

WHERE IS IT?

Grade Reports > Assess / Contribute

Grid view

List view

How to use the assessment grid

1. Assessment is connected via course affiliation. Select the course from the drop down menu
2. Then check the assessment period (Term).
3. Choose whether to assess in the grid view, or in the individual list view by using the dropdown option list.
4. Enter the appropriate grade in the cell on the student row.
5. If an achievement scale is used then select from the options in the tick list on the grid.
6. Averages and attendance stats cannot be altered on the assessment grid
7. Comment boxes can have rich text features to enhance the text
8. If you prefer to see the full learning outcomes, then select individual view, otherwise click on the column code headings for a pop up to appear.

GOOD TO KNOW

- Copying and pasting from a tabled format can cause entries to appear in other cells. Enter one comment at a time to avoid this.
- Assessments are attached to subject specifications they can be changed easily.
- Fields can be set to mandatory, when filled the status changes to complete.
- Entries can be applied to row and column by dragging on the bottom right hand corner of the cell.
- Add grades in grid view and finish comments in individual view.
- Check how much space you have for the comments. We can set a limit if required.

Ter	PSA	PSII	TCI	TCII	Test 1
Learning outcome description	Exc	Met	Met	Met	Met

Links to Grade reports knowledge base guides

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