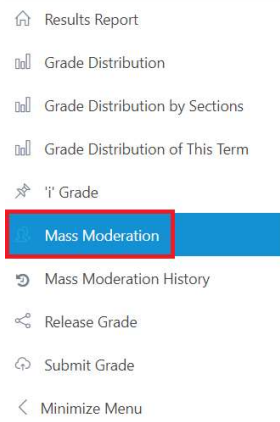


4) Scroll down to **tick the checkbox** to acknowledge your acceptance of the terms for giving an **'I' Grade** and click **'Save'**.



## 11. Mass Moderation

- 1) To perform mass moderation of grades, click '**Mass Moderation**'.



- 2) Set the moderation parameter by selecting the marks to be applied to and insert the marks to be added or subtracted from the overall result.

A screenshot of the 'Mass Moderation' form. The 'Moderation Parameter' section shows 'ALL MARKS' selected. The 'ADD/SUBTRACT' section has a text input field with '5' and a 'NEXT' button highlighted with a red box. Below the input field, there are instructions: '(1) Only numeric grades can be moderated. Grade categories cannot be moderated. (2) Moderated marks exceeding maximum marks will be automatically adjusted to maximum marks. (3) Moderated marks with negative value will be automatically adjusted to 0. (4) Once final grades are moderated, changes to the component grades will not effect the final grades.' At the bottom, there is a 'MODERATION HISTORY' button.

- 3) Click '**Next**'.

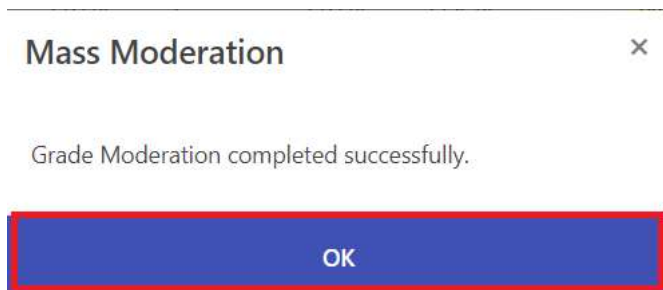
A screenshot of the 'Mass Moderation' form. The 'Moderation Parameter' section shows 'ALL MARKS' selected. The 'ADD/SUBTRACT' section has a text input field with '5' and a 'NEXT' button highlighted with a red box. Below the input field, there are instructions: '(1) Only numeric grades can be moderated. Grade categories cannot be moderated. (2) Moderated marks exceeding maximum marks will be automatically adjusted to maximum marks. (3) Moderated marks with negative value will be automatically adjusted to 0. (4) Once final grades are moderated, changes to the component grades will not effect the final grades.' At the bottom, there is a 'MODERATION HISTORY' button.

- 4) The adjustment can be previewed first before the moderation to the result is applied by clicking '**Apply Moderation**'.

A screenshot of the 'Mass Moderation' preview table. The table shows the effect of adding 5 to rounded final marks. The table has columns for Grade, Marks, Count, %, Accum, Count, %, Accum, and a list of students with their Original and Moderated grades. The 'APPLY MODERATION' button is highlighted with a red box.

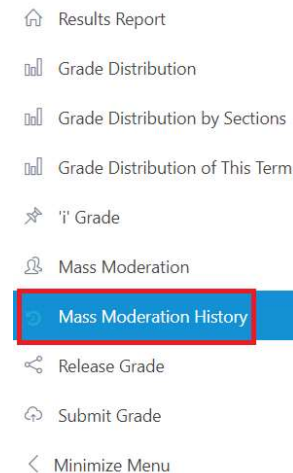
Grade	Marks	Count	%	Accum	Count	%	Accum	Name	Original	Moderated
A+	>= 86% and <= 100%	10	11.2%	11.2%	21	23.6%	23.6%	Aaliyah Lizaraga	75 (B)	80 (A-)
A	>= 83% and < 86%	9	10.1%	21.3%	11	12.4%	36%	Aanchal Berton	44 (F)	49 (F)
A-	>= 80% and < 83%	5	5.6%	27%	6	6.7%	42.7%	Adrielle Ayers	86 (A-)	91 (A-)
B+	>= 77% and < 80%	10	11.2%	38.2%	4	4.5%	47.2%	Ahnaud Vaughan	70 (B+)	84 (A-)
B	>= 74% and < 77%	6	6.7%	44.9%	10	11.2%	58.4%	Alexis Nisrak	77 (B+)	82 (A-)
B-	>= 70% and < 74%	10	11.2%	56.2%	15	16.9%	75.3%	Alexis Brouwer	65 (C)	70 (B-)
C+	>= 66% and < 70%	8	9%	65.2%	4	4.5%	79.8%	Alicia Watson	55 (D+)	60 (C-)
C	>= 63% and < 66%	11	12.4%	77.5%	7	7.9%	87.6%	Alyis Queen	66 (C+)	73 (B-)
C-	>= 60% and < 63%	4	4.5%	82%	7	7.9%	95.5%	Alycia Bradley	76 (B)	81 (A-)
D+	>= 53% and < 60%	13	14.6%	96.6%	2	2.2%	97.8%	Andro Wolf	63 (C)	68 (C+)
D	>= 50% and < 53%	1	1.1%	97.8%	1	1.1%	99.9%	Angelica Hall	70 (B-)	75 (B)
F	>= 0% and < 50%	2	2.2%	100%	1	1.1%	100%	Arth Bird	86 (A-)	91 (A-)
I	I-Grade	0	0%	100%	0	0%	100%	Annora Yoo	79 (B+)	84 (A-)
								Antonio Cresham	65 (C)	70 (B-)

- 5) A pop-up window will appear to indicate that the grade moderation is completed. Click '**OK**'.





## 12. Mass Moderation History


- 1) To view the mass moderation of result that you have previously done or to undo any moderation, click '**Mass Moderation History**'.



- 2) If you have performed mass moderation before, it will be displayed in the **Mass Moderation History** page.

Mass Moderation	Moderated By	Date / Time
 Add 5 to Rounded Final for Submission for All Students	Parker Peter _	06 Dec 2019 11:18 AM

- 3) To undo any moderation you have performed previously, first click on the '**edit**' icon .

Mass Moderation	Moderated By	Date / Time
 Add 5 to Rounded Final for Submission for All Students	Parker Peter _	06 Dec 2019 11:18 AM

- 4) You will see the moderated result, click '**Undo Moderation**' to undo the action.

← BACK **UNDO MODERATION**

Moderation: **ADD 5 TO ROUNDED FINAL FOR SUBMISSION FOR ALL STUDENTS**

Moderated By: **PARKER PETER\_**

Moderated Time: **06 DEC 2019 11:18 AM**

Grade	Marks	Original			Moderated		
		Count	%	Accum	Count	%	Accum
A+	>= 86% and <= 100%	10	11.2%	11.2%	21	23.6%	23.6%
A	>= 83% and < 86%	9	10.1%	21.3%	11	36%	36%
A-	>= 80% and < 83%	5	5.6%	27%	6	42.7%	42.7%
B+	>= 77% and < 80%	10	11.2%	38.2%	4	47.2%	47.2%
B	>= 74% and < 77%	6	6.7%	44.9%	10	58.4%	58.4%
B-	>= 70% and < 74%	10	11.2%	56.2%	15	75.3%	75.3%
C+	>= 66% and < 70%	8	9%	65.2%	4	79.8%	79.8%
C	>= 63% and < 66%	11	12.4%	77.5%	7	87.6%	87.6%
C-	>= 60% and < 63%	4	4.5%	82%	7	95.5%	95.5%
D+	>= 53% and < 60%	13	14.6%	96.6%	2	97.8%	97.8%
D	>= 50% and < 53%	1	1.1%	97.8%	1	98.9%	98.9%

- 6) If undo moderation is completed successfully, a pop-window will appear to indicate, Click '**OK**'.

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Undo Moderation completed successfully.

OK

- 5) A prompt window will appear for confirmation of the undo action. Original marks before the moderation will be restored. Click '**OK**' to proceed.

elearnappsstg.smu.edu.sg

Are you sure you want to undo the following moderation?

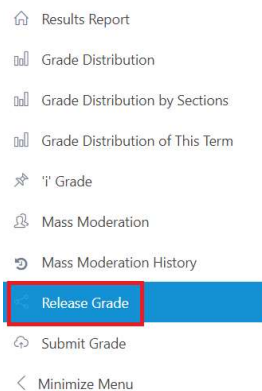
Original marks before this moderation will be restored.  
If you undo it, all moderation applied after this moderation will also be undone

OK

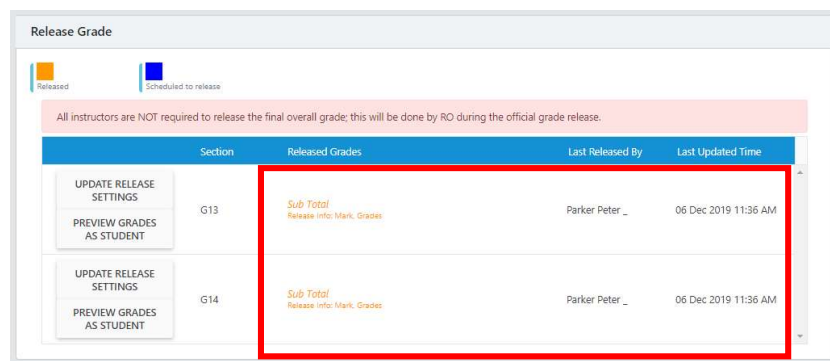
CANCEL

## 13. Releasing Grades

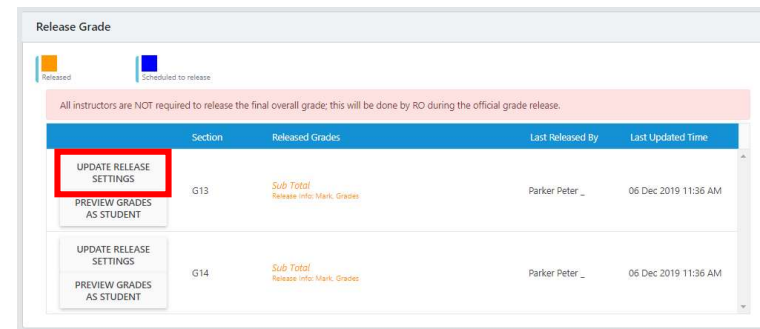
- 1) To release grades, click **'Release Grade'**.



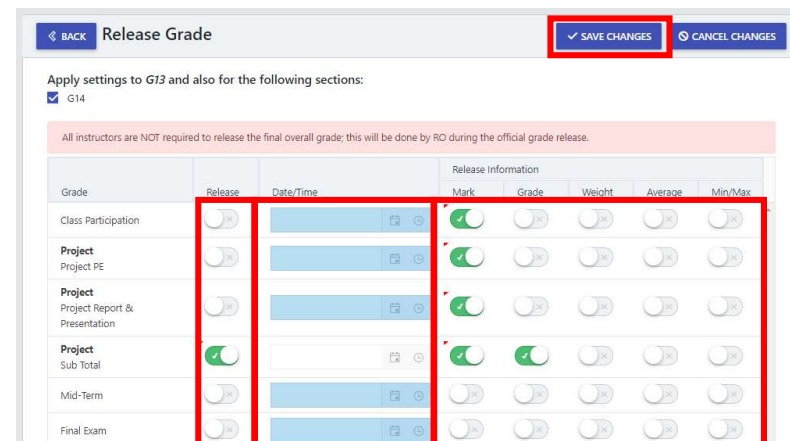
- 2) On the **Release Grade** page, you will be able to see the **section** and the **component grades** that have been released.



- 3) To amend the component grades that have been released, click **'Update Release Settings'**.



- 4) You may select to release the component grade immediately, select a date/time for scheduled release of the component grade, as well as select the information you would like to be released. Click **'Save Changes'**.



## 14. Viewing Released Grades

- 1) You may preview the released grades from the perspective of the student by clicking **'Preview Grades As Student'**.

- 2) Select the student (to preview the results) from **'Preview As'**, enter the date to preview on and click **'Preview'**.

- 3) In the case where the grade release date/time is set to a future date, the date to preview the students' results should be set to after the release date in order to view the results.

- 4) Example, the release date/time of Mid-Term is set at 05 Jun 2020, 12:00 AM.

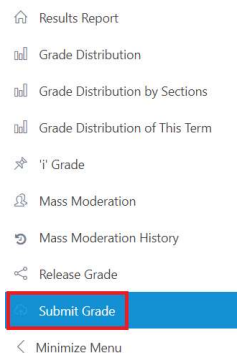
Previewing the results on 04 Jun 2020, 12:24 PM will see no result.


Previewing the results on 05 Jun 2020, 12:22 PM will see the results.





## 15. Submitting Final Marks

- 1) To submit final marks to the Registrar's Office, click '**Submit Grade**'.  
(**Note:** the submitted grade will be sent to your Dean's Office for approval before being released to RO)



- 2) Click the  icon.

A screenshot of the 'Submit Grade' dialog box. It contains a table with the following data:

	Course	Status	Last Submitted By	Last Submission Date
	G13	Not Submitted		
	G14	Not Submitted		

- 3) You will be prompted to acknowledge you have submitted component grade to your students and to be informed of grades changes will not be allowed after submission. Select '**YES**' or '**NO**' to continue with grade submission.

I acknowledge that I have released component grade to students and I will not be able to make further changes to the grades (component and final) after submission.



- 4) If you select '**NO**', you will be prompted to finalize your grades before submission is allowed. Click '**OK**' to cancel the grade submission.



Please finalise component grades and final grades before submission.



- 5) If you select **'YES'**, a note to notify you that the submitted marks to Registrar's Office will not carry decimal points and will be rounded to integers according to the universal rounding rule. Click **'SUBMIT'** to confirm your grade submission, click **'CANCEL'** to cancel your grade submission.

Are you sure you want to submit grades?

Please note that marks submitted to Registrar's Office will not carry decimal points.  
The final marks received by Registrar's Office will be rounded to integers according to the universal rounding rule (e.g. 85.5 -> 86, 85.4 -> 85).  
Click 'Submit' to confirm submission or 'Cancel' to abort.



SUBMIT	CANCEL
--------	--------


- 6) Upon successful submission of the grades, a prompt will show grade has been successfully submitted.


Submit Grade


Submit grade is successful.

OK
----

- 7) The  icon will be replaced with a **'lock'**  icon (**Note:** you will not be able to submit the grades again)

Submit Grade			
Course	Status	Last Submitted By	Last Submission Date
 G2	Submitted	Stark Anthony Tony _	13 Mar 2021 11:25 AM

8) After submission, Click the **'lock'**  icon whenever you want to view the submitted grades.

RPT			
	TERM	2019-20 T2	COURSE IS111
Submit Grade			
Course	Status	Last Submitted By	
 G2	Submitted	Stark Anthony Tony	

## Submitted Grades

Student	Name	Mark	Grade
01002925	BonnieGranata.2015 _	66	C+
01001533	CarterAcevedo.2010 _	72	B-
01003918	conner Rivera	55	D+
01003918	DaniaWu.2017 _	70	B-
01001674	evelyn Barnes	64	C
01001674	FreyjaBuckley.2004 _	75	B
01003282	gemma Lopez	63	C
01003282	harper James	70	B-
01003282	harper Robinson	65	C
01003282	JacquelineDeslauriers.2014 _	58	D+

## Notes:

- 1) Please contact your School Admin if you need to reset the submission.
- 2) Any changes made in your grade book (after grade submission) **will not** be reflected in RPT.
- 3) You will receive an email notification when the Dean's Office has either approved or rejected your grade submission.
- 4) In the event of grade submission approval, the submitted grades will be released to RO.
- 5) In the event of grade submission rejection, you **will need** to readjust the grades and do a grade resubmission.

## 16. Feedback

If you have any questions or feedback, please email the eLearn team at [ellearn@smu.edu.sg](mailto:ellearn@smu.edu.sg).