## Interact2 – Grade determination within subjects containing numeric AND satisfactory/unsatisfactory based assessments

In order to provide grade determination for subject sites consisting of both numeric value based assessments AND satisfactory/unsatisfactory based assessments, the grade sheet will need to be downloaded (as an Excel spreadsheet), manipulated and uploaded back into Grade Centre.
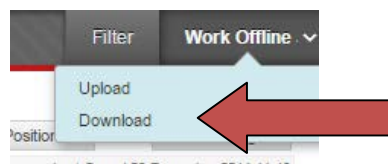
This how-to provides information for determining the final grade for the subject based on a student requiring a satisfactory mark (SY) within a satisfactory based assessment in order to pass the subject.

Student marks for individual assessments will be calculated normally (either automatically within Interact2 or manually entered) and the final grades will be calculated via an export of the grade sheet and uploaded back into Grade Centre, approved and transferred to Banner via the Grade Sign Off Officer role.

### How to determine grades for numeric and satisfactory/unsatisfactory based assessments

From within the Interact2 subject site (after all student marks have been entered in Grade Centre):

1.    Navigate to the Full Grade Centre (**Grade Centre > Full Grade Centre**)

2.    Within Grade Centre, hover over the **Work Offline** drop down button (towards the top right of the screen as shown below) and select **Download.**



3.    From the **Download Grades** screen, select the defaults:

4.  From the next screen, click the **DOWNLOAD** button to download a copy of the grade sheet. The format of the filename is gc_<*SUBJECT SITE ID>*_fullgc_<*CURRENT DATETIME>*.xls
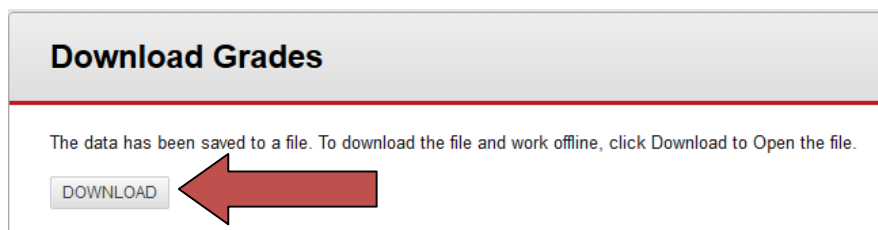


5.  Navigate and open the downloaded Excel spreadsheet from the previous step.

6.  **IMPORTANT**: **If any early awarded admin grades (SX, AW, etc.) already exist in the "Administrative Override column", copy these grades into the next free Excel column to avoid overwriting them in the following steps.**

7.  In the first student cell within the spreadsheet, enter one of the following formulae:

    a)  For subjects consisting of a single SY/US based assessment item, enter:

    > **=IF(<SY/US based column>="US","FL","")**

*Example*

*=IF(G2="US","FL","")*



a)  For subjects consisting of multiple SY/US based assessment items, enter:

**=IF(OR(<SY/US based column 1>="US",<SY/US based column 2>="US"),"FL","")**

*Example*

*=IF(OR(G2="US", H2="US"), "FL", "")*



8.  After entering the above formula into the cell, copy the cell, select all relevant columns and paste the contents into the selected cells as demonstrated below.

| | G | H | I | J |
|---|---|---|---|---|
| | Practical [Total Pts: 1] \|25427 | Final Exam [Total Pts: 50] \|25426 | Calculated Grade [Total Pts: up to 100] \|25042 | Administrative Override [Total Pts: 100] \|25043 |
| 3 SY | | 30 CR | | |
| 9 SY | | 34 CR | | |
| 5 US | | 24 FL | | FL |
| 7 US | | 19 PS | | FL |
| 0 SY | | 40 HD | | |
| 3 US | | 23 CR | | FL |
| 4 SY | | 25 PS | | |
| 5 SY | | 41 CR | | |
| 8 SY | | 50 DI | | |
| 2 SY | | 23 FL | | |
| 9 SY | | 8 FL | | |
| 8 US | | 12 FL | | FL |
| 0 SY | | 7 FL | | |
| 3 US | | 27 PS | | FL |
| 2 SY | | 39 CR | | |
| 1 SY | | 45 HD | | |
| 5 SY | | 50 DI | | |
| 0 SY | | 43 DI | | |
| 7 US | | 41 CR | | FL |
| 3 SY | | 32 CR | | |
| 7 SY | | 36 DI | | |
| 8 SY | | 23 CR | | |
| 0 SY | | 28 CR | | |
| 0 SY | | 29 FL | | |
| 1 US | | 30 PS | | FL |
| 9 SY | | 30 PS | | |

9.    Save the grade sheet to your local computer.

10.    Back in Grade Centre, navigate to the **Work Offline** drop down tab and select **Upload**.

11.    From under the Choose File heading, select **Browse My Computer** and select the saved file. Leave the Delimiter type.

12.    Click on the **Submit** button.

13.    You will be presented with a screen detailing the success or failure of the file upload.

14.    The updated marks/grades will now appear within Grade Centre.

Charles Sturt University