

iv. Entering GBA Grades in SUSS Gradebook

1. Click on "SUSS Gradebook" found in the left menu of the T Group course site to access the SUSS Gradebook.
2. Click on the required Grading Item to proceed with the grading. For example, GBA01.

LSA123_JAN22_T03 > LSA123_JAN22_T03 : Canvas Training Course

SANDBOX

Home

SUSS Gradebook

Modules

Index

Assignment	Assignment Type	Due Date	Stage	Lock Status	Locked By	Mark Deduction
GBA01	ASSIGNMENT	2022-01-05 23:55:00.0	Stage1		LMS Tutor01 (LSA)	YES

3. When you enter in Stage NEW, you will need to select the Group. Groupings are created under the People tab in Canvas. Once you have selected the grouping, click on "Create Groups".

HOME > GBA01 - Stage 1

Course Details Grades

Course Details

Stage 1 - Type: ASSIGNMENT
Due Date: 14 Jan, 2022 12:00:00 PM
Show grades to student after marking YES
Overwrite Grades From SpeedGrader YES What's this?
0 of 7 students submitted

User Guides

Group

- Group Category Create Groups

NOTE

Select a grouping for this assignment to proceed

If you have not created a group, please proceed to Canvas >> People >> Groups

For students who did not submit their assignment, please assign them into 1 group and select a leader randomly.

4. The group leaders are highlighted in green. Key in the marks under the "Given Grade" for each group leader and the scores will be automatically updated to the other group members. For students with no submissions, leave the grade blank.
5. After entering a grade in the Given Grade input box, the grades are automatically saved. Repeat this step to enter the rest of the grades.
6. The saved grades will appear under the "Final Grade" column.
7. Highlight any suspected plagiarism or collusion by clicking on "Actions".
"Withdrawn" to automatically be checked according to student's status.
8. Click on "Add" under Comments to leave a comment for the student/school, if any.
9. You may use this search function to search for a specific student by their name or PI number.

HOME ▸ GBA01 - Stage 1

Course Details Grades

LEGEND

Late Submission Suspected Grade Anomaly Notify HoPs Group Leader

Menu Actions

View Audit Logs
Return Marked Paper Batch Grading
I have completed markings for all students Confirm

S/No	Student Name ↕	PI Number ↕	Submission Date ↕	Group ↕	Given Grade ↕	Late Penalty ↕	Final Grade ↕	Comments	Actions
1	LSA Student 02	Isastudent02	No Submission	Group1 (L)	50	0	50	Add	Edit
2	LSA Student 07	Isastudent77	No Submission	Group1 (M)	50	0	50		Edit
3	LSA Student 01	Isastudent01	No Submission	Group1 (M)	50	0	50	Add	Edit
4	LSA Student 03	Isastudent03	No Submission	Group1 (M)	50	0	50	Add	Edit

10. You can also enter the grades with the "Batch Grading" function in SUSS Gradebook.

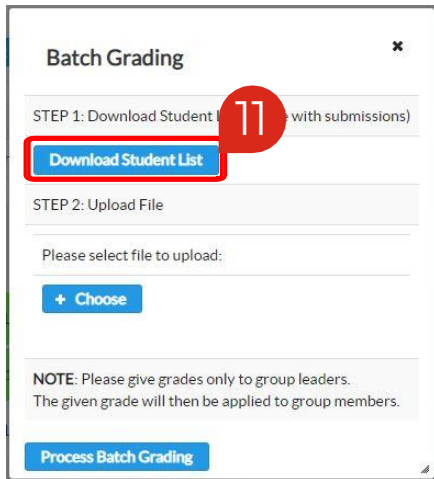
HOME ▸ GBA01_xin001 - Stage 1

Course Details Grades

Menu Actions

View Audit Logs
Return Marked Paper Batch Grading Export CSV
I have completed markings for all students Confirm and send to Stage 2

11. Select “Download Student List”. A .csv file will be downloaded to your device. Open the .csv file with Microsoft Excel.



Batch Grading

STEP 1: Download Student List (Those with submissions)

Download Student List

STEP 2: Upload File

Please select file to upload:

+ Choose

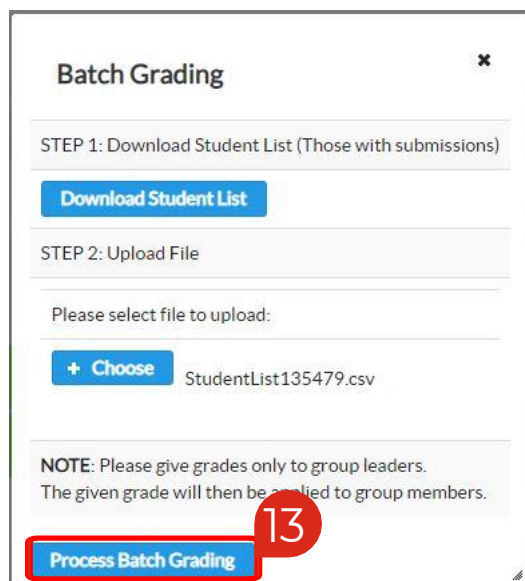
NOTE: Please give grades only to group leaders.
The given grade will then be applied to group members.

Process Batch Grading

12. A list of all the students who has submitted will appear in the .csv file. For GBA assignments, only the group leaders' names will appear in the list. Key in the score under the GivenGrade column. DO NOT delete or edit anything else in the .csv file as it may result in unexpected errors. Once you are done keying in the score, save the file in the same file format.

	A	B	C
1	StudentID	StudentName	GivenGrade
2	26256	LSA Student 05	70
3	475	LSA Student 01	60
4	476	LSA Student 02	65

13. Go back to SUSS Gradebook and select “Batch Grading” again. This time, choose the file to upload and select the .csv file. Select “Process Batch Grading” once you are done.



Batch Grading

STEP 1: Download Student List (Those with submissions)

Download Student List

STEP 2: Upload File

Please select file to upload:

+ Choose StudentList135479.csv

NOTE: Please give grades only to group leaders.
The given grade will then be applied to group members.

Process Batch Grading

14. The scores will be updated in SUSS Gradebook.

S/N	Student Name	PI Number	Submission Date & Time	Group	Given Grade	Late Penalty	Final Grade	Comments
1	LSA Student 01	Isastudent01	No Submission	Withdrawn (L)		0	-	Add
2	LSA Student 02	Isastudent02	19-07-2022 10:56:54	GBA01_Group 1 (L)	65	0	65	Add
3	LSA Student 03	Isastudent03	19-07-2022 10:56:54	GBA01_Group 1 (M)	65	0	65	Add
4	LSA Student 04	Isastudent04	19-07-2022 11:10:43	GBA01_Group 2 (M)	70	0	70	Add
5	LSA Student 05	Isastudent05	19-07-2022 11:10:43	GBA01_Group 2 (L)	70	0	70	Add
6	LSA Student 06	Isastudent06	19-07-2022 10:56:54	GBA01_Group 1 (M)	65	0	65	Add
7	LSA Student 10	Isastudent10	19-07-2022 10:56:54	GBA01_Group 1 (M)	65	0	65	Add
8	LSA Student 11	Isastudent11	19-07-2022 11:10:43	GBA01_Group 2 (M)	70	0	70	Add

15. Under Course Details, "Show grades to student after marking" should always be set to "YES".

[HOME](#) > [GBA01 - Stage 1](#)

[Course Details](#)
[Grades](#)

Course Details

Stage 1 - Type: ASSIGNMENT

Due Date: 05 Jan, 2022 11:55:00 PM

Show grades to student after marking ☒ YES ☐ NO [What's this?](#)

Overwrite Grades From SpeedGrader ☐

0 of 6 students submitted

User Guides

User Guides

Group

Canvas Group Set currently in Use: GBA01

NOTE
Select a grouping for this assignment to proceed
If you have not created a group, please proceed to Canvas >> People >> Groups
For students who did not submit their assignment, please assign them into 1 group and select a leader randomly.

Note:

- An email alert will be sent to the respective HOP and School Admin if the checkboxes for plagiarism, collusion, and special circumstance are ticked when SUSS Gradebook moves to stage 2. Instructors are not required to conduct any investigations. However, it will be recommended to leave a private comment (show to students No) to justify your selection.
- When in Stage 1, students will not be able to see their grades.
- Mark deduction for late submission is calculated automatically when progressing from "Stage 1" to "Stage 2".
- For students with no submissions, the SUSS Gradebook will automatically show "No Submission" under the Submission Date column.

HOW TO LEAVE A COMMENT

16. Key in your comment.

17. By default, "Display to Student" option is set to "No".

18. Click on "Add New Comment".

Comments Action

Comments	Commented By	Display to Student	Edit
suspected plagiarism	Tutor01 (LSA) on 2022-01-11 15:27:48.0	No	

16. suspected plagiarism

18. Add New Comment

17. Display to Student

19. Once you have entered all the grades and would like to submit the grading to Stage 2, click on "Confirm".

20. Any changes to the grouping after the grades have been submitted to Stage 2 will result in the affected students' grades getting reset to 0. The programme executive will have to adjust the grades on your behalf as the grading is already in Stage 2.

Course Details Grades

LEGEND

Late Submission Suspected Grade Anomaly Notify HoPs

Menu Actions

View Audit Logs

Return Marked Paper Batch Grading

I have completed markings for all student

19. Confirm

S/No	Student Name	PI Number	Submission Date and Time	Given Grade	Late Penalty	Final Grade	Comments	Actions
1	LSA Student 04	Isastudent44	2022-01-11 16:19:16	51	10	41		Add Edit

HOW TO UPLOAD MARKED ASSIGNMENTS

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

21. Click on "Return Marked Paper" button from SUSS Gradebook.


HOME ▸ TMA02 - Stage 1

Course Details Grades

LEGEND

■ Late Submission ■ Suspected Grade Anomaly ■ Notify HoPs

Menu Actions

 View Audit Logs **21** Return Marked Paper Batch Grading

I have completed markings for all students Confirm


22. Click on "Choose File".

Upload Marked Assignment

1. Assignment

TMA02

2. Select File(s) to Upload

Instruction N 

Please select file to upload:

22 Choose

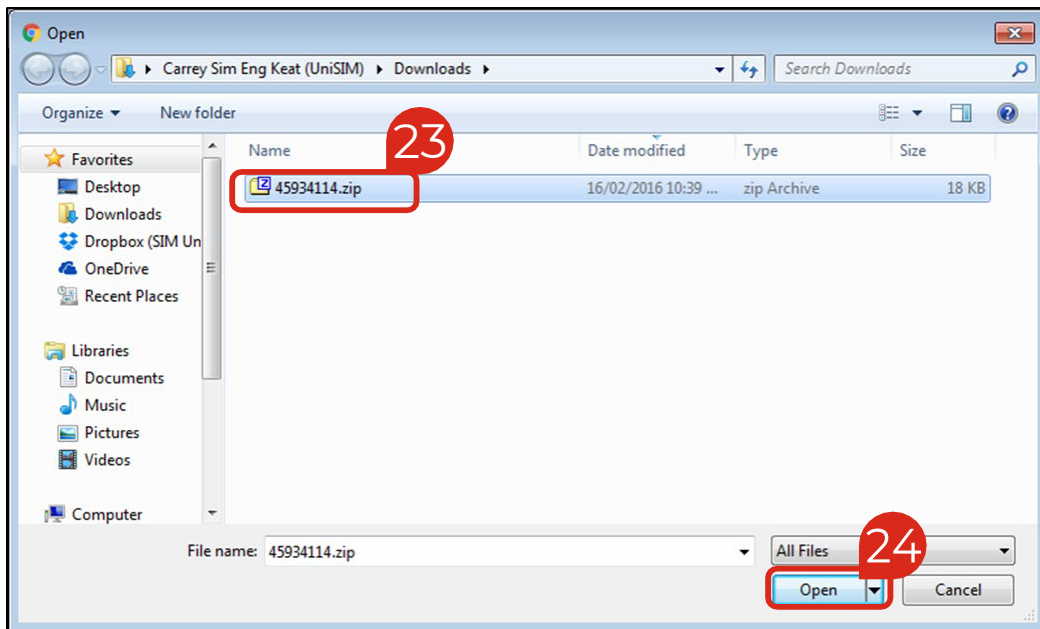
3. Save

Reset Upload File

Download Selected Files Delete Selected Papers

<input type="checkbox"/>	Student Name	
<input type="checkbox"/>	LSA Student 04	17400084
<input type="checkbox"/>	LSA Student 05	
<input type="checkbox"/>	LSA Student 06	
<input type="checkbox"/>	LSA Student 01	17399234
<input type="checkbox"/>	LSA Student 02	
<input type="checkbox"/>	LSA Student 03	

23. Locate the zipped file that contains the marked assignments.
24. Click on "Open".



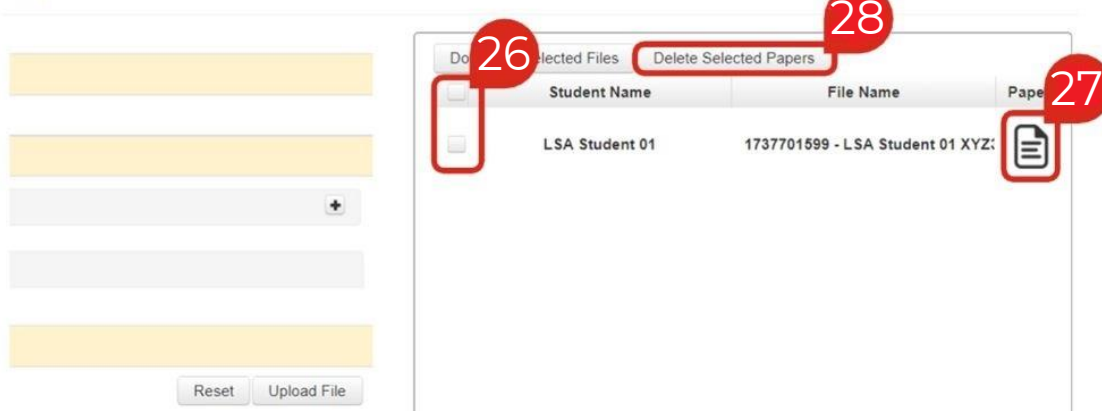
25. Click on "Upload File" to upload the zipped file that contains the marked assignments.

3. Save

Reset Upload File

26. Marked assignment files that cannot be matched to the students will appear for you to match them to the correct students.
27. Once you have returned all the marked assignments, a paper icon will appear beside the student's name.
28. You can delete the marked paper by selecting the checkbox beside the student's name and clicking on "Delete Selected Paper".

Upload Marked Assignment



29. A paper icon will appear under the Marked Paper column once a marked assignment file has been successfully returned to the students.

30. Files can also be returned to the students who do not have any submissions.

HOME ▶ TMA01 - Stage 2

Course Details

Grades


LEGEND

Late Submission

Suspected Grade Anomaly

Notify HoPs

Menu Actions



View Audit Logs

Sync to Canvas Grades (SpeedGrader)


Sync from Canvas Grades (SpeedGrader)

Export CSV

Assign Marker PI

Return Marked Paper

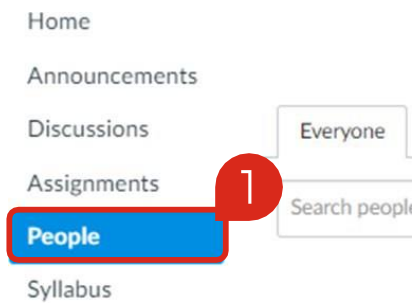
Publish to SIMS

S/No	<input type="checkbox"/>	Student Name ↕	PI Number ↕	Submission Date and Time ↕	Given Grade ↕	Late Penalty ↕	Adjustment	Final Grade ↕	Comments	Marker PI	Marked Papers
1	<input type="checkbox"/>	LSA Student 01	IsastudentC	2022-01-14 21:23:57.0	76 <div>Revise</div>	-10	[0] <div>Edit</div>	66	<div>Add</div>	Imstutor01	<div></div>

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v. Canvas People Group Creation

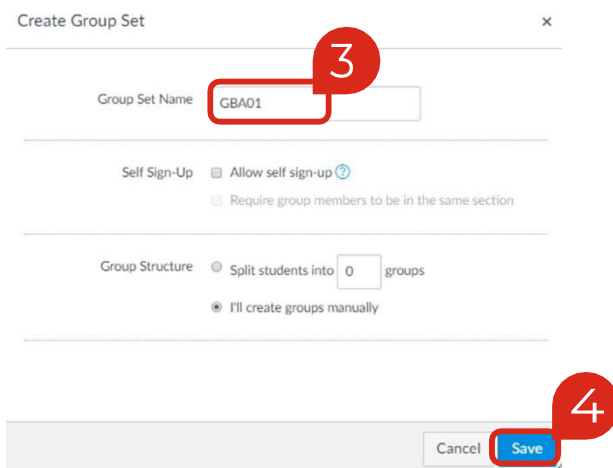
1. Access your T Group course site and click on "People".



2. Click on "+ Group Set" button on the right.



3. Key in Group Set name, for example, "GBA01", and leave the rest of the options as Default.
4. Click "Save".



5. Click "+ Group" to manually create groups one by one. Please note that inactive students will not appear in Groups.

The screenshot shows the Canvas LMS interface. At the top, there are tabs for 'Everyone' and 'GBA01'. On the right side, there is a blue '+ Group' button, which is highlighted with a red circle and the number 5. Below this, there is a red-bordered box containing another '+ Group' button. The main content area is divided into two sections: 'Unassigned Students (9)' and 'Groups (0)'. The 'Unassigned Students' section contains a list of 9 students, each with a search icon and a dropdown arrow. The 'Groups' section is currently empty, with a message that says 'There are currently no groups in this group set. Add a group to get started.'

6. Key in the group name. Do not use "Withdrawn" for the group name as it may lead to issues when creating the groups in SUSS Gradebook.

7. Click "Save".

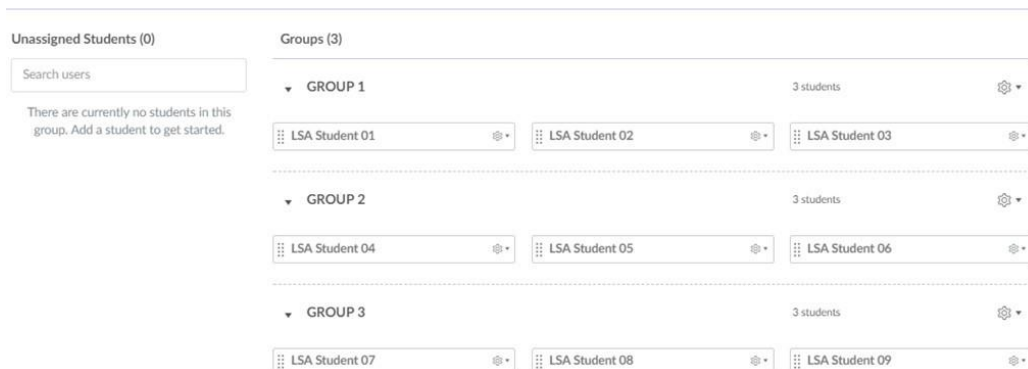
The screenshot shows the 'Add Group' dialog box in Canvas LMS. The 'Group Name' field is highlighted with a red circle and the number 6, and contains the text 'GROUP 1'. Below it, the 'Limit groups to' field is empty, with a note that says 'members (Leave blank to use group set max)'. At the bottom right, there is a blue 'Save' button, which is highlighted with a red circle and the number 7. A 'Cancel' button is also visible to the left of the 'Save' button.

8. Repeat steps 5 to 7 to create the rest of the groups.

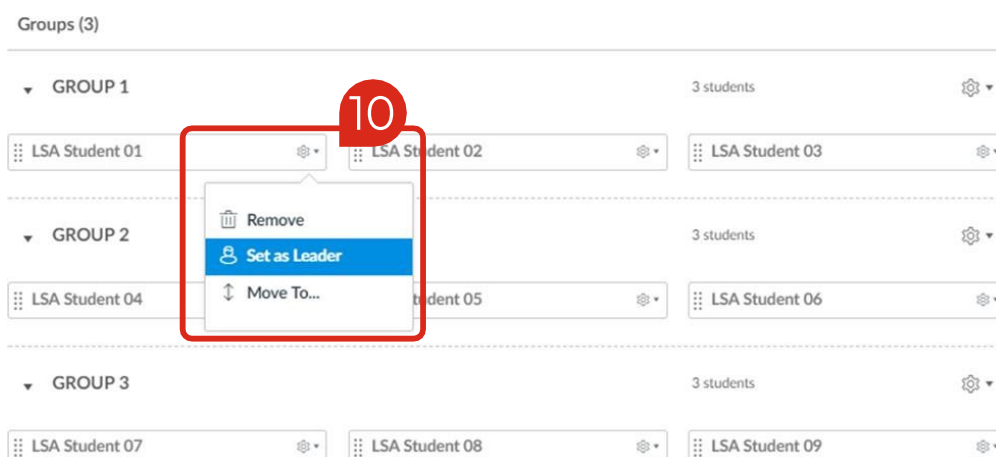
The screenshot shows the Canvas LMS interface after creating three groups. The 'Unassigned Students' section remains the same. The 'Groups' section now shows three groups: 'GROUP 1', 'GROUP 2', and 'GROUP 3', each with '0 students' listed next to it. The '+ Group' button is still visible at the top right.

9. Drag each student to the corresponding groups.

Note: Only active student names will appear in the People's Group list. Inactive or withdrawn students will not be available.



10. Click the "gear" icon beside the student's name to assign them as the group leader.



11. The group leader's name will be displayed on top of each group.

