



SMP_Central Task Marks

The Task Marks screen is used to record individual task marks for students. The Composite % is calculated based on the Marked out of and Weighting values that were setup via Define Tasks.

Std Nbr	Family Name	Initials	Course Code	Course Campus	UOW Student Type	Sort	Groups	Composite %	Assignment 1 / 100 weight: 25.0 / 100.0	Mid Session Exam / 100 weight: 25.0 / 100.0	Final Exam / 100 weight: 50.0 / 100.0
1 4570832	Student	TA	333	Wollongong	Domestic		Workshop Monday, Tutorial Monday				
2 4570844	Student	TB	749	Wollongong	Domestic		Tutorial Tuesday, Workshop Tuesday				
3 4570856	Student	TC	749	Wollongong	Domestic		Tutorial Tuesday, Workshop Tuesday				
4 4570868	Student	TD	TBA		Domestic						

Task Marks Menu Functions

Copy Composite

As task marks are entered, the Composite % will be calculated (based on the mark entered, the marked out of and the weighting entered when the task was setup).

Once all tasks marks have been entered, the Copy Composite % button can be used to copy all of the Composite % from the Task marks screen to the Final Marks screen (please note that if this option is clicked, any marks that are currently showing on the Final Marks screen will be replaced with the values that are currently showing in the Composite % column).

Preview

A print preview of the main Task Marks screen

To print a complete list of marks for all tasks and the final/composite mark click **Preview** in the main Task Marks screen. To print a list of marks for an individual task, click the **Edit** button at the top of the desired task column to view the marks for that task and then click **Preview**.

Clicking **Preview** will bring up a new window showing the class listing as it will be printed. Use the File menu Print command in the Print Preview screen to obtain a hard copy of the task mark information.

Export

You can Export the Main Task Marks table to excel and you can manage task marks in Excel and Import back into SMP_Central if preferred.

Refer to the OnLine Help – Importing Task Marks and Final Marks for more information.

Show Wthd/Hide Wthd

Click to Show/Hide withdrawn students (Pending and Removed Students show automatically on the screen and cannot be hidden). Withdrawn students will be highlighted in blue.

Task Marks Table Headings

Row Number

Use the numbers that appear to the left of the checkboxes to hide/show rows.

For example, if you click on row 25, rows 1-24 will be hidden, so you can view row 25 and onwards and still see the headings of the table.


Std Nbr

Displays the Student number.

Family Name

Display student information (including Personal Details and full Enrolment Record) by clicking on Family Name (which is a link).

Initials (Other names)


The default display is the student's initials. Click on  to expand the field to display first and middle names. Once you do this, first and middle names will become the default on your computer when you login

If a name appears in brackets for a student (XXXXXX) this is the student's preferred name.

Course

Displays the course code under which the student is enrolled in this subject.

Code (expand to view major name)

The default display is the major code. Click on  to expand the field to display full major name. Once you do this, the full major name will become the default on your computer when you login

Displays the major for the course code, under which the student is enrolled in this subject.

Course Campus

Course campus – the campus that relates to the student's course offered and enrolled, not subject or instance.

UOW Student Type

UOW Student Type – the category of the student (domestic, international or unknown) as defined by the systems.

At present, there is no secondary level of classification in relation to offshore students (e.g. Dubai and offshore campuses) to specify the student type for their countries.

Sort

The Task Marks screen can be sorted using the Sort column if required, but users would be more likely to sort by the Group Column (Tutorial Groups)

Groups

If the SMP OnLine Tutorial system is being used, the groups the students are enrolled in will appear in the group column.

The Group column can be used to sort by tutorial groups (although SMP_Central can only sort by one group at a time).

Composite %

The Composite % mark is calculated by multiplying each mark by the weighting allocated. As marks are entered into individual tasks, the main Task Marks window will display the Composite % mark for each student.

When all task marks have been entered, you can use this calculated Composite % mark as the basis for your final marks. Click **Copy Composite** to transfer the calculated Composite % mark to the Final Marks screen ready for grading. Note: this copy will overwrite any current marks in the Final Marks screen.

If you chose not to use the Copy Composite function, you can manually enter final composite marks in the Final Marks screen. This will not have any impact on the task marks already saved.

Example of Composite % calculation

Task	Marked out of	Weighting
1	25	25
2	50	25
3	25	25

Total weighting = 75. $(100/75)*100 = 133.33$

Student Mark	Weighting	Weighting %	Composite %
14/25*	0.25*	133.33	18.67
41/50*	0.25*	133.33	27.33
21/25*	0.25*	133.33	27.99
			73.99 rounded 74

Note: Rounding

In SMP_Central, users can only manually enter marks to 2 decimal places.

When marks are imported into SMP_Central, up to 4 decimal places are accepted.

Users need to be aware that when you click to Copy Composite % Marks to Final Marks, the system only rounds up if the mark is at .5 or above.

Table below should be helpful to determine rounding trends:

LMS Mark	Saved Task Mark in SMP	Final Mark (once Composite % copied)
96.45678	96.4568	96
96.4568	96.4568	96
96.457	96.457	96
96.46	96.46	96
96.5	96.5	97

Edit - Individual Tasks

The students Task Marks are displayed on the Task Marks main screen, but users have to click to edit individual tasks in order to enter or change task marks.

The screenshot shows the SMP Central interface for a class named '2013,Woll,On Campus,Intake B,SOC,SPSY,PSYC101,Class 1'. The interface includes a navigation menu on the left and a main table of student data. The table has columns for Student ID, Family Name, Initials, Course Code, Course Campus, UOW Student Type, Sort, Groups, Composite % weight, Assignment 1/100 weight, Mid Session Exam/100 weight, and Final Exam/100 weight. A red arrow points to the 'Composite %' column for the student with ID 4570866, which shows a value of 25.0/100.0.

Task Marks - Edit Task Menu Functions

Users must click to Edit individual tasks to enter task marks and comments. Click the Edit button that appears at the top of the Task Marks table for the relevant task and the following screen will appear:

SMP Central 4.1
SMP Central TEST: There are no known issues.

Save | Save & Exit | Cancel | Display on Web | Preview | Import | Export | Show Withd | Exc Ungraded | Import from Moodle

2013,Woll,On Campus,Intake B,SOC,SPSY,PSYC101,Class 1

Enrolled: 3, Withdrawn: 1, Pending: 1, Provisional: 0, Removed: 0

Average: 0, Std Deviation: 0
Results for Assignment 1, Marked out of: 100, Weighting: 25.0/100.0

Std Nbr	Family Name	Initials	Sort	Groups	Mark/100	Comments to Students
1 4570832	Student	TA		Workshop Monday, Tutorial Monday		
2 4570844	Student	TB		Tutorial Tuesday, Workshop Tuesday		
3 4570856	Student	TC		Tutorial Tuesday, Workshop Tuesday		
4 4570868	Student	TD				

The following are links that will appear in the teal bar of the **Task Marks - Edit** page:

Invalid Marks

The Save function will not work if there is an invalid mark.

If an invalid mark is entered a message will appear and the invalid mark will be highlighted in pink.

The row containing the invalid mark will be highlighted in pink:

Status Legend	Pending	Withdrawn	Removed	Invalid Entry	Standard Entry
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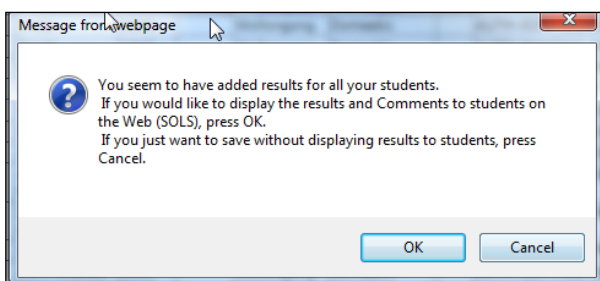
If you can't see any rows highlighted in pink, click to show the withdrawn students (blue coloured rows) to see if the invalid mark is against a withdrawn student.

Save or Save & Exit

Click to Save any changes that are made to the task marks.

IMPORTANT Remember to save regularly when entering marks for large classes as SMP_Central times out after ~30 minutes and adding data to cells (and not clicking a Save) is insufficient 'activity'.

Click to save any changes that are made to the task marks and return to the Task Marks Main screen use Save & Exit link instead.



NOTE: If the system detects that you have added results for all students for your task, it will ask you if you'd like to publish these marks to the web yet (for students to see).

Ensure that you **select Cancel** if you are **not ready to show students the marks** in SOLS yet.

Cancel

To quit without saving, click 'cancel'.

Display on Web / Remove from Web

Users can choose to display the marks and comments for each task to students on SOLS through Assessment Results. Students can only see their own Marks/Comments.

Click to edit each individual task in the task marks screen, then click **Display on Web**.

If you update Task marks/Comments that have been displayed to students via SOLS, there is no need to take further action, once you have saved the changes in SMP_Central, the updated information is displayed immediately in SOLS.

If you wish to remove the Tasks Marks/Comments from SOLS, click Remove from Web (the Display on Web option will change to **Remove from Web** once clicked).

Once task marks have been entered and the user clicks to Save or Save and Exit, a message will appear 'You seem to have added results for all your students. If you would like to display the results and comments to students on the Web (SOLS), press OK. If you just want to save without displaying the results to students, press Cancel'

If a task has been setup and flagged as the Final Exam, this message does not appear (so users don't accidentally display the results for the Final Exam on SOLS).

If users click OK to display the results on SOLS and they want to remove them, they simply click to 'Remove from Web'

Preview

Click to print preview the task marks.

To print a complete list of marks for all tasks and the final/composite mark click **Preview** in the main Task Marks screen. To print a list of marks for an individual task, click the **Edit** button at the top of the desired task column to view the marks for that task and then click **Preview**.

Clicking **Preview** will bring up a new window showing the class listing as it will be printed. Use the File menu Print command in the Print Preview screen to obtain a hard copy of the task mark information.

Import

It is possible to import Task Marks into SMP_Central from another source, eg spreadsheet. User may prefer to do the data entry in excel and import the Task Marks into SMP. Refer to the OnLine Help – Importing Task Marks and Final Marks for more information.

Export

Export the information from the screen to excel.

Show Wthd/Hide Wthd

Click to show/hide the Withdrawn students.

You can click '**Show Withdrawn**' on this screen and the withdrawn students will be highlighted in blue (removed students will be highlighted in orange).

Exc Ungraded

The Average and Standard Deviation is displayed at the top of the Task Marks screen.

Click 'Exc Ungraded' if you want to exclude students who have no task mark recorded, from the Average and Standard Deviation calculation.

Once you click 'Exc Ungraded', the option changes to 'Inc Ungraded' – Click this option if you want to include students who have no task mark recorded in the Average and Standard Deviation calculation.

Import from Moodle (LMS)

This link will allow a user to Import Task Marks from Moodle (LMS). Refer to the SMP Online Help manual 'Import from Moodle'

Task Marks - Edit Table Headings

The following are links/functions that appear at the top of the Edit table (for Task Marks):

UOW SMP Central 4.1
SMP Central TEST: There are no known issues.

Save | Save & Exit | Cancel | Display on Web | Preview | Import | Export | Show Withd | Exc Ungraded | Import from Moodle

2013,Woll,On Campus,Intake B,SOC,SPSY,PSYC101,Class 1

Enrolled: 3, Withdrawn: 1, Pending: 1, Provisional: 0, Removed: 0

Average: 0, Std Deviation: 0
Results for Assignment 1, Marked out of: 100, Weighting: 25.0/100.0

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Std Nbr

Displays the Student number

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If a name appears in brackets for a student (XXXXXX) this is the student's preferred name.

Sort

Users can choose to sort the task marks screen using sort value (if this field has been used)

Groups

If the SMP OnLine Tutorial system is being used, the groups the students are enrolled in will appear in the group column.

The Group column can be used to sort by tutorial groups (although SMP_Central can only sort by one group at a time).

Mark

Enter the mark that the student received for the task. You may enter a whole number or up to 2 decimal places (Please note, the Composite % will be rounded up or down when you copy the Composite % to the Final Marks screen, only a whole number should appear on the Final Marks screen).

Comments (to Students)

The comments field is optional. Please note, if comments are entered, and if you select to 'Display on Web', students will see the comments (as well as the mark) on the Assignment Results screen in SOLS.

Version Control Table

Version Control	Date Released yymmdd	Approved By	Amendment
1.0	110210	Debbie Sartori – Senior Manager, ARD Student Systems	First Released Version
2.0	130605	Trang Nguyen – Specialist, ARD Student Systems	Updated images for SMP Central 4.1 Roll out. Also added Rounding and Import to LMS descriptions.
3.0	130712	Trang Nguyen – Specialist, ARD Student Systems	Updated information to exclude Import from Moodle information (to be added in separate notes).
3.0	160616	Trang Nguyen – Specialist, SSD Student Systems	Updated header and footer. Added info re: Publish to Web prompt if all marks are populated. Amended formatting and order of info.