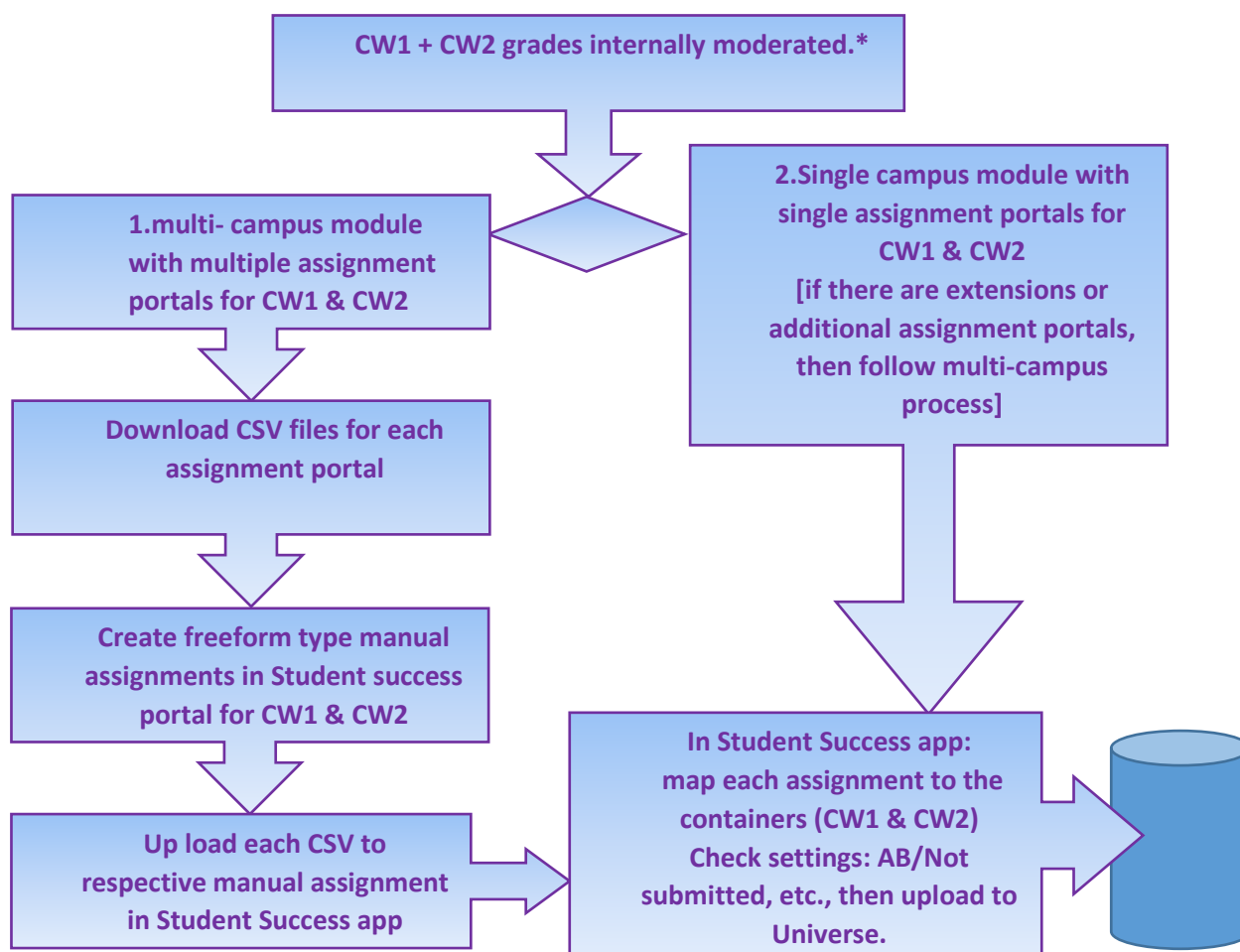


**This staff guide covers methods of sending moderated coursework grades to Universe from Aula.** Follow this process only after all coursework (CW1 + CW2) grades have been internally moderated, i.e. this is to be done once per block. Instructions:

1. [multi campus modules – with multiple coursework assignment portals: pages 2 – 6](#)
2. [single campus modules – with a single coursework assignment portal: pages 7 – 8](#)



Registry Team have advised staff to conduct this exporting of grades on a single date – ideally after the internal moderation of Course Work (CW) 2. These notes therefore are applicable to the submission of both CW1 and CW2 grades into Universe.

Notes: Any single campus modules which have **extensions or additional assignment portals** within the CW1 or CW2 block submission dates, will need to follow the first process. This ensures all moderated grades associated with a block Course Work are combined and therefore sent off as a collated set of grades.

\* Any **resits** will also need to be included. Discuss this process with TELs Team and Registry.

If you at all unsure of any of this, or encounter an error then please contact the TELS team on: [cugtels@coventry.ac.uk](mailto:cugtels@coventry.ac.uk)






## 1. Sending grades to Universe (multi campus or multi assignment CW1/CW2 modules)

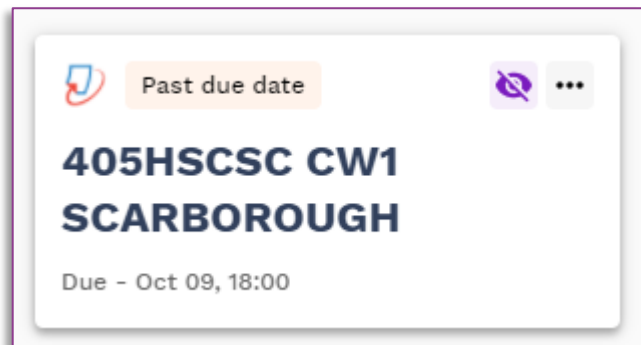
Go to the “assignment” section of your module



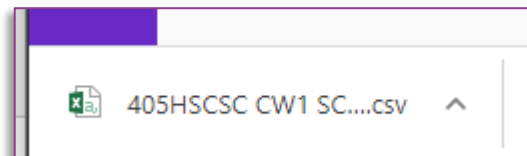
Click on the  icon and click “export grades” for each campus hand in for the relevant piece of coursework.

For example

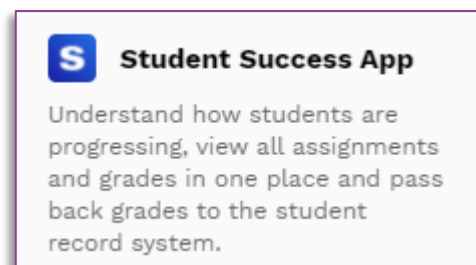
If you are sending grades for coursework 1, export grades for **each CUC, CUL and CUS** assignment portals for coursework 1.




You will then get a .csv file for **each** campus which contains the grades. You will need these later.



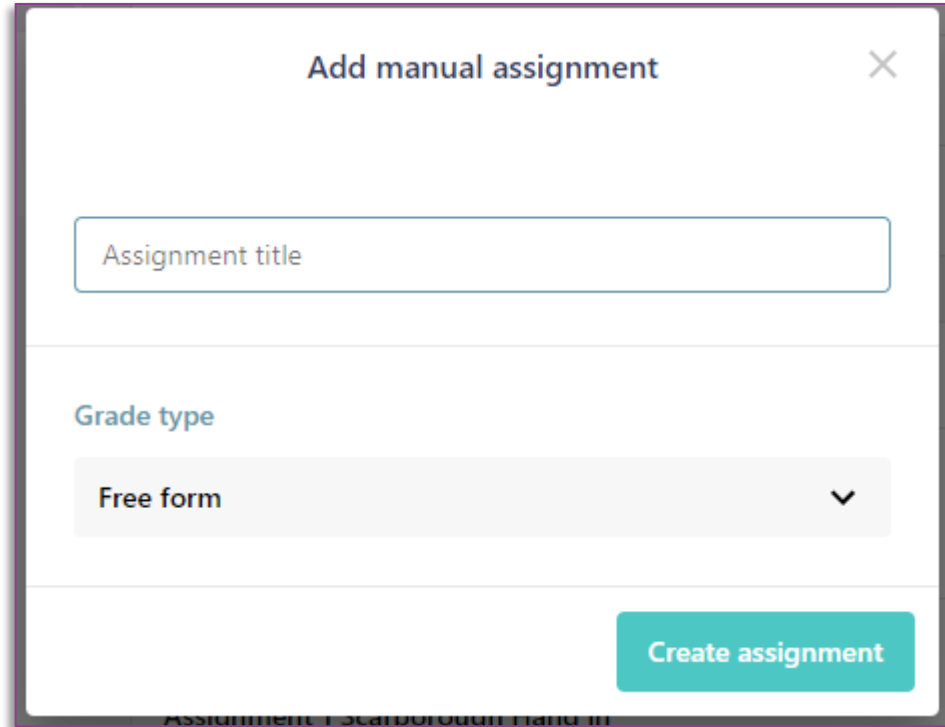
Then click into the “student success app”.



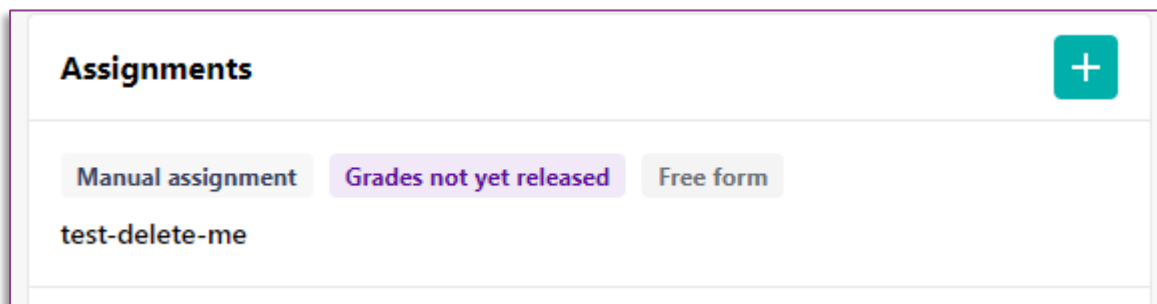


Click on the  icon to create a “manual assignment” and give it a generic name such as coursework 1 upload etc.

Ensure that you choose **Free form** as the Grade type.



You will then see that assignment appear with the others in the list. Click on it.



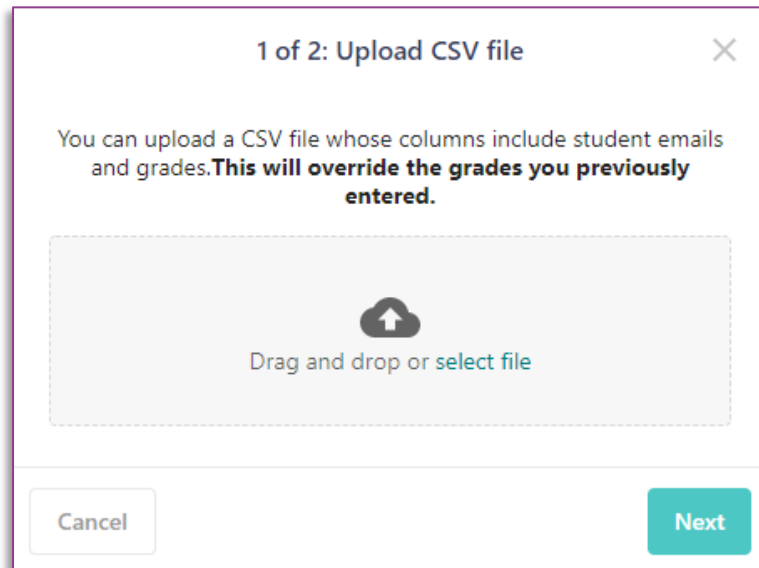
Then click “upload grades”.



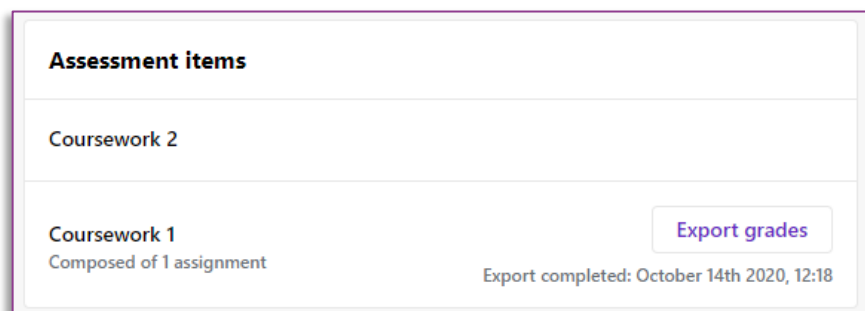
## Staff Aula Support

Next drag the CSV files (you downloaded previously) into the drag and drop box and click next and finally save.

NOTE: if you get message about an “overwrite” do not panic, and click ok. Each CSV is adding grades against respective students in turn. Nothing has been overwritten.



You will then need to choose which Assignment item you wish to send e.g. Coursework 1 or 2.

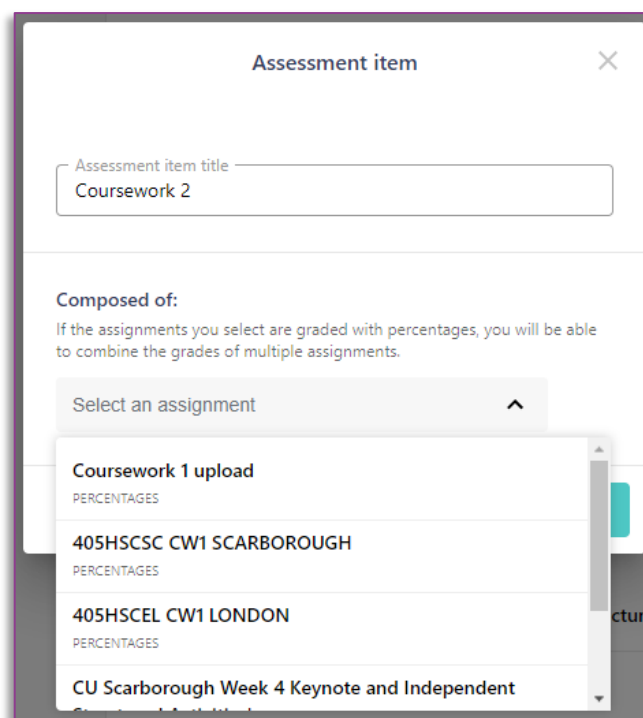


Then you need to **map** the piece of coursework with your hand in portal. You will need to make sure you pick the component that has all the grades transferred into it.

### For example

Coursework 2 (Universe) should map against your coursework 2 Turnitin hand in.

\*If you have 2 parts to a piece of coursework with 2 portals you simply match both parts against it.





# Staff Aula Support

Once you have mapped this you can click save. If you have made a mistake click the “bin” icon and start the process again.

Assessment item ✕

Assessment item title  
Coursework 2

---

**Composed of:**  
If the assignments you select are graded with percentages, you will be able to combine the grades of multiple assignments.

Coursework 1  
PERCENTAGES ▼ 🗑️

[+ Add an assignment](#)

Save

**Assessment items**

---

Coursework 2  
Composed of 1 assignment

Export grades

You will see an “**export grades**” option has now appeared. Click this.

You will then get a list of students with grades against their names, if the student has not handed in change this to “Not submitted” otherwise leave as “do not export”.

Export 10/30

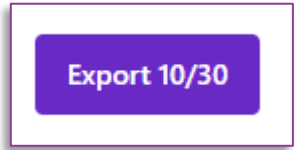
Coursework 1	Grade to export
Not graded <a href="#">Grade now</a> <span style="color: #00a651;">✔</span>	Do not export ▼
Not graded <a href="#">Grade now</a> <span style="color: #00a651;">✔</span>	Do not export ▼
Not graded <a href="#">Grade now</a> <span style="color: #00a651;">✔</span>	Do not export ▼
Not graded <a href="#">Grade now</a> <span style="color: #00a651;">✔</span>	Do not export ▼
56%	56% ▼
Not graded <a href="#">Grade now</a> <span style="color: #00a651;">✔</span>	Do not export ▼
60%	60% ▼
65%	65% ▼
65%	65% ▼
60%	60% ▼





# Staff Aula Support

Make sure all of the grades you want to send are present. Then when you are happy click export.



You should then get a message to update you with the status of the export.

**Coursework 1**  
Composed of 1 assignment

[Export grades](#)

Export completed: October 14th 2020, 12:18





## 2. Sending grades to Universe (single campus/single assignment portal modules)

Go to the “assignment” section of your module

Then click into the “student success app”

**S Student Success App**

Understand how students are progressing, view all assignments and grades in one place and pass back grades to the student record system.

You will then need to choose which Assignment item you wish to send e.g. Coursework 1 or 2

**Assessment items**

Coursework 2

Coursework 1  
Composed of 1 assignment

[Export grades](#)

Export completed: October 14th 2020, 12:18

Then you need to map the piece of coursework with your hand in portal.

For example

Coursework 2 (Universe) should map against your coursework 2 Turnitin hand in.

\*If you have 2 parts to a piece of coursework with 2 portals you simply match both parts against it.

**Assessment item**

Assessment item title  
Coursework 2

Composed of:  
If the assignments you select are graded with percentages, you will be able to combine the grades of multiple assignments.

Select an assignment

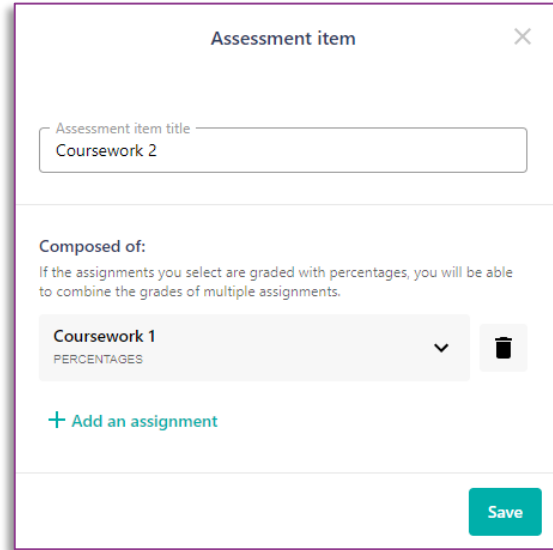
- Coursework 1  
PERCENTAGES
- 405HSCSC CW1 SCARBOROUGH  
PERCENTAGES
- 405HSCEL CW1 LONDON  
PERCENTAGES
- CU Scarborough Week 4 Keynote and Independent



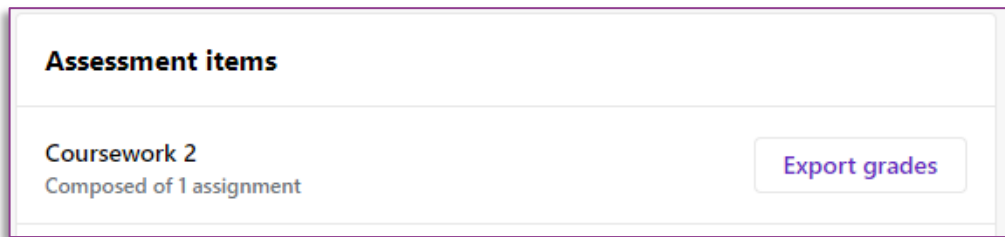
# Staff Aula Support

Once you have mapped this you can click save. If you have made a mistake click the “bin” icon and start the process again.

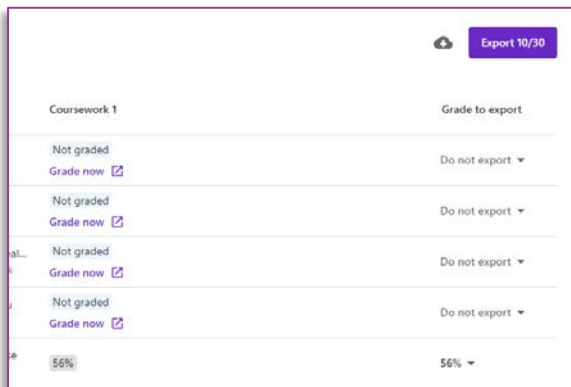
You will see an “export grades” option has now appeared. Click this.



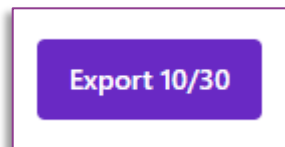
You will then get a list of students with grades against their



names, if the student has not handed in change this to “Not submitted” otherwise leave as “do not export”.



Coursework 1	Grade to export
Not graded Grade now <input checked="" type="checkbox"/>	Do not export ▼
Not graded Grade now <input checked="" type="checkbox"/>	Do not export ▼
Not graded Grade now <input checked="" type="checkbox"/>	Do not export ▼
Not graded Grade now <input checked="" type="checkbox"/>	Do not export ▼
56%	56% ▼



Then when you are happy - click Export

You should then get a message to update you with the status of the export.

