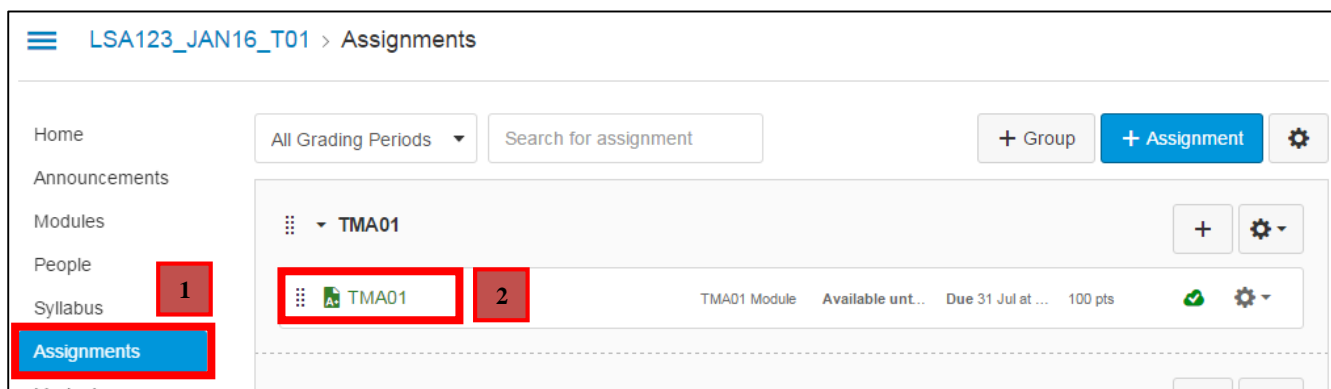


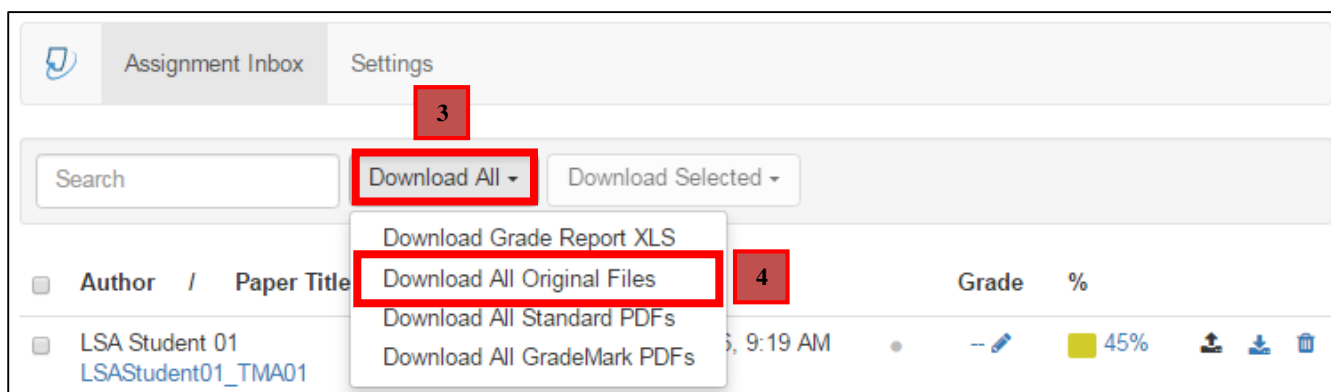
C. Grading through SUSS Gradebook

i. For downloading Turnitin Assignment:

- 1 Click on “Assignments”.
- 2 Click on the desired assignment. Example: “TMA01”.



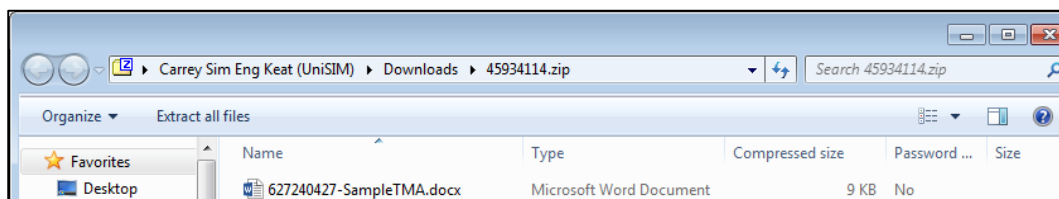
- 3 Click on “Download All”.
- 4 Click on “Download All Original Files”.



- 5 A .zip file will be downloaded to the computer. Click to open the zip file.

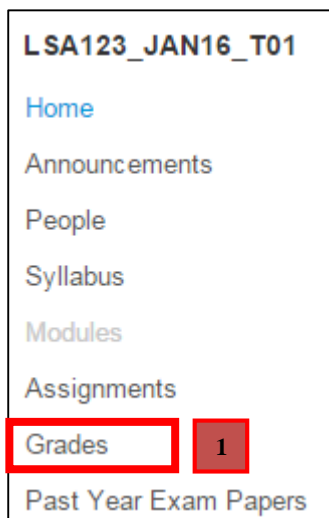


- 7 Extract compressed file (ZIP) to view and mark the assignments.



ii. For downloading Non-Turnitin Assignment:

1 Click on “Grades”.



2 Click on the desired assignment. Example: “ECA_PPT”.

3 Click on “Download Submissions”.

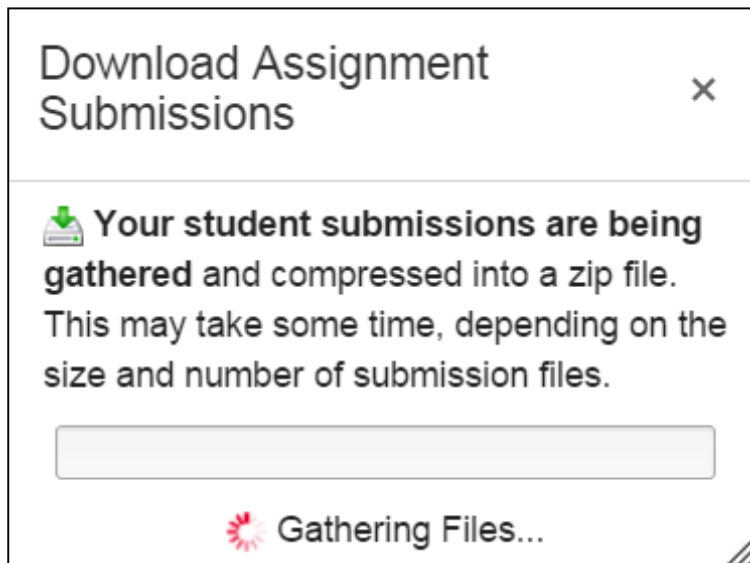
Grades Learning Mastery Individual View Showing All Sections

All Grading Periods Filter by student name or secondary ID Import Export

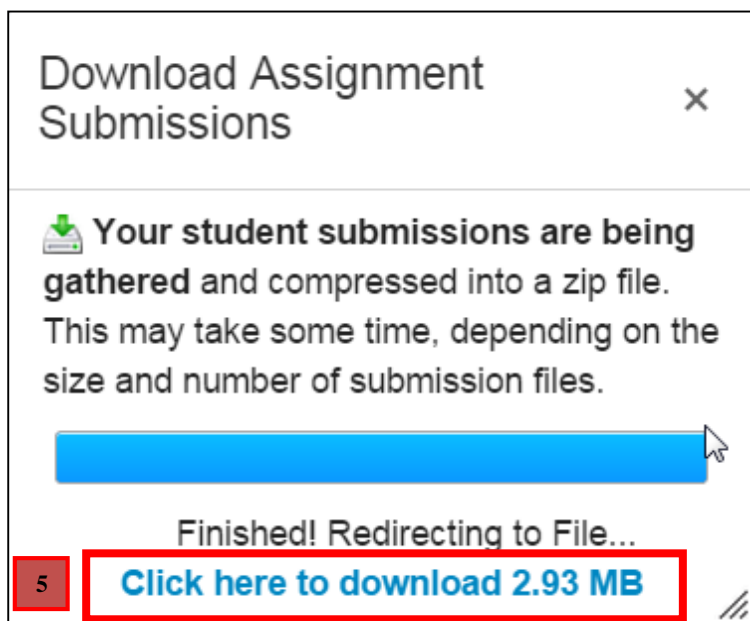
Student Name	Secondary ID	TMA01 Out of 100	2 ECA_PPT Out of 100	ECA_VIDEO Out of 100	GBA01 Out of 100	TMA01	ECA_PPT	ECA...
01, LSA Student	lsastudent01	-	-	-	-	-	-	-
02, LSA Student	lsastudent02	-	-	-	-	-	-	-
03, LSA Student	lsastudent03	-	-	-	-	-	-	-
Student, Test	2757818d921d7b486	-	-	-	-	-	-	-

3 Download Submissions

- 4 The assignment submissions are being gathered and compressed into a zip file.



- 5 The zip file download will begin in a moment. If it doesn't, click on “**Click here to download 2.93 MB**” to download the zip file.






- 6 The .zip file will be downloaded to the computer. Click to open the zip file.



7

Extract compressed file (ZIP) to view and mark the assignments.

Name	Size	Packed Size	Modified
 01--Isa-student_475_81328_presentation.ppt	1 726 464	1 634 927	2015-07-01 07:48
 02--Isa-student_476_81329_Honours_Thesis_Briefing_Sessio...	1 834 496	1 427 773	2015-07-01 07:48
 03--Isa-student_477_81330_examples-Schallert.ppt	46 080	7 829	2015-07-01 07:48

iii. Entering Grades in SUSS Gradebook:

The SUSS Gradebook is used to compute mark deductions based on submission date/time as well as to alert the school on instances of plagiarism, collusion, non-submission and other circumstances.

A description of the “**Grading State**” status is as follows:

New	<ul style="list-style-type: none"> Grading has not started.
Stage 1	<ul style="list-style-type: none"> Grades are currently being moderated by the instructors. Instructors can initiate the grading if they wish to by batches. Students will not be able to view the grades in Stage 1.
Stage 2	<ul style="list-style-type: none"> Grades have been confirmed by instructors and can no longer be amended. Students will be able to view their grades at Stage 2. Instructor will need to approach respective School Programme Executives for grade changes.
Published	<ul style="list-style-type: none"> Grades have been confirmed by Programme Executives and generate grade export file sent to SIMS. Programme Executive can do amendment for grade changes and re-publish the new grades.
Locked By: SUSS Gradebook allows only <u>ONE</u> user to access a grading item at any point of time.	