

## 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.

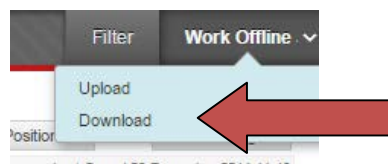
This how-to provides information for determining the final grade for the subject based on a student requiring a satisfactory mark (SY) within a satisfactory based assessment in order to pass the subject.

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:

# Interact2 Help and Support

**DATA**

*Items with Anonymous Marking enabled will not be included in the download.*

Select Data to Download  Full Grade Centre  
 Selected Column Weighted Total  Include Comments for this Column  
 User Information Only

**OPTIONS**

*Choose either the tab-delimited (.XLS) or comma-delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma-delimited for importing to third-party applications that do not support Excel.*

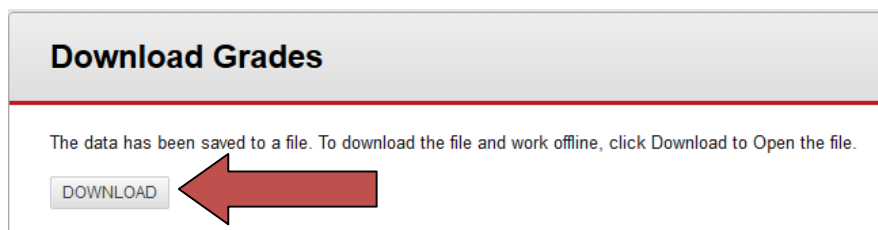
Delimiter Type  Comma  Tab  
Include Hidden Information  Yes  No  
Hidden information includes columns and users that have been hidden from view.

**SAVE LOCATION**

*Select where to save the file.*

Download Location  My Computer  Content Collection

- 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



- Navigate and open the downloaded Excel spreadsheet from the previous step.
- 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.**
- In the first student cell within the spreadsheet, enter one of the following formulae:
  - For subjects consisting of a single SY/US based assessment item, enter:

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

# Interact2 Help and Support

## Example

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

E	F	G	H	I	J	K	L	M
Assessment 1 [Total Pts:20] 25424	Assessment 2 [Total Pts:30] 25425	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			
20	23	SY	30	CR	=IF(G2="US","FL","")			
19	19	SY	34	CR	IF(logical_test, [value_if_true], [value_if_false])			
2	5	US	24	FL				
13	27	US	19	PS				

- 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", "")

E	F	G	H	I	J	K	L	M
Assessment 1 [Total Pts:20] 25424	Assessment 2 [Total Pts:30] 25425	Practical [Total Pts:1] 25427	Practical 2 [Total Pts:1] 25429	Final Exam [Total Pts:50] 25426	Calculated Grade [Total Pts:up to 100] 25042	Administrative Override [Total Pts: 100] 25043		
20	23	SY	US	30	CR	=IF(OR(G2="US",H2="US"),"FL","")		
19	19	SY	SY	34	CR	OR(logical1, [logical2], [logical3], ...)		
2	5	US	US	24	FL			
13	27	US	SY	19	PS			

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.

# Interact2 Help and Support

	G	H	I	J
i	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.