COURSE GRADING FOR INSTRUCTORS

Uploading Your Final Grades Out of onQ and into PeopleSoft

- This guide demonstrates how to get your final grades out of onQ and into PeopleSoft to submit the student’s marks.
- First, you need to have been using the Grades tool in onQ to calculate the final grade.
- This guide assumes you have been doing this and that the final grade has been calculated.
- NOTE: Numeric grades may not contain decimals. If they do, they will be truncated without rounding in PeopleSoft.

The process consists of two parts:

**Part I: onQ**

Export the Grades into PeopleSoft.

- Instructors can upload grades from onQ directly to the Grade Roster.

**Part II: PeopleSoft**

Upload the Grades in PeopleSoft.

- The grades will be marked as “Not Reviewed” until the upload is complete and you have changed the Status setting to “Ready for Review”.
## PART I: onQ

### Processing Steps

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Start by logging into <strong>onQ</strong>.</td>
<td><img src="image1.png" alt="Step 1 Screenshot" /></td>
</tr>
<tr>
<td>2. From the <strong>onQ</strong> Homepage, choose your course from the <strong>Select a Course</strong> drop-down menu.</td>
<td><img src="image2.png" alt="Step 1 Screenshot" /></td>
</tr>
</tbody>
</table>

In this example, we will select **ECON 239 Development Economics**.

### Step 2:

<table>
<thead>
<tr>
<th>Step 2:</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click on the <strong>Assessments</strong> drop down list.</td>
<td><img src="image3.png" alt="Step 2 Screenshot" /></td>
</tr>
<tr>
<td>2. Click on the <strong>Grades</strong> link.</td>
<td><img src="image4.png" alt="Step 2 Screenshot" /></td>
</tr>
<tr>
<td>Processing Steps</td>
<td>Screenshots</td>
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<tr>
<td>------------------</td>
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</tbody>
</table>
| **Step 3:**      | ![Image](image1.png)  
Click the **Enter Grades** link. |
| **Step 4:**      | ![Image](image2.png)  
Click on the **Send to PeopleSoft** button to send the grades to **PeopleSoft**. |
| **Step 5:**      | ![Image](image3.png)  
On the **Grade Export Tool** page, select the **Continue** button. |
| **Step 6:**      | ![Image](image4.png)  
You will automatically be redirected after authenticating. |
### Processing Steps

<table>
<thead>
<tr>
<th>Step 7:</th>
<th>Screenshots</th>
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</thead>
<tbody>
<tr>
<td>1. Select <strong>Export to PeopleSoft</strong>.</td>
<td><img src="Image" alt="Screenshot" /></td>
</tr>
<tr>
<td>2. Change the <strong>Grade to export</strong> if you want to export something other than the <strong>Final Grade</strong>.</td>
<td><img src="Image" alt="Screenshot" /></td>
</tr>
<tr>
<td>3. Click on the <strong>Fetch Grades</strong> button.</td>
<td><img src="Image" alt="Screenshot" /></td>
</tr>
</tbody>
</table>

**Note:** This process may take a few minutes to complete. Please do not click any other buttons or links while processing is taking place.

<table>
<thead>
<tr>
<th>Step 8:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>A progress bar will display indicating the <strong>Grade Export Tool</strong> is <strong>Retrieving Grades from onQ</strong>.</td>
<td><img src="Image" alt="Screenshot" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 9:</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The <strong>Grade Export Tool</strong> will inform you when the <strong>Upload</strong> is complete.</td>
<td><img src="Image" alt="Screenshot" /></td>
</tr>
<tr>
<td>2. Click on the <strong>Send to PeopleSoft</strong> button.</td>
<td><img src="Image" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
### Step 10:
Click on the **Log-in to PeopleSoft** button.
This will take you to the **myqueensu.ca** to get to **PeopleSoft via Applications**.

### Step 11:
On the **MyQueen’sU** page, click on the **My Applications** menu item at the top of the page.

### Step 12:
On the **MyQueen’sU, My Applications** page, click on the **Student Admin** link located under **PeopleSoft Resources** section.
This will display the **SignOn** page.

### Step 13:
On the **SignOn** page, fill in your **NetID** and **Password** to access the **PeopleSoft main page**.
PART II: PEOPLESOFT

Processing Steps

Step 14:

Navigate to Curriculum Management > Grading > Load Grades to Roster.

Step 15:

1. Click on the Find an Existing Value tab.
2. Click Search.

Screenshots

![Screenshot of PeopleSoft interface showing step 14 and step 15 instructions.](image-url)
**Processing Steps**

### Step 16:

1. After clicking on **Search**, the **Search Results** will display on the **Find an Existing Value** page.

2. Click on the **Sequence Number** link (in this example, 77) or, **File Name**.

3. This will bring you to the **Load Grades Roster** tab.

### Step 17:

Click on the **Post** button.

**Note:** This may take some time. For large courses, quite some time.

### Step 18:

1. Once the posting is complete, a **Message** box will appear indicating **No Errors Found. All grades uploaded.**

2. Click **OK**.

**Note:** If errors are found, an error file will be displayed. To fix errors, go back to onQ, make the necessary changes and, begin the process again.
### Step 19:
Navigate to Main Menu > Self Service > Faculty Center > My Schedule.

### Step 20:
Click on the Grade Roster icon.
**Processing Steps**

### Step 21:

1. Your marks will now appear on the Grade Roster sheet.

2. When the file is uploaded successfully, please verify your grades.

3. Click on the Display Unassigned Roster Graded Entry check box to ensure all students have marks assigned to them. Where marks have not been assigned, they can be added manually.

4. When all marks are complete, set Approval Status to Ready for Review.

5. Click Save to move the class to the Grade Approval Process.

### Step 22:

After you click on Save, the grades will display in the Roster Grade and Converted Roster Grade fields.

Congratulations you have successfully uploaded your final grades from onQ into PeopleSoft.