

v. Upload Marked Assignments

Please zip all marked assignments into one file for batch upload or upload each marked assignment individually using the following steps.

- 1 Click on “**Upload Marked Assignments**” button from SUSS Gradebook.



- 2 Select the assignment of the marked file which you want to upload.
For example: **TMA01**.

- 3 Click on “**Choose File**”.

Upload Marked TMA Paper

Select Assignment

Please select course assignment:

Select File(s) to Upload

Instruction Notes:

1. Check that your marked assignments are named using the convention (FamilynameFirstname-TMAXX.doc, where XX is e.g. TanHuiLing-TMA02.doc
2. Zip all marked assignments into one file for batch upload or upload each marked assignment individually. For the zip file successful in the return of the marked assignments.
e.g. BUS101-TMA01.zip or TanHuiLing-TMA02.doc
3. Click on "Choose File" to select the zip file or individual marked assignment to upload.
4. Click on "Upload File" to initiate the return process.
5. Allowed file formats - Word Document (doc, docx) , Excel Document (xls,xlsx), PowerPoint Document (ppt, pptx), PDF

Please select file to upload:

4 Locate the zipped file that contain the marked assignments.
For example, “45934114.zip”.

5 Click on “Open”.



6 Click on “Submit” to upload the zipped file that contains the marked assignment.




- 7 Marked assignment files that cannot be matched to the students in the class will appear in the “**Mapping Marked TMA Paper with Student**” page.
- 8 To assign a marked TMA file to a student, click on the drop-down menu to select the correct student.
- 9 Click on “**Submit**”.

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Mapping Marked TMA Paper with Student

FILE	STUDENT
627240427-SampleTMA.docx	LSA Student 01 8

Submit 9

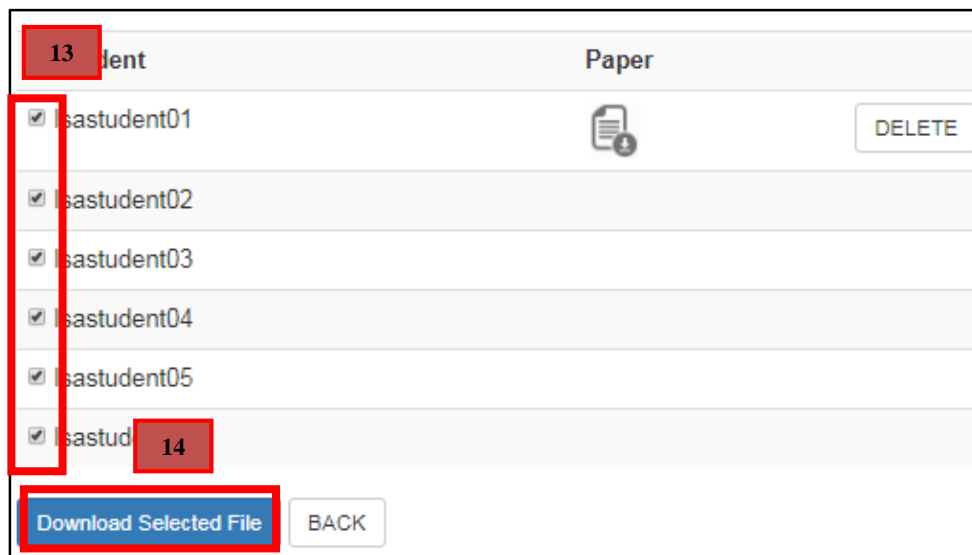
- 10 A paper download icon “” will be appear beside the student name once a marked assignment file has been successfully returned to a student.
- 11 You can delete the marked assignment file if you need by clicking “**DELETE**” button on the right
- 12 Click “**BACK**” button go back to SUSS Gradebook page.

Student	Paper
Isastudent01	 10
Isastudent02	DELETE 11
Isastudent03	
Isastudent04	
Isastudent05	
Isastudent06	


Download Selected File BACK 12

13 To download multiple marked assignment file, click on the checkbox next to the student's name

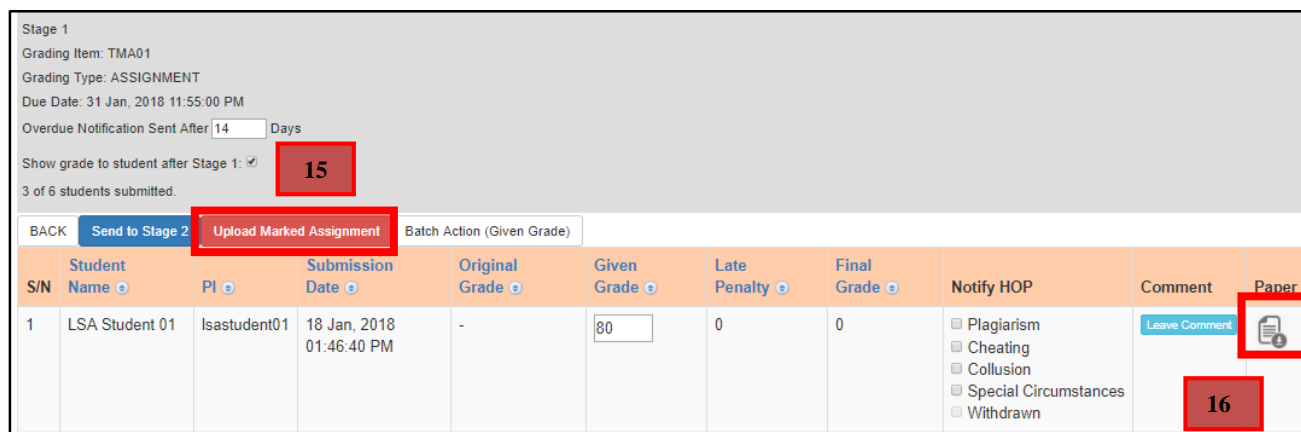
14 Once the students are selected, click on “**Download Selected File.**”



The screenshot shows a table with columns 'Student' and 'Paper'. Under 'Student', there are five rows with checkboxes selected next to the names 'Isastudent01' through 'Isastudent05'. A red box labeled '13' highlights these checkboxes. Below the table, there are two buttons: 'Download Selected File' (highlighted with a red box labeled '14') and 'BACK'.

15 A paper download icon “” will appear under Paper column once a marked assignment file has been successfully returned to a student.

16 Click on “**Send to Stage 2**” to publish the grades and marked assignments to the students



The screenshot shows the 'Stage 1' grading summary for 'TMA01'. It includes fields for 'Grading Item', 'Grading Type', 'Due Date', and 'Overdue Notification'. Below these, there are buttons: 'BACK', 'Send to Stage 2' (highlighted with a red box labeled '15'), 'Upload Marked Assignment', and 'Batch Action (Given Grade)'. Below the buttons is a table with columns: S/N, Student Name, PI, Submission Date, Original Grade, Given Grade, Late Penalty, Final Grade, Notify HOP, Comment, and Paper. The first row shows a student named 'LSA Student 01' with a submission date of '18 Jan, 2018 01:46:40 PM' and a given grade of '80'. A red box labeled '16' highlights the 'Paper' column, which contains a paper download icon.