



Question and Answer from the Training Session Chat, 2/6/22

(Questions from the 8/6/22 season start on page 7)

Question: Perhaps it's better not to mark out of 100, just wondering if it's better/ wiser

Answer: Out of mark can be whatever you want... when managing your Grade Centre

Question: How do we get the SMS assessment columns in the first place?

Answer: They are populated from the approved Subject documentation that is approved by SAC. The Subject Outline, Learning Guide and handbook use this data.

Question: Should we just mark everything out of 100 then?

Answer: It's up to you what each assessment is graded out of. The first columns 'out of' is what would have been set originally, but you can edit this to reflect the 'Out of mark' you used for the current assessment. This does not affect the overall weighting percentage for the subject grade. Banner will automatically calculate the weighting.

Question: I noticed rounding is using the decimal rule - is this correct? It is NOT ROUNDUP!

Answer: The mark for an assessment item can have a decimal in it before being transferred to RePS. In the situation where RePS calculates the final mark and grade and it has a decimal, the students with the decimal will appear on the rounding tab in RePS and the rounding can be automatically applied. It is mathematical rounding and it looks to 2 decimal places. Anything .5 and above is rounded up and below is rounded down. If this also results in a different grade, the system will also automatically apply the correct grade.

Question: Can we view the assessment schema in Banner for our subjects (the information in 01 of the Data Flow)?

Answer: Submit a Ticket to [Western Now](#)

Question: Who is going to help us if we get stuck? I have a combined UG/PG Grade centre.

Answer: Submit a Ticket to [Western Now](#)

Question: What happens if we have a mix of graded and ungraded (satisfactory/unsatisfactory) assessments within a subject?

Answer: The assessment table in the approved documentation must reflect the three graded assessment tasks and the ungraded assessment task with a threshold. If it does not have this you will need to update it through the current processes.

When you map and transfer the graded task columns, ensure that you transfer the raw marks (Do not weight them beforehand as Banner will automatically calculate the weighting).

Ensure that when a student did not submit a mandatory task that the cell remains blank. Only enter a 0 if the student earned a 0 mark when you marked the task.

When you map and transfer the ungraded task with a threshold ensure that the column for the ungraded assessment column consists of the following values:

0 = Unsatisfactory

1 = Satisfactory

Banner will automatically calculate whether the threshold was met.

For example, if the student was unsatisfactory on the ungraded task, but would have otherwise passed the subject (i.e., achieved a final overall mark 50 or higher, the student will receive a XX CF grade due to failing to meet the threshold on the mandatory S/U task.

Contact ITDS if you need more clarification (Submit a Ticket to [Western Now](#))

Question: How do we remember the banner settings?

Answer: The assessment data in Banner will roll to the next year unless you submit a subject variation via the usual processes. The only assessment data you can update at the time of transfer is the out of mark. Always check the out of mark in the EDMM page is accurate , and update if needed before transferring.

Contact ITDS if you need more clarification (Submit a Ticket to [Western Now](#))

Question: What if your marks reflect: Out of the actual percentage?

Answer: The percentage is the weight that assessment task has in relation to the overall subject mark and is reflected in the approved subject documentation.

Your out of mark can be anything you wish. Banner will receive the raw marks and apply the weighting.

You can update the out of mark when you go to map and transfer the results to banner.

N.B. Only raw marks should be transferred.

Contact ITDS if you need more clarification (Submit a Ticket to [Western Now](#))

Question: My grade centre has automatically been making the marks out of 100 to the 50%. How do I deal with that with the out of mark?

Answer: The staff member can use either the column with the raw marks out of 100 OR they can use the calculated 50%. So long that the column they provide has a raw number that represents the student marks, the academic just need to input the correct 'marks out of' for the marks they want to feed into Banner.

From a technical point of view, it doesn't matter which column they use – out of 100 or 50% calculated. However, if they need to convert the raw marks first due to policy, guide, rules, etc. That's up to the academic its more aesthetics but the calculations in RePS should the same

Question: So we no longer have a total column (which did the conversion of marking out of 100 into the proportion of the overall mark for final grades?)

Answer: Grade Centre will still have the default total column.

When you map and transfer the raw marks for the approved assessment tasks, banner will automatically apply the weighting and calculate the final mark and grade.

Question: If your subject is not showing up in Banner just yet despite being an Autumn 2022 subject it should show up soon. Have I understood that correctly?

Answer: Yes, that is correct, once finalised in banner your Aut 2022 gradable components will show up in EDMM

If you're interested to see the information that has been provided during the assessment clean up activity, we are aiming to send the information captured to the Schools next week for review.

That is correct. The subjects that have been updated through the assessment clean up activity for Autumn, the information has not yet been uploaded into Banner. We are aiming to do this in the week of the 13th June.

If your subject is meant to be on offer in banner but is not showing, please contact the Course Data Mgmt team to confirm it is on offer.

Question: I noticed that my SMS assessment items all have out of 100 on both the SMS assessment item and out of mark. When I was doing the data clean up, I used "out of 100", but I didn't think I was changing the weighting.

Answer: The weighting and 'out of' mark are separate.

If you do not wish to mark out of 100, simply change the out of mark when you go to map and transfer the results from Blackboard to Banner.

To change the weighting of a task you would need to follow the existing subject variation and approval processes.

Question: Can you show how to rename?

Answer: Please see attached document: Editing Grade Centre Column Headings

Question: Can we override the grade (e.g from Pass to CF or FNS) after transfer to SMS?

Answer: When you go to transfer graded assessment tasks from Blackboard to Banner, ensure that the out of mark is correct (if not, update it) and ensure the marks consist of the following:

Raw marks (do not apply weighting as this will be applied in banner).

If a student did not submit a mandatory task, leave the cell blank

Only enter a 0 if the student was awarded the mark of 0.

Banner/REPS will calculate the final mark and grade. Where a student would otherwise have passed the subject but failed to meet the threshold a CF grade will be applied. If the student did not submit a mandatory task the FNS grade will be applied. These can be viewed in Banner/REPS as this is where the calculation of the final mark and grade is occurring.

Question: I've had situation when I cannot seem to delete columns. Do I contact ITDS for support or log WesternNow ticket?

Answer: Columns that cannot be deleted are results of old columns migrated over the years, there is no fix for this and we advise that you either keep them hidden or for the next session request a new vUWS site with a new grade centre.

Question: How do you download Grade Centre Copy?

Answer: We have a KB article that outlines how to download a copy of the grade centre. [How to export/download the Grade Centre](#). This also includes how to import the grade centre back into vUWS too

Question: Could you please provide an email address for Grade Centre support for when I/We inevitably require support.

Answer: You may contact the IT Service Desk on 02 9852 5111 or by email - itservicedesk@westernsydney.edu.au

One of the SAS team member will get in contact with you.

Question: What if the total column got half marks rather than whole marks, would that gets rounded up when I transfer my results to Banner? or I have to manually round up these marks?

Answer: You can include half marks in grade centre for your assessment item and then transfer it across to RePS. It will come into RePS with the decimal. If the mark for the student has been calculated with a decimal, there is an ability to apply rounding automatically to the mark at the subject level.

We advice that you transfer the original raw marks produced as results of the total. However, if they need to be whole number (for preference) then you may round them up first. In the end, regardless what marks are transferred, the weighting calculation will be the same.

Question: Could you please show us exactly where the support for this can be found? ie recorded presentations etc

Answer: The video and resources will be listed under the [Marking and Feedback](#) page of the Learning futures site.

Question: After admin transfer mark to SMS and finalize on the Banner, will the Unit Coordinator and SAC double check them again on the Banner before releasing to students?

Answer: This is a process enquiry that occurs once marks are already in RePS (which after the marks transfer process) . The SMS Project will be able to provide further information relating to the results approval flow/process and results release processes.

Question: Did you cover how to get several columns into one? I have one assessment that has 12 different columns (4 tasks x 3 campuses) and I need to also halve the mark. So it will automatically calculate it as a proportion of the 'out of mark'?

Answer: Yes and its done within RePS, For more information on this please submit a Ticket to [Western Now](#))

Question: Similarly, after transferring mark to SMS, if we change the result in the grade centre, does SMS reflect the changes dynamically?

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Answer: If you need to change the mark immediately after transfer, contact ITDS to reset the transfer.

I believe that If you need to change a mark once the result processing has commenced in RePS you will be able to make the change and provided a comment reason within RePS – CONFIRM with SMS Project

Question: Will there be IT phone support we need help or get stuck?

Answer: Yes, please contact the IT Service Desk 02 9852 5111. SAS team will get back in contact with you.

Question: I have a combined UG/PG grade Centre.

Answer: For combined vUWS sites it is best to familiarise yourself with the KB article for preparing your grading sites for marks transfer - [vUWS for Staff | How to Export/Import the Grade Centre \(Combined Teaching vUWS Site\)](#)

Question and Answer from the Training Session Chat, 8/6/22

Question: EDMM for my unit shows the column headings, but no rows. Are the rows going to appear, or should they already be there?

Response: We are in the final stages of the assessment clean up activity for subjects being resulted in Autumn and 1H. Once finalised, the information will be uploaded into Banner. We are anticipating this to be mid next week and will communicate via the Deans and Deputy Deans once the information is in there.

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Question: I have a vUWS site for my unit PLUS a whole other vUWS site for Grade Centre. Do you mean EDMM in the VUWS Grade Centre site?

Response: EDMM will display all vUWS sites that you have an Instructor access for. You only need to access the "EDMM" tab/section in vUWS and you'll have a button for transferring marks over to Banner.

Question: My weightings are wrong in the EDMM. There are all 'out of 100'. How do I change this?

Response: You can specify the correct marks out of in EDMM during the transfer process. It doesn't matter if they are lower/higher as long as you mapped the correct column with raw marks and their corresponding marks out of. Please note that weighting is different to marks out of. Weighting calculations are done within REPS once the raw marks have been transferred.

Question Cont.: But it is the 'SMS Assessment Item' column that is wrong. I thought that this was supposed to be taken directly from Banner and was the weighting of each assessment, e.g. Assessment 1 is worth 25%, etc. It doesn't make sense that each assessment item in this column is 'out of 100'.

Response: The percentage weighting of Assessment 1 in relation to all the Assessment for this Subject is worth 25% of the final grade. This can only be changed with approval by SAC.

The SMS Assessment Items 'out of marks' is the grading assigned too this assessment (Rubric or marked out of 100) and is based on the information taken from the data clean up and can be overridden during the marks transfer process. The 'out of marks' is not final and can be changed manually.

So, the assessment was marked out of 100 but this score only make up 25% of the total for the Subject.

Question: One of my subjects does not have rows and is missing the assessment item rows. Who do I contact to fix this? There were major problems with this subject with the Banner clean up too.

Response: Assessment items are still being finalised and due to complete by Friday (10/06/2022). However, you may raise a ticket to submit a Ticket to [Western Now](#) to confirm with SMS support.

Question: What happens with the grades that are already uploaded into Grade Centre? If they have been uploaded as each assessment task is marked, is there any change from when the Total Grade was calculated automatically in the past?

Response: In your Grade Centre site you will need to record the raw marks for each assessment item. You don't need to have a column that will calculate the total grade within Grade Centre, when you transfer your subject across to REPS, the system will do all of the calculations to determine the final mark and grade for each student. In regard to grades already uploaded in the Grade Centre... technically no calculations are changed when you upload the marks they will continue to work as usual.

Question: What if you have the table but it is not populated?

Response: Assessment items are still being finalised and due to complete by Friday (10/06/2022). If not available by COB, A ticket can be raised to [Western Now](#) to confirm with SMS support.

Question: If there is nothing in your EDMM, what should we ask in WesternNow?

Response: Assessment items are still being finalised and due to complete by Friday (10/06/2022). If not available by COB, A ticket can be raised to [Western Now](#) to confirm with SMS support requesting for an update.

Question: Can I click on 'transfer marks to SMS' now just to see what appears, even though I'm not ready to do that yet? Or is that going to create problems later?

Response: I wouldn't transfer your marks to SMS until you have the marks for all of your assessment items ready to transfer. My recommendation is to wait until you have marks for all of your assessments before transferring to RePS.

Question: Yes, you can do that, Jennifer, but just make sure you press 'cancel' once you view the table and don't press 'confirm mapping'.

Response: My understanding is that the data in banner (that is being shown in EDMM) would've been picked up during the data clean-up process. If you would like that changed, please raise a ticket to ServiceNow and the SMS team will need

to update the information in Banner. However, you can manually override it during the marks transfer process in EDMM.

Question: Nothing at all is showing up when I access EDMM so I am unable to manage the subject. This was available to manage at the beginning of semester, so not sure why it is blank now.

Response: If you find that your assessment items in EDMM are not displaying and you have a subject that is being resulted in Autumn or 1H, it is quite likely that it was part of the assessment clean up activity that we are in the final stages of. We are currently undertaking a final verification of the information provided with each of the schools and we will be uploading the information into Banner next week. Once this has been done, your assessment items will display once the upload has been done.

Question: So that total grade column is one we will be deleting?

Response: You don't need to worry about deleting the column if it's already in there. The key thing you'll need is to have one Grade Centre column for each assessment item. This is what you'll use to transfer your marks to SMS.

Question: The unit I coordinate attendance is classified as an assessment. There are 2 columns for attendance for each week (f2f classes). The data entered is 1 for present and 0 not present. How will this work? Do you need a total column ?

Response: If the attendance is required to be part of an assessable item established in Banner, then yes you will need to have it added to a total column, which you then specify as that assessable item during the marks process.

Question: So do we now just delete anything that is no longer in use?

Response: You don't have to. They may stay there but the extra columns will show up in the drop-down menu when you select which assessment columns to map with the assessment items.

It is best to delete unused columns to have a smaller list during marks transfer mapping and also as housekeeping to prevent further confusion.

Question: Where is this work offline button?

Response: The 'Work Offline' button is on the same menu bar as the "Create Column" option when you access the Full Grade Centre.

Question: What if you have columns for Assessments 1 - for those who have put in the assignment by the due date, but other columns for late assignments and one for approved extension columns.

Response: A 'total' column can be created to collate all the marks into one Grade Centre column. That 'total' column can then be used for the Marks Transfer process for Assessments 1.

Question: My assessment 1 and 2 are made up of various components, similar to case study/s example given, however mine are embedded in each learning module, will this matter?

Response: It doesn't matter as long as the marks are in the Grade Centre, they can be combined in a total column, which you use to map/match with the assessment item for marks transfer.

Question: I get 'No gradable components' when I click on 'transfer marks to SMS'. What do I do?

Response: Assessment items are still being finalised and due to complete by Friday (10/06/2022). If not available by COB, A ticket can be raised to [Western Now](#) to confirm with SMS support requesting for an update.

Question: My unit is a yearlong unit. I then have 2 Vuws Grade Centre sites. At the end of the year - how will the marks across the 2 semesters be joined to create a total?

Response: To put it simply, you'll need to export the combined site's Grade Centre and then import the spreadsheet to both grading sites. This link goes in details on how to do this - https://wsu.service-now.com/it?id=kb_article&sys_id=6a561411baf89146561c05d274bcb6b&table=kb_knowledge

Question: What if you have a research subject which is marked offline?

Response: You will need to create a total column that collates all the marks and use that total column as the column you map to your assessment item in EDMM during marks transfer.

Question: What if you have two columns for each assessment -one for on- time submission and one for late- submission. Is this going to be an issue?

Response: A 'total' column can be created to collate all the marks into one Grade Centre column. That 'total' column can then be used for the Marks Transfer process for that assessment item.

Question: How did Rhoda get to this view of Grade Centre? I've never seen this view

Response: Click "Manage" at the top of Grade Centre, select Column Organisation in the Grade Centre: <https://lf.westernsydney.edu.au/support/#grade-centre-maintenance>.

Question: Do you mean via the WesternNow staff portal? I'm in there now but I don't know how to raise a ticket for this.

Response: You can raise a ticket to [Western Now](#) OR send an email to ITServiceDesk@westernsydney.edu.au

Question: Is there an issue with deleting columns in that previous year's results will be deleted too?

Response: If this question is related to vUWS, the answer is No. The marks in vUWS are not affected by column management of another vWS site. This might be a question for RePS, which can be answered more accurately by SMS.

Question: What does "not in a grading period" mean? The items in the Grade Centre are in a grading period... are they not?

Response: Grading Periods are not in used in our institution. They basically date ranges set within the LMS to specify grading periods. However, as I said, you may ignore this as we don't use this feature in vUWS.

Question: Do we raise a ticket if we have 'No gradable components' when clicking on 'transfer marks to SMS'?

Response: Yes. Assessment items are still being finalised and due to complete by Friday (10/06/2022). If not available by COB, A ticket can be raised to [Western Now](#) to confirm with SMS support requesting for an update.

Question: There's something weird in my Grade Centre. The columns that are said are hidden from students (in the view the instructor was showing) are not hidden in the regular view, and vice versa. Why would this be the case? Who do I contact to find out how to fix this?

Response: please raise a ticket via ServiceNow OR send an email to ITServiceDesk@westernsydney.edu.au A SAS team member will get in contact to advise you through fixing the Grade Centre.

Question: I don't understand why we're downloading and uploading again? What's the reason for that? Do we need to?

Response: Please raise a ticket to [Western Now](#) OR send an email to ITServiceDesk@westernsydney.edu.au A SAS team member will get in contact to advise you through fixing the Grade Centre.

Question: Sorry, if we have students at two or more campuses, do we do something special?

Response: Regarding students in different campuses... no need to do anything special, the marks are in relation to the subject and semester. So, if it's a different subject and/or semester then they need to be graded on a separate vUWS site.

Question: Can we go back to basics: for my unit I have a vUWS site where all my lectures etc/assessments etc are. IT has then set up 2 other Grade Centre vUWS sites. There are no columns in these Grade Centre sites except the weighted total. No assessments nothing. So - should this all be occurring in the actual vUWS site where all my teaching materials are?

Response: You will need to download your Grade Centre from your combined vUWS site, then upload it into your grading sites. Then you will transfer the grades to Banner from your grading sites.

Grading sites, when you upload the Grade Centre columns following the KB article link, it will create the columns and upload the marks to relative students automatically. Once the columns exist in the grading sites, you can then go through the marks transfer process and map the columns in EDMM. If you are still unsure, please raise a ticket to [Western Now](#) OR send an email to ITServiceDesk@westernsydney.edu.au

Question: When I look at my Column Organisation, I see my columns with a 2018_AUT heading. Is this a problem or not?

Response: If they are not in use, you may delete them, if they are old columns that cannot be deleted, please just hide them from staff and student view and not select them during the Marks Transfer process.

Question: If you have Grade Centre Columns that are not doing anything, and they are showing, is that a problem or do they need to be hidden/deleted.

Response: Response: If they are not in use, you may delete them, if they are old columns that cannot be deleted, please just hide them from staff and student view and not select them during the Marks Transfer process.

Question: In the Grade Centre columns which is the correct Total column: "TOTAL", "ASSESS TOTAL", or "WEIGHTED TOTAL"? Do I hide the other?

Response: Any Grade Centre columns you are not using can be deleted (if it allows you) otherwise, just hide them from both staff and students view. The correct column to select is the one that totals the assessment item in Banner. e.g. if Assess Total is the total of Quizzes 1-10 that is one of the assessable items in banner then please use that column. the weighted total is the most unlikely column to use as this represents a percentage and it is the raw marks that needs to go into REPS.

Question: These 2018_AUT columns are the columns that I am using currently in 2022. I do not think I can delete them, can I update the year?

Response: If they are assessment columns, you'll need to change the assessment name as that is what is reflected in the Grade Centre. If they are not assessment columns, you should be able to just change them in the Grade Centre > Edit column information option.

The 2018 labelled columns are assessment columns and they are the same as my 2022 LG. I have not changed my assessment items in 4 years. Is the 2018 date a problem or not?

It is the student marks that is transferred across as long as you specify the correct column and 'out of mark' during the marks transfer process.

Question: So, what are we choosing 'no' for?

Response: A Yes option = A running total only includes items that have graded attempts.

Example: You have 5 quizzes, and you have instructed vUWS to drop 2 of the lowest scoring attempts. If the student only attempts 3 of the 5 quizzes. vUWS will ignore that they have not attempted 2 of the 5 quizzes and will drop 2 of the 3 attempts leaving the highest-scoring attempt for the assessment grade.

A No option = A running total including all items in the calculations, using a value of 0 for an item if there is no grade.

Example: You have 5 quizzes, and you have instructed vUWS to drop 2 of the lowest scoring attempts. If the student only attempts 3 of the 5 quizzes. vUWS will add a 0 result for the 2 not attempted and will drop the 2 lowest scoring for the set of 5, totalling the other 3 attempts for the assessment grade.

You will need to decide which is the better option for your assessment.

Question: Can we have a link for this recorded zoom video so that we can study again on our own?

Response: : [Recording and Resources](#)

Question: I'm looking at the table on the page "Transfer marks to SMS." In terms of the column "Grade Centre column" with drop-downs, if you change the name of the column itself in the Grade Centre and hit refresh will it update in this table's drop-downs? (automatically)? Or will this require a ticket to be logged?

Response: It'll update the column name when you refresh EDMM. If it doesn't change the name straight away OR if you're unable to locate the Grade Centre column in EDMM then please raise a ticket to [Western Now](#).

Question: Are decimal places still an issue? Does Banner deal with decimal places or do we need to deal with these in Grade Centre prior to the transfer?

Response: As much as possible, please keep the marks as whole number, however, Banner can process decimals so you may go through with them if really needed (please limit to up to 2 decimal places).

Question: What about units that are not numerically graded and graded Satisfactory and Unsatisfactory?

Response: Satisfactory/Unsatisfactory marks are OK. They would normally have the 'out of mark' set as 1; (1 - Satisfactory 0 – unsatisfactory)

Question: How does Reps know about FNS?

Response: Unenrolled students are ignored automatically, downloading the Grade Centre is only required if you're uploading marks to another vUWS site.

Question: Appreciate Rhoda and the team's efforts here but might this be an opportune time to make available E- Support 101 which is still unavailable until the end of July and beyond perhaps. As a new coordinator (and a sessional and a digital immigrant) this semester this support was invaluable.

Response: The E- Support 101 unavailable at this time, but we are hoping to have it staffed again shortly.

The SAS team will provide Q&A sessions for academic staff members on the 15 & 17 June or raise a ticket to [Western Now](#) OR send an email to ITServicedesk@westernsydney.edu.au

Question: Will Banner ignore un enrolled/ withdrawn students still visible in Grade Centre? In the old system, these students were removed by the SEO team.

Response: Yes. Unenrolled/withdrawn students are not eligible for marking nor should they have marks in the Grade Centre. They do not need to be removed prior the marks transfer.

Question: Do we have to remove them from the excel spreadsheet that we download? This will be time-consuming for large units where you will have to cross-check with Allocate.

Response: No. Unenrolled/withdrawn students are not eligible for marking nor should they have marks in the Grade Centre. They do not need to be removed prior the marks transfer.

Question: This is a question I sent in before the session but had not been answered. It's about the new Turnitin LTI. IT told me the instructor access for Turnitin assignments would now be through Grade Mark. I cannot see where we can access Turnitin assignments through Grade Mark. Can you please let us know?

Response: There might be some confusion here. Grade Mark is a feature product of Turnitin. When using the Turnitin LTI, Instructors can mark students through the full Grade Centre OR by clicking the Turnitin LTI link they've set up for the assignment submissions, the Turnitin inbox page will appear where submissions can be marked individually.

Question: I thought we only download the Grade Centre as a backup? Do we need to download to remove unenrolled? Emma and the team used to do this and send back the results for the unit report.

Response: No. Unenrolled/withdrawn students will not be processed for marking.

Question: Is there still a chance to do data clean-up or check the EDMM information is correct as when I click EDMM the subject I coordinate does not show up at all. I assume I will need to speak to It to work out the issue of why it is not showing up.

Response: The data clean-up process does not affect your access in EDMM. As long as you are an instructor of that subject site, you should see the subject in EDMM and go through the marks transfer process. Please raise a ticket to [Western Now](#) so that your access issues can be investigated further.