

Instructors who are teaching and also have the ability to 'approve and post' grades in the system have the capability to enter **AND** approve their own grades. This is usually the Department Head or equivalent within each department.

This is a two-step process: **Grade Entry** and **Grade Approval**. The steps for each process are included.

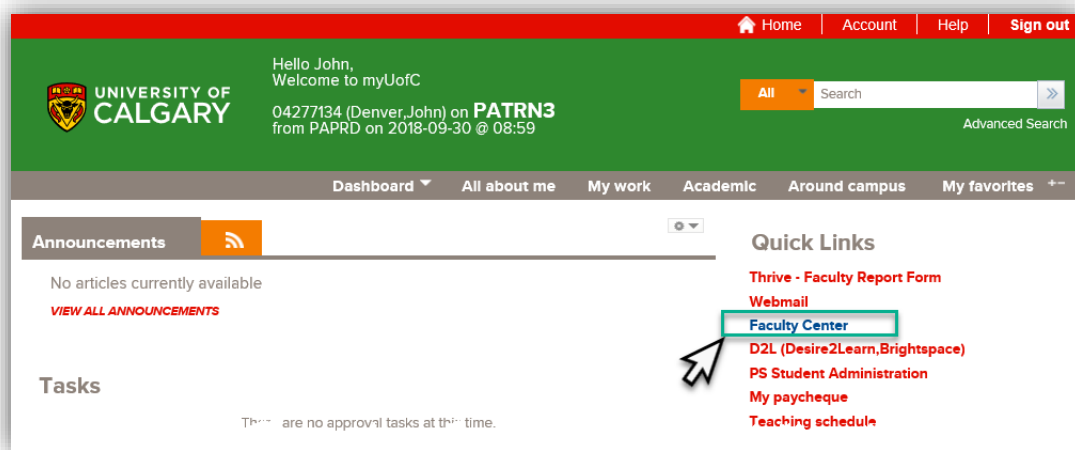
Note: For FOIP reasons all names of instructors and students are scrambled.

1. Log into the MyUofC Portal and click the **Faculty Centre** link displayed in the **Quick Links** menu.

If you have dual roles (Instructor and Approver) you must log in to MyUofC with SecurID in order to approve grades.

Important: Instructors must be set up as 'instructors of record' in order for the Faculty Centre link to display in the Quick Links menu. If the Faculty Centre link does not display, contact the individual responsible for scheduling courses for your Faculty/Department to ensure you are set up correctly in the system with appropriate access. Click the [Faculty Center](#) link.

[Faculty Center](#)



2. **Step 1: Grade Entry**
Navigate to Administer Grades to access the grading summary page. Click the [Administer Grades](#) link.

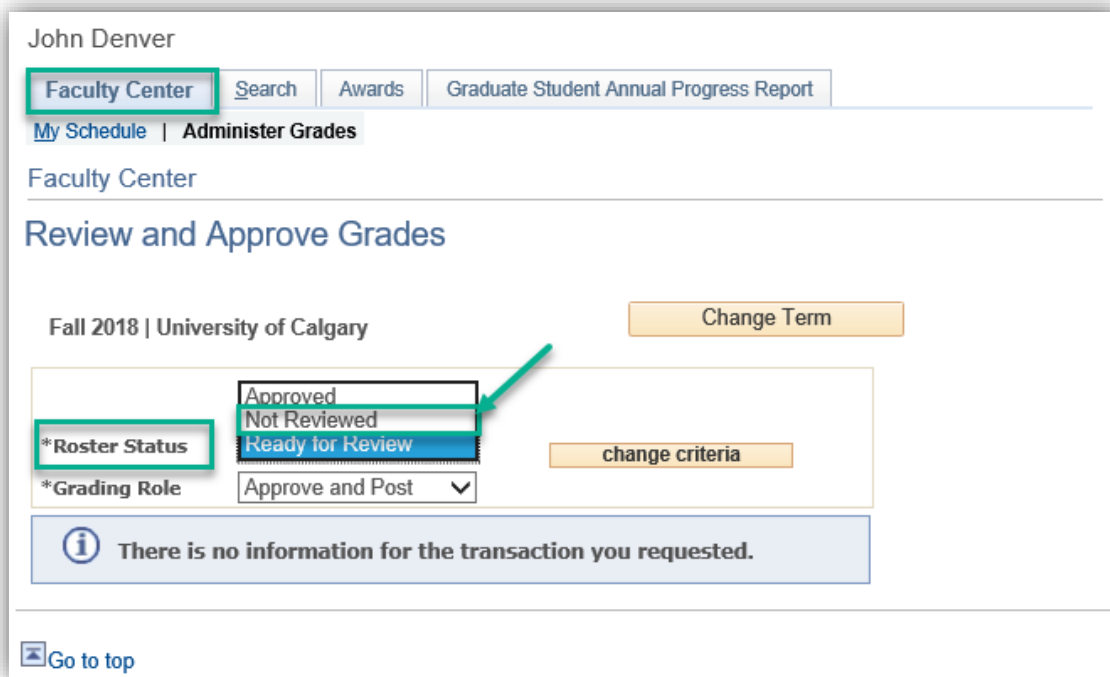
[Administer Grades](#)

Grade Entry and Approval for Course Instructors/Approvers

SA – Faculty Centre

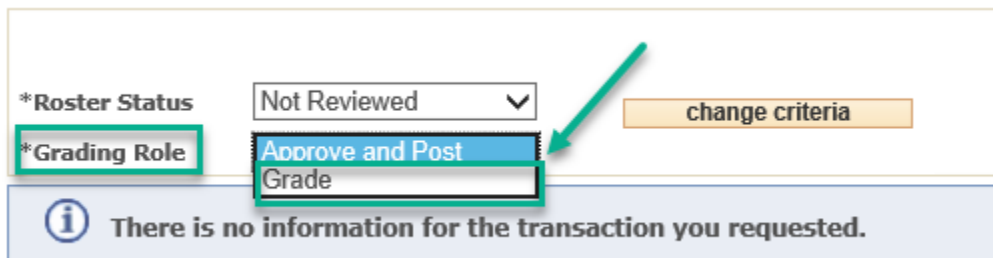
- The Roster Status must be set to "**Not Reviewed**" in order for instructors and grade administrators to enter grades. Click the **Roster Status** list. Click the **Not Reviewed** list item.

Not Reviewed



- To enter grades, the Grading Role must be set to Grade. Click the **Grading Role** list. Click the **Grade** list item.

Grade



- After the Roster Status is **Not Reviewed** and Grading Role is **Grade** press Change Criteria to display any Class Rosters that need to be graded and approved. Click the **Change Criteria** button.

change criteria

6. For this example there are two classes listed that meet this criteria (French 457 and German 357).
Important: If the instructor cannot see the roster, ensure in Curriculum Management > Schedule of Classes > Maintain Schedule of Class > Meetings tab they have **Grade** access. *Note: For FOIP reasons the instructors names are scrambled.*

If you would like to view class rosters in a different term, it can be completed by clicking into Change Term. Click the **Change Term** button.

Change Term

7. Any terms you have access to will display and you can select the radio button for the desired term and press Continue to view a different term. Note: For this example we will not change the term from Fall 2018. Click the **Continue** button.

Continue

Select Term


Continue

Select a term then select Continue.

Term	
<input type="radio"/> Winter 2019	University of Calgary
<input checked="" type="radio"/> Fall 2018	University of Calgary

8. To enter grades for the desired class (eg. French 457) click on the Grade Roster icon at the end of the row. Click the **Grade Roster** button.



Class	Enrolled	GPA	Instructor	Grade Roster
FREN 457-01 LEC 73225	6		Farkhondehkavaki, Mark W	
GERM 357-01 LEC 72166	129		Parsons, Justin Stratton, Gorata H	

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SA – Faculty Centre

9. If desired, for a better view, click on the arrow to collapse the class details. Click the **Expand/Collapse** button.



Grade Roster

Fall 2018 | Block Week | University of Calgary | Undergraduate Programs

 FREN 457 - 01 (73225) Change Class


Littérature du 18e siècle (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 8:30AM-12:30PM	CHC 309	Mark W Farkhondehkavaki	2018/08/27 - 2018/08/31
MoTuWeThFr 1:15PM-4:45PM	CHC 309	Staff	2018/08/27 - 2018/08/31

10. Scroll down to view the class list.

Grade Roster

Fall 2018 | Block Week | University of Calgary | Undergraduate Programs

 FREN 457 - 01 (73225) Change Class

Display Options

*Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed Save

Upload grades from a file. Initiate upload

The file name must end with either .TXT or .CSV
The fields must be separated by either a comma or a tab.
Use the following link for instructions on uploading grades from a file - [Help for Grades Upload](#)

Student Grade	ID	Name	Prim Last Name	Prim First Name	Roster Grade	Official Grade	Grading Basis	Description	Level	Comments
<input type="checkbox"/>	1	Friesen, Ryan H	Friesen	Ryan	<input type="checkbox"/>		GRD	Arts Bachelor - Urban Studies/Bachelor of Arts	Year 3	
<input type="checkbox"/>	2	Handford, Diya R	Handford	Diya	<input type="checkbox"/>		GRD	Arts Bachelor - French/Bachelor of	Year 3	

11. Grades can be manually assigned or uploaded from a file. To manually assign a grade, select the desired grade from the Roster Grade drop down list. To upload grades from a file, reference the job aid on the training webpage: Student Administration > Faculty Centre - Grading > Upload Grades from Excel. Click the **Roster Grade** list.



12. Select a desired grade for this student (e.g. **A**). Repeat this step for all students on the roster. Click the **A** list item.

Student Grade		Transcript Note								
	ID	Name	Prim Last Name	Prim First Name	Roster Grade	Official Grade	Grading Basis	Description	Level	Comments
<input type="checkbox"/>	1	Friesen, Ryan H	Friesen	Ryan	A		GRD	Arts Bachelor - Urban Studies/Bachelor of Arts	Year 3	
<input type="checkbox"/>	2	Handford, Diya R	Handford	Diya	A+		GRD	Arts Bachelor - French/Bachelor of Arts	Year 3	
<input type="checkbox"/>	3	Kerekes, Janet	Kerekes	Janet	A-		GRD	Science Bachelor - Geology/Bachelor of Science	Year 3	
<input type="checkbox"/>	4	Lemmer, David	Lemmer	David	B+		GRD	Haskayne Schl of Business Bach - Org Behavior & Human Resources/Bachelor	Year 5	

13. Scroll to the bottom of the class roster to view additional options. For example, to add the same grade to the entire class, you can select all the students on the roster. **Important:** Remember to click **View All** to ensure you are selecting the entire list of students on the class roster. Click the **Select All** button.

Select All

14. After clicking **Select All** a checkmark will display beside their name. Click the **Add this grade to selected students** list. Select the desired grade for all students (e.g. A). Click the **A** list item.

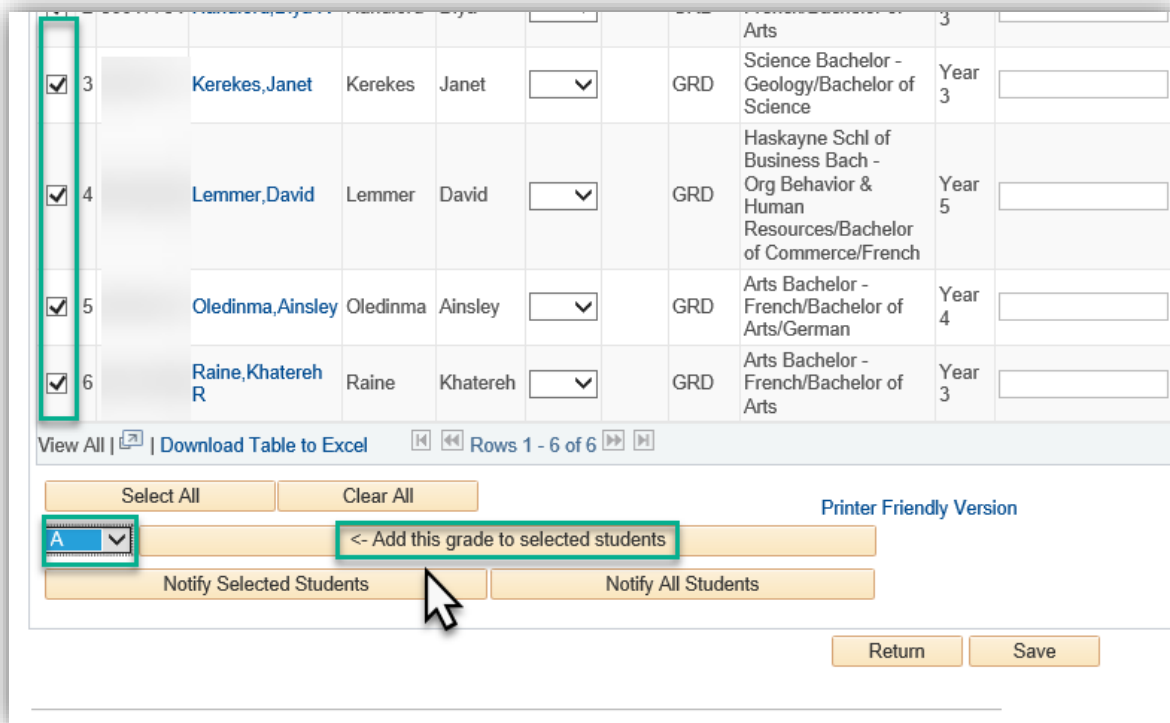
A

Grade Entry and Approval for Course Instructors/Approvers

SA – Faculty Centre

15. After selecting the grade for all students and clicking on **Add this grade to selected students**. You can also use this feature when selecting just a few students. Click the **Add this grade to selected students** button.

<- Add this grade to selected students



<input checked="" type="checkbox"/>	3	Kerekes, Janet	Kerekes	Janet	<input type="text"/>	GRD	Arts	3	
<input checked="" type="checkbox"/>	4	Lemmer, David	Lemmer	David	<input type="text"/>	GRD	Science Bachelor - Geology/Bachelor of Science	Year 3	
<input checked="" type="checkbox"/>	5	Oledinma, Ainsley	Oledinma	Ainsley	<input type="text"/>	GRD	Haskayne Schl of Business Bach - Org Behavior & Human Resources/Bachelor of Commerce/French	Year 5	
<input checked="" type="checkbox"/>	6	Raine, Khatareh R	Raine	Khatareh	<input type="text"/>	GRD	Arts Bachelor - French/Bachelor of Arts/German	Year 4	
							Arts Bachelor - French/Bachelor of Arts	Year 3	

View All | Download Table to Excel | Rows 1 - 6 of 6

Select All Clear All Printer Friendly Version

A <- Add this grade to selected students

Notify Selected Students Notify All Students

Return Save

16. When you are completed adding grades to the students on the class roster, press **Save**.
TIP: As you are entering the grades periodically click the **Save** button below the Grade Roster. This is particularly important with larger classes to ensure you don't lose any of the grades you've entered. Click the **Save** button.

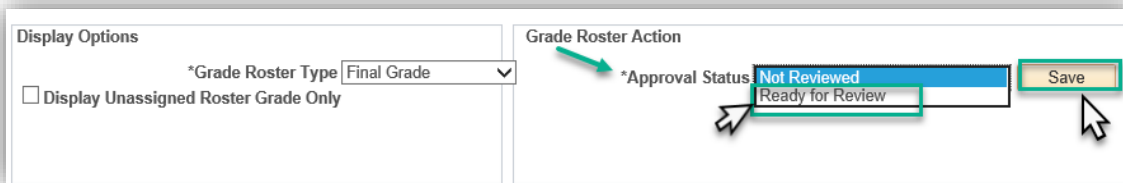
Save

17. Once the grade entry is complete, you are confident all grades are correct, and you have saved your grades, change the **Approval Status** to **Ready for Review**. This status moves your grades to the next step so they can be approved. Click the **Approval Status** list and click the **Ready for Review** list item.

Ready for Review

18. After pressing **Save**, you will not receive a message the 'Save' was successful and you will no longer see this course in your Faculty Centre. This completes the process for Grading. Now the Class Roster must be approved which is the next step. Click the **Save** button.

Save



19. To return to the Grading Summary screen use the Return button (avoid the browser back button). Click the **Return** button.

Return

1. Step 2: Approve Grades

In order to approve grades the **Roster Status** must be changed to **Ready for Review** and the **Grading Role** must be changed to **Approve and Post**. Click the **Roster Status** list and click the **Ready for Review** list item.

Ready for Review

2. Click the **Grading Role** list and click the **Approve and Post** list item.

Approve and Post

3. Click the **Change Criteria** button.

change criteria

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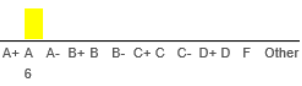

4. Once the Roster Status and Grading Role criteria are changed to **Ready to Review** and **Approve and Post**, the Review and Approve grades page provides a summary of all grade rosters pending approval (e.g. French 457). Histograms, a dynamic GPA calculation for each grade roster and the date the grade rosters were set to Ready for Review status also display. This will display ALL grade rosters which are ready for review and approval, including all courses you are authorized to approve. Click the **Grade Roster** button.



Review and Approve Grades

Fall 2018 | University of Calgary Change Term

*Roster Status: Ready for Review change criteria
*Grading Role: Approve and Post

Class	Histogram	Enrolled	GPA	Status Date	Instructor	Grade Roster	Approve
FREN 457-01 LEC 73225	 A+ A A- B+ B B- C+ C C- D+ D F Other 6	6	4.00	2018/12/20	Farkhondehkavaki, Mark W		<input checked="" type="checkbox"/>

SAVE CHECK ALL UNCHECK ALL APPROVE AND POST ALL CHECKED

5. Scroll down the roster and ensure each student listed on Roster has been graded. Once you are satisfied with the Roster Grades, navigate back to the Review Approve Grades page. Click the **Return** button.

Return

ID	Name	Prim Last Name	Prim First Name	Roster Grade	Official Grade	Grading Basis	Description	Level	Comments
<input type="checkbox"/> 1	Friesen,Ryan H	Friesen	Ryan	A		GRD	Arts Bachelor - Urban Studies/Bachelor of Arts	Year 3	
<input type="checkbox"/> 2	Handford,Diya R	Handford	Diya	A		GRD	Arts Bachelor - French/Bachelor of Arts	Year 3	
<input type="checkbox"/> 3	Kerekes,Janet	Kerekes	Janet	A		GRD	Science Bachelor - Geology/Bachelor of Science	Year 3	
<input type="checkbox"/> 4	Lemmer,David	Lemmer	David	A		GRD	Haskayne Schl of Business Bach - Org Behavior & Human Resources/Bachelor of Commerce/French	Year 5	
<input type="checkbox"/> 5	Oledinma,Ainsley	Oledinma	Ainsley	A		GRD	Arts Bachelor - French/Bachelor of Arts/German	Year 4	
<input type="checkbox"/> 6	Raine,Khatereh R	Raine	Khatereh	A		GRD	Arts Bachelor - French/Bachelor of Arts	Year 3	

View All | Download Table to Excel | Rows 1 - 6 of 6

[Printer Friendly Version](#)

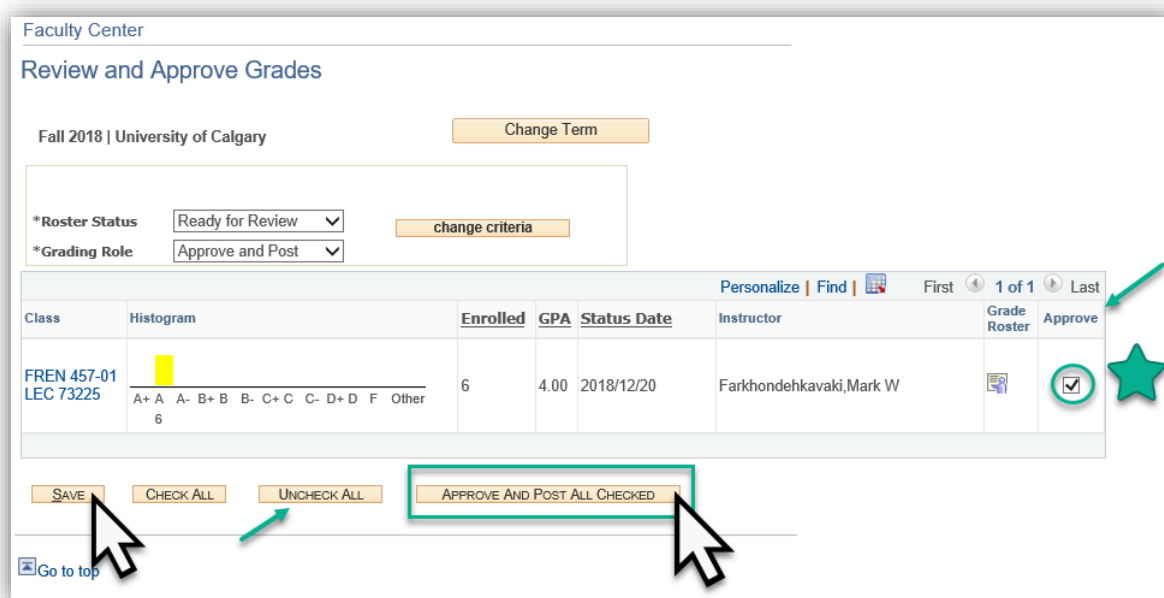
Return

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SA – Faculty Centre

6. **Important:** Please note the Approve check box defaults to 'Approve' for all classes listed. Clicking the **Approve and Post All Checked** button approves all classes with the check box checked. Optional: Click the Uncheck All button to remove checkmarks in the Approve column and then click Save. This allows you to approve the Grade Rosters on an individual basis. Click the **Approve and Post All Checked** button.

APPROVE AND POST ALL CHECKED



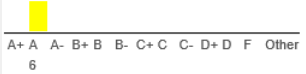


Faculty Center

Review and Approve Grades

Fall 2018 | University of Calgary Change Term

*Roster Status: Ready for Review change criteria

*Grading Role: Approve and Post

Class	Histogram	Enrolled	GPA	Status Date	Instructor	Grade Roster	Approve
FREN 457-01 LEC 73225	 A+ A- B+ B- C+ C- D+ D F Other 6	6	4.00	2018/12/20	Farkhondehkavaki, Mark W		<input checked="" type="checkbox"/> 

SAVE CHECK ALL UNCHECK ALL APPROVE AND POST ALL CHECKED

[Go to top](#)

7. *****Important Note:** Once posted, grades will be immediately accessible to students via their Student Centre. Please ensure you have reviewed all the Grade Rosters in the list prior to selecting the Approve and Post All Checked button. Note the approved class roster is removed from the Review and Approve Grade page.

For the corresponding online learning, consult the Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.