

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 CSD /
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 following

URL: http://apollo.dcu.ie/~olearyn/continuous_assessment.php

Logon is by your Novell username and password.

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prospective students news faculties/schools visitors research business & innovation staff stud

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

registry
assignment marks entry system

Username:

Password:

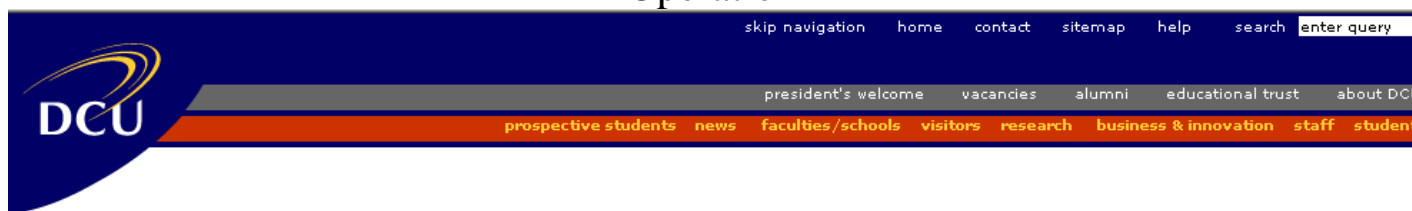
Access the Continuous Assessment Online Marking System

search the dcu website
campus map
how to get to dcu

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Press

Operation



- 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

registry assignment marks entry system

Welcome Aengus Gordon

This facility allows you to generate an entire marksheet for a given module. To use it:

1. Choose the code for the Course Module from the dropdown list; e.g. EF304 for International Economic Environment.

Choose your module: Choose your programme:

Choose your year:

- search the dcu website
- campus map
- how to get to dcu

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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 the registry)

Programme

Year

Name of qualification, year, module & exam month.

(p1) Qualification: AC - BSc in Chemical and Pharmaceutical Sc. **Period of Study:** 1 **Module:** BE101 Introduction to Cell Biology and Biochemistry **Exam Month:** 1

ID No.	Name	Final Cont. Assmt Mark
55309573	Adeyemi, Amina	<input type="text"/>
55784557	Bassett, Brendan Andrew	<input type="text"/>
55093970	Byrne, Jennifer Anne	<input type="text"/>
55331692	Cheung, Shane	<input type="text"/>
55034124	Donohoe, Michelle Louise	<input type="text"/>
54566629	Dunne, Paula Elizabeth Eileen	<input type="text"/>
55536502	Farrell, Mark	<input type="text"/>

Notes

1. The student is identified by their Student number & name.
2. All Marks are **** must **** be out of 100%.
3. 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

(p1) **Qualification:** AC - BSc in Chemical and Pharmaceutical Sc. **Period of Study:** 1 **Module:** BE101 Introduction to Cell Biology and Biochemistry **Exam Month:** 1

ID No.	Name	Final Cont. Assmt Mark
55309573	Adeyemi, Amina	55
55784557	Bassett, Brendan Andrew	66
55093970	Byrne, Jennifer Anne	88

ID No.	Name
55407109	Whelan, Sarah Catherine Elizabeth

Save this mark sheet

Do you wish to commit this mark sheet to the database. Committing will make the marks permanent.

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.

ID No.	Name	Final Cont. Assmt Mark
55407109	Whelan, Sarah Catherine Elizabeth	

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.



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.