UNIVERSITY OF CALGARY

The following steps will provide instructors and grade administrators with instructions to input grades manually. Instructors can access the Faculty Centre through the My U of C portal by clicking on the Faculty Centre link in Quick Links. In addition to instructors having access to the Faculty Centre, grade administrators also have access to the Faculty Centre. Grade Administrators access the Faculty Centre by logging in with SecurID as they normally do selecting Self Service and Faculty Centre from the menus

1. Click the **Self Service** link.

    ▸ Self Service

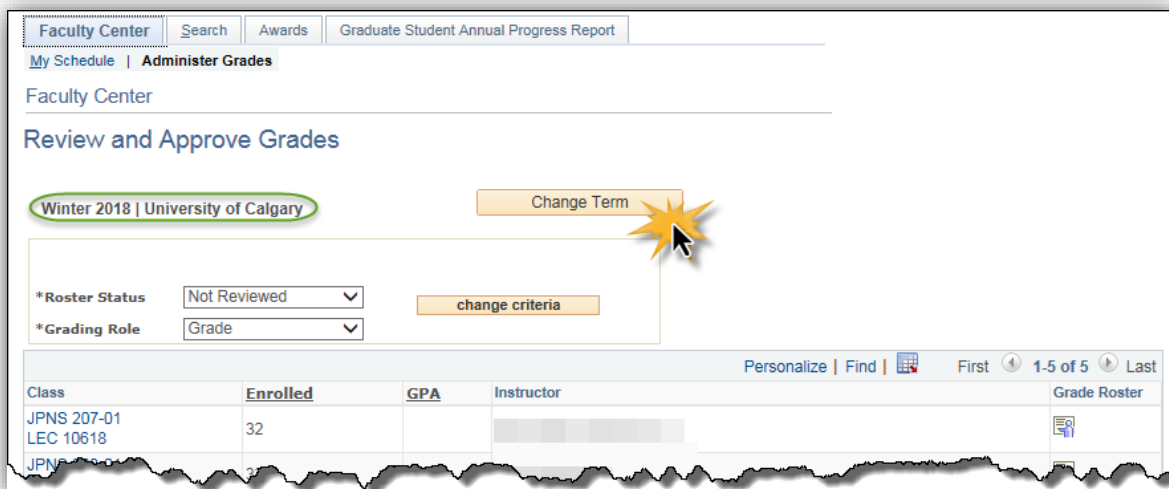2. Click the **Faculty Center** link.

    Faculty Center

3. Click the **Administer Grades** link.

    Administer Grades

4. The term defaults to the current term (e.g. Winter 2018). To view a different term, click the **Change Term** button.

    Change Term

Faculty Center	Search	Awards	Graduate Student Annual Progress Report

My Schedule | **Administer Grades**

Faculty Center

Review and Approve Grades

Winter 2018 | University of Calgary   Change Term
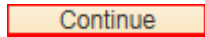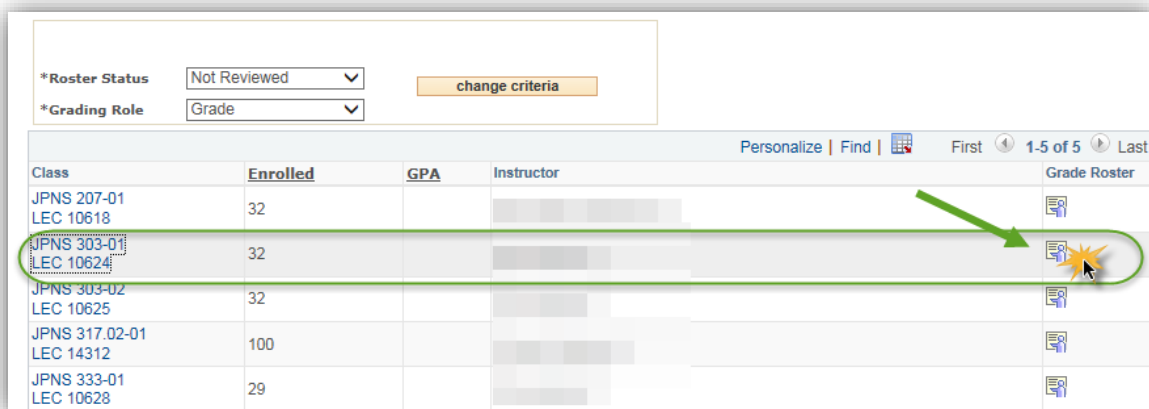
*Roster Status   Not Reviewed   change criteria
*Grading Role   Grade
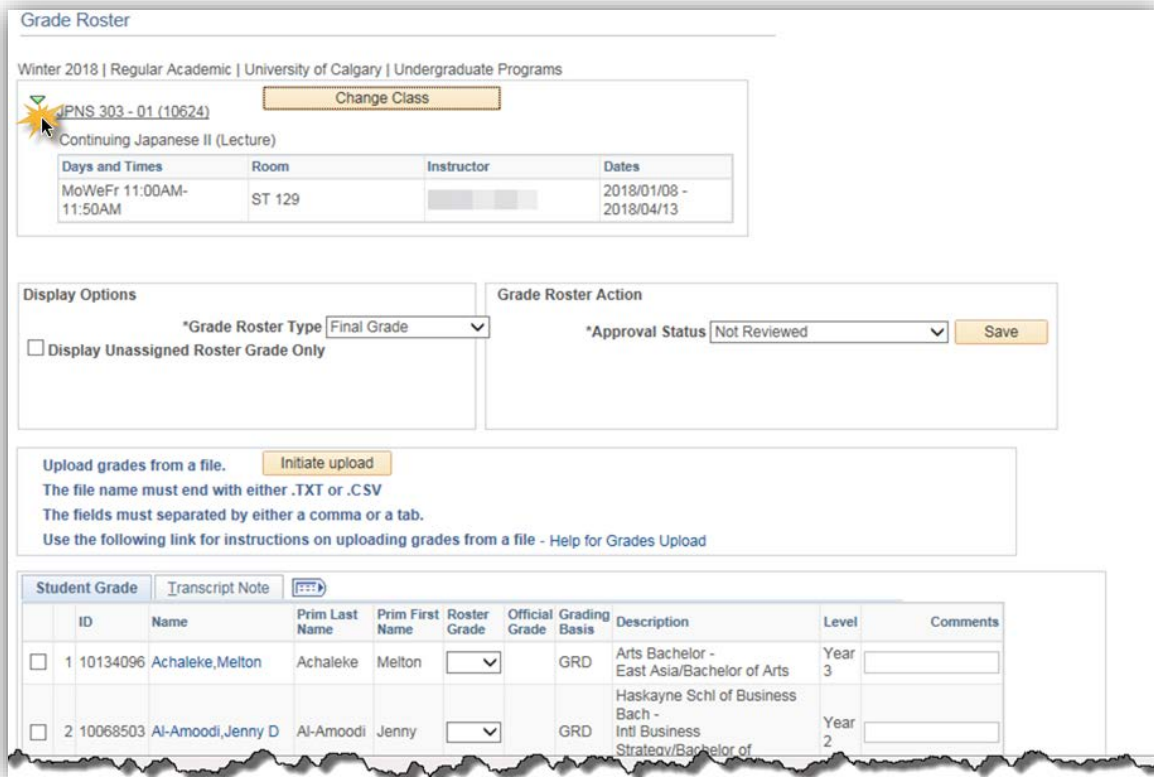
Personalize | Find | 📑   First ◀ 1-5 of 5 ▶ Last

Class	Enrolled	GPA	Instructor	Grade Roster
JPNS 207-01 LEC 10618	32			📝

October 2020

5.   A list of terms display based is based on the instructor's historical teaching record. To change a term select the applicable radio button for the term and press continue. Click the **Continue** button.

6.   The *Roster Status defaults to **Not Reviewed** and the Grading role defaults to **Grade**. **Not Reviewed** lists all grade rosters waiting for grades to be assigned by the course instructor. Click the **Roster Status** list.
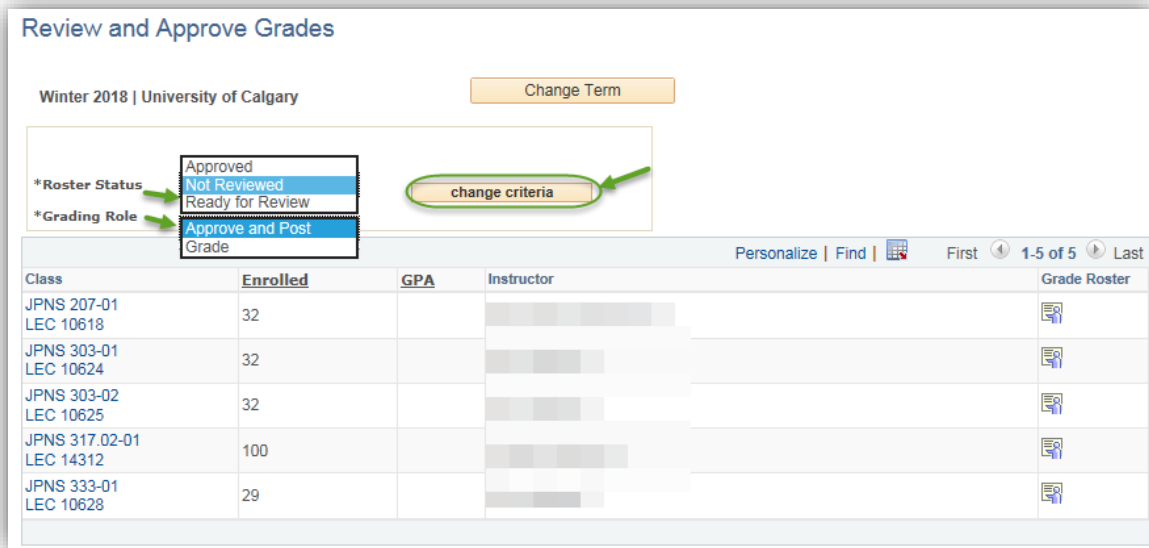
7. Note: The Grade Roster may be viewed in **Ready for Review** or **Approved** status by selecting the desired option from the Roster Status list and then clicking the change criteria button.

   Ready for Review lists grade rosters that have had all grades assigned, have been saved, and are now awaiting approval. When the grade entry is complete, the roster status is set to **Ready for Review** and the Grading Role is set to **Approve and Post**. These are necessary steps for Grade Approvers who are also instructors.

   For Grade Approvers: When grades are approved, the roster status is set to **Approved** and you must then click **Approve & Post** to finalize the process. Click the **Not Reviewed** list item.

8. To complete manual grading, view the desired Grade Roster. Click on the applicable Grade Roster icon at the end of the line. Click the **Grade Roster** button.

9.   The Grade Roster displays (e.g. JPNS 303). For ease of viewing collapse the meeting information. Click the **Expand / Collapse** button.

For FOIP reasons all data is scrambled (ie. student's names).

10.   The Grade Roster Type will always be **Final Grade** and Approval Status should be set to **Not Reviewed** until the grade entry is completed and is then set to **Ready for Review**. The Display Unassigned Roster Grade Only checkbox gives instructors/grade administrators the option of only viewing students who have not yet had a grade assigned. Grades can also be uploaded from a file. The Initiate upload button is used for this purpose. The Help for Grades Upload link is used to access help for formatting a file in the required format when uploading grades in mass from a file.

The Official Grade column is used by authorized Enrollment Services staff to enter admin type grades such as 'GP', W, AU, AW and MT grades. When a grade is displayed in the Official Grade column, a grade must still be entered in the Roster Grade column by the Instructor or Grade Administrator if the field is available. When the Official Grade is W, AU or AW the Roster Grade field will not be available to enter a grade. The Grading Basis column displays the GFC approved grading basis for the course.

To ensure you can view all the students included on the Grade Roster, scroll to the bottom of the Grade Roster.

11. By default only 20 rows (students) are displayed on the Grade Roster table. Please ensure you click **View All** to see the entire list of students if more than 20. Click the **View All** link.

12. Individual grades can be entered manually by clicking on the Roster grade drop down list and selecting the desired grade. Click in the Comments field to enter a comment, for instance 'student missed final'. It is important to periodically save your work. Click the **Roster Grade** list.

13. The same grade may be assigned to all students which may be beneficial for credit/fail letter grades. For the next example we will assign the same grade to all the students on the grade roster. Click the **Select All** button.

14.   Note checkmarks have been added selecting the entire grade roster, this is the importance of ensuring you have selected View All. Enter the grade (e.g. A) then click the **Add this grade to selected students** list.

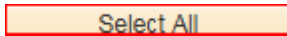**Important:** Setting the Grade Roster to "I" to expedite approval is **not recommended** as it is equivalent to an "F" in the GPA calculation. It is preferred to enter the existing grade earned then send the roster forward for approval.

Note: You cannot send a roster forward with a blank grade.

15.   Note the grade A has been added to the entire grade roster. Once the grade(s) have been entered click the save button. Click the **Save** button.

16.   Scroll to the top to change the Approval Status to Ready for Review and press **Save**. Once grade rosters have been set to Ready for Review and Saved they are displayed within the Approver's Faculty Centre. Click the **Approval Status** list.

17.   Click the **Ready for Review** list item.

Ready for Review

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18. When the grade entry is complete, the roster status is set to **Ready for Review** and the Grading Role is set to **Approve and Post**. Click the **Save** button.

Save

☑	25	30032223	Porter,Muzi J	Porter	Muzi	A ⌄	GRD	Arts Bachelor - East Asian Language Studies/Bachelor of Arts	Year 2
☑	26	10153047	Quinton,Richard	Quinton	Richard	A ⌄	GRD	Science Bachelor - Chemistry/Bachelor of Science	Year 4
☑	27	30010205	Robertson,Kevin R	Robertson	Kevin	A ⌄	GRD	Science Bachelor - Computer Science/Bachelor of Science	Year 2
☑	28	30029201	Robinson,Filma	Robinson	Filma	A ⌄	GRD	Arts Bachelor - English/Bachelor of Arts/Japanese	Year 1
☑	29	30001895	Simsic,Hao	Simsic	Hao	A ⌄	GRD	Arts Bachelor - Visual Studies/Bachelor of Fine Arts	Year 2
☑	30	30004793	Stanford,Edward K	Stanford	Edward	A ⌄	GRD	Science Bachelor - Natural Sciences/Bachelor of Science	Year 2
☑	31	30031515	Wall,Emma E	Wall	Emma	A ⌄	GRD	Science Bachelor - Natural Sciences/Bachelor of Science/Japanese	Year 1
☑	32	10161482	Yee,Aaron M	Yee	Aaron	A ⌄	GRD	Haskayne Schl of Business Bach - Human Resources & Org Dynamics/Bachelor of Commerce	Year 3

View 20 | ⬏ | Download Table to Excel   Rows 1 - 32 of 32

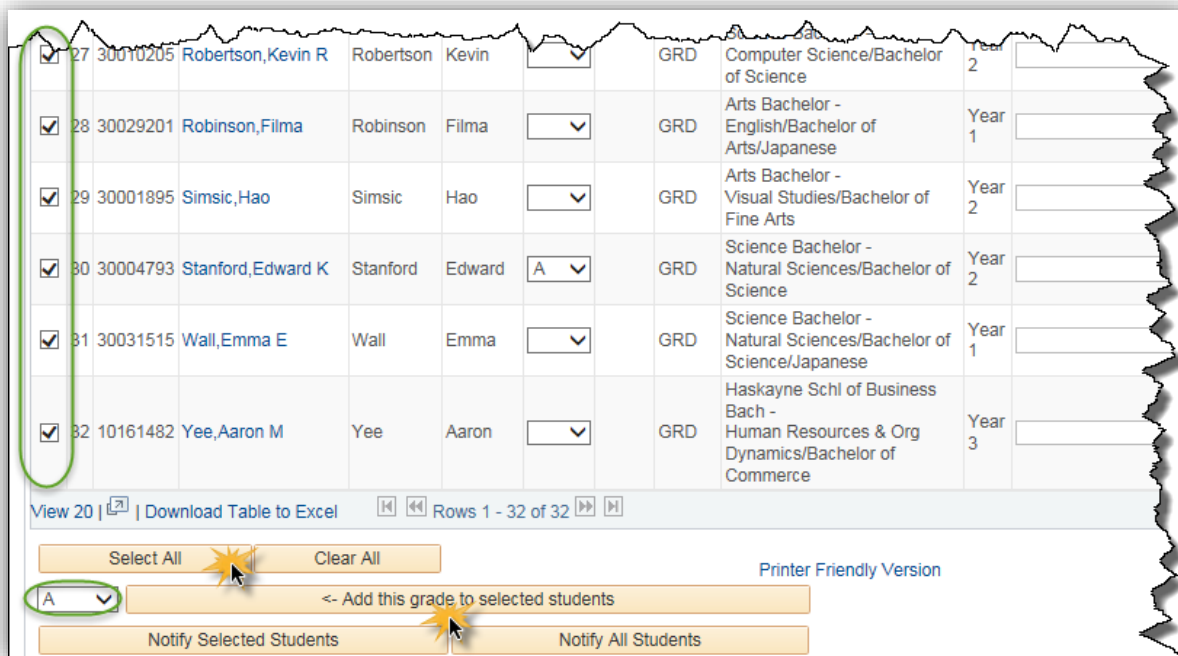Select All   Clear All   Printer Friendly Version

⌄   <- Add this grade to selected students

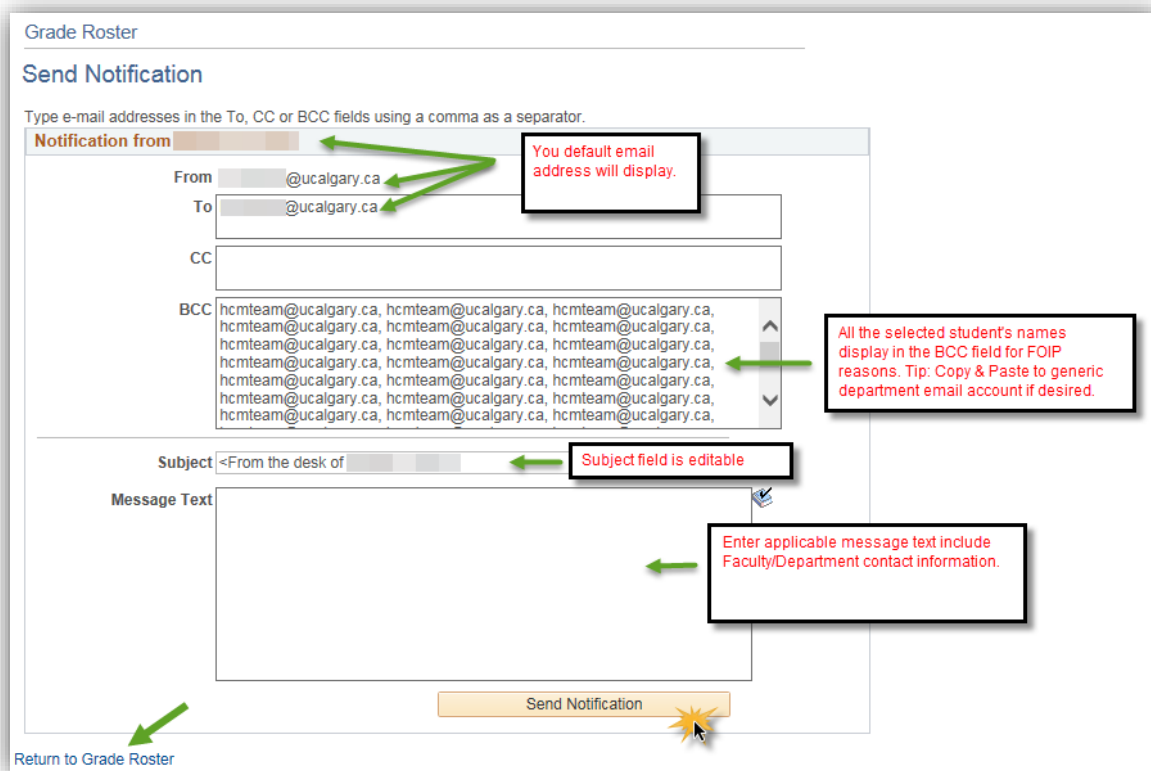Notify Selected Students   Notify All Students

Return   Save

19. To notify the entire Grade Roster, click Select All (if not already selected) and click Notify Selected Students. To notify one student just select the specific student. Click the **Notify Selected Students** button.

Notify Selected Students

20. The composition window allows you to email the student(s) directly. All default information will reflect your email address. If desired, for anonymity, you may copy and paste the student's email addresses in the BCC field to a generic faculty/dept email account. Click the **Return to Grade Roster** link.

Return to Grade Roster

21. To view a printer friendly version click on the link at the bottom of the Grade Roster. Click the **Printer Friendly Version** link.

Printer Friendly Version

22. The Grade Roster displays in an easy to read printer version. (This is the top view of the Grade Roster).

Grade Roster

Winter 2018 | Regular Academic | University of Calgary | Undergraduate Programs

▷ JPNS 303 - 01 (10624)

Grade Roster Type Final Grade   Approval Status Ready for Review

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	10134096	Achaleke,Melton	A	A	GRD	Arts Bachelor - East Asia/Bachelor of Arts	Year 3
2	10068503	Al-Amoodi,Jenny D	A	A	GRD	Haskayne Schl of Business Bach - Intl Business Strategy/Bachelor of Commerce/Japanese	Year 2
3	30005428	Bader,Jordan D	A	A	GRD	Haskayne Schl of Business Bach - Marketing/Bachelor of Commerce	Year 2
4	30006397	Berton,Shelley S	A	A	GRD	Arts Bachelor - East Asian Language Studies/Sociology/Bachelor of Arts	Year 2
5	30033732	Blom,Yvonne J	A	A	GRD	Arts Bachelor - East Asian Language Studies/Bachelor of Arts	Year 2
6	30031281	Chen,Yi D	A	A	GRD	Arts Bachelor - English/Bachelor of Arts	Year 1
7	30028728	Cooney,Brenda	A	A	GRD	Arts Bachelor - Anthropology/History/Bachelor of Science/Japanese/Bachelor of Arts	Year 1
8	30002392	Des,Robert G	A	A	GRD	Haskayne Schl of Business Bach - Org Behavior & Human Resources/Bachelor of Commerce	Year 3
9	30011953	Ellis,Bennyfel	A	A	GRD	Science Bachelor - Computer Science/Bachelor of Science/Japanese	Year 4

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.
End of Procedure.