

# **A guide to Sussex Direct Convening pages**

- 1 The Convening Page
- 2 The Convenor Assessment page: assessment rows – getting them usable
- 3 DELEGATING assessments
- 4 – 5 ENTERING MARKS for non-delegated assessments
- 6 UPDATING MARKS when assessments have been delegated
- 7 RELEASING marks
- 8 – 9 CONFLATING marks and SENDING marks to the EXAMS SYSTEM
- 10 Viewing assessments: the Convenor Marks Register page
- 11 Monitor your Teaching groups (View only): Teaching Groups
- 12 Monitor your Teaching groups (View only): Attendance and assignment records
- 13 Monitor your Teaching groups (View only): Teaching Group Sessions and the Attendance Register
- 14 Monitor your Teaching groups (View only): Teaching Group Assignments and the Marks Register


- On this page you will see a list of courses to which you have been assigned as Assessment Convenor for the current academic year .
- This is your springboard page – from here you can go to other pages from which you can manage your courses and monitor progress.
- The first five columns are VIEW columns i.e. clicking on a link will let you view information. The remaining three are DO columns – the links take you to pages where you can update data.

## PAGE 1 - The Convening page

How do I get to this page?

- Click on the Teaching tab.
- Click on the Convening button.


Click on this dropdown to get a list of outstanding tasks. Clicking on an item in the list will take you to the relevant page for action



Sussex Direct (Teaching) > Convening

Email | My Accounts | Weather

Nicola McGilligan, last login 17/03/05 16:49



Admin
Research
Teaching
Library
Personal
Help
Logout

**Teaching Pages:** Course Teaching Convening Personal Students Timetable Teaching Admin

**Page Contents:** [Assessment Convening](#)

**External Links:** [Term Dates](#) | [Code of Practice on Handling Personal Information](#) | [Proxy](#)

Assessment Convening for Nicola McGilligan
Help

Year: 04/05

Course	Terms	Groups	Students	Conflation Rule	Manage Course	Assessments	Action List
Group dynamics (GRP001)	Summer	0 groups	0 students	Equal Weighting	<a href="#">Conflate/Send to exams</a> <a href="#">Marks Register</a>	6 (0 delegated)	<div style="border: 1px solid #ccc; padding: 2px;">           Convenor action list...  <span style="background-color: #4a7ebb; color: white; padding: 2px;">Convenor action list...</span>            Not all 04/05 assessments generated            Set date: Creative Project: Sum Wk 4            Set date: Creative Project: Sum Wk 5         </div>
Statistics for people who hate figures (G1007)	Summer	4 groups	21 students	Weighted Assessments (All)	<a href="#">Conflate/Send to exams</a> <a href="#">Marks Register</a>	3 (0 delegated)	
Violins and you (H7009)	Au/Sp/Su	4 groups	42 students	Equal Weighting <small>(Coursework type: PRB)</small>	<a href="#">Conflate/Send to exams</a> <a href="#">Marks Register</a>	23 (23 delegated)	<div style="border: 1px solid #ccc; padding: 2px;">           Convenor action list...         </div>
				Weighted Assessments (All) <small>(Coursework type: TST)</small>	<a href="#">Conflate/Send to exams</a> <a href="#">Marks Register</a>	3 (2 delegated)	<div style="border: 1px solid #ccc; padding: 2px;">           Convenor action list...         </div>
War and work (WK001)	Spring	2 groups	6 students	2. Best two assessments	<a href="#">Conflate/Send to exams</a> <a href="#">Marks Register</a>	3 (3 delegated)	<div style="border: 1px solid #ccc; padding: 2px;">           Convenor action list...         </div>

Click here to go to the Course Statistics page

Click here to see a list of all the teaching groups – from there you can view student progress

11

Click here to go to the Conflate and Send to Exams page. From there you can conflate marks, and send conflated marks to the Exams system.

8

Click here to get a list of students where you can see photos and email them

Click here to go to the Convenor Assessment page. From there you can edit non-critical assessment details, and **input marks**.

2

Click here to view a list of students and assessments with marks.

10

Note: the assessment information you see here – e.g. weightings, maximum mark etc. is maintained by the CURRICULUM team.

## PAGE 2 - The Convenor Assessment page

### Assessment rows – getting them usable

On this Convenor Assessment page you will VIEW a list of Coursework assessments that belong to the selected course

As assessment can be in one of three statuses:

- Perfectly ok – you don't need to do anything
- The day and time need to be set before you can start using the assessment
- The assessment has not been generated – you cannot do anything with it

How do I get to this page?

- Click on the Teaching tab.
- Click on the Convening button.
- From the Convening page: select a course and click on the link in the 'Assessments' column.

Click on the 'Why' icon to find out more details as to why day and time may need to be set. Similarly, find out more about not yet generated assessments, and what to do by clicking on the appropriate "Why" icon.

**Convenor Assessment for Group dynamics (GRP001)**

Summer 04/05

Type	Weight	Max Mark	Term	Week	Day	Time	Delegated To	Tutor Update	Status
Book Review	16.7%	50	Summer	2	Tuesday	09:00	Not delegated	None	0 out of 0 recorded
Book Review	16.7%	50	Summer	3	Tuesday	09:00	Not delegated	None	0 out of 0 recorded
Creative Project	16.7%	100	Summer	4			Not delegated	None	Day and time need to be set <a href="#">Why?</a>
Creative Project	16.7%	100	Summer	5			Not delegated	None	Day and time need to be set <a href="#">Why?</a>
Review Paper		65	Summer				-	-	Not yet generated <a href="#">Why?</a>
Review Paper		65	Summer				-	-	Not yet generated <a href="#">Why?</a>



To set the day and time click on this button which puts you into EDIT mode

Note: a link in this 'Status' column indicates that the assessment is ok and can be used.

### Updating the Day and Time fields

**Convenor Assessment for Group dynamics (GRP001)**

Summer 04/05

Type	Weight	Max Mark	Term	Week	*Day	*Time	Delegated To	Tutor Update	Status
Book Review	16.7%	50	Summer	3	Tuesday	09:00	No teaching groups	None	0 out of 0 recorded
Creative Project	16.7%	100	Summer	4	Monday		No teaching groups	None	Day and time need to be set <a href="#">Why?</a>
Creative Project	16.7%	100	Summer	5	Monday		No teaching groups	None	Day and time need to be set <a href="#">Why?</a>

Note: the header has gone green. This means you are in EDIT mode

Select values from dropdowns, then click on SAVE button to save changes

## What does delegating mean?

If you delegate an assessment to a teaching group type you are requesting that the tutors of those teaching groups input the marks for that assessment (via their tutor pages).

For non-delegated assessments you input the marks yourself – see page 4.

## PAGE 3 - DELEGATING assessments

How do I get to this page?

- Click on the Teaching tab.
- Click on the Convening button.
- From the Convening page: select a course and click on the link in the 'Assessments' column.

SUSSEX Direct TEST SYSTEM

Email | My Accounts | Weather

Nicola McGilligan, last login 17/03/05 16:49

University of Sussex

Sussex Direct (Teaching) > Convening > Convenor Assessment Page

Admin | Research | Teaching | Library | Personal | Help | Logout

Teaching Pages: Course Teaching | Convening | Personal Students | Timetable | Teaching Admin

Page Contents: Convenor Assessment

External Links: Term Dates | Code of Practice on Handling Personal Information | Proxy



Convenor Assessment for Statistics for people who hate figures (G1007)									
Summer 04/05									
Type	Weight	Max Mark	Term	Week	Day	Time	Delegated To	Tutor Update	Status
Problem Sets	6%	100	Summer	2	Thursday	16:00	Not delegated	None	0 out of 21 recorded
Problem Sets	12%	100	Summer	4	Thursday	16:00	Not delegated	None	0 out of 21 recorded
Problem Sets	82%	100	Summer	6	Thursday	16:00	Not delegated	None	0 out of 21 recorded

To start you need to get into EDIT mode. Click on this Edit button.

Note: at delegation, you can also allow tutors to alter submissions week, day and time. ALWAYS check with CURRICULUM team first

Convenor Assessment for Statistics for people who hate figures (G1007)									
Summer 04/05									
Type	Weight	Max Mark	Term	Week	*Day	*Time	Delegated To	Tutor Update	Status
Problem Sets	6%	100	Summer	2	Thursday	16:00	select group to delegate..	None	0 out of 21 recorded
Comments: <input type="text"/>									
Problem Sets	12%	100	Summer	4	Thursday	16:00	select group to delegate..	None	0 out of 21 recorded
Comments: <input type="text"/>									
Problem Sets	82%	100	Summer	6	Thursday	16:00	select group to delegate..	None	0 out of 21 recorded
Comments: <input type="text"/>									

Select values from dropdowns, then click on SAVE button to save changes

Convenor Assessment for Statistics for people who hate figures (G1007)									
Summer 04/05									
Type	Weight	Max Mark	Term	Week	Day	Time	Delegated To	Tutor Update	Status
Problem Sets	6%	100	Summer	2	Thursday	16:00	PRACTICAL (Summer)	None	0 out of 21 received
Problem Sets	12%	100	Summer	4	Thursday	16:00	Not delegated	None	0 out of 21 recorded
Problem Sets	82%	100	Summer	6	Thursday	16:00	Not delegated	None	0 out of 21 recorded

Note: the 'Delegated To' column now displays the teaching group type to which the assessment marking has been delegated. Also note that the 'Status' also indicates that the assessment has been delegated (expecting to 'receive' marks).

This section is about entering marks for assessments you have not delegated.

First, you need to locate the relevant assessment. Follow the instructions on the right (How do I get to this page?).

## PAGE 4/5 - ENTERING MARKS for non-delegated assessments

How do I get to this page?

- Click on the Teaching tab.
- Click on the Convening button.
- From the Convening page: select a course and click on the link in the 'Assessments' column.

**SUSSEX Direct** TEST SYSTEM | Email | My Accounts | Weather | Nicola McGilligan, last login 17/03/05 16:49 | University of Sussex

Sussex Direct (Teaching) > Convening > Convenor Assessment Page

Admin | Research | **Teaching** | Library | Personal | Help | Logout

**Teaching Pages:** Course Teaching | **Convening** | Personal Students | Timetable | Teaching Admin

**Page Contents:** **Convenor Assessment**

**External Links:** Term Dates | Code of Practice on Handling Personal Information | Proxy



Convenor Assessment for Statistics for people who hate figures (G1007) | Edit | Help

Summer 04/05 | Conflation rule: Weighted Assessments (All)

Type	Weight	Max Mark	Term	Week	Day	Time	Delegated To	Tutor Update	Status
Problem Sets	6%	100	Summer	2	Thursday	16:00	Not delegated	None	<a href="#">0 out of 21 recorded</a>
Problem Sets	12%	100	Summer	4	Thursday	16:00	Not delegated	None	<a href="#">0 out of 21 recorded</a>
Problem Sets	82%	100	Summer	6	Thursday	16:00	Not delegated	None	<a href="#">0 out of 21 recorded</a>

Select the assessment, then click on the link in the 'Status' column to go to the Convenor Record Marks page

### Convenor Record Marks page

**SUSSEX Direct** TEST SYSTEM | Email | My Accounts | Weather | Nicola McGilligan, last login 17/03/05 16:49 | University of Sussex

Sussex Direct (Teaching) > Convening > Convenor Assessment Page > Convenor Record Marks

Admin | Research | **Teaching** | Library | Personal | Help | Logout

**Teaching Pages:** Course Teaching | **Convening** | Personal Students | Timetable | Teaching Admin

**Page Contents:** **Convenor Record Marks**

**External Links:** Term Dates | Code of Practice on Handling Personal Information



Convenor Record Marks for Statistics for people who hate figures (Summer 04/05) | Gallery | Cancel | Save | Help

Problem Sets (Summer Week 4 Thursday)  
Maximum mark: 100, Weighting: 12%  
Delegated status: Not delegated

Student	Candidate	Group	Rul Code	Mark	Status	Comments
Armistead, Matthew Jenna	07202		404037	<input type="text"/>	<input type="text"/>	
Herrero, Matthew Jenna	02040		383506	<input type="text"/>	<input type="text"/>	
Holdaway, Matthew Jenna	07050		329980	<input type="text"/>	<input type="text"/>	
Howe, Matthew Jenna	07072		381473	<input type="text"/>	<input type="text"/>	
Humphries, Matthew Jenna	07202		319937	<input type="text"/>	<input type="text"/>	
Jenkins, Matthew Jenna	02040		319948	<input type="text"/>	<input type="text"/>	
Knight, Matthew Jenna	07050		329986	<input type="text"/>	<input type="text"/>	
Lee-Smith, Matthew Jenna	07072		400015	<input type="text"/>	<input type="text"/>	
Lethbridge, Matthew Jenna	02050		329290	<input type="text"/>	<input type="text"/>	
Munoz, Matthew Jenna	02040		319932	<input type="text"/>	<input type="text"/>	

Show 10 | 15 | 20 records per page | Records 1 - 10 >> of 21 +

Note: ignore this systems column – it will not appear on your screens.

Click here to get full list of students – otherwise input marks and save each page.

# PAGE 4/5 - ENTERING MARKS

## for non-delegated assessments

**RULE: ALWAYS** enter the mark awarded to the student. The system will deduct penalties, at conflation. If any lateness or non-submission is condoned by MEC marks are automatically conflated again to take this into account.

Enter marks and then click on the SAVE button to save changes.

How do I get to this page?

- Click on the Teaching tab.
- Click on the Convening button.
- From the Convening page: select a course and click on the link in the 'Assessments' column.
- From the Convenor Assessment page: click on the link in the 'Status' column

SUSSEX Direct TEST SYSTEM | Email | My Accounts | Weather | Nicola McGilligan, last login 17/03/05 16:49


Sussex Direct (Teaching) > Convening > Convenor Assessment Page > Convenor Record Marks

Admin | Research | Teaching | Library | Personal | Help | Logout

Teaching Pages: Course Teaching | Convening | Personal Students | Timetable | Teaching Admin

Page Contents: Convenor Record Marks

External Links: Term Dates | Code of Practice on Handling Personal Information



Convenor Record Marks for Statistics for people who hate figures (Summer 04/05) | Gallery | Cancel | Save | Help

Problem Sets (Summer Week 4 Thursday)  
Maximum mark: 100, Weighting: 12%  
Delegated status: Not delegated

Student	Candidate	Group	Rul Code	Mark	Status	Comments
Armistead, Matthew Jenna	07202		404037	78		
Herrero, Matthew Jenna	02040		383506	88		Excellent
Holdaway, Matthew Jenna	02050		329980	78	NS	
Howe, Matthew Jenna	07072		381473		Late	
Humphries, Matthew Jenna	82000		319937	103		

Note: the system will do normal validation e.g. mark is not greater than max mark; no mark allowed for NS etc.

Update data then click on the SAVE button to save changes.

Convenor Record Marks for Statistics for people who hate figures (Summer 04/05) | Gallery | Cancel | Save | Help

Problem Sets (Summer Week 4 Thursday)  
Maximum mark: 100, Weighting: 12%  
Delegated status: Not delegated

Student	Candidate	Group	Rul Code	Mark	Status	Comments
Armistead, Matthew Jenna	07202		404037	78		
Herrero, Matthew Jenna	02040		383506	88		Excellent
Holdaway, Matthew Jenna	02050		329980	78	NS	Error: Mark cannot be entered with status NS
Howe, Matthew Jenna	07072		381473		Late	Error: If status is Late, then a mark is needed.
Humphries, Matthew Jenna	82000		319937	103		Error: This value must not exceed 100

Note: data will only be saved when all the data is valid.

Convenor Record Marks for Statistics for people who hate figures (Summer 04/05) [Updated] | Gallery | Edit | Help

Problem Sets (Summer Week 4 Thursday)  
Maximum mark: 100, Weighting: 12%  
Delegated status: Not delegated

15 records updated

Student	Candidate	Group	Rul Code	Mark	Mark %	Comments
Armistead, Matthew Jenna	07202		366994	78	78.0	
Herrero, Matthew Jenna	02040		400243	88	88.0	Excellent
Holdaway, Matthew Jenna	02050		367930	NS	0.0	No excuse
Howe, Matthew Jenna	07072		366992	99 Late	99.0	
Humphries, Matthew Jenna	82000		396320	89	89.0	

Note: student will not see mark until marks for this assessment have been released.

Once you have delegated an assessment the marks are out of your control until the tutors of the teaching groups send the marks back to you. (At that point, tutors are no longer able to update marks).

In the examples below:

- No marks have been sent
- Some marks have been sent
- All marks have been sent.

## PAGE 6 - UPDATING MARKS

when assessments have been delegated

How do I get to this page?

- Click on the Teaching tab.
- Click on the Convening button.
- From the Convening page: select a course and click on the link in the 'Assessments' column.
- From the Convenor Assessment page: click on the link in the 'Status' column

**SUSSEX Direct** TEST SYSTEM | Email | My Accounts | Weather | Nicola McGilligan, last login 17/03/05 16:49 | University of Sussex

Sussex Direct (Teaching) > Convening > Convenor Assessment Page > Convenor Record Marks

Admin | Research | **Teaching** | Library | Personal | Help | Logout

**Teaching Pages:** Course Teaching | **Convening** | Personal Students | Timetable | Teaching Admin

**Page Contents:** [Convenor Record Marks](#)

**External Links:** [Term Dates](#) | [Code of Practice on Handling Personal Information](#)



**Convenor Record Marks for War and work (Spring 04/05)** [Gallery] [Cancel] [Save] [Help]

Creative Project (Spring Week 4 Friday)  
Maximum mark: 50, Weighting: N/A  
Delegated status: TUTORIAL

Student	Candidate	Group	Rul Code	Mark	Status	Comments
Bailey, Emma Sarah	91565	1	404030			
Bassett, Emma Sarah	91567	1	404031			
Bertilsson, Emma Sarah	91205	2	404032			
Brady, Emma Sarah	91235	2	404033			
Briet, Emma Sarah	91405	2	404034			
Bromfield, Emma Sarah	91505	2	404035			

**Total: 6 records**

ⓘ If you have delegated marking to teaching group level, then you are not able to edit marks until they have been sent to you by the tutor.

**Convenor Record Marks for War and work (Spring 04/05)** [Gallery] [Cancel] [Save] [Help]

Composition (Spring Week 6 Tuesday)  
Maximum mark: 50, Weighting: N/A  
Delegated status: TUTORIAL

Student	Candidate	Group	Rul Code	Mark	Status	Comments
Bailey, Emma Sarah	91565	1	404030	45	Late	
Bassett, Emma Sarah	91567	1	404031	50		Magnificent
Bertilsson, Emma Sarah	91205	2	404032			
Brady, Emma Sarah	91235	2	404033			
Briet, Emma Sarah	91405	2	404034			
Bromfield, Emma Sarah	91505	2	404035			

**Total: 6 records**

**Convenor Record Marks for War and work (Spring 04/05)** [Gallery] [Cancel] [Save] [Help]

Trail Guide (Spring Week 7 Monday)  
Maximum mark: 100, Weighting: N/A  
Delegated status: TUTORIAL

Student	Candidate	Group	Rul Code	Mark	Status	Comments
Bailey, Emma Sarah	91565	1	404030	78	V Late	
Bassett, Emma Sarah	91567	1	404031	99		
Bertilsson, Emma Sarah	91205	2	404032	88		
Brady, Emma Sarah	91235	2	404033	99		
Briet, Emma Sarah	91405	2	404034	67		
Bromfield, Emma Sarah	91505	2	404035	88		

**a) No marks sent**

Note: no fields are available for update.

**b) Some marks sent**

Note: rows that have updatable fields are those where marks have been sent by the tutor

**c) All marks sent**

Note: when all marks have been received processing continues as for non-delegated assessments – i.e. the marks can be 'Released' to students.

- First, you need to get to the Convenor Record Marks page. Follow the instructions on the right.

**RULE:** Before marks can be released to students ALL marks have to be entered for the assessment i.e. you cannot release *some* of the marks.

**RULE:** Only the ASSESSMENT CONVENOR for the course can perform this function.

## PAGE 7 - RELEASING MARKS

How do I get to this page?

- Click on the Teaching tab.
- Click on the Convening button.
- From the Convening page: select a course and click on the link in the 'Assessments' column.
- From the Convenor Assessment page: click on the link in the 'Status' column

Note: 'Release Marks' button only appears when all marks for the assessment have been input.

click on this button to Release marks to students

The screenshot shows the SUSSEX Direct interface. At the top, there are navigation tabs: Admin, Research, Teaching (selected), Library, Personal, Help, and Logout. Below the tabs, there are sections for 'Teaching Pages' (Course Teaching, Convening, Personal Students, Timetable, Teaching Admin) and 'Page Contents' (Convenor Record Marks). A 'Release Marks' button is visible at the bottom right of the page. A callout box points to this button with the text 'click on this button to Release marks to students'.

Convenor Record Marks for War and work (Spring 04/05)

Trail Guide (Spring Week 7 Monday)  
Maximum mark: 100, Weighting: N/A  
Delegated status: TUTORIAL

Student	Candidate	Group	Rul Code	Mark	Status	Comments
Bailey, Emma Sarah	91546	1	404030	78	V Late	
Bassett, Emma Sarah	91557	1	404031	99		
Bertilsson, Emma Sarah	91582	2	404032	88		
Brady, Emma Sarah	91295	2	404033	99		
Briet, Emma Sarah	91103	2	404034	67		
Bromfield, Emma Sarah	91283	2	404035	88		

Total: 6 records

Note: change of status of button. You can 'unrelease' marks.

The screenshot shows the SUSSEX Direct interface after the marks have been released. The 'Teaching' tab is still selected. The 'Unrelease Marks' button is now visible at the bottom right of the page. The table below shows the same data as the previous screenshot, but the 'Status' for Bailey, Emma Sarah is now 'V Late'.

These marks have been released to students, so are visible to students via the Sussex Direct "Study" pages. If you need to withdraw the marks so that they are not visible to your students, then you can use this button:

Convenor Record Marks for War and work (Spring 04/05)

Trail Guide (Spring Week 7 Monday)  
Maximum mark: 100, Weighting: N/A  
Delegated status: TUTORIAL

Student	Candidate	Group	Rul Code	Mark	Status	Comments
Bailey, Emma Sarah	91546	1	404030	78	V Late	
Bassett, Emma Sarah	91557	1	404031	99		
Bertilsson, Emma Sarah	91582	2	404032	88		

Note: once released the marks are visible to students. The actual mark for a Very Late submission is not viewable by students.



# PAGE 8/9 - CONFLATING marks and SENDING marks to the EXAMS SYSTEM

- First, you need to get to the Conflate and Send to Exams page. Follow the instructions on the right.
- Look at the messages in the headings – they will tell you the current status of the course.
- Marks are ready for conflation when marks for all assessments for at least one student have been entered.

- How do I get to this page?
- Click on the Teaching tab.
  - Click on the Convening button.
  - From the Convening page: select course and click on link in the 'Conflate and Send to Exams' column.

Note: in this example no marks have been input: therefore Conflate and Send to Exams buttons are not available.

**RULE:** At conflation the conflation rule is applied, penalty points are deducted for late submissions (10% of the max mark); Very Late marks are treated as non-submissions.

SUSSEX Direct TEST SYSTEM

Email | My Accounts | Weather  
Nicola McGilligan, last login 17/03/05 16:49

Sussex Direct (Teaching) > Convening > Conflate/Send to Exams

Admin | Research | **Teaching** | Library | Personal | Help | Logout

Teaching Pages: Course Teaching | **Convening** | Personal Students | Timetable | Teaching Admin

Page Contents: Conflate/Send to Exams

External Links: Term Dates | Code of Practice on Handling Personal Information | Proxy

No records ready to conflate! [Help](#) on Conflating

Student	Programme	Net Conflated Mark	Circumstance	In Exams System?
Bailey, Emma Sarah	Sociology & Cult Studies			No <a href="#">Why?</a>
Bassett, Emma Sarah	Sociology & Cult Studies			No <a href="#">Why?</a>
Bertilsson, Emma Sarah	Sociology w Social Psychology			No <a href="#">Why?</a>
Brady, Emma Sarah	Sociology w Mgmt Studies			No <a href="#">Why?</a>

Note: the 'Conflate Marks' button only appears when all marks for at least one student have been input.

[Click here to conflate marks](#)

This student is not on the Exams system. [Click](#) on the 'Why' icon to find out more details

SUSSEX Direct TEST SYSTEM

Email | My Accounts | Weather  
Nicola McGilligan, last login 17/03/05 16:49

Sussex Direct (Teaching) > Convening > Conflate/Send to Exams

Admin | Research | **Teaching** | Library | Personal | Help | Logout

Teaching Pages: Course Teaching | **Convening** | Personal Students | Timetable | Teaching Admin

Page Contents: [Conflate/Send to Exams](#)

External Links: [Term Dates](#) | [Code of Practice on Handling Personal Information](#) | [Proxy](#)

[Conflate Marks](#) | [Help](#) on Conflating

Conflated marks incomplete! [Help](#) on Sending to Exams

Student	Programme	Net Conflated Mark	Circumstance	In Exams System?
Bailey, Emma Sarah	Sociology & Cult Studies			No <a href="#">Why?</a>
Bassett, Emma Sarah	Sociology & Cult Studies			No <a href="#">Why?</a>
Bertilsson, Emma Sarah	Sociology w Social Psychology			No <a href="#">Why?</a>
Brady, Emma Sarah	Sociology w Mgmt Studies			No <a href="#">Why?</a>

Some notes about conflation:  
 You can conflate marks as many times as you wish.  
 Nobody gets to see marks until they are sent to exams.  
 You can conflate with 'Admin' access.  
 You can conflate 'unreleased' marks.

Note: if you update a mark AFTER you have conflated marks you will need to Conflate them again before sending to Exams..

- Marks are ready for sending to exams when all marks for all assessments have been conflated

## PAGE 8/9 - CONFLATING marks and SENDING marks to the EXAMS SYSTEM

**RULE:** Only the ASSESSMENT CONVNEOR for the course can perform the 'Send to Exams' function.

SUSSEX Direct TEST SYSTEM | Email | My Accounts | Weather | Nicola McGilligan, last login 17/03/05 16:49 | University of Sussex

Sussex Direct (Teaching) > Convening > Conflate/Send to Exams

Admin | Research | Teaching | Library | Personal | Help | Logout

Teaching Pages: Course Teaching | Convening | Personal Students | Timetable | Teaching Admin

Page Contents: Conflate/Send to Exams

External Links: Term Dates | Code of Practice on Handling Personal Information | Proxy



[Conflate Marks](#) Help on Conflating

[Send to Exams](#) Help on Sending to Exams

Conflate/Send to Exams for War and work (WK001) | Gallery | Help

Spring 04/05 | Marks updated on 18-03-2005 10:57 | Last conflated on 18-03-2005 10:59 | Conflation rule: 2. Best two assessments

Student	Programme	Net Conflated Mark	Circumstance	In Exams System?
Bailey, Emma Sarah	Sociology & Cult Studies	79.00 (P 10.00)	LA	No <a href="#">Why?</a>
Bassett, Emma Sarah	Sociology & Cult Studies	99.50		No <a href="#">Why?</a>
Bertilsson, Emma Sarah	Sociology w Social Psychology	44.00	NS	No <a href="#">Why?</a>
Brady, Emma Sarah	Sociology w Mgmt Studies	83.50		No <a href="#">Why?</a>
Briet, Emma Sarah	Sociology & Devt Studies	76.50		No <a href="#">Why?</a>
Bromfield, Emma Sarah	Sociology w Social Psychology	88.00		No <a href="#">Why?</a>

[Click here to send marks to Exams](#)

Note: you will get this dire warning message. Please be aware that, once marks have been sent to exams, you can no longer update them – apart from the Comments field.

SUSSEX Direct TEST SYSTEM | Email | My Accounts | Weather | Nicola McGilligan, last login 17/03/05 16:49 | University of Sussex

Sussex Direct (Teaching) > Convening > Conflate/Send to Exams

Admin | Research | Teaching | Library | Personal | Help | Logout

Teaching Pages: Course Teaching | Convening | Personal Students | Timetable | Teaching Admin

Page Contents: Conflate/Send to Exams

External Links: Term Dates | Code of Practice on Handling Personal Information | Proxy



[Conflate Marks](#) Help on Conflating

[Send to Exams](#) Help on Sending to Exams

Microsoft Internet Explorer

Are you certain you wish to send these marks to the Exam system?  
6 students not entered by Exams Office for examination on this course.  
Once you have sent these marks they cannot be altered or added to.  
Are you absolutely certain you want to do this?

OK Cancel

Conflate/Send to Exams for War and work (WK001) | Gallery | Help

Spring 04/05 | Conflation rule: 2. Best two assessments

Student	Programme	Net Conflated Mark	Circumstance	In Exams System?
Bailey, Emma Sarah	Sociology & Cult Studies	79.00 (P 10.00)	LA	No <a href="#">Why?</a>
Bassett, Emma Sarah	Sociology & Cult Studies	99.50		No <a href="#">Why?</a>
Bertilsson, Emma Sarah	Sociology w Social Psychology	44.00	NS	No <a href="#">Why?</a>
Brady, Emma Sarah	Sociology w Mgmt Studies	83.50		No <a href="#">Why?</a>
Briet, Emma Sarah	Sociology & Devt Studies	76.50		No <a href="#">Why?</a>
Bromfield, Emma Sarah	Sociology w Social Psychology	88.00		No <a href="#">Why?</a>

Note: once marks have been sent to Exams – the conflated mark is visible on student pages as the 'Overall mark'. Any associated assessment marks that were not yet released are released at this point.,

# PAGE 10 - Viewing assessments: the Convenor Marks Register page

This page lists all the students on the course with all the assessments. It shows the recorded marks and their statuses. This register is a good overall view of coursework marks for the selected course.

How do I get to this page?

- Click on the Teaching tab.
- Click on the Convening button.
- From the Convening page: select a course and click on the 'Marks Register' link

**SUSSEX Direct** DEVELOPMENT SYSTEM | Email | My Accounts | Weather | Nicola McGilligan, last login 08/04/05 14:43 | University of Sussex

Sussex Direct (Teaching) > Convening > Convenor Marks Register

Admin | Research | **Teaching** | Library | Personal | Help | Logout

**Teaching Pages:** Course Teaching | **Convening** | Personal Students | Timetable | Teaching Admin

**Page Contents:** [Convenor Marks Register](#)

**External Links:** [Term Dates](#) | [Code of Practice on Handling Personal Information](#) | [Proxy](#)



Convenor Marks Register: War and work (Conflation rule: 2. Best two assessments)

Term: Spring 04/05 | Assessments for this course | Tutor(s):

Student	Composition Mon W2	Briefing Paper Tue W2	Creative Project Fri W5
Brown, James	66/100	89/100	70/75 (L)
Patel, James	67/100	78/100	73/75
Smith, James	88/100	89/100	NS
Patel, Mitesh	78/100	78/100	74/75
Smith, Mitesh	77/100	77/100	71/75 (VL)
Smith, Mitesh	89/100	67/100	3/75
<b>Mean:</b>	77.5%	79.7%	55.0

[Click here to view a graph gallery for this Marks register](#)



**SUSSEX Direct** DEVELOPMENT SYSTEM | Email | My Accounts | Weather | Nicola McGilligan, last login 08/04/05 14:43 | University of Sussex

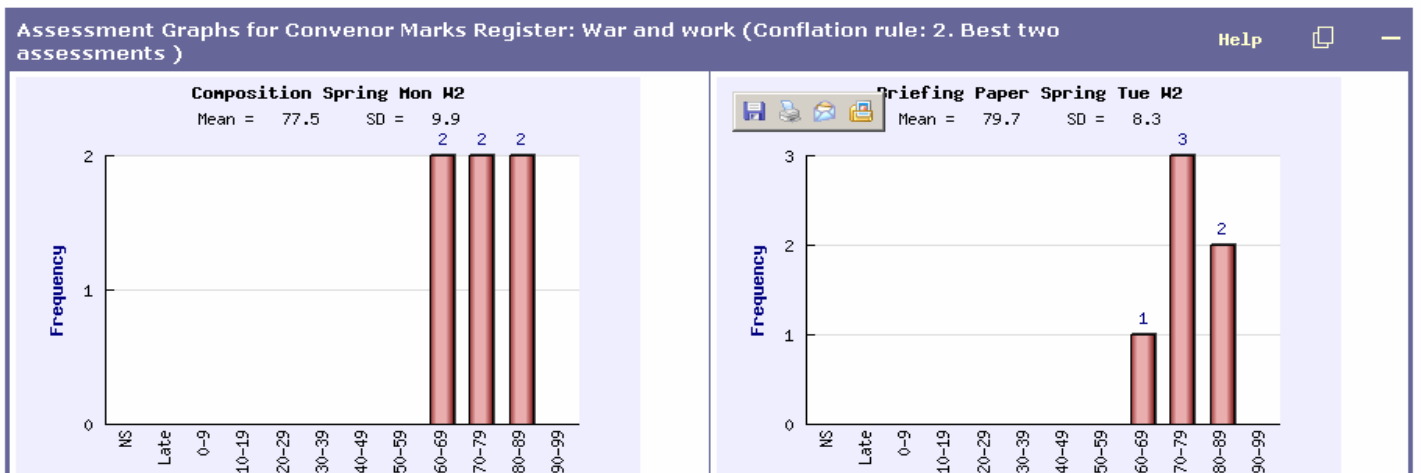
Sussex Direct (Teaching) > Convening > Convenor Marks Register > Graph Gallery for Register

Admin | Research | **Teaching** | Library | Personal | Help | Logout

**Teaching Pages:** Course Teaching | **Convening** | Personal Students | Timetable | Teaching Admin

**Page Contents:** [Graphs](#)

**External Links:** [Term Dates](#) | [Code of Practice on Handling Personal Information](#) | [Proxy](#)



# PAGE 11 - Monitor your Teaching groups (View only): Teaching Groups

On this page you will see a list of teaching groups belonging to the selected course. From here you can view student progress within these teaching groups.

- How do I get to this page?
- [Click](#) on the Teaching tab.
  - [Click](#) on the Convening button.
  - From the Convening page: select a course and [click](#) on the link in the 'Groups' column.

SUSSEX Direct DEVELOPMENT SYSTEM | Email | My Accounts | Weather | Nicola McGilligan, last login 08/04/05 14:43 | University of Sussex

Sussex Direct (Teaching) > Convening > Convening: Teaching Groups

Admin | Research | Teaching | Library | Personal | Help | Logout

Teaching Pages: Course Teaching | Convening | Personal Students | Timetable | Teaching Admin

Page Contents: Convening: Teaching Groups

External Links: Term Dates | Code of Practice on Handling Personal Information | Proxy



Convening: Teaching Groups for War and work (WK001) Help

Spring 04/05

Group	Terms	N Students	Tutor/s	Attendance	Teaching Group Marks	Reports
Seminar 1	Spring	3	Mr S Smith	<a href="#">All Sessions</a>   <a href="#">Register</a>	<a href="#">All Assignments</a>   <a href="#">Register</a>	
Seminar 2	Spring	3	Mr S Smith	<a href="#">All Sessions</a>   <a href="#">Register</a>	<a href="#">All Assignments</a>   <a href="#">Register</a>	

If you believe any of the information shown above to be incorrect, please contact your departmental co-ordinator for the course.

Click here to view a list of students in the teaching group

Click to go to Teaching Group Sessions page

Click here to go to Attendance Register

Click here to go to the Marks Register page

Click here to go to the Teaching Groups Assignments page

13

13

14

14

SUSSEX Direct DEVELOPMENT SYSTEM | Email | My Accounts | Weather | Nicola McGilligan, last login 08/04/05 14:43 | University of Sussex

Sussex Direct (Teaching) > Convening > Convening: Teaching Groups > Student List for Teaching Group

Admin | Research | Teaching | Library | Personal | Help | Logout

Teaching Pages: Course Teaching | Convening | Personal Students | Timetable | Teaching Admin

Page Contents: Student List for Teaching Group

External Links: Term Dates | Code of Practice on Handling Personal Information | Proxy



Student List for War and work (WK001) Gallery Help

Spring 04/05 Seminar 1  Current Students  All Students Tutors: Mr S Smith

Student	Programme	Attended	Submitted	Tutorial Reports
<a href="#">Brown, James</a>	Computing Sci (Found - Craw)	5 of 8	4 of 5	1 of 1
<a href="#">Patel, James</a>	Psychology BSC	4 of 8	4 of 5	0 of 1
<a href="#">Smith, James</a>	Computing Sci (Found - Craw)	3 of 8	4 of 5	0 of 1

Click here to view the attendance records of this student

Click here to view the assignment records of this student

11

11

Note: you are in VIEW mode here – you cannot update any teaching group data .

# PAGE 12 - Monitor your Teaching groups (View only): Attendance and Assignment records

On the first page – Attendance record - you will see a list of all the teaching sessions – showing attendance recorded for the selected student in the teaching group.

The second page - Assignment record – shows a list of assignments with marks for the selected student in the teaching group.

How do I get to these pages?

- [Click](#) on the Teaching tab.
- [Click](#) on the Convening button.
- From the Convening page: select a course and [click](#) on the 'Groups' column
- [Click](#) on the link in either the 'Attended' or 'Submitted' column.

## Attendance Record

**SUSSEX Direct** DEVELOPMENT SYSTEM | Email | My Accounts | Weather | Nicola McGilligan, last login 08/04/05 14:43

Sussex Direct (Teaching) > Convening > Convening: Teaching Groups > Student List for Teaching Group > Attendance Record

Admin | Research | **Teaching** | Library | Personal | Help | Logout

Teaching Pages: Course Teaching | **Convening** | Personal Students | Timetable | Teaching Admin

Page Contents: WK001: War and work (04/05) | Spring Seminar 1

External Links: Term Dates | Code of Practice on Handling Personal Information | Proxy



WK001: War and work (04/05) Spring Seminar 1 Help [icon] [minus]

Attendances: **James Brown**

Term	Day	Week	Present?	Comments
Spring	Friday	10	✓	
Spring	Friday	9	✓	
Spring	Friday	8	✓	
Spring	Friday	5	Abs N	
Spring	Thursday	4	✗	
Spring	Wednesday	3	✓	
Spring	Tuesday	2	✓	
Spring	Monday	1	Abs N	Excellent excuse

## Assignment Record

**SUSSEX Direct** DEVELOPMENT SYSTEM | Email | My Accounts | Weather | Nicola McGilligan, last login 08/04/05 14:43

Sussex Direct (Teaching) > Convening > Convening: Teaching Groups > Student List for Teaching Group > Assignments Record

Admin | Research | **Teaching** | Library | Personal | Help | Logout

Teaching Pages: Course Teaching | **Convening** | Personal Students | Timetable | Teaching Admin

Page Contents: WK001: War and work (04/05) | Spring Seminar 1

External Links: Term Dates | Code of Practice on Handling Personal Information | Proxy



WK001: War and work (04/05) Spring Seminar 1 Help [icon] [minus]

Assignments: **James Brown**

Term	Day	Week	Assignment	Mark	Mark %	Comments
Spring	Wednesday	10	Project	Condoned non-submission		
Spring	Friday	5	Creative Project	70/75 (Late)	93	
Spring	Monday	2	Composition	66/100	66	
Spring	Tuesday	2	Briefing Paper	89/100	89	
Spring	Monday	1	Project	89/100	89	Excellent

## Teaching Group sessions and the Attendance Register


On the first page – Teaching Group Sessions – you will see a list of all the teaching sessions for the selected teaching group.

The second page – Attendance Register – lists all the students in the teaching group with all the attendance sessions – giving an overview of the attendance record for this teaching group.


How do I get to these pages?

- [Click](#) on the Teaching tab.
- [Click](#) on the Convening button.
- From the Convening page: select a course and [click](#) on the 'Groups' column
- [Click](#) on the link in either the 'All sessions' or 'Register' column.

### Teaching Group Sessions



[Email](#) | [My Accounts](#) | [Weather](#)  
 Nicola McGilligan, last login 08/04/05 14:43



Sussex Direct (Teaching) > Convening > Convening: Teaching Groups > Teaching Group Sessions

Admin
Research
Teaching
Library
Personal
Help
Logout

**Teaching Pages:** [Course Teaching](#) [Convening](#) [Personal Students](#) [Timetable](#) [Teaching Admin](#)

**Page Contents:** [Sessions](#)


**External Links:** [Term Dates](#) | [Code of Practice on Handling Personal Information](#) | [Proxy](#)




Sessions for War and work (WK001) Seminar Group 1						Help
Term: <span style="border: 1px solid black; padding: 2px;">Spring</span>						
Term	Week	Day	Time	Location	Recorded	
Spring	1	Monday	17:00 - 18:00	Arts D 123	All 3 recorded	
Spring	2	Tuesday	17:00 - 18:00	Arts D 123	All 3 recorded	
Spring	3	Wednesday	17:00 - 18:00	Arts D 123	All 3 recorded	
Spring	4	Thursday	17:00 - 18:00	Arts D 123	All 3 recorded	
Spring	5	Friday	17:00 - 18:00	Arts D 123	All 3 recorded	
Spring	8	Friday	17:00 - 18:00	Arts D 123	All 3 recorded	
Spring	9	Friday	17:00 - 18:00	Arts D 123	All 3 recorded	
Spring	10	Friday	17:00 - 18:00	Arts D 123	All 3 recorded	

You are viewing this page as a convenor, and so do not have links to pages that will allow you to add or edit records.

### Attendance Register



[Email](#) | [My Accounts](#) | [Weather](#)  
 Nicola McGilligan, last login 08/04/05 14:43



Sussex Direct (Teaching) > Convening > Convening: Teaching Groups > Attendance Register

Admin
Research
Teaching
Library
Personal
Help
Logout

**Teaching Pages:** [Course Teaching](#) [Convening](#) [Personal Students](#) [Timetable](#) [Teaching Admin](#)

**Page Contents:** [Attendance Register](#)

**External Links:** [Term Dates](#) | [Code of Practice on Handling Personal Information](#) | [Proxy](#)



Attendance Register: War and work (WK001) Seminar Group 1									Help
Term: <span style="border: 1px solid black; padding: 2px;">Spring 04/05</span>		Sessions for this group					Tutor(s): <a href="#">Simon Smith</a>		
Student	Spring Mon W1	Spring Tue W2	Spring Wed W3	Spring Thu W4	Spring Fri W5	Spring Fri W8	Spring Fri W9	Spring Fri W10	
Brown, James	Abs N	✓	✓	✗	Abs N	✓	✓	✓	
Patel, Dipti	✓	✗	✓	✗	Abs N	✓	✓	✗	
Smith, Adam	Abs N	Abs N	✓	✗	Abs N	✓	✓	✗	

Marks recorded as Very Late are treated as non-submissions when statistics are calculated. The mean mark is calculated as: (sum of submitted marks) / (number of submitted marks).

## PAGE 14 - Monitor your Teaching groups (View only : Teaching Group Assignments and the Marks Register

On the first page – Teaching Group Assignments – you will see a list of all the assignments (contributory and non-contributory) for the selected teaching group.

The second page – Marks Register – lists all the students in the teaching group with all the assignments – giving an overview of the submission record for this teaching group.

How do I get to these pages?

- [Click](#) on the Teaching tab.
- [Click](#) on the Convening button.
- From the Convening page: select a course and click on the 'Groups' column
- Click on the link in either the 'All Assignments' or 'Register' column.

### Teaching Group Assignments



[Email](#) | [My Accounts](#) | [Weather](#)  
 Nicola McGilligan, last login 08/04/05 14:43



[Sussex Direct \(Teaching\)](#) > [Convening](#) > [Convening: Teaching Groups](#) > Teaching Group Assignments

Admin
Research
Teaching
Library
Personal
Help
Logout

**Teaching Pages:** [Course Teaching](#) [Convening](#) [Personal Students](#) [Timetable](#) [Teaching Admin](#)

**Page Contents:** [Assignments](#)


**External Links:** [Term Dates](#) | [Code of Practice on Handling Personal Information](#) | [Proxy](#)




Assignments for War and work (WK001) Seminar Group 1								
Assignment Type	Term	Week	Day	Time	Out Of	Comments	Recorded	Formal?
Project	Spring	1	Mon	13:00	100	Optional	All 3 recorded	Non-contributory
Composition	Spring	2	Mon	10:00	100		All 3 recorded	Marks sent: 08-APR-2005 14:54
Briefing Paper	Spring	2	Tue	12:00	100		All 3 recorded	Marks sent: 08-APR-2005 14:54
Creative Project	Spring	5	Fri	11:00	75		All 3 recorded	Marks sent: 08-APR-2005 14:55
Project	Spring	10	Wed	13:00	100	Optional	All 3 recorded	Non-contributory

You are viewing this page as a convenor, and so do not have links to pages that will allow you to add or edit records.

### Marks Register



[Email](#) | [My Accounts](#) | [Weather](#)  
 Nicola McGilligan, last login 08/04/05 14:43



[Sussex Direct \(Teaching\)](#) > [Convening](#) > [Convening: Teaching Groups](#) > Marks Register

Admin
Research
Teaching
Library
Personal
Help
Logout

**Teaching Pages:** [Course Teaching](#) [Convening](#) [Personal Students](#) [Timetable](#) [Teaching Admin](#)

**Page Contents:** [Marks Register](#)

**External Links:** [Term Dates](#) | [Code of Practice on Handling Personal Information](#) | [Proxy](#)



Marks Register: War and work (WK001) Seminar Group 1					
Student	Project Mon W1	*Composition Mon W2	*Briefing Paper Tue W2	*Creative Project Fri W5	Project Wed W10
Brown, James	89/100	66/100	89/100	70/75 (L)	NS
Patel, Dipti	66/100	88/100	89/100	NS	99/100 (L)
Smith, Adam	77/100	77/100	77/100	71/75 (VL)	NS
Mean:	77.3%	77.0%	85.0%	70.0	99.0

Marks recorded as Very Late are treated as non-submissions when statistics are calculated. The mean mark is calculated as: (sum of submitted marks) / (number of submitted marks).