

Assessment Marks Entry

**Marks entry using
the Electronic Grade Book (EGB)
for Assessment and Reassessment**



Niall Dixon, Digital and Technology Skills Development Manager, People Development, Human Resources

TU Dublin
Park House

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Date Modified	Version No.	Modified By	Summary of Changes Made	Approved By
12/05/09	1.00	N Dixon	Original document.	ICT Services
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Starting EGB and Logging in

Starting EGB and logging in

At the end of this section you will be able to:

- ★ Access the EGB home web page
- ★ Login using your Staff ID and PIN

EGB is a 'web' based application, i.e. it does not require installation of software and can be accessed from most browsers installed on any staff PC or laptop and any internet connected PC while working at the office or remotely. VPN is not required for remote access.

Login to EGB here:

https://studentapps.dit.ie/BAN8L1/twbkwbis.P_WWWLogin

Step by Step...

1. Launch your preferred browser in the usual manner
2. Select the link as noted above
3. You will then be presented with the EGB logon screen.
4. Enter your User ID (staff number) and your PIN and then click the Login button. The welcome screen will show you the last time logged in. *Upon your first logon you will be requested to change your password straight away for security reasons. Please refer to Appendix A for instructions.*



The screenshot shows a login form with two input fields: 'User ID:' and 'PIN:'. Below the fields are two buttons: 'Login' and 'Forgot PIN?'. The 'Login' button is highlighted with a blue border.

The EGB Home Screen

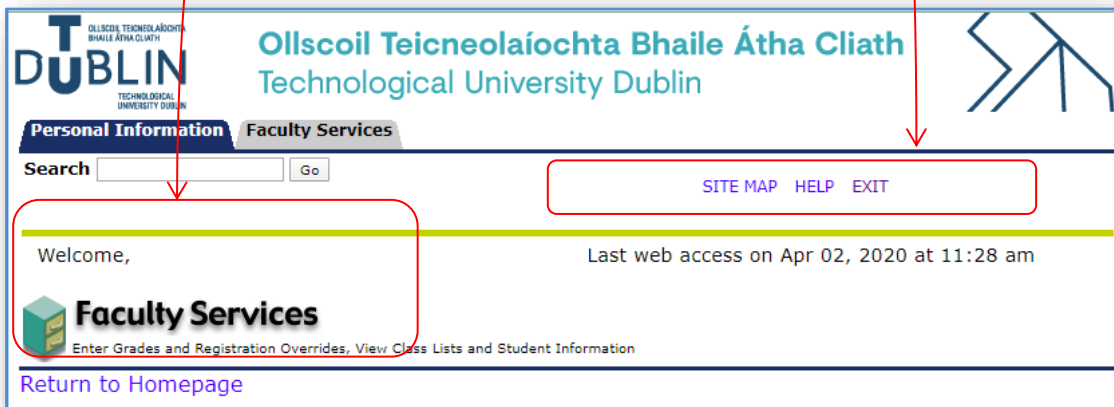
Overview:

The main EGB page consists of a web page with a “Faculty Services” menu (remember the word “Faculty” here refers to “Academic Staff”) and a site navigation menu in the top right hand side. Click on “Faculty Services” on the initial menu to see the item “Electronic Gradebook Menu”.

The navigation menu consists of the following items
 SITE MAP
 HELP
 EXIT

The Site Map and Help items are not functional. It is important to use the “Return to Homepage...” option in preference to using the browser back button. When finished with EGB ensure you exit correctly by clicking on the “EXIT” option here

There is also a “Search” box but this is non-functional.



You can change your PIN and Security Question from this tab (See page 17 for details):



Entering Marks

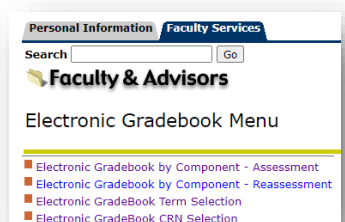
Overview:

The “Faculty & Advisors/Electronic Grade Book” Menu facilitates the entry of marks for Assessment and Reassessment (Supplementals/Repeats).

Before you sit down to enter marks you should, of course, have marks for all assessment components to hand. There will be a deadline when all marks need to be entered by.

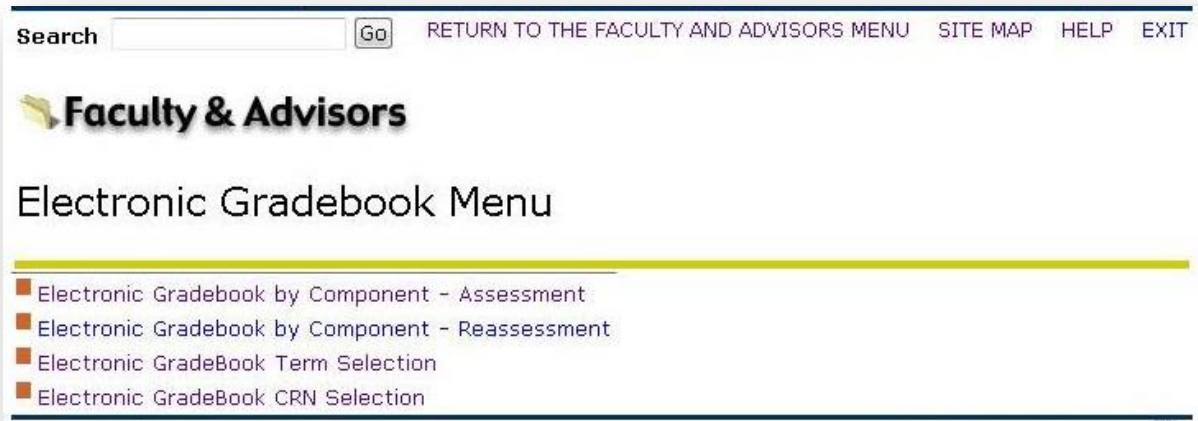
After Module Boards meet and grades are finalised, a process known as “rolling” students’ records takes place. This process updates the student’s “Academic History” with a permanent record of their marks and grades.

A point to note is that once a students’ mark has been “rolled” to Academic History it can no longer be seen in the Assessment Link in EGB, but can be seen in the Overall Grade View link (details of how to view these links can be found below).

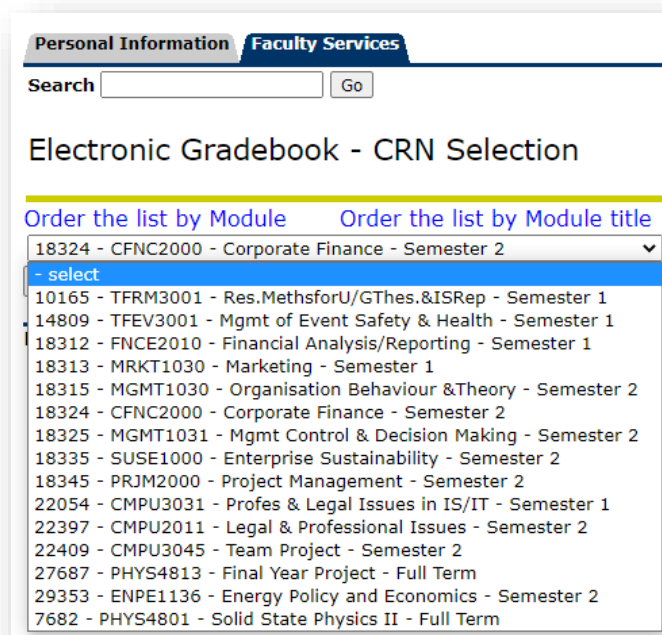


Step by Step...

1. Click on the “Electronic Gradebook Menu” link and the following menu will be displayed:



2. Select “Electronic Gradebook by Component – **Assessment**” for normal sessional examinations/continuous assessment and “Electronic Gradebook *by* Component – **Reassessment**” for supplemental/repeat assessments.
3. Then select the Academic Year from the drop-down list and click the “Submit” button.
4. Next, select a CRN from the drop-down list and click on the “Submit” button:
5. If you know your CRN you can select this using the ‘Direct Entry’ option



6. You can also display the list in Module, Title or Part of Term order, whichever one you prefer

7. Once the CRN is selected the following page is displayed:


2013/14 Academic Year (201314)
Dec 09, 2013 12:15 pm

Electronic Gradebook - Component List

Course Attributes

Selected Term : 2013/14 Academic Year (201314) - Semester 1
Selected CRN : TFAC2003 - 16406 - Mgmt Acct-Cost & Decis Making - 0

Gradable Students: 12 [Overall Grade View](#)
Students eligible for assessment : 12 [Overall Grade Assessment](#)

 Click on the links below to enter marks for Students. If you have any queries relating to the components or weightings please contact Quality Assurance by emailing catalogue@dit.ie . Do not continue to enter marks if the components or weightings are incorrect.
 For any queries regarding Student information please contact the Registration Service in advance of the exam board.

Components

Description	Weight Grade Scale
ASSESS - Assessment 1 - View - Assessment	40/100 PERCENT
EXAM - Examination - View - Assessment	60/100 PERCENT

8. *TIP: Read the info notes throughout EGB for guidance on how to use the application.*
9. The **'View'** link will show marks that have already been entered for that component. The **'Assessment'** link is to enter marks from scratch.

Description	Weight Grade Scale
ASSESS 1 - Formative CA - View - Assessment	40/100 PERCENT
ASSESS 2 - Summative CA - View - Assessment	60/100 PERCENT

10. Click on the "Assessment" link to display the list of students.

- Students are listed alphabetically based on surname, along with their student number. It also may show the list in groups for larger numbers of students.

Component

Description	Weight	Grade Scale	Incomplete Marks
ASSESS 2 - Summative CA 60/100 PERCENT 12			

Component Marks and Grades

1 (Aasupp)-12 (Testing) Change Number of displayed records

Record Number	Student ID	Student Name	Status	Mark	Out of	Percent	Grade	Due Date	Marker	Current Reason	New Reason
1	D21125299	Aasupp, Test	Registered	<input type="text" value=""/>	100			Jun 20, 2022	egbtest_staff	OE-Original Entry	
2	D21125924	Altraining, Abced	Registered	<input type="text" value=""/>	100			Jun 20, 2022	egbtest_staff	OE-Original Entry	
3	D21124744	Altrainer, Jkylp	Registered	<input type="text" value=""/>	100			Jun 20, 2022	egbtest_staff	OE-Original Entry	
4	D21125630	Altraining, Hijk	Registered	<input type="text" value=""/>	100			Jun 20, 2022	egbtest_staff	OE-Original Entry	
5	D09121374	Altraining, Lmnop	Registered	<input type="text" value=""/>	100			Jun 20, 2022	egbtest_staff	OE-Original Entry	
6	D21126323	Altrainer, Qrsty	Registered	<input type="text" value=""/>	100			Jun 20, 2022	egbtest_staff	OE-Original Entry	
7	D21124514	Altest, Asupp	Registered	<input type="text" value=""/>	100			Jun 20, 2022	egbtest_staff	OE-Original Entry	
8	D21124515	Altrain, Mark	Registered	<input type="text" value=""/>	100			Jun 20, 2022	egbtest_staff	OE-Original Entry	
9	C06421202	Altraining, Grade E	Registered	<input type="text" value=""/>	100			Jun 20, 2022	egbtest_staff	OE-Original Entry	
10	C05598630	Btest, Grade	Registered	<input type="text" value=""/>	100			Jun 20, 2022	egbtest_staff	OE-Original Entry	
11	D09119454	Crain, Bcde	Registered	<input type="text" value=""/>	100			Jun 20, 2022	egbtest_staff	OE-Original Entry	
12	D21124124	Testing, Abcde	Registered	<input type="text" value=""/>	100			Jun 20, 2022	egbtest_staff	OE-Original Entry	

Submit Reset

NOTE: If you have submitted marks and realise you have made an error by inputting an incorrect mark, then you need to return to the list of students and correct the error by selecting 'IC-Instructor Correction' as the 'New Reason', otherwise you will get the following message:

... **PROCESSING**

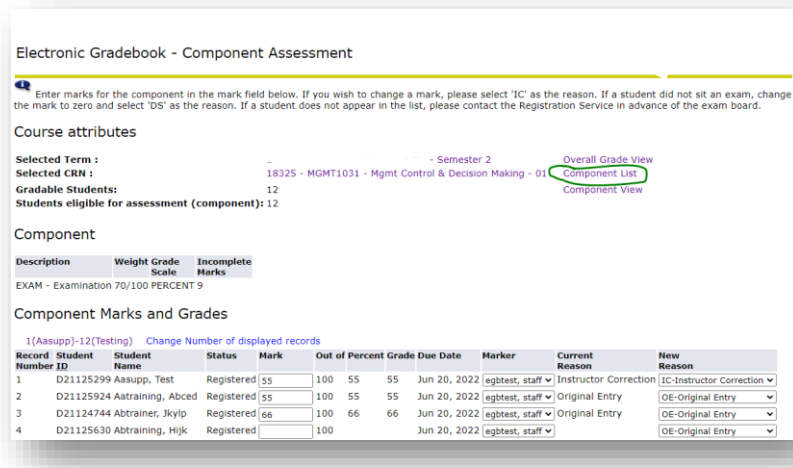
ERROR: The reason OE cannot be used more than once. Please select another reason to record the change for record 2 (student D123123123)...

- Enter the Students' mark in the 'Mark' column boxes and arrow down or click to the next student.
- Students are listed in alphabetical order and in groups of 50 per page. However, this number can be changed by selecting "Change Number of Displayed records". **Please note that it is advised not to select a value greater than 100 as this may cause issues when submitting marks.**
- After inputting the results for the first group of students click the Submit button on the bottom left of the page to save. (NOTE: hitting the enter key or clicking on a new record set (group of students) at this stage will have the same effect as clicking on the Submit button)
- Complete the process by selecting the next group of students (if there is one i.e. >50).
- If there are more assessment components, select those via the 'Components List' link (See screen shot on next page) and repeat the above steps to enter marks.
- You may then proceed to a different CRN, - click on the previous CRN link from the Component Assessment page:

Clicking on the Reset button before the Submit button will clear out any entries made.

Course attributes

Selected Term :	2	Semester 2	Overall Grade View
Selected CRN :	7286-FNCE 2004-01-Mathematics for Finance & Eco		Component List
Gradable Students:	193		Component View
Students eligible for assessment (component):	193		



18. This will bring you back to the CRN selection drop down. Follow the same steps above to enter marks for a new CRN.
19. *NOTE: You can also change the term (Semester) if you wish by clicking on the selected term link.*
20. Clicking on the “Component List” will bring you back to the list of components.

Reviewing Marks entered

Overview:

There are several options in relation to viewing marks which you have entered. These lists are available for printing or copying into a spreadsheet.

Step by Step...

1. The “Overall Grade View” link (see screen shot on page 6) provides a full list of all students along with all component marks and the aggregate mark.
2. This list can be printed directly from the browser or copied into a spreadsheet for further formatting before printing.
3. When finished with this list, return to the main menu by selecting “BACK TO THE EGB MENU” item in the navigation menu at the top of the screen.

Assigning Comments to Marks

Overview:

When an overall mark has been arrived at, it is possible to assign a 'proposed' comment as to indicate the next step for the student (i.e., the course of action to take as a result of a mark.)

The comment drop-down box can be used to select a decision. This decision will need to be ratified by the module board and then may be rolled to the Students' Academic History record. If an appropriate comment does not exist, leave the comment blank and advise the exam board of an appropriate comment for the student. If you select a comment in error, change the comment back to ' - select' (i.e., no comment).

Step by Step...

1. Once you have entered marks for all components you are then in a position to attach a comment to their overall grade. Remember this is a "Proposed Comment" for the Module Board to review.
2. From the "Overall Grade View" page click on the "Overall Grade Assessment" link – this screen has provision for selecting a comment from a pre-defined list. There may be additional comments that can be assigned at Module Boards.

Overall CRN Grades

1(Aasupp)-12(Testing) [Change Number of displayed records](#)

Record Number	Student ID	Student Name	Registration Status	Final Percentage	Final Grade	Final Reason	Final Activity Date	Comment
1	D21125299	Aasupp, Test	Registered	ASSESS 1: 56 ASSESS 2: 78	63	Calculated EGB	May 17, 2022	- select
2	D21125924	Aatraining, Abced	Registered	ASSESS 1: 44 ASSESS 2: 22	37	Calculated EGB	May 17, 2022	- select
3	D21124744	Abtrainer, Jkylp	Registered	ASSESS 1: ASSESS 2:				- select Decision Deferred to Progression and Award Board Deferred Did not sit/submit Exemption
4	D21125630	Abtraining, Hijk	Registered	ASSESS 1: ASSESS 2:				Fall Fall (No Repeat) Contact the School Fall (for placement) Module is not required
5	D09121374	Adtraining, Lmnop	Registered	ASSESS 1: ASSESS 2:				Pass Pass (for placement) Pass by Compensation
6	D21126323	Afrainer, Qrsty	Registered	ASSESS 1: ASSESS 2:				Pending Permission to Progress carrying Module - Repeat
7	D21124514	Atest, Asupp	Registered	ASSESS 1: ASSESS 2:				Referred Repeat All Components Repeat Aural
8	D21124515	Atrain, Mark	Registered	ASSESS 1: ASSESS 2:				Repeat Continuous Assessment(s) Repeat Continuous Assessment(s) & Lab Work Repeat Laboratory Work
9	C06421202	Atraining, Grade E.	Registered	ASSESS 1: ASSESS 2:				- select

3. Select the appropriate comment from the drop-down list
4. Finally, click on 'Submit Changes' at the bottom of the page to save.

5. If you select a comment in error, change the comment to '-select' (i.e. no comment) and remember to click on the "Submit Changes" button at the bottom of the page.

Logging out of EGB

Step by Step...

1. Click on EXIT in the navigation menu at the top of the screen.
2. Quit your browser.

**Entering Marks for
Reassessments
(repeats)**

Enter marks for Reassessments

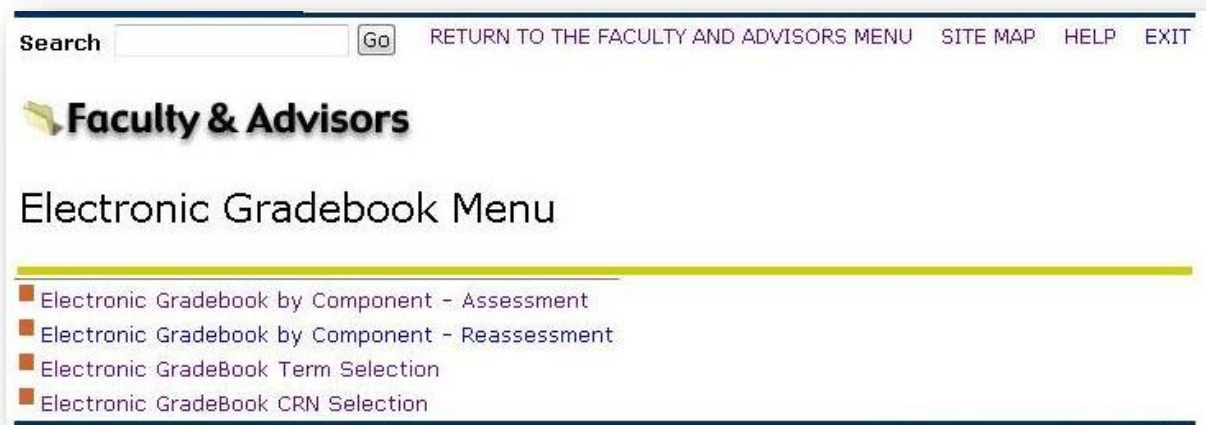
Overview:

EGB can also be used for inputting of Reassessments marks (repeat/supplemental examinations).

The Reassessment function will be available at the appropriate time of the year when these assessments take place.

Step by Step...

1. The link to Reassessment mark entry is found on the Main EGB Menu.
2. Clicking on the “Electronic Gradebook by Component – Reassessment” will result in a list of all students who are required to sit a supplemental exam or complete a continuous assessment.



3. Several scenarios are possible on this screen:
 - a. A 'fail' mark appears from the previous attempt with a reason code of either “Original Entry” or “Instructor Correction”.
 - b. No mark appears – this indicates that no mark was entered in EGB at the assessment stage
 - c. A zero appears *and* the reason code is “Did not sit” – this indicates that the student did not hand in a paper.

- d. A zero appears *and* the reason code is “Original Entry” – this indicates that the student sat the exam and received a mark of zero.

Component Marks and Grades

1-6 7-12 13-18 19-24 Change Number of displayed records

Record Number	Student ID	Student Name	Status	Roll Date	Mark	Out of	Percent	Grade	Due Date	Marker	Current Reason	New Reason	Update Composite Mark
7			Registered	Jan 26, 2009	26	100	26	26	Jun 20, 2009		Original Entry	- Select	Yes
8			Registered	Jan 26, 2009	25	100	25	25	Jun 20, 2009		Original Entry	- Select	Yes
9			Registered	Jan 26, 2009	16	100	16	16	Jun 20, 2009		Original Entry	- Select	Yes
10			Registered	Jan 26, 2009	23	100	23	23	Jun 20, 2009		Original Entry	- Select	Yes
11			Registered	Jan 27, 2009		100			Jun 20, 2009		- Select	- Select	Yes
12			Registered	Jan 27, 2009		100			Jun 20, 2009		- Select	- Select	Yes

Submit Reset

- e. A student who you expected to see does not appear in the list of gradeable students. You need to confirm with your local exams office if the student has been flagged for re-assessment in Banner.
4. If there is a mark for the reassessment then type over the old marks and select “SR - Supplemental Result” as the Reason Code.
 5. If the student did not show up for the supplement exam then enter a 0 as the mark and select “SN - Did not sit Supplemental” as the reason code.
 6. Finally, if you do not want a component mark to be used to calculate the overall mark then select the reason code “CX - Exclude Component”. This will exclude that component from the calculation. **NOTE: Check with your exams office if this is being used.**
 7. If you wish to keep the existing mark then no change to the mark or reason code is necessary, however it is recommended that the reason code is changed to SR to ensure that it is clear that this is a mark that should be used in the calculation of the overall CRN mark.
 8. Finally click on the “Submit” button to save the marks.
 9. The Supplemental reason will then appear in the “Current Reason” column replacing what was there before.

Component

Description	Weight	Grade Scale
CONT ASS 1 - Continuous Assessment 1	60/100	PERCENT

Component Marks and Grades

1-6 7-12 13-18 19-24 Change Number of displayed records

Record Number	Student ID	Student Name	Status	Roll Date	Mark	Out of	Percent	Grade	Due Date	Marker	Current Reason	New Reason	Update Composite Mark
7			Registered	May 07, 2009	45	100	45	45	Jun 20, 2009		Supplemental Result	SR-Supplemental Result	Yes
8			Registered	May 07, 2009	0	100	0	0	Jun 20, 2009		Did not Sit Supplemental	SN-Did not Sit Supplemental	Yes
9			Registered	May 07, 2009	25	100	25	25	Jun 20, 2009		Supplemental Result	SR-Supplemental Result	Yes
10			Registered	May 07, 2009	23	100	23	23	Jun 20, 2009		Exclude Component	CX-Exclude Component	Yes
11			Registered	Jan 27, 2009	47	100	47	47	Jun 20, 2009		Supplemental Result	SR-Supplemental Result	Yes
12			Registered	Jan 27, 2009	53	100	53	53	Jun 20, 2009		Supplemental Result	SR-Supplemental Result	Yes

Submit Reset

10. To view the full list of students including those having completed supplements click on “Component View”.
11. To enter supplemental marks for other components, click on the “Component List” and select the required Component.
12. After entering all supplemental marks, you may wish to view the Overall Grades for the entire list of students – click on the “Overall grade View”.

Important Notes...

Remember...

- **Avoid using the 'Back' button on the browser when navigating within EGB. Use the navigation menu at the top right hand corner of the screen instead.**
- **Use the change codes ("New Reason") to signify an altered mark.**
- **Marks cannot be changed in EGB at assessment time once grades have rolled to Academic History.**
- **Do not enter component marks if you believe that the component structure is incorrect for your module. Notify your local Examinations Office if you have any queries before inputting the results.**
- **If you find that there are students in a particular group that should not be there, or any students omitted, please also notify your local Examinations Office immediately.**
- **All "Data" related queries should be brought to the attention of your College management.**
- **Please note that it is advised not to select a value greater than 100 as this may cause issues when submitting marks.**

Appendices

Appendices:

Appendix A – Changing PIN & Security Question

When you log into EGB for the first time you will be presented with the following screen to change your PIN from the allocated one:

To protect the security of your account you will be asked to provide a security question and answer. This could be something such as your mothers' maiden name. You must provide both the question and the answer.

On subsequent use this question and answer will be used if you have forgotten your PIN.

Appendix B – College Contacts & Further Information

Examination Offices Contacts:

Offices are open for normal working hours Monday to Friday.

Location/Campus	Phone	Email
Blanchardstown:	+353 1 220 7205	exams.blanchardstown@tudublin.ie
Aungier Street:	+353 1 220 6001	exams.aungierst@tudublin.ie
Bolton Street:	+353 1 220 6001	exams.boltonst@tudublin.ie
Grangegorman:	+353 1 220 6001	exams.grangegorman@tudublin.ie
Conservatoire:	+353 1 220 6001	registrations.conservatoire@tudublin.ie
Tallaght:	+353 1 220 7660	examinations.tallaght@tudublin.ie

Examinations Website:

<https://www.tudublin.ie/for-students/student-services-and-support/examinations/>

Specific queries:

- For PIN queries users should be advised to use the Forgot PIN option.
- Queries on module weightings contact catalogue@tudublin.ie
- Queries on which modules you are associated with contact relevant examinations office.
- Queries on students contact registrations.city@tudublin.ie

Further Assistance:

If you discover a fault with the software or an item seems to be missing please log a support call with the ICT Services Helpdesk on **402 3123** or by email to itsupport@tudublin.ie. Your request will be directed to a support specialist. Normal support hours are 09:00 to 12:30 and 14:00 to 17:00 Monday to Friday. Also, please to provide the following information when contacting the Support Centre:

Username
 Location
 Function being performed
 Screen being used
 Error message details
 Any other relevant information