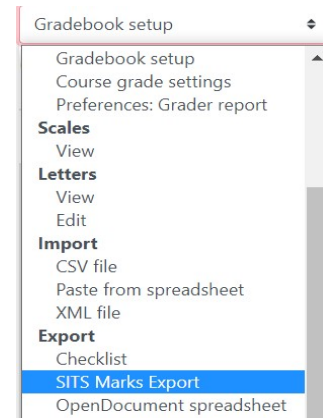# SITs Export

Please note at present this process only works for Undergraduate modules.
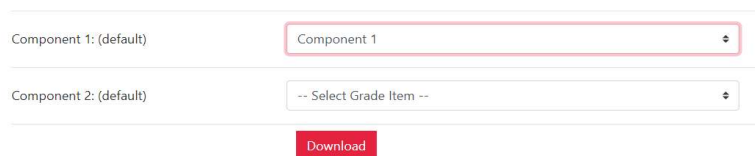
At the top (middle) of the page, use the drop-down menu to select the **"SITS Marks Export"**.

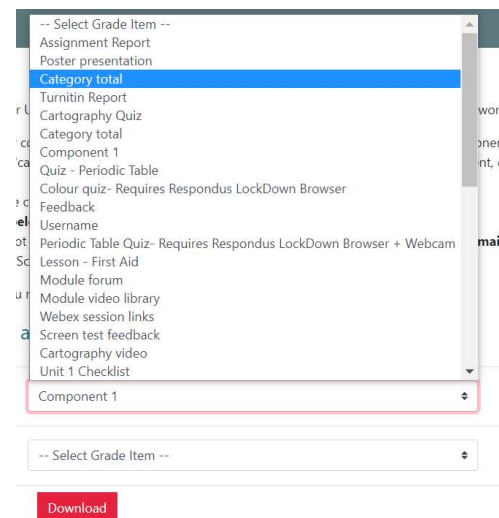From the next page, you have the option to choose one or two components for export.

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

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.