

# Adding Markers to Modules in SAINT/Blackboard

*And how to remove them!*

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For other SAINT documentation please see:  
<http://www.brad.ac.uk/admin/SAINT/trainingdocs.html>

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## 1. Why add markers to modules?

Just as a student needs to have an SMR to be able to access a module in Blackboard, any members of staff who wish to access a module on Blackboard need to have a marker record (known as MKR).

If there are no MKRs for a given module, that module will not appear in Blackboard even if there are students registered to it.

This also means that if a module has MKRs it will appear in Blackboard, even if the module is **not** running. For example, if a module has changed from Sem 1 to Sem 2, the MKRs attached to the Sem 1 version must be deleted to ensure the module does not appear in Blackboard.

MKRs are fairly simple to add and/or delete – this document will take you through the process step-by-step. If you have any problems, please contact the SAINT team on x3333 (select option 2) or email [SAINT@bradford.ac.uk](mailto:SAINT@bradford.ac.uk)

## 2. Finding staff numbers

To add an MKR, you first need to know the PRS number for the staff in your department. To obtain a list, open the PRS screen and enter your department code followed by the gold star (figure 1). If you don't know your department's code, double click in the box and you can check the list of all departments.

**Figure 1** – Finding your department's staff in PRS

Retrieve the records, using either the retrieve button  on the top bar or the F5 key.

You can also find individual PRS numbers by entering the staff member's surname followed by the gold star in the 'Surname' box then retrieving as before.

## 2.1 Saving staff numbers and names in Excel

If you only need one PRS number, follow the directions in section 2. However, if you would like a list of staff in your department for future reference, follow the directions below.

Go to All → Gen + Print Letters (figure 2)



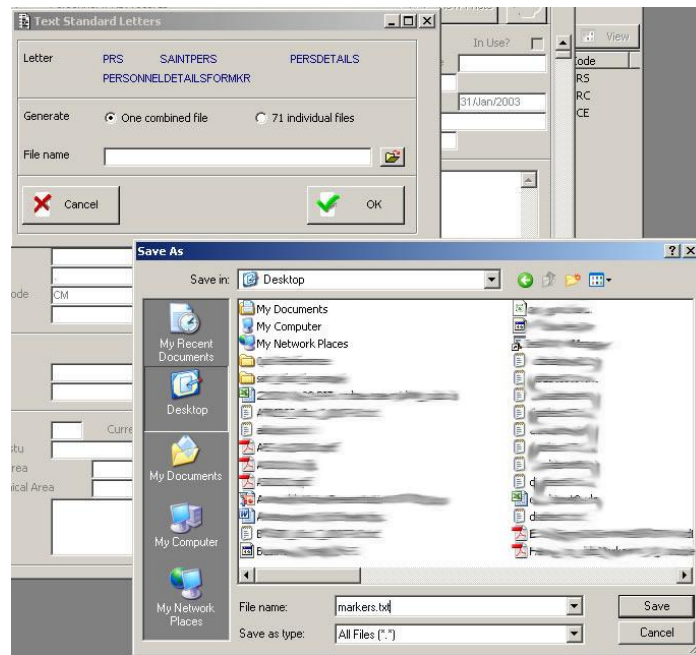
**Figure 2** – All → Gen + Print Letters

Enter the letter code SAINTPERS (figure 3), press TAB, then click 'Run'



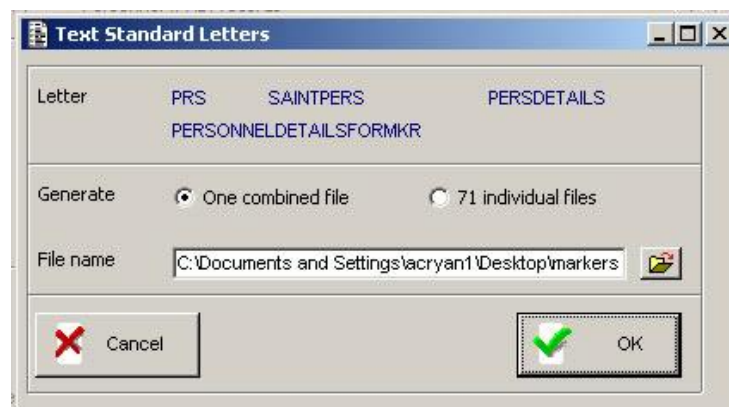
**Figure 3** – Letter selection box and SAINTPERS letter code

Another dialogue box will appear (figure 4). Click on the button next to file name and save the file on your computer. Don't forget to end the file name with a .txt extension.



**Figure 4 – ‘Save As’ dialogue box**

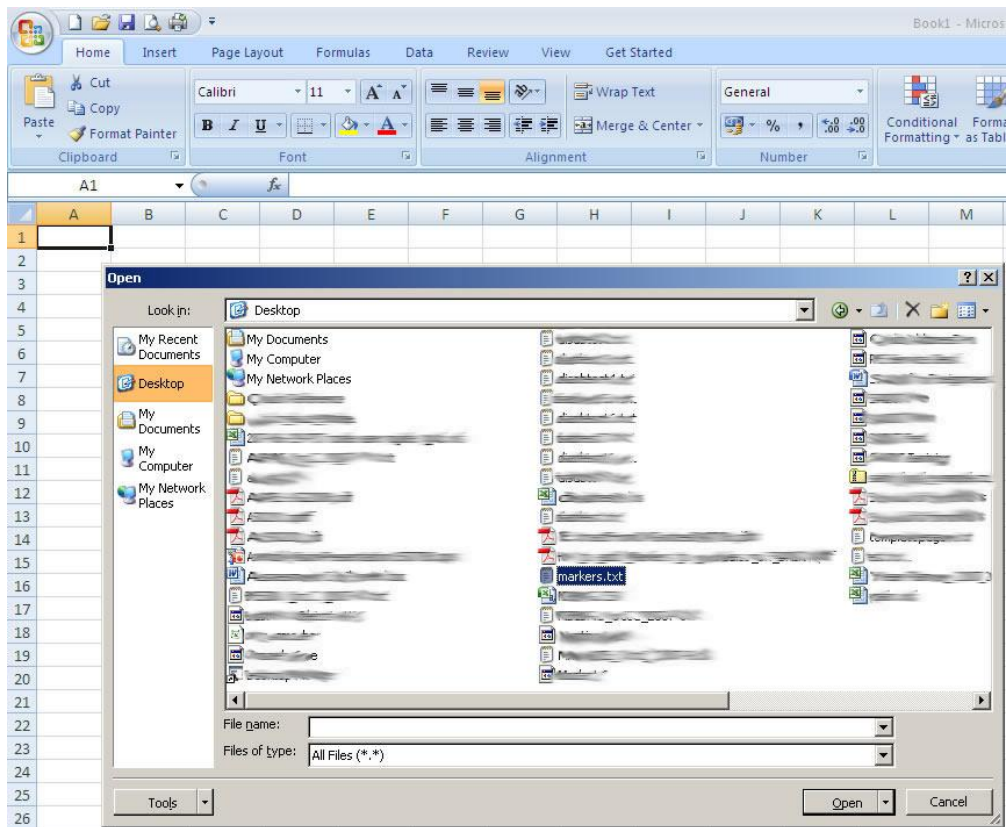
Click ‘save’ and you will be returned to the previous dialogue box (figure 5). Click ‘OK’ and the file will be saved in your chosen location.



**Figure 5 – Dialogue box**

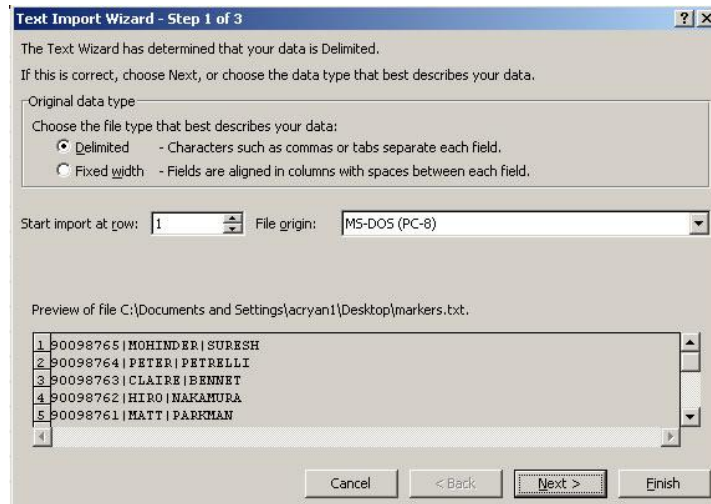
In Excel, open the file you have just saved (figure 6). You may need to change the ‘Files of type’ drop-down box to ‘All Files (\*.\*)’ as shown.

## Adding Markers to Modules in SAINT/Blackboard



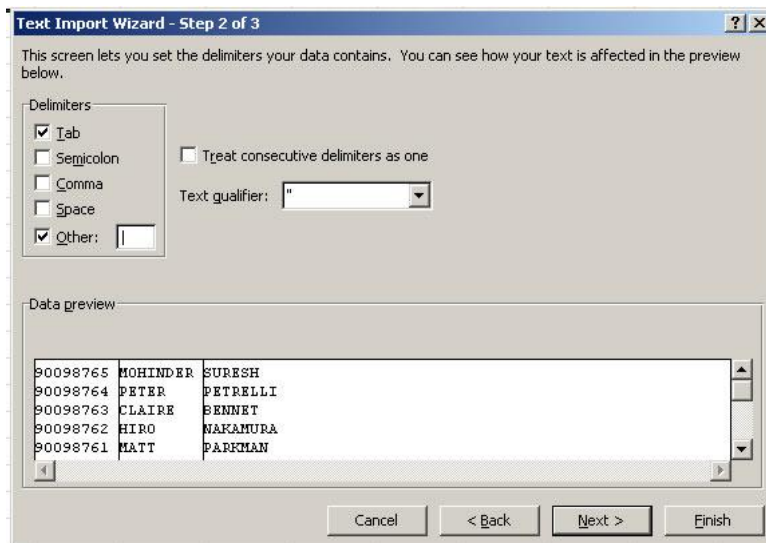
**Figure 6** – Open the file in Excel

A text import wizard will appear. In step 1 (figure 7), click 'Delimited', then 'Next'.



**Figure 7** – Text Import Wizard, step 1 of 3

In step 2 (figure 8), ensure that the 'Tab' and 'Other' tick boxes are completed. In the box next to 'Other', type a bar (|). This character is typed by pressing the left shift key and the backslash key next to it (figure 9).



**Figure 8** – Text Import Wizard, step 2 of 3



**Figure 9** – Key combination for bar character

Click 'Next' to move on to step 3...

In step 3 of the text import wizard, set the first column to Text format by clicking in the column header and then clicking the 'Text' radio button (figure 10). This ensures that the PRS numbers remain in the correct format. Click 'Finish' and your data will appear in a formatted Excel spreadsheet (figure 11). You can then save this as usual.

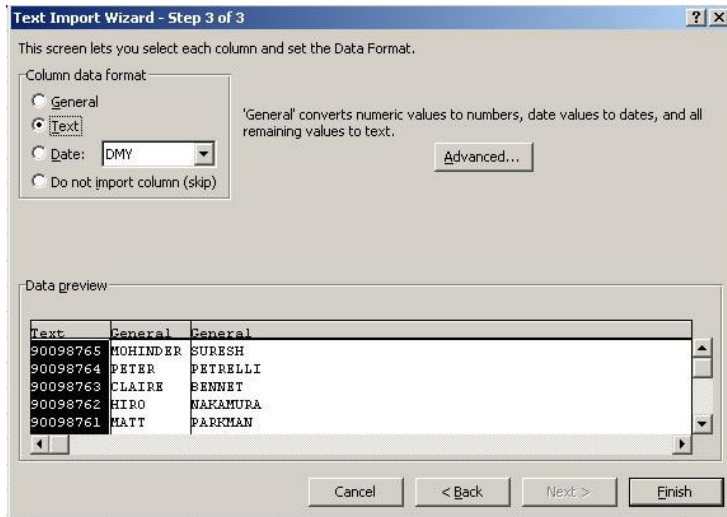


Figure 10 – Text Import Wizard, step 3 of 3.

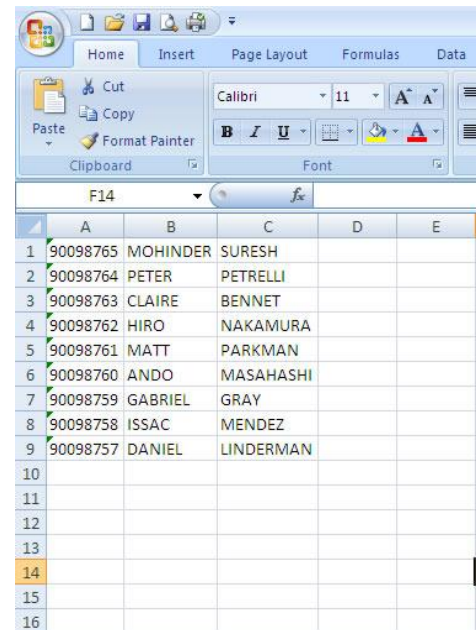


Figure 11 – PRS numbers and names in Excel.

### 3. Adding markers to modules

Markers can be added to modules either directly into the MKR screen (section 3.1), or by going through the MAV screen (section 3.2).

#### 3.1 Through MKR

To add a marker to a module through MKR, open the MKR screen and enter details as follows:

Box	Details to enter
PRS Code	PRS number of member of staff
Year	Appropriate academic year e.g. 2008/9
Sequence	This box will be completed automatically
Period	Period the module runs in. e.g. SEM1
Occurrence	Occurrence of the module, e.g. A
MAB Sequence	Leave this box blank
Blackboard Role	Enter GUEST, INSTRUCTOR or TEACHING_ASS as appropriate
Paper Code	Leave this box blank
Division	Leave this box blank
Section Code	Leave this box blank
Description	Enter any notes you need, e.g. tutor's name
Available for marking?	Leave this box blank

Store the record (F6). See figure 12 for a completed example.

Figure 12 – Completed example of an MKR record.

### 3.2 Through MAV

To add markers through MAV, open the MAV screen and enter the details of the module(s) you want to add markers to. You can do this module by module, or use the gold star as in figure 13.

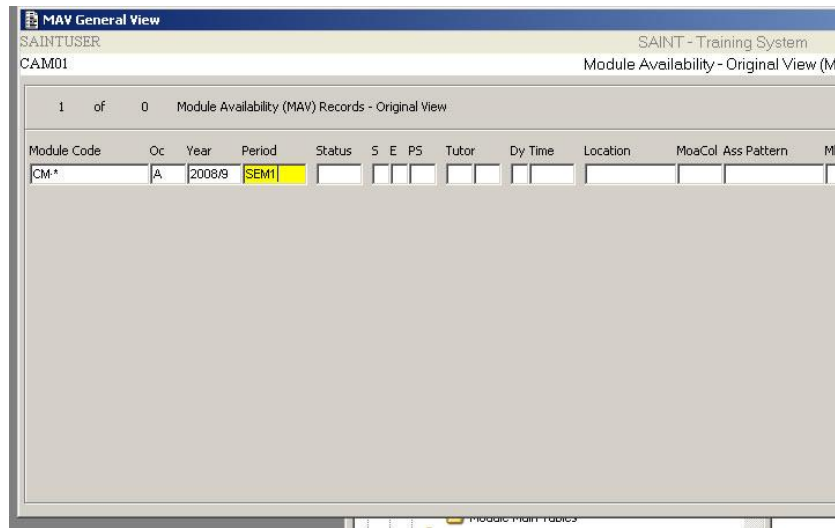


Figure 13 – Enter your criteria into MAV

Retrieve the records and find the module you want to add markers to. Ensure the correct row is selected, then go to Other → Assessment Markers (figure 14).

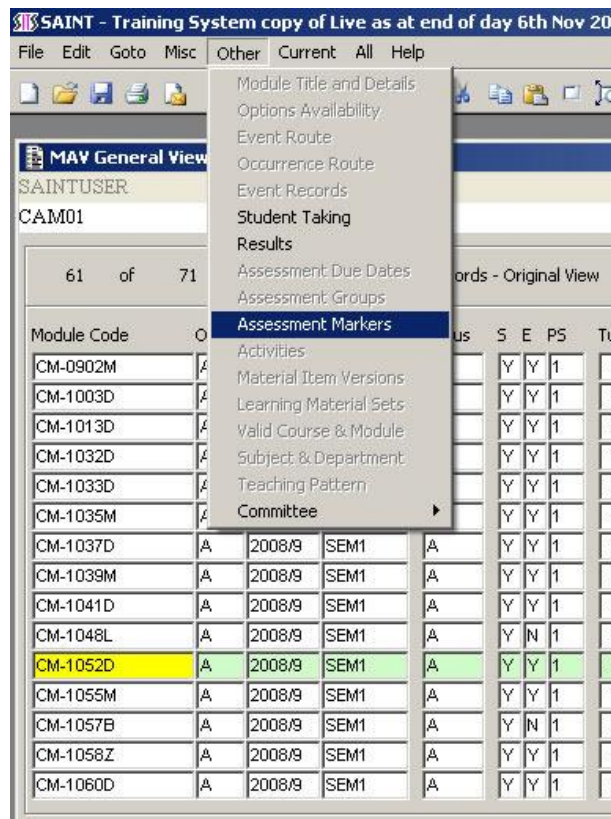
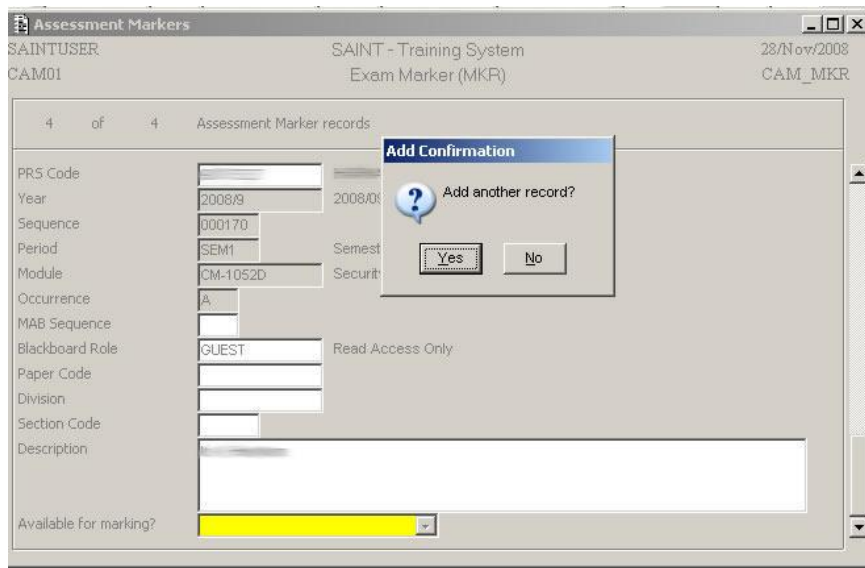


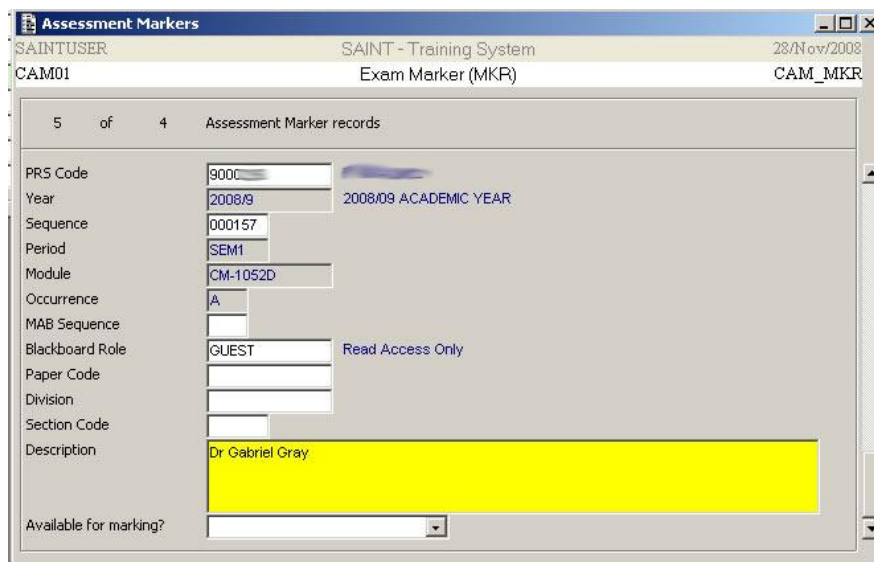
Figure 14 – With the module selected, go to Other → Assessment Markers

If there are already markers on the module, tab all the way through to the end and a dialogue box will appear asking if you want to add another record (figure 15).



**Figure 15** – Add another marker dialogue box

Click on 'Yes', and add the necessary details as listed in section 3.1. Some details, such as module code and year, will already be filled in. Don't forget to store the record (F6). To add another marker, simply tab to the end and the dialogue box will appear again. Figure 16 shows a completed MKR record as added through MAV.



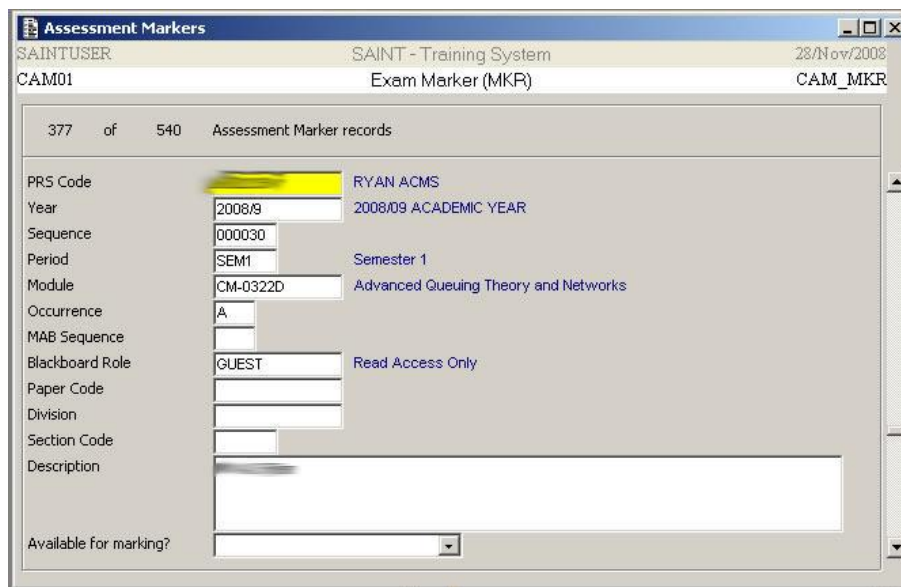
**Figure 16** – A completed MKR record added through MAV.

## 4. Removing markers from modules

Just like when adding MKR records, markers can be deleted through MKR or MAV.

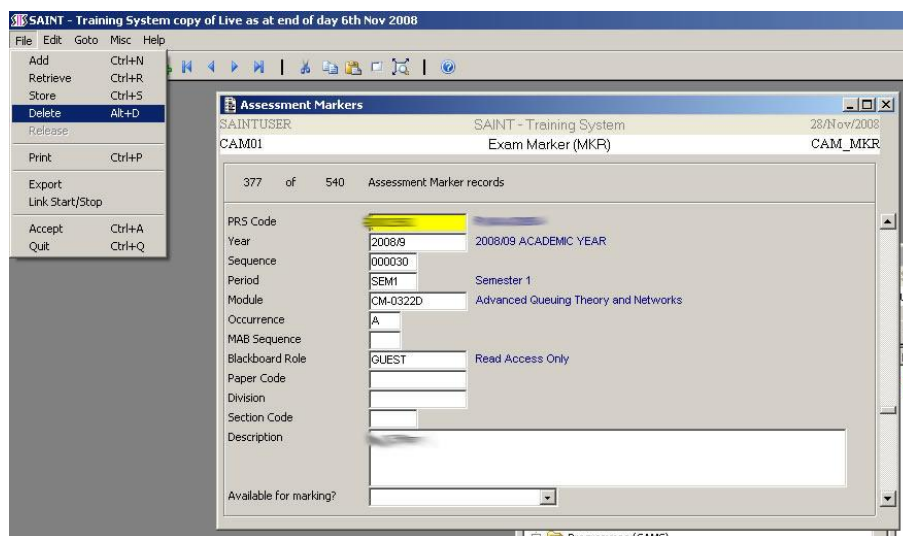
### 4.1 Through MKR

To delete a marker record through the MKR screen, open MKR and enter your search criteria, e.g. PRS number or module details. Retrieve (figure 17) and find the record you want to delete.



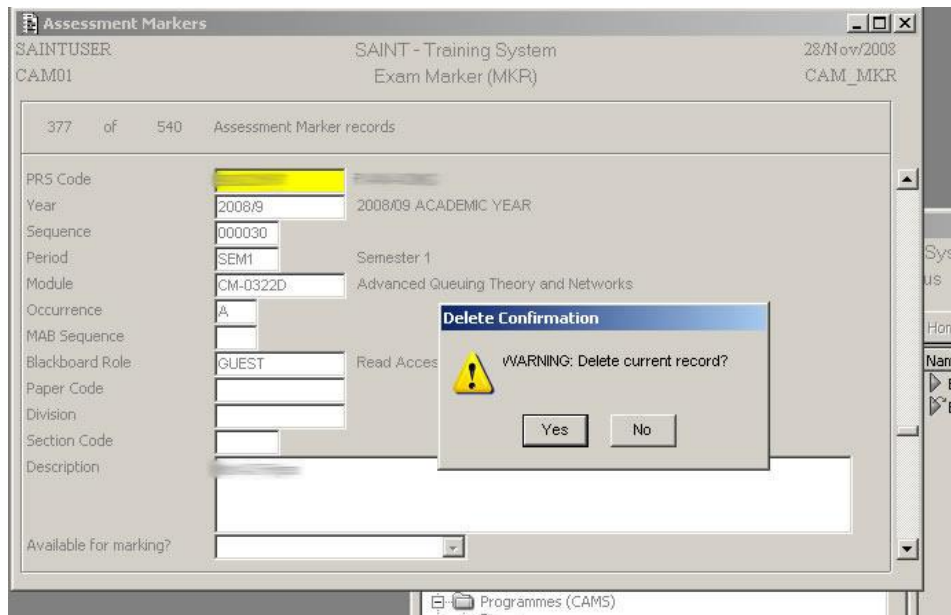
**Figure 17** – Enter your search criteria and retrieve, then scroll to the record you want to delete

Once you have found the correct record, go to File → Delete (figure 18)



**Figure 18** – File → Delete

A confirmation box will appear (figure 19). Click 'Yes' to delete the record.

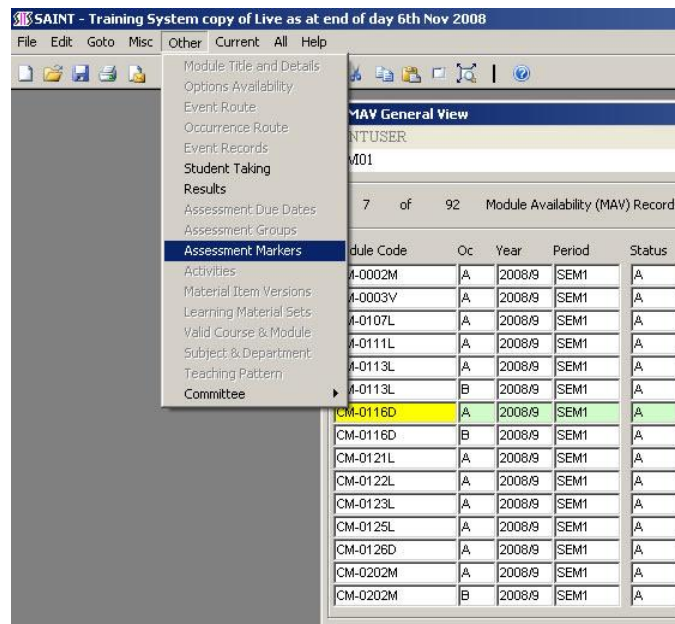


**Figure 19 – Delete confirmation box**

If you need to delete a large number of records, e.g. all marker records for a particular member of staff, please contact the SAINT team for help.

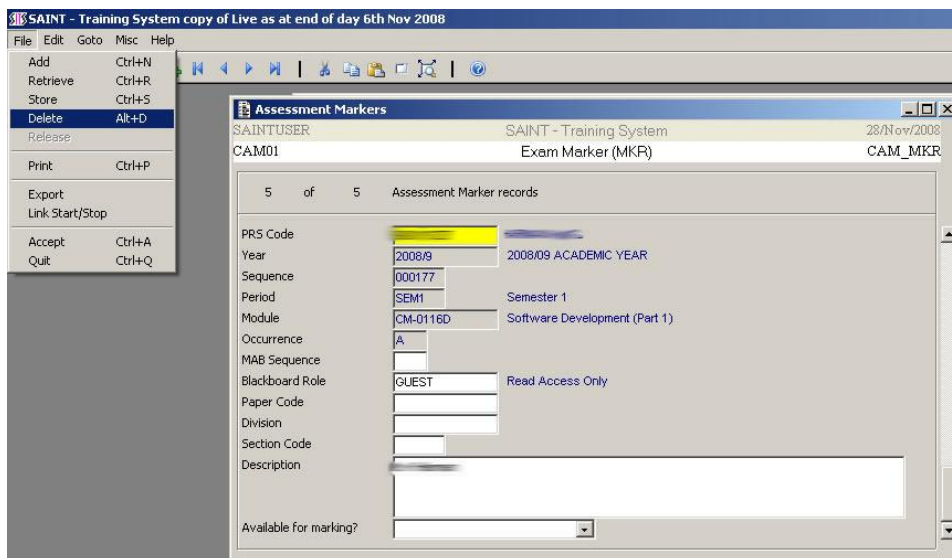
## 4.2 Through MAV

To delete a marker record through the MAV screen, open MAV and enter your search criteria as in figure 13. Retrieve, and find the module you want to delete the MKR records for. Go to Other → Assessment Markers (figure 20).



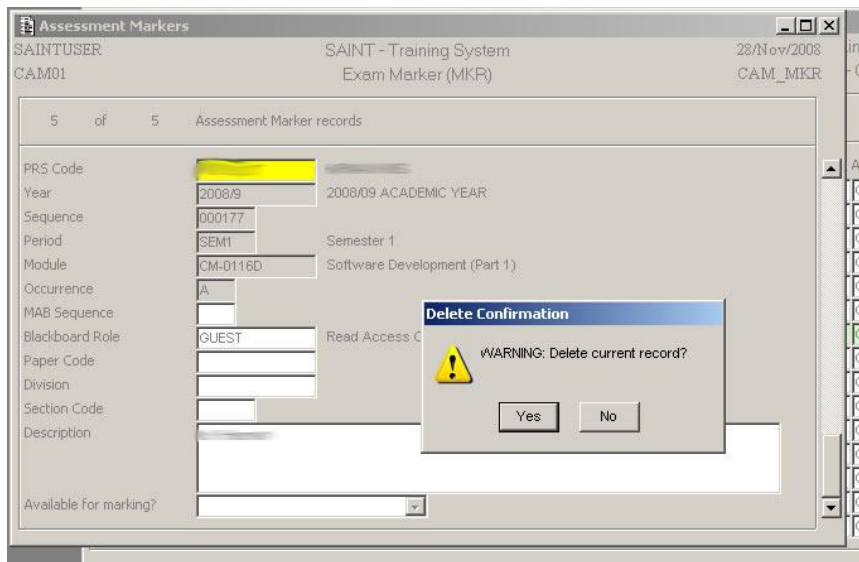
**Figure 20** – Ensure the correct module is selected then go to Other → Assessment Markers

The markers for the module will be displayed. Find the record you want to delete, then go to File → Delete (figure 21).



**Figure 21** – File → Delete

A confirmation box will appear (figure 22). Click 'Yes' to delete the record.



**Figure 22 – Delete confirmation box**

Repeat for each record you want to delete. If you need to delete a large number of records, please contact the SAINT Team for help.