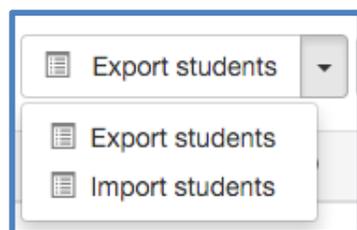




Submit assessments

Export students

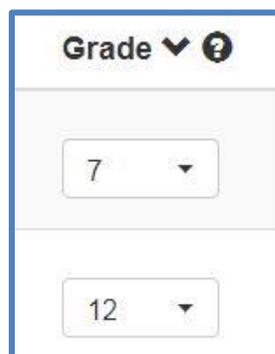


The button **[Export students]** gives you the option to download a list of all students in the format .csv, which is opened in Excel. You can use this list to get an overview of your students. Use the list to register the students' grades, and upload the file to Digital Exam again using **[Import students]**. Remember to save the file with the exact same name; otherwise, Digital Exam will not allow importing it.

Now, the grades you registered in the file will appear in the exam, and you only need to click the blue button **[Submit assessments]** to make the grades final.

TIP! It might be an advantage to use this method at **oral exams**, so you don't have to log in to Digital Exam after each individual examination has ended. Instead, you can register the grades in the downloaded document. Remember to save.

Preliminary assessments



The column **Grade** is where you enter your preliminary grade for the students. Grades are final when you click on the blue button **[Submit assessments]**.

PLEASE NOTE! The grade you enter here is preliminary, and cannot be deleted or changed by anyone other than yourself. You will not lose the assessments you have noted here if you for instance log out of Digital Exam, open a different exam, or lose internet connection.



AALBORG UNIVERSITY
DENMARK

Submit assessments

✓ Submit assessments

If you are ready to submit the entered grades, thus making them final, click **[Submit assessments]**. Click and a pop-up window will show a summary, as well as inform you whether the grades can be submitted.

Set date for all students lets you state the date the assessment was made (e.g. if you are submitting the assessments a different day than the actual examination day). You can only enter an *earlier date*, and not a future date.

PLEASE NOTE! It is the *date submitted last* by an assessor that becomes final .

Please pay attention to the language registered under **Exam language**. The language stated here must be consistent with the language used in the hand-in, or the language that the student in question was being examined in.

Assessment date lets you state an individual date per student. The same rules apply here as for **Set date for all students**.

See example on the next page



Example

Submit assessments ✕

Set date for all students 12/07/2017

Given name	Exam languages	Assessment date	Grade	Status
<input checked="" type="checkbox"/> 142009 Fornavn142009 Efternavn142009	DK Danish	11/07/2017	12	- ✓
<input checked="" type="checkbox"/> 151394 Fornavn151394 Efternavn151394	DK Danish	11/07/2017	12	- ✓
The following students have been given a grade by a co-examiner that differs from the grade you are trying to submit.				
<input type="checkbox"/> 106888 Fornavn106888 Efternavn106888				

Close Submit

For these three students, only these two grades can be submitted, because they are consistent with what the co-examiner already submitted.

If the co-examiner has not yet submitted his/her grades, you will be able to submit all grades, seeing as there are no other grades to compare to.

In this case, the grade entered for the last student does not consist with the grade the co-examiner submitted, and as a result, this grade cannot be definitively submitted.

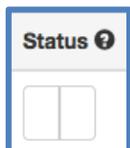
This could be due to a typing error, but it may also be necessary for you to contact the co-examiner to identify the mistake.

- Grades only submitted by you, and not co-examiner, can still be changed. This appears from the blue button with the cross. Click to withdraw the grade.
- Grades, which have been successfully and definitively submitted, cannot be withdrawn. They appear in grey lettering.

10



Status

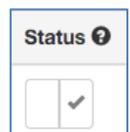


The column **Status** shows the assessment status for each student.

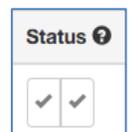
The example here shows the starting point; the boxes are empty. However, once you or your co-examiner begins entering and submitting grades, the boxes will change. The left box belongs to you, whereas the right box belongs to your co-examiner. Hold the cursor over the boxes for further information.



A dash in the right box means that the co-examiner has entered, but not yet submitted a grade for the given student.



A check mark means that the co-examiner has typed and submitted a grade for the given student.



Two check marks mean that both you and your co-examiner have submitted grades for the given student, and that these are consistent. The grade is thus definitively submitted, and has been registered in STADS (the student administrative system at AAU).