

# How can I return Pass/Fail marks?

This page describes how to set up the gradebook to return a Pass / Fail mark to marks return while showing the students their numerical marks as usual. P/F will only show in Pegasus.


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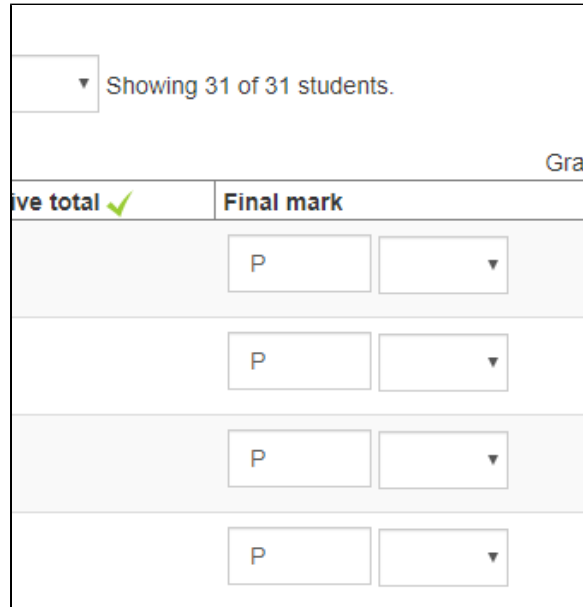
The marks return system can accept pass/fail marks as well as numerical results.

Just return the single capital letter **P** or **F**.

NB - there are not mark codes! Enter the letter as a 'mark'.

You can also return a mark code if you need to.

 Only **P** or **F** should be returned, not **Pass** or **Fail**!



Final total ✓	Final mark
	P
	P
	P
	P

## Instructions

### Step 1 - Go to the Gradebook setup

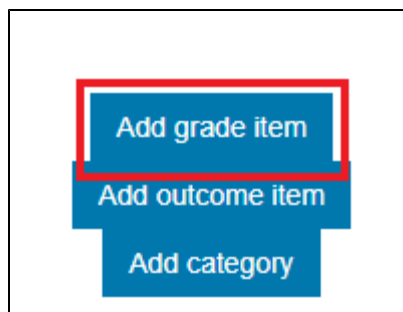
From the class page, click on **Gradebook setup** in the Administration block.



- Administration
  - Grade administration
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    - Grade history
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    - Gradebook setup**
    - Course grade settings
    - Preferences: Grader report

## Step 2 - Create a hidden grade item

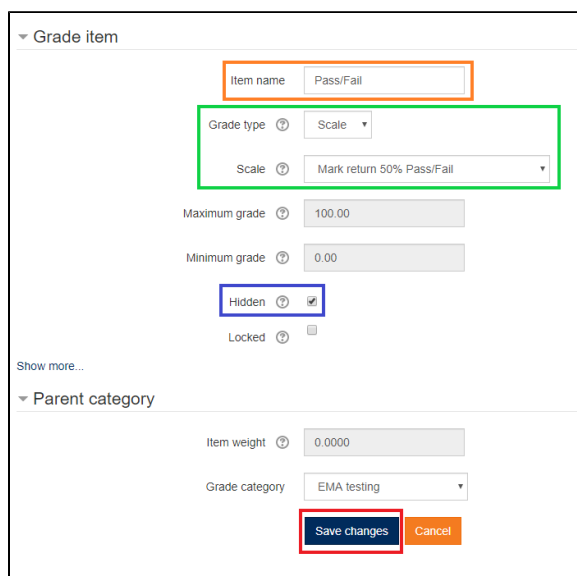
Scroll to the bottom of the screen and click **Add grade item**.



In the form, give the new grade item a **name**. Here I have used Pass/Fail but you can name it anything.

Below that, set the Grade type to **Scale** and the scale to **Mark return 50% Pass/Fail**. The 50% is a reminder that this scale will default to 50/50 - see below.

Tick the box to make the grade item **hidden**.



Finally, **Save changes**.

**i** If you want to manually set P/F grades, this is all the setup you need. Just go to the grader report and click in the box under your hidden grade item - you will get a drop-down menu that allows you to set P or F for each student in turn.

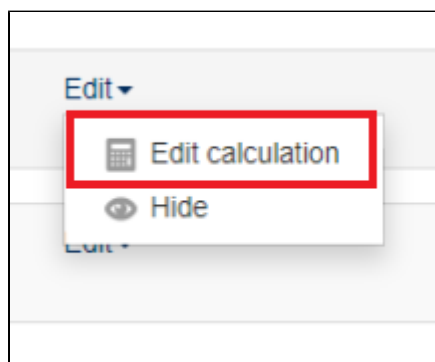
However, if you have a large class which has already been marked numerically and you want to set the grade item to P/F based on these marks, you will have to set up a calculation. Follow the steps below.

**i** **Default: 50%**

Be aware that the default split of a scale item is 50/50 - so by default the pass mark will be 50%. This may not be what you want!

## Step 3 - Set the calculation to reflect the final mark

On the Gradebook setup screen, find the grade item you have created, click **Edit**, then click **Edit calculation**.



First of all, find the column which contains the mark you want to interpret as P or F.

You'll need to give it a name. In this case the **class total** is the final result, so it is being labelled. The label in this example is 'mark' but any label that makes sense will work.

Scroll to the bottom and click **Add ID Numbers**.

Grade item configuration screen. Item name: Pass/Fail. Calculation: [Empty]. ID numbers: EMA testing (expanded), Class total mark (selected), Summative.

Here you can see the **'mark' label** has been added.

In the calculation box, enter the **formula**:

```
=if([[mark]]>=40, 2, 1)
```

If you used a different label to 'mark', change it in the formula.

Grade item configuration screen. Item name: Pass/Fail. Calculation: =if([[mark]]>=40, 2, 1). ID numbers: EMA testing (expanded), Class total [[mark]] (selected), Summative.

This formula sets the pass mark at exactly 40. You might prefer it to be 39.5 if your department policy is to round up - you can change the number.

Don't change the 2 or 1 - that refers to the P and F results.

**Save changes** when you are ready and check the results in the Grader report.

## Step 4 - Pull to the marks return screen

The hidden grade item can now be pulled to marks return.

Instructions on [pulling to marks return from the gradebook](#) are here.

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