

BL Learning Innovations

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The Faculty of Business & Law Faculty Executive are committed to supporting our academic Unit Chairs and teaching teams by looking for opportunities to better support administrative tasks and reduce complications where possible. Over time our units have grown in size and offerings and this leads often to challenges in managing/creating gradebooks, finalising grades and marks and finally uploading results (after ratification of results process is completed) each trimester. Staff have a variety of needs and challenges from managing the integrity of spreadsheets to using the system for uploading results. In a collaborative approach between many of our professional teams from T2 2019 we are providing the following advice and assistance. The below process steps should help staff manage finalising their unit results and importantly seek to reduce the pressure and stress our academic staff are under.

Over the coming months we will be communicating additional assistance initiatives and encourage you to raise “pain points” with the Associate Dean Teaching and Learning to seek solutions and support where possible.

Please note: Unit Chairs who do not need support can continue with their current process.

Support for Uploading Results:

1. Learning Innovations (LI) is now supporting the upload of results process with the support of additional expertise within the faculty via **Luna Lu** and **Peter Vuong**. Both Luna and Peter are stepping in outside of their normal substantive roles to assist. Three weeks *prior to ratification* of results, Luna will be available for support (subject to email appointments) - located in Burwood campus. After the ratification of results, Luna and Peter will be available for uploading results.
2. Unit Chairs who require assistance with the uploading process can email or make an appointment with Luna/Peter via: bl-learninginnovations@deakin.edu.au. Support includes Cloud Deakin grade file download, managing Callista Classlist, Rodney Carr’s Gradebook ([XL Gradebook](#)), merging summative assessments and exam results, right through to assistance with uploading to Callista.
3. LI has also established a [SharePoint drive](#) as a central repository for Unit Chairs to submit their final ratified spreadsheets for upload.
4. LI’s BCEL website contains [step by step instructions on how to upload results](#).

Need help? Contact Learning Innovations

T: +61 3 522 73303 | E: bl-learninginnovations@deakin.edu.au | In-person: LB5.225 (B) or AD level 3 (F)



Results Upload Procedure

Pre-Examination Assistance (3 weeks before upload of results deadline):

1. Prior to the final examinations, the Unit Chair can contact Peter and Luna via email to set up a *fresh XL Gradebook* or *convert* their existing files into a XL Gradebook format.
 - Luna/Peter can assist with a fresh *XL Gradebook* file setup by assisting with the download and merging of CloudDeakin grade items with the Callista Classlist. If done via email, Unit Chairs will need to provide clear instructions on the assessment weights and breakdown "out of" scores (e.g. test is out of 100 marks adjusted to 10% of final grade, assignment is out of 30 marks adjusted to 30% of final grade, exam is out of 60 marks adjusted to 60% of final grade). Any hurdle requirements should also be noted.
 - Alternatively, Unit Chairs can manage their grades in the format they feel most comfortable and send their files to Luna to convert into an XL Gradebook format in preparation for the uploading of results.

Pre-Ratification Assistance (1 week before upload of results deadline):

1. Assistance can be provided to the Unit Chair to merge the progressive assessment marks together from multiple spreadsheets if needed, however, the Unit Chair is responsible for entering in the exam marks into a spreadsheet.

Pre-Upload Post-Ratification (1 week before upload of results deadline):

1. Following approval from the departmental Director of Teaching, the Unit Chair should save a copy of their final ratified spreadsheet into the [SharePoint drive](#) using the following naming convention – unitcode.Tx.YYYY e.g. MAA103.T2.2019.
2. Once saved to the SharePoint drive, the Unit Chair needs to email Luna/Peter with the unit code (and any special instructions such as which column is to be uploaded) for uploading of results. Upon receiving this email request, Luna/Peter will upload the results to Callista.
3. Once complete, Luna/Peter will email the Unit Chair the Callista confirmation receipt, and the Callista uploaded file back to the Unit Chair for verification of results and filing in Department shared drives. If there are any issues, please email Luna/Peter immediately. **Responsibility for the final results uploaded remains with the Unit Chair** as per [Assessment \(Higher Education Courses\) procedure](#).

Acknowledgement and special thanks to Peter Vuong, Luna Lu, Carolyn Mead, Maria Lentini and John King for coordinating and pulling all this work together to support our staff with the uploading of results process.

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