

E-grading Training Manual

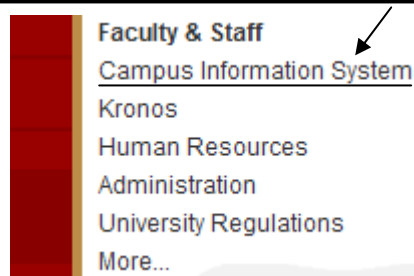
The University of Utah - Office of the Registrar

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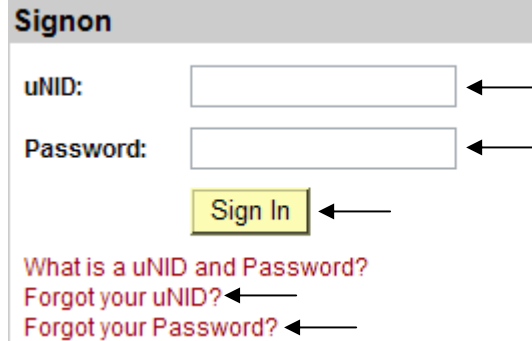
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How to access e-grading:

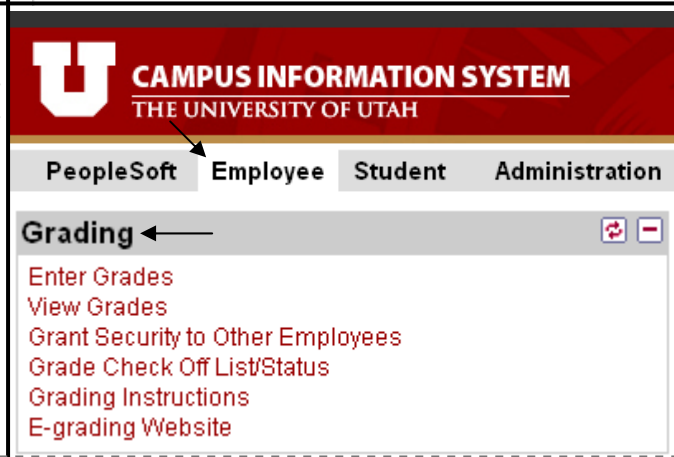
- Go to www.utah.edu
- Click on the "Campus Information System" link under the "Faculty & Staff" heading. (Located in the left column)



- Enter your uNID and Password.
- Click on "Sign In."
 - If you do not know your uNID and Password, use the "Forgot your uNID?" and "Forgot your Password?" functions.
 - If you are unable to reset your password online contact the Help Desk at 581-4000.

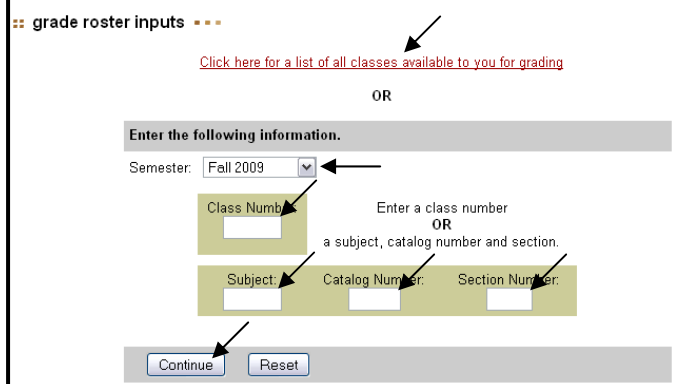


- Select the "Employee" tab.
 - If you do not have PeopleSoft access or have never been a student, the employee tab will be your only option.
- Locate the "Grading" box or pagelet.



Grading box options:

- Enter Grades
 - The "Enter Grades" link will give you two options when selecting the class to grade.
 - There is a link that allows you to go directly to all classes available to you for grading.
 - Or select the "Semester" - enter the "Class Number" OR "Subject," "Catalog Number," and "Section Number" of the class to grade.
 - Click on the "Continue" button and the Grade Roster will be displayed.



- View Grades
 - The "View Grades" link will display the grades posted for each student, who posted the grade roster, and when the roster was posted if the class **HAS** been posted.
 - If the class **HAS NOT** been posted and you are the primary instructor it will bring up the enter grades page to grade the class.

Office of the Registrar University of Utah -- Official Grade Roster, Summer 2009 Generated: Dec 11, 2009

Instructor	Subject	Cat.#	Sect.	Engrt.	Title	Days	Time	Location
	MATH	950	001	Lecture	Preparatory Algebra	M,W	09:00 AM-11:30 AM	ANNEX 2034

Grade roster posted by Current enrollments on Aug 13, 2009

Enrollid	Student	Units	Roster Grade	Official Grade	Date of Official Grade	Registration Date
1		0.0	A	A	Aug 13, 2009	May 01, 2009
2		0.0	A	A	Aug 13, 2009	Apr 07, 2009
3		0.0	A	A	Aug 13, 2009	Apr 07, 2009

<ul style="list-style-type: none"> Grant Security to Other Employees <ul style="list-style-type: none"> The “Grant Security to Other Employees” link shows a list of all classes that you have access to delegate grading security to other employees. For further information refer to Grade Roster Security section. If you are listed as the Primary Instructor, all of your classes will be listed under this link. 	<p>⚡ grade roster security ⚡⚡⚡</p> <p>Grant Security to other employees for Fall 2009:</p> <p>BUS 1050 001</p> <p>MGT 3680 001</p> <p>MGT 5700 001</p> <p>MKTG 3010 001</p> <p>OIS 2340 001</p>
<ul style="list-style-type: none"> Grade Check Off List/Status <ul style="list-style-type: none"> The “Grade Check Off List/Status” link is available to all employees. The link will direct you to a page to determine the selection criteria of the report. The report is designed to help departments and colleges track the grade posting process. Reports can be run by Instructor, Department/Subject, College, or All classes for the term and will display the status of each grade roster within the selection: Not started, Saved, or Posted. Instructions for running the report is also available above the selection criteria area. 	<p>⚡ grade check off list/status report ⚡⚡⚡</p> <p>Instructions for running a Grade Check Off List</p> <p>Term: <input type="text" value="Spring 2004"/></p> <p>Search by: <input type="text" value="Instructor"/></p> <p>Show this type of grade rosters:</p> <p><input checked="" type="checkbox"/> Posted</p> <p><input checked="" type="checkbox"/> Saved but not posted</p> <p><input checked="" type="checkbox"/> Not Started</p> <p><input type="button" value="Continue"/></p>
<ul style="list-style-type: none"> Grading Instructions <ul style="list-style-type: none"> The “Grading Instructions” link will display a copy of this training manual for reference, printing, and distribution. 	<p>Grading</p> <p>Enter Grades</p> <p>View Grades</p> <p>Grant Security to Other Employees</p> <p>Grade Check Off List/Status</p> <p>Grading Instructions ←</p> <p>E-grading Website</p>
<ul style="list-style-type: none"> E-grading Website <ul style="list-style-type: none"> The “E-grading Website” link provides the grading calendars, this training manual, a quick reference card, security access information, frequently asked questions, and contact information for e-grading help. 	<p>Grading</p> <p>Enter Grades</p> <p>View Grades</p> <p>Grant Security to Other Employees</p> <p>Grade Check Off List/Status</p> <p>Grading Instructions</p> <p>E-grading Website ←</p>

Navigating the Grade Roster Page:

→ Deadline to enter grades:

Office of the Registrar **University of Utah -- Official Grade Roster, Fall 2009** Generated: Dec 11, 2009

Instructor	Subject	Cat.#	Sec.	Cmpt.	Title	Days	Time	Location
RONER, A.	BUS	1050	001	Lecture	Foundations of Business	T,H	07:30 AM-08:50 AM	OSH 175

[Grant Security to other employees](#) ← → Set default grade of every student to

Grade Roster Header:

- Includes: Instructor, Subject, Catalog #, Section, Class Component, Title, Days the Class is Taught, Time, and the Location.
- Features within the header:
 - Deadline to enter grades: The countdown clock displays the amount of time left until the final day to submit grades online.
 - Grant Security to other employees: allows an instructor or department official the ability to delegate grading access to other employees
 - Set default grade of every student to: Sets the same grade for every student in the class.

	Student	Stdnt. ID	Units	Official Grade	SAVE POST
1	STUDENT NAME	STUDENT ID	3.0		<input type="text"/> <input type="button" value="SAVE"/> <input type="button" value="POST"/>

Grade Roster Body:

- Each student registered for the class will be listed in the body of the roster.
- Each student who is eligible to receive a grade will have a drop down menu associated with his/her name.
- Only valid grades for each student and class will be presented in the drop down menu.
- To assign the student a grade, click on the drop down menu and select a grade from the list.

Grade Roster Notes:

- The note field will become available when a student has been assigned an Incomplete (I) grade. The person entering the grades will have the option to enter the terms and conditions required for that specific student to finish the Incomplete grade. After the note has been entered, click the "Save" button.

⚙ grade roster student note ⚙⚙⚙

Student ID:

Course: BUS 1050 001

Term: Fall 2009

Please briefly describe the reason for the student's failure to complete the work assigned, list the requirements to be completed, and the probable final grade.

Grade Roster Note:

Needs to complete final exam by MM/DD/YY.

SAVE DELETE

Grade Roster Command Buttons/Links:

CLEAR

Removes all grades from the grade roster.

RESET

Removes grades just entered. Will not affect grades that have been saved.

SAVE

Saves the entered grades in the grade roster without posting to the student's record. The save button will be presented at the top of the page, the bottom of the page, and every 50 students to accommodate a large class.

POST

Posts the entered grades to the students' record/transcript. After selecting the "Post" button, the grades are official and final.



[Grade/View Another Class](#)

Available at the bottom of the grade roster. Will open up a selection box, the individual grading may select another class to grade.

Grade Roster Security:

- Security is granted to the **primary instructor** of each class. In the event that the primary instructor is not available, or needs assistance entering grades, the primary instructor can delegate access to other department officials.
- Security can be delegated to other employees at two different points in the grading process.
 - “Grant Security to Other Employees” within the “Grading” pagelet.
 - The link is also available in the header of each grade roster page.

Adding new security:

- **Term:** will always display the term being graded.
- **Class:** will always display the class information that was entered in the page prior.
- **Security You Have Granted:** lists the person or persons who have been granted security access and the level of security.

grade roster security

Term: Fall 2009
 Class: BUS 1050 001
 Emplid:
 Type: POST SAVE VIEW SAVE VIEW VIEW ONLY

Security You Have Granted: Smith, Clark Save Grades
 Johnson, Ann Post Grades

Enter the “Emplid” into the box. The ID is entered with all the leading 0’s.

- Only current university employees will be granted security access.

Emplid:

Choose the type of access:

- **View Only:** allows the employee to only view the grade roster.
- **Save:** allows the employee to view the grade roster, enter grades into the roster, and save the grades.
- **Post:** allows the employee to view the grade roster, enter grades into the roster, save grades, and post grades to the students’ record/transcript.

Type: POST SAVE VIEW SAVE VIEW VIEW ONLY

Select the “Add” button.

Deleting Security:

- Click on the icon next to the employee’s name to delete the security access.

Security You Have Granted: Smith, Clark Save Grades
 Johnson, Ann Post Grades

Grade Roster Display After Posting:

Primary Instructors are able to view grade rosters indefinitely after posting by clicking on the "View Grades" link in the "Grading" pagelet. The display allows instructors and department officials the ability to view grades reported and any changes made by the Registrar's Office after the grading deadline.

Office of the Registrar University of Utah -- Official Grade Roster, Summer 2009 Generated: Dec 17, 2009								
Instructor	Subject	Cat.#	Sect.	Cmpt.	Title	Days	Time	Location
RONER, A.	BUS	1050	001	Lecture	Foundations of Business	T,H	07:30 AM-09:00 AM	CRCC 210
Grade roster posted by Roner, Andrea on Aug 05, 2009 Current enrollments								
Emplid	Student	Units	Roster Grade	Official Grade	Date of Official Grade	Registration Date		
1		3.0	A	A	Aug 05, 2009	Mar 25, 2009		
2		3.0	A-	A-	Aug 05, 2009	Apr 18, 2009		
3		3.0	B-	A-	Dec 16, 2009	Apr 13, 2009		
4		3.0	B	B	Aug 05, 2009	Apr 15, 2009		
5		3.0	A-	A-	Aug 05, 2009	May 06, 2009		

- A unique display has been created to view the grades that have been posted to the roster and changes made by the Registrar's Office after the original submission.
- The "Roster Grade" is the grade reported and posted through the grade roster.
- The "Official Grade" is the same as the roster grade, unless a change was made by the Registrar's Office. (See line 3 in the above screen shot.)
- The "Date of Official Grade" is the date the grade roster was posted, unless a change was made the "Date of Official Grade" would reflect the date of the change.
- The "Registration Date" is the date the student enrolled in the class.
- This information is available starting with the grade submissions for fall 2004.
- The grade roster is dynamic and will always reflect any changes made, no matter how long it has been since the original roster was posted.
- The grade roster can be printed.

Grade Check Off List/Status:

- The Grade Check Off List/Status is a list of all classes taught within a term. The list indicates whether an instructor has started grading, not started grading, or posted grades. The link is located in the Grading pagelet.

- **How to run:**
- Select the term.
- Change the "Search by" criteria to either Instructor, Department/Subject, College or All classes for the term.
- Choose the type(s) of grade rosters under the "Show this type of grade rosters."
- Posted: will display only the grade rosters that have already been posted.
- Saved but not posted: will display only the grade rosters that have been saved, but have not yet been posted.
- Not Started: will display all of the grade rosters that have not begun grading.
- Click the "Continue" button.
- If you ran the report by Instructor, enter either the "Instructor ID" number or the "Last Name" and "First Name."
- If you ran the report by Department/Subject, choose the department.
- If you ran the report by College, choose the college.
- If you ran the report by All classes for the term, it may take longer because it is gathering information from every class taught for the term requested.

Term: ←

Search by: ↓

Show this type of grade rosters:

Posted ←

Saved but not posted ←

Not Started ←

←

Instructor:

Term: Fall 2009
Grade Roster Status: Posted, Saved, Not Started

Enter the following:

Instructor ID: ←

OR

Last Name: ←

First Name: ←

←

Department/Subject:

Term: Fall 2009
Grade Roster Status: Posted, Saved, Not Started

Select a subject:

A	ACCTG Accounting	AEROS Aerospace Studies	ANAT Neurobiology and Anatomy
	ANES Anesthesiology	ANTH Anthropology	ARAB Arabic
	ARCH Architecture	ART Art	ARTH Art History
	ASL American Sign Language	ASSTP Asian Studies	ASTR Astronomy
	ATHL Athletics	ATMOS Atmospheric Sciences	

←

College:

Term: Fall 2009
Grade Roster Status: Posted, Saved, Not Started

Select College:

↓

←

- **Viewing the results:**
- The header of the report includes the “Term,” “Status,” and “Type” selected.
- The body of the report provides the specific details.
- The report can be downloaded to excel.

Term:	Fall 2009
Grade Roster Status:	Posted
Subject:	COMM

[Download to Excel](#) ←

Thu Dec 17 12:06:04 MST 2009

<u>Subject</u>	<u>Cat No.</u>	<u>Sect.</u>	<u>Instructor</u>	<u>Status</u>	<u>When Posted</u>	<u>Posted By</u>
COMM	1010	090	Professor, R	Posted	2009-10-27 PM 01:56	Professor, R
COMM	7980	001	Professor, S	Posted		Registrar's Office