

PAWS Content Tools – Post Marks

Introduction

The newest addition to the PAWS Tools suite is the Post Marks utility through which both instructors and TA’s may publish student marks.

These assessment marks and grades are conveniently available online, accessible to students anywhere, any time. From the privacy of the PAWS **MyMarks** channel, students see only their own marks and can quickly verify that a recorded mark matches that of the returned submission.

Note: Marks are stored in an Oracle database, maintained by ITS and are accessible until the end of the following academic year.

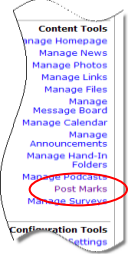
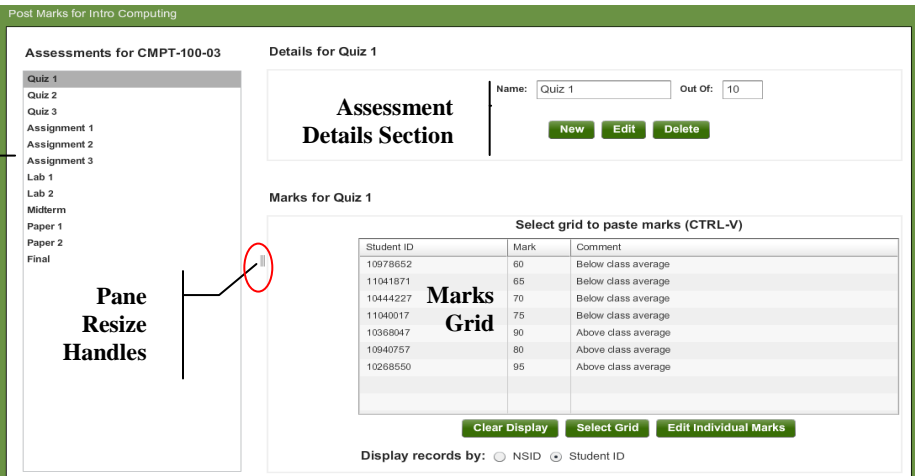
Remember, SiRIUS is the formal repository for grades.

Please note that this tool **does not replace** the formal process for submitting final grades and midterm grades for 100 level six credit unit classes (i.e., classes which run from September to April). As per *University Council Regulations on Examinations*, such marks must still be submitted using **Grade Entry (Instructor & Advisor Services)** channel under the **Academics** tab).

Creating a New Assessment


To create an assessment item:

For reference purposes, an *assessment* consists of any adjudicated student submission such as a quiz, assignment, examination, lab, paper or even a participation mark.

Step	Action																								
1	Log in to PAWS and click on the Academics tab.																								
2	In the <i>My Courses</i> channel, click on the Course Tools link.																								
3	Click the course link associated with the assessments to be recorded.																								
4	 <p>In the <i>Content Tools</i> section of the navigation pane (right side of window), click on the Post Marks link.</p> <p><i>The Post Marks window appears:</i></p>  <p>Course Assessments List</p> <p>Assessments for CMPT-100-03</p> <ul style="list-style-type: none"> Quiz 1 Quiz 2 Quiz 3 Assignment 1 Assignment 2 Assignment 3 Lab 1 Lab 2 Midterm Paper 1 Paper 2 Final <p>Details for Quiz 1</p> <p>Assessment Details Section</p> <p>Name: Quiz 1 Out Of: 10</p> <p>[New] [Edit] [Delete]</p> <p>Marks for Quiz 1</p> <p>Select grid to paste marks (CTRL-V)</p> <table border="1"> <thead> <tr> <th>Student ID</th> <th>Mark</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>10978652</td> <td>80</td> <td>Below class average</td> </tr> <tr> <td>11041871</td> <td>65</td> <td>Below class average</td> </tr> <tr> <td>10444227</td> <td>70</td> <td>Below class average</td> </tr> <tr> <td>11040017</td> <td>75</td> <td>Below class average</td> </tr> <tr> <td>10368047</td> <td>90</td> <td>Above class average</td> </tr> <tr> <td>10940757</td> <td>80</td> <td>Above class average</td> </tr> <tr> <td>10268550</td> <td>95</td> <td>Above class average</td> </tr> </tbody> </table> <p>[Clear Display] [Select Grid] [Edit Individual Marks]</p> <p>Display records by: <input type="radio"/> NSID <input checked="" type="radio"/> Student ID</p> <p>Pane Resize Handles</p>	Student ID	Mark	Comment	10978652	80	Below class average	11041871	65	Below class average	10444227	70	Below class average	11040017	75	Below class average	10368047	90	Above class average	10940757	80	Above class average	10268550	95	Above class average
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Using the Post Marks Feature

Creating a New Assessment, continued

5	<p>In the <i>Details for...</i> section, click New to create a new assessment. <i>The assessment Name and Out of text boxes become editable:</i></p> <p>Details for ...</p>  <p>The screenshot shows a form titled 'Details for ...'. It contains two text input fields: 'Name:' and 'Out Of:'. Below the fields are two buttons: 'Save Details' and 'Cancel'.</p>
6	<p>In the <i>Name:</i> text box, type the assessment identifier and press tab. Note: Any combination of letters and digits is allowed.</p>
7	<p>In the <i>Out of:</i> text box, type the total mark or marking allocation for the assessment and click Save Details. Note: Any combination of letters and digits is allowed. This field may also be left blank.</p> <p><i>The assessment Name appears in the course assessments list in the course assessments pane (right side).</i></p> <p>Note: Saving assessment details does not save marks.</p>

Editing Assessment Details

Renaming an assessment or revising a mark allocation/percentage is easily accomplished, even if grades have been entered.

To edit assessment details:

Step	Action
1	<p>In the <i>course assessments list</i>, click on the desired assessment. <i>Details of the selected assessment appear to the right.</i></p>
2	<p>Click Edit. <i>The assessment Name and Out of text boxes become editable.</i></p>
3	<p>Make the desired changes and click Update Details.</p>

Removing an Assessment

To remove an assessment:

Step	Action
1	<p>In the <i>Course Assessments list</i>, click on the desired assessment. <i>Details of the selected assessment appear to the right.</i></p> <p>Note: When an assessment is deleted, all marks associated with that assessment are also deleted.</p>
2	<p>Click Delete. <i>Two message prompts confirming the deletion are displayed.</i></p>
3	<p>Click OK twice.</p>

Using the Post Marks Feature

Adding Marks to an Assessment


Marks may be added by *instructors or TA's* at the time an assessment item is created, or by editing an existing assessment. Logging marks is quickly accomplished by copying and pasting existing spreadsheet entries into the marks grid.

By default, the mark grid provides for the capture of specific student mark detail in the following order: Student ID or NSID, Mark, Comment

Mark detail recorded in a spreadsheet may be ordered differently. To avert errors when pasting into the marks grid, hide or relocate columns in the original spreadsheet so that the data is displayed in the same order.

For editing purposes, it is easier to make updates to a sorted display. Sort column records by last name, NSID or Student ID prior to copying. Once pasted, student records cannot be sorted within the grid itself.

To add marks to a new or existing assessment:

Step	Action
1	Select and copy marks from an existing class spreadsheet. <i>Mark details may include NSID or Student ID, Mark and an associated comment. Select NSID or Student ID but not both.</i> Note: Sort student listings by Last Name, NSID, or Student ID before copying.
2	Create a New assessment or in the <i>Course Assessments listing</i> , Click on an assessment that does not yet contain marks. <i>A prompt is displayed indicating that the grid must be selected in preparation for mark entry.</i>
3	Click the radio button associated with NSID or Student ID to match the detail copied from the existing mark spreadsheet. Display records by: <input type="radio"/> NSID <input checked="" type="radio"/> Student ID <i>This selection appears as the column header in the marks grid.</i> 
4	Click anywhere in the grid or click the Select Grid button. <i>A green border indicates the grid is currently selected.</i>
5	Press CTRL-V to paste the selection. <i>The class mark records appear in the grid.</i>

Using the Post Marks Feature

Adding Marks to an Assessment, continued

6	<p>Scroll through the marks to review accuracy, making changes by clicking in the desired cell(s).</p> <p>Note: If pasted incorrectly, the current mark display may be cleared from the grid with the <i>Clear Display</i> button and re-pasted.</p> <p>For assessments in which some marks have already been submitted, the <i>Clear Display</i> button clears the grid but does not remove submitted entries from the database. (See Updating Posted Marks with the Paste Method).</p>
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Posting Assessment Marks

Once added, marks are posted and retained in the marks database with the submission process. Once submitted marks are immediately viewable by students.

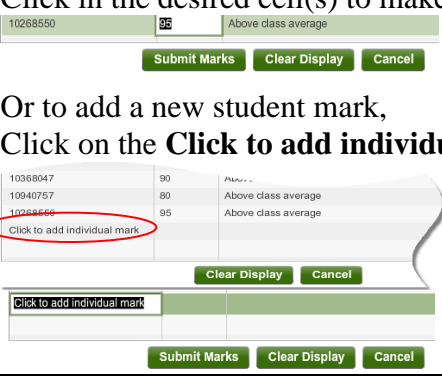
To submit (post) marks to the database:

Step	Action
1	<p>Having added and reviewed the desired marks for an assessment, click Submit Marks.</p> <p><i>A message prompt is displayed confirming submission status.</i></p> <p>Note: Any error occurring during the submission process will generate a prompt to send an error email to ITS Support. Click yes at this prompt to receive support within 24 hrs.</p>
2	Click OK to return to the assessment dialogue.
3	To exit, click the window close button.

Updating Posted Marks for an Individual

Once posted, assessment marks may be modified.

To update an individual student mark:

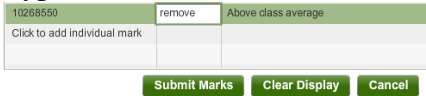
Step	Action
1	In the <i>Course Assessments list</i> , click on the desired assessment.
2	<p>Click on Edit Individual Marks.</p> <p>Note: Display student NSID or Student ID by clicking on the associated radio button.</p>
3	<p>Click in the desired cell(s) to make changes.</p>  <p>Or to add a new student mark, Click on the Click to add individual mark cell.</p>
4	To undo current edits, click Cancel .
5	Click Submit Marks to post the updates.

Using the Post Marks Feature

Removing a Student Record

Once posted, a student mark may be removed.

To remove an individual student mark:

Step	Action
1	In the <i>Course Assessments list</i> , click on the desired assessment.
2	Click on Edit Individual Marks . <i>The marks grid becomes editable.</i>
3	Click in the Mark cell of the student record to be removed.
4	Type the word remove . 
5	Click Submit Marks to post the update (removal of student record).

Updating Posted Marks Using the Paste Method

Additional mark records may be appended to a class listing using the paste method (as opposed to manually adding one record at a time). In this case, the assessment display is cleared and the additions are pasted into a blank grid.

When the new mark selection is pasted, these marks **must** be submitted before the class marks may be viewed in their entirety.

Note: An error message is generated if a duplicate entry is encountered in the appended submission. Follow the prompts and remove the entry from the current grid.

To update multiple student marks with the paste method:

Step	Action
1	In the <i>Course Assessments list</i> , click on the desired assessment.
2	Click Clear Display to prepare the marks grid for the paste (append) procedure.
3	Select and copy the desired marks from an existing spreadsheet.
4	Select the grid.
5	Press CTRL-V to paste the selection.
6	Click Submit Marks to post the updates. <i>All previous and newly added marks appear in the grid. Existing student entries (if modified) are updated.</i>