

Creating and Amending Components

Banner 8 User Guide

April 2011



Creating and Amending Components

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Refer to this tutorial to learn how to create Components for each Section so marks can be recorded against them. It will also show how existing Component structure can be amended or removed.

Banner forms:

FORM	FUNCTION
SHAGCOM	Gradable Component Definition SHAGCOM is used to set up Components and to assign appropriate weightings which will allow Banner to calculate students' grades.

Pre-requisites to this tutorial:

- A valid Course Section for the Term
- Appropriate assessment structure to be set up as components

1. WHAT ARE COMPONENTS?

'Components' is the term used to describe gradable (i.e. assessed) elements of a Course. They are set up against the Core Section for each Course, and there must be at least one component per Section, though there can be more than one.

An Exam, a Coursework essay, a Performance, a Presentation, a Report, an In-Class Assessment are all examples of components.

To enter assessment marks for Coursework or Exams, Components must be set up with an appropriate weighting – to allow Banner to automatically calculate the Final Mark for the Course.

You can set up ZERO weighted Components if they do not contribute to the overall Course mark, but you would like to keep a record of the mark.

Please note that Exams and Coursework **MUST** be setup at Component Level (even if a Course has only one assessment) and if you intend to store marks against individual Exam and/or Coursework questions, the questions should be setup at sub-component level.

2. CREATING COMPONENTS

- 2.1. Go to **SHAGCOM** (Figure 1). Enter the *Term* (Figure 1, Box 1) and the *CRN* (Figure 1, Box 2) for the Core Section you are creating components for.

Sequence	Name	Description	Weight	Marked Out of	Due Date	Must Pass	Include Midterm/Final	Grade Scale	Late Rule	Resit Rule	Pass Mark
				100.00	06-APR-2011	<input type="checkbox"/>	<input type="checkbox"/>				
						<input type="checkbox"/>	<input type="checkbox"/>				
						<input type="checkbox"/>	<input type="checkbox"/>				
						<input type="checkbox"/>	<input type="checkbox"/>				
						<input type="checkbox"/>	<input type="checkbox"/>				
						<input type="checkbox"/>	<input type="checkbox"/>				
						<input type="checkbox"/>	<input type="checkbox"/>				

Figure 1

- 2.2. *Block down* and click the drop-down arrow next to the *Grade Scale* field (Figure 1, Box 3). Grade Scale refers to the pass/fail criteria for a Course – this is set by default at 40% for Undergraduate Courses and 50% for Postgraduate Courses (exception is the SFY, which has its own SFY_DEFAULT Grade Scale). For most component setup, the Grade Scale 'DEFAULT' should be selected, to enforce this criteria.
- 2.3. However, one situation may require you to select a different Grade Scale than DEFAULT:
 - If you are setting up **one** single component which is 'Must Pass' then you should select the relevant MUSTPASSXX Grade Scale
 - However, if you are setting up **multiple** components, with a mixture of 'Must Pass' and 'Default' Grade Scales, select DEFAULT for the overall Grade Scale, and remember to set MUSTPASSXX for the individual component Grade Scales that are 'Must Pass' components (*see 2.5*). Usually the MUSTPASS40 Grade Scale would be used for UG courses and the MUSTPASS50 Grade Scale used for PG courses.

- 2.4. 'Must Pass' means that the mark for a particular component must be above the pass criteria for the course, in order for the student to pass the course overall, regardless of the Final Mark for that course.

EXAMPLE: a course has 2 components, one CW – Essay and one EX – Exam – the Essay may be a Must Pass component, so regardless of how well the students perform in the Exam, if they haven't passed the Essay they haven't passed the course overall. For multiple component assessment structures like this, the MUSTPASS Grade Scale would be applied at a component level, which is the next step.

- 2.5. *Block down* from the Grade Scale Assignment block and click into the *Sequence* field (Figure 2, Box 1) of the first row. This refers to the Sequence Number of the component – normally, you should start at '1' but if there is only one component for this Section, the Sequence Number should be 99.

This is to enable reporting of the Final Assessment component, i.e. the last assessment for that course chronologically. It is vital that the Sequence Number should be 99 for whichever component is the Final Assessment for the course. Where more than one component is Final (or the Final Assessment could be either of two) case use 98 for one, 99 for the other.

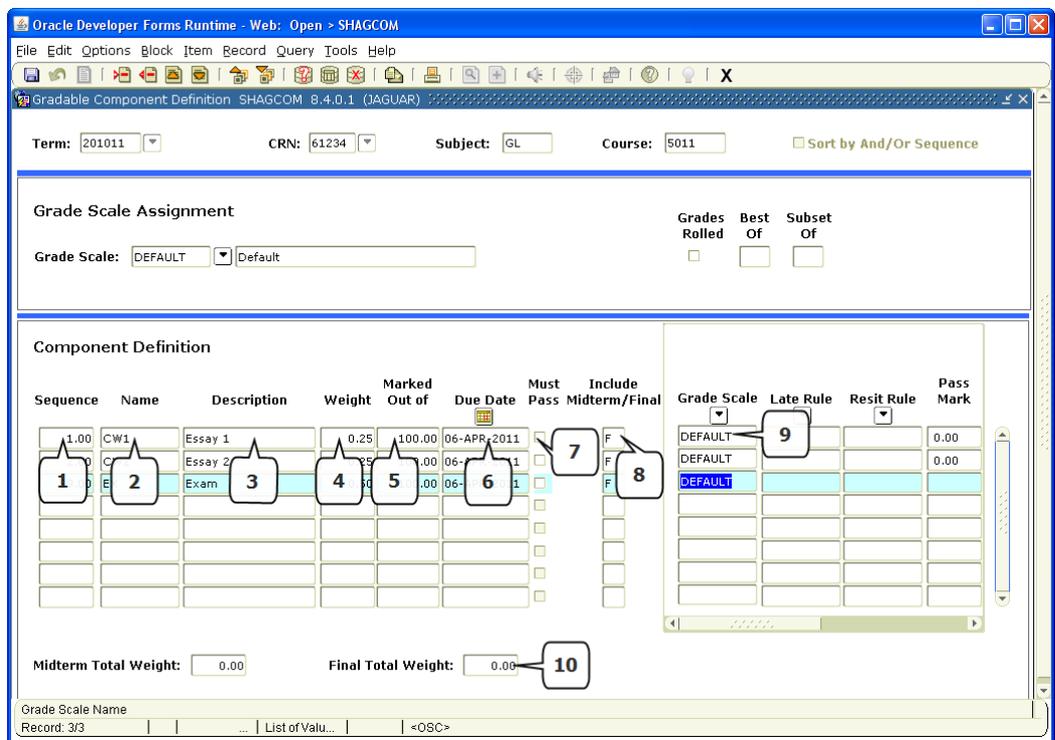


Figure 2

- 2.6. Tab into the *Name* field (Figure 2, Box 2). The Naming convention for components is important since they should be standardised for reporting.

CW components are for **Coursework** - anything that is *submitted*, such as an Essay, a Report, a Portfolio. **EX** is for **Exam** - anything that is *attended*, such as an Exam, in-class Test, etc.

Where there is only one component of a type, use EX/CW, but suffix multiple components of the same type with a number to distinguish between them – e.g. **CW1**, **CW2**. Remember, this is just the code for the Component, you can enter more detail about it in the *Description*. The Name cannot be changed once the component has been saved.

- 2.7. Tab into the *Description* field (Figure 2, Box 3) and enter the details of that Component – the field will accept quite a long string of text.
- 2.8. Tab into the *Weight* field (Figure 2, Box 4). This is where you indicate the proportion this component contributes to the overall Course Mark. The TOTAL weighting of all the components together should equal 100%, or 1.00. It is up to you whether you use whole numbers or decimals, but ensure you are consistent across all your components so the marks are calculated correctly. So if you have a component worth 25% of the overall course, you can enter 25 as the Weight, or 0.25.

Furthermore, you can use ratios in your weightings, for component structures that don't fit into neat whole numbers. For example, if you have three components that should all be equally weighted, give them each a weighting of 1 so there is a 1:1:1 ratio for calculating the Final Mark.

- 2.9. The *Marked Out Of* field (Figure 2, Box 5) is the number each Component is marked out of, and is usually 100 (percent) which is the default. If you mark Components out of different amounts, e.g. a test marked out of 20 – change this number accordingly. As long as the marks that are entered are appropriate for the 'Marked Out Of' total, the Grade percentage will be calculated accordingly.
- 2.10. *Due Date* (Figure 2, Box 6) currently has no functionality behind it and will default to today's date. If you would like to put the date of submission/exam in this field then do so, otherwise you can leave it as the default, or for an Exam component, enter the date as the first day of the Exam term.
- 2.11. The *Must Pass* indicator (Figure 2, Box 7) should be ticked if the component is a Must Pass component. Otherwise, leave it blank.
- 2.12. *Include Midterm/Final* (Figure 2, Box 8) should be left as default.
- 2.13. The *Grade Scale* here (Figure 2, Box 9) refers to the Grade Scale for that individual component, not the overall Grade Scale for the course. If you are setting up a Must Pass component, you must select the appropriate MUSTPASSXX Grade Scale here. Otherwise, leave it set as Default.

- 2.14. The rest of the fields (Figure 3) are only applicable if you are setting up more complex component options, such as 'best of' or 'subset of', or if you are creating sub-components. Refer to the **Setting Up Complex Components** or **Creating Subcomponents** tutorials for further instruction.

Grade Scale	Late Rule	Resit Rule	Pass Mark	And/Or Sequence	And/Or	Best Of	Subset Of	Sub-Components exist
DEFAULT			0.00					<input type="checkbox"/>
DEFAULT			0.00					<input type="checkbox"/>
DEFAULT								<input checked="" type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>

Figure 3

- 2.15. Complete the rest of the component setup in the same way, remembering that the last component should have a Sequence Number of 99. *Save*. The Final Total Weight (Figure 2, Box 10) should equal 1, or 100.

3. AMENDING & REMOVING COMPONENTS

Components are copied forward from one Term to the next when the Sections are rolled (usually in April). If the component structure for the previous Term is no longer correct for the current Term, the components will need to be amended or removed, post-roll.

This MUST be done BEFORE any marks are entered into Gradebook. You can check the component setup of all your sections by running the 'Component Setup Completed in SHAGCOM' report in the Assessment & Exam Boards folder in Infoview.

- 3.1. Go to SHAGCOM and enter the Term and CRN for the section in the Key Block (see first part of this tutorial). Block down to display the component structure for this section.
- 3.2. To amend a component, click to highlight it. Common change is to alter the weighting of a component, but you may also want to change the Name, Description, what it is Marked Out Of, or make a component Must Pass.
- 3.3. For simple changes, just click into the relevant field and overwrite with the new value. This can only be done for the *Sequence Number*, *Description*, *Weight*, *Marked Out Of*, *Due Date* and *Grade Scale* fields, or the *Must Pass* indicator.

If students are currently registered on the Section you are changing components for, all their marks will appear in Gradebook with the 'Re-Calculated' reason code. This is to reflect the component structure has been changed – to avoid this, make sure any changes to components are done BEFORE you register students. The *Name* field is fixed – to change the Name of a component you would need to remove the component completely and set it up from scratch (see next point).

- 3.4. To remove a component completely, once you've highlighted it, click the *Remove Record* icon on the Banner Toolbar (Figure 4, Box 1). You can then repeat this for any other components you wish to remove, before clicking back into the *Sequence* field to set them up from scratch.

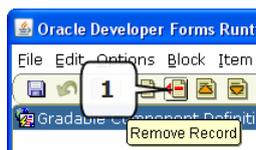


Figure 4

NB: Components for Sections that have had marks rolled (e.g. for Visiting Students) cannot be amended or deleted. It is therefore important that you check component structure is up-to-date before any marks are entered.