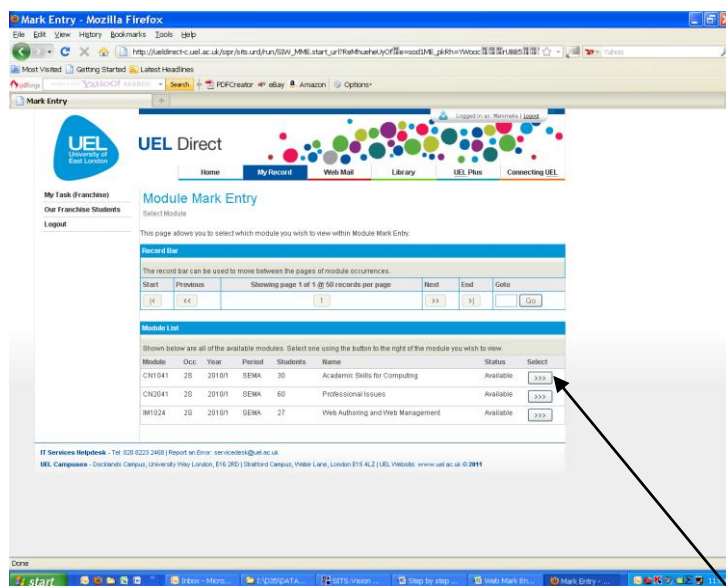


Web Mark Entry

1. Go to UEL website www.uel.ac.uk
2. Go to UEL Direct link
3. Log in (Click yes and OK to all security alert boxes)
4. Click “Our Students” tab
5. On the left hand side click “Our Franchise Students” link.
6. Click “Mark Entry – Colab” link

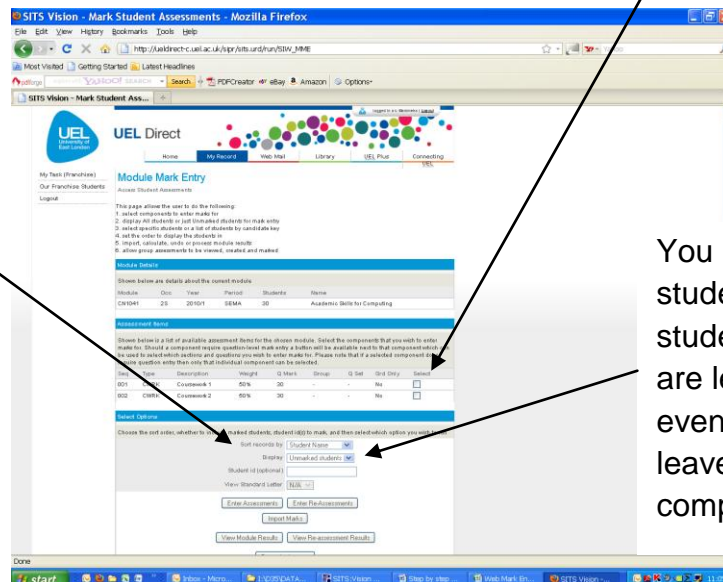
The modules which you have been allocated to will be displayed:



To enter the module, please press the button with arrows under the “Select” column.

7. You then need to choose which component you are adding marks for. Under Assessment Item tick which component you wish to enter marks for. If it is both components please tick both options.

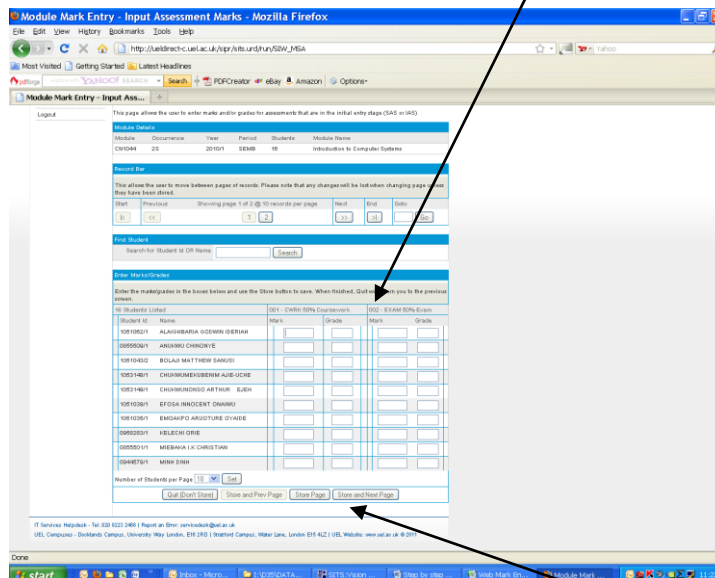
You can select how the records will be sorted



You can select all students or just those students whose marks are left to enter (in the event that you had to leave your post before completing all marks)

8. Then click on the “Enter Assessments” button.

The following will be displayed. Notice, if both components are picked they will be displayed next to one another.



9. Please enter the students mark in the “Mark” column and press the “Store”/ “Store and Next Page” button at the bottom.

When you store the mark the “Grade” column will automatically be completed by the system.

10. A green bar will appear at the top of the screen if the store has been successful. It will prompt you to double check that is has completed the grades correctly, you must check.

- P = Pass – The student has passed the component
- F = Fail – The student has failed the component

11. If you have entered a 0 into the “Mark” column and store it will automatically display the “Grade” as an NS = Non Submission. If the student received a 0 having sat the assessment but achieving no marks you should overwrite this NS with an F = Fail and store the page. If the student has withdrawn please change the grade to W = Withdrawn.

You must not leave any mark box blank.

If there is a student who should not be on the lists and where no mark can be entered please inform your UEL Administrator immediately.

12. Once you have checked all grades are correct you must store the page again.

Once you have stored all the marks please inform your UEL administrator.

The full demo can be found at <http://evision.uel.ac.uk/html/ueldirect-demos.htm>