Access GCAT via your Moodle page:

* Click the settings cogwheel
* Select ‘Grade Capture and Aggregation’

The first tab is the Assessment Grade Capture tab.

The second tab is the Course Grade Aggregation tab.

# Grade Capture

* Click the settings cogwheel on your Moodle page
* Select ‘Grade Capture and Aggregation’
* Choose grade category

## Level 1 activities

* Select assignment
* Adjust grades > Import grades from Moodle

## Level 2 activities

* Select the Level 1 grade category from the drop-down menu at the top of the screen
* Select the Level 2 grade category from the second drop-down menu
* Click “Import all sub-category grades”
* This will import all the grades from Moodle for all the components in the sub-category

## Second grades, moderated grades, good cause, etc.

### In GCAT

* Adjust grades
* Add multiple grades
* Enter grade for one or more students
* Select reason for new grade
* Save multiple grades

### Bulk upload using a .csv

Note: As of 29/07/21, we have identified a bug in this feature, which has been raised with IT. At this time, grades cannot be uploaded using the guidance in this section. All grades must be added manually in GCAT. We apologise for this issue.

# Grade discrepancies

* Agree the grade offline
* For student(s) where discrepancies are highlighted, choose ‘Add new grade’
* Choose ‘Agreed grade’ from the dropdown “Reason for additional grade”
* Select grade from the dropdown
* Add explanatory notes
* Save changes

# Conversion from points/percentage to 22-point scale

## For individual activities. using the Assessment Grade Capture tab

* Select relevant assessment
* Click ‘Adjust grades’
* Select ‘Add/adjust grade conversion’
* Conversion Type – Select ‘Points’ or ‘Percentage’
* Select scale – select from the dropdown menu
* Select previously stored conversion, if available
* Enter or edit data in the selected column

## For aggregated activities, using the Course Grade Aggregation tab

If the aggregated assessment grade has been calculated using components which are all graded in Points, then the aggregated assessment grade will be a Points grade out of 100.

To convert the aggregated assessment grade:

* Select the ellipsis next to the aggregated assessment grade header on the Course Grade Aggregation screen.
* Select “Add/adjust grade conversion’ from the dropdown menu
* Select ‘Add/adjust grade conversion’
* Conversion Type – Select ‘Points’ or ‘Percentage’
* Select scale – select from the dropdown menu
* Select previously stored conversion, if available
* Enter or edit data in the selected column

# Hiding a student’s results

* Before releasing grades to other students, select the drop-down menu next to the Provisional Grade of the student whose grade you want to hide
* Select ‘Hide Grade’
	+ The student’s grade can continue to be updated in the Grade Capture Tool
* Once the student’s grade is ready to be released, select the drop-down menu next to Provisional Grade and select ‘Show Grade’
* Click ‘Release provisional grades’ to make the grade available to the student in Moodle.

# Adjusting assessment weightings for an individual student

* Click the drop-down menu next to a student’s aggregated course grade
* Select ‘Adjust student’s course weightings’
* Adjust the weightings for each activity
* Enter explanatory note
* Click ‘Save changes’

# Adjusting an assessment grade for an individual student

* Click on the dropdown menu indicated by the ellipsis beside an individual student’s assessment grade
* Select ‘Amend Grade’
* Select a reason for the additional grade
* If selected the ‘Reason for Grade’ is ‘Other’, specify the reason in the appearing field
* Select a grade
* Note the reasons for the amendment
* Click ‘Confirm new grade’ to save the new grade for the student

# Overriding the aggregated course grade for an individual student

* From the Course Grade Aggregation tab click the dropdown menu indicated by three dots next to a grade for a student
* Select ‘Override aggregated course grade’
* Override grade - select the new course grade for the student from the dropdown
* In addition to alphanumeric grades, the following administrative codes are available, as per the Code of Assessment:

MV

CW

CR

CA

07

AU

FC

* Add explanatory notes
* Click save changes