



## How to record grades

When you have read and graded your student's hand-in, you must record the grade in Digital Exam. You do this the following way:

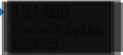

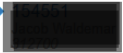

1. Go to "Grade" and click on the little arrow, after which the gradings list will emerge.
2. Choose the right grade for the student.
3. *Notice:* Your status will now show that you have graded the assignment and are ready to record the result, if you agree with your co-examiner. You can also see the status from your co-examiner.

SDU  digital eksamen 

My exams / Skills training

Skills training Show exam information Show details for all hand-ins

All students Download all hand-ins Export students Submit joint feedback Submit assessments

Family name	Plagiarism status	Hand-in	Grade	Notes	Feedback	Status
	Awaiting plagiarism check	 Read in browser	-	Add	Add	<input type="checkbox"/>
	Awaiting plagiarism check	 Read in browser	G	Add	Add	<input checked="" type="checkbox"/>

## How to submit assessments

When you have recorded the grades, you must submit the assessments. You do this the following way:

1. Click on the blue button "Submit assessments"  
*Results:* A new screen will open in a pop-up window where the 'first name' category allows you to select the student whom you *don't* want to report a grade for.
2. If you want to change the language, you can do it here for each student. You must change the language if the field is incorrect.
3. Once you have verified that the grades submitted are correct, click "submit". The grades of the selected students will then be sent to the student administration system STADS.  
*Notice:* This mean that the grades are locked, and you can no longer make any changes.

### Skills training

[Show exam information](#) [Show details for all hand-ins](#)

All students ▾

Download all hand-ins ▾

Export students ▾

Submit joint feedback

Submit assessments

Family name ▾	Plagiarism status ?	Hand-in ?	Grade ?	Notes ?	Feedback ?	Status ?
> [Redacted]	Awaiting plagiarism check	Read in browser ▾	B ▾	Add	Add	-
> [Redacted]	Awaiting plagiarism check	Read in browser ▾	G ▾	Add	Add	✓ ✓

If one or more grades don't correlate to what a co-examiner has recorded, a message of error, stating which student has received different grades, will be sent to the examiner who has given the last grade.

Submit assessments ✕

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Set date and language for all students

01/05/2020 Language ▾

Given name ▾	Exam languages	Assessment date	Grade	Status
The following students have been given a grade by a co-examiner that differs from the grade you are trying to submit.				
[Redacted]				

Close Submit

## How to grade through Excel

It is possible through the system to download an excel file (csv file) in which you can grade to the students you have been assigned. To do this, follow these steps:

1. Refer to the “Export student” menu
2. Click “Export students”

Fill out the excel file with grades in the column “grades”

Save the file

3. Click “Import students”

*Results:* all the grades are now imported and can be seen under “grades”

When you and your co-examiner have agreed upon all grades, you must report the grades the same way as described above.

The screenshot shows the SDU digital\_eksamen interface. At the top left is the SDU logo. Below it, the page title is 'Skills training'. There are navigation links for 'My exams' and 'Skills training'. A dropdown menu is set to 'All students'. On the right, there are buttons for 'Download', 'Hand-ins', 'Export students', 'Submit joint feedback', and 'Submit assessments'. The 'Export students' dropdown menu is open, showing options for 'Export students' and 'Import students'. Red boxes and arrows indicate the steps: 1. Clicking the 'Export students' dropdown, 2. Selecting 'Export students' from the menu, and 3. Selecting 'Import students' from the menu. A tooltip explains the process: 'Download a list of the names of your students taking the exam as a .csv file. You can save the file to your computer, enter the grades in the file, and subsequently import the list again here. Remember only to assign a grade/mark that is appropriate for the specific exam. The relevant marking/grading scale for the exam is included at the end of the .csv file.'

Family name	Plagiarism status	Hand-in	Grade	Notes	Feedback	Status
[Redacted]	Awaiting plagiarism check	Read in browser	B	Add	Add	- ✓
[Redacted]	Awaiting plagiarism check	Read in browser	G	Add	Add	✓ ✓