PUBLISHING EXAM RESULTS IN L²P (EDIT ONLINE)

by CiL-Support-Team | March 2017

Content

1. General

With the new module EXAM RESULTS L²P now offers you the opportunity to publish exam results compliant with data privacy regulations. Managers have access to all results while students only see their own results (grade and obtained marks). For tutors the module is not visible.
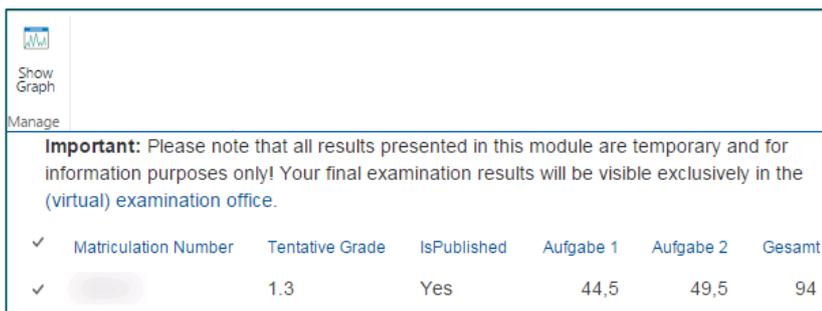

Fig. 1: Manager view

Fig. 2: Student view

Fig. 3: Grading scheme and distribution of grades

Additionally, you can provide the grading scheme and display automatically generated graphics showing the distribution of the grades (s. fig. 3). The grading scheme and the distribution of the grades are also visible for the students.

2. Options for publishing exam results

The module offers you two options for managing and publishing exam results. In both cases the lists with the exam registrations that can be exported as CSV files from HISPOS form the basis. For technical reasons in both cases students can see neither the results nor the whole module itself until the results have been explicitly published.

a) You import the exam lists as CSV but yet without grades to L²P and then manage the tentative results online directly in L²P. Here you enter the grades and add the obtained marks. After updating the results during exam review you can export the data as CSV from L²P. With the CSV you can enter the final grades in HISPOS.

b) You first manage the results (grades and optionally obtained marks) in the CSV file from HISPOS and afterwards import the data to L²P to publish the tentative results. During the exam review you update the entries in the CSV file and finally import this file to HISPOS in order to report the final grades.

This manual describes version b). For version a) please read [this tutorial](#).

3. Preparing exam lists

3.1. Exporting exam lists from HISPOS

The basis for managing exam results is the CSV file with the exam registrations that you can export from HISPOS. This file will be imported to L²P without the grades so that all students who have taken the exam are booked into the course room and have access to the results. The administration of the results is done completely online.

Depending on the scenario you will have to export several CSV files from HISPOS. This does not matter for the import to L²P. You can either put the data of several files into one file and upload it or import all the necessary files one by one. It's important that you maintain the structure of the file(s). To make it easier we assume working with one file.

The CSV file from HISPOS contains 11 columns with the following information: matriculation number, first name, last name, grade, exam attempt, exam date, exam comment, free comment, LAB no., PORG no., and alteration date:

	A	B	C	D	E	F	G	H	I	J	K
1	mtknr	vorname	nachname	bewertung	pversuch	pdatum	pvermerk	freiverm	labnr	porgnr	aenddat
2	123456	Britta	Beispiel		1	14.03.2016			4930216	470155	28.10.2015
3	234567	Max	Mustermann		1	14.03.2016			4930218	470155	28.10.2015

Fig. 4: Structure of an example file with exam registrations exported from HISPOS

For importing the file to L²P, please maintain the order of the columns, the column titles and the position of the title in line 1! After having finished the import Managers only see these columns: matriculation number, first name, last name and grade. The columns remaining will be saved in the background for the CSV export but will not be displayed. Students only see their matriculation number, grade and – optionally – additional columns with the obtained marks.

3.2. Adding additional exam participants

It might happen that students who are **not** registered via HISPOS attend the exam, for example exchange students or students that take the exam as an addition to their curriculum. Add the data of these students at the end of the CSV file. Add the **matriculation number** in particular as it serves as unique identifier during the import! Columns for which you have no information can be left blank:

	A	B	C	D	E	F	G	H	I	J	K
1	mtknr	vorname	nachname	bewertung	pversuch	pdatum	pvermerk	freiverm	labnr	porgnr	aenddat
2	123456	Britta	Beispiel		1				4930216	470155	28.10.2015
3	234567	Max	Mustermann		1				4930218	470155	28.10.2015
4	345678	Edeltraud	Erasmus		1						

Fig. 5: Adding additional participants to the exam list

When uploading the data to HISPOS in order to report the final grades these additional data sets will be ignored by HISPOS as the LAB no. is missing. The final grades of these students have to be reported to the central examination office in a separate procedure! For more information please contact the central examination office.

Instead of adding the additional students at the end of the CSV file you can also create a separate file containing just these students. In this case please use the same order of columns and the same column titles as in the file exported from HISPOS in order to correctly import this file to L²P! Columns for which you have no information can be left blank. The field matriculation number must be filled as this is used as unique identifier.

For guest students and visiting students with a five-figure matriculation number please add a zero at the start and format the field as text so that your spreadsheet program doesn't cut it out again.

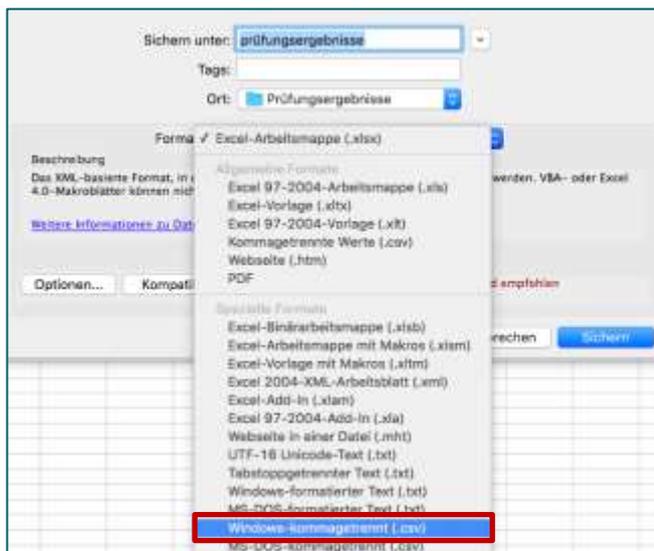## 3.3. Exceptions using Excel for Macintosh

When working with Excel for Mac please note that the standard Mac format KOMMAGETRENNT (.CSV) adds things in the background that let the import in L²P fail. Therefore, save your file as WINDOWS-KOMMAGETRENNT(.CSV):

1. Click on DATEI and choose SPEICHERN UNTER.
2. Choose a name for the file and determine where to save it.
3. Choose WINDOWS-KOMMAGETRENNT (.CSV) (s. fig. 6) as format.
4. End with SICHERN. Confirm the warning message with WEITER. The file will now be saved.

Fig. 6: Saving file as Windows-kommagetrennt (.csv)

4. Publishing exam results via L²P

4.1.　Importing exam list

As soon as the CSV file has been prepared you can import it to L²P. With this you make sure that all exam participants are booked to the course room and have access to their results.

1. Click the button IMPORT EXAM LIST in the module EXAM RESULTS.
2. Navigate to the CSV file on your computer via CHOOSE FILE and confirm your choice by clicking OPEN or double-clicking the file.
3. Initiate the upload process by clicking UPLOAD FILE.
4. The file will be uploaded. **This will take some minutes, in particular in large course rooms!** Students that attended the exam but hadn't been booked in the course room before will be booked automatically as extra participants so that they have access to their results. These students will be informed automatically via email. Only upload one file at a time, otherwise duplicate entries can occur.

After having successfully imported the file, a confirmation will be displayed together with a list of the matriculation numbers that have been booked as extra participants.

If you want to publish results of a second exam, you can reset the module!

4.2.　Solving errors during import

If an error occurs during import an error message will be displayed. Use the error message to check the data in the file and import the file again if necessary.

> It might happen that the import runs into a time-out and not all entries are getting imported (error message: „Something went wrong"). Generally this should only happen in large course rooms (>600 participants). In this case please import the CSV file in several steps.

4.3.　Entering grades

You can enter the grades in EDIT MODE.

1. Switch to EDIT MODE and click the field in which you want to enter a grade.
2. Enter the grade as a number (s. fig. 7). It doesn't matter if you use a comma or a dot as decimal separator. For further possible entries see the table below.
3. Press ENTER to finish the process and switch to the next line.

✓	Student	Matriculation Number	First Name	Last Name	Tentative Grade	IsPublished	Aufgabe 1	Aufgabe 2	Gesamt
✎	☐ Tobias Hänel		Tobias David	Hänel	2.7	Yes	35,5	37	72,5
	☐ Yannic Hoffmann		Yannic	Hoffmann	1.7	Yes	44,5	42,5	87
	☐ Harald Jakobs		Harald	Jakobs	1.3	Yes	44,5	49,5	94

Fig. 7: Editing data in Edit Mode

Grade	Entry in L²P	Grade	Entry in L²P
1,0	1,0/1.0	3,7	3,7/3.7
1,3	1,3/1.3	4,0	4,0/4.0
1,7	1,7/1.7	5,0	5,0/5.0
2,0	2,0/2.0	++	++
2,3	2,3/2.3	--	--
2,7	2,7/2.7	NE	NE
3,0	3,0/3.0	NZ	NZ
3,3	3,3/3.3	PRA	PRA

Table 1: Possible grades

The numbers listed on the left are the official grades as defined in the examination regulations. They are supplemented by further possible entries which are displayed in L²P like this:

- „++" or „--": ungraded performance (passed and failed respectively)
- „NZ": No permission to take exam due to missing pre-requisites.
- „NE": Did not appear for the exam.
- „PRA": Cancelled the exam.
- „RT": Withdrew from the exam.

The grades are not immediately visible for the students, but have to be published first (see 4.8 PUBLISHING RESULTS). This gives you time to check the entries and correct mistakes.

Note: The information RT for withdrawal is already in the CSV file from HISPOS. It is added by ZPA in the field PVER-MERK. This field is being ignored in L²P and therefore not shown. If you want, you can add the information RT to the field BEWERTUNG to show the students that their withdrawal has been recognized. When importing the data from the CSV file to HISPOS the field BEWERTUNG is ignored for all students that withdrew. As an alternative you can leave the field BEWERTUNG empty for the students that withdrew.

4.4. Add columns for obtained marks

You can create additional columns in L²P in order to publish the obtained marks by the students (total marks and marks for each item).
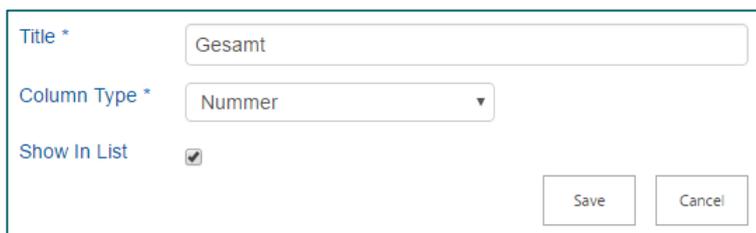

Fig. 8: Adding a new column

1. Click COLUMN MANAGER and add an additional column via NEW COLUMN.
2. Give the column a fitting TITLE. **Avoid mutated vowels (umlauts) and special characters!**
3. Choose a COLUMN TYPE. If you want to use it to enter marks choose the type "number".
4. Confirm your entries with SAVE. The column will be added on the right side of the existing columns.

If you export the data as CSV file in order to report the final grades in HISPOS the additional columns will also be exported. When importing the file to HISPOS, these columns will be ignored.

4.5. Entering obtained marks

Entering obtained marks works the same way as entering grades (see above).

Marks	Entry in L²P (Ger.)	Entry in L²P (Engl.)
0	0	0
5	5	5
7,5	7,5	7.5
16	16	16
21,5	21,5	21.5

Table 2: Entering marks in L2P

1. Switch to EDIT MODE and click a field in which you want to enter marks.
2. Enter the marks as a number. Which decimal separator you need to choose depends on the course room language. Course rooms in German need a comma course rooms in English need a dot. The course room language is revealed by the date format used in the CALENDAR. The navigation language doesn't matter because it depends on the browser settings of each user.
3. Press ENTER. The new value will now be shown.

4.6. Providing the grading scheme

Managers can provide the grading scheme that shows the mark limits for the grades. Click on EDIT GRADING SCHEME and enter the grades and the mark limits in the text box. To offer a better overview you can put the scheme into a table (s. fig. 9).
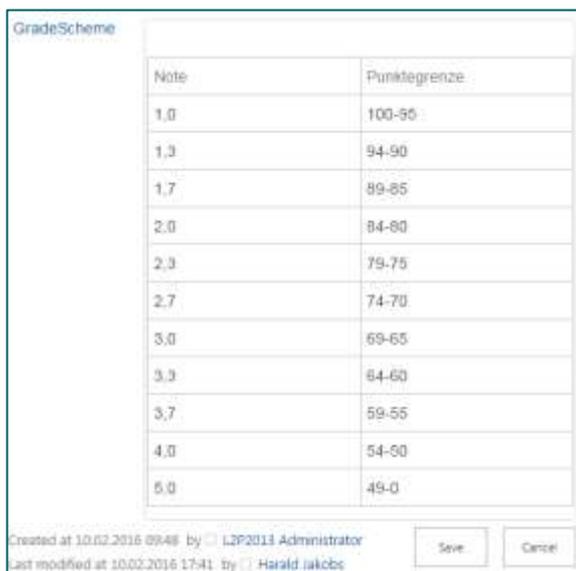
1. Click into the text field of the editor and then click the tab INSERT.
2. Choose TABLE and determine the number of columns and rows.
3. After that enter the grades and the according mark limits. With the tabs TABLE LAYOUT and DESIGN you can customize the design of the table.
4. By clicking SAVE you save your entries. The students can now see the grading scheme via SHOW GRAPH.

Fig. 9: Providing grading scheme as table

4.7.   Displaying the distribution of grades

Based on the grades and the other entries that are possible for the field "grade" (see table in 4.3. ENTERING GRADES), L²P automatically creates various graphs showing the distribution of the grades. Both managers and students can display them. If you provided this information this page also displays the grading scheme and its mark limits. Click SHOW GRAPH to see the graph and the grading scheme.

Fig. 10: Grading scheme and distribution of grades

4.8.   Publishing results

Initially, imported data and manually added results are visible for managers only. This gives you time to check all information. To make the results visible for the students click PUBLISH GRADES in the menu.

The results are published in the background. Once the process is completed you will receive a confirmation E-Mail.

This will require some time as the permissions for the module have to be re-set. The results are published in an asynchronous process. As soon as the results are published, you will receive an e-mail. If you do not receive an e-mail after one hour, please contact the L2P-Support. (elearning@rwth-aachen.de)

The results and the whole module itself will be visible for the students **only after the permissions for all students have been set!** With this you avoid unnecessary queries from students who cannot see their results while others already can. The status column IS PUBLISHED tells you for whom the permissions have already been re-set.

If you add additional students to the course room after having published the results you need to publish the results again so that the new students can see them. If you only edit existing results the changes are visible immediately.

4.9.   Informing students

After having published the results, L²P sends a message to the STUDENTS and EXTRA PARTICIPANTS informing them that the exam results are now accessible in L²P.

4. Correcting data

5.1.   Overwriting data

You may update the contained data by re-importing the CSV-file again. The existing data will be replaced. If the amount of students has not changed and the results have already been published, you do not have to publish the results again. If there are additional students included in the new file you have to publish the results for these students again.
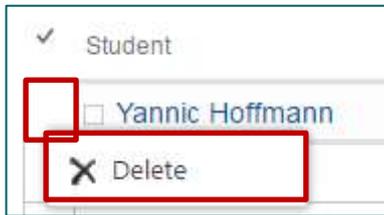
5.2.   Deleting single entries

Fig. 11: Delete a single entry.

To delete single persons and their results from the module please go to EDIT MODE. Then right-click into the box right in front of the name (column: STUDENT) of the person you would like to delete. Click the offered option DELETE. After confirming the security warning the chosen entry will be deleted.

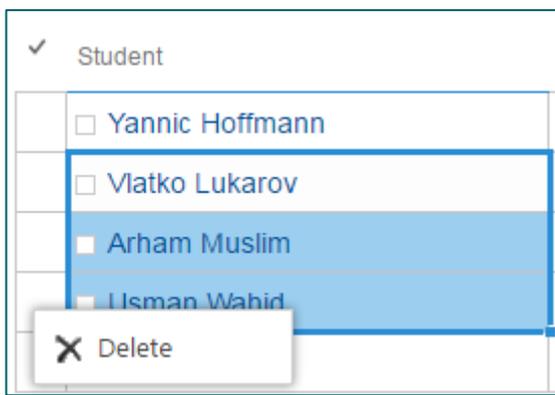## 5.3.   Deleting several entries

Fig. 12: Delete several entries.

To delete several entries from the module, go to EDIT MODE and in the column STUDENT left-click into the field of the first entry you would like to delete. Then, while pressing and holding the left mouse button, pull the marked area down over the following entries you would like to delete. It is sufficient to mark the entries in the column STUDENTS. When deleting, all data from the other columns connected with these entries will also be deleted. After having marked the entries right-click into one of the boxes right in front of one of the entries and click the option DELETE. After confirming

the security warning the chosen entries will be deleted.

5.4.   Resetting the module

Via the Reset-Button in the menu bar you may delete all data and set the module back to its initial state. All permissions will be restored, too, so that the module is no longer visible to students. By doing so, you can publish results of a second exam in the same semester.

6. Exam review and reporting final grades

During exam review you update the results directly in L²P. Use the EDIT MODE for this. All changes are immediately visible for the students.

To report the final grades to HISPOS you can export a CSV file from the L²P module by clicking the button EXPORT FILE and save the file on your computer. The file includes all necessary information and is formatted in the way it is required by HISPOS. The data in the additional columns will also be exported but automatically ignored during the upload to HISPOS.

Before reporting the final grades to HISPOS please check the Informationen zur Noteneingabe über die VZPA-Prüferfunktion or the Kurzanleitung: Notenverbuchung über die VZPA-Prüferfunktion respectively.

7. Support

If you are having trouble managing the results please contact the L²P Support. We will be pleased to assist you!

Email: elearning@rwth-aachen.de
Phone: +49 (0)241 80-21953 (Dr. Harald Jakobs)

8. Feedback and future development of the module

The CiL strives to simplify the process for publishing exam results in the upcoming versions of the module. Currently, data must be transferred back and forth between various systems using export and import. Additionally, the CSV files containing the data must be formatted correctly so that the data can be read correctly in the various programs and systems. This elaborate process could be made easier and faster with interfaces between HISPOS and L²P replacing the CSV files. Keeping the data consistent would also be easier this way. In order to simplify the process and improve the usability we aim at using such interfaces and will discuss this with the parties involved at RWTH Aachen.

Beyond that we're always working on improving the functionality and usability of the module based on the experience and the wishes of the users. We appreciate your feedback! Please send it to: jakobs@cil.rwth-aachen.de

9. Short summary

The figure on the next page sums up all necessary steps and key points in a schematic overview. The boxes should be interpreted in this way:

System/Program		
Action during the process	Used file/data base	Specifics

HISPOS		
Export exam list(s)	Export CSV	-

Microsoft Excel, LibreOffice Calc		
Complement exam list(s)	Edit CSV	Use several files or merge the data into one file // Add students not registered in HISPOS

L²P		
Import exam list(s) to L²P	Import CSV	Extra-participants will be booked automatically and get a confirmation email

L²P		
Publish tentative exam results and update them during the exam review	Edit data online	Enter grades // Add obtained marks // Provide grading scheme // Publish results // Inform students via email // Update results during exam review

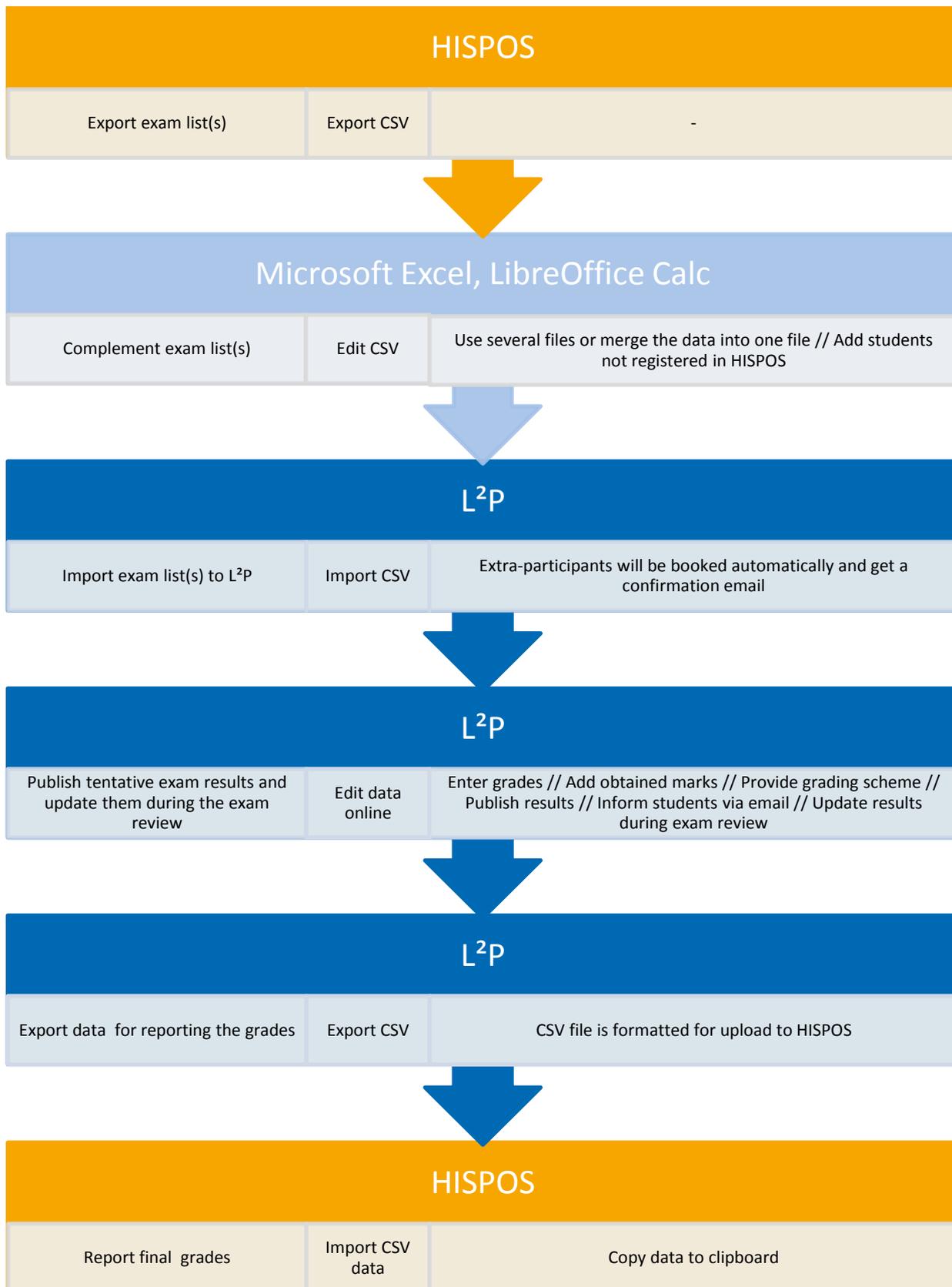| L²P		
Export data for reporting the grades	Export CSV	CSV file is formatted for upload to HISPOS

HISPOS		
Report final grades	Import CSV data	Copy data to clipboard

Fig. 1: Schematic figure of the process