PREPARATION FOR AND CREATION OF A NEW MARKS RETURN CHECKLIST

1

☑ ENSURE YOU HAVE PERMISSION TO RETURN MARKS

All marks returners need the **'Electronic marks Returner'** status, assigned in **Pegasus** by the Class Manager.

2

☑ ENSURE ALL RELEVANT STUDENTS ARE REGISTERED FOR THE CLASS

Marks return lists the students that are registered for the class, not enrolled on the MyPlace site. It is not possible to return a mark for a student who is not registered for the class.

4

☑ CHOOSE A METHOD FOR ENTERING MARKS

- Uploading a .csv file with specified headings
- Pulling marks from the MyPlace gradebook
- Typing the marks directly into the screen

3

☑ AGREE A NAMING CONVENTION

A naming convention for your department/school will ensure consistency and ease of reference, helping distinguish between for example summer boards and resit exam boards.

5

☑ CHECK THE ACADEMIC YEAR

Myplace 'rolls over' in August every year. To return marks for a previous academic year, log-in to the Myplace instance for that year, eg, classes2018-2019.strath.ac.uk

6

☑ CHECK FOR AN EXISTING RETURN

Remember to check whether a return has already been started before creating a new marks return. An existing return can be edited up to 3 hours before the exam board.