**MMS – Grade Aggregator Tool**

The Grade Aggregator collates and converts marks to produce final status and grades for students. The Grade Aggregator can take data from the Coursework, Exam, WebCT and Quiz tools. It can also accept data from multiple tools of the same type.

**Initial Set-up:**

1. Once a module has been activated (please see the MMS School Admin: Activating a Module Guide to learn how to do this) create the exam tool on the module overview page by selecting the tool then clicking the Create Tools button.

2. Access the Grade Aggregator by either clicking on the Grade Aggregator link from the Modules page or clicking on the Overview link next to the Grade Aggregator in the Tools table on the Module Overview page.

3. The first screen you encounter when you first access the Grade Aggregator Tool allows you to select a final grade calculation module.

4. Select the model you wish to use from the drop down list then click the Select Model button. If unsure of the model to use please see the Selecting Grade Aggregation Models section below.

**Simple 50/50 coursework/exam**

Simple model for a 50/50 split of a single coursework and single exam.

**Selecting Grade Aggregation Models**

The Model selected for use within the Grade Aggregator Tool depends on how the module is set up in MMS. The most common models are global and can be accessed by all modules Global Modules:

- **Direct entry**: Ignores the Coursework and Exam tools and allows you to manually input the mark
- **Just one input**: Used when there is only one source of mark data, such as the Exam tool
- **Simple %/%**: Coursework/Exam models: Used when there is a clear percentage divide between the coursework content (all data of which is in the Coursework tool) and the exam content (all data of which is in the Exam tool)

Specific models can be created by module coordinators. Once created a model can be used with any module within the school in which it was created. Specific models can be created to take into account multiple tools of the same tool type as well as tool types other than the coursework and exam tools. In addition, models can be created with school specific rules such as capping.

5. By selecting a model you are informing MMS of the structure of the assessment within the module. Once the module has been selected then the next step is to inform MMS which tools to associate with the inputs. From the drop down lists in the left table select the inputs required, as above. Click the Update Model button.
6. If the module is set to use the University default of the 20 Point Scale then the Grade Aggregator setup is complete. If however the module is set up to use percentages the next step is to supply MMS with a Mark/Grade map so it can calculate the grade from the percentage mark. Mark/Grade maps are configured in the grade aggregator in the same way they are configured in the exam tool:

If using the 20 point scale:

7. Select the map required. MMS is pre-populated with most department mark grade tables and these can be selected from the Select a map drop down list as in the example mark to grade table to the right. MMS will calculate the mark from the percentage based on the map points and the interpolation type:

- **Linear interpolation:** MMS will calculate the position of a mark between two points on the map and calculate grade based on its position between the points. This is the most common case, allowing a full range to be specified with a few points.

- **Step interpolation:** If the mark falls between two points it is given the grade associated with the lowest point.

8. If none of the available grades maps are as required then the points may be changed and the new model saved using the 'Save Model' button.

9. If a grade map has a significant number of points instead of manually entering the points a quick method of creating a grade/mark map would be to upload a csv file, the option of which is near the bottom of the page.

10. For a more detailed discussion of grade/mark maps see the MMS – School Admin: Exam Tool Guide

**Viewing and altering student grades and status:**

1. To view a students final grade, access the Grade Aggregator Overview as before.

2. The table on the Grade Aggregator Overview will display the calculated grade and calculated status of all students on the module.

3. To make any alterations to the model used, or the source inputs enter the Configuration Page by clicking on the Setup Aggregator icon at the top right of the window.

4. If a student is to be awarded a grade different to that calculated, then enter the awarded grade into the Assigned Grade column and select the new status from the Assign Status drop down list. Data entered in the Assign Grade and Assign Status will trump data in the Calc Grade and Calc Status.

**Uploading to Registry**

Please see the MMS: Uploading to Registry Guide