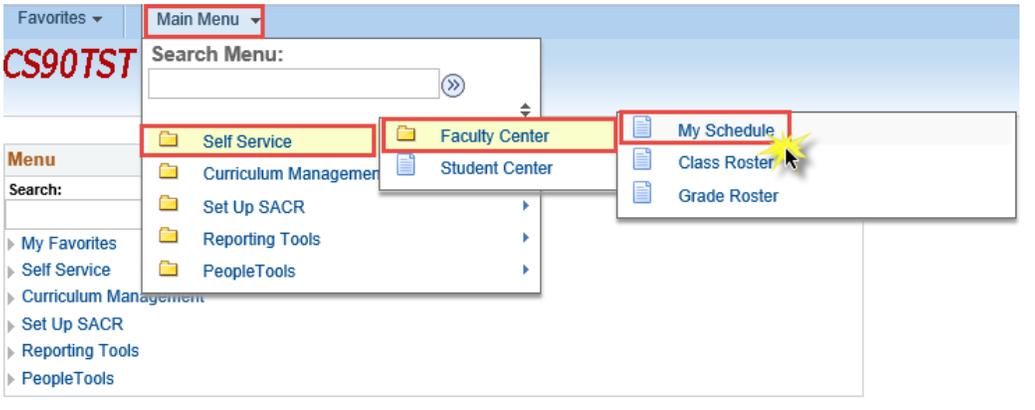
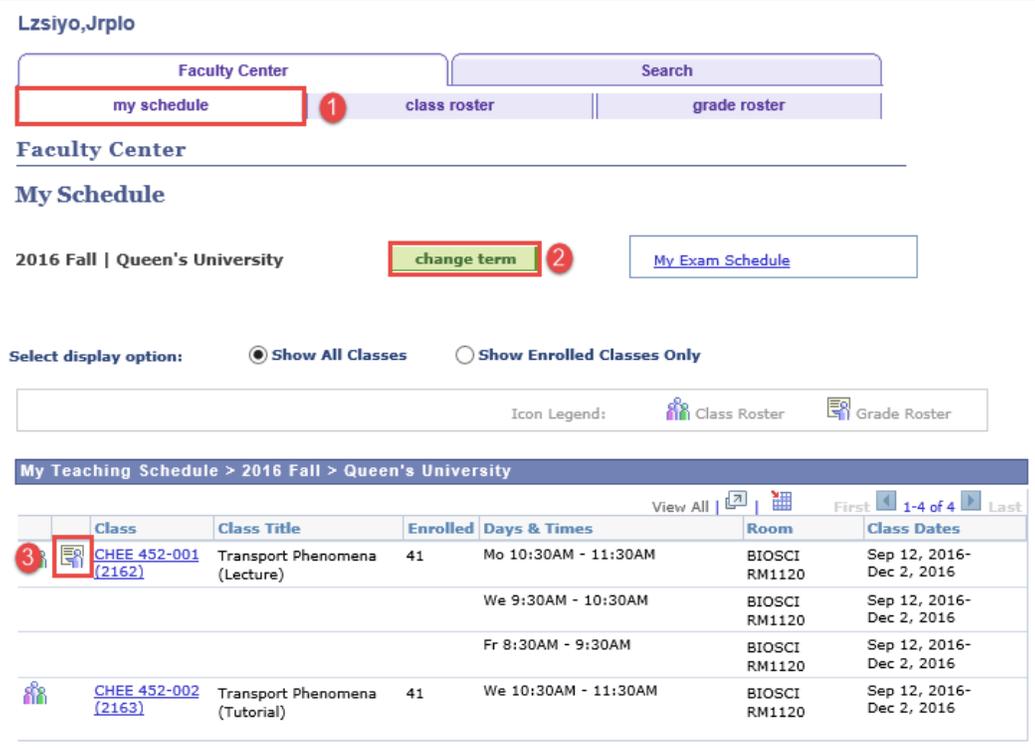


GRADING INSTRUCTIONS: Grade Entry Using Self-Service

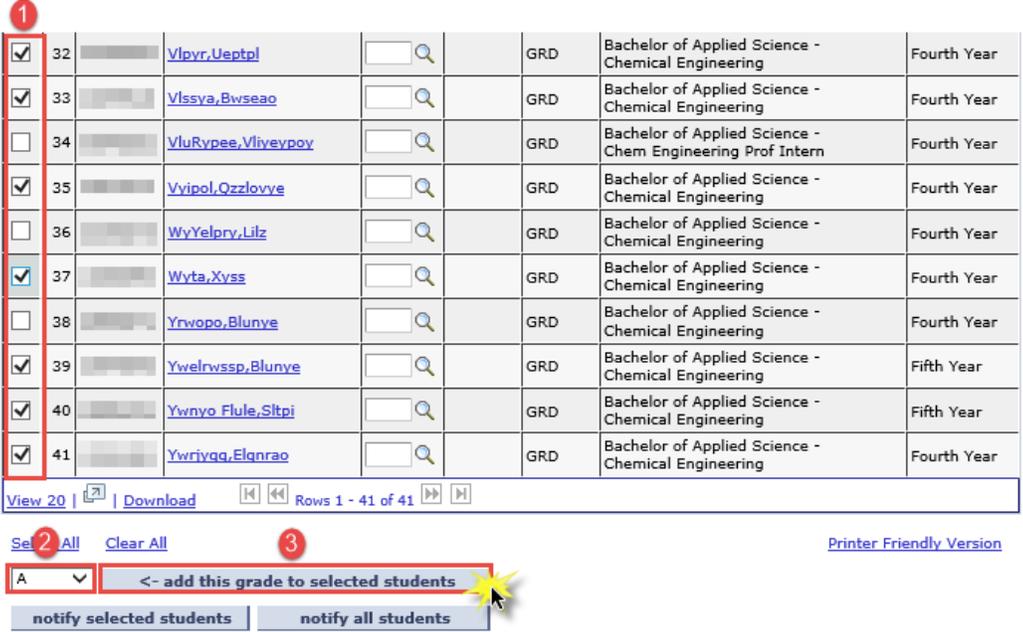
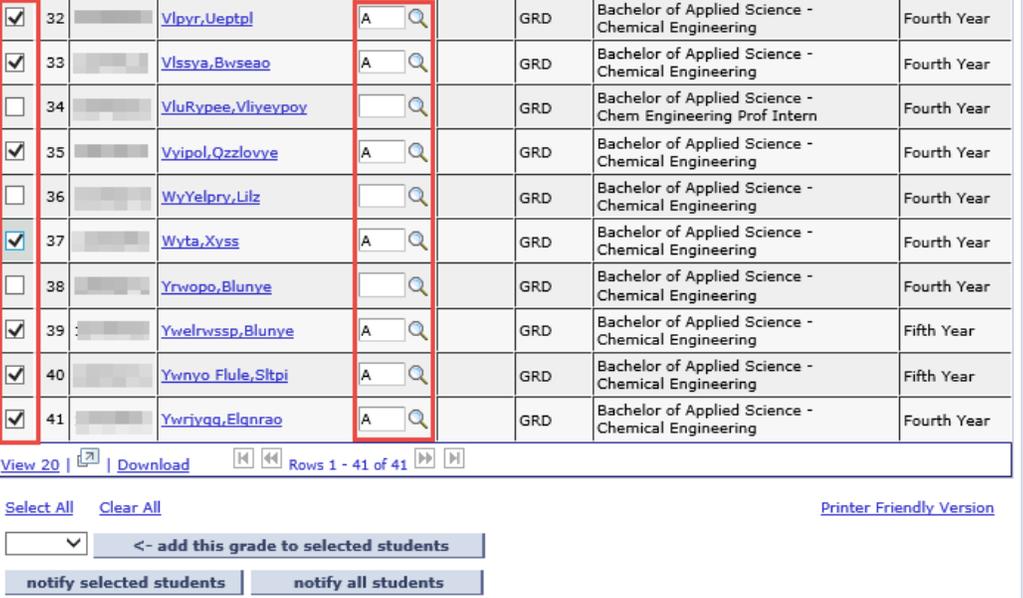
Instructors will enter grades using the Faculty Centre.

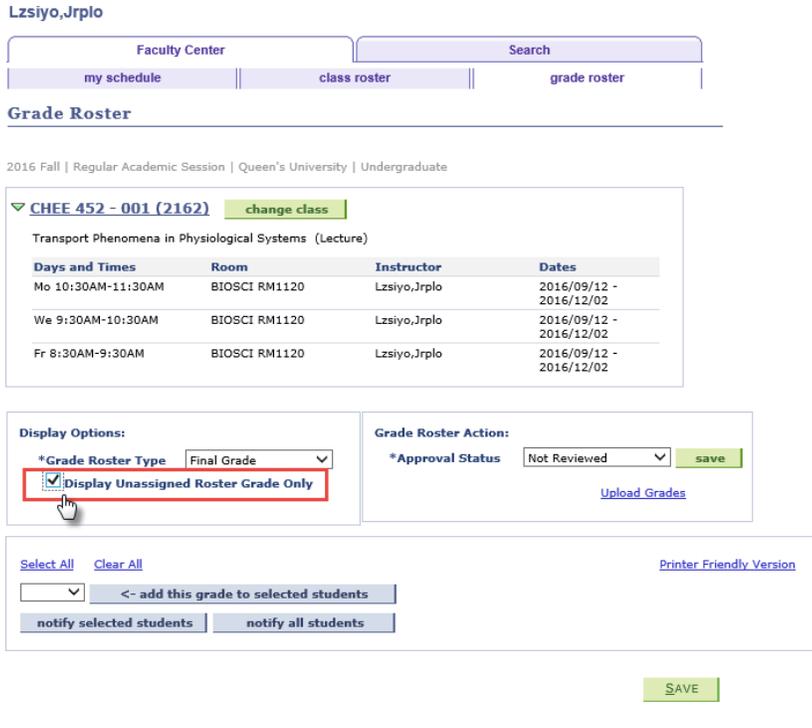
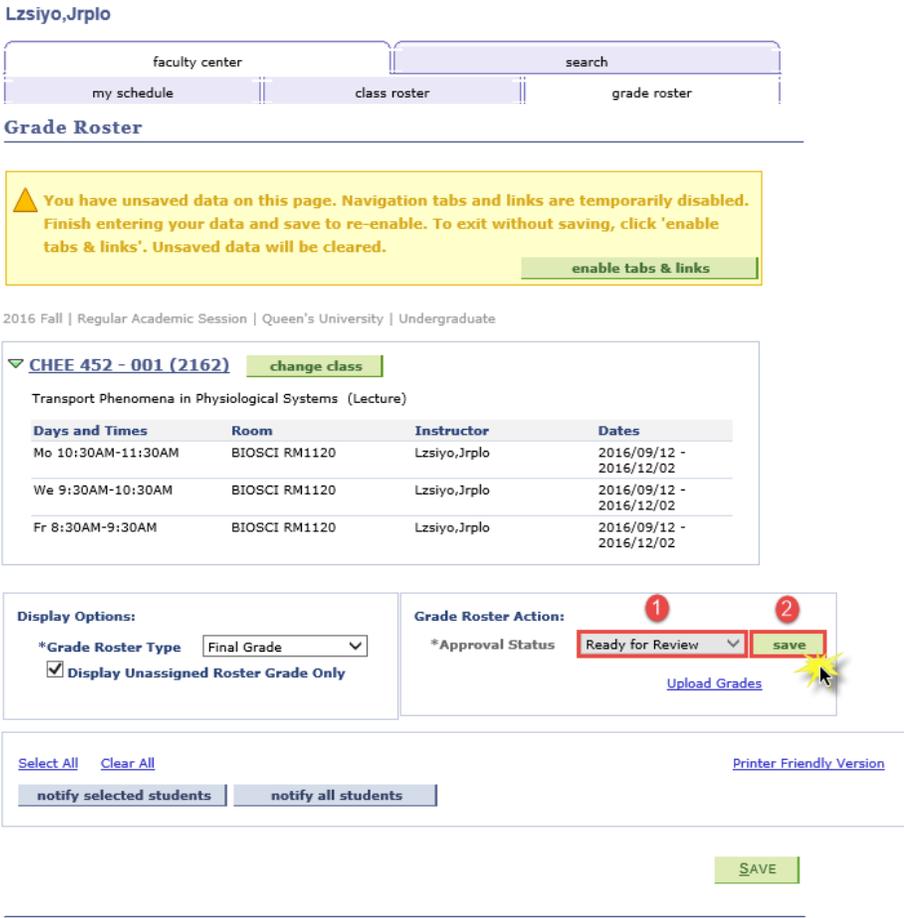
Administrative Staff will enter grades on the **Administrative Grade Roster** page.

The grades will then be marked as **“Ready for Review”**.

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<p>Step 1:</p> <p>Begin by clicking on the Main Menu and follow the navigation:</p> <p>Self Service > Faculty Center > My Schedule</p>																									
<p>Step 2:</p> <ol style="list-style-type: none"> 1. Click on the My Schedule tab to see the list of classes assigned to you for grading. 2. Ensure that the Term is correct. If it is not click the Change Term button. 3. To select a class, click on the Grade Roster icon next to the class that you want to enter marks for. Clicking the Grade Roster icon will display the grade roster for that particular course. 	 <p>My Teaching Schedule > 2016 Fall > Queen's University</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td rowspan="3">  CHEE 452-001 (2162) </td> <td rowspan="3">Transport Phenomena (Lecture)</td> <td rowspan="3">41</td> <td>Mo 10:30AM - 11:30AM</td> <td>BIOSCI RM1120</td> <td>Sep 12, 2016- Dec 2, 2016</td> </tr> <tr> <td>We 9:30AM - 10:30AM</td> <td>BIOSCI RM1120</td> <td>Sep 12, 2016- Dec 2, 2016</td> </tr> <tr> <td>Fr 8:30AM - 9:30AM</td> <td>BIOSCI RM1120</td> <td>Sep 12, 2016- Dec 2, 2016</td> </tr> <tr> <td>  CHEE 452-002 (2163) </td> <td>Transport Phenomena (Tutorial)</td> <td>41</td> <td>We 10:30AM - 11:30AM</td> <td>BIOSCI RM1120</td> <td>Sep 12, 2016- Dec 2, 2016</td> </tr> </tbody> </table>	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	 CHEE 452-001 (2162)	Transport Phenomena (Lecture)	41	Mo 10:30AM - 11:30AM	BIOSCI RM1120	Sep 12, 2016- Dec 2, 2016	We 9:30AM - 10:30AM	BIOSCI RM1120	Sep 12, 2016- Dec 2, 2016	Fr 8:30AM - 9:30AM	BIOSCI RM1120	Sep 12, 2016- Dec 2, 2016	 CHEE 452-002 (2163)	Transport Phenomena (Tutorial)	41	We 10:30AM - 11:30AM	BIOSCI RM1120	Sep 12, 2016- Dec 2, 2016
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<p>Step 3:</p> <ol style="list-style-type: none"> On the Grade Roster page, you will see the Grade Roster Type which is set by the process of creating the Grade Roster. In this example it is Final Grade. In the Grade Roster Action section, you will see the Approval Status. When you receive your Grade Roster, the status will display as Not Reviewed. It will remain as this until you set it to Ready for Review, which will indicate to the system that your part in the process is complete. The Student Grade tab is where you will see the list of students enrolled in the class and assigned for you to grade. <p>Note: Before proceeding, verify this list with your class list to ensure that all active students are captured. If not, you should advise the Faculty Grade Manager and have them re-run the Grade Roster process to update the list of students.</p> Enter grades directly into the Roster Grade field next to the student name in the Student Grade section. <p>Note: To view all marks available to you, click on the Lookup tool to the right of the grade field. This is where you can enter IN for incomplete status. DR grades will already be displayed for students who have dropped the class.</p> 	<p>Lzsiyo, Jrplo</p> <p>Faculty Center Search</p> <p>my schedule class roster grade roster</p> <p>Grade Roster</p> <p>2016 Fall Regular Academic Session Queen's University Undergraduate</p> <p>CHEE 452 - 001 (2162) change class</p> <p>Transport Phenomena in Physiological Systems (Lecture)</p> <table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>Mo 10:30AM-11:30AM</td> <td>BIOSCI RM1120</td> <td>Lzsiyo, Jrplo</td> <td>2016/09/12 - 2016/12/02</td> </tr> <tr> <td>We 9:30AM-10:30AM</td> <td>BIOSCI RM1120</td> <td>Lzsiyo, Jrplo</td> <td>2016/09/12 - 2016/12/02</td> </tr> <tr> <td>Fr 8:30AM-9:30AM</td> <td>BIOSCI RM1120</td> <td>Lzsiyo, Jrplo</td> <td>2016/09/12 - 2016/12/02</td> </tr> </tbody> </table> <p>Display Options:</p> <p>*Grade Roster Type Final Grade <input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action:</p> <p>*Approval Status Not Reviewed save Upload Grades</p> <p>Student Grade</p> <table border="1"> <thead> <tr> <th></th> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Grading Basis</th> <th>Program and Plan</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>Arwssyqn,Fpdrpi</td> <td><input type="text"/></td> <td></td> <td>GRD</td> <td>Bachelor of Applied Science - Chemical Engineering</td> <td>Fourth Year</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>Blnyzqveel,Elmpr</td> <td><input type="text"/></td> <td></td> <td>GRD</td> <td>Bachelor of Applied Science - Chem Engineering Prof Intern</td> <td>Fourth Year</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>Blvsvw,Leyhloirl</td> <td><input type="text"/></td> <td></td> <td>GRD</td> <td>Bachelor of Applied Science - Chemical Engineering</td> <td>Fourth Year</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4</td> <td>Bpqswo,Ozpea</td> <td><input type="text"/></td> <td></td> <td>GRD</td> <td>Bachelor of Applied Science - Chemical Engineering</td> <td>Fourth Year</td> </tr> <tr> <td><input type="checkbox"/></td> <td>5</td> <td>Bwek,Kwo,Sye Jlvzyo,Ljipv</td> <td><input type="text"/></td> <td></td> <td>GRD</td> <td>Bachelor of Applied Science - Chem Engineering Prof Intern</td> <td>Fourth Year</td> </tr> <tr> <td><input type="checkbox"/></td> <td>6</td> <td>Claewr,Ozpea</td> <td><input type="text"/></td> <td></td> <td>GRD</td> <td>Bachelor of Applied Science - Chemical Engineering</td> <td>Fourth Year</td> </tr> </tbody> </table>	Days and Times	Room	Instructor	Dates	Mo 10:30AM-11:30AM	BIOSCI RM1120	Lzsiyo, Jrplo	2016/09/12 - 2016/12/02	We 9:30AM-10:30AM	BIOSCI RM1120	Lzsiyo, Jrplo	2016/09/12 - 2016/12/02	Fr 8:30AM-9:30AM	BIOSCI RM1120	Lzsiyo, Jrplo	2016/09/12 - 2016/12/02		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	<input type="checkbox"/>	1	Arwssyqn,Fpdrpi	<input type="text"/>		GRD	Bachelor of Applied Science - Chemical Engineering	Fourth Year	<input type="checkbox"/>	2	Blnyzqveel,Elmpr	<input type="text"/>		GRD	Bachelor of Applied Science - Chem Engineering Prof Intern	Fourth Year	<input type="checkbox"/>	3	Blvsvw,Leyhloirl	<input type="text"/>		GRD	Bachelor of Applied Science - Chemical Engineering	Fourth Year	<input type="checkbox"/>	4	Bpqswo,Ozpea	<input type="text"/>		GRD	Bachelor of Applied Science - Chemical Engineering	Fourth Year	<input type="checkbox"/>	5	Bwek,Kwo,Sye Jlvzyo,Ljipv	<input type="text"/>		GRD	Bachelor of Applied Science - Chem Engineering Prof Intern	Fourth Year	<input type="checkbox"/>	6	Claewr,Ozpea	<input type="text"/>		GRD	Bachelor of Applied Science - Chemical Engineering	Fourth Year
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<p>Step 4:</p> <p>If you have a number of students with the same mark, you can enter the mark to the selected students by:</p> <ol style="list-style-type: none"> 1. Checking the box to the left of the Student ID's, 2. Selecting the mark from the drop down list, 3. Clicking on the add this grade to the selected students button. 	 <table border="1"> <tr><td><input checked="" type="checkbox"/></td><td>32</td><td>Vlpyr,Ueptpl</td><td></td><td>GRD</td><td>Bachelor of Applied Science - Chemical Engineering</td><td>Fourth Year</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>33</td><td>Vlssya,Bwseao</td><td></td><td>GRD</td><td>Bachelor of Applied Science - Chemical Engineering</td><td>Fourth Year</td></tr> <tr><td><input type="checkbox"/></td><td>34</td><td>VluRyppe,Vliveyvov</td><td></td><td>GRD</td><td>Bachelor of Applied Science - Chem Engineering Prof Intern</td><td>Fourth Year</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>35</td><td>Vyipol,Qzzlovve</td><td></td><td>GRD</td><td>Bachelor of Applied Science - Chemical Engineering</td><td>Fourth Year</td></tr> <tr><td><input type="checkbox"/></td><td>36</td><td>WyYelprv,Lilz</td><td></td><td>GRD</td><td>Bachelor of Applied Science - Chemical Engineering</td><td>Fourth Year</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>37</td><td>Wyta,Xyss</td><td></td><td>GRD</td><td>Bachelor of Applied Science - Chemical Engineering</td><td>Fourth Year</td></tr> <tr><td><input type="checkbox"/></td><td>38</td><td>Yrwopo,Blunye</td><td></td><td>GRD</td><td>Bachelor of Applied Science - Chemical Engineering</td><td>Fourth Year</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>39</td><td>Ywelrwssp,Blunye</td><td></td><td>GRD</td><td>Bachelor of Applied Science - Chemical Engineering</td><td>Fifth Year</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>40</td><td>Ywnyo Flule,Sltpi</td><td></td><td>GRD</td><td>Bachelor of Applied Science - Chemical Engineering</td><td>Fifth Year</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>41</td><td>Ywriygg,Elqrao</td><td></td><td>GRD</td><td>Bachelor of Applied Science - Chemical Engineering</td><td>Fourth Year</td></tr> </table>	<input checked="" type="checkbox"/>	32	Vlpyr,Ueptpl		GRD	Bachelor of Applied Science - Chemical Engineering	Fourth Year	<input checked="" type="checkbox"/>	33	Vlssya,Bwseao		GRD	Bachelor of Applied Science - Chemical Engineering	Fourth Year	<input type="checkbox"/>	34	VluRyppe,Vliveyvov		GRD	Bachelor of Applied Science - Chem Engineering Prof Intern	Fourth Year	<input checked="" type="checkbox"/>	35	Vyipol,Qzzlovve		GRD	Bachelor of Applied Science - Chemical Engineering	Fourth Year	<input type="checkbox"/>	36	WyYelprv,Lilz		GRD	Bachelor of Applied Science - Chemical Engineering	Fourth Year	<input checked="" type="checkbox"/>	37	Wyta,Xyss		GRD	Bachelor of Applied Science - Chemical Engineering	Fourth Year	<input type="checkbox"/>	38	Yrwopo,Blunye		GRD	Bachelor of Applied Science - Chemical Engineering	Fourth Year	<input checked="" type="checkbox"/>	39	Ywelrwssp,Blunye		GRD	Bachelor of Applied Science - Chemical Engineering	Fifth Year	<input checked="" type="checkbox"/>	40	Ywnyo Flule,Sltpi		GRD	Bachelor of Applied Science - Chemical Engineering	Fifth Year	<input checked="" type="checkbox"/>	41	Ywriygg,Elqrao		GRD	Bachelor of Applied Science - Chemical Engineering	Fourth Year
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<p>Step 6:</p> <p>To assist you in managing your grade list, you can check the box Display Unassigned Roster Grades Only.</p> <p>This will hide any Student ID's which have had marks assigned to them, providing you with a shorter list of students and the ability to ensure that all students have received a mark.</p> <p>In this example, once the check box is checked, there is no list of students because all have receive a mark.</p>	 <p>Lzsiyo, Jrplo</p> <p>Faculty Center Search</p> <p>my schedule class roster grade roster</p> <p>Grade Roster</p> <p>2016 Fall Regular Academic Session Queen's University Undergraduate</p> <p>▼ CHEE 452 - 001 (2162) change class</p> <p>Transport Phenomena in Physiological Systems (Lecture)</p> <table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>Mo 10:30AM-11:30AM</td> <td>BIOSCI RM1120</td> <td>Lzsiyo, Jrplo</td> <td>2016/09/12 - 2016/12/02</td> </tr> <tr> <td>We 9:30AM-10:30AM</td> <td>BIOSCI RM1120</td> <td>Lzsiyo, Jrplo</td> <td>2016/09/12 - 2016/12/02</td> </tr> <tr> <td>Fr 8:30AM-9:30AM</td> <td>BIOSCI RM1120</td> <td>Lzsiyo, Jrplo</td> <td>2016/09/12 - 2016/12/02</td> </tr> </tbody> </table> <p>Display Options: *Grade Roster Type Final Grade <input checked="" type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action: *Approval Status Not Reviewed save Upload Grades</p> <p>Select All Clear All Printer Friendly Version</p> <p><- add this grade to selected students</p> <p>notify selected students notify all students</p> <p>SAVE</p> <p>Faculty Center Search</p> <p>My Schedule Class Roster Grade Roster</p>	Days and Times	Room	Instructor	Dates	Mo 10:30AM-11:30AM	BIOSCI RM1120	Lzsiyo, Jrplo	2016/09/12 - 2016/12/02	We 9:30AM-10:30AM	BIOSCI RM1120	Lzsiyo, Jrplo	2016/09/12 - 2016/12/02	Fr 8:30AM-9:30AM	BIOSCI RM1120	Lzsiyo, Jrplo	2016/09/12 - 2016/12/02
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<p>Step 7:</p> <ol style="list-style-type: none"> Once you are finished entering all of the Student's grades, change the Approval Status to Ready for Review. Click the Save button. <p>Note: Instructors will not be able to enter those grades that are available only upon student appeal (e.g. CR, Aegrotat) through the Faculty Centre.</p>	 <p>Lzsiyo, Jrplo</p> <p>faculty center search</p> <p>my schedule class roster grade roster</p> <p>Grade Roster</p> <p>▲ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'.</p> <p>enable tabs & links</p> <p>2016 Fall Regular Academic Session Queen's University Undergraduate</p> <p>▼ CHEE 452 - 001 (2162) change class</p> <p>Transport Phenomena in Physiological Systems (Lecture)</p> <table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>Mo 10:30AM-11:30AM</td> <td>BIOSCI RM1120</td> <td>Lzsiyo, Jrplo</td> <td>2016/09/12 - 2016/12/02</td> </tr> <tr> <td>We 9:30AM-10:30AM</td> <td>BIOSCI RM1120</td> <td>Lzsiyo, Jrplo</td> <td>2016/09/12 - 2016/12/02</td> </tr> <tr> <td>Fr 8:30AM-9:30AM</td> <td>BIOSCI RM1120</td> <td>Lzsiyo, Jrplo</td> <td>2016/09/12 - 2016/12/02</td> </tr> </tbody> </table> <p>Display Options: *Grade Roster Type Final Grade <input checked="" type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action: *Approval Status Ready for Review save Upload Grades</p> <p>Select All Clear All Printer Friendly Version</p> <p>notify selected students notify all students</p> <p>SAVE</p> <p>Faculty Center Search</p> <p>my schedule class roster grade roster</p>	Days and Times	Room	Instructor	Dates	Mo 10:30AM-11:30AM	BIOSCI RM1120	Lzsiyo, Jrplo	2016/09/12 - 2016/12/02	We 9:30AM-10:30AM	BIOSCI RM1120	Lzsiyo, Jrplo	2016/09/12 - 2016/12/02	Fr 8:30AM-9:30AM	BIOSCI RM1120	Lzsiyo, Jrplo	2016/09/12 - 2016/12/02
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Processing Steps	Screenshots
<p>Step 9:</p> <p>To enter grades for other classes, click on My Schedule tab and repeat the process above for the other classes for which you are providing marks.</p>	
<p>Step 10:</p> <p>If you want to use the Spreadsheet Upload Process, click on the Upload Grades link.</p> <p>This will take you to the Load Grade Roster process which is detailed in the Spreadsheet Upload Process training document.</p> <p>Note: If you are using the Spreadsheet Upload Process, ensure that your spreadsheet is in the required format for uploading.</p>	