Peoplesoft Student Update

Andrew Ness, Associate Registrar, Office of the University Registrar (OUR)

Entering Grades

*PeopleSoft Student* is a massive project, larger in scope than any other PeopleSoft functionality in place to date. The first major interaction between faculty members and PeopleSoft Student comes with entering into the system grades for current courses.

Instructions & Training – Entering Grades

The OUR is responsible for supporting and training faculty, departmental assistants and department heads on entering and approving grades in PeopleSoft. Instructions for entering grades using the grade roster and grading overview, reports and approving grades in Peoplesoft are available on the OUR website.

Many departmental assistants have already attended training sessions and drop in sessions for faculty and staff have been scheduled. OUR staff have also provided individual faculty members with specific instructions for online grading submissions and one-on-one training sessions are available upon request. Faculty and staff seeking support for entering grades should consult this website for information and OUR contact information: [http://www.queensu.ca/registrar/facultystaff/grades.html](http://www.queensu.ca/registrar/facultystaff/grades.html).

Password and Security Requirements

In December 2009, the University began requiring improved password practices for all users to safeguard access to personal and confidential information. In attempting to submit grades through *Peoplesoft Student*, some faculty members are encountering for the first time the University’s new rules and policies regarding user NetID and passwords.

As part of its new security requirements, the University also implemented the Virtual Private Network (VPN) Service. Faculty must log on the VPN before they can enter grades from an off-campus location. This requirement is also new to some faculty.

OUR staff continues to work with faculty who are unfamiliar with new terminology associated with the system such as *portal*, VPN, the “palette”, etc.

Other Technical Issues

*Peoplesoft Student* requires that all graduate courses have an instructor attached. The conversion process in March 2011 was not complete because of this new requirement and, as a result, OUR continues to prepare the data to enable access to course grade rosters for
completion and submission by instructors, approval by Department Heads and posting to the student records.

Some teaching fellows (TFs) and many teaching assistants (TAs) are also students and, therefore, would have more than one identity in *Peoplesoft Student*. These individuals have been having difficulty accessing the online grading. OUR is working on this issue and are placing primary importance on getting the grades into the system.

*Peoplesoft Student* requires that students and instructors complete the “add/drop” functions in the system. In entering grades, instructors can no longer cross off students who did not attend the course but did not officially drop it or add students who attended but did not officially add the course. While instructors and students must follow departmental guidelines for adding or dropping courses, all parties must follow through the required add/drop process in the *Peoplesoft Student* system. Otherwise, students appearing on the grade roster who did not complete the course will have a “Fail” entered on their record.

OUR is sensitive to the considerable administrative changes accompanying implementation of the *Peoplesoft Student* system and is committed to providing whatever support is necessary to successfully complete the grade submission process.

**Question/Answer**

One attendee noted that students can see a grade distribution scale when accessing their grades in SOLUS. It was suggested that, in small graduate courses, students can easily use this scale to determine the grades of their classmates. Andrew indicated that he would investigate this issue. He also encouraged attendees to notify the OUR of any other issues they encounter as they use the system.