Programme Assessment Board: Importing Module Marks to SITS

If you need access to this Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

Version Table

Revision	Description	Author	Date
01	Authored	K Thierens	15/02/23
02	Updated to include paragraph 3 in section 1	V Harte	11/05/23
03			

1. Summary

This document covers the process for importing marks into SITS using .csv files

If you work in School of Applied Sciences, please be aware that the PASS team assist most modules assessed by coursework through a Moodle mark extraction process. If you work in SAS please check with the School Support Coordinator where instructions for this process are stored and what modules it applies to.

For the TR2 2022/23 Assessment Boards there is a Module Mark Report excel template that each school must complete. The information in this report is used to ensure that the HoSS can be informed of any late/ amended marks or marks not verified. Please speak to you School Support Coordinator to ensure you know the location of the Module Mark Report excel template and escalation process for any late/ amended or marks not verified. The date you have imported the module marks to SITS is one of the fields to be updated on the Module Mark Report.

2. *Step-By-Step Instructions*

2.1 Once the academics have completed their spreadsheets in SharePoint, please check that the format has not been altered i.e. the columns are in the correct order, the headings are correct, and there are no extra columns added:

	A	B	C	D	E
1	Name	Matric	Component 1	Component 2	Notes
2	STUDENT ANOTHER	40123456			
3	UNDERGRAD FIRST YEAR	41234567			
4	BLOGGS JOE	42345678			
5					

Compare the completed SharePoint spreadsheet with the original on the secure storage location. The Module Leader may have added notes in the Notes Column e.g. ECs submitted for Component 1 or Plagiarism Investigation – this is fine

2.2 **Export from Excel to SITS .csv**

To process marks, open a spreadsheet completed by the Module Leader in SharePoint.

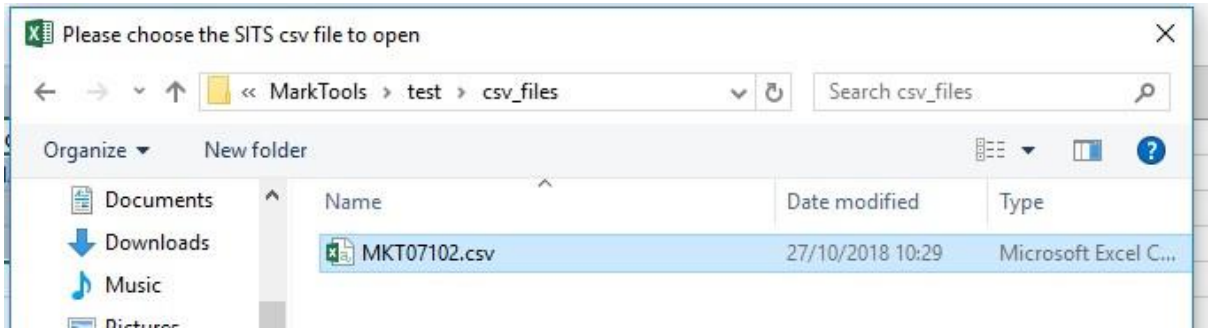
Click on Open in Desktop App on the toolbar at the top of the screen. This will open the spreadsheet in Excel on the computer (as opposed to Office 365).

Once the spreadsheet is open click on the Edit Workbook button.

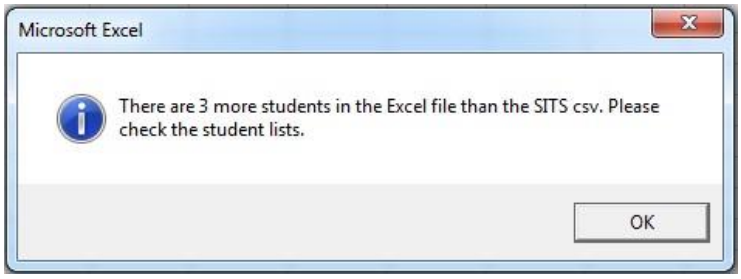
Save the spreadsheet in the appropriate folder on the secure storage location, adding “completed” to the file name before saving.

To proceed with the conversion to csv, select **JUST THE MATRICULATION NUMBERS AND THE COMPONENT MARKS, NOT THE COLUMN HEADINGS OR OTHER COLUMNS. Your selection should look like below:**

With the selection made, click on **SITS Processing > Export from Excel to SITS csv**. This will ask you to locate the SITS csv file for the module that the marks need to be transferred to.



Browse to the secure storage location and select the file. This will start the process of transferring the marks back to the csv file. At the end of the process a new column 'Status' will be added to the Excel file which indicates whether a match has been found in the SITS csv file. If the numbers of students in the two sheets do not match then you will get a warning indicating where the disparity is:



Students that are in the Excel sheet but not matched in the SITS csv file (such as RAS students) will have a status of 'No match in csv' in the Status column of the Excel spreadsheet (see example below) and these can be investigated further.

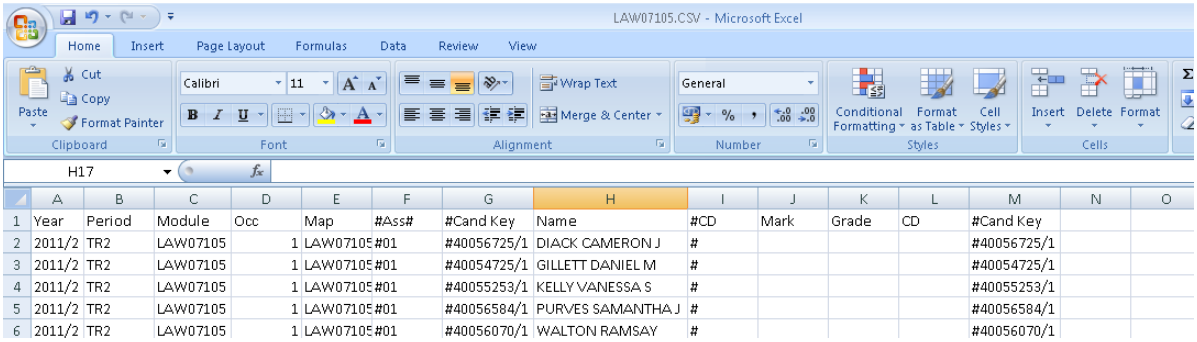
	A	B	C	D	E	F	G
1	Name	Matric	Component 1	Component 2	Notes	Status	
2	STUDENT ANOTHER	40123456	56	NA	Extenuating circumstances submitted for C2	Matched	
3	UNDERGRAD FIRST YEAR	41234567	34	45		Matched	
4	BLOGGS JOE	42345678	34	45		No match in csv	

Exit the Excel spreadsheet without saving.

Open the CSV version of the spreadsheet.

If there are any 0 NAs, you must input the NA (capitals) into Column K (the Grade column) or SITS will automatically generate an AF.

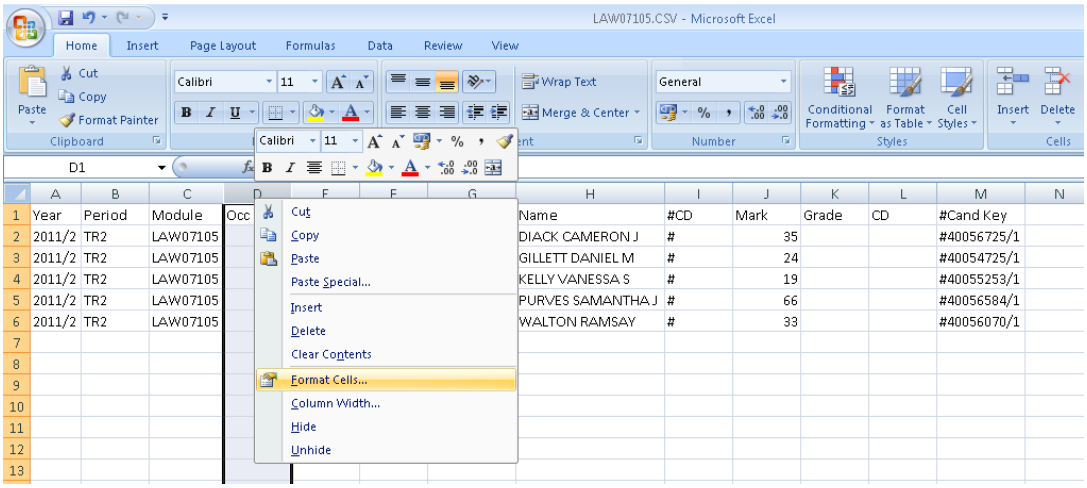
N.B. the grade will automatically be converted during import so you don't need to input it unless you have NAs or postgrad marks to input.



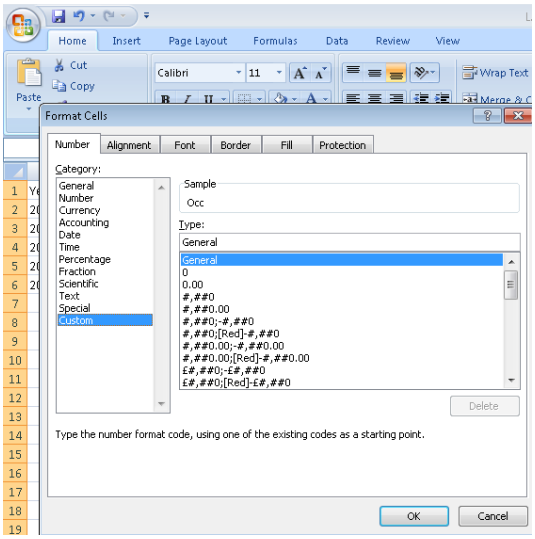
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Year	Period	Module	Occ	Map	#Ass#	#Cand Key	Name	#CD	Mark	Grade	CD	#Cand Key		
2	2011/2	TR2	LAW07105	1	LAW07105	#01	#40056725/1	DIACK CAMERON J	#				#40056725/1		
3	2011/2	TR2	LAW07105	1	LAW07105	#01	#40054725/1	GILLETT DANIEL M	#				#40054725/1		
4	2011/2	TR2	LAW07105	1	LAW07105	#01	#40055253/1	KELLY VANESSA S	#				#40055253/1		
5	2011/2	TR2	LAW07105	1	LAW07105	#01	#40056584/1	PURVES SAMANTHA J	#				#40056584/1		
6	2011/2	TR2	LAW07105	1	LAW07105	#01	#40056070/1	WALTON RAMSAY	#				#40056070/1		

2.3 Before importing the file ensure you **format column D** to 3 digits, you will know that all our MAV occurrences contain 3 digits therefore the spreadsheet must reflect this or the system cannot match up the correct records for import.

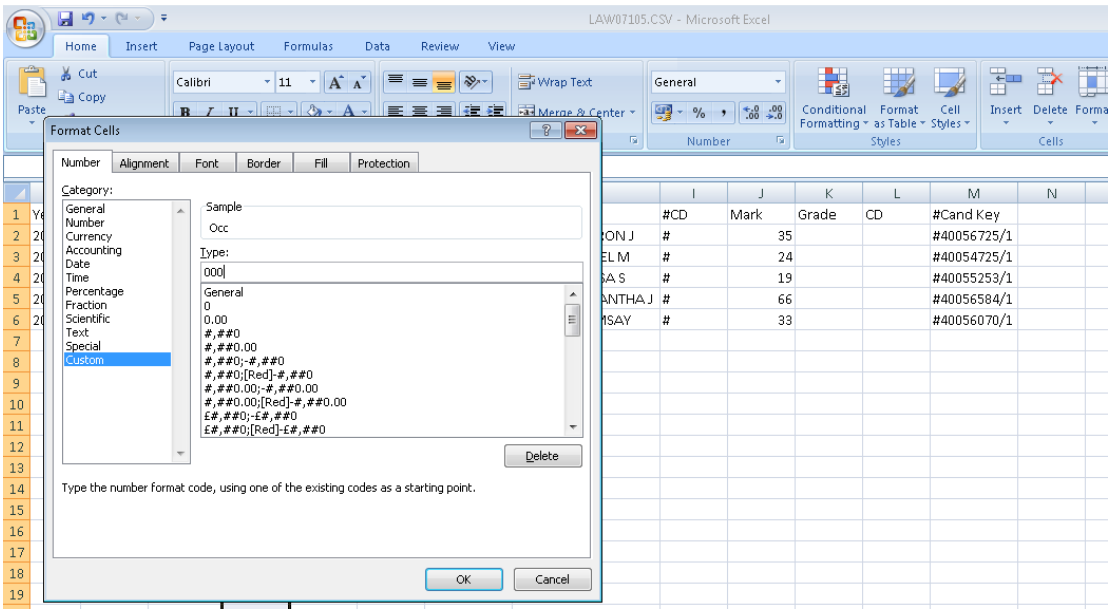
To do this highlight column D and right click your mouse and select format cell:



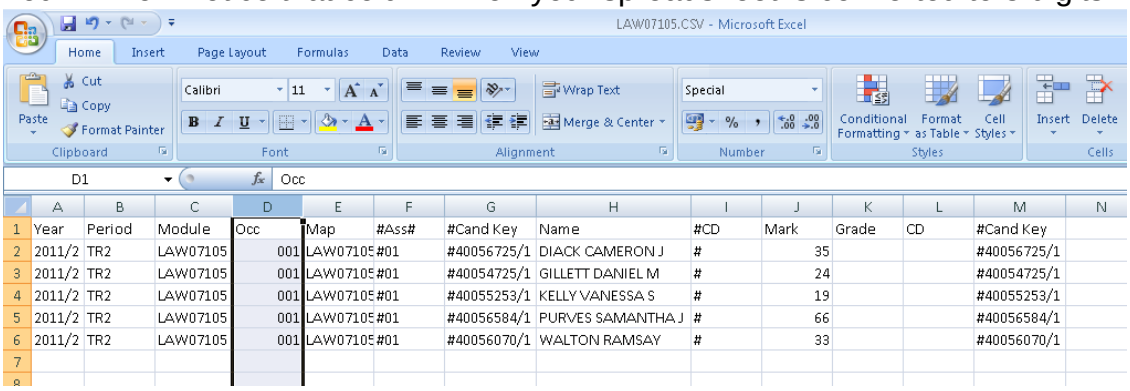
Now select custom



Overtype General with 000 and click OK (this will convert column D to 3 digits matching the MAV occurrence for the marks to be imported)



You will now notice that column D on your spreadsheet is converted to 3 digits



Year	Period	Module	Occ	Map	#Ass#	#Cand Key	Name	#CD	Mark	Grade	CD	#Cand Key
2011/2	TR2	LAW07105	001	LAW07105	#01	#40056725/1	DIACK CAMERON J	#	35			#40056725/1
2011/2	TR2	LAW07105	001	LAW07105	#01	#40054725/1	GILLETT DANIEL M	#	24			#40054725/1
2011/2	TR2	LAW07105	001	LAW07105	#01	#40055253/1	KELLY VANESSA S	#	19			#40055253/1
2011/2	TR2	LAW07105	001	LAW07105	#01	#40056584/1	PURVES SAMANTHA J	#	66			#40056584/1
2011/2	TR2	LAW07105	001	LAW07105	#01	#40056070/1	WALTON RAMSAY	#	33			#40056070/1

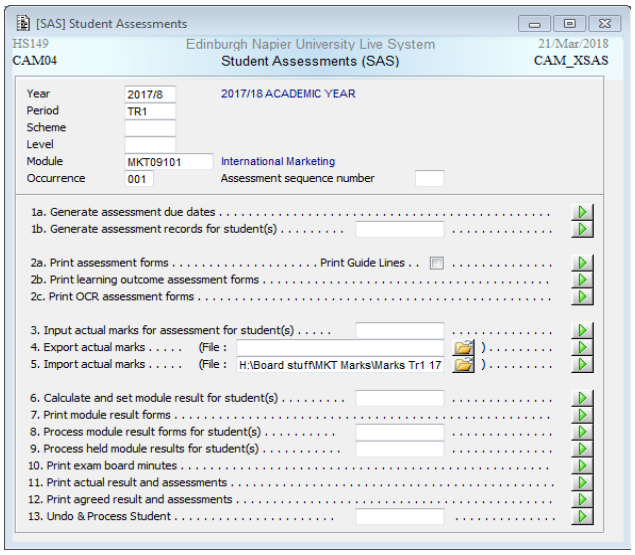
Resave your file with the amended format again in csv format and close the file.

2.4 **SITS**

Go to SAS.

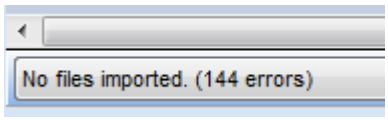
Ensure that the Year and Period are correct. Enter the Module Number and Occurrence (from the CSV file). The Assessment sequence number field must be left blank.

To import your file click on the option 5 file icon and browse for the CSV file to import. Once you have selected the file for import the file path will display on SAS option 5 as shown below:

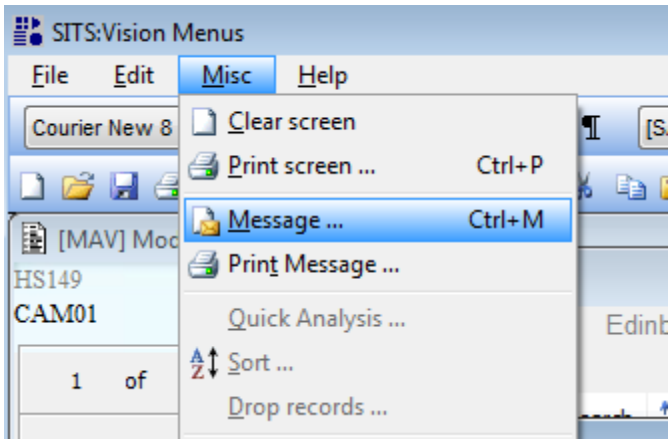


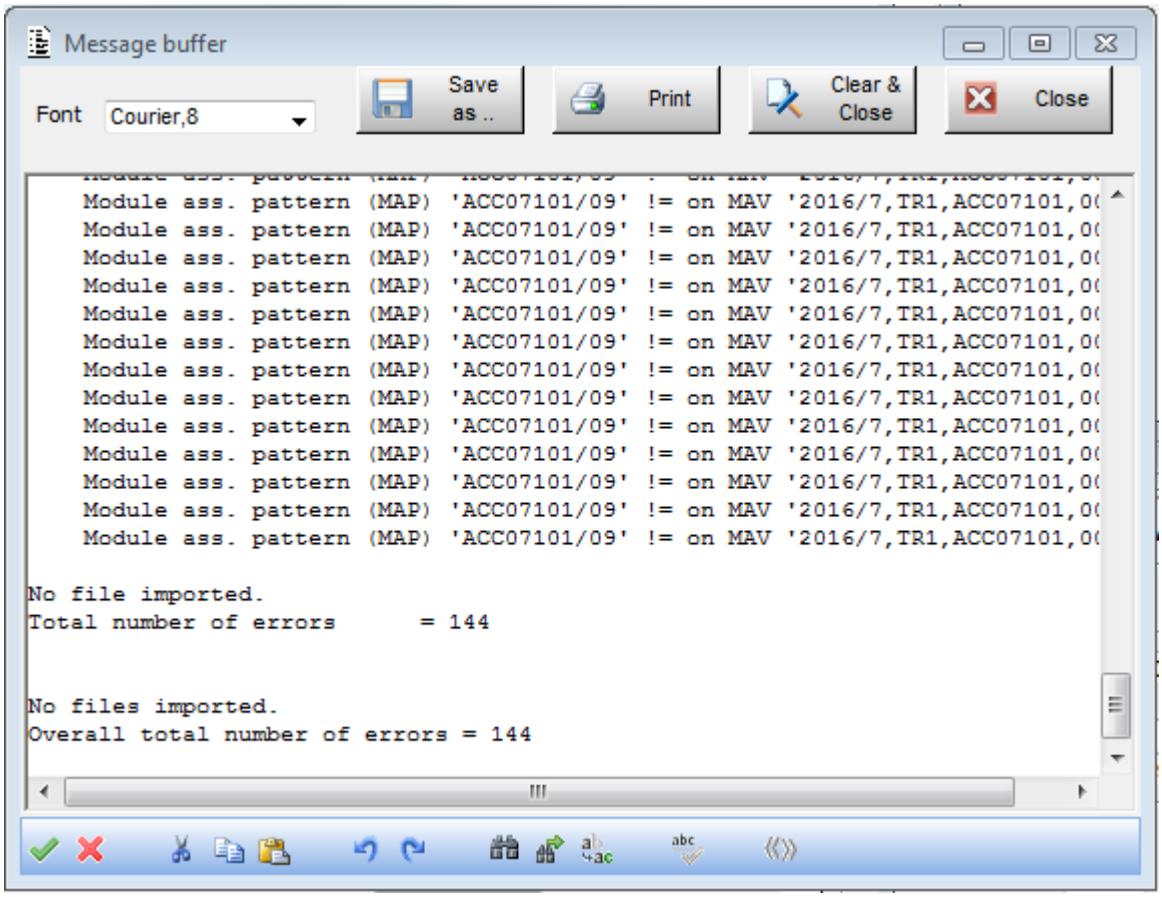
Now click on the option 5 green arrow. Your file will now be imported.

2.4.1 Make sure that you check the message at the bottom…



…and if there are any unexpected errors, check the message buffer. From here you can ascertain what the individual issues are:

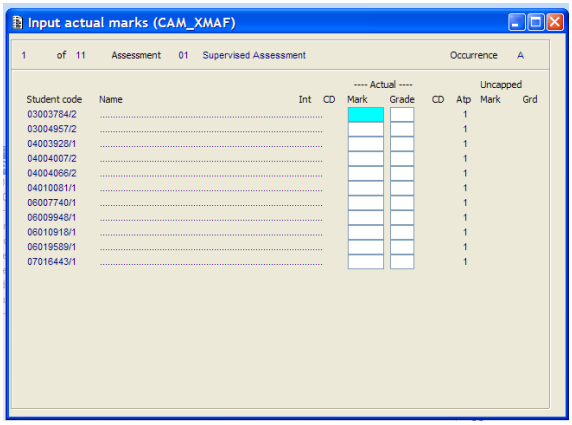




If you have 144 errors as above, then you should check your spreadsheet for extra columns, correct formatting and headings, but if there are only a few, you can investigate individually.

Some possible errors could be due to students transferring and gaining an additional slash number, leaving or joining the module/university (refer to Step 1). There may be other issues which require investigation, but it's usually something fairly straightforward.

2.5 Once uploaded click on the option 3 green arrow and check that the marks have been uploaded. If there any blanks then you will need to manually enter the marks, these would probably have been flagged up via the Message screen mentioned in 3.1



If you make any changes remember to save them (by doing F6)

2.6 Click on the option 6 (Calculate and set module result for students(s)) green arrow.

2.6.1 The upload doesn't work for Reassessment students. To enter marks for any of these students see the guidance on entering RAS marks manually (B2 Entering RAS marks.docx).

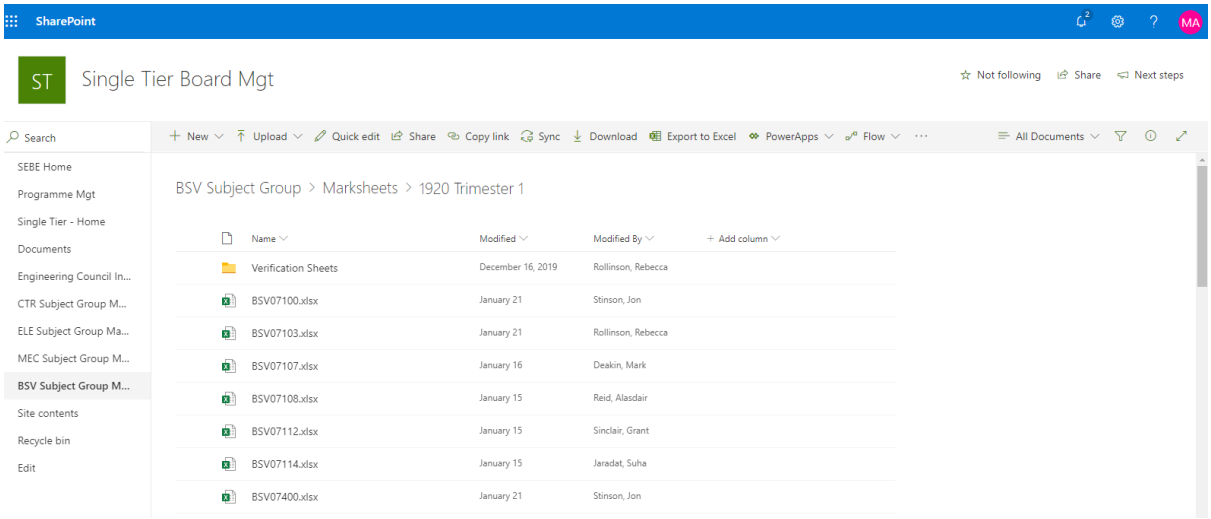
3. Additional Information

There is no additional information to this guide.

APPENDIX 1

How to add marks to a module spreadsheet in SharePoint.

Please click on the link you will have received to access your module folder in SharePoint. You should then see a screen similar to the one below:



Click on the module that you want to add marks to. You can then simply add your component marks in the appropriate column(s).

There are three important rules for Module Leaders to follow:
1) Do not add any additional columns to the spreadsheet. **2) If there are students who are not on the SITS list (such as reassessment students), add them at the bottom. These will need to be processed by your administrator separately.** **3) Undergraduate marks should be recorded as numeric values *only* out of 100. Masters grades should be recorded as D1, P5, F2, etc. Numeric values should not be recorded with % signs. A zero should be a genuine zero. Non-attempts should be recorded as NA in the Notes column.**

Exit the spreadsheet and let your administrator know that you've entered the marks. We will upload them and produce a confirmation sheet for you to double check.

	A	B	C	D	E
1	Name	Matric	Component 1	Component 2	Notes
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5					