

# Anonymous Marking Web Assessment Update Manual

## Introduction

This document is a user guide to the anonymous marking **Continuous Assessment** update Via the **Web**

It is intended that this guide is used in conjunction with training being provided by ISS / The Registry.

### Important Note

The web entry for Continuous Assessment is only available internally on the staff network

## Logon

This application is accessed via the web (preferably Internet Explorer). It can be accessed by the logging onto the Anonymous Marking web page:

<http://www.dcu.ie/iss/am/index.shtml>

Logon is by your Novell username and password.

The screenshot shows the DCU website interface. At the top, there is a navigation bar with links: skip navigation, home, contact, sitemap, help, search, enter query. Below this is a secondary navigation bar with links: president's welcome, vacancies, alumni, educational trust, about. A third navigation bar contains links: prospective students, news, faculties/schools, visitors, research, business & innovation, staff, students.

On the left side, there is a sidebar menu with the following links: staff search, computing facilities, administrative offices, academic resources, committees, minutes and reports, calendars and timetables, policies & procedures, campus services, organisational charts, library, arts & culture, university sports club.

The main content area features the 'registry assignment marks entry system' section. It contains a login form with the following fields and elements:

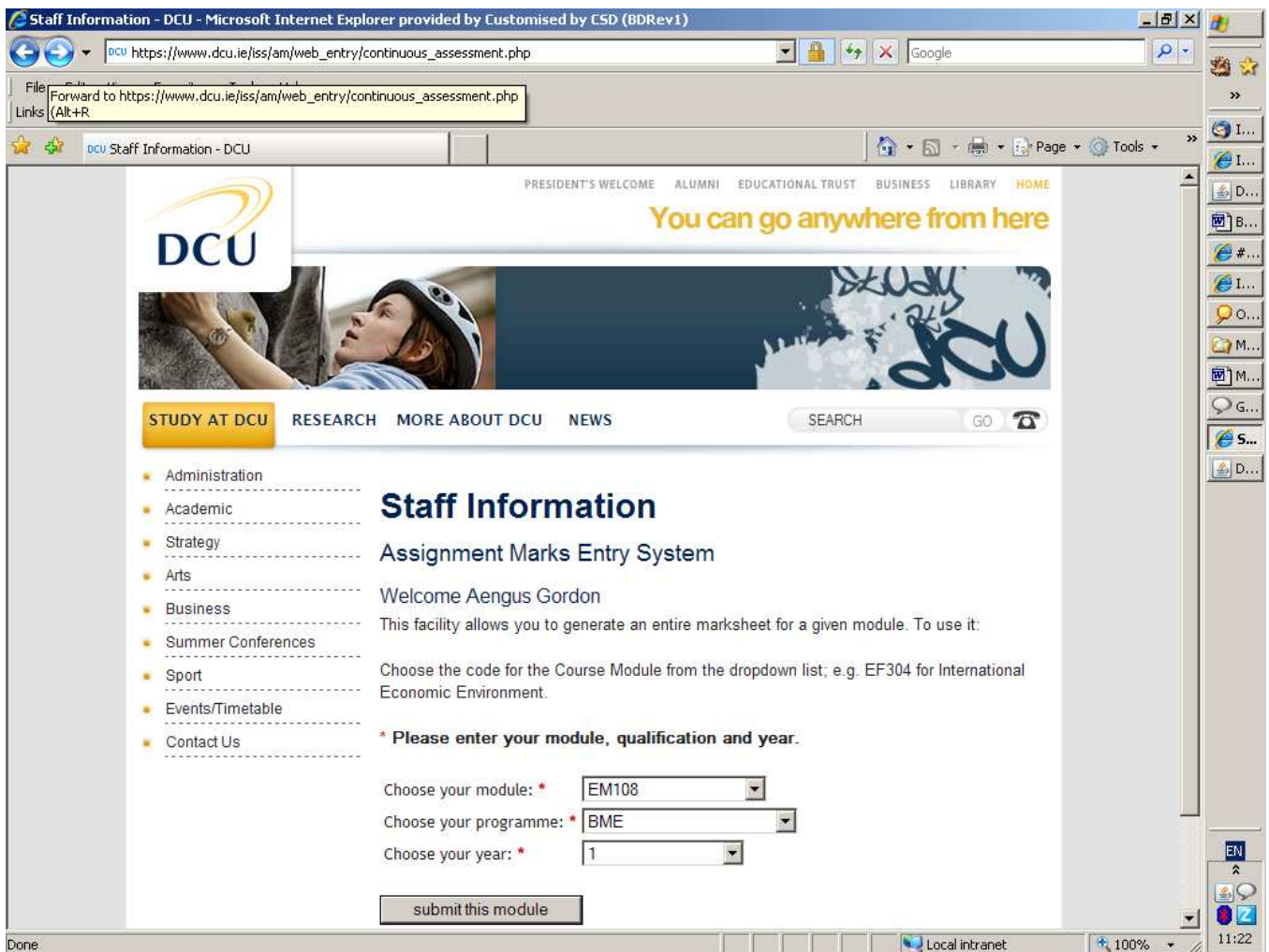
- Username:
- Password:
- Access the Continuous Assessment Online Marking System

On the right side, there is a search box and links: search the dcu website, campus map, how to get to dcu.

At the bottom of the page, there is a footer with the following text: Ollscoil Chathair Bhaile Átha Cliath 9, Éire / Dublin City University, Dublin 9, Ireland. Tel. +353 (0) 1 700 5000, Fax. +353 (0) 1 836 0830. Last Updated: Mar 10, 2005. [Two panel navigation](#) / [Print version](#) / [netscape 4 friendly](#) / [Legal](#)

Press

Operation



This screen has a drop down menu for module, qualification and year.

Select The Following

Module (drop down Menu) **(if your module is not displayed, contact your Faculty)**

Programme (drop down Menu)

Year (drop down Menu)

Name of qualification, year, module & exam month.

**(p1) Qualification:** BME - BEng Manufacturing Engineering & Business **Period of Study:** 1 **Module:** EM108  
Software Development for Engineers **Exam Month:** 5  
**Continuous Assessment Weight:** 50% **Examination Weight:** 50%

ID No.	Name	Final Cont. Assmt Mark out of 100%	Did not submit work	Comments
59498206	Bourke, Ken		<input type="checkbox"/>	
59587152	Donegan, James		<input type="checkbox"/>	
59581910	Higgins, Emmet Sean		<input type="checkbox"/>	
59469885	Parker, Richard		<input type="checkbox"/>	
59017810	Smith, Gary Simon		<input type="checkbox"/>	

Save this mark sheet

**Do you wish to commit this mark sheet to the database. Committing will make the mark sheet unavailable for further changes.**

\* Previous Continuous Assessment mark exists.

## Notes

1. The student is identified by their Student number & name.
2. All Marks are \*\* must \*\* be out of 100%.
3. Absent students are indicated by Did not submit flag.
4. Freehand comments can be added in comments Field
5. Marks are the total for all continuous assessments for a subject.

## Example

Assessment marks (total out of 100%) are entered into the “Final Cont. Assmt Mark” field.

## Notes

ID No.	Name	Final Cont. Assmt Mark out of 100%	Did not submit work	Comments
59498206	Bourke, Ken	74	<input type="checkbox"/>	
59587152	Donegan, James		<input checked="" type="checkbox"/>	
59581910	Higgins, Emmet Sean	36	<input type="checkbox"/>	Missed Assignment 1
59469885	Parker, Richard	98	<input type="checkbox"/>	
59017810	Smith, Gary Simon	52	<input type="checkbox"/>	

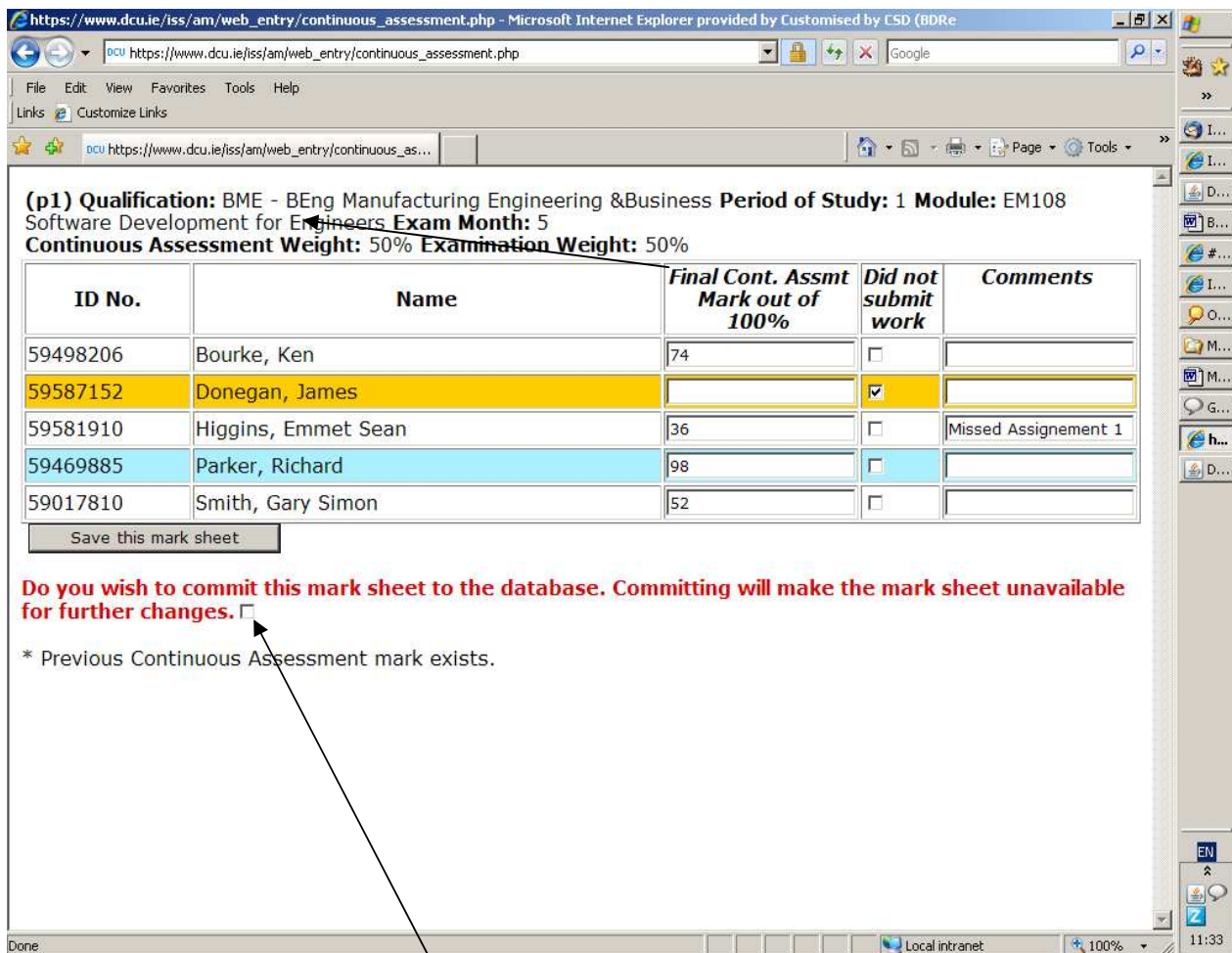
Save this mark sheet

**Do you wish to commit this mark sheet to the database. Committing will make the mark sheet unavailable for further changes.**

\* Previous Continuous Assessment mark exists.

## Notes

1. Marks that are entered can be saved and returned to at a later stage by pressing the ‘Save this Mark Sheet’
2. The remaining marks can be entered by logging onto the system again.
3. This process of saving may be completed as often as necessary.



When all the results have been entered and the user is satisfied that they are complete the commit flag is ticked.

The 'Save this mark sheet' button is pressed.

The above message is displayed.

To complete the commit press the 'Continue to commit this record' button.

The mark sheet can either be printed out or can be saved by using the 'save as' option under the file button.

A statistical report can be generated by pressing on the 'generate report on this module' button. This report must be run prior to committing.

## Note

***Once the records have been committed the examiner cannot access the record through this system again.***

***The full results will be only be available on the staff members Portal Page when the faculty staff commit the both the Exam and CA results.***