

## Importing Marks

Recent changes to mark entry system on SOLE have now made it possible to import marks directly into SOLE rather than entering marks one student at a time. It is hoped that this will make the mark entry process easier for users as marks can be imported for more than one assessment at a time and users will be able to continue keying marks without being logged into the SOLE page.

Assessment markers will be able to access this through the 'Enter, export and import marks' option which can be accessed via the 'Staff Homepage' in SOLE.

**Assessment**

[Maintain Registers](#) new!

[Electronic Submission Management](#) new!

[Assessment Receipts Report](#)

[Enter, export and import marks](#) ←

[Module Statistics](#)


[Reassessment Requirement Form](#)

[Assessment Policy](#)


Once clicked, the tutor/marker will be presented with a list of their modules. If a module is not present on the list, the user must contact [solehelp@worc.ac.uk](mailto:solehelp@worc.ac.uk) or the relevant administrator in Registry, quoting their user ID, to be added as a marker to the module.

Module List								
Shown below are all of the available modules. Select one using the button to the right of the module you wish to view.								
Module	Occ	Year	Period	Students	SAS	Name	Status	Select
TEST1001	A	11	AS	1		Test Module	Available	>>>
TEST1001	A	11	S1	7	001 - 1/7 002 - 1/7	Test Module	Available	>>>
TEST1001	A	11	S2	0		Test Module	Available	>>>

After selecting the module the user will need to download the marks spreadsheet for the assessment. This is done by selecting 'Export Marks' in the list below.

Select Options	
Choose the sort order, whether to include marked students, student id(s) to mark, and then select which option you wish to run	
Sort records by	<input type="text"/>
Display	Unmarked students <input type="text"/>
Student id (optional)	<input type="text"/>
View Standard Letter	N/A <input type="text"/>
<input type="button" value="Enter Assessments"/> <input type="button" value="Enter Re-assessments"/>	
 <input type="button" value="Export Marks"/> <input type="button" value="Import Marks"/>	
<input type="button" value="Calculate Module Results"/>	
<input type="button" value="View Module Results"/> <input type="button" value="View Re-assessment Results"/>	
<input type="button" value="Go Back"/>	

After selecting 'Assessments', 'Re-assessments' or 'Both' you will need to click 'Export Marks'.

Export	
Select which files you wish to generate and then use the Export button to start generating the files.	
Files to generate	Both assessment and re-assessment <input type="text"/>
 <input type="button" value="Export Marks"/> <input type="button" value="Go Back"/>	

This will list the created files for you which can be downloaded by clicking on 'View File'.

Exported Files			
The files exported by the process are shown below. Use the link next to each file to view or save the file ready for completion.			
Sequence	Assessment Name	File	Status
001	Assessment 1	Assessment	<a href="#">View File</a>
002	Practice	Assessment	<a href="#">View File</a>

This will open up a spreadsheet with all the information for the assessment. This will include any marks that have already been entered. Only the Mark and Grade columns of this spreadsheet should be completed and all grades must be entered in uppercase.

A list of accepted mark and grade combinations is available here

<http://bit.ly/marksandgrades>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Year	Period	Module	Occ	Map	#Ass#	#Cand Key Name	#CD		Mark	Grade	CD	#Cand Key	
2	11	S1	TEST1001	A	TEST1001	#001	#00005392/1	#					#00005392/1	
3	11	S1	TEST1001	A	TEST1001	#001	#90001111/1	#					#90001111/1	
4	11	S1	TEST1001	A	TEST1001	#001	#90001212/1	#					#90001212/1	
5	11	S1	TEST1001	A	TEST1001	#001	#90005555/1	#					#90005555/1	
6	11	S1	TEST1001	A	TEST1001	#001	#90006666/1	#					#90006666/1	
7	11	S1	TEST1001	A	TEST1001	#001	#90008888/1	#			8 D-		#90008888/1	
8	11	S1	TEST1001	A	TEST1001	#001	#90009999/4	#					#90009999/4	
9	11	S1	TEST1001	A	TEST1001	#002	#00005392 OTHER AN	#					#00005392/1	
10	11	S1	TEST1001	A	TEST1001	#002	#90001111 DAVIES GF	#					#90001111/1	
11	11	S1	TEST1001	A	TEST1001	#002	#90001212 FRITCHLEY	#					#90001212/1	
12	11	S1	TEST1001	A	TEST1001	#002	#90005555 BOULTER I	#					#90005555/1	
13	11	S1	TEST1001	A	TEST1001	#002	#90006666 CLARKE ST	#					#90006666/1	
14	11	S1	TEST1001	A	TEST1001	#002	#90008888 GREGG LIS	#			8 D-		#90008888/1	
15	11	S1	TEST1001	A	TEST1001	#002	#90009999 BROWN C	#					#90009999/4	
16														
17														

Once all marks have been entered the spreadsheet will need to be saved as a .csv file in order for it to be imported. Spreadsheets can be combined to create one import spreadsheet containing several assessments.

To import these marks into SOLE users will need to return to the 'Enter Marks' option on SOLE and select 'Import Marks'.

### Select Options

Choose the sort order, whether to include marked students, student id(s) to mark, and then select which option you wish to run

Sort records by

Display

Unmarked students

Student id (optional)

View Standard Letter

N/A

Enter Assessments

Enter Re-assessments

Export Marks

Import Marks

Calculate Module Results

View Module Results

View Re-assessment Results

Go Back

In the 'Import Marks' screen the correct assessment type must be selected and the correct marks spreadsheet selected by clicking 'Browse' and navigating to your file. Once this is complete click 'Import Marks' and the marks will be uploaded to SOLE.

Select File	
Select the file that you wish to import and whether or not it is a re-assessment file and then use Import to start the process. The file must be in the same format as originally exported including the .csv extension.	
Assessment Type	Initial Assessments ▼
File to upload	C:\Documents and Settings\frim1\Desktop\export(1).csv <span>Browse...</span>
<span>Import Marks</span>	

Confirmation of the import will be displayed along with a more detailed report which is displayed in the 'Process Messages' section. If you experience problems at the stage of the process please forward a copy of this message to [solehelp@worc.ac.uk](mailto:solehelp@worc.ac.uk).

File Imported Successfully	
The file was imported successfully. See the message box below for details.	

Process Messages
The message box below will display any messages generated by the import process including any error messages which may need to be corrected
<pre>Academic year 11 Period slot    S1 Module/occ     TEST1001/A  Update all results. Import file name = 'export(1).csv'. Imported file export(1).csv, contains 5 records.  Imported 1 files, containing 5 records. Number of blank mark/grades = 9</pre>
<span>Go Back</span>