

# Transferring Marks from Studentcentral to CAMS

School of Sport & Service Management

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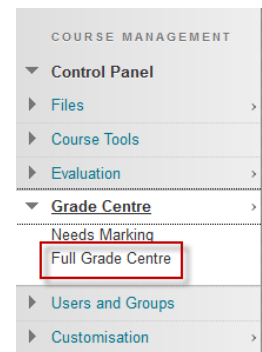
## STAGE 1: DOWNLOADING MARKS FROM STUDENTCENTRAL

### KEY FACTS

- Each module on studentcentral has a Grade Centre, where grade information is held
- Within a Grade Centre, usually each column represents an assessment

### DOWNLOADING THE STUDENTCENTRAL GRADE CENTRE

1. Log in to studentcentral and go to the relevant module
2. In the Control Panel, Click **Grade Centre > Full Grade Centre**
  - a. **Note:** If you see other options below 'Full Grade Centre', these are Smart Views (Filters) set up to help filter large grade centres. For example, you may see Smart Views showing only Semester 1 or Semester 2 students. If you feel a filtered view would be easier, select that instead of "Full Grade Centre"
3. You will now see the Grade Centre. Locate the column that contains the marks you wish to download. Usually, for each assessment, two columns are present. One for one time submissions, and one for late submissions.
4. Hovering your mouse over a column title reveals its full title, if this is obscured.



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
Adams	Thomas		100001	100001	17 January 2017	Available	--	--	--	--	--	--
Adams	Thomas		100002	100002	17 January 2017	Available	--	--	--	--	--	--
Adams	Thomas		100003	100003	11 October 2016	Available	--	--	--	--	--	--
Adams	Thomas		100004	100004	16 January 2017	Available	--	--	--	--	--	--
Adams	Thomas		100005	100005	19 January 2017	Available	--	--	--	--	--	--
Adams	Thomas		100006	100006	17 January 2017	Available	--	--	--	--	--	--
Adams	Thomas		100007	100007	17 January 2017	Available	--	--	--	--	--	--
Adams	Thomas		100008	100008	16 October 2016	Available	--	--	--	--	--	--
Adams	Thomas		100009	100009	16 October 2016	Available	--	--	--	--	--	--
Adams	Thomas		100010	100010	18 January 2017	Available	--	--	--	--	--	--
Adams	Thomas		100011	100011	13 January 2017	Available	--	--	--	--	--	--
Adams	Thomas		100012	100012	17 January 2017	Available	--	--	--	--	--	--
Adams	Thomas		100013	100013	17 January 2017	Available	--	--	--	--	--	--
Adams	Thomas		100014	100014	19 January 2017	Available	--	--	--	--	--	--
Adams	Thomas		100015	100015	12 January 2017	Available	--	--	--	--	--	--

5. Scroll down the column and check for any students missing marks. For those students missing a mark, check the late submission column for that same assessment. If the student has no mark in either column **GO NO FURTHER** – email the module leader as a mark of 0 is required if the student has failed to submit.

6. Providing you have the marks you need, we will download the marks in the “on time” submission column. Click **Work Offline** (top right of the screen) and select **Download**
7. On the Download Grades screen, in the Data section, click the radio button to choose ‘Selected Column’. Use the drop down list to select the column title that refers to the column you wish to download

**Download Grades**  
*Full or partial data can be downloaded from the Grade Centre and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and all comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)*

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**DATA**

*Items with Anonymous Marking enabled will not be included in the download.*

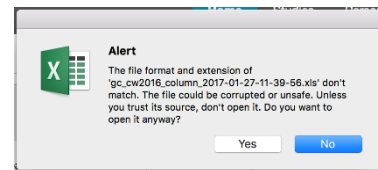
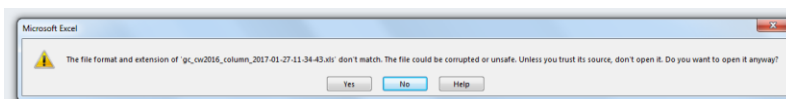
Select Data to Download

☐ Full Grade Centre  
☒ **Selected Column** Practical Submission ☐ Include Comments for this Column  
☐ User Information Only

8. Scroll to the bottom of the page and click **Submit**. On the following screen click **DOWNLOAD**

9. The Excel file will now download. You will see a pop up box asking for you to open or save the file. Select **Open** and click **OK**.

Microsoft Excel will open and you will see an error box displayed. The file is safe to open, so click **Yes**



*Nb. If you have issues opening the file this way, you can also*

- ‘Save the file’ to your computer
- Open Microsoft Excel
- Then open the file from the location you saved it in.

10. You should now save a copy of this excel spreadsheet to an appropriate location. Use the module code and assignment title in the file name, e.g. TT600\_gc\_presentation

11. Check the spreadsheet to ensure the download matches the version on studentcentral.

## Now progress to STAGE 2: Preparing Sheets for Merging of Data

### A NOTE ABOUT DECIMALS

Rarely you may have marks with decimal places. These need to be rounded before moving to the next stage. This is done in the grade centre spreadsheet you've just downloaded

- 1) Create a new column in the excel spreadsheet adjacent to the marks column.
- 2) In the first cell of the new column (usually cell H2), type the formula below

`=ROUND((G2*100),0)`

- ROUND is going to round up the answer
- G2 being the first cell in the marks column with a mark for the first student.
- 100 is needed to convert the number correctly. If the resulting mark is too large (e.g. 5400 instead of 54, multiply by 1 instead)
- The 0 at the end is telling Excel to use 0 decimal places (so a whole number).

- 3) Then copy the equation to the entire column. Click on the cell and in the bottom right hand corner, hover until a "+" appears. Double click the mouse and the formula will be copied down the column, producing rounded marks in for each student.

J	
Mark	Grade
65	B
	L/N/
	L/N/

- 4) This returns the students grade without a percentage, rounded correctly. You can still see the original, downloaded grades for reference.
- 5) When ready, delete the original column. The rounded marks should now be listed in Column G.

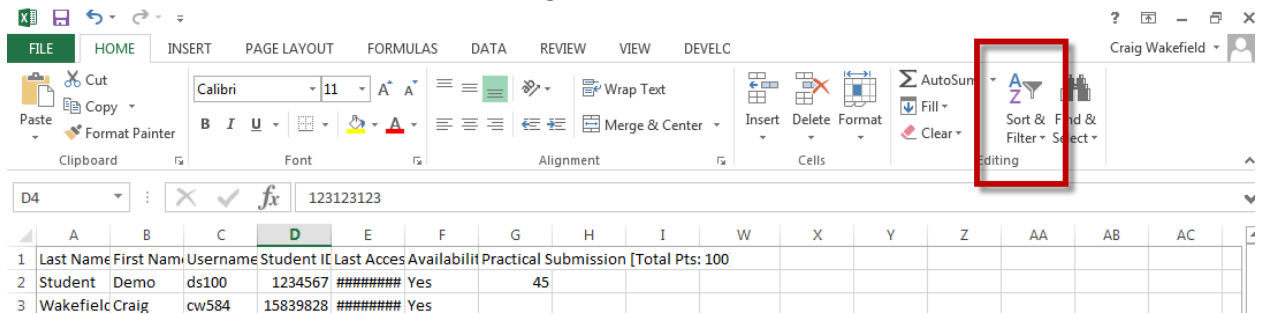
## STAGE 2: PREPARING FOR MERGE

### KEY FACTS

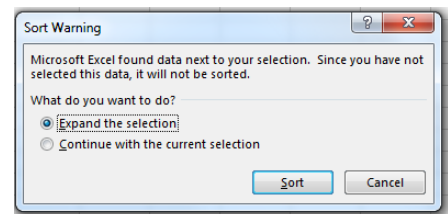
- You should still have open your downloaded Grade Centre Excel sheet
- You will also need to open the relevant CAMS spreadsheet from sharepoint. Once opened, click **Edit Workbook** in the yellow ribbon to ensure you can edit the spreadsheet

### PREPARING THE GRADE CENTRE SPREADSHEET

1. Click on the first student number (in column D)
2. Go to **Sort and Filter** and sort **Smallest to Largest**.



If you are asked to 'Expand Selection' select this option and click **Sort**. The spreadsheet should now be sorted by student number.



### PREPARING THE CAMS SHEET

1. Click on the first student number (in column G)
2. Go to **Sort and Filter** and sort **A to Z**.
3. Check everything looks OK. If in doubt – speak to Roz

Nb. Both spreadsheets have been organized in a similar way, which aids checking later on.

Now progress to Stage 3: Merging the Marks

## STAGE 3: MERGING THE MARKS

### KEY FACTS

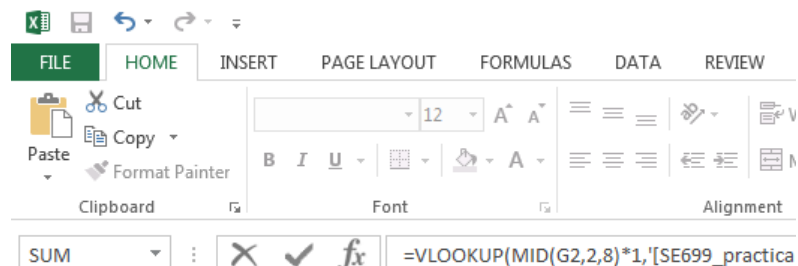
- This stage will now transfer the marks from the grade centre spreadsheet into the CAMS sheet.
- This process uses a VLOOKUP formula to lookup a students mark, using their student ID, and transferring that mark across into the CAMS sheet.
- The Grade and Check Digit columns of the CAMS sheet should calculate automatically.

### TRANSFERRING GRADES WITH A VLOOKUP FORMULA

6) Go to the **CAMS spreadsheet** and click on the first cell under the **Mark** column (this should be cell J2)

7) Type into the cell: `=VLOOKUP(MID(G2,2,8)*1,`

- 8) **Immediately** go to the Grade Centre spreadsheet and **highlight columns D to G**
- Hover your mouse over the top of column D
  - Left click and drag the black arrow to highlight columns D to G.



	A	B	C	D	E	F	G	H
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Group	seminar [Tc
2	Anderson	Leah	lja21	13808688	#####	Yes	65	
3	Argent	Jack	ja312	14812205	#####	Yes	75	
4	Barrell	Charley	cb528	13820336	#####	Yes	68	
5	Brawn	Joe	jb656	13820339	#####	Yes	65	
6	Brown	Anna	akb28	13803887	#####	Yes	73	
7	Cala	Arber	ac506	12816605	#####	Yes	77	
8	Carter	Brandon	bc148	13834068	#####	Yes	65	
9	Darvell	Aislinn	ad301	13806759	#####	Yes	65	
10	Drury	Rebecca	rid10	13813787	#####	Yes	86	
11	Dutch	Cameron	cd285	13808589	#####	Yes	65	

9) **Immediately** return to the CAMS spreadsheet and in the formula bar add to the end of your formula:

`,4,FALSE`

10) Check! You should have a formula that looks like this:



11) Click on the ✓ in the formula field and you will see it has pulled through the first student's mark. Check it against the Grade Centre spreadsheet to ensure that the mark is correct

12) Click on the MARK field and in the bottom right hand corner, hover until a "+" appears. Double click the mouse and the formula will be copied down the column, pulling the marks in for each student.

J	
Mark	Grade
65	B
	L/N/
	L/N/

13) You will also note that the check digit for the mark and the grade has been populated at the same time!

**At this stage you may have some 0 marks/missing marks. You can ignore these for now.**

**Now progress to STAGE 4: Save CAMS sheet**

## TROUBLESHOOTING

*When clicking the tick to confirm my formula, I get an error message*

- Click on the formula bar at the top of the page and ensure the formula is written correctly (see top of this page)
- Remove the content from cell J2 and repeat Stage 3 again.

*The marks have successfully transferred, but the Check Digit and Grade columns have not automatically populated?*

- These columns are actually no longer required. You can delete the data from these columns (but leave the columns in place) and progress. CAMS will calculate the Check Digit/Grade once the spreadsheet has been uploaded.



## STAGE 4: SAVE CAMS SHEET

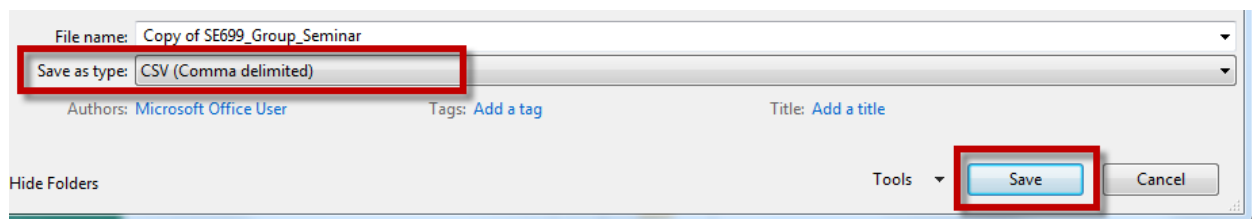
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### KEY FACTS

- You'll need to save the CAMS sheet back to sharepoint, this acts as an archive copy.
- You'll also save a copy to your computer in the right format for CAMS. This can be removed from your computer once uploaded to CAMS
- We recommend you have a dedicated folder somewhere on your computer for these temporary copies.

### SAVING THE CAMS SHEET

- 1) You need to save the CAMS sheet, as an Excel workbook, back to the sharepoint folder you found it. If you opened and edited the CAMS sheet straight from sharepoint, you just need to click Save.
- 2) You also need to save a separate copy to your computer, which will be uploaded to CAMS. In Excel, click **File > Save As**
- 3) Select a location on your computer to save the file. If not already, you should set up a dedicated folder to store these CAMS csv files.
- 4) Ensure the name is meaningful for your records
- 5) Change the File Type to **CSV (comma delimited)**
- 6) Click **Save**



**Now progress to STAGE 5: Upload to CAMS**

## STAGE 5: UPLOAD TO CAMS

### KEY FACTS

- You'll now upload the CAMS sheet (saved in csv format) from your computer to the CAMS system


### PREPARING CAMS

- Go to CAMS
- Go to the SAS screen

- Enter data into the top of the screen as follows:

Field	Required Data
Year	Enter the academic year that you are assessing e.g. 2012
Period	Enter the code for the period that you are assessing e.g. SEM1, TERM1 or YEAR
Scheme	Enter UGF
Level	Enter the level of the module e.g. 4,5,6, or 7
Module	Enter the module code e.g. XX101
Occurrence	Enter the occurrence - this will normally be A
Assessment Seq No	Enter the assessment number or enter an asterisk wildcard * for all assessments

Nb. If you are unsure of a parameter, enter a wildcard <\*> which will search all

- 4) Run option 1b 'Generate assessment records for student(s)' by clicking green arrow 
- 5) A message will appear with '**There are 1 MAVs selected with an approximation of X students, do you wish to continue?**' If the number of students in the message is correct **click OK**. If the number is incorrect, you will need to go back to the module to see if the Module Taking records entered for the module need adjustment.
- 6) The message buffer will automatically appear on screen with details of the number of assessments that have been generated. If there is a problem with generating the assessment records, the message buffer will tell you why the problem has occurred. Problems will normally occur due to errors in the Module Assessment Pattern, or because a results record may already exist for a student.

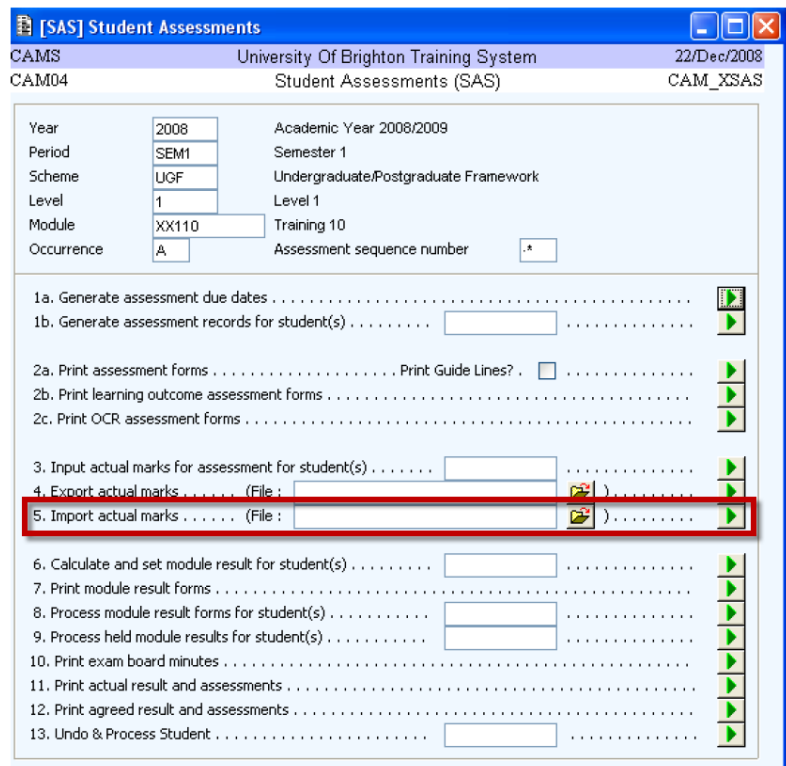
*N.B. this process is completed to update CAMS – for example if the student enrolment has changed with additions/withdrawals.*

## UPLOADING TO CAMS

- 1) Click Folder icon for option

### 5. input actual marks

- 2) Find the CSV copy you saved to your computer in Stage 5. Click Open to attach the file
- 3) Click green arrow in CAMS to upload
- 4) There is a confirmation message at the bottom of the screen to confirm the upload.

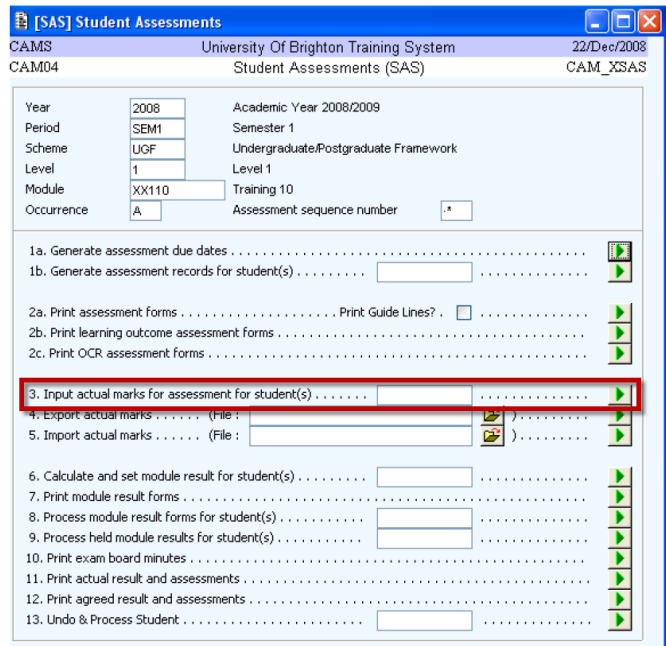


## CHECKING CAMS

- 1) Click green arrow icon for option  
**3.input actual marks for assessment**



- 2) This will display a student list with marks & grades. Please check to ensure data has transferred successfully.

The screenshot shows the 'University Of Brighton Training System' window. The title bar is '[SAS] Student Assessments'. The window has a menu bar with 'CAMS', 'CAM04', and 'CAM\_XSAS'. Below the menu bar is a header area with 'University Of Brighton Training System' and '22/Dec/2008'. The main area is divided into two sections. The top section contains fields for 'Year' (2008), 'Period' (SEM1), 'Scheme' (UGF), 'Level' (1), 'Module' (XX110), 'Occurrence' (A), 'Academic Year 2008/2009', 'Semester 1', 'Undergraduate/Postgraduate Framework', 'Level 1', 'Training 10', and 'Assessment sequence number' (.A). The bottom section contains a list of 13 numbered options, each with a green arrow icon to its right. Option 3, 'Input actual marks for assessment for student(s)', is highlighted with a red rectangular box. The other options are: 1a. Generate assessment due dates, 1b. Generate assessment records for student(s), 2a. Print assessment forms, 2b. Print learning outcome assessment forms, 2c. Print OCR assessment forms, 4. Export actual marks, 5. Import actual marks, 6. Calculate and set module result for student(s), 7. Print module result forms, 8. Process module result forms for student(s), 9. Process held module results for student(s), 10. Print exam board minutes, 11. Print actual result and assessments, 12. Print agreed result and assessments, and 13. Undo & Process Student.

If there are any students with a 0 mark or no mark, move to Stage 6

If there are no students with a 0 mark or no mark, move to Stage 7

## STAGE 6: ERROR CHECKING/LATE SUBMISSIONS

### KEY FACTS

- Inevitably you will have some 0 marks/no marks recorded. This stage is about determining why.
- You'll need to cross reference CAMS with the studentcentral grade centre
- For any actual 0 mark, the CAMS sheet will assign a L/N/F Grade. This grade must be adjusted to either a L (late), N (non submission) or F (fail) based on your checking.
- For any student with no mark recorded, you will need to identify if this should be a 0 mark, or whether the actual grade has been missed.

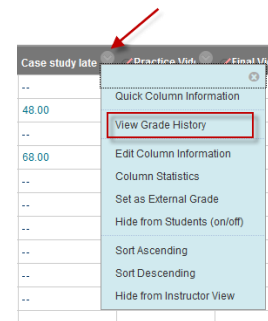
### DETERMINING A ZERO MARK

Use Flowchart A overleaf to determine the action required for a 0 grade. The instructions below show you how to check whether a student has submitted, and the date/time of a submission, as you may need this information when using the flowchart.

#### Nb. If a student has submitted and you wish to check the date/time of submission

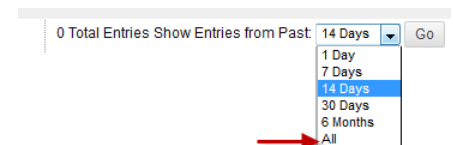
*You can view all submission dates/times for all late submissions.*

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



- b) Click **View Grade History**

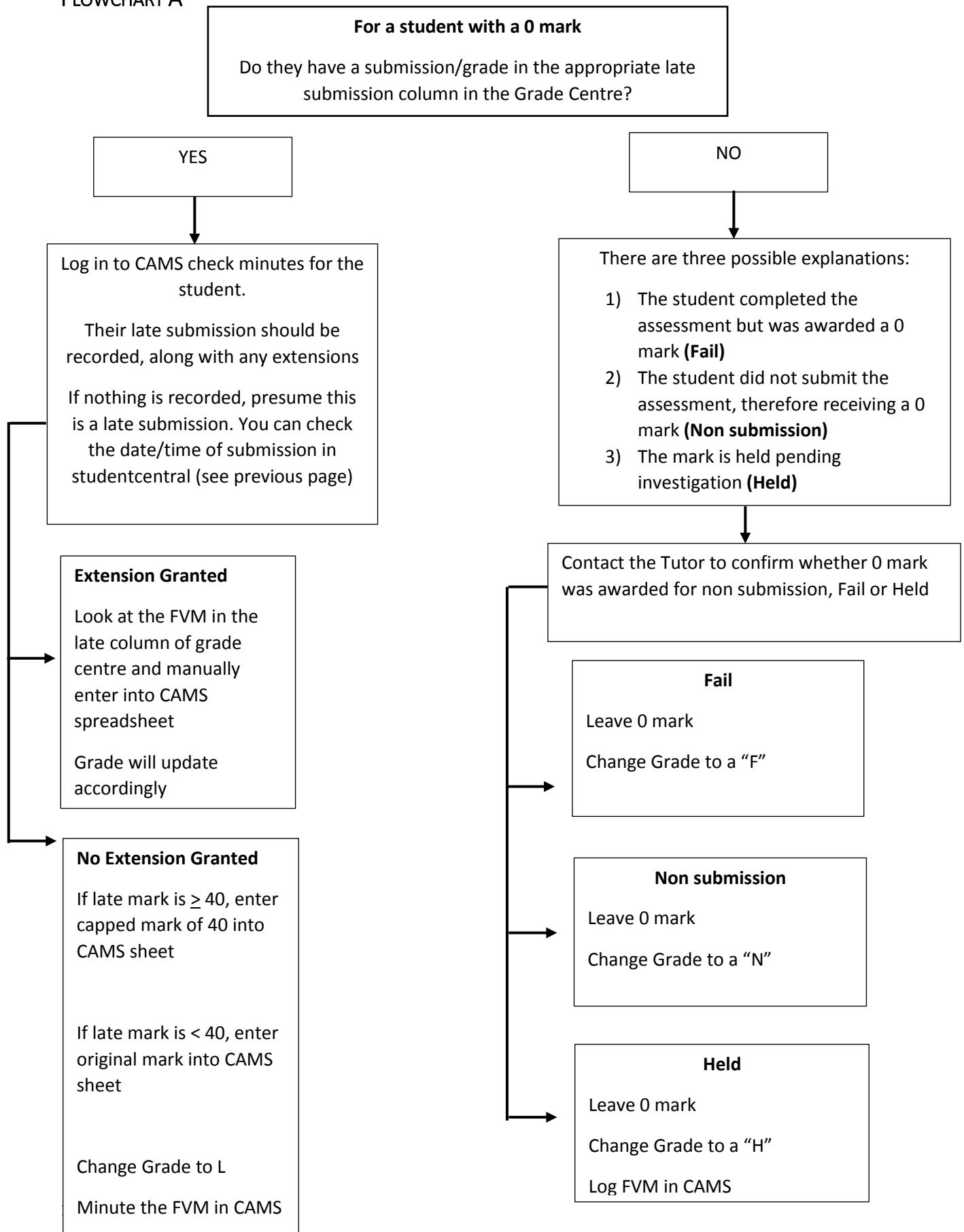
- c) A page is displayed listing all late submissions, with the date/time of submission.



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

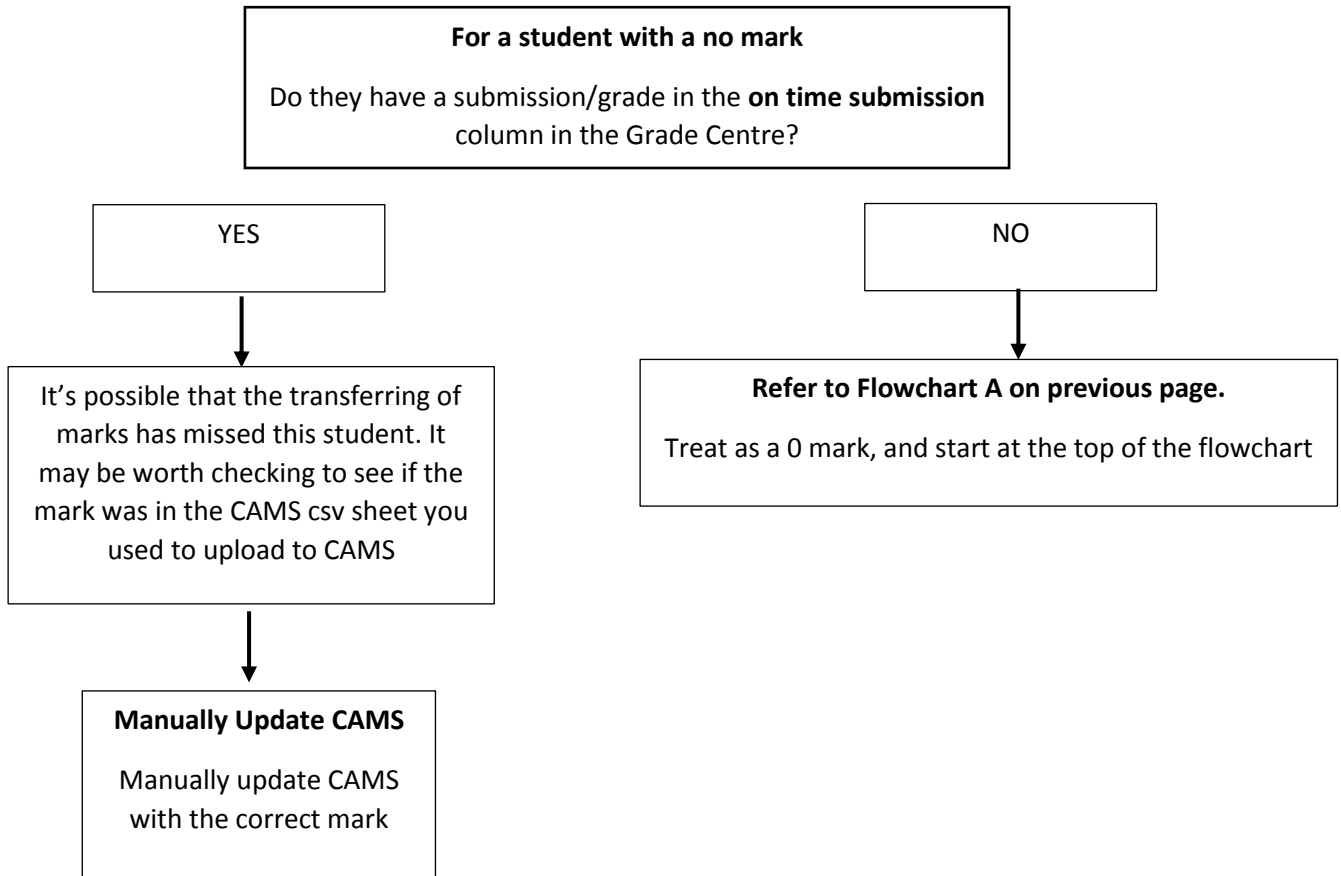
- d) The submission dates/times are listed in the **'Attempt Submitted Column'**

## FLOWCHART A



## WHEN NO MARK IS PRESENT — FLOWCHART B

You should use Flowchart B when no mark is recorded for a student. Ideally academic tutors should record a 0 mark when a student fails to submit or a mark is held, so the absence of a mark needs investigating.



Once you have determined the outcome of any 0 marks / no marks, these should be amended manually in CAMS. This ensures the CAMS record is complete and accurate.

**Please note:** If you are manually editing grades on CAMS, you must save any changes by clicking the Save icon in the top left corner of the screen

**Now progress to STAGE 7: Upload Grade Centre sheet to Sharepoint**



## STAGE 7: UPLOAD GRADE CENTRE SHEET TO SHAREPOINT

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### KEY FACTS

- The Grade Centre spreadsheet you downloaded earlier needs to be uploaded to Sharepoint as an archive of what was in the Grade Centre when the marks were transferred to CAMS.

1) Upload your Grade Centre spreadsheet to Sharepoint

My Department > School of Sport and Service Management > Operations > Exam and Assessment > Academic Year > Module Results > Level > Module > Upload file here