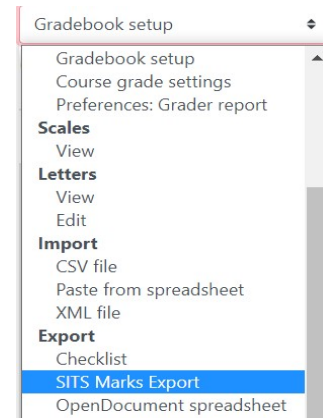


SITs Export

Please note at present this process only works for Undergraduate modules.

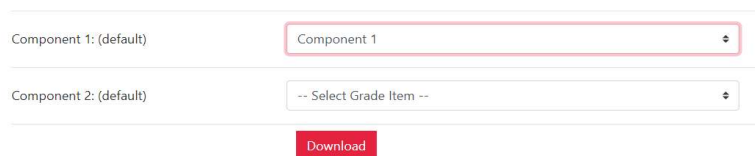
At the top (middle) of the page, use the drop-down menu to select the "SITS Marks Export".

From the next page, you have the option to choose one or two components for export.

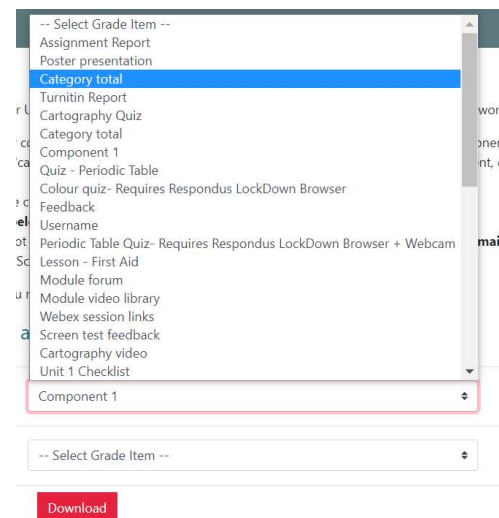


Select either Component 1 or Component 1 and 2 from the drop-down menu.

▼ SITS Marks Export component assignment:

A screenshot of the 'SITS Marks Export component assignment' form. It features two dropdown menus. The first dropdown, labeled 'Component 1: (default)', has 'Component 1' selected. The second dropdown, labeled 'Component 2: (default)', has '-- Select Grade Item --' selected. Below the dropdowns is a red 'Download' button.

**If you have grouped graded items into a Component, you need to select the related "category totals" option from the drop-down menu



Once selected Click on "Download" button at the bottom of the screen. This will download a csv file to your computer.

Open the file to confirm marks, but **do not make any changes to the file.**

Marks for Component 2 will be listed after Component 1 marks in the file.

Once you have confirmed marks, close file without saving. This file now needs to be uploaded to SharePoint as instructed by your School Support Administrator.