Results Processing Tool User Guide
15-Mar-2021

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Results Processing Tool User Guide
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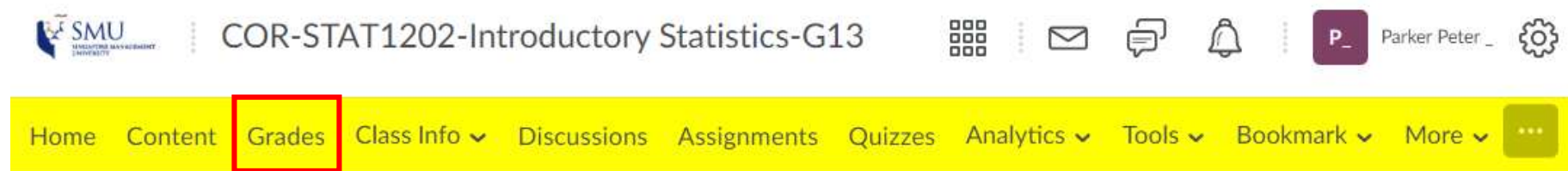Results Processing Tool User Guide
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1.   Introduction

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

4.   Switching between Terms and Courses

1)   Click the *'dropdown arrow'* ▼ at the **Term** and **Courses** dropdown lists at the top of the screen.

5.   Exporting and printing result report

To **download a copy** to local machine or **submit a printed copy** of the grade report to Deans/Associate Deans for review, at the top right corner of **Result Report** page:

1)   Click *'Setting'* to choose grade items that need to be included.

2)   Click *'Export to PDF'* to download.

The downloaded copy shall automatically appear, locate the downloaded copy in Downloads folder if it does not appear automatically.
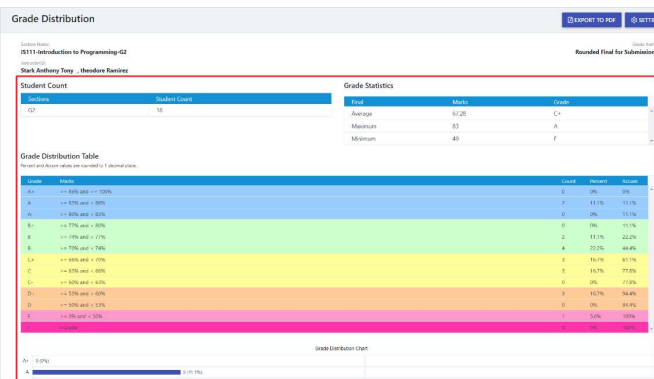
6.   Viewing Grade Distribution and Statistics

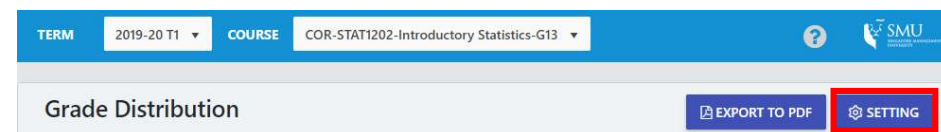1) To view the grade distribution and statistics, click **'Grade Distribution'**.
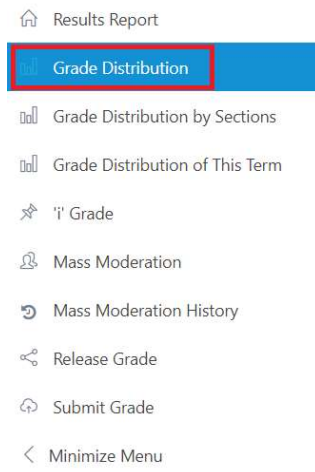
2) Both grade distribution and statistics will be displayed.

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'**.
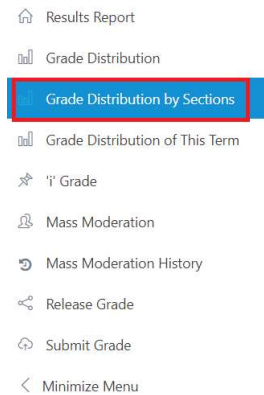

3) To **download a copy** of the **grade distribution** report, click **'Export to PDF'**.
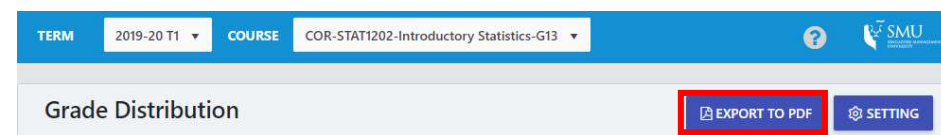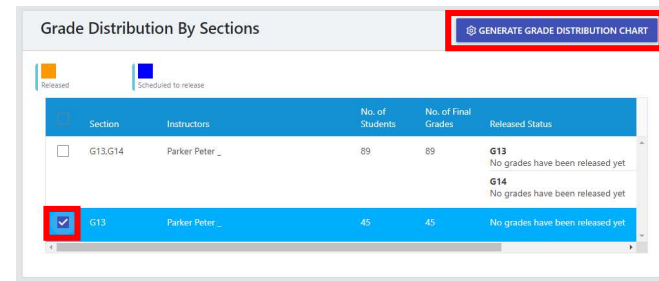
8.   Viewing Grade Distribution by Sections

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**.

3) To generate the grade distribution chart, select the section(s) by ticking the checkboxes and click *'Generate Grade Distribution Chart'*.
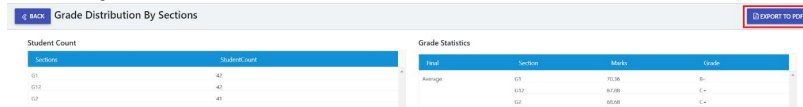
4) Under the grade distribution chart, student count and grade statistics for the selected section(s) are generated.
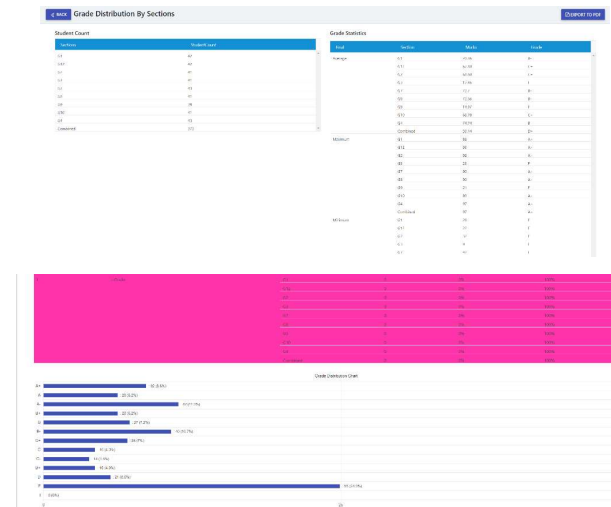
5) To **download a copy** of the **grade distribution by sections** report, click *'Export to PDF'.*

6) The PDF file will be downloaded.

9.   View Grade Distribution of this Term

1) To view the grade distribution and statistics of this term, click *'Grade Distribution of This Term'* from the left navigation bar.
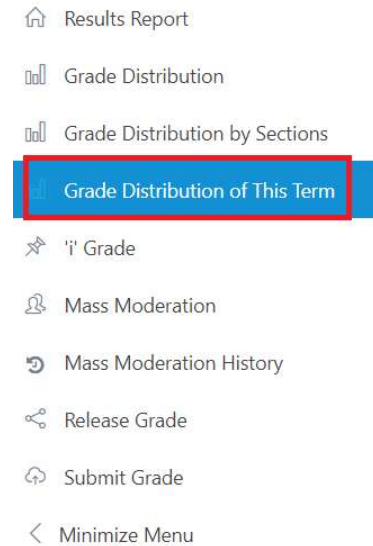
Note: The grade distribution chart for all the sections (in the course of the term) with submitted final results will be displayed.

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'**.

4) The PDF file will be downloaded.

10.   Inputting 'I' Grades

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

- 🏠 Results Report
- 📊 Grade Distribution
- 📊 Grade Distribution by Sections
- 📊 Grade Distribution of This Term
- ➤ **'i' Grade**
- 👥 Mass Moderation
- 🔄 Mass Moderation History
- 🔗 Release Grade
- ☁ Submit Grade
- ‹ Minimize Menu
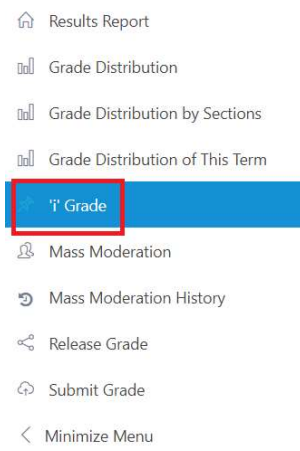
2) On the **'i' Grade** page, click the **'edit'** icon ✏ to input 'i' grades.
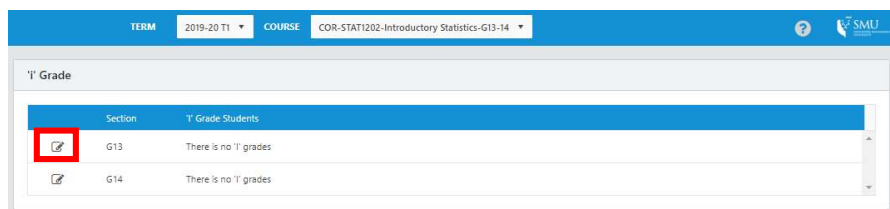
3) Select the students who will receive an 'i' grade by **ticking the checkboxes**.
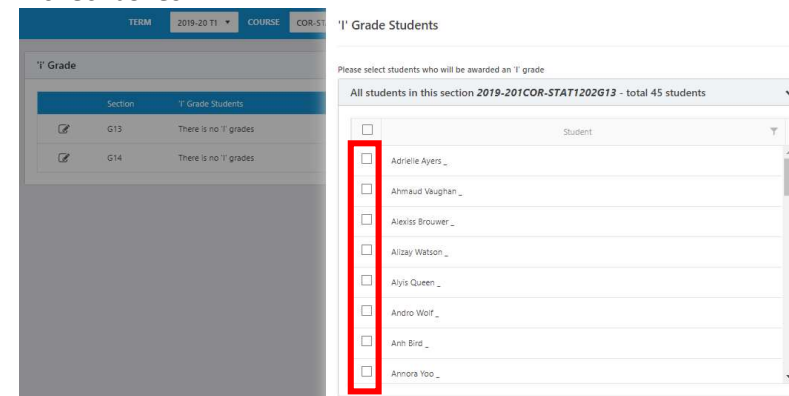
4) Scroll down to **tick the checkbox** to acknowledge your acceptance of the terms for giving an **'i' Grade** and click **'Save'**.
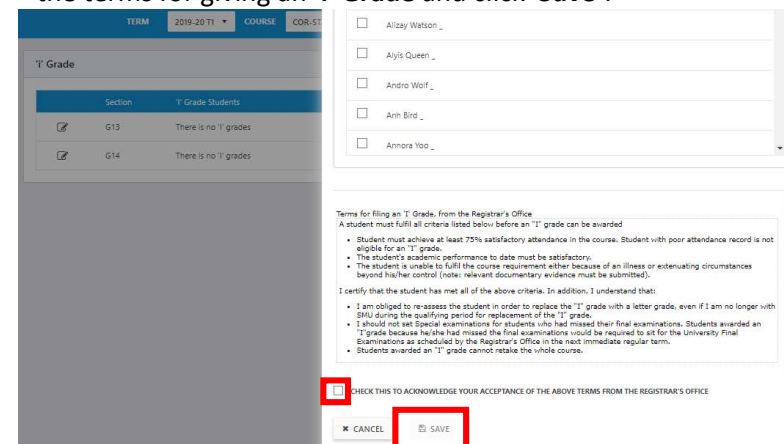
11.   Mass Moderation

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

⌂ Results Report

▥ Grade Distribution

▥ Grade Distribution by Sections

▥ Grade Distribution of This Term

✦ 'i' Grade

⎙ Mass Moderation

↺ Mass Moderation History

⬳ Release Grade

⬆ Submit Grade

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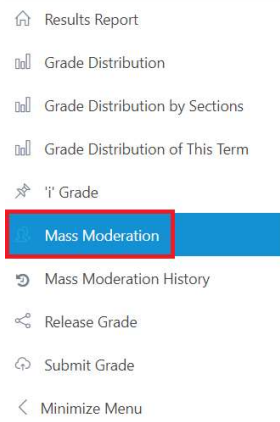
2) Set the moderation parameter by selecting the marks to be applied to and insert the marks to be added or subtracted from the overall result.

3) Click **'Next'**.

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

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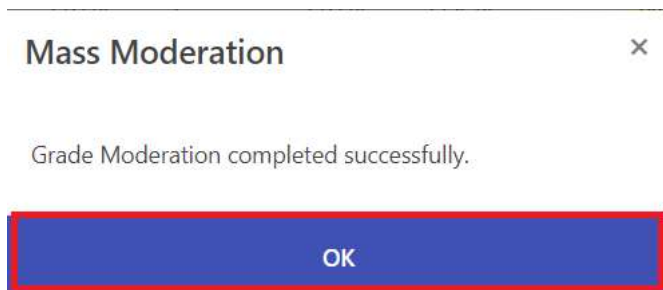
12. Mass Moderation History

1) To view the mass moderation of result that you have previously done or to undo any moderation, click **'Mass Moderation History'**.
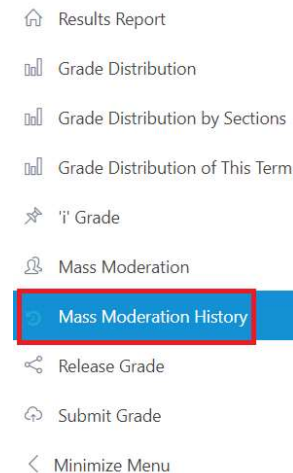
2) If you have performed mass moderation before, it will be displayed in the **Mass Moderation History** page.

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

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%

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

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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

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

13.   Releasing Grades

1) To release grades, click **'Release Grade'.**
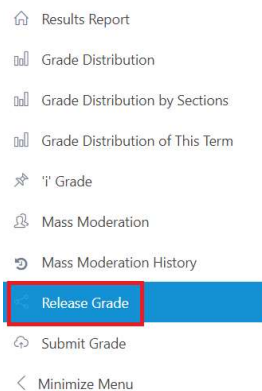
2) On the **Release Grade** page, you will be able to see the **section** and the **component grades** that have been released.
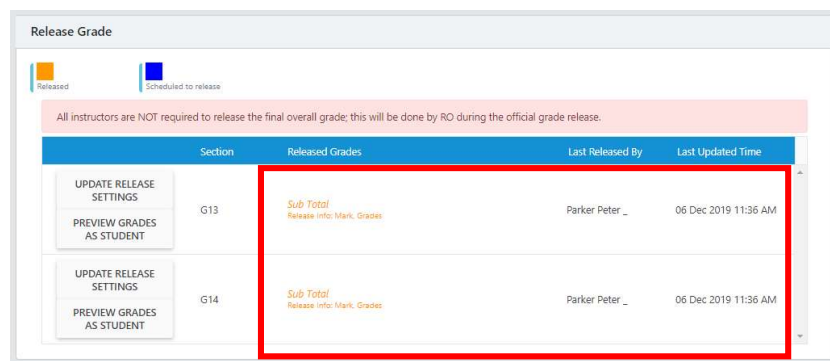
3) To amend the component grades that have been released, click **'Update Release Settings'**.
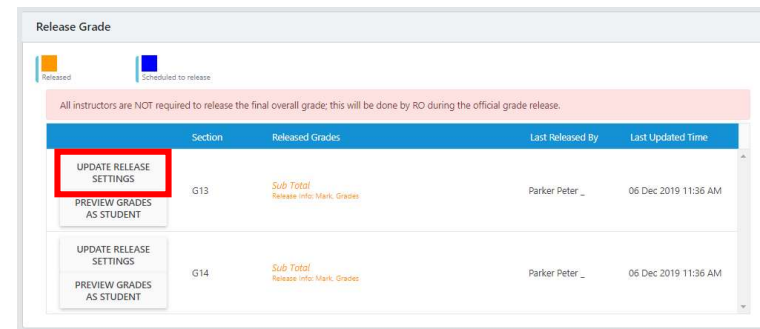
4) You may select to release the component grade immediately, select a date/time for scheduled release of the component grade, as well as select the information you would like to be released. Click **'Save Changes'**.
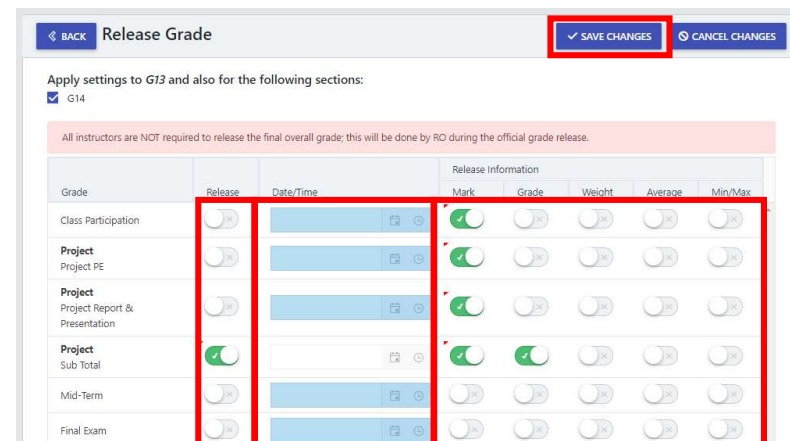
14.   Viewing Released Grades

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)

    ⌂ Results Report

    ⬛ Grade Distribution

    ⬛ Grade Distribution by Sections

    ⬛ Grade Distribution of This Term

    ⚲ 'i' Grade

    ⬥ Mass Moderation

    ↺ Mass Moderation History

    ⬠ Release Grade

    Submit Grade

    ‹ Minimize Menu

2)   Click the ✈ icon.

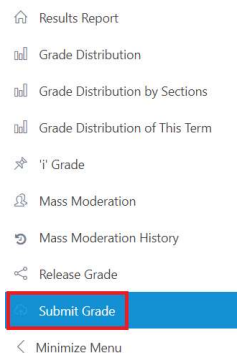|	Course	Status	Last Submitted By	Last Submission Date
✈	G13	Not Submitted		
✈	G14	Not Submitted		

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 <u>not</u> be able to make further changes to the grades (component and final) after submission.

YES	NO	CANCEL

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.

OK

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-
Lorem	conner Rivera	55	D+
01003918	DanialWu.2017 _	70	B-
nisl	evelyn Barnes	64	C
01001674	FreyjaBuckley.2004 _	75	B
pegaso	gemma Lopez	63	C
nibh	harper James	70	B-
sed	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 elearn@smu.edu.sg.