

1 Click on “**SUSS Gradebook**” at the Course Navigation.

2 Click on the desired Grading Item to proceed with the grading. For example, “**TMA03**”.

SUSS Gradebook

Assignment Summary

Assignment	Type	DueDate
TMA01	ASSIGNMENT	31 Jan, 2018 11:55:00 PM
TMA02	ASSIGNMENT	27 Feb, 2018 11:55:00 PM
TMA03	ASSIGNMENT	30 Mar, 2018 11:55:00 PM

- 3 Key in the marks under “**Given Grade**”.
- 4 Highlight any suspected plagiarism or collusion by selecting the relevant checkboxes. “Withdrawn” is automatically checked according to student’s status.
- 5 Click on “**Comment**” to leave comment for the student /school, if any.

SUSS Gradebook

Stage 1
Grading Item: TMA01
Grading Type: ASSIGNMENT
Due Date: 31 Jan, 2018 11:55:00 PM
Overdue Notification Sent After 14 Days
Show grade to student after Stage 1: ☒
3 of 6 students submitted.

BACK [Send to Stage 2](#) [Upload Marked Assignment](#) [Batch Action \(Given Grade\)](#)

S/N	Student Name	PI	Submission Date	Original Grade	Given Grade	Late Penalty	Final Grade	Notify HOP	Comment	Paper
1	LSA Student 01	Isastudent01	18 Jan, 2018 01:46:40 PM	-	80	0	0	<input type="checkbox"/> Plagiarism <input type="checkbox"/> Cheating <input type="checkbox"/> Collusion <input type="checkbox"/> Special Circumstances <input checked="" type="checkbox"/> Withdrawn	Leave Comment	

Note:

- An email alert will be sent to the respective HOP and School Admin if the checkbox 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.
- 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 Submission Date column.

To leave a comment

6 Key in your comment.

7 By default Show to students option is “No”.

8 Click on “**Add Comment**”.

9 Once you have entered all the grades and would like to submit the grading to Stage 2. Click on “**Send To Stage 2**”.

Note: No further grade amendments can be made by instructors and the grades will be released to the students. Only school programme executives can modify grades after grading has been escalated to stage 2.

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

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

11

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

12

Click on “**Choose File**”.

Upload Marked TMA Paper

Select Assignment

Please select course assignment:

Select File(s) to Upload

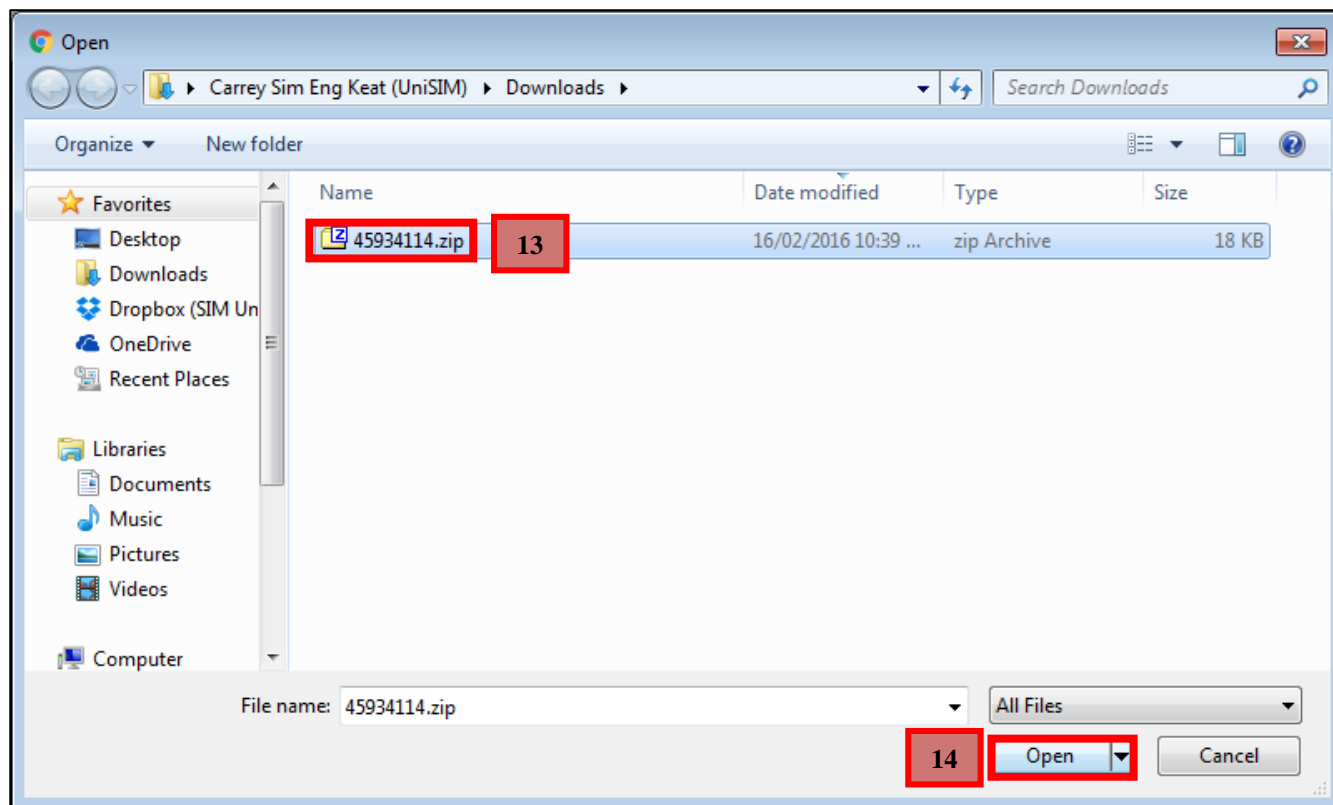
Instruction Notes:

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 to be 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:

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

14 Click on “Open”.



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

Please select file to upload: 45934114.zip

Save

15

16 Marked assignment files that cannot be matched to the students in the class will appear in the “**Mapping Marked TMA Paper with Student**” page.

17 To assign a marked TMA file to a student, click on the drop-down menu to select the correct student.


18 Click on “**Submit**”.

Home / Manual Mapping

Mapping Marked TMA Paper with Student


FILE	STUDENT
627240427-SampleTMA.docx	LSA Student 01

Submit

19 A paper download icon “” will be appear beside the student name once a marked assignment file has been successfully returned to a student.


20 You can delete the marked assignment file if you need by clicking “**DELETE**” button on the right

21 Click “**BACK**” button go back to SUSS Gradebook page.

Student	Paper
Isastudent01	 19
Isastudent02	DELETE 20
Isastudent03	
Isastudent04	
Isastudent05	
Isastudent06	


Download Selected File BACK 21

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

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