

# Return marks by file upload

This page describes how to return unapproved class marks to the student record system by uploading a file.

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## Overview

There are **three methods** for delivering marks to the marks return system:

- uploading a .csv file with specified headings
- pulling the marks from the Myplace gradebook
- typing the marks directly into the screens

Below are instructions for delivering marks to the marks return system by uploading a file.



### Ensure you understand the system

Before you begin a marks return, please ensure you have thoroughly read [Managing Returns](#) and have performed each step in [Preparation for a Return](#).

## Two methods for uploading a .csv file

There are two methods for creating a .csv file that can be uploaded to the marks return system:

1. Use a spreadsheet you already have, ensuring the relevant columns are named correctly and saving it as a .csv (comma delimited) file. The marks return system will ignore any columns it doesn't need or recognise so there is no need to delete them.
2. Download a spreadsheet from the marks return system, fill in the marks and then upload it.

The two methods are explained in more detail below.

## Using your own file

### Step 1 - Ensure you have all the information required

In order to use your own spreadsheet, it must contain a minimum of three columns which contain the following pieces of information:

1. the student's registration number



### Available Mark Codes in a Marks Return

The student record system will only accept four mark codes via a marks return. All other codes must be taken to the exam board in person. The accepted codes are:

- Absent - **ABS**
- Exempt from Final Assessment - **EX**
- Extension - **EN**
- Fail Overall - **FO**

2. their mark
3. any applicable mark codes of the four available at the point of marks return

## Step 2 - Ensure the columns are named correctly

The required columns are described below with the required column names in bold:

	A	B	C
1	<b>registrationno</b>	<b>mark</b>	<b>markcode</b>
2	20301234	76	EX
3	20309876	67	

- student registration number - **registrationno**
- mark - **mark**
- mark code - **markcode**

### **registrationno, mark, markcode**

Please be sure to include **all three columns**, even if one of them is entirely blank.

All headings must be **lowercase**.

Take care not to introduce any extra **spaces** or **tabs** before or after the headings, or in the middle - 'registration\_no', 'mark\_code' - this will cause the upload to fail with a 'coding error'.

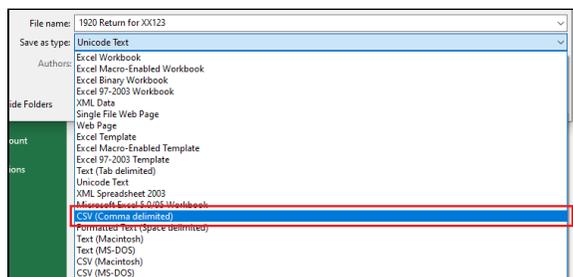
## Step 3 - Save the file as a .csv

Click 'File' then 'Save As'.

Select a location to save the file.

Give the file a name.

In the dropdown 'save as type' box select CSV (*Comma delimited*).



## Step 4 - Go to the marks return system

Log-in to Myplace

Click on *Marks return admin* in the 'Electronic marks return' block on the left of the screen



## Step 5 - Check whether a return has been started for the class

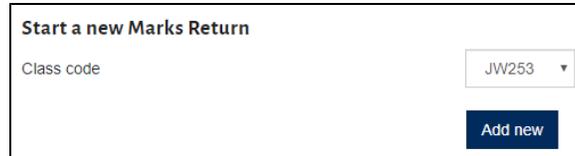
Check the marks return admin screen to see whether a return has already been started for the class. You can do this by searching for the class code in the search boxes at the top.



If a return has been started, under Actions, select *Edit*.



If a return has not been started, select the class code from the dropdown list, and click *Add new*. Then give the return a name (see Naming Conventions in [Preparation for a Return](#)) and click *Save*.



## Step 6 - Upload the file

From the buttons at the bottom of the screen, click *Import*.



Drag and drop your .csv file into the window then click *Save changes*.



## Step 7 - Note any errors

If you have tried to upload marks for students who are not registered for the class, you will be notified via a message at the top of the class return screen. Make a note of the students who are not registered for the class and ensure they complete the registration process.

## Step 8 - Check and transfer

Check that you are happy with your marks return.



If you are ready to send it to the student record, click *Transfer to student records*.

You can update or edit a marks return at any point up until the cut-off date /time, which is three hours before the exam board.

If you are not ready to send your return to the student record, click *Save* and then *Close*.

# Downloading a spreadsheet from the marks return system

## Step 1 - Go to the marks return system

Log-in to Myplace

Click on *Marks return admin* in the 'Electronic marks return' block on the left of the screen



## Step 2 - Check whether a return has been started for the class

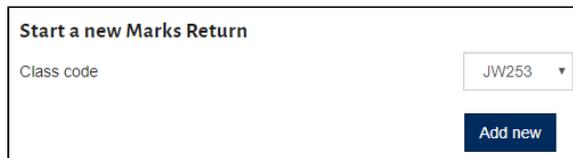
Check the marks return admin screen to see whether a return has already been started for the class. You can do this by searching for the class code in the search boxes at the top.



If a return has been started, under Actions, select *Edit*.



If a return has not been started, select the class code from the dropdown list, and click *Add new*. Then give the return a name (see Naming Conventions in [Preparation for a Return](#)) and click *Save*.



## Step 3 - Export the file

Using the buttons at the bottom of the screen, click *Export*.

Save the file generated as a .csv (comma delimited) file.



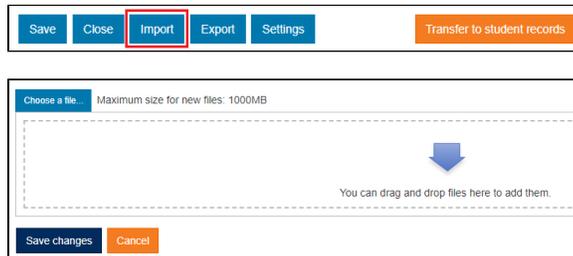
## Step 4 - Enter the marks and mark codes

Enter the marks and mark codes into the file and then save it, ensuring it is still in the .csv (comma delimited) format.

## Step 5 - Upload the file

From the buttons at the bottom of the screen, click *Import*.

Drag and drop your .csv file into the window then click *Save changes*.



## Step 6 - Check and transfer



Check that you are happy with your marks return.

If you are ready to send it to the student record, click *Transfer to student records*.

You can update or edit a marks return at any point up until the cut-off date /time, which is three hours before the exam board.

If you are not ready to send your return to the student record, click *Save* and then *Close*.

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