

UPLOADING OF EXAM RESULTS FROM GRADEBOOK IN LOOP

VPN and Module Co-ordinator Access

1. Ensure that you have [VPN access](#) and that it is connected at the time you are uploading marks from Gradebook. Check this **now** as if you do not have access you will not be able to upload your results
2. Check that you have been assigned as a Teacher or Module Co-ordinator for your relevant module(s):
 - a. First check in GURU under the **Information** tab



- b. If you are not listed in the Information tab as the Module Co-ordinator, you will need to contact science@dcu.ie or your exams administrator and they will assign you as Co-ordinator on Coursebuilder

Gradebook Set-up

Gradebook is a default setting in each module. If there are a number of assignments with different weightings within the module, 'Gradebook setup', needs to reflect this. It is essential that these settings are checked prior to transferring marks. Check that your assignments are correctly weighted in the gradebook set up. See further detail on gradebook weighting on [ITS Grade Transfer from Loop](#)

1. Then input marks on Loop
 2. It is best to hide the grades when marking scripts in Loop until the promulgation of results (this can be done via setup in Gradebook)
 3. Manually check final grades for at least two students to ensure that the calculations and weightings are as you intended. Be sure to check some students that might not have submitted to one or more elements of the CA. **(If an assignment has not been submitted a zero mark should be inserted into the space)**
 4. **USE THIS LINK TO UPLOAD THE MARKS**
https://delphi.shepherd.dcu.ie/its4_continuous_assessment_moodle.php
4. Choose relevant module

In the bottom corner of the page press the “import all Moodle grades” button

Are you sure you want to import all moodle grades for [redacted] ?

Tick the “commit” box and press “Save this mark sheet”. At this point, you may see a note at the top of the table saying ‘Grades not imported’. Please continue with the steps below.

ID No.	Name	Final Cent., Assent Mark out of 100%	Did not submit work	Comments
1000001	Abdullah, Ahmad	73.00	<input type="checkbox"/>	
1000002	Abdullah, Ahmad	40.00	<input type="checkbox"/>	
1000003	Abdullah, Ahmad	59.00	<input type="checkbox"/>	
1000004	Abdullah, Ahmad	40.00	<input type="checkbox"/>	
1000005	Abdullah, Ahmad	58.00	<input type="checkbox"/>	
1000006	Abdullah, Ahmad	53.00	<input type="checkbox"/>	
1000007	Abdullah, Ahmad	68.00	<input type="checkbox"/>	
1000008	Abdullah, Ahmad	61.00	<input type="checkbox"/>	
1000009	Abdullah, Ahmad	58.00	<input type="checkbox"/>	
1000010	Abdullah, Ahmad	73.00	<input type="checkbox"/>	
1000011	Abdullah, Ahmad	62.00	<input type="checkbox"/>	
1000012	Abdullah, Ahmad	70.00	<input type="checkbox"/>	
1000013	Abdullah, Ahmad	40.00	<input type="checkbox"/>	

Do you wish to commit this mark sheet to the database. Committing will make the mark sheet unavailable for further changes. 1

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Completion of upload

Once you have uploaded your results you should check the results in GURU to ensure that they have outputted correctly (normally 24-48hrs after you have uploaded them). If the results are incorrect contact the relevant exams administrator immediately.