

Grade Submission for Honours Subjects

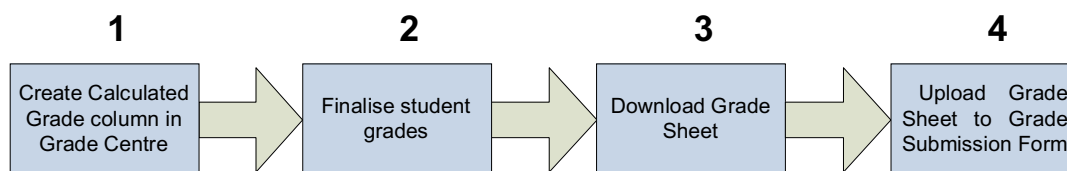
Overview

As Grade Centre is focused towards transferring grades for undergraduate level subjects, a solution is required for Honours subjects to transfer grades to Banner at the conclusion of study.

These subjects will not have the Calculated Grade/Administrative Override columns present in the subject site.

This document explains the process and instructions for the manual grade transfer in relation to Honours subjects.

An overview of the steps is as follows:

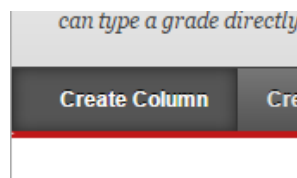


After the grade sheet is uploaded via the Grade Submission form, Division of Student Administration (DSA) staff will enter the grades into Banner (the internal system that stores the student grades).

1. Create Calculated Grade Column in Grade Centre

The first step is to create a column that will be used to store the final grade for each student in Grade Centre. This will be the grade that will then appear on the student record.

In order to achieve this, this column needs to be created. In Interact2 Grade Centre, select "Create Column" from the top menu.



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In the name field, enter “Calculated Grade”. Leave the Grade Centre Name blank. Under “Primary Display”, select “Text” from the drop down menu.

Path: p

Primary Display: Text (selected)

Secondary Display: Text (selected)

using the selected format. Grades display in

own in the Grade Centre only.

Under “Points Possible”, enter 100 (this field is mandatory but has no use to the final grades being entered).

Category: No Category

✘ Points Possible: 100

Associated Rubrics: Add Rubric

Name

Under the Options heading, ensure that the “Show this Column to Students” is set to “No”.

Select **No** for the first option to exclude this Grade Centre

Include this Column in Grade Centre Calculations: Yes No

Show this Column to Students: Yes No

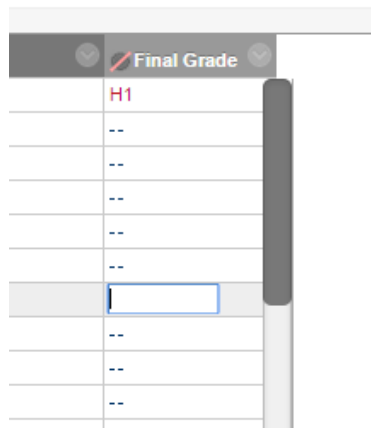
Show Statistics (average and median) for this column to Students in My Grades: Yes No

Click “Submit” to save the changes. The Final Grade column will now appear as the last column in Grade Centre.

2. Finalise student grades

From the Final Grade column, you may enter final grades for each student in the subject site. These grades are directly entered in each Grade Centre cell.

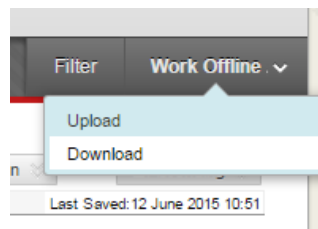
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A screenshot of a grade sheet interface. At the top, there is a header bar with a checkmark icon, a pencil icon, and the text 'Final Grade'. Below this is a table with several rows. The first row has the text 'H1' in red. The subsequent rows contain three dashes '---'. A blue rectangular box highlights a cell in the table, likely indicating where to click for further actions.

3. Download Grade Sheet

When grading is finalised, the grade sheet should be downloaded and stored on your local computer. In order to do this, from the “Work Offline” menu in Grade Centre, select “Download”.



Accept the defaults and click “Submit”.

On the next screen, click the “Download” button to download the grade sheet (containing all the student grades) to your local computer. This will download the file to the default downloads location. Do not modify the file name.

Download Grades

The data has been saved to a file. To download the file and work offline, click Download to Open the file.

DOWNLOAD

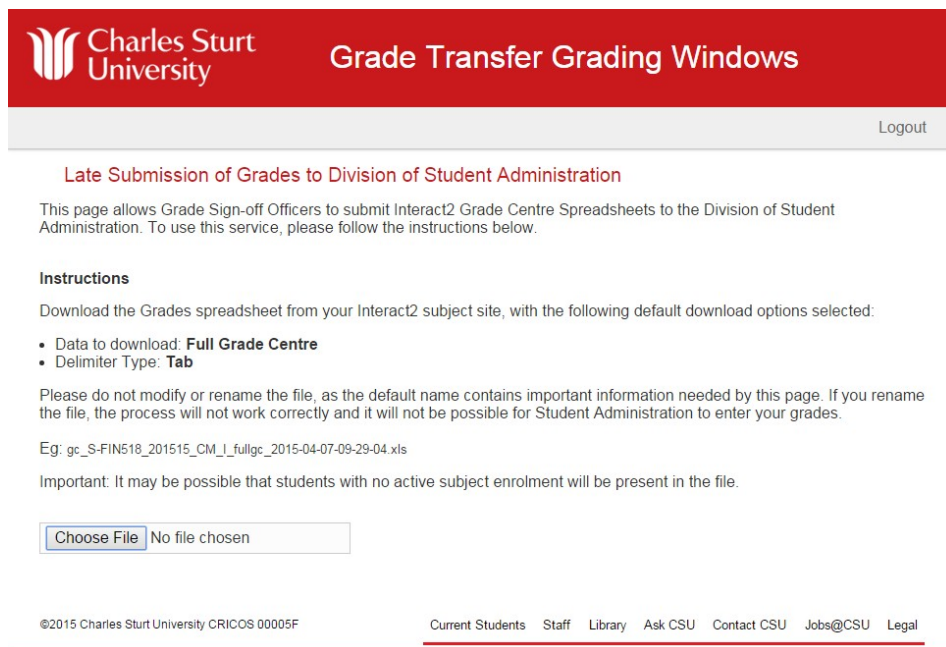
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4. Upload Grade Sheet to Grade Sheet Submission Form

Navigate to the following webpage:

- <https://apps.csu.edu.au/gtcd/fileSubmit>

From here, click on the “Choose File” button and select the downloaded grade sheet from your local computer. Do not modify the file name.



The screenshot shows the Charles Sturt University website interface for submitting grade sheets. At the top left is the university logo and name. To the right is the page title "Grade Transfer Grading Windows" and a "Logout" link. Below this is a heading "Late Submission of Grades to Division of Student Administration" followed by a paragraph explaining the purpose of the page. An "Instructions" section lists requirements for the spreadsheet, such as using "Full Grade Centre" data and "Tab" delimiters. An example filename is provided: "gc_s-FIN518_201515_CM_I_fullgc_2015-04-07-09-29-04.xls". A note mentions that students with no active enrolment may be present. At the bottom of the main content area is a file upload button labeled "Choose File" and the text "No file chosen". The footer contains copyright information and a navigation menu with links for "Current Students", "Staff", "Library", "Ask CSU", "Contact CSU", "Jobs@CSU", and "Legal".

The file will be sent to DSA for manual data entry. For assistance, please email opsgradesheet@csu.edu.au