A guide to

Sussex Direct Convening pages

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• 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.

sussex Direct

Assessment Convening

Groups

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groups

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Sussex Direct (Teaching) > Convening

Page Contents:

External Links:

Year: 04/05 💌 Course

Group

dynamics (GRP001)

Statistics for

people who hate figures

Violins and

War and work

Click here to go to the

Course Statistics page

Click here to see a list of all the

can view student progress

teaching groups - from there you

(WK001)

(G1007)

you (H7009)

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Terms

Summer

Summer

Au/Sp/Su

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PAGE 1 - The Convening page



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

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:

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

PAGE 2 - The Convenor Assessment page

Assessment rows – getting them usable



<u>Click</u> 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.



To set the day and time <u>click</u> 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



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



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

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

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

- 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.

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

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

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

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.

TEST SYSTEM sex Direct (Teaching) > Conve	ning > Conflate/Send t	-	t login 17/03/05 16:49		University of Sussex
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Student	Programme		Net Conflated Mark	Circumstance	In Exams System?
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Bassett, Emma Sarah	Sociology & Cu	lt Studies			No Why 🕢 ┥
Bertilsson, Emma Sarah	Sociology w So	cial Psychology			No Why 🕑
Brady, Emma Sarah	Sociology w Mg	mt Studies			No Why 🕜
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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.

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Bertilsson, Emma Sarah	Sociology w Social Psychology	44.00	NS	No Why 🕑
Brady, Emma Sarah	Sociology w Mgmt Studies	83.50		No Why 🕑
Briet, Emma Sarah	Sociology & Devt Studies	76.50		No Why 🕜
	Sociology w Social Psychology	88.00		No Why 🕜
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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.,

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.

PAGE 10 - Viewing assessments: the Convenor Marks Register page



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.

- <u>Click</u> on the Convening button.
- From the Convening page: select a
- course and <u>click</u> on the link in the 'Groups' column.



Student List for Wa	and work (WK001)			Gallery		Help	Ū	-
Spring 04/05 Seminar	1 © Current Students	C All Students				Tutors:	Mr S Sr	nith
Student 🗢	Programme	Attended	Subm	itted	Tu	torial Re	eports	
Brown, James	Computing Sci (Found - Craw)	5 of 8	4 of	f 5		1 of 1	1	
Patel, James	Psychology BSC	4 of 8	4 of	f 5		0 of 1	1	
Smith, James	Computing Sci (Found - Craw)	3 of 8	4 of	f 5		0 of 1	1	

<u>Click</u> here to view the attendance records of this student

<u>Click</u> here to view the assignment records of this student

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

11

11

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

On the first page – Attendance record - you will How do I get to these pages? see a list of all the teaching sessions - showing Click on the Teaching tab. attendance recorded for the selected student in Click on the Convening button. the teaching group. · From the Convening page: select a course and click on the 'Groups' column The second page - Assignment record – shows a 'Click on the link in either the 'Attended' or Submitted' column. list of assignments with marks for the selected student in the teaching group. Attendance Record SUSSEX University Nicola McGilligan, last login 0#/04/05 14:43 of Sussex DEVELOPMENT SYSTEM Sussex Direct (Teaching) > Convening > Convening: Teaching Groups > Student List for Teaching Group > Attendance Record Teaching Pages: Teaching Admin Spring Seminar 1 Page Contents: WK001: War and work (04/05) External Links: Term Dates | Code of Practice on Handling Personal Information | Proxy 口 WK001: War and work (04/05) Help Spring Seminar 1 Attendances: James Brown Day Week Present? Comments Term Spring Friday 10 -Spring Friday 9 1 Friday -Spring 8 Spring Friday 5 Abs N Spring Thursday 4 × ✓ Spring Wednesdav 3 Spring Tuesday 2 ✓

Assignment Record



Abs N

Excellent excuse

Spring

Monday

2

WK001	l: War and w	ork (04	1/05) Spring S	Seminar 1		Help [- 5						
Assignr	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							

PAGE 13 - Monitor your Teaching groups (View only): p Sessions – g sessions for 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.

Smith, Adam

Abs N

Abs N

How do I get to these pages?

- <u>Click</u> on the Teaching tab.
- <u>Click</u> on the Convening button.
- From the Convening page: select a course and <u>click</u> on the 'Groups' column
- 'Click on the link in either the 'All sessions' or 'Register' column.

Teaching Group Sessions

						-		Group	
	LOPMENT SYST			Nicola McGilligan	Accounts Wi , last login 08/04 g Group Session:	4/05 14:43	U	S Un of S	iversit Sussex
Admin		Research	-	eaching	Libra		Persona	al He	p Logout
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Teaching Pag Page Conten External Lini	nts: Session ks: Term D)ates Code		-	ents Timetal sonal Informat		g Admin	Hel	
Term: Spring		MUIK (WKUU.	r) seminar a	roup 1					r G.
	+ Week	Day		Time		Location	1	Recorded	
Spring	1	Monday		17:00 - 18:	:00	Arts D 12	23	All 3 recorded	1
Spring	2	Tuesday		17:00 - 18:	:00	Arts D 12	23	All 3 recorded	ł
Spring	3	Wednes	day	17:00 - 18:	:00	Arts D 12	23	All 3 recorded	1
Spring	4	Thursda	y .	17:00 - 18:	:00	Arts D 12	23	All 3 recorded	1
Spring	5	Friday		17:00 - 18:	:00	Arts D 12	23	All 3 recorded	1
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oping	10	Filuay		17:00 - 18:	.00	ALCS D 12	.5	MILD TECOTUEL	
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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).

x

Abs N

×



PAGE 14 - Monitor your Teaching groups (View only :

Marks Register: War and	l work (WK001) Sem	ninar Group 1			Help 🖵 —	
Term: Spring 04/05 💌		Assignments for	r this group	Tutor(s): Simor		
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).