

The following document lists the most frequently asked questions by instructors and approvers when using the Faculty Centre. Some instructors may also have the ability to be approvers.

For immediate assistance, contact the individual responsible for scheduling courses for your department/faculty. The Student and Enrolment Service Training website offers several job aids and online learning about the Faculty Centre pertaining to grading. Contact the IT Support Centre for additional assistance: www.ucalgary.ca/itsupport or call 220-5555.

Frequently Asked Questions for Instructors:

Where do I enter my grades?

Each course has a Grade Roster where the final grades are entered. The Grade Rosters are available via the Administer Grades tab on the Faculty Centre.

How do I obtain access to the Faculty Centre?

Once you are identified as an instructor in the system, an overnight process runs and assigns the appropriate security required for access to the Faculty Centre.

How do I access my Faculty Centre?

The Faculty Centre is available through My UofC portal www.my.ucalgary.ca under **Direct access > Faculty Centre**.

- Instructors must sign on to My UofC with their eID and password.
- Grade Approvers must sign on to My UofC with their eID, password and SecurID.

I can't access my Faculty Centre; it says "there is no information available".

The individual responsible for scheduling courses for your department/faculty should check the following:

- a) Instructor/Advisor table to confirm you are set up with your correct staff ID, not your student ID if you have two ID numbers
- b) Curriculum Management > Schedule of Classes > Schedule Class Meetings > Meetings tab to ensure you have the appropriate Access (Grade)

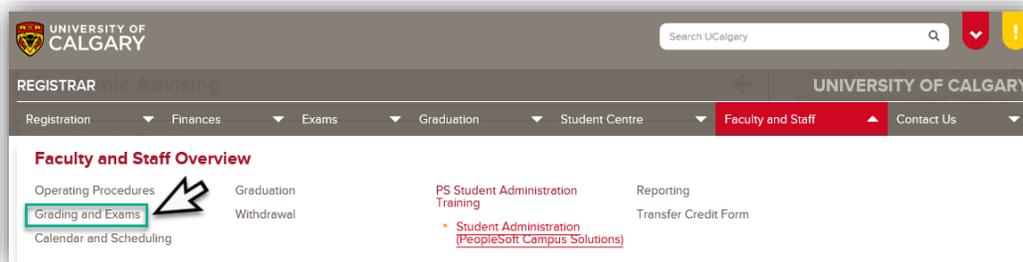
When will courses be available in the Faculty Centre for grading?

A grade roster is created after the course end date has passed. Grade rosters for a block week and non-standard session courses, which have an end date prior to the end of the term session, are opened on the following Monday. However, if the Monday is a holiday, they are opened on the next business day.

Rosters for courses with an end date after the end of regular term, including regular session courses, are opened two business days after the withdrawal deadline. A notification will be sent from Enrolment Services when grade rosters are opened at the end of a term session.

When are my grades due?

Enrolment Services sets the grading deadlines. Refer to Enrolment Services Faculty and Staff Overview website for due dates.



I don't have the ability within my Faculty Centre to post my grades.

Your set-up in the system may not be correct. Contact your department/faculty course scheduler.

A course is missing, so I can't post the final grades for it.

Contact the individual responsible for scheduling courses for your department/faculty. They need to confirm your set up in the system.

The list of students on my class roster and those listed on my grade roster do not match. Does the grade roster reflect current data?

Once grade rosters are created, they will not reflect additional changes, i.e. late add to or late drop from a course. Therefore, you may have students on your grade roster who are no longer appearing on your class roster. Contact the person responsible for scheduling courses for your department/faculty on how best to proceed.

The grading basis for a course is not correct. How can this be fixed?

Contact the individual responsible for scheduling courses for your department/faculty. They will take the appropriate steps to have the grading basis corrected in the system.

How do I enter grades?

Grades can be assigned manually or uploaded from a file. Please refer to the many job aids and online learning available on the Student and Enrolment Services Training website:

<https://www.ucalgary.ca/registrar/training/student-administration> > Faculty Centre - Grading

How do I upload my final grades from a file?

Grades can be uploaded from an Excel file* when the file is formatted to meet the upload requirements. There is a specific job aid in the Faculty Centre on formatting an Excel file for upload.

I'm trying to upload my grades from an Excel File but I'm getting an error message.

Please note, excel files names should not exceed 30 characters.

How can I post my final grades using D2L (Desire2Learn)?

Final grades can be exported from D2L using the Grade Export Utility to upload to the Student Administration System (PeopleSoft). There are instructions on the D2L website:

<http://elearn.ucalgary.ca/desire2learn/grades-export>

I've entered my grades and can no longer see the grade roster. Where did my grade roster go?

The Grade Roster has three status levels: Not Reviewed, Ready for Review, and Approved.

Not Reviewed – grade rosters in Not Reviewed status are waiting for grades to be assigned.

Ready for Review – when the grade entry is complete, the roster status is changed to Ready for Review. Grade rosters in Ready for Review status are pending approver approval.

Approved – grade rosters in Approved status have been approved by the approver and grades are posted to the Student Centre.

Who approves my grades?

Once you have entered your grades and changed the Grade Roster status to Ready for Review, your grades will be available for approval by your Department Head, Dean, or their delegate.

How do my students access their grades for my class?

Once grades are approved and posted in PeopleSoft, students can view them in their Student Centre (via My UofC). D2L grades are not considered official. Please ensure final grades are posted in PeopleSoft through your Faculty Centre.

Frequently Asked Questions for Approvers

I am a grade approver, where do I approve grades?

Each course has a Grade Roster where the final grades are entered. The Grade Rosters are available for approval via the Administer Grades tab on the Faculty Centre.

How do I obtain access to the Faculty Centre?

The PeopleSoft Access Request (PSAR) Self Service request for access to the Student Administration System can be submitted by your manager or department head. The request must also indicate you require access to approve grades.

How do I access my Faculty Centre?

The Faculty Centre is available through My UofC (www.my.ucalgary.ca) under Quick Links. Grade approvers must sign on to My UofC with their eID, password and SecurID.

I am a grade approver and an instructor. Can I enter and approve my own grades?

Yes, you can enter your own grades via the Administer Grades tab on the Faculty Centre and you can approve your grades by changing your Grading Role. If you are unable to enter your own grades, contact the course scheduler in your department or faculty to check your access that you can approve and post grades.

I am a grade approver, how do I approve grades?

Make sure the *Roster Status* is set to *Ready for Review* and the *Grading Role* is set to *Approve and Post* to display Grade Rosters pending approval. Clicking the *Approve and Post All Checked* button approves all classes with the check box checked; click *Uncheck All* to approve grades for individual classes.

I am a grade approver, but I can't see any grades.

Make sure the Roster Status is set to Ready for Review and the Grade Role is set to Approve and Post. There may not be any grades ready for approval (instructors may not have entered their grades yet). There may be a problem with your access in the system. Contact the individual responsible for scheduling courses for your faculty/department.

How can I email the students in my class?

An entire class or selected students within a class can be emailed from two areas in the Faculty Centre: the Class Roster and the Grade Roster. From the Class Roster you can use the Notification buttons to send emails and when the Grade Rosters are available, you can use the Notification buttons to send emails.