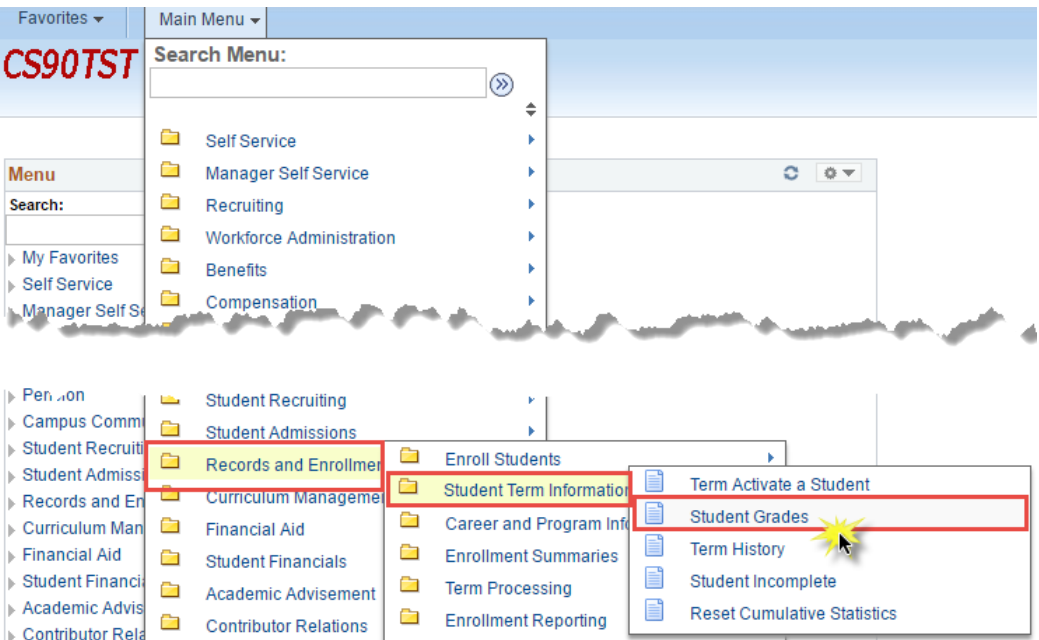


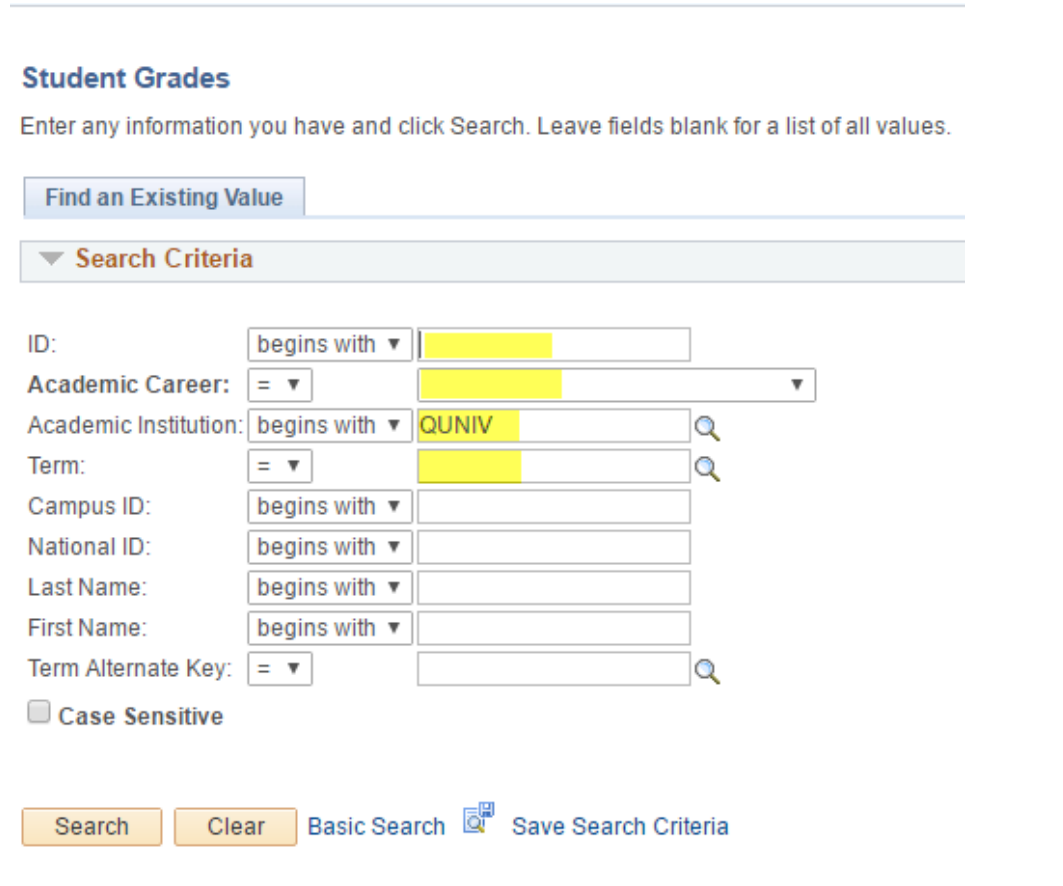
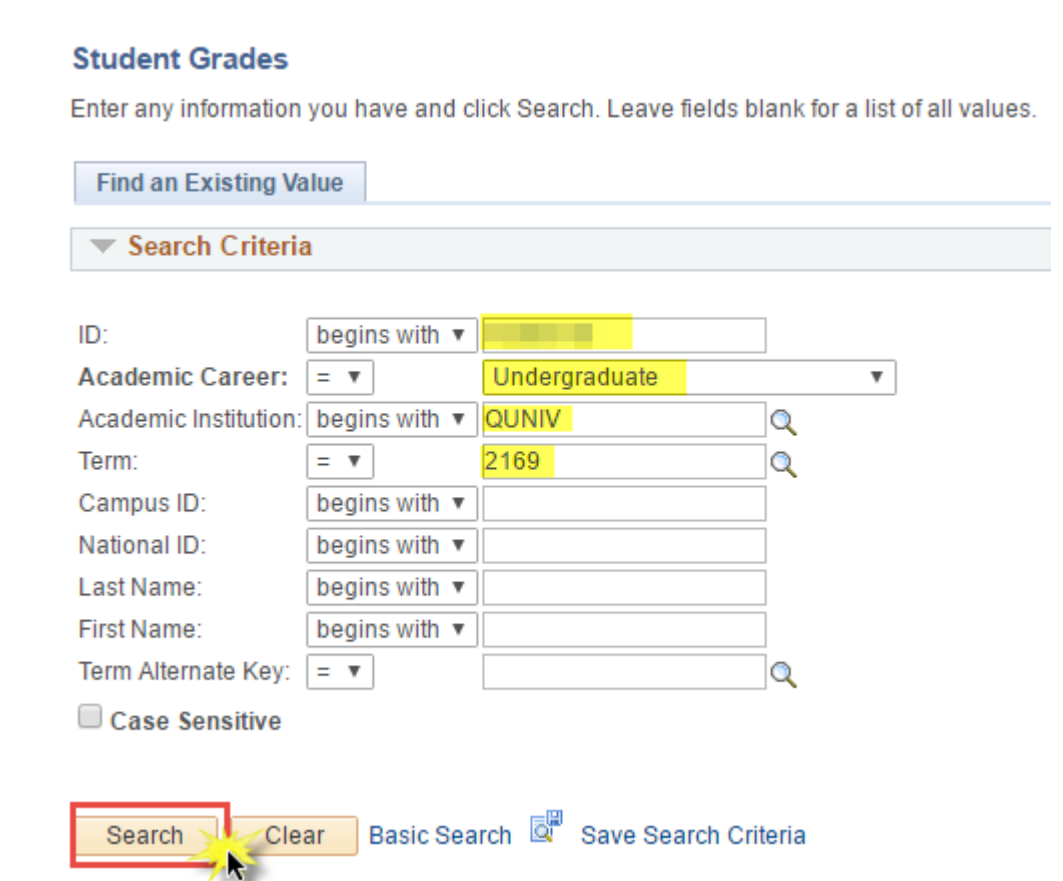
GRADING INSTRUCTIONS: View Student Grades

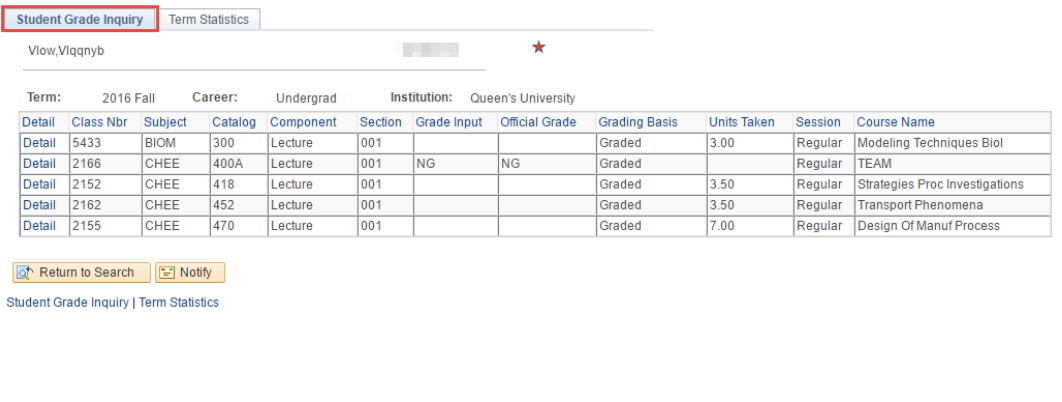
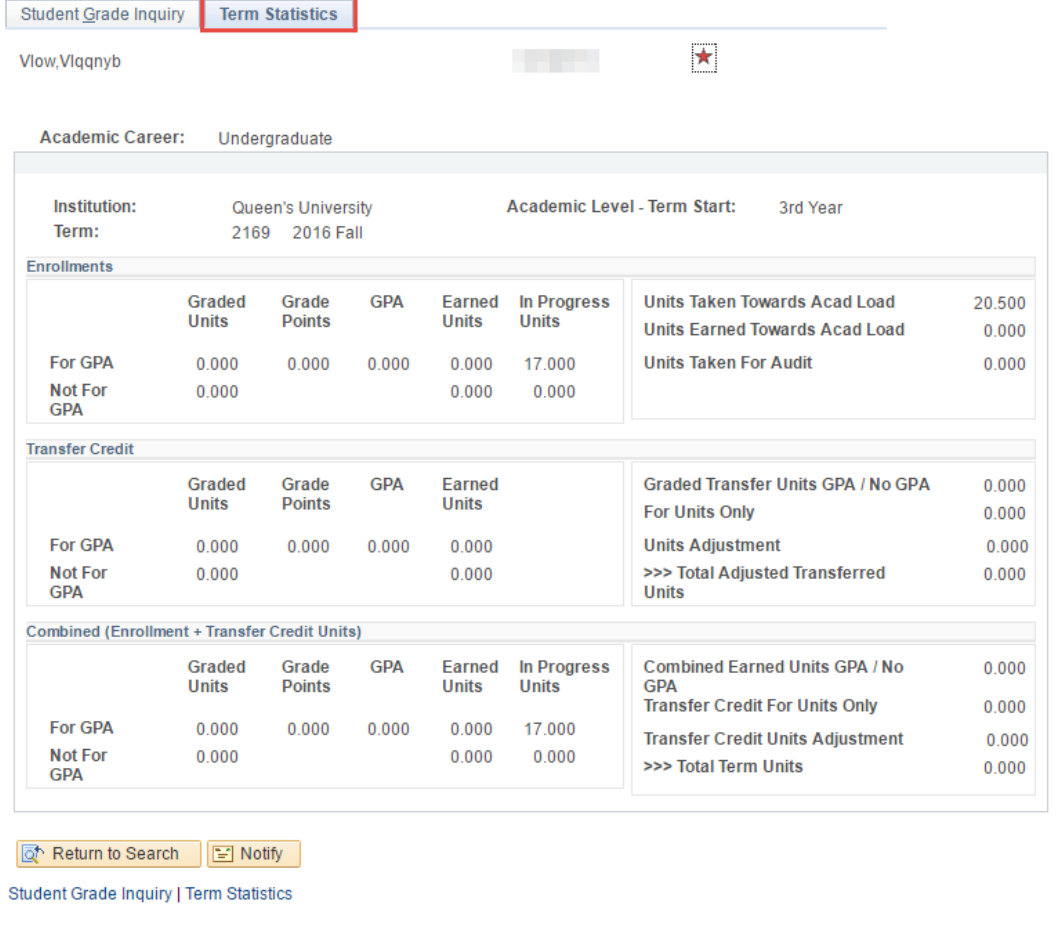
Staff in Departments, Faculty Offices and the OUR will view student grades for a variety of reasons.

These include:

1. **Grade Specialists** responsible for administering processes required to support evaluation of student performance in classes.
2. **Registration Officers** responsible for assisting students with enrolment in programs, plans and courses will view grades.
3. **Departmental Advisors** responsible for making academic decisions related to student acceptance in programs and plans, and enrolment in courses.
4. **Grade Assistants**, responsible for assisting instructors with the administration of their classes, will view student grades.

Processing Steps	Screenshots
<p>Step 1:</p> <p>Begin by clicking on the Main Menu and follow the navigation:</p> <p>Records & Enrollment > Student Term Information > Student Grades</p>	 <p>The screenshot shows a web-based menu system. At the top, there is a 'Main Menu' dropdown and a search bar. Below the search bar is a list of menu categories including Self Service, Manager Self Service, Recruiting, Workforce Administration, Benefits, and Compensation. A secondary menu is open, showing 'Records and Enrollment' highlighted in yellow. Under this category, 'Student Term Information' is also highlighted in yellow. A third menu is open under 'Student Term Information', with 'Student Grades' highlighted in yellow and a yellow starburst icon next to it. Other options in this menu include 'Term Activate a Student', 'Term History', 'Student Incomplete', and 'Reset Cumulative Statistics'.</p>

Processing Steps	Screenshots
<p>Step 2:</p> <p>On the Student Grades page, enter information into the following fields:</p> <ol style="list-style-type: none"> Student ID. Academic Career – Grad, Undergrad or Non-Credit. Academic Institution – QUNIV. Term – Enter a Term Code or, click on the Lookup tool and select from the list of valid values that appear. 	 <p>Student Grades</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>ID: begins with []</p> <p>Academic Career: = []</p> <p>Academic Institution: begins with [QUNIV]</p> <p>Term: = []</p> <p>Campus ID: begins with []</p> <p>National ID: begins with []</p> <p>Last Name: begins with []</p> <p>First Name: begins with []</p> <p>Term Alternate Key: = []</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>
<p>Step 3:</p> <p>In this example we have filled in the fields as follows:</p> <ol style="list-style-type: none"> Student ID - 00000000. Academic Career - Undergraduate. Academic Institution - QUNIV. Term – 2169. <p>Click the Search button.</p>	 <p>Student Grades</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>ID: begins with []</p> <p>Academic Career: = [Undergraduate]</p> <p>Academic Institution: begins with [QUNIV]</p> <p>Term: = [2169]</p> <p>Campus ID: begins with []</p> <p>National ID: begins with []</p> <p>Last Name: begins with []</p> <p>First Name: begins with []</p> <p>Term Alternate Key: = []</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>

Processing Steps	Screenshots																																																																																				
<p>Step 4:</p> <p>On the Student Grade Inquiry page, you will see all courses and marks for the student.</p>	 <p>Student Grade Inquiry Term Statistics</p> <p>View.Vlqqnyb</p> <p>Term: 2016 Fall Career: Undergrad Institution: Queen's University</p> <table border="1"> <thead> <tr> <th>Detail</th> <th>Class Nbr</th> <th>Subject</th> <th>Catalog</th> <th>Component</th> <th>Section</th> <th>Grade Input</th> <th>Official Grade</th> <th>Grading Basis</th> <th>Units Taken</th> <th>Session</th> <th>Course Name</th> </tr> </thead> <tbody> <tr> <td>Detail</td> <td>5433</td> <td>BIOM</td> <td>300</td> <td>Lecture</td> <td>001</td> <td></td> <td></td> <td>Graded</td> <td>3.00</td> <td>Regular</td> <td>Modeling Techniques Biol</td> </tr> <tr> <td>Detail</td> <td>2166</td> <td>CHEE</td> <td>400A</td> <td>Lecture</td> <td>001</td> <td>NG</td> <td>NG</td> <td>Graded</td> <td></td> <td>Regular</td> <td>TEAM</td> </tr> <tr> <td>Detail</td> <td>2152</td> <td>CHEE</td> <td>418</td> <td>Lecture</td> <td>001</td> <td></td> <td></td> <td>Graded</td> <td>3.50</td> <td>Regular</td> <td>Strategies Proc Investigations</td> </tr> <tr> <td>Detail</td> <td>2162</td> <td>CHEE</td> <td>452</td> <td>Lecture</td> <td>001</td> <td></td> <td></td> <td>Graded</td> <td>3.50</td> <td>Regular</td> <td>Transport Phenomena</td> </tr> <tr> <td>Detail</td> <td>2155</td> <td>CHEE</td> <td>470</td> <td>Lecture</td> <td>001</td> <td></td> <td></td> <td>Graded</td> <td>7.00</td> <td>Regular</td> <td>Design Of Manuf Process</td> </tr> </tbody> </table> <p>Return to Search Notify</p> <p>Student Grade Inquiry Term Statistics</p>	Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name	Detail	5433	BIOM	300	Lecture	001			Graded	3.00	Regular	Modeling Techniques Biol	Detail	2166	CHEE	400A	Lecture	001	NG	NG	Graded		Regular	TEAM	Detail	2152	CHEE	418	Lecture	001			Graded	3.50	Regular	Strategies Proc Investigations	Detail	2162	CHEE	452	Lecture	001			Graded	3.50	Regular	Transport Phenomena	Detail	2155	CHEE	470	Lecture	001			Graded	7.00	Regular	Design Of Manuf Process												
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<p>Step 5:</p> <p>This is the Term Statistics page.</p>	 <p>Student Grade Inquiry Term Statistics</p> <p>View.Vlqqnyb</p> <p>Academic Career: Undergraduate</p> <p>Institution: Queen's University Academic Level - Term Start: 3rd Year Term: 2169 2016 Fall</p> <p>Enrollments</p> <table border="1"> <thead> <tr> <th></th> <th>Graded Units</th> <th>Grade Points</th> <th>GPA</th> <th>Earned Units</th> <th>In Progress Units</th> <th>Units Taken Towards Acad Load</th> <th>20.500</th> </tr> </thead> <tbody> <tr> <td>For GPA</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>17.000</td> <td>Units Earned Towards Acad Load</td> <td>0.000</td> </tr> <tr> <td>Not For GPA</td> <td>0.000</td> <td></td> <td></td> <td>0.000</td> <td>0.000</td> <td>Units Taken For Audit</td> <td>0.000</td> </tr> </tbody> </table> <p>Transfer Credit</p> <table border="1"> <thead> <tr> <th></th> <th>Graded Units</th> <th>Grade Points</th> <th>GPA</th> <th>Earned Units</th> <th>Graded Transfer Units GPA / No GPA</th> <th>0.000</th> </tr> </thead> <tbody> <tr> <td>For GPA</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>For Units Only</td> <td>0.000</td> </tr> <tr> <td>Not For GPA</td> <td>0.000</td> <td></td> <td></td> <td>0.000</td> <td>Units Adjustment</td> <td>0.000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>>>> Total Adjusted Transferred Units</td> <td>0.000</td> </tr> </tbody> </table> <p>Combined (Enrollment + Transfer Credit Units)</p> <table border="1"> <thead> <tr> <th></th> <th>Graded Units</th> <th>Grade Points</th> <th>GPA</th> <th>Earned Units</th> <th>In Progress Units</th> <th>Combined Earned Units GPA / No GPA</th> <th>0.000</th> </tr> </thead> <tbody> <tr> <td>For GPA</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>17.000</td> <td>Transfer Credit For Units Only</td> <td>0.000</td> </tr> <tr> <td>Not For GPA</td> <td>0.000</td> <td></td> <td></td> <td>0.000</td> <td>0.000</td> <td>Transfer Credit Units Adjustment</td> <td>0.000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>>>> Total Term Units</td> <td>0.000</td> </tr> </tbody> </table> <p>Return to Search Notify</p> <p>Student Grade Inquiry Term Statistics</p>		Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Units Taken Towards Acad Load	20.500	For GPA	0.000	0.000	0.000	0.000	17.000	Units Earned Towards Acad Load	0.000	Not For GPA	0.000			0.000	0.000	Units Taken For Audit	0.000		Graded Units	Grade Points	GPA	Earned Units	Graded Transfer Units GPA / No GPA	0.000	For GPA	0.000	0.000	0.000	0.000	For Units Only	0.000	Not For GPA	0.000			0.000	Units Adjustment	0.000						>>> Total Adjusted Transferred Units	0.000		Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Combined Earned Units GPA / No GPA	0.000	For GPA	0.000	0.000	0.000	0.000	17.000	Transfer Credit For Units Only	0.000	Not For GPA	0.000			0.000	0.000	Transfer Credit Units Adjustment	0.000							>>> Total Term Units	0.000
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