

Grade pass-back guidance

1. Mapping assignments to an assessment item

Before you can export grades to Universe, you need to associate or *map* the relevant assignment/s to each correct assessment item.

Ideally, you have already done this towards the start of the semester, so that students get visibility of which assignments are formative vs. summative, and how those summative grades are calculated.

If you haven't already done this however, you can do it now.

Demo video: <https://www.loom.com/share/0b2fb7a2074547728752dcd1be000102>

2. Can multiple 'submission links' feed into the same assignment?

Aula does not support the concept of multiple 'submission points' that link into the same assignment. Any assignment created (and made visible) will be available to all students in a space and it is expected that all students submit to the same assignment. At the mapping stage therefore, it is not possible to combine the grades from multiple assignments, where each assignment contains grades for only a sub-set of students.

We will have a solution to this from next semester, covering use cases such as extensions, resit students, assignments for separate campuses etc.

In the meantime, if you have created separate assignments for different sub-groups of students and you therefore have grades spread across several assignments, **there is a viable workaround using the manual assignment feature in the Student Success App.**

This workaround allows you to assemble grades for all students into a single assignment, map this to an assessment item and pass those grades back to Universe in the required manner.

First assemble all student grades into a single csv file:

1. Locate the relevant assignments in the assignments list in Aula Assignments (Journey / Assignments)
2. Click on the three dots and select 'Export grades'

The screenshot displays the Aula interface for the course '7002BMS - Principles of Biotechnology'. The 'Assignments' tab is active, showing a search for 'oral prese'. Two assignments are listed: 'Oral Presentation Reflection' (Due - Apr 30, 11:31) and 'Oral presentation reflection - extension' (Due - Today, 09:04). The right sidebar shows a list of users including Alessio Laiso, Akshat Agarwal (Aula), Ada Johnson, Katie Danaher, 7002BMS - Principles of Bi..., Educator discussion, Group 1 - May Group Assig..., Nicole Williamson, Văn Thị Lệ Đăng Lê Đăng, Ludmila Sluková, and Dave Smith.

3. Open the exported csv files in Excel / Google Sheets or similar
4. Combine all data together so that you have a full list of student emails and relevant grades
5. Export this file as a .csv
 - In Excel: File / Save As / Save as type: csv.
 - In Google Sheets: File / Download / .csv).

Next, create a manual assignment in the Student Success App and upload the grades

1. Navigate to the Student Success App (Journey / Assignments / Student Success App)
2. Click on the green '+' to create a manual assignment.
3. Enter a relevant title (remember this assignment will be visible to students)
4. Choose a grade type (NB. if you intend to map more than one assignment to an assessment item with weighting, you must choose Percentage as grade type)
5. Once the assignment is created, click on it
6. Click 'Upload Grades', select your csv file and click 'Next'

7. Check that the relevant column headers are selected for student email and grades and click 'Apply grades'
8. Release grades to students if required.

Demo video: <https://share.getcloudapp.com/8LurbLmN>
(can also be downloaded and hosted as required)

The assignment has now been created, populated with the relevant grades for all students and will now behave in exactly the same way as Turnitin or Handin assignments. You can now map this assignment to an assessment item following the instructions in section 1.

N.B. When exporting grades to Universe via the Student Success App, only the student's email and grade is passed back so using this workaround does not have a negative impact on data integrity.

Exporting grades to Universe

Once all grades are completed and released to students, you can export grades to Universe.

Full export demo video:

<https://www.loom.com/share/35c406657bb54af09704d2fbbbf87b6b>

Clicking on 'Export' on the relevant assessment item will reveal grade export panel in which you can review the grades for each student before exporting to Universe.

Labels

These provide additional information about the status of each assignment and help you make the correct decision about what should be exported for each student.

- *Not submitted*: There is no submission available
- *Late submission*: The student submitted their assignment after the due to date
- *Not graded*: A submission is present but it has not yet been graded.

Use the grade override options in the drop-down menu on the right to adjust the values to be exported as required.

Grade override options

- *Do not export*: Choosing this option will exclude this student entirely from the export.

- *Not submitted*: This is equivalent to AB or Absent in the previous Moodle-Universe plugin. Use this for non-submission or non-attendance at exam.

Resit students

The policy for handling resit students for the first semester of 20/21 is that any grades should be passed back to Universe from wherever the original module took place. In the vast majority of cases, this will be Moodle. Any such resit students with grades in the grade export should be marked **'Do not export'**.

For the small number of students for whom their previous module was also in Aula, it has been agreed with Registry that these will be updated manually in Universe. Again, these students should be marked **'Do not export'** in the grade export to Universe.

If required, these students' grades can be exported separately via CSV and sent to Registry. The csv download button can be found next to the main Export button in the grade export panel. Just remember to remove the 'Do not export' override first.

Export grades
Export grades to the student record system or download a CSV file

[Download a csv](#)  [Export 5/10](#)

Student	Moodle Quiz grades	Grade to export
 Katie Danaher katie.danaher@aula.educati...	50%	50%

Academic misconduct / Awaiting decision

Students who are the subject of a pending academic misconduct case should be excluded from any exports until the case has been considered.

Uploading marks from a resit link

To upload marks from a resit link, follow the same process as uploading from the single submission link. In the Student Success App, first map the resit link to the correct assessment item in the Assessment Items box at the top.

To do this, select the assignment that the resit was connected to (what it was a resit OF), click on it, and then select the 'Composed of' drop down menu next to the original submission. Navigate the drop down menu to find and select your resit submission and click Save. You have now mapped your resit to the correct assessment item. From here, proceed with the export process as usual.

A clear walkthrough by Philip McCosker can be found here: https://livecoventryac-my.sharepoint.com/:v/g/person/aa9137_coventry_ac_uk/ET58g3DA059Jn-yWl1taVg0BO2IPIdoU_8VmagwlnWGZ3g?e=rcOpKF