

Workflow for Checking Late Submissions

Step 1: Open the SASM Assessment Submission Dates 2016-17 file on Sharepoint

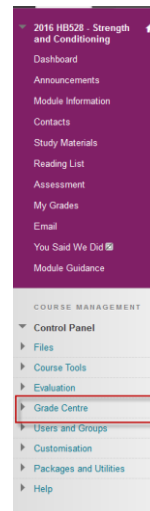
Open the SASM Assessment Submission Dates 2016-17 on sharepoint within Operations / Admin. Sort the table into submission date so you have the oldest submission date at the top.

This document provides you with the submission date information you'll need for later steps.

Assessment submission dates									
Module Code	Module Title	Max Occur	Period	Assessment no.	Type of Assessment	Registered student	Submission Date	Printed copy	Exemption
CA405	Independent professional development - enquiry based learning	A	SEM2	1	Written reflective portfolio - 2 parts 2000 words maximum	43			
CA500	Independent professional experience	A	SEM1	1	Written Reflective Portfoli - 2 parts 2000 words maximum	53			
CA504	Independent Study Module (Sport and Exercise Science)	A	SEM1	1	Individual report - 3000 words	6			
CA504	Independent Study Module (Sport and Exercise Science)	B	SEM2	1	Individual report - 3000 words	3			
CA602	Independent Study Module	A	SEM1	1	Individual essay 2,500 Words	1			

Step 2: Go to the Grade Centre for the module

- 1) Go to the module on studentcentral
 - a. Login to studentcentral: <https://studentcentral.brighton.ac.uk/>
 - b. Go to the **Studies Tab** and select the module from the list
- 2) In the Control Panel for the module, click **Grade Centre > Full Grade Centre**



- 3) Navigate to the appropriate columns (scroll sideways if required). There should be **two columns** for an assessment involving a submission – one for on time submissions, and one for submissions after the deadline (Late/Extensions).

Note: to see the full title of a column, hover your mouse over the column name and at the top of the table you'll see the full title and description.

Grade Information Bar: Possible: 100 | Assignment | Video Assignment | 55 / 100 students have submitted. 60 attempts need grading.

Last Name	First Name	LSP	Username	Student ID	Last Access	Availability	Total Score	500 word wr	Written ratio	Practice Vidi	Video Assign	Video Assign
Anderson	Thomas		anderson	10000100	17 January 2017	Available	--	!	--	--	!	Video Assignment
Alpert	David		alpert	10000101	17 January 2017	Available	--	--	--	--	--	--
Ali	John		ali	10000102	11 October 2016	Available	--	--	--	--	--	--
Anderson	Neil		anderson	10000103	16 January 2017	Available	--	!	--	--	!	--
Anderson	Paul		anderson	10000104	19 January 2017	Available	--	!	--	--	!	--
Anderson	Paul		anderson	10000105	17 January 2017	Available	--	!	--	--	!	--
Ali	John		ali	10000106	17 January 2017	Available	--	!	--	--	!	--
Anderson	Neil		anderson	10000107	16 October 2016	Available	--	--	--	--	--	--
Anderson	Neil		anderson	10000108		Available	--	--	--	--	--	--
Anderson	Neil		anderson	10000109	18 January 2017	Available	--	!	--	--	!	--
Ali	John		ali	10000110	13 January 2017	Available	--	!	--	--	--	--
Anderson	Neil		anderson	10000111	17 January 2017	Available	--	--	--	--	--	--
Anderson	Neil		anderson	10000112	17 January 2017	Available	--	!	--	--	!	--
Anderson	Neil		anderson	10000113	19 January 2017	Available	--	--	--	--	--	--
Anderson	Neil		anderson	10000114	12 January 2017	Available	--	--	--	--	--	--

- 4) Check the 'on time' column for any non submissions. A key to icons is below

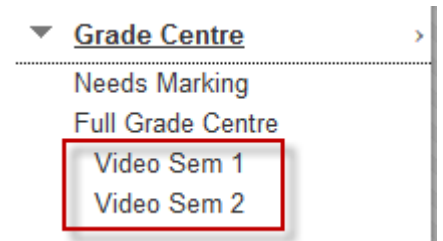
A key to the icons within the Grade Centre:

	The student has submitted, awaiting grading
--	No Submission
	Submission in progress / draft stage
45.00	Grade – tutor has graded submission
	Student has been marked as exempt from this assignment

Please Note!

In some cases multiple occurrences are enrolled on one area in studentcentral. For example, students studying a module in either Sem 1 or Sem 2 may be both enrolled on the same area. In this case a grade centre may look like there are many non-submissions, where in reality the students aren't currently taking the module.

In some modules, there may be filters set up in the Grade Centre to show occurrences. If so, click on the relevant filter instead of 'Full Grade Centre'



Step 3: Log details on CAMS

- 5) Log onto Infoview, select Registry Reports > Exam board reports > and open 'Chelsea module minutes' report to run the extension report adding the relevant module into criteria search.
- 6) If any students appear in grade centre as non-submissions and they are not listed on the extension report then a late minute needs to be added with the following wording

Student did not submit [type of assessment] by the submission deadline - ??/??/2016

- 7) Two weeks after the original submission date the **late** submission column will need to be checked. Follow step 4

Step 4: Checking for late submissions

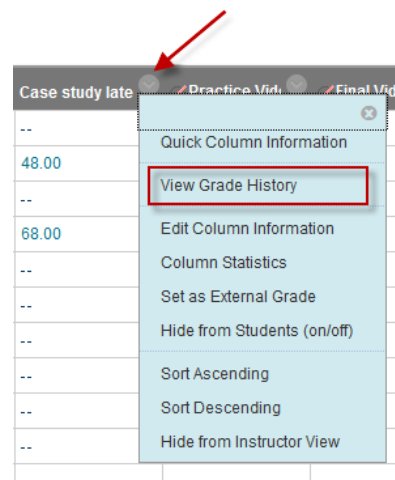
Repeat Step 2, looking at the relevant **late submissions column in grade centre** for the specific assessment.

If the student(s) has submitted to the late column –

You can view all submission dates/times for all late submissions.

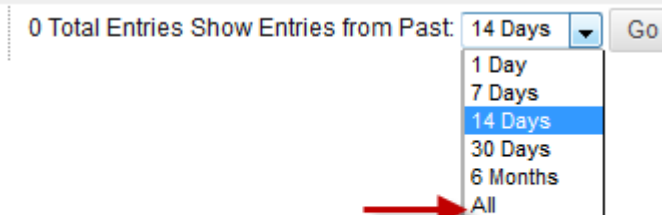
- a) For the relevant late submission column, click the small arrow next to the column title

- b) Click **View Grade History**



- c) A page is displayed listing all late submissions, with the date/time of submission.

IMPORTANT: Check the filter on the right hand side is set to all



- d) The submission dates/times are listed in the **'Attempt Submitted Column'**

Course Menu	Last Edited by	User	Value	Attempt Submitted
16-Jun-2016 10:58:51		Topic Manager	Override Grade Cleared	
16-Jun-2016 10:58:51		Topic Manager	Attempt Submitted	16-Jun-2016 10:58:51
09-Jun-2016 14:34:45		Topic Manager	Override Grade Cleared	
09-Jun-2016 14:34:45		Topic Manager	Attempt Grade 50	04-Jun-2016 10:35:08
09-Jun-2016 13:57:56		Topic Manager	Override Grade Cleared	
09-Jun-2016 13:57:56		Topic Manager	Attempt Grade 68	30-May-2016 13:49:38
09-Jun-2016 13:57:02		Topic Manager	Override Grade Cleared	
09-Jun-2016 13:57:02		Topic Manager	Attempt Grade 70	30-May-2016 13:49:38
09-Jun-2016 13:40:55		Topic Manager	Override Grade Cleared	
09-Jun-2016 13:40:55		Topic Manager	Attempt Grade 65	30-May-2016 13:49:38
09-Jun-2016 13:08:17		Topic Manager	Override Grade Cleared	
09-Jun-2016 13:08:17		Topic Manager	Attempt Grade 52	02-Jun-2016 22:50:59

Step 5: Update minutes on CAMS

On CAMS (see Step 3) if a student has now submitted, the existing minute needs to be amended as follows:-

For a student with an extension:-

Existing minute is – *Extension granted for [type of assessment] until 01/02/2016.*

You now add under this original minute the following:-

[type of assessment] submitted via studentcentral on 01/02/2016

Or if the student has not submitted via studentcentral

Student did not submit [type of assessment] by the extension deadline - ??/??/2016

For a student who has submitted late:-

Existing minute is – *Student did not submit [type of assessment] via studentcentral by the submission deadline - ??/??/2016*

You now add under this original minute the following:-

[type of assessment] submitted via studentcentral on ??/??/2016