

One45 – Curriculum Information System User Guide

Adding Marks / Grades

One45 Basics

Adding Marks / Grades

<http://one45.usask.ca>

I.T.Unit

College of Medicine

University of Saskatchewan

This user guide is intended for 'Administrative' users and covers the following Marks / Grades tasks:

Basics	<ul style="list-style-type: none">• Getting Started (Logging in)	3	Basics
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Getting Started

Login Screen

one45
SOFTWARE INC. | Welcome to one45 Software

UNIVERSITY OF
SASKATCHEWAN

username: jns091

password: ●●●●●●●

Login

[forgot my password](#)

[Browser Requirements](#)

Use your **User ID** and **Password** to Login at:

<http://one45.usask.ca>

Supported Browsers:

Windows:

- Internet Explorer 6+
- Firefox 1.3+

Mac:

- Firefox 1.3+

One45 - Adding Marks / Grades User Guide

Getting Around One45 - Main Menu Navigation elements

Main Menu

The screenshot shows the One45 software interface. At the top, there is a navigation bar with tabs for Schedules, Sendouts, Reports, Forms, and Setup. A 'LOG OUT' button is visible on the left. The user's name, Anup Saseendran, and role, Admin, are displayed in the center. Below the name, there is a 'YOUR TO DO'S: 0' notification. On the left side, there is a sidebar with a 'Welcome Anup' message, a dropdown menu for 'Undergrad', a dropdown for '2007/08', and a 'me: rolodexes' section. A 'Logout' link is also visible in the sidebar. The main content area shows a 'To Dos' list with items like 'Bulletins', 'Personal Info', 'Handouts & Links', 'Evaluations', and 'Schedules'.

Four navigation elements are highlighted with callouts:

1. User Role (Admin)
2. Logout Link
3. Program (Undergrad)
4. Academic Year (2007/08)

Navigation Elements

1. User Role
 - Only 'Admin' users can access curriculum management tools
2. Logout Link
3. Program
 - Graduate / Undergraduate
4. Academic Year

! NOTE

Confirm **3. Program** and **4. Academic** year before proceeding with marks / grades functionality. You should be in **Undergrad** for the **current** academic year.

One45 - Adding Marks / Grades User Guide

TASK 1 : Adding Marks / Grades

Setup Screen

The screenshot displays the One45 software interface for the 'Setup' screen. The top navigation bar includes 'Schedules', 'Sendouts', 'Reports', 'Forms', and 'Setup' (highlighted with a yellow circle). A 'Help: Marks' link is also visible. The left sidebar contains a 'Marks' menu item, also highlighted with a yellow circle. The main content area shows a list of 'MARKS' with columns for 'Tasks', 'active sheets', 'overviews', and 'last year's sheets'. The first item is 'Nephrology End of System Exam Marks /73 at the individual level (attached to 85 people)'. Below it is 'Nephrology End of System Exam Mark % at the individual level (attached to 85 people)'. The third item is 'Module 1 and 2 Results at the individual level (attached to 113 people)'. The 'import grades' button is highlighted with a yellow circle. Three numbered callouts provide instructions: 1. Click 'Setup', 2. Click 'Marks', and 3. Click 'Import Grades'.

1. Click 'Setup'

2. Click 'Marks'

3. Click 'Import Grades'
A new tab or window will open.

TASK 1 : Adding Marks / Grades

Grades Importer

Grades Importer

Undergrad
Year: Jul 1, 2010 to Jun 30, 2011
Today's Date: Oct 12, 2010

1. Set-Up

Upload Excel File
[view/edit](#)

Choose/Edit Grade Sheet
[view/edit](#)

2. Match Excel Fields

Map Excel to Grade Sheet
[view/edit](#)

3. Resolve Unknown People

Resolve Excel Unknowns
[view/edit](#)

4. Preflight Check

Double Check/Approve Set-Up
[view/edit](#)

5. Approve/Reject Results

Check that the import worked
[view/edit](#)

Upload Excel File

Click browse and choose the excel file you want to bring in grades from.

Browse...

5. Browse for your Excel file containing the marks.

4. Click on the Upload Excel File 'view/edit' link.

One45 - Adding Marks / Grades User Guide

TASK 1 : Adding Marks / Grades

Grades Importer

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- Choose/Edit Grade Sheet
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[view/edit](#)

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[view/edit](#)

5. Approve/Reject Results

- Check that the import worked
[view/edit](#)

C:\Users\mdd223\Docu

Filename: **One45GradesTemplate.xls**

Flag the rows that represent columns and data.

Click **cols** if the row contains the column names of the excel sheet. Click **data** if the row is the first row the data to be uploaded starts on.

	Last Name	First Name	Assignment #1-Anemia /10	Assignment #2-Transfusion /10	Assignment #3-Coagulation /10	Assignment #4-Transfusion /10	Assignment #5 /10
cols data	Studenta	Test	8.5	9	7.5	8.5	9.5
cols data	Studentb	Test	8.5	9	7.5	8.5	9.5
cols data	Studo	Test	8.5	9	7.5	8.5	9.5
cols data							
cols data							
cols data							
cols data							
cols data							

6. Once you've selected your Excel file, you'll need to click 'cols' next to the row which contains the labels for the rest of the spreadsheet.

7. Click 'data' next to the first row which contains the student names and actual marks. Every row under this one can be ignored and will automatically be selected for you later.

8. Click 'Done'.

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[view/edit](#)

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- Double Check/Approve Set-Up
[view/edit](#)

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- Check that the import worked
[view/edit](#)

9. Click on the Choose/Edit Grade Sheet 'view/edit' link.

Choose/Edit Grade Sheet

attach to individuals or to individuals + course (if applicable)

- to the individual level
 to the course level
 to the rotation level

10. Select 'to the course level'.

11. Select the course from the dropdown menu.

Select a course: Year 1 :: Professional Skills

Select the existing grade sheet you want to use or click **Use New Grade Sheet** and enter a title for the new grade sheet.

- Use Predefined Grade Sheet
 Use New Grade Sheet

12. Select 'Use New Grade Sheet'.

105.8 Professional Skills Mid-Term Exam Marks %

Ok

13. Type in a name of this Grade Sheet:
a. Always start with your course number.
b. Followed by the course name.
c. Followed by what marks these are.
d. Indicate if marks are: % or /100.

14. Now click 'Ok'.

TASK 1 : Adding Marks / Grades

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Resolve Excel Unknowns
[view/edit](#)

4. Preflight Check

Double Check/Approve Set-Up
[view/edit](#)

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Check that the import worked
[view/edit](#)

Choose/Edit Grade Sheet

attach to individuals or to individuals + course (if applicable)

- to the individual level
 to the course level
 to the rotation level

Select a course: Year 1 :: Professional Skills

Select the existing grade sheet you want to use or click **Use New Grade Sheet** and enter a title for the new grade sheet.

- Use Predefined Grade Sheet
 Use New Grade Sheet

TEST105.8 P

15. A new area will appear on the screen.

Configure the grade sheet fields you want to use for the import.

Click **add field** to add a field to the sheet.

Click **del** to delete a field, **up** to move a field up in the order it will be displayed, or **dn** to move it down.

If you are using a new grade sheet only select field types numeric, text or comment.

[add new field](#) Done

16. Click on the 'add new field' link.

TASK 1 : Adding Marks / Grades

Grades Importer

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[view/edit](#)

attach to individuals or to individuals + course (if applicable)

- to the individual level
 to the course level
 to the rotation level

Select a course: Year 1 :: Professional Skills

Select the existing grade sheet you want to use or click **Use New Grade Sheet** and enter a title for the new grade sheet.

- Use Predefined Grade Sheet
 Use New Grade Sheet

TEST105.8 Professional Skills Mid-Term Exam Marks

17. In each field, type in the name of the mark as well as whether it is a % or out of a total.
 - Generally, you can always leave the 'type' dropdown box as 'numeric'.
 - Clicking the 'dn' or 'up' links will let you move that item up or down a spot.
 - You can remove an item by selecting the corresponding 'del' link.

18. Click 'add new field' until you have the same number of fields as your Excel sheet has grades.

1	Assignment 1 Mark %	numeric	dn del
2	Assignment 2 Mark /80	numeric	up dn del
3	Final Grade /100	numeric	up del

19. Click 'Done'

TASK 1 : Adding Marks / Grades

Grades Importer

Grades Importer

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[view/edit](#)

4. Preflight Check

Double Check/Approve Set-Up
[view/edit](#)

5. Approve/Reject Results

Check that the import worked
[view/edit](#)

20. Click the Map Excel to Grade Sheet 'view/edit' link.

Map Excel to Grade Sheet

Match up the fields from the excel file to those of the grade sheet you are using. Make sure to match **First Name** and **Last Name**.

excel column	maps to	webeval field
Last Name	----->	Last Name
First Name	----->	First Name
Assignment #1-Anemia /10	----->	Assignment 1 /10
Assignment #2-Transfusion /10	----->	Assignment 2 /10
Assignment #3-Coagulation /10	----->	- none -
Assignment #4-Transfusion /10	----->	- none -
Assignment #5 /10	----->	- none -
EOS Exam /50	----->	- none -
Final Mark %	----->	Final Grade %

Done

21. Match each applicable Excel column to the fields we just created in the previous step.

22. Click 'Done' when matching is complete.

TASK 1 : Adding Marks / Grades

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2. Match Excel Fields

Map Excel to Grade Sheet
[view/edit](#)

3. Resolve Unknown People

Resolve Excel Unknowns
[view/edit](#)

4. Preflight Check

Double Check/Approve Set-Up
[view/edit](#)

5. Approve/Reject Results

Check that the import worked
[view/edit](#)

23. Click the Resolve Excel Unknowns 'view/edit' link.

Resolve Excel Unknowns

Resolve the following mismatches.

excel name	is	webeval name
Stude, Test	----->	pick

Done

25. To resolve a mismatch, click the 'pick' link and select the correct student. Click 'Done' when finished.

24. CAUTION! If there are ANY mismatches here, be sure to correct them carefully. Your Excel sheet's spelling of the first AND last name must match what is in One45.

Note: You may also have one or more blank rows where there is nothing entered in the 'excel name' column; just empty boxes with a comma. That means that your Excel sheet likely had whitespace in some cells instead of being actually blank.

Simply assign all of the blank marks to "Student, Test" in step 25. This is preferable to fixing the problem in your Excel sheet and going through all the previous steps again.

NOTE: Usually, there will be no conflicts to resolve. If this page states that there are no mismatches, continue on to the next step.

TASK 1 : Adding Marks / Grades

Grades Importer

Grades Importer

Undergrad
 Year: Jul 1, 2010 to Jun 30, 2011
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1. Set-Up

Upload Excel File
[view/edit](#)

Choose/Edit Grade Sheet
[view/edit](#)

2. Match Excel Fields

Map Excel to Grade Sheet
[view/edit](#)

3. Resolve Unknown People

Resolve Excel Unknowns
[view/edit](#)

4. Preflight Check

Double Check/Approve Set-Up
[view/edit](#)

5. Approve/Reject Results

Check that the import worked
[view/edit](#)

26. Click the Double Check/
 Approve Set-Up 'view/edit' link.

Double Check/Approve Set-Up

Excel File: **One45GradesTemplate.xls**

Grade Sheet: **TEST105.8 Professional Skills Mid-Term Exam Marks %**

Excel Match-Up:

Excel Field	matches	Grade Sheet Field
Assignment #1-Anemia /10	----->	Assignment 1 /10
Assignment #2-Transfusion /10	----->	Assignment 2 /10
Final Mark %	----->	Final Grade %

27. Double
 check that all
 this info looks
 okay.

Mismatched People:

excel name	is	webeval name
Studc, Test	----->	StudentCSask, Test

Do The Import

28. Click the 'Do The Import' button.

TASK 1 : Adding Marks / Grades

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Choose/Edit Grade Sheet
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2. Match Excel Fields

Map Excel to Grade Sheet
[view/edit](#)

3. Resolve Unknown People

Resolve Excel Unknowns
[view/edit](#)

4. Preflight Check

Double Check/Approve Set-Up
[view/edit](#)

5. Approve/Reject Results

Check that the import worked
[view/edit](#)

29. Click the final 'view/edit link.

Check that the import worked

Check over the results of the import. If they look ok, click **Close this upload**. If they do not look ok, click **Rollback** to start over.

Sheet: TEST105.8 Professional Skills Mid-Term Exam Marks %

Name	Assignment 1 / 10	Assignment 2 / 10	Final Grade %
Studenta, Test	8.50	9.00	77.50
Studentb, Test	8.50	9.00	77.20
StudentCSask, Test	8.50	9.00	77.90

Close This Upload

Rollback

30. Look over the results to ensure the correct grades were applied to the correct students.

31. If everything looks okay, go ahead and click the 'Close This Upload' button. The screen will refresh and indicate that it is complete.

NOTE: If for any reason the results appear incorrect, click the Rollback button to go back to previous steps and make the necessary corrections. This would be a good time to request support.

One45 - Adding Marks / Grades User Guide

TASK 1 : Adding Marks / Grades

Setup Screen

one45 SOFTWARE INC. help log out Schedules Sendouts Reports Forms **Setup** Help: Marks system updates Find A Person

Welcome Mark

Undergrad

2010/11

me rolodexes setup

- Evaluation Workflow
- Best Guess List
- Rotation Dropdowns
- Manage Blocks
- Custom Fields
- Email Messages
- Mentors
- Handouts & Links
- Marks**
- Manage Rotations
- Rotation Heads
- Idap search
- Assign Permissions

click to show people (85)

Module 1 and 2 Results
at the **individual level**
(attached to **113** people)
attach to people
manage Marks (view, release, etc)
view sheet structure
delete-all

click to show people (113)

TEST105.8 Professional Skills Mid-Term Exam Marks %
to course: **Professional Skills**
(attached to **3** people)
attach to people
manage Marks (view, release, etc)
view sheet structure
delete-all

click to show people (3)

[View All](#) [View All\(Excel\)](#)

Nephrology End of System Exam Marks /73
overview overview-excel overview-excel-sortable export by date range (.csv)

Nephrology End of System Exam Mark %
overview overview-excel overview-excel-sortable export by date range (.csv)

Module 1 and 2 Results
overview overview-excel overview-excel-sortable export by date range (.csv)

TEST105.8 Professional Skills Mid-Term Exam Marks %
overview overview-excel overview-excel-sortable export by date range (.csv)

You can now return to the Setup -> Marks screen.

32. Find your recently created Grade Sheet in the list of items. Click its 'manage Marks' link. A new window or tab will open.

TASK 1 : Adding Marks / Grades

Marks Editor Screen

TEST105.8 Professional Skills

Mid-Term Exam Marks % view

Release Mode

release sheet to all people

unrelease sheet from all people

Filter by date range: start date end date

Filter by date

33. Place a checkmark in the Release Mode box.

Assignment 1 / 10 (numeric)

Assignment 2 / 10 (numeric)

Final Grade % (numeric)

Studenta, Test

Year 1::Professional Skills (Aug 23 - Apr 25, 2011) del 8.50 9.00 77.50

Studentb, Test

Year 1::Professional Skills (Aug 23 - Apr 25, 2011) del 8.50 9.00 77.20

StudentCSask, Test

Year 1::Professional Skills (Aug 23 - Apr 25, 2011) del 8.50 9.00 77.90

34. Click on 'release sheet to all people' to change all the dots from red to green.

35. Click EACH of the green dots at the top of each column. In this case there are 3. You may have more or less depending on your grade sheet.

TASK 1 : Adding Marks / Grades

Marks Editor Screen

Marks Editor - Mozilla Firefox

File Edit View History Bookmarks Favorites Tools Help

usask.ca https://one45.usask.ca/webeval/admin/pag

TEST105.8 Professional Skills Mid-Term Exam Marks % view

Release Mode

release sheet to all people

unrelease sheet from all people

Filter by date range:

start date

end date

Filter by date

Assignment 1 /10 (numeric) Assignment 2 /10 (numeric) Final Grade % (numeric)

Student	Assignment 1 /10 (numeric)	Assignment 2 /10 (numeric)	Final Grade % (numeric)
Studenta, Test Year 1::Professional Skills (Aug 23 - Apr 25, 2011) del	8.50	9.00	77.50
Studentb, Test Year 1::Professional Skills (Aug 23 - Apr 25, 2011) del	8.50	9.00	77.20
StudentCSask, Test Year 1::Professional Skills (Aug 23 - Apr 25, 2011) del	8.50	9.00	77.90

36. When all the dots are green, you're done!!! You can safely close this window.

Complete.