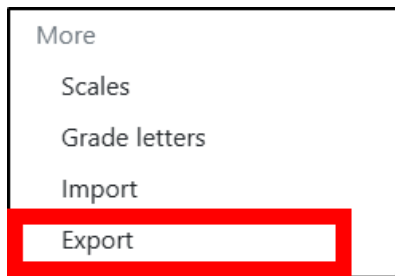
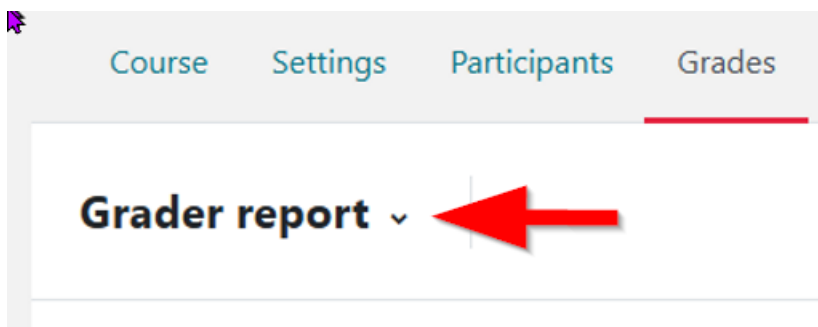


SITs Marks Export

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

Click on '**Grades**' and select '**Export**'



From the drop-down, select '**SITS Marks Export**'



Select **Component 1** and **Component 2** ([see note below on identifying the components](#)) and click on 'Download'

▼ **SITS Marks Export component assignment:**

Component 1: (default) Component 1

Component 2: (default) Component 2

Download

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

Example of the File Format

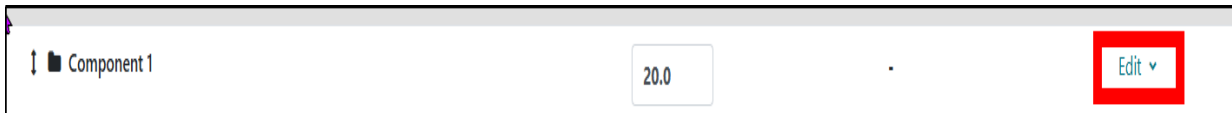
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Year	Period	#Module	Occ	#Map	#Ass#	#SPR_Cod	Name	#CD	Mark	Grade	CD	#Cand	Key
2	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	57			#Cand	Key
3	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	78			#Cand	Key
4	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	62			#Cand	Key
5	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#				#Cand	Key
6	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#				#Cand	Key
7	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	67			#Cand	Key
8	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	62			#Cand	Key
9	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	62			#Cand	Key
10	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	78			#Cand	Key
11	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	57			#Cand	Key
12	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#				#Cand	Key
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14	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	78			#Cand	Key
15	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	42			#Cand	Key
16	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	67			#Cand	Key
17	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	62			#Cand	Key
18	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	67			#Cand	Key
19	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	67			#Cand	Key
20	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	67			#Cand	Key
21	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	42			#Cand	Key
22	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	67			#Cand	Key
23	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#				#Cand	Key
24	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	78			#Cand	Key
25	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	78			#Cand	Key
26	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	67			#Cand	Key
27	2021/2	TR2	MKT0810		1	#MKT081 #01	#SPR_Cod	Name	#	45			#Cand	Key
28	2021/2	TR2	MKT0810		1	#MKT081 #02	#SPR_Cod	Name	#	53			#Cand	Key
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31	2021/2	TR2	MKT0810		1	#MKT081 #02	#SPR_Cod	Name	#				#Cand	Key
32	2021/2	TR2	MKT0810		1	#MKT081 #02	#SPR_Cod	Name	#				#Cand	Key

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

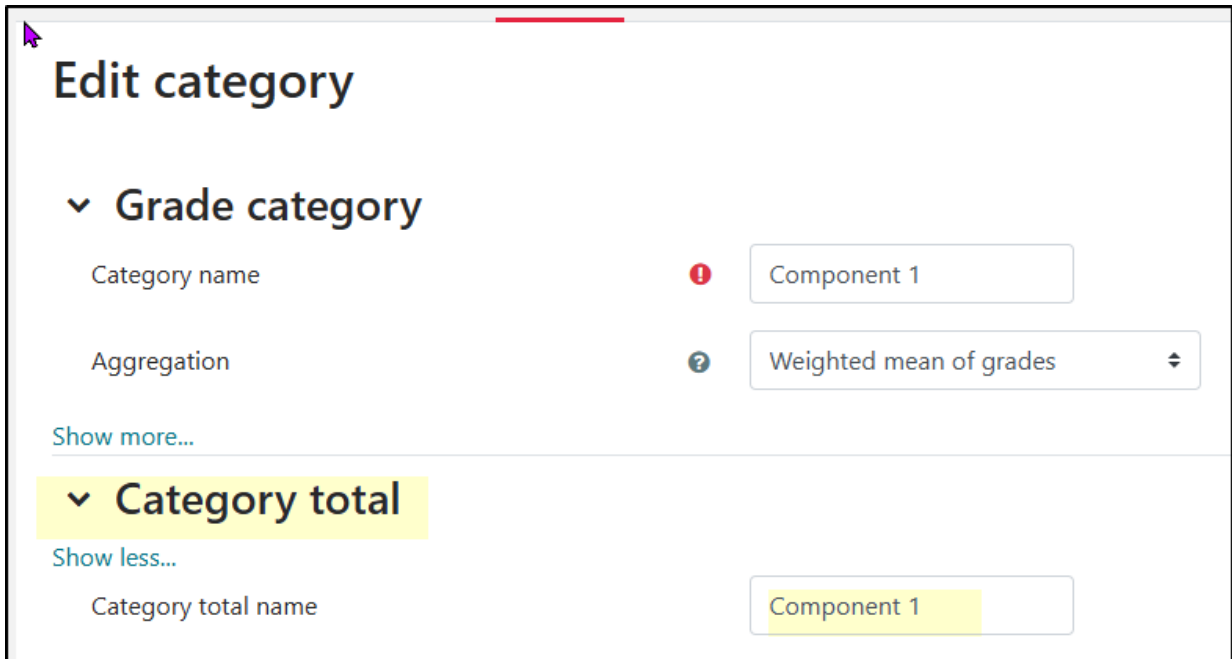
Appendix

Name your categories in Moodle (to easily identify Components 1 and 2 in the SITS Marks Export)

In Gradebook Setup, to the right of the category for Component 1, click on 'Edit'



Type the name 'Component 1' into the **Category Total Name** and **Save**



Do the same for Component 2.

You will now be able to easily select the Components from the SITS Marks Export dropdown list.