ARTS UNIVERSITY BOURNEMOUTH

User Guide

for

eVision
Online Marks Entry

Version: 1.3

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Revision History

Name	Date	Reason For Changes	Version
M Lefkonidjates	15/05/2016	Initial Version	1.0
M Lefkonidjates	15/09/2016	Updated troubleshooting details	1.1
M Lefkonidjates	19/09/2016	Added email confirmation details	1.2
M Lefkonidjates	30/11/2016	Added new status code information	1.3

Introduction

The eVision Online Mark Entry system has been designed to provide a robust and easy-to-use process for the entry of marks at Assessment Component level.

The system will also cater for the entry of grades for pass/fail Assessment Components which do not have marks.

Marks and grades are entered through the eVision screens and automatically saved to the AUB Student Records system (SITs).

Entry of marks or grades is a two stage process.

Stage 1 – Submit
Enter marks for an Assessment Component and then select Submit.

Selecting the Submit button will store marks in eVision.

An Alert will be displayed offering the option to either Commit the marks or Review the marks.

Marks can be reviewed and changed if needed, and the Submit button can be selected again to recalculate the status. This process can be repeated as often as required.

Marks can be left in review state for as long as you wish. You can close the system and return at a later time to commit the marks. This would allow you to review the marks with colleagues before committing the final marks.

Note: The marks have not been saved to SITs at this stage.

Stage 2 – Commit
Selecting the Commit button will save the marks to SITs.

This process is final. Marks cannot be reviewed or changed once the Commit option has been selected.

If you find that a mark has been entered incorrectly please contact Student Records and they will be able to correct the mark.

The Commit option will automatically open the email client on your device with a prefilled email containing details of the Unit that you have entered marks for and the email address of your faculty office. You will be able to add additional information, if appropriate, before clicking send.

Please remember to send the email to your faculty office once you have committed the marks, to let them know marks are available on the system.

If you do not see an automatically generated email please contact Student Records.

Support

Support on the process of using the system to enter marks is provided by Student Records. Email studentrecords@aub.ac.uk or telephone AUB extension 3381.

In order to enter marks using the Online Mark Entry system you must have been set-up in SITs as a marker for the appropriate Units. If you are unable to see the Unit you wish to enter marks for when you logon to the Online Mark Entry system please contact Student Records.

Process Overview

From MyAUB select the eVision tile to display the applications that are available to you. Each user will see only the applications that are relevant to them. One of these applications will be Mark Entry.

Select the Mark Entry Tile
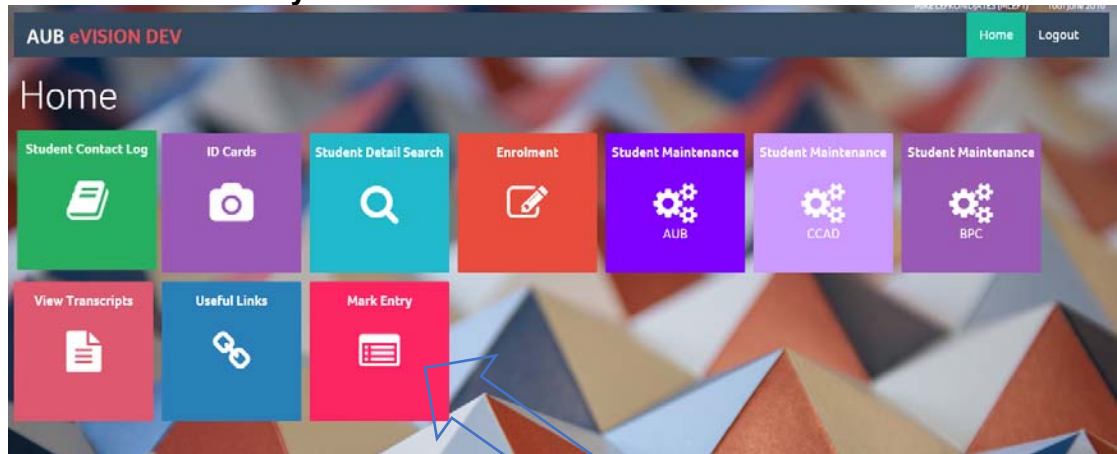
Your eVision Home screen will look different to the above, but you will have the Mark Entry Tile as one of your options.

Select the Unit

You will be shown the Units that you have been set-up to mark. If you can't see the Unit you want to mark please contact Student Records

Select the Unit to mark by clicking the Select Arrows.

Select the Assessment Components

Tick the Assessment Component to be marked.

Where a Unit consists of more than one Assessment Component (as above) you can select only one of the Components or both Components at the same time.

Then select either Enter Marks or Enter Referrals, depending on which type of mark you are entering.

Enter Marks will allow you to enter the marks for a student's first attempt at an Assessment Component.

Enter Referrals will allow you to enter marks for a student's second (Referral) and subsequent (Retake) attempts at an Assessment Component.

The system will automatically cap Referral and Retake marks if you enter an uncapped mark.

Also use the Enter Referrals option to enter marks for a student who is on Mitigation. In this case the first attempt will have been set to a mark of 0 with a status of M and the next attempt will also be treated as a first attempt and the mark will not be capped.

Enter the marks for each student

Enter the marks for each student and scroll to the bottom of the page.
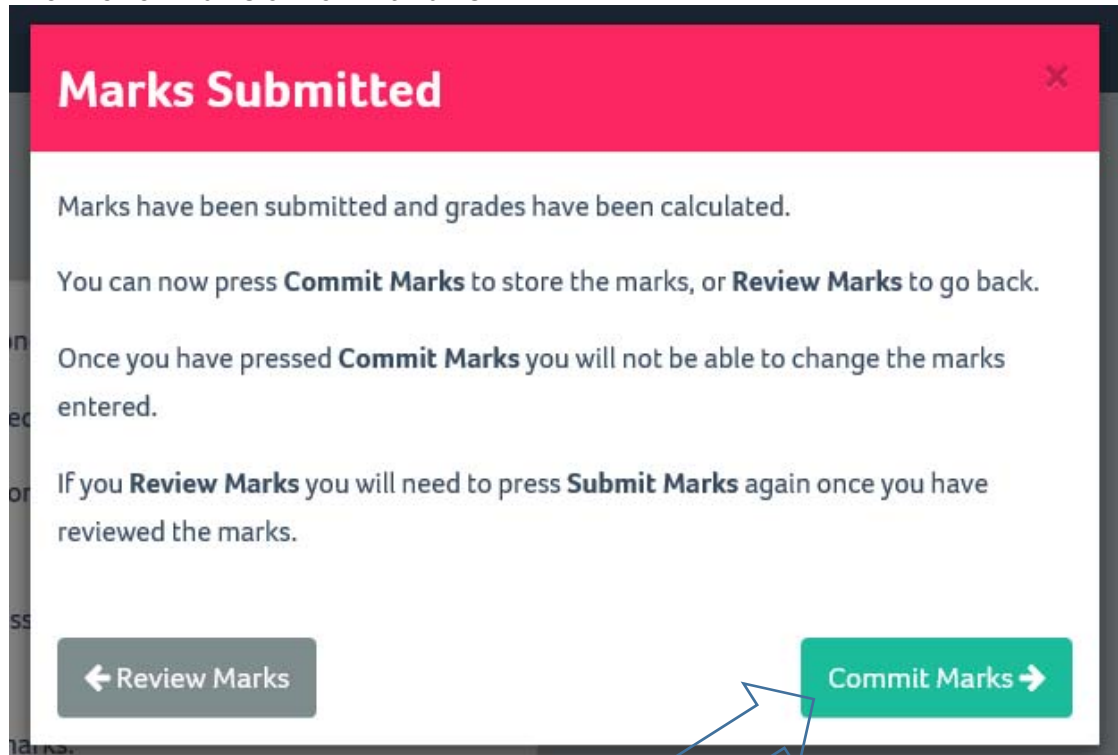
Click Submit Marks.

An Alert will be displayed giving the option to Review Marks or Submit Marks.

Note: The marks have not been saved to the SITs database at this stage.

Please remember to use notched marking at the component level. Marks should end in 2, 5 or 8.

Click Review Marks or Commit Marks

Marks Submitted ×

Marks have been submitted and grades have been calculated.

You can now press **Commit Marks** to store the marks, or **Review Marks** to go back.

Once you have pressed **Commit Marks** you will not be able to change the marks entered.

If you **Review Marks** you will need to press **Submit Marks** again once you have reviewed the marks.

← Review Marks   Commit Marks →

Selecting Review Marks will redisplay the Enter Marks screen, showing the marks you have entered. You can alter the marks at this stage if required. Submit Marks on the Enter Marks screen must be selected again if you have chosen to review the marks.

Note: The marks have not been saved to the SITs database at this stage.

Once you are sure that you are happy with the marks you have entered you should select the Commit Marks option from the Alert screen. This will save the marks to the SITs database.

The Commit option will automatically open the email client on your device with a prefilled email containing details of the Unit that you have entered marks for and the email address of your faculty office. You will be able to add additional information, if appropriate, before clicking send.

Please remember to send the email to your faculty office once you have committed the marks, to let them know marks are available on the system.

If you do not see an automatically generated email please contact Student Records.

Mark Processing Complete

Select the Back option to return to the Assessment Component selection screen.

Note: Marks have now been saved to the SITs database.

Select View Unit Marks

AUB eVISION DEV   Home   Logout

Mark Entry

Unit Details

Unit	Name	Occ	Year	Period	Students
ANP458	Translating Animation Principles	A	2015/16	T3	89

Assessment Components

Shown below is a list of available assessment components for the chosen unit.

Select the assessment components that you wish to enter marks for by ticking the select box on the left-hand side.

Select		Description	Type	Weight	Q Mark	Final
☑	001	Portfolio	CW	70%	40	No
☑	002	2000 Word Essay	WW	30%	40	No

Display Options

Sort records by   [Student Name ▼]

[Back] [Enter Marks] [Enter Referrals] [View Unit Marks]

To see the marks that have been saved to the SITs database select the View Unit Marks option.

View Unit Marks

AUB eVISION TEST   Paperless   Home   Logout

View Marks/Grades

Unit Details

Unit	Name	Occ	Year	Period	Students
ANP456	Fundamentals of Animation	A	2016/17	T1	82

Results

Student Code	Name	Action Required	Unit Mark	Unit Status	Result	001 – CW 70% Fundamentals of Animation (Portfolio) Component Mark	Component Status	002 – WW 30% Fundamentals of Animation (2000 word Essay) Component Mark	Component Status
1602681/1	WRIGHT FRANCES	*	?	?	?	?	?	?	?
1603913/1	WRIGHT MICHAEL		58	P	P	58	P	58	P
1502024/2	YEH TEHAN		38	RF	F	38	RF	38	RF
Attempt=2						?	?	?	?
1603567/1	YOVKOVA YOANA		73	QF	F	88	P	38	RF
Attempt=2						-	-	?	?
1507244/2	YUEN ANNA		53	QF	F	38	RF	88	P
Attempt=2						?	?	-	-
1600691/1	ZHANG JINGXI		0	NS	F	0	NS	0	NS
Attempt=2						?	?	?	?

[Back] [Enter Marks] [Enter Referrals]

To print the marks that are displayed select the Print option from the File dropdown or press Ctrl and P together.

Status Key

The following status codes are used:

P - Pass, The pass mark for the Unit/Component has been achieved.

QF - Qualified Fail, This will only appear for Units which consist of two components, where a pass mark was achieved on one component but the other component did not achieve a pass mark.

RF - Referral, The Unit/Component was not passed at the first attempt.

RT - Retake, The Unit/Component was not passed at the second attempt.

F - Fail, The Unit/Component was not passed at the third attempt.

NS - Non-submission, Work was not handed in by the deadline.

M - Mitigation, The student has been granted Mitigation for the Component and therefore has a later hand-in date.

I - The student has interrupted (suspended) their studies at AUB.

W - The student has withdrawn from their course at AUB.

Q - Used only by the Architecture course.

Rules

- Assessment/Referral/Retake Marks must always be entered, submitted and committed in order for the marks to be saved to the Student Records system (SITs).

- Assessment Marks must always be entered, submitted and committed before the student becomes available for entry of Referral Marks.

- You can review and alter the marks up to the point at which you commit the results.

- When you commit the results you will be presented with a prefilled email to send to your faculty office to notify them that you have entered marks for a Unit.

- Enter a mark of 0 (zero) if the student has not submitted work on time. This will be tagged with a status of NS to indicate non-submission.

- Leave the mark blank and contact the Head of Quality and Standards or Student Records if the student is subject to mitigation or plagiarism. You can still submit and commit any other marks on the page.

- After the result has been committed you will need to contact Student Records to amend any inputting errors that are subsequently identified.

- MITIGATION MARKS should be entered through the Enter Referrals process. The full range of marks are available here .and will be recorded as1st attempt.

- Both Referral and Retake marks should be entered using the Enter Referrals option.

Printing from eVision

Your internet browser will allow you to print any eVision page. The View/Calculate page is the most useful for keeping a paper record of marks entered.

If it would be helpful, you can print out empty mark sheets from the Enter Marks Page before you have entered any marks.

To print, select the Print option from the File dropdown or press Ctrl and P together.

Troubleshooting

MIS   Tel: 3339   email: mishelpdesk@aub.ac.uk

Student Records   Tel 3381   email: studentrecords@aub.ac.uk

Problem	Suggestion
Can't login to eVision	Contact MIS
Can't see my Unit	Contact Student Records
A student is missing from the marks list	If the student is on Referral or Retake they will only appear during the Enter Referrals process and not during the Enter Marks process. If the student has Mitigation they will only appear during the Enter Referrals process and not during the Enter Marks process. If the student is the subject of a Plagiarism investigation they will not appear during the Enter Marks or Enter Referrals process. All of these cases will appear on the list produced by the View/Print option. Contact Student Records
A student has withdrawn or interrupted but is still appearing	If the student achieved a mark for the Unit prior to interrupting or withdrawing then this should be entered, otherwise the mark should be left blank. Do not enter 0 unless the student genuinely did not submit work when they should have done. This will be classed as a non-submission. Contact Student Records to let them know that the student has withdrawn or interrupted as appropriate.
An email option is not appearing when Commit is pressed	The most likely cause is that you haven't been allocated to a Faculty Office in SITs. Contact Student Records
All other support using the system	Contact Student Records