Gradebook: Entering Grades

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Refer to this tutorial to learn how to enter final and component marks using Gradebook.

Pre-requisites to this tutorial:

- You must be set up by your Departmental Administration team. They determine which courses members of staff can enter marks for.
1. ENTERING COMPONENT GRADES

1.1. Go to **Campus Connect** (portal.rhul.ac.uk; Figure 1, Box 1) and enter your network username (Figure 1, Box 2) and password (Figure 1, Box 3) and click **Log In** (Figure 1, Box 4)

![Figure 1](image1.png)

1.2. Click on the **Student Information** Tab (Figure 2, Box 1), then click on **Banner for Staff** (Figure 2, Box 3) followed by **Gradebook** (Figure 2, Box 3).

![Figure 2](image2.png)

1.3. Select the **Term** that you wish to enter component grades for (Figure 3, Box 1) and click **Submit** (Figure 3, Box 2).
1.4. Click **Select Section of Course for Grade Entry** (Figure 4, Box 1).

1.5. Select the relevant **Course Section** (Figure 5, Box 1) and click **Submit** (Figure 5, Box 2).

1.6. Select **Enter Component Grades by...** either Candidate number or name. This is dependant on the access you have been given (Figure 6, Box 1).

1.7. Select the appropriate component by clicking on the relevant hyperlink (Figure 7, Box 1).
1.8. Enter grades into the *Score* Column (Figure 8, Box 1) taking care to check the candidate number on screen against the candidate number given.

1.9. The ‘Marker’ column (Figure 8, Box 2) will default to whoever is logged in. If another member of staff is assigned as a Marker to that section, you can choose their name in the drop-down list.

1.10. The *Reason* Column (Figure 8, Box 3) defaults to a value of OE – Original Entry. This value is only useable once per registration on a given course, so if the grade must be changed, you must select the ‘RC – Recalculated’ Reason Code before submitting the changed grade.

**Note:**
- Candidates are shown in pages of up to 25 students, to see other students click the hyperlink for other record sets (Figure 8, Box 4).

1.11. It is a **HEFCE requirement** to keep a record of students who have missed the Final Assessment of a course. This impacts the funding we receive so it **MUST** be adhered to. It is only essential to record it for the Final Assessment of a course, but you are free to record this for other components as well.
1.12. Any students who have missed the Final Assessment through either absence or non-submission must be recorded appropriately using one of the Reason Codes explained below.

- If the component is a form of assessment that the student must attend (e.g. an exam/test/presentation/performance), then:

  If the student was absent and **did not** provide prior notification that they would be absent, then click the drop-down for ‘Reason’ and select **AB-Absent**:

<table>
<thead>
<tr>
<th>Score</th>
<th>Out of</th>
<th>Grade</th>
<th>Marker</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
<td></td>
<td></td>
<td>AB-Absent</td>
</tr>
</tbody>
</table>

  If the student was absent and **did provide** prior notification of their absence, then click the drop-down for ‘Reason’ and select **AN-Absent but Notified**:

<table>
<thead>
<tr>
<th>Score</th>
<th>Out of</th>
<th>Grade</th>
<th>Marker</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
<td></td>
<td></td>
<td>AN-Absent but Notified</td>
</tr>
</tbody>
</table>

- If the component is a piece of submitted work (e.g. an essay/project/report), then:

  If the student did not submit the work, and they **did not** provide prior notification that they would not be submitting, then click the drop-down for ‘Reason’ and select **NS-Not Submitted**:

<table>
<thead>
<tr>
<th>Score</th>
<th>Out of</th>
<th>Grade</th>
<th>Marker</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
<td></td>
<td></td>
<td>NS-Not Submitted</td>
</tr>
</tbody>
</table>

  If the student did not submit the work, but they **did** provide prior notification that they would not be submitting, then click the drop-down for ‘Reason’ and select **NN-Not Submitted by Notified**:

<table>
<thead>
<tr>
<th>Score</th>
<th>Out of</th>
<th>Grade</th>
<th>Marker</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
<td></td>
<td></td>
<td>NN-Not Submitted by Notified</td>
</tr>
</tbody>
</table>

**Note:**
When recording these Reason Codes you need to enter a mark of 0 if you want to see a Final Grade for the student (as this is based on all their component marks).

1.13. When you have finished entering grades click **Submit** (Figure 9, Box 1) at the bottom of the page or you can click **Reset** to cancel your changes (Figure 9, Box 2).
1.14. To enter more grades for other components go to step 1.2.

1.15. Once you have finished entering grades click Logout.

2. ENTERING FINAL GRADES

2.1. Go to Campus Connect (portal.rhul.ac.uk; Figure 10, Box 1) and enter your network username (Figure 10, Box 2) and password (Figure 10, Box 3) and click Log In (Figure 10, Box 4)

![Figure 10](image)

2.2. Click on the Student Information (Figure 11, Box 1) Tab, then click on Banner for Staff (Figure 11, Box 3) followed by Gradebook (Figure 11, Box 3)

![Figure 11](image)

2.3. Select the Term that you wish to enter final grades for (Figure 12, Box 1) and click Submit (Figure 12, Box 2).
2.4. Click **Select Section of Course for Grade Entry** (Figure 13, Box 1).

2.5. Select the relevant **Course Section** (Figure 14, Box 1) and click **Submit** (Figure 14, Box 2).

2.6. Select **Enter Final Grades by...** either Candidate number or name. This is dependant on the access you have been given (Figure 15, Box 1).

2.7. Enter grades into the **Grade Column** (Figure 16, Box 1) taking care to check the candidate number on screen against the candidate number given.

**Note:**
- Candidates are shown in pages of 25 students, to see other students click the hyperlink for other pages (Figure 16, Box 2).
2.8. When you have finished entering grades click Submit (Figure 17, Box 1) at the bottom of the page or you can click Reset to cancel your changes (Figure 17, Box 2).

2.9. To enter more grades for other courses go to step 2.2.

2.10. Once you have finished entering grades click Logout.