




Adjusted Assessment Grades in Grade Centre

	Download the full grade centre as a backup before you make any changes.
	Check with your School to confirm the process they wish you to follow to adjust student exam marks to match the subject outline.
	This is one way to adjust a mark there are other formulas and methods.

The following steps provide one way to adjust a mark in excel and reload to grade centre.

There are six main steps to complete.

1. Create a new column in grade centre to hold the adjusted mark. We will refer to this column as the 'Final Exam Mark' in this document.
2. Download the column holding the raw mark and adjust the mark in the spreadsheet to represent students score in line with Outline value.
3. Download the column that was created to hold the adjusted mark. In this case the 'Final Exam Mark'. At the moment this does not include any grades.
4. Copy and paste adjusted mark (from the first spread sheet) to 'Final Exam Mark' column (second column spreadsheet downloaded).
5. Upload 'Final Exam Mark' column.
6. Cross check to ensure process has been successful.

Step 1 – Create a new column in grade centre to hold the adjusted mark

- Create a new Grade Centre column to hold the students final mark. This is the mark that will go towards the students final grade (See instructions to *Create an Adjusted Assessment mark column*)
- This column is not needed again until you have created the adjusted mark.

Step 2– Download and adjust the raw mark

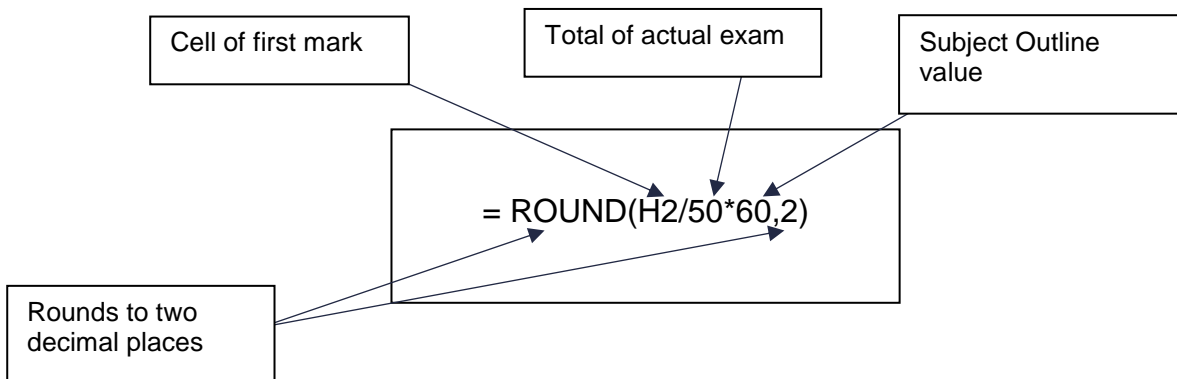
- Download grade centre column that includes the raw exam marks. This downloaded document will only be used to adjust the mark. (See instructions to *Download Grade Centre*)
- Adjust mark based on exam weighting.

To adjust the mark the following calculations is used:

$$\frac{\text{Raw mark}}{\text{Raw weighting}} \times \text{Exam weighting (from MSI)} = \text{Adjusted Mark}$$

Rounding is recommended to 2 decimal places but may depend on School.

- In the cell next to the first student mark.
Add the adapted formula below. You will need to adjust the cell and scores included in the formula.



- Copy formula to all students
- Delete the zero (0) mark for all students who did not attempt the exam. They did not get 0 as they did not sit the exam.

Step 3– Download the column that was created to hold the adjusted mark

- Download the new grade centre column that that has been created for the adjusted mark. Only download the one column. In this example it is the column called the 'Final Exam Mark'. (See instructions to *Download Grade Centre*)

Step 4 – Copy and paste adjusted mark

- a. Copy and paste adjusted Marks from original downloaded document. This needs to be marks only, it cannot contain formula. Use the paste special function and paste values only. If you paste the formula it will not upload.
- b. Save as txt file (not as excel file)

NOTE: Do not change sheet name or column names.

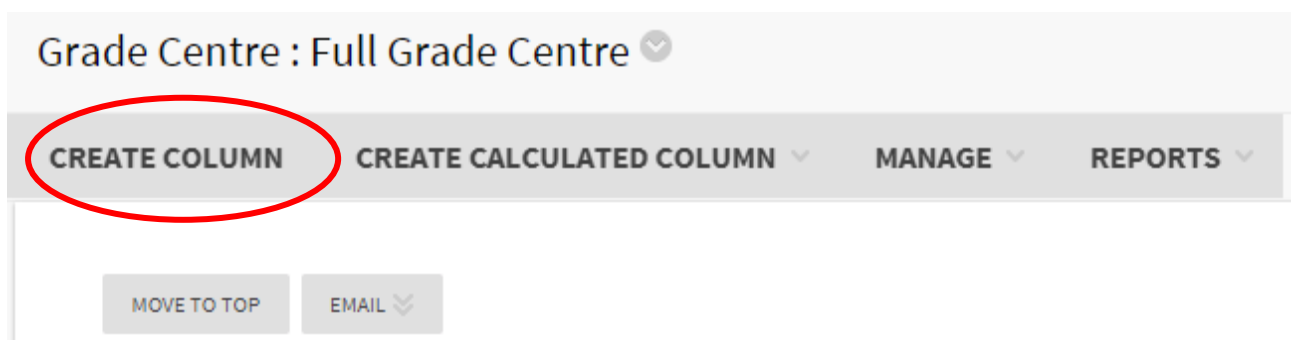
Step 5 – Upload mark to grade centre column

- a. Upload the file containing only the column 'Final Exam Mark' to Grade Centre. (See *instructions to Upload the Grade Centre*).
- b. Ensure you are only uploading information that matches the blank column you created in grade centre to hold your final mark.
- c. Cross check to ensure upload worked successfully.

Create an adjusted assessment mark column

Step 1

In Grade Centre, select “**Create Column**” A new page will open.



Step 2

Enter a Column Name.

Enter a Grade Centre Display Name and Description (optional).

Step 3

Select a Primary Display. Score will show the achieved score.

The Primary Display will be visible to staff and students.

Step 4 (Optional)

Set a Category e.g. Test. Categories provide a way to group or display grade centre columns if desired.

Step 5

Enter a value for Points Possible.

Step 6 (Optional)

Enter a Rubric or Due Date

Step 7

Select the preferred options

Recommendations are:

OPTIONS

Include this column in Grade Centre calculations Yes No

Show this column to students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

NOTE: Column will need to be made visible after marking is complete.

Step 8

Click **Submit**


A confirmation will appear at the top of the screen.

Success: created column: Final Exam Mark.

Grade Centre : Full Grade Centre ▾

CREATE COLUMN CREATE CALCULATED COLUMN ▾ MANAGE ▾ REPORTS ▾

The column is created to the far right of the existing columns.


 FINAL EXAM MARK ▾
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Adjust Column location

You can update the column placement however by clicking on **Manage => Column Organisation**.

Grade Centre : Full Grade Centre ▾

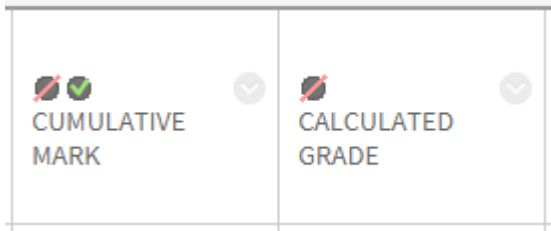
CREATE COLUMN CREATE CALCULATED COLUMN ▾ **MANAGE ▾** REPORTS ▾

Use the  to move the column to an appropriate place in Grade Centre.
Click **Submit**.

Check items adding to the cumulative and calculated columns.

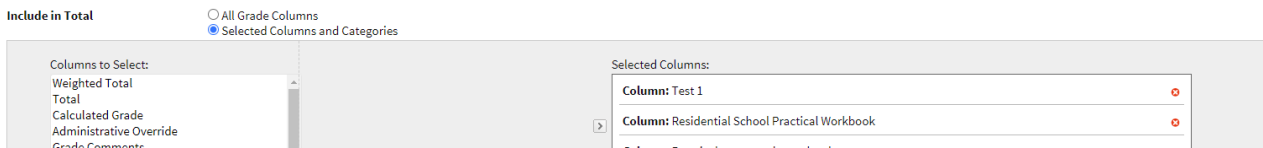
In both the Cumulative Mark and Calculated Grade columns,

- Click on the down arrow to the right of the column name and select **Edit Column Information**.



b. Scroll to the “Selected Columns” section

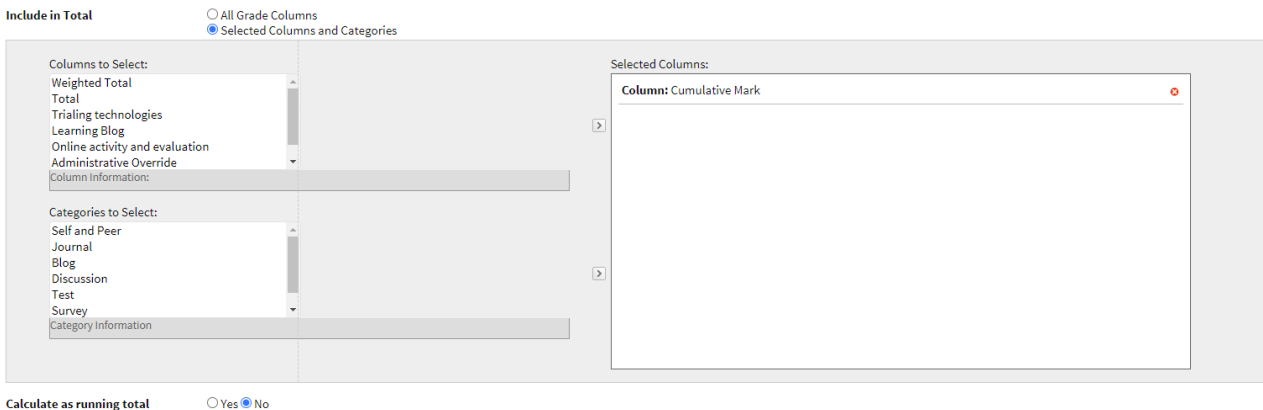
SELECT COLUMNS:



- c. Remove the column containing the raw mark and add the adjusted column to the “Selected Columns”.
- d. Click **Submit** to save changes (you must update both Cumulative Mark and Calculated Grade columns).

Note: Calculated Grade Columns may use the Cumulative Mark.

SELECT COLUMNS:

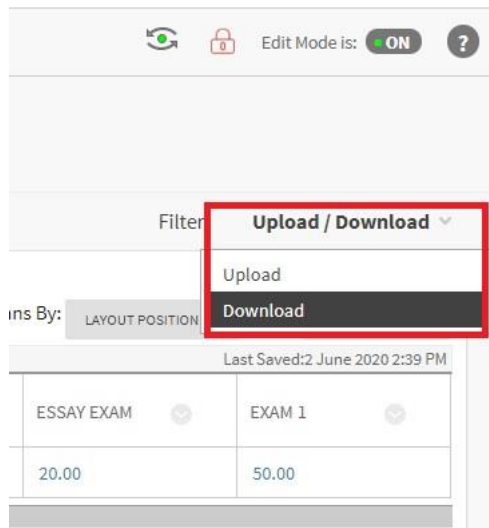


Entering your marks.

Marks entered into the adjusted Assessment column will now contribute towards the student’s final grade. The adjusted marks may be added manually in Grade Centre or the grade sheet can be downloaded, changes applied and then uploaded back into Grade Centre.

Step 1

In the top right corner of Grade Centre hover your cursor over **Upload/Download** and a drop down menu will appear. Click on **Download**. You will be brought to the Download Grades page.



Step 2

In the Download Grades page you will see three sections DATA, OPTIONS AND SAVE LOCATION

- a) In the DATA section:
- To download the full grade centre select the radio button beside Full Grade Centre
 - To download specific columns, use the drop down menu beside “Selected Column” to choose those columns. (Note: If you choose selected Column you can only choose one column at a time.)

Download Grades

Full or partial data can be downloaded from the Grade Centre and saved to your computer or a Content Collection folder. On accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

DATA

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

Select Data to Download

Full Grade Centre

Selected Column Include Comments for this Column

User Information Only

b) In the OPTIONS section:

- **Delimiter Type:** recommendation is to select Tab
- **Hidden Information:** select “No” unless there is hidden information.

OPTIONS

Choose either the tab-delimited (.XLS) or comma-delimited (.CSV) delimiter type to open the file directly in Microsc

Delimiter Type Comma Tab

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

c) In the SAVE LOCATION section:

- Select the My Computer radio button.

SAVE LOCATION

Select where to save the file.

Download Location

My Computer
 Content Collection

Click **Submit** to proceed.

Step 3

Click on **Submit** in the bottom right corner when you have made all of your selections.

Step 4

After clicking submit you will be brought to another page where you will save your file to your computer. On this page click the **Download** button and the file will save to your computer.

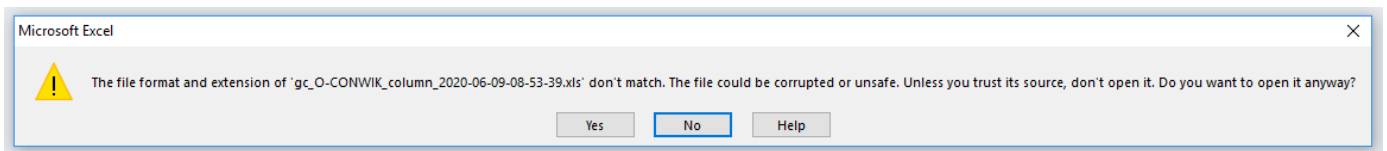
Download Grades

The data has been saved to a file. To download the file and work offline, select *Download* to open the file.

DOWNLOAD

DO NOT CHANGE THE FILE NAME or COLUMN HEADINGS or DATA FORMAT if you wish to upload the file back to Grade Centre.

Note: Due to the type of file it may cause messages to appear. If you see the message below click **Yes** to open.

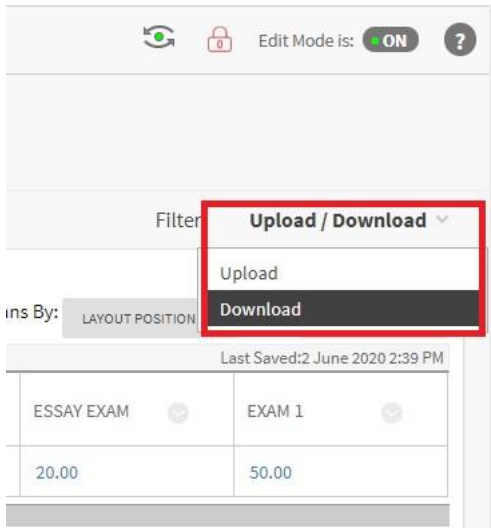


For additional support about working in Excel please see 'Working in Excel'.

Upload the data to the Grade Centre

Step 1

In the top right corner of Grade Centre hover your cursor over **Upload/Download** and a drop down menu will appear. Click on **Upload**.



Step 2

Click **Browse my Computer** to locate your file.

Leave the delimiter type as Auto.

CHOOSE FILE

* **Attach File**

BROWSE MY COMPUTER

BROWSE CONTENT COLLECTION

Delimiter Type

Auto Comma Tab

Click **Submit**

Step 3

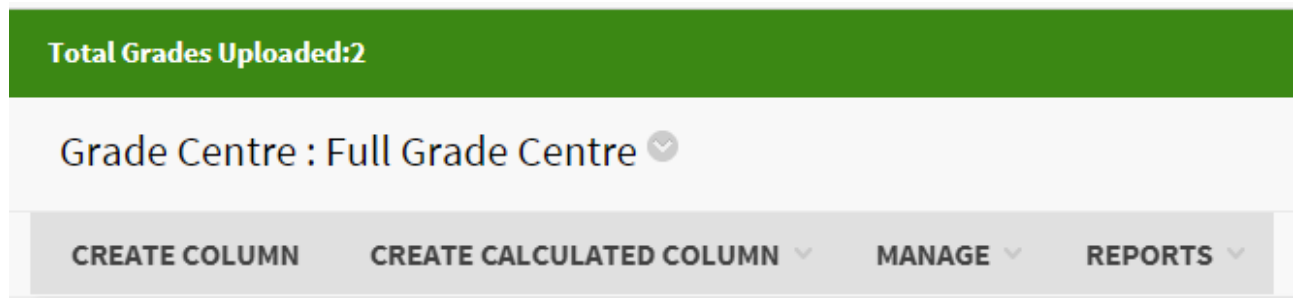
On the Upload Grades Confirmation page, review the Data Preview and Message column to confirm the information that is being uploaded.

Step 4

Click **Submit**

Step 5

A green message will appear at the top of the grade centre. The note lists how many grades have been uploaded.



The screenshot shows a user interface for a grade centre. At the top, there is a green notification bar with the text "Total Grades Uploaded:2". Below this is a grey bar with the text "Grade Centre : Full Grade Centre" and a small downward arrow icon. At the bottom, there is a grey menu bar with four items: "CREATE COLUMN", "CREATE CALCULATED COLUMN" (with a downward arrow), "MANAGE" (with a downward arrow), and "REPORTS" (with a downward arrow).