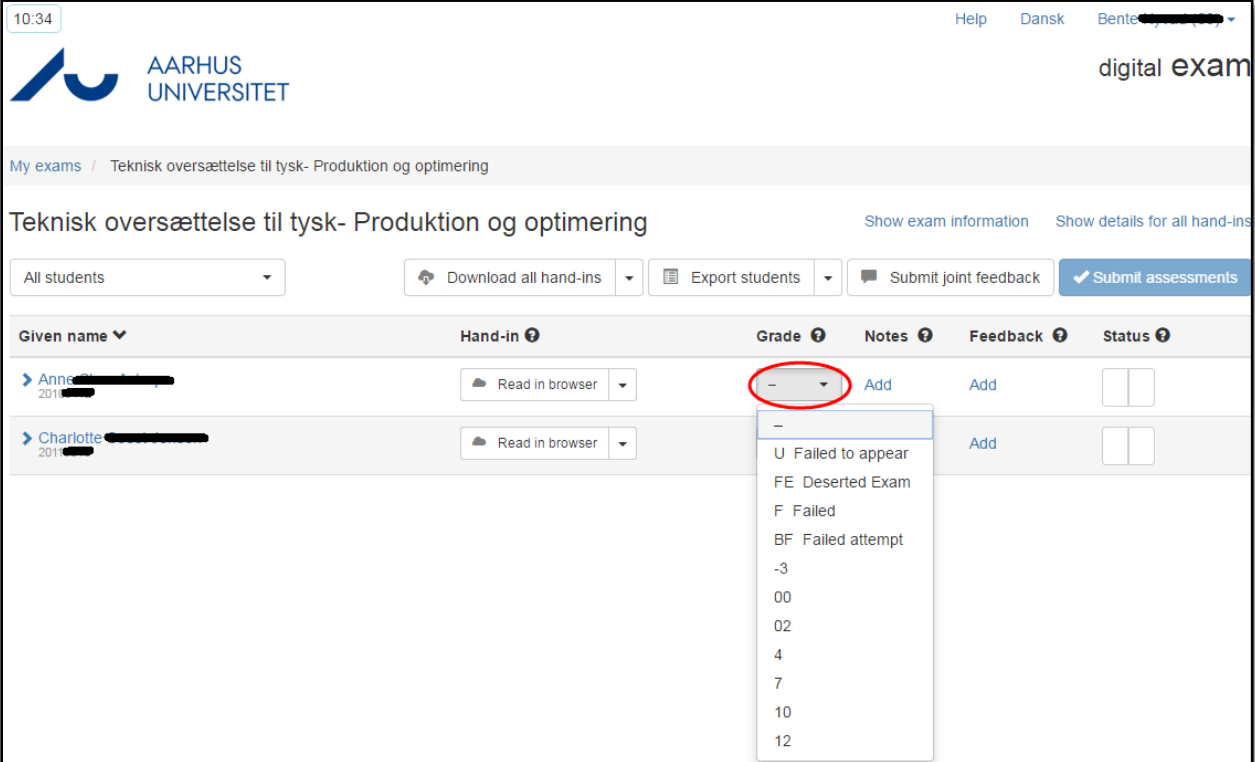


How to register grades/marks

After you have read and assessed the students' exam papers, you must assign grades/marks in the Digital Exams system. To do so, follow these steps:

1. Click the small arrow in the 'Grade' field for a list of grades/marks.
2. Select the grade/mark you wish to assign to the student.

Note: The status field will now indicate that you have assessed the exam paper and are ready to register the mark/grade if you agree with your co-examiner's assessment. You can also check the status of your co-examiner.



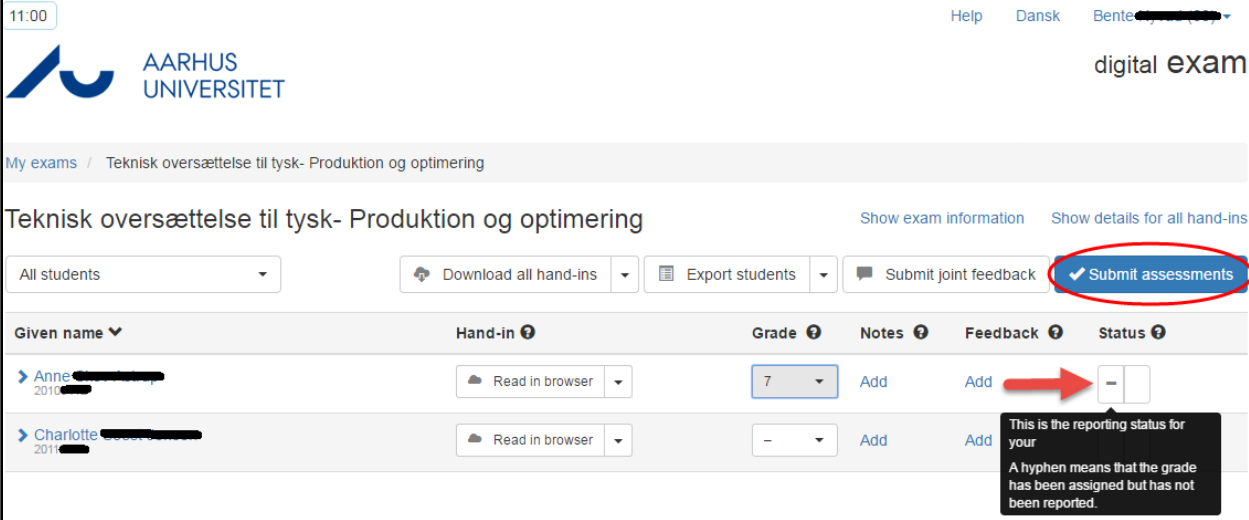
The screenshot shows the Aarhus University Digital Exams interface. At the top, there is a header with the Aarhus University logo and the text "AARHUS UNIVERSITET". To the right, there are links for "Help", "Dansk", and a user profile "Bente [redacted]". Below the header, there is a breadcrumb trail: "My exams / Teknisk oversættelse til tysk- Produktion og optimering". The main title of the page is "Teknisk oversættelse til tysk- Produktion og optimering". Below the title, there are several action buttons: "All students" (dropdown), "Download all hand-ins" (dropdown), "Export students" (dropdown), "Submit joint feedback", and "Submit assessments" (checked). The main content area is a table with columns: "Given name", "Hand-in", "Grade", "Notes", "Feedback", and "Status". There are two rows of student data. The first row is for "Anne [redacted]" and the second for "Charlotte [redacted]". In the "Grade" column for Anne, a dropdown menu is open, showing a list of possible grades: "-", "U Failed to appear", "FE Deserted Exam", "F Failed", "BF Failed attempt", "-3", "00", "02", "4", "7", "10", and "12". The "-" option is circled in red.

Given name	Hand-in	Grade	Notes	Feedback	Status
Anne [redacted] 201 [redacted]	Read in browser	-	Add	Add	
Charlotte [redacted] 201 [redacted]	Read in browser	-	Add	Add	

How to submit marks/grades

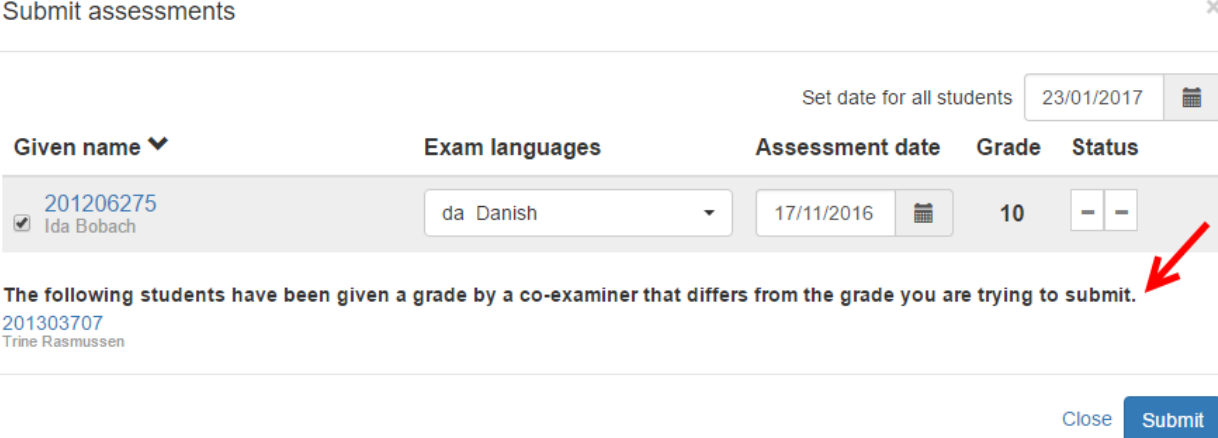
Once you have assigned marks/grades, you must submit them. To do so, follow these steps:

1. Click the blue 'Submit assessments' button.
Result: A new screen will appear in a pop-up window where you can remove the students for whom you do *not* wish to report grades by unticking the box next to 'Given name'.
2. If you wish to change the examination language, you can do this here for each student. You must change the language if the exam language next to the student's name is incorrect.
3. After you have checked to make sure that the marks/grades reported are correct, click 'Submit'.
The marks/grades for the students you have selected will be forwarded to the STADS studies administration system.
Note: This means that the marks/grades are locked, and you can no longer change them.



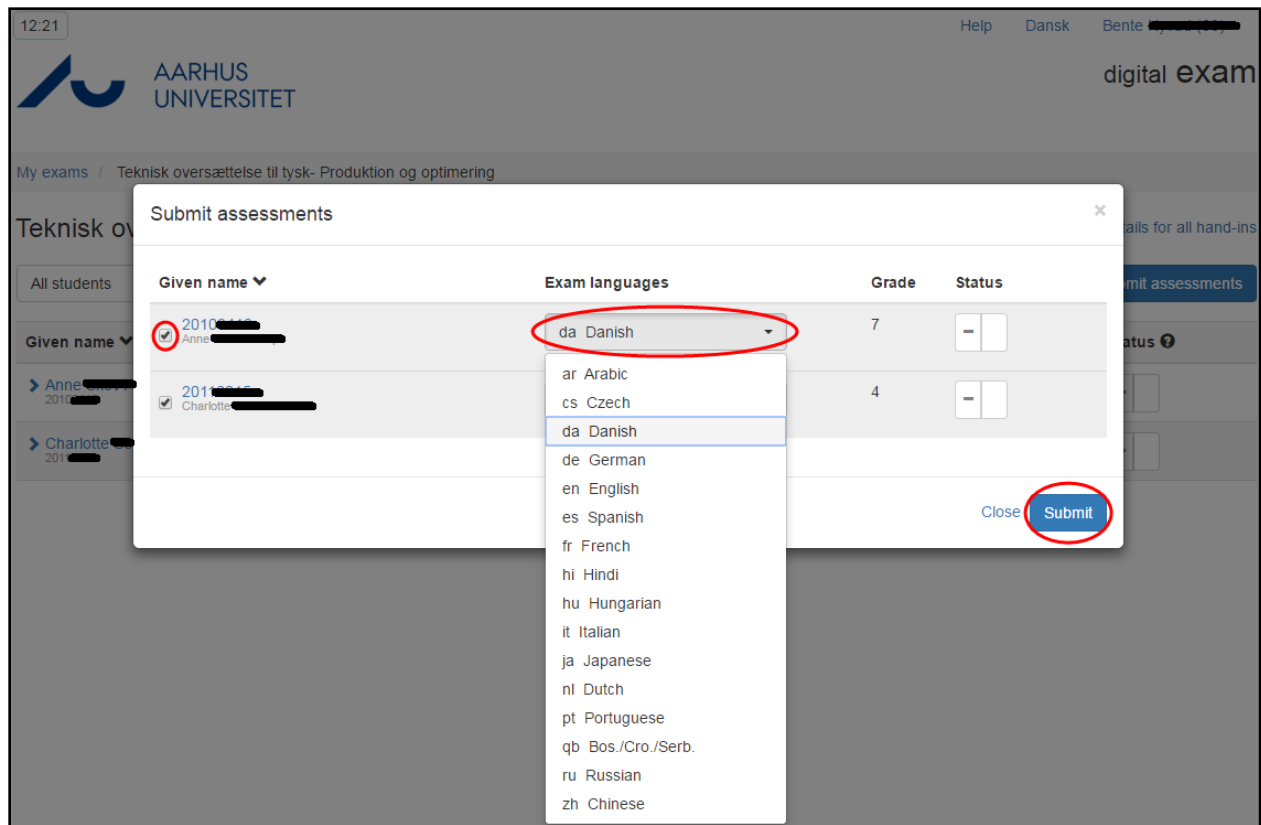
The screenshot shows the Aarhus University digital exam interface. At the top, there is a header with the Aarhus University logo and the text 'digital exam'. Below the header, there is a navigation bar with 'My exams / Teknisk oversættelse til tysk- Produktion og optimering'. The main content area is titled 'Teknisk oversættelse til tysk- Produktion og optimering'. There are several action buttons: 'Download all hand-ins', 'Export students', 'Submit joint feedback', and 'Submit assessments' (which is circled in red). Below the buttons is a table with columns: 'Given name', 'Hand-in', 'Grade', 'Notes', 'Feedback', and 'Status'. The table has two rows of student data. The first row shows 'Anne' with a grade of '7'. The second row shows 'Charlotte' with a grade of '-'. A red arrow points to the 'Status' column for the second row, which contains a hyphen. A tooltip box explains: 'This is the reporting status for your. A hyphen means that the grade has been assigned but has not been reported.'

If there is an inconsistency between one or more of the marks/grades assigned and the marks/grades assigned by any co-examiner(s), the last person to submit marks/grades will receive an error message including the name(s) of the student(s) who have been assigned inconsistent marks/grades.



The screenshot shows the 'Submit assessments' pop-up window. At the top, there is a close button (X) and a date selector 'Set date for all students' with the date '23/01/2017'. Below the date selector is a table with columns: 'Given name', 'Exam languages', 'Assessment date', 'Grade', and 'Status'. The table has one row of student data: '201206275 Ida Bobach' with 'da Danish' as the exam language, '17/11/2016' as the assessment date, and '10' as the grade. The 'Status' column contains two hyphens. A red arrow points to the error message below the table: 'The following students have been given a grade by a co-examiner that differs from the grade you are trying to submit.' Below the error message, there is a list of student IDs and names: '201303707 Trine Rasmussen'. At the bottom right, there are 'Close' and 'Submit' buttons.

When all examiners and co-examiner(s) has reach an agreement the examiners or co-examiners whose submitted grade did not match the actual grade will have to change the grade to the agreed upon grade.



How to register grades with a spreadsheet

It is possible to download a spreadsheet (a .csv file) on which you can register marks/grades for the students assigned to you. To do so, follow these steps:

1. Click 'Export students'.
2. Register marks/grades on the spreadsheet on the 'Grades' tab.
3. Save the file on your computer.
4. Click 'Import students' to import the spreadsheet to Digital Exams.
Result: All of the assigned marks/grades will be visible next to the names of the students under 'Grades'.
5. After you and your co-examiner have agreed on marks/grades, the marks/grades must be submitted as described above.

Teknisk oversættelse til tysk- Produktion og optimering

Download a list of the names of your students taking the exam as a .csv file. You can save the file to your computer, enter the grades in the file, and subsequently import the list again here. Remember only to assign a grade/mark that is appropriate for the specific exam. The relevant marking/grading scale for the exam is included at the end of the .csv file.

Show exam information Show details for all hand-ins

All students	Download all hand-ins	Export students	Submit joint feedback	Submit assessments	
Given name	Hand-in	Export students	Notes	Feedback	Status
Anne [redacted] 2010	Read in browser	7	Add	Add	-
Charlotte [redacted] 2011	Read in browser	4	Add	Add	-