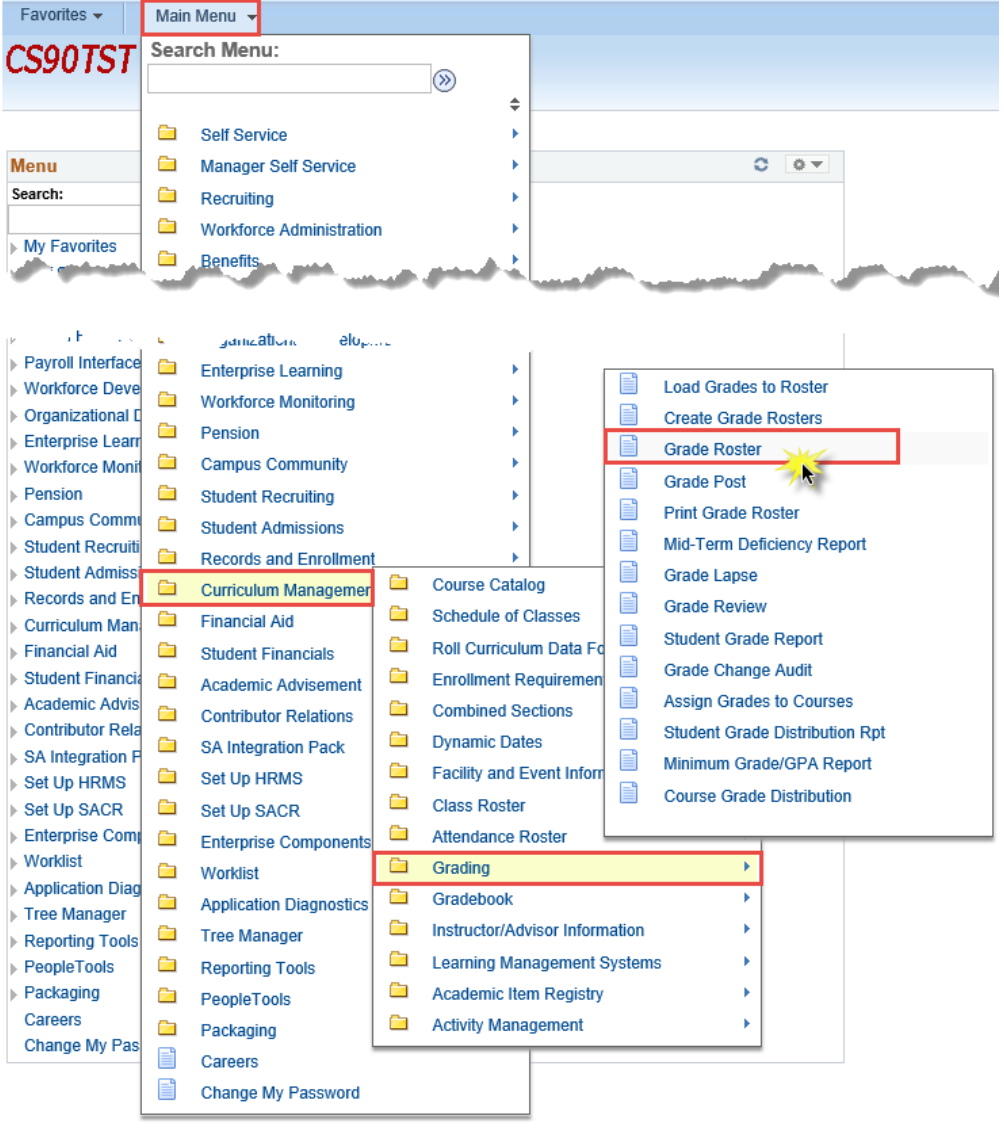


GRADING INSTRUCTIONS for DEPARTMENT HEADS:

Grade Entry – Approve Grade Roster

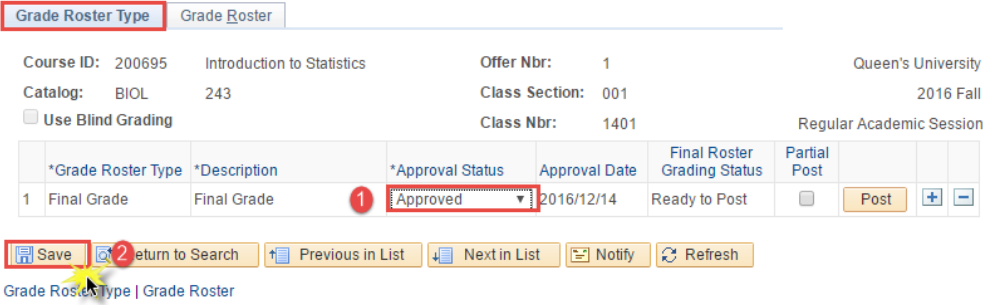
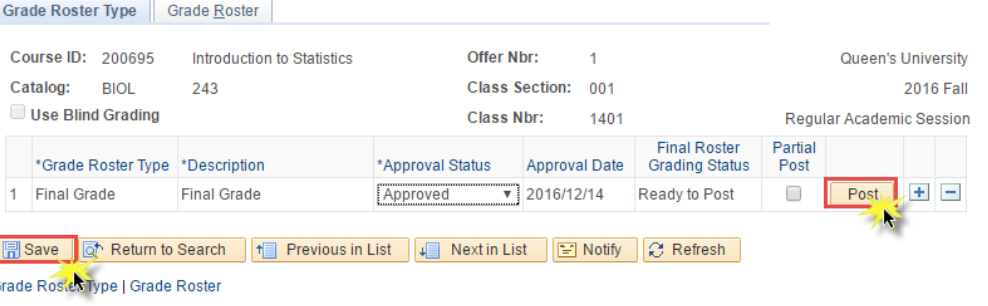
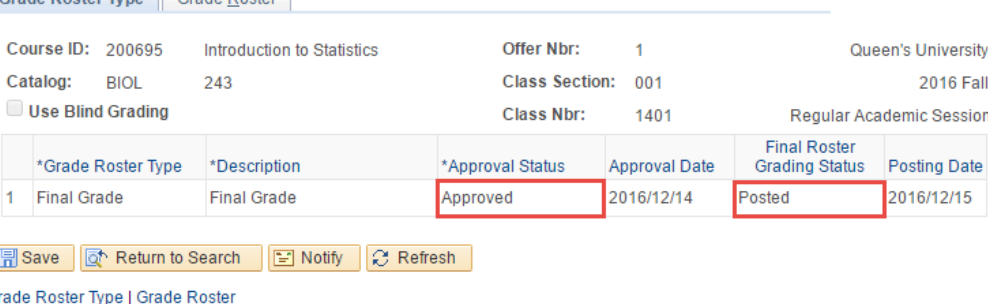
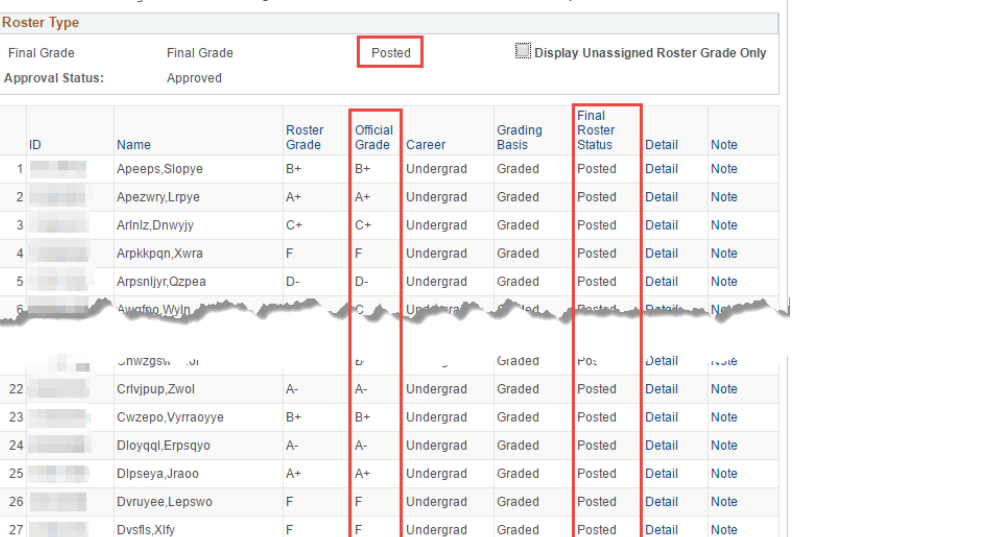
Department Heads will review the grades and set the **Grade Roster** to **Approved**. Once approved, they have the option to **Post** the grades.

A **Grade Entry Status** report can be run by the OUR, Faculty Offices or Departments to manage the timely entry and approval of grades.

Processing Steps	Screenshots
<p>Step 1:</p> <p>The navigation to the Grade Roster is:</p> <p>Main Menu > Curriculum Management > Grading > Grade Roster</p>	 <p>The screenshot shows a web application interface. At the top, there is a 'Main Menu' dropdown menu which is open, displaying a search bar and a list of categories: Self Service, Manager Self Service, Recruiting, Workforce Administration, and Benefits. Below this, a 'Menu' section is visible with a search bar and 'My Favorites'. The main content area shows a tree view of the system's navigation structure. The path 'Main Menu > Curriculum Management > Grading > Grade Roster' is highlighted with red boxes. A secondary dropdown menu is open over the 'Grade Roster' option, listing various actions: Load Grades to Roster, Create Grade Rosters, Grade Roster (highlighted with a red box and a mouse cursor), Grade Post, Print Grade Roster, Mid-Term Deficiency Report, Grade Lapse, Grade Review, Student Grade Report, Grade Change Audit, Assign Grades to Courses, Student Grade Distribution Rpt, Minimum Grade/GPA Report, and Course Grade Distribution.</p>

Processing Steps	Screenshots
<p>Step 2:</p> <p>On the Grade Roster page, enter information into the following fields:</p> <p>Academic Institution – QUNIV.</p> <p>Term – Select the Term using the Lookup tool.</p> <p>Subject Area – Select the Subject Area using the Lookup tool.</p> <p>Catalog Number – Select the Catalog Number using the Lookup tool.</p>	<p>Grade Roster</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <div style="border: 2px solid red; padding: 5px;"> <p>Academic Institution: begins with ▾ <input type="text"/></p> <p>Term: begins with ▾ <input type="text"/></p> <p>Subject Area: begins with ▾ <input type="text"/></p> <p>Catalog Nbr: begins with ▾ <input type="text"/></p> </div> <p>Campus: begins with ▾ <input type="text"/></p> <p>Session: = ▾ <input type="text"/></p> <p>Course Offering Nbr: = ▾ <input type="text"/></p> <p>Class Section: begins with ▾ <input type="text"/></p> <p>Description: begins with ▾ <input type="text"/></p> <p>Class Nbr: = ▾ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>
<p>Step 3:</p> <p>For this example, the information that we will enter into the fields on the Grade Roster page are as follows:</p> <p>Academic Institution – QUNIV.</p> <p>Term – 2169.</p> <p>Subject Area – BIOL.</p> <p>Catalog Number – 243.</p> <p>Click the Search button.</p>	<p>Grade Roster</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Academic Institution: begins with ▾ QUNIV <input type="text"/></p> <p>Term: begins with ▾ 2169 <input type="text"/></p> <p>Subject Area: begins with ▾ BIOL <input type="text"/></p> <p>Catalog Nbr: begins with ▾ 243 <input type="text"/></p> <p>Campus: begins with ▾ <input type="text"/></p> <p>Session: = ▾ <input type="text"/></p> <p>Course Offering Nbr: = ▾ <input type="text"/></p> <p>Class Section: begins with ▾ <input type="text"/></p> <p>Description: begins with ▾ <input type="text"/></p> <p>Class Nbr: = ▾ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Search</p> </div> <p>Clear Basic Search Save Search Criteria</p>

Processing Steps	Screenshots																																																																																																			
<p>Step 4:</p> <p>To access the Grade Roster pages, click on any of the links in the row of the course that you want to view.</p>	<p>Grade Roster</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Academic Institution: begins with QUNIV Term: begins with 2169 Subject Area: begins with BIOL Catalog Nbr: begins with 243 Campus: begins with Session: = Course Offering Nbr: = Class Section: begins with Description: begins with Class Nbr: =</p> <p>Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Academic Institution</th> <th>Term</th> <th>Short Description</th> <th>Subject Area</th> <th>Catalog Nbr</th> <th>Campus</th> <th>Session</th> <th>Course Offering Nbr</th> <th>Class Section</th> <th>Course ID</th> <th>Description</th> <th>Class Nbr</th> </tr> </thead> <tbody> <tr> <td>QUNIV</td> <td>2169 2016 Fall</td> <td></td> <td>BIOL</td> <td>243</td> <td>MAIN</td> <td>Regular 1</td> <td></td> <td>001</td> <td>200695</td> <td>Introduction to Statistics 1401</td> <td></td> </tr> <tr> <td>QUNIV</td> <td>2169 2016 Fall</td> <td></td> <td>BIOL</td> <td>243</td> <td>MAIN</td> <td>Regular 1</td> <td></td> <td>002</td> <td>200695</td> <td>Introduction to Statistics 1402</td> <td></td> </tr> <tr> <td>QUNIV</td> <td>2169 2016 Fall</td> <td></td> <td>BIOL</td> <td>243</td> <td>MAIN</td> <td>Regular 1</td> <td></td> <td>003</td> <td>200695</td> <td>Introduction to Statistics 1403</td> <td></td> </tr> </tbody> </table>	Academic Institution	Term	Short Description	Subject Area	Catalog Nbr	Campus	Session	Course Offering Nbr	Class Section	Course ID	Description	Class Nbr	QUNIV	2169 2016 Fall		BIOL	243	MAIN	Regular 1		001	200695	Introduction to Statistics 1401		QUNIV	2169 2016 Fall		BIOL	243	MAIN	Regular 1		002	200695	Introduction to Statistics 1402		QUNIV	2169 2016 Fall		BIOL	243	MAIN	Regular 1		003	200695	Introduction to Statistics 1403																																																				
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<p>Step 5:</p> <p>When the page appears,</p> <ol style="list-style-type: none"> 1. Check to see if the “Approval Status” field is set to “Ready to Review”. <p>If it is,</p> <ol style="list-style-type: none"> 2. Click on the Grade Roster tab. 	<p>Grade Roster Type Grade Roster</p> <p>Course ID: 200695 Introduction to Statistics Offer Nbr: 1 Queen's University Catalog: BIOL 243 Class Section: 001 2016 Fall <input type="checkbox"/> Use Blind Grading Class Nbr: 1401 Regular Academic Session</p> <table border="1"> <thead> <tr> <th></th> <th>*Grade Roster Type</th> <th>*Description</th> <th>*Approval Status</th> <th>Final Roster Grading Status</th> <th>Partial Post</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Final Grade</td> <td>Final Grade</td> <td>Ready for Review</td> <td>Grade Input Allowed</td> <td><input type="checkbox"/></td> <td>Post</td> <td>+ -</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh</p> <p>Grade Roster Type Grade Roster</p>		*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Partial Post			1	Final Grade	Final Grade	Ready for Review	Grade Input Allowed	<input type="checkbox"/>	Post	+ -																																																																																			
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<p>Step 6:</p> <p>On the Grade Roster page, you can see and review the marks assigned to each student.</p> <p>The transcript 'Note' function is not used.</p>	<p>Grade Roster Type Grade Roster</p> <p>Find First 1 of 1 Last</p> <p>Term: 2016 Fall Class Nbr: 1401 Introduction to Statistics Section: 001 Session: Regular Catalog: BIOL 243 Seq Nbr: 1</p> <p>Roster Type</p> <p>Final Grade Final Grade <input type="checkbox"/> Display Unassigned Roster Grade Only Approval Status: Approved</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Career</th> <th>Grading Basis</th> <th>Final Roster Status</th> <th>Detail</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Apeeps,Slopye</td> <td>B+</td> <td></td> <td>Undergrad</td> <td>Graded</td> <td>Pending</td> <td>Detail</td> <td>Note</td> </tr> <tr> <td>2</td> <td>Apezwry,Lrpye</td> <td>A+</td> <td></td> <td>Undergrad</td> <td>Graded</td> <td>Pending</td> <td>Detail</td> <td>Note</td> </tr> <tr> <td>3</td> <td>Arlinz,Dnwyjy</td> <td>C+</td> <td></td> <td>Undergrad</td> <td>Graded</td> <td>Pending</td> <td>Detail</td> <td>Note</td> </tr> <tr> <td>4</td> <td>Arpno,Xwra</td> <td>F</td> <td></td> <td>Undergrad</td> <td>Graded</td> <td>Pending</td> <td>Detail</td> <td>Note</td> </tr> <tr> <td>19</td> <td>C. Jya,Ylpevo</td> <td>-</td> <td></td> <td>Undergrad</td> <td>Graded</td> <td>Pending</td> <td>Detail</td> <td>Note</td> </tr> <tr> <td>20</td> <td>Cnlfy,Vleyyfl</td> <td>B</td> <td></td> <td>Undergrad</td> <td>Graded</td> <td>Pending</td> <td>Detail</td> <td>Note</td> </tr> <tr> <td>21</td> <td>Cnwzgswo,lloI</td> <td>B-</td> <td></td> <td>Undergrad</td> <td>Graded</td> <td>Pending</td> <td>Detail</td> <td>Note</td> </tr> <tr> <td>22</td> <td>CrIvj pup,Zwol</td> <td>A-</td> <td></td> <td>Undergrad</td> <td>Graded</td> <td>Pending</td> <td>Detail</td> <td>Note</td> </tr> <tr> <td>23</td> <td>Cwzepo,Vyrraoyye</td> <td>B+</td> <td></td> <td>Undergrad</td> <td>Graded</td> <td>Pending</td> <td>Detail</td> <td>Note</td> </tr> <tr> <td>24</td> <td>Dlovgal,Ernsvo</td> <td>A</td> <td></td> <td>Undergrad</td> <td>Graded</td> <td>Pending</td> <td>Detail</td> <td>Note</td> </tr> </tbody> </table>		Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note	1	Apeeps,Slopye	B+		Undergrad	Graded	Pending	Detail	Note	2	Apezwry,Lrpye	A+		Undergrad	Graded	Pending	Detail	Note	3	Arlinz,Dnwyjy	C+		Undergrad	Graded	Pending	Detail	Note	4	Arpno,Xwra	F		Undergrad	Graded	Pending	Detail	Note	19	C. Jya,Ylpevo	-		Undergrad	Graded	Pending	Detail	Note	20	Cnlfy,Vleyyfl	B		Undergrad	Graded	Pending	Detail	Note	21	Cnwzgswo,lloI	B-		Undergrad	Graded	Pending	Detail	Note	22	CrIvj pup,Zwol	A-		Undergrad	Graded	Pending	Detail	Note	23	Cwzepo,Vyrraoyye	B+		Undergrad	Graded	Pending	Detail	Note	24	Dlovgal,Ernsvo	A		Undergrad	Graded	Pending	Detail	Note
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<p>Step 7:</p> <p>Once your review is complete, you can click on the Grade Roster Type tab to return to that page.</p> <ol style="list-style-type: none"> 1. Change the Approval Status to "Approved". 2. Click on the Save button. 	 <p>Course ID: 200695 Introduction to Statistics Offer Nbr: 1 Queen's University Catalog: BIOL 243 Class Section: 001 2016 Fall <input type="checkbox"/> Use Blind Grading Class Nbr: 1401 Regular Academic Session</p> <table border="1"> <thead> <tr> <th>*Grade Roster Type</th> <th>*Description</th> <th>*Approval Status</th> <th>Approval Date</th> <th>Final Roster Grading Status</th> <th>Partial Post</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Final Grade</td> <td>Approved</td> <td>2016/12/14</td> <td>Ready to Post</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh</p>	*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Partial Post	1	Final Grade	Approved	2016/12/14	Ready to Post	<input type="checkbox"/>																																																																																																									
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<p>Step 8:</p> <p>If you want to Post these grades immediately,</p> <ol style="list-style-type: none"> 1. Click on the Post button and, 2. Click on the Save button. 	 <p>Course ID: 200695 Introduction to Statistics Offer Nbr: 1 Queen's University Catalog: BIOL 243 Class Section: 001 2016 Fall <input type="checkbox"/> Use Blind Grading Class Nbr: 1401 Regular Academic Session</p> <table border="1"> <thead> <tr> <th>*Grade Roster Type</th> <th>*Description</th> <th>*Approval Status</th> <th>Approval Date</th> <th>Final Roster Grading Status</th> <th>Partial Post</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Final Grade</td> <td>Approved</td> <td>2016/12/14</td> <td>Ready to Post</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh</p>	*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Partial Post	1	Final Grade	Approved	2016/12/14	Ready to Post	<input type="checkbox"/>																																																																																																									
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<p>Note: Once they are posted, students will be able to view their grades in SOLUS, the Student Centre.</p> <p>Otherwise, the OUR will run a batch process nightly throughout the grading period to post all grades on grade rosters with the Approval Status of "Approved".</p>	 <p>Course ID: 200695 Introduction to Statistics Offer Nbr: 1 Queen's University Catalog: BIOL 243 Class Section: 001 2016 Fall <input type="checkbox"/> Use Blind Grading Class Nbr: 1401 Regular Academic Session</p> <table border="1"> <thead> <tr> <th>*Grade Roster Type</th> <th>*Description</th> <th>*Approval Status</th> <th>Approval Date</th> <th>Final Roster Grading Status</th> <th>Posting Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Final Grade</td> <td>Approved</td> <td>2016/12/14</td> <td>Posted</td> <td>2016/12/15</td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Notify, Refresh</p>	*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Posting Date	1	Final Grade	Approved	2016/12/14	Posted	2016/12/15																																																																																																									
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25	Dlpseya,Jraao	A+	A+	Undergrad	Graded	Posted	Detail	Note																																																																																																														
26	Dvruyee,Lepswu	F	F	Undergrad	Graded	Posted	Detail	Note																																																																																																														
27	Dvsfls,Xify	F	F	Undergrad	Graded	Posted	Detail	Note																																																																																																														