2. Grades Submission – Setting Up Your Grade Centre "Total" at the Start of Session

Instruction Summary:

1. Log in to UTS online and go to your subject
2. Go to Grade Centre
3. Set up/review your assessments
4. Set up calculated **SYS_WEIGHTED_TOTAL**
5. Add your marks

Instructions:

1. Log in to UTSOnline and go to your subject

Go to online.uts.edu.au and log in with your staff username and password. Click the subject you want to set up

2. Go to Grade Centre

Scroll down until you see Grade Centre in the left column. Select it, then select Full Grade Centre.

Troubleshooting: "I can't see the left column" – it may be minimized. Click on the blue vertical bar on the left edge to make it appear.

In the Grade Centre you'll see three new columns that form part of the Grade Automation Process. They are automatically added to each subject. **IT IS IMPORTANT THAT YOU NOT EDIT OR DELETE THESE COLUMNS, UNLESS INSTRUCTED TO DO SO**.
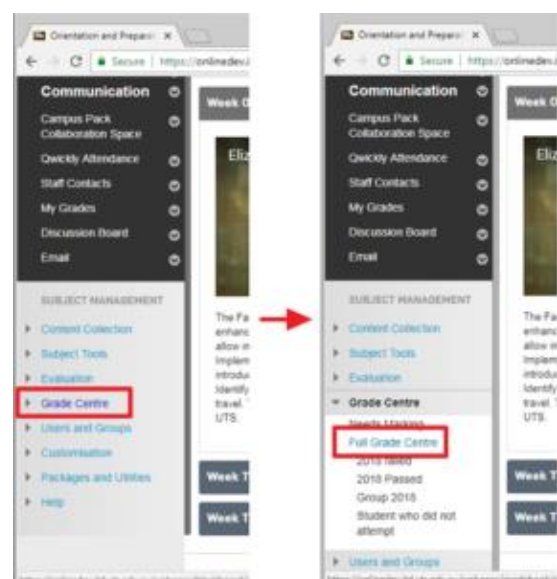
A quick explanation:

SYS_WEIGHTED_TOTAL – This will calculate the final mark, based on the formula you set up. We'll walk through setting up the formula in a bit. At the end of the session when you submit your grades, this column is entered into CASS. *NB: you cannot edit this column directly.*

SYS_GRADE – This letter grade is automatically displayed based on SYS_WEIGHTED_TOTAL where marks will be rounded up from 0.5. The letter grade schema will be automatically drawn from CASS, so you do not need to touch this column. *NB: By default, this grade is calculated from simply adding the weighted assessments together, out of all possible marks (ie. 100). This means that if you have only marked one assessment task so far, the Sys_Grade will likely show a Fail until the rest of the grades are added.*

SYS_OVERRIDE_GRADE – This column allows you to adjust the final letter grade in rare cases – the column will only accept pre-configured grades like 'W', 'X', or 'Q', to indicate incomplete grades (eg. from failing a hurdle task, or results pending). You have the option to leave an internal comment when you override the grade. *NB: You are not able to change the numerical score or grade here (eg. from a 74-C to a 75-D). This can only be done by adjusting the individual assessment scores.*

3. Set up/review your assessments

It's time ensure each of your assessments has its own column. This is not technically part of the grades automation process, but a necessary prior step. Each assessment might have one column for an overall mark, or multiple component marks calculated into an overall assessment mark. IMPORTANT: It is strongly recommended that at least one set of assessment marks should be muted (hidden) from student view (typically a final exam or assignment) at all times.

NB. If you have already set up your subject in a previous session, these columns will be automatically rolled over – you will not need to set these up again. However, it's a good idea to delete any previous columns you're no longer using. If you find yourself blocked from deleting a column, lodge a [Service Connect](#) ticket and include the Column ID for deletion, which is available under 'Quick Column Information'.

If you have new assessments or have not used Grade Centre before, instructions for setting up your columns can be found at: https://help.blackboard.com/Learn/Instructor/Grade/Grade_Columns

To mute a column so that students don't see it, follow the instructions at: https://help.online.uts.edu.au/information-for-staff/marking-and-grading/the-gradecentre/#manage-student-grade-availability

If you want to use a different grading schema for an individual assessment, follow the instructions at: https://help.blackboard.com/Learn/Instructor/Grade/Customize_Grading_Interface/Grading_Schemas#associate-grading-schemas

IMPORTANT: Please remind your tutors and instructors not to change any of the column details.

4. Set up your SYS_WEIGHTED_TOTAL calculation

To access the settings, click on the drop down arrow next to the **SYS_WEIGHTED_TOTAL** column header, then select Edit Column Information:
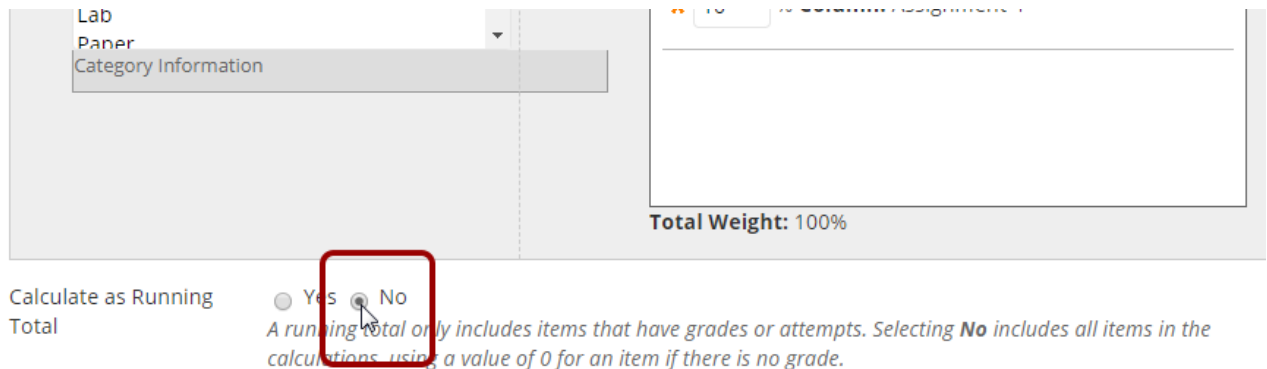
Instructions on how to set up weighted calculations can be found at: https://help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Calculate_Grades#about-weighted-columns

The weighted columns you include must add up to 100%.

IMPORTANT: You must change/make sure "Calculate Running Total" is set to "No":

By default this is set to "Yes". If it is set to Yes, the final mark will ignore any assessments that don't have grades - which is a huge problem if students drop out after the census, fail to submit an assignment, or if a marker forgot to enter it. Make sure that it's set to 'No'!

Troubleshooting: "I can't see the three columns"- you generally have to scroll right to fit them on screen, as they are positioned at the end. Look underneath all of your student rows for the horizontal scrollbar. It can be very fiddly.

5. Add your marks in

This can be done a) manually, by typing directly into the Grade Centre, or b) by downloading a Comma Separated Values spreadsheet (.csv) from UTS Online, filling that out and uploading it again. Instructions can be found at – https://help.online.uts.edu.au/information-for-staff/download-upload-grade-centre/