

iii. Entering TMA 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 ONE user to access a grading item at any point in time.

Do note that you can only access the grade item in SUSS Gradebook after the assignment's deadline.

1. Click on "SUSS Gradebook " at the Course Navigation.
2. Click on the desired Grading Item to proceed with the grading. For example, TMA01.

SANDBOX

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SUSS Gradebook

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Assignments

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Assignment Name	Assignment Type	Due Date
GBA01	ASSIGNMENT	2022-01-14 12:00:00.0
TMA01	ASSIGNMENT	2022-01-14 12:00:00.0

3. Key in the marks under "Given Grade". For students with no submissions, leave the grade blank.
4. 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.
5. The saved grades will appear under the "Final Grade" column.
6. Highlight any suspected plagiarism or collusion by clicking on "Actions".
- "Withdrawn" to automatically be checked according to student's status.
7. Click on "Add" under Comments to leave a comment for the student/school, if any.
8. You may use this search function to search for a specific student by their name or PI number.

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Course Details **Grades**

LEGEND

Late Submission Suspected Grade Anomaly Notify HoPs

Menu Actions

View Audit Logs

Return Marked Paper Batch Grading

I have completed marking for all students. Confirm

S/No	Student Name	PI Number	Submission Date and Time	Given Grade	Late Penalty	Final Grade	Comments	Actions
1	LSA Student 04	lsastudent44	2022-01-11 16:19:16	51	10	41	Add	Edit

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

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Course Details Grades

Course Details
Stage 1 - Type: ASSIGNMENT
Due Date: 10 Jan, 2022 11:59:00 PM
Show grades to student after marking ☒ YES
3 of 6 students submitted

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

10. Key in your comment.
11. By default, "Show to students" option is set to "No".
12. Click on "Add comment".

Comments Action

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

suspected plagiarism

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

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Course Details Grades

LEGEND

Late Submission Suspected Grade Anomaly Notify HoPs

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Return Marked Paper Batch Grading
I have completed markings for all student Confirm

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S/No	Student Name	PI Number	Submit 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

Note: To verify that all grades are saved, ensure that the input grades are reflected in the final grade column for all students. No further grade amendments can be made by instructors and the grades will be released to the students. Only school programme executives can modify the grades after grading has been escalated to stage 2.

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.

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

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Course Details Grades

LEGEND

Late Submission Suspected Grade Anomaly Notify HoPs

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

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15. Click on "Choose File".

Upload Marked Assignment

1. Assignment

TMA02

2. Select File(s) to Upload

Instruction Number

Please select file(s) to upload:

+ Choose

3. Save

Reset

Upload File

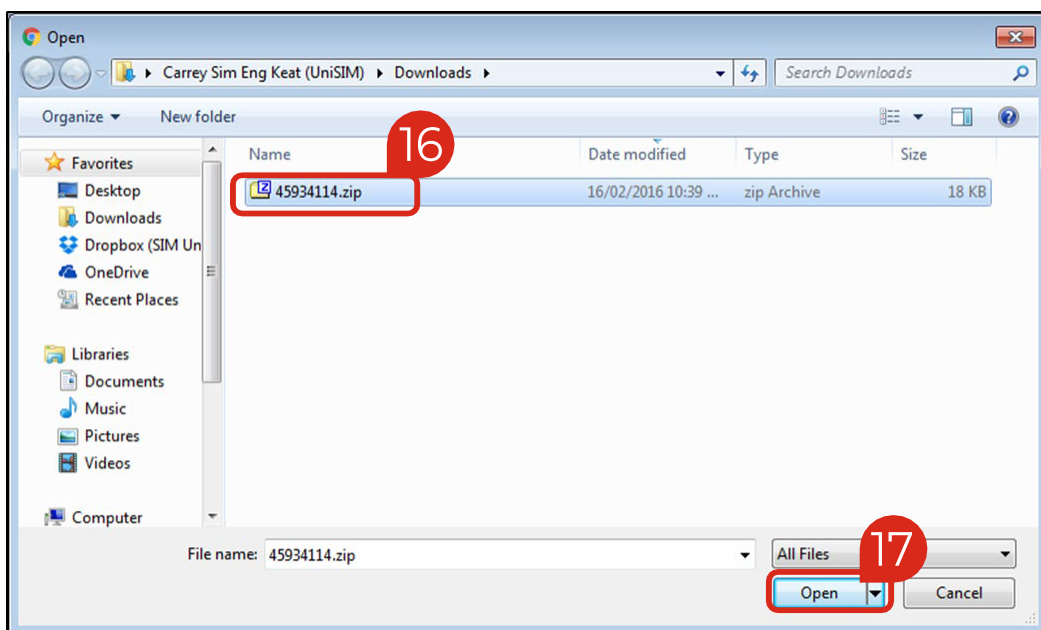
Download Selected Files

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	

16. Locate the zipped file that contains the marked assignments.

17. Click on "Open".



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

3. Save

Reset

Upload File

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

Upload Marked Assignment

Student Name	File Name	Paper
LSA Student 01	1737701599 - LSA Student 01 XYZ	

22. A paper icon will appear under the Marked Paper column once a marked assignment file has been successfully returned to the students.
23. Files can also be returned to students who do not have any submissions.

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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	Student Name	PI Number	Submission Date and Time	Given Grade	Late Penalty	Adjustment	Final Grade	Comments	Marker PI	Marked Papers
1	LSA Student 01	lsastudent01	2022-01-14 21:23:57.0	76 Revise	-10	[0] Edit	66	Add	lmstutor01	