

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 students' marks.
- First, you need to have been using the **Grades** tool in **onQ** to calculate the final grade.
- Second, you need to be listed as the **Instructor of Record (IOR)** for the course, **in PeopleSoft**.
 - To confirm that you are the IOR, check with your Department's Timetabling Assistant.
- 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 (Steps 1-8)

Export the **Grades** into PeopleSoft.

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

Part II: PeopleSoft (Steps 9 – 19)

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

Screenshots

Step 1:

Start by logging into onQ.

There are two options to **Select a Course**:

1. Click on the **Tile** icon in the **Header** row and, in the drop-down list, select the course.

or

2. Click on the course within the **My Courses** widget that you want to upload grades for.

The screenshot shows the onQ home page. At the top, there is a navigation bar with the onQ logo and several icons. A red box highlights the course title 'PHIL 115 - Fundamental Questions FW18/19 - PHIL 115'. Below this, there is a 'My Courses' widget with a message: 'You have courses that have started but are set as inactive. Users may not be able to access these courses.' A red circle with the number '2' highlights the course tile for 'PHIL 115 - Fundamental Questions FW18/19'.

Step 2:

1. Click on the **Assessments** drop down list.

2. Click on the **Grades** menu item.

The screenshot shows the onQ course page for 'PHIL 115 - Fundamental Questions FW18/19'. The top navigation bar includes 'Course Home', 'Content', 'Communications', 'Assessments', and 'Course Admin'. A red circle with the number '1' highlights the 'Assessments' menu item. A dropdown menu is open, showing 'Checklist', 'Assignments', 'Grades', and 'Competencies'. A red circle with the number '2' highlights the 'Grades' menu item.

Step 3:

Click the **Enter Grades** link.

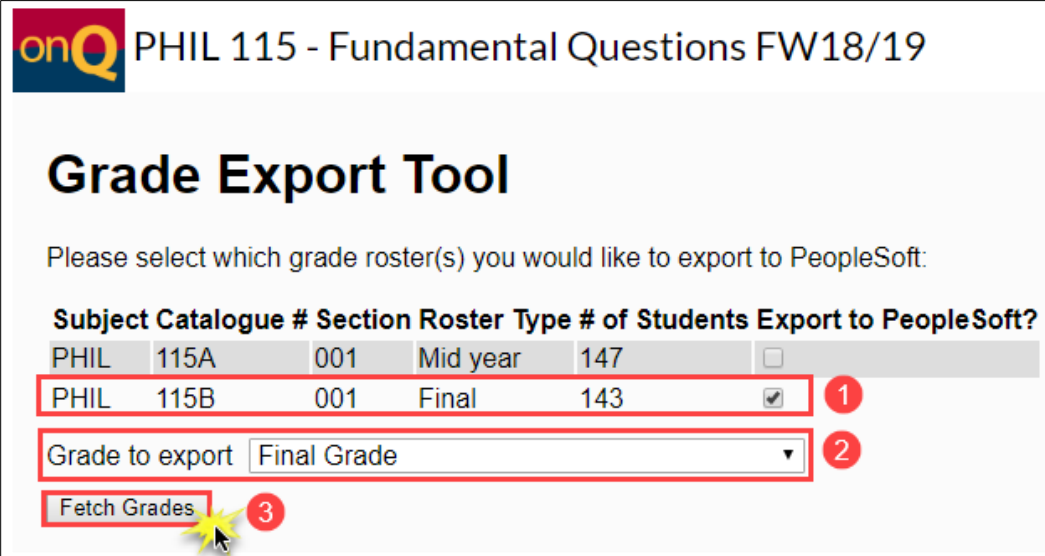
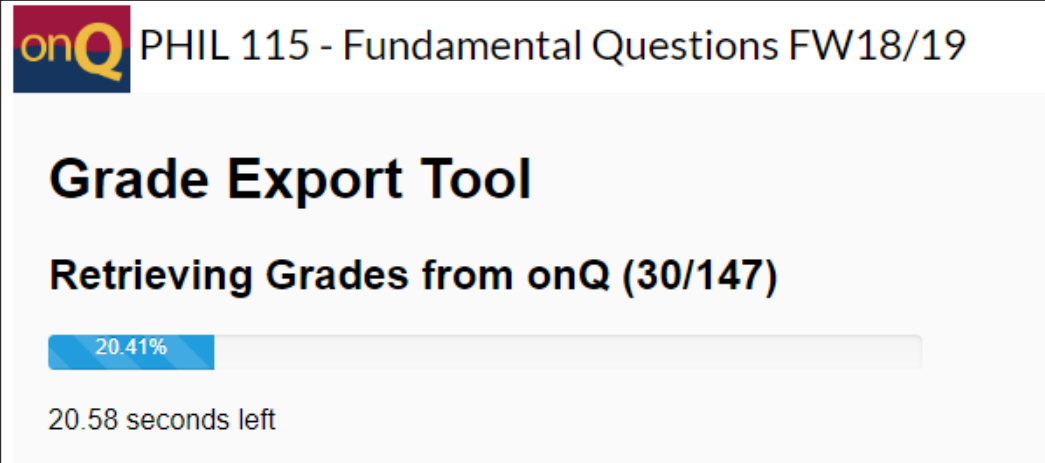
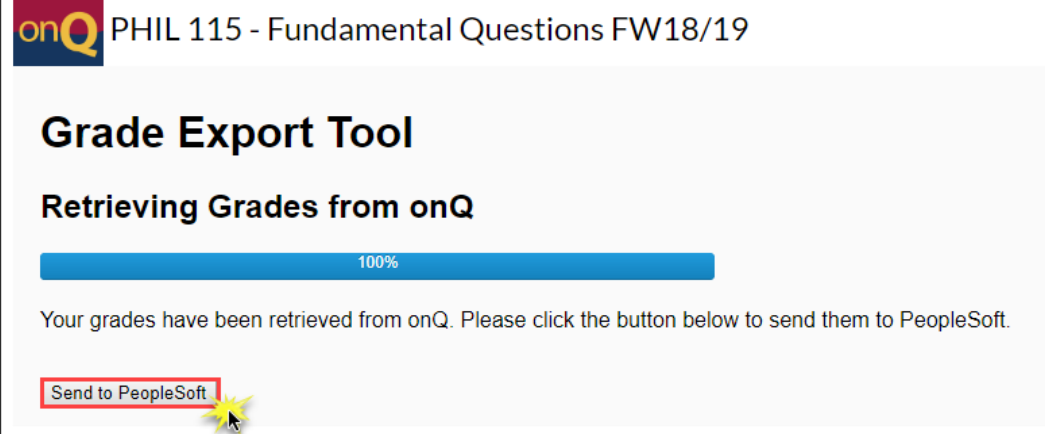
The screenshot shows the onQ course page for 'PHIL 115 - Fundamental Questions FW18/19'. The top navigation bar includes 'Course Home', 'Content', 'Communications', 'Assessments', and 'Course Admin'. A red box highlights the 'Enter Grades' link in the 'Assessments' dropdown menu.


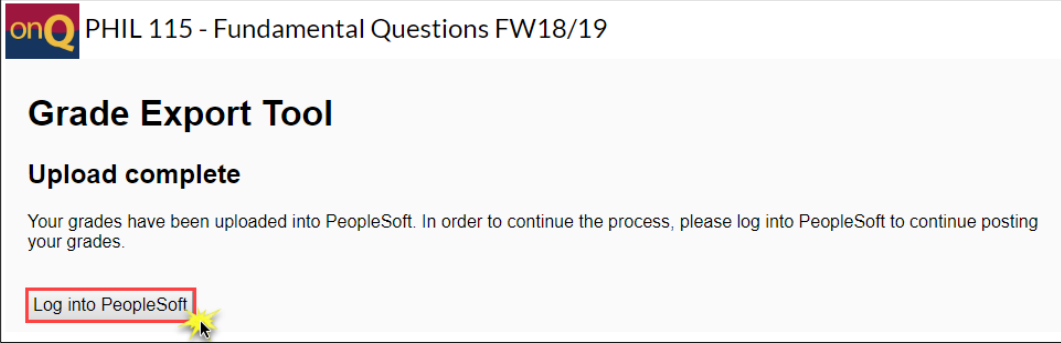
Step 4:

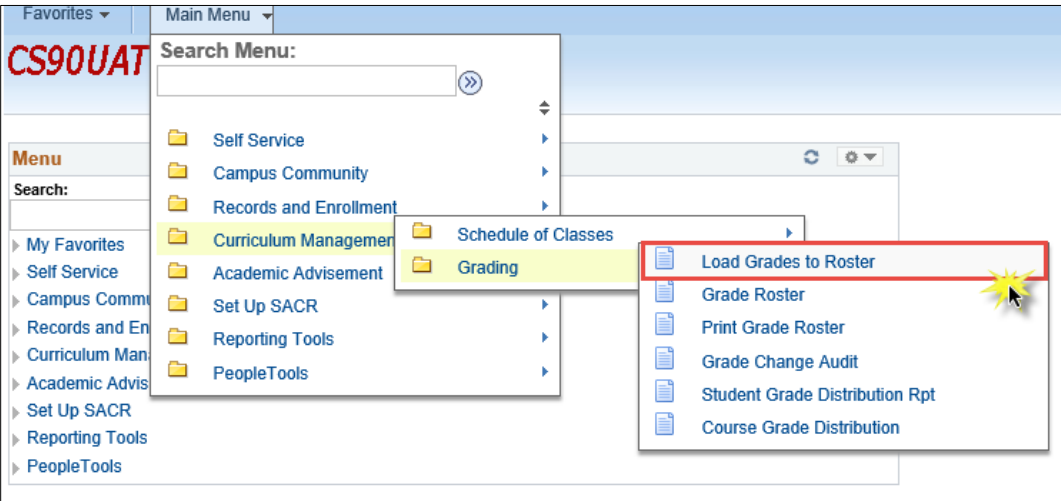
Click on the **Send to PeopleSoft** button to send the grades to **PeopleSoft**.

Note: If you receive the error message **"No valid enrolments"**, confirm with your Department's **Timetabling Assistant** that you are the **Instructor of Record** for the course, in **PeopleSoft**.

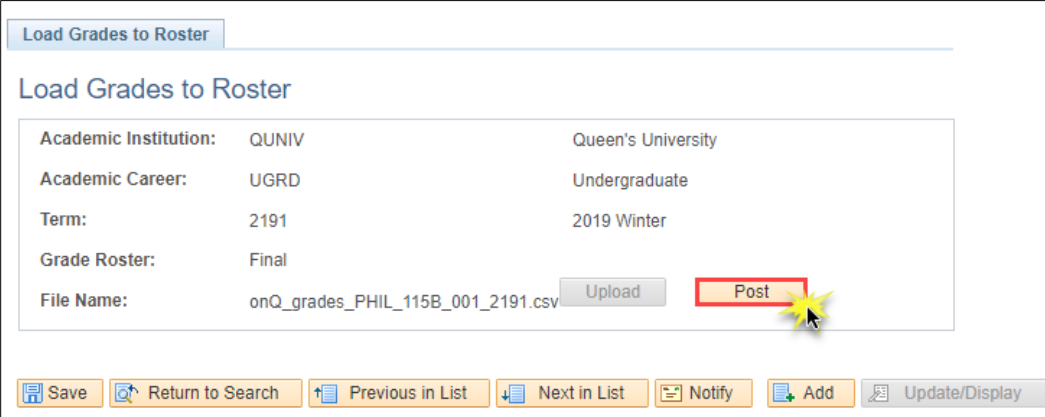
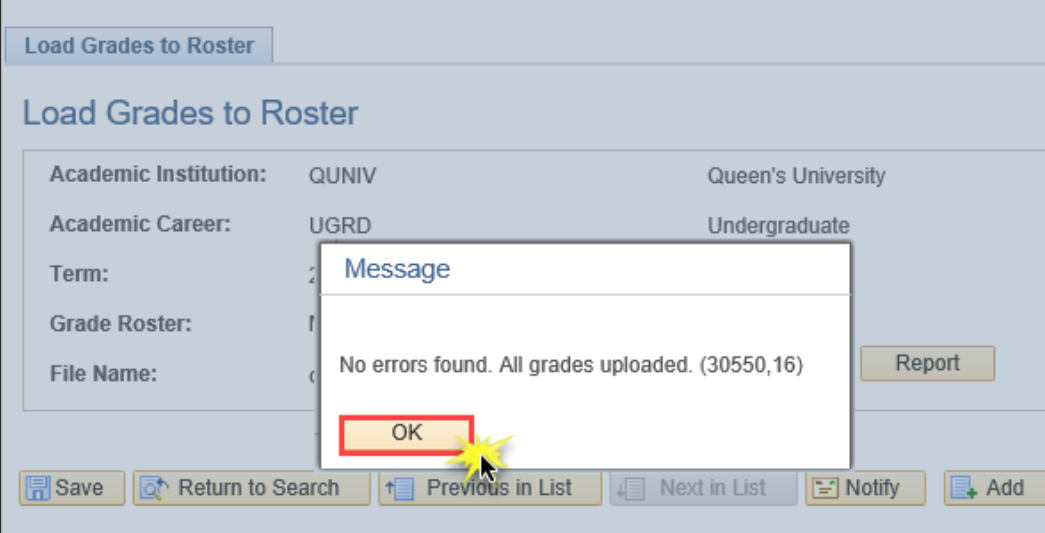
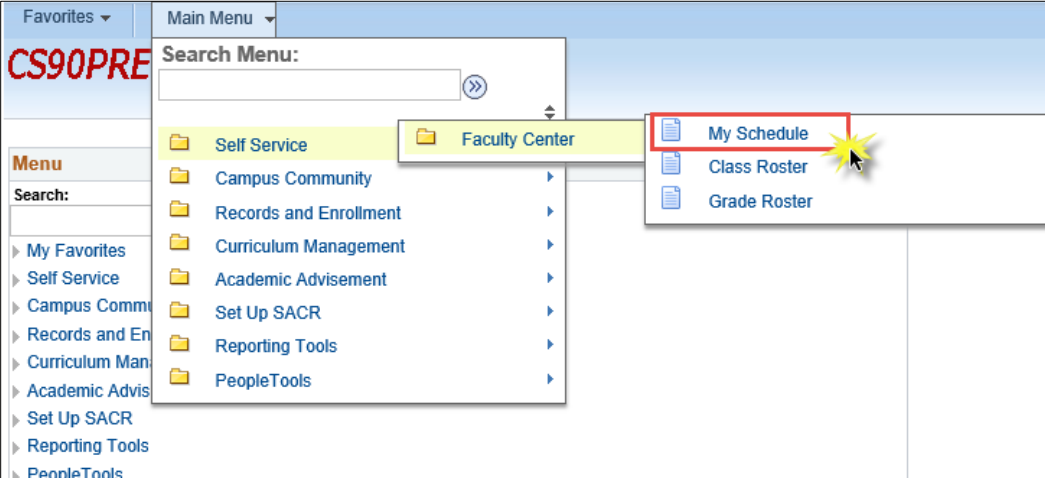
The screenshot shows the onQ course page for 'PHIL 115 - Fundamental Questions FW18/19'. The top navigation bar includes 'Course Home', 'Content', 'Communications', 'Assessments', and 'Course Admin'. A red box highlights the 'Send to PeopleSoft' button in the 'Assessments' dropdown menu.

Processing Steps	Screenshots
<p>Step 5:</p> <ol style="list-style-type: none"> 1. Select the Export to PeopleSoft checkbox for the section(s) you would like to send to PeopleSoft. 2. Change the Grade to export if you want to export something other than the Final Grade. 3. Click on the Fetch Grades button. <p>Note: This process may take a few minutes to complete. Please do not click any other buttons or links while processing is taking place.</p>	
<p>Step 6:</p> <p>A progress bar will display indicating the Grade Export Tool is Retrieving Grades from onQ.</p>	
<p>Step 7:</p> <p>The Grade Export Tool will inform you when the Upload is complete.</p> <p>Click on the Send to PeopleSoft button.</p>	

Processing Steps	Screenshots
<p>Step 8:</p> <p>Click on the Log into PeopleSoft button.</p> <p>Note: This will take you to my.queensu.ca where you may be prompted to log in. Once you are logged into my.queensu.ca, using the search tool found within the left side panel,</p> <p></p> <p>search for PeopleSoft Student Admin.</p>	 <p>PHIL 115 - Fundamental Questions FW18/19</p> <h2>Grade Export Tool</h2> <p>Upload complete</p> <p>Your grades have been uploaded into PeopleSoft. In order to continue the process, please log into PeopleSoft to continue posting your grades.</p> <p>Log into PeopleSoft</p>

PART II: PEOPLESFT	
Processing Steps	Screenshots
<p>Step 9:</p> <p>In PeopleSoft, navigate to Curriculum Management > Grading > Load Grades to Roster.</p> <p>Note: If you do not see Curriculum Management, Grading, and/or the Load Grades to Roster link(s), go to http://www.queensu.ca/registrar/faculty-staff/peoplesoft-student-system-support, expand 'PeopleSoft Student Support Online Forms' and click on the 'ACCESS' link to fill out a support ticket.</p>	 <p>CS90UAT</p> <p>Search Menu:</p> <ul style="list-style-type: none"> Self Service Campus Community Records and Enrollment Curriculum Management <ul style="list-style-type: none"> Schedule of Classes Grading <ul style="list-style-type: none"> Load Grades to Roster Grade Roster Print Grade Roster Grade Change Audit Student Grade Distribution Rpt Course Grade Distribution Academic Advisement Set Up SACR Reporting Tools PeopleTools

Processing Steps	Screenshots																																																																																																																																																																																				
<p>Step 10:</p> <ol style="list-style-type: none"> 1. Click on the Find an Existing Value tab. 2. Click Search. 	<div data-bbox="505 184 774 216"> <h3>Load Grades to Roster</h3> </div> <div data-bbox="505 231 1304 258"> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> </div> <div data-bbox="505 279 954 327"> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> </div> <div data-bbox="505 344 1560 373"> <p>▼ Search Criteria</p> </div> <div data-bbox="505 417 1192 806"> <p>Academic Institution: <input type="text" value="begins with"/></p> <p>Academic Career: <input type="text" value="begins with"/></p> <p>Term: <input type="text" value="begins with"/></p> <p>Grade Roster: <input type="text" value="="/> <input type="text"/></p> <p>Effective Date: <input type="text" value="="/> <input type="text"/></p> <p>File Name: <input type="text" value="begins with"/></p> <p>Reported Flag: <input type="text" value="begins with"/></p> <p>Subject Area: <input type="text" value="begins with"/></p> <p>Catalog Nbr: <input type="text" value="begins with"/></p> <p>Class Section: <input type="text" value="begins with"/></p> <p>Session: <input type="text" value="="/> <input type="text"/></p> </div> <div data-bbox="505 816 682 844"> <p><input type="checkbox"/> Case Sensitive</p> </div> <div data-bbox="505 905 1115 953"> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> </div> <div data-bbox="505 1045 886 1073"> <p> Find an Existing Value Add a New Value </p> </div>																																																																																																																																																																																				
<p>Step 11:</p> <p>The Search Results displays on the Find an Existing Value page. Click on the File Name for the grade that you would like to post.</p> <p>Note: If you have sent your grades from onQ more than once, be sure to select the most recent file.</p>	<div data-bbox="505 1173 1560 1507"> <p>Search Results</p> <p>View All</p> <p>First 1-14 of 14 Last</p> <table border="1"> <thead> <tr> <th>Sequence</th> <th>Academic Institution</th> <th>Academic Career</th> <th>Term</th> <th>Grade Roster</th> <th>Effective Date</th> <th>File Name</th> <th>Reported Flag</th> <th>Subject Area</th> <th>Catalog Nbr</th> <th>Class Section</th> <th>Session</th> </tr> </thead> <tbody> <tr> <td>203</td> <td>QUNIV</td> <td>UGRD</td> <td>2169 Mid-Year</td> <td>2017/01/03</td> <td>2017/01/03</td> <td>onQ_grades_PHIL_115A_001_2169.csv</td> <td>Y</td> <td>PHIL</td> <td>115A</td> <td>001</td> <td>Regular</td> </tr> <tr> <td>202</td> <td>QUNIV</td> <td>UGRD</td> <td>2169 Mid-Year</td> <td>2017/01/03</td> <td>2017/01/03</td> <td>onQ_grades_PHIL_115A_001_2169.csv</td> <td>N</td> <td>PHIL</td> 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<p>Step 12:</p> <p>This will bring you to the Load Grades Roster tab.</p> <p>Click on the Post button.</p> <p>Note: This may take some time.</p>	
<p>Step 13:</p> <ol style="list-style-type: none"> Once the posting is complete, a Message box will appear indicating No Errors Found. All grades uploaded. Click OK. <p>Note: If errors are found, go back to onQ, make the necessary changes and, begin the process again.</p>	
<p>Step 14:</p> <p>Navigate to Main Menu > Self Service > Faculty Center > My Schedule.</p>	

Processing Steps	Screenshots
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Step 15:

On the **My Schedule** page, click the **Change Term** button to select the correct term.

Faculty Center | Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Faculty Center

My Schedule

2019 Winter | Queen's University Change Term

My Exam Schedule

Select display option

Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster

My Teaching Schedule > 2019 Winter > Queen's University

Personalize | View All | | First 1-5 of 5 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
PHIL 115B-001 (2022)	Fundamental Questions (Lecture)	143	Tu 8:30AM - 9:30AM	DUNNING RM14	Jan 7, 2019-Apr 5, 2019
			We 10:30AM - 11:30AM	DUNNING RM14	Jan 7, 2019-Apr 5, 2019
PHIL 275-001 (2043)	Thinking Gender, Sex and Love (Lecture)	93	Tu 10:00AM - 11:30AM	DUPUIS RM215	Jan 7, 2019-Apr 5, 2019

Step 16:

The **Select Term** page will display for you to make your selection.

1. Select the appropriate term.
2. Click on the **Continue** button.

Faculty Center | Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Faculty Center

Select Term


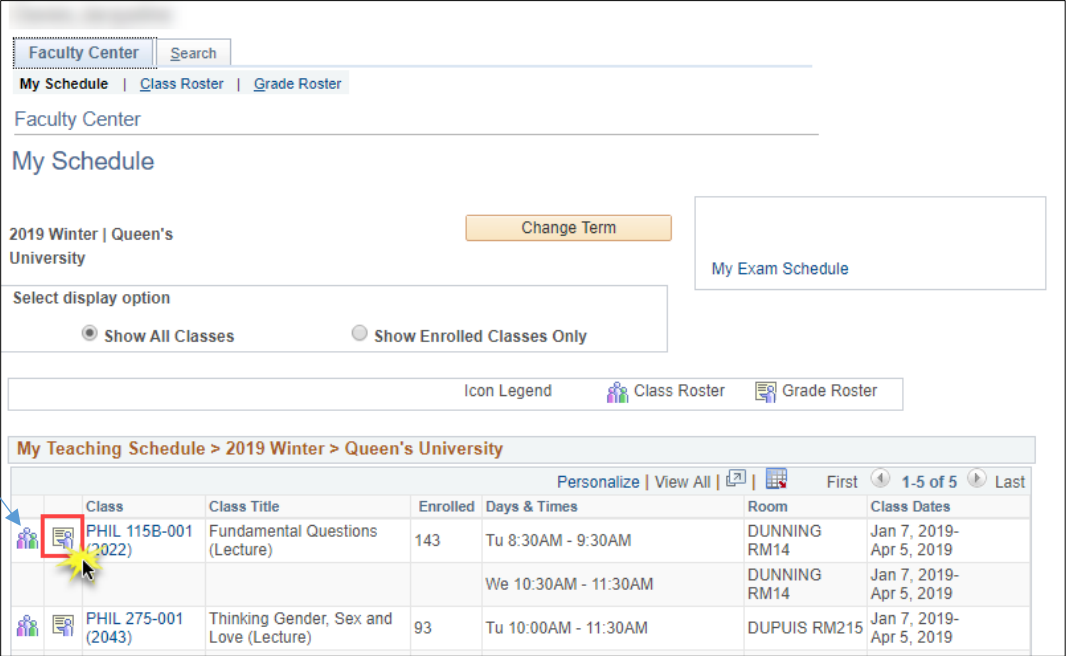
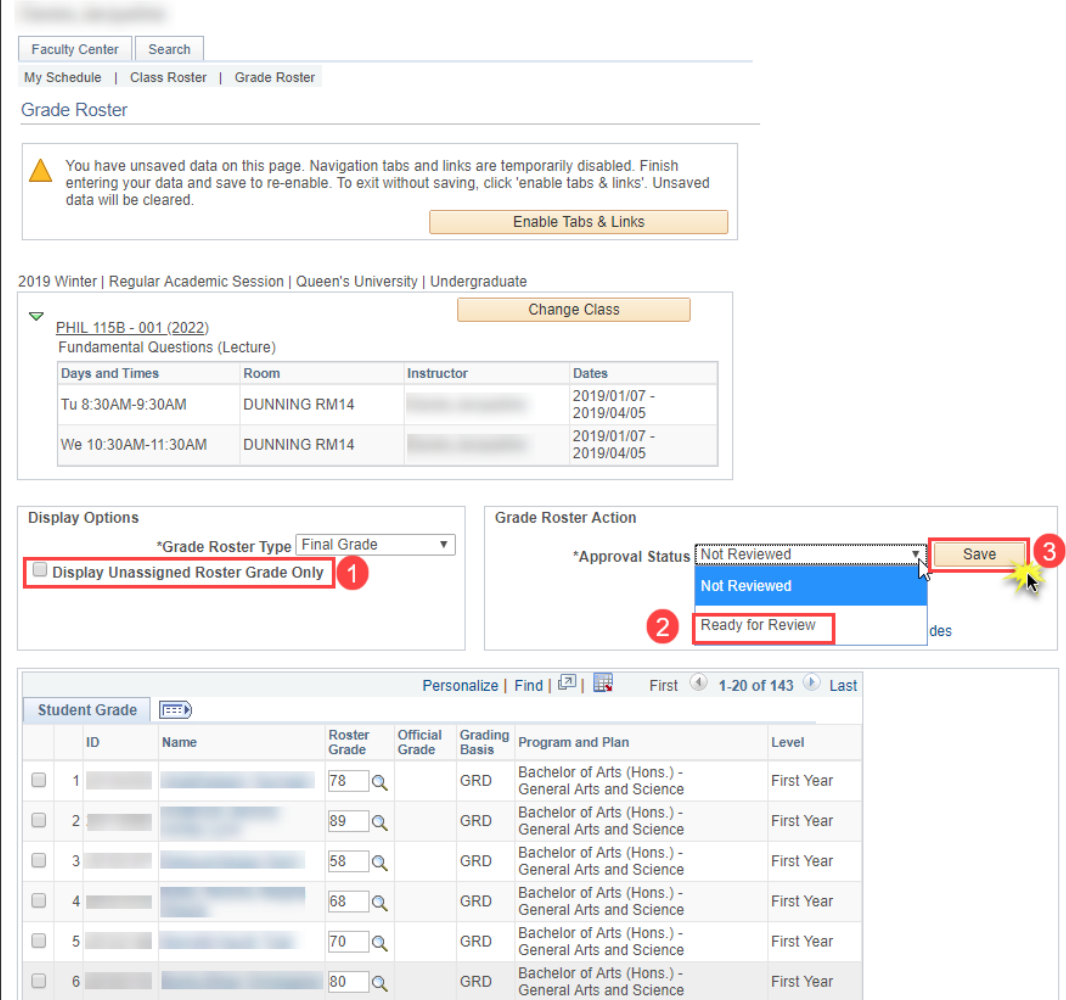
View FERPA Statement

Continue

Select a term then select Continue.

Term	
<input checked="" type="radio"/> 2019 Winter 1	Queen's University
<input type="radio"/> 2018 Fall	Queen's University
<input type="radio"/> 2018 Winter	Queen's University
<input type="radio"/> 2017 Fall	Queen's University

Continue

Processing Steps	Screenshots																																																													
<p>Step 17:</p> <p>Click on the Grade Roster icon belonging to the course for which you are uploading grades.</p> 	 <p>Faculty Center Search</p> <p>My Schedule Class Roster Grade Roster</p> <p>Faculty Center</p> <p>My Schedule</p> <p>2019 Winter Queen's University Change Term</p> <p>My Exam Schedule</p> <p>Select display option</p> <p><input checked="" type="radio"/> Show All Classes <input type="radio"/> Show Enrolled Classes Only</p> <p>Icon Legend Class Roster Grade Roster</p> <p>My Teaching Schedule > 2019 Winter > Queen's University</p> <p>Personalize View All First 1-5 of 5 Last</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="2"> PHIL 115B-001 (2022) </td> <td rowspan="2">Fundamental Questions (Lecture)</td> <td rowspan="2">143</td> <td>Tu 8:30AM - 9:30AM</td> <td>DUNNING RM14</td> <td>Jan 7, 2019-Apr 5, 2019</td> </tr> <tr> <td>We 10:30AM - 11:30AM</td> <td>DUNNING RM14</td> <td>Jan 7, 2019-Apr 5, 2019</td> </tr> <tr> <td> PHIL 275-001 (2043) </td> <td>Thinking Gender, Sex and Love (Lecture)</td> <td>93</td> <td>Tu 10:00AM - 11:30AM</td> <td>DUPUIS RM215</td> <td>Jan 7, 2019-Apr 5, 2019</td> </tr> </tbody> </table>	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	PHIL 115B-001 (2022)	Fundamental Questions (Lecture)	143	Tu 8:30AM - 9:30AM	DUNNING RM14	Jan 7, 2019-Apr 5, 2019	We 10:30AM - 11:30AM	DUNNING RM14	Jan 7, 2019-Apr 5, 2019	PHIL 275-001 (2043)	Thinking Gender, Sex and Love (Lecture)	93	Tu 10:00AM - 11:30AM	DUPUIS RM215	Jan 7, 2019-Apr 5, 2019																																								
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<p>Step 18:</p> <p>Your marks will now appear on the Grade Roster sheet.</p> <p>When the file is uploaded successfully, please verify your grades.</p> <ol style="list-style-type: none"> Click on the Display Unassigned Roster Grade Only check box to ensure all students have marks assigned to them. Where marks have not been assigned, they can be added manually. When all marks are complete, set Approval Status to Ready for Review. Click Save to move the class to the Grade Approval Process. 	 <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'. Unsaved data will be cleared. Enable Tabs & Links</p> <p>2019 Winter Regular Academic Session Queen's University Undergraduate Change Class</p> <p>PHIL 115B - 001 (2022) Fundamental Questions (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>Tu 8:30AM-9:30AM</td> <td>DUNNING RM14</td> <td></td> <td>2019/01/07 - 2019/04/05</td> </tr> <tr> <td>We 10:30AM-11:30AM</td> <td>DUNNING RM14</td> <td></td> <td>2019/01/07 - 2019/04/05</td> </tr> </tbody> </table> <p>Display Options</p> <p>*Grade Roster Type Final Grade</p> <p><input checked="" type="checkbox"/> Display Unassigned Roster Grade Only 1</p> <p>Grade Roster Action</p> <p>*Approval Status Not Reviewed Save 3</p> <p>2 Ready for Review des</p> <p>Student Grade Personalize Find First 1-20 of 143 Last</p> <table border="1"> <thead> <tr> <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"/> 1</td> <td></td> <td>78 </td> <td></td> <td>GRD</td> <td>Bachelor of Arts (Hons.) - General Arts and Science</td> <td>First Year</td> </tr> <tr> <td><input type="checkbox"/> 2</td> <td></td> <td>89 </td> <td></td> <td>GRD</td> <td>Bachelor of Arts (Hons.) - General Arts and Science</td> <td>First Year</td> </tr> <tr> <td><input type="checkbox"/> 3</td> <td></td> <td>58 </td> <td></td> <td>GRD</td> <td>Bachelor of Arts (Hons.) - General Arts and Science</td> <td>First Year</td> </tr> <tr> <td><input type="checkbox"/> 4</td> <td></td> <td>68 </td> <td></td> <td>GRD</td> <td>Bachelor of Arts (Hons.) - General Arts and Science</td> <td>First Year</td> </tr> <tr> <td><input type="checkbox"/> 5</td> <td></td> <td>70 </td> <td></td> <td>GRD</td> <td>Bachelor of Arts (Hons.) - General Arts and Science</td> <td>First Year</td> </tr> <tr> <td><input type="checkbox"/> 6</td> <td></td> <td>80 </td> <td></td> <td>GRD</td> <td>Bachelor of Arts (Hons.) - General Arts and Science</td> <td>First Year</td> </tr> </tbody> </table>	Days and Times	Room	Instructor	Dates	Tu 8:30AM-9:30AM	DUNNING RM14		2019/01/07 - 2019/04/05	We 10:30AM-11:30AM	DUNNING RM14		2019/01/07 - 2019/04/05	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	<input type="checkbox"/> 1		78		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year	<input type="checkbox"/> 2		89		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year	<input type="checkbox"/> 3		58		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year	<input type="checkbox"/> 4		68		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year	<input type="checkbox"/> 5		70		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year	<input type="checkbox"/> 6		80		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year
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Processing Steps

Step 19:

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.

Screenshots

The screenshot displays the 'Grade Roster' page for the 2019 Winter Regular Academic Session at Queen's University. It shows details for the class 'PHIL 115B - 001 (2022) Fundamental Questions (Lecture)'. Below this, there are two tables: one for class times and rooms, and another for student grades.

Class Details Table:

Days and Times	Room	Instructor	Dates
Tu 8:30AM-9:30AM	DUNNING RM14	[Redacted]	2019/01/07 - 2019/04/05
We 10:30AM-11:30AM	DUNNING RM14	[Redacted]	2019/01/07 - 2019/04/05

Display Options:

- *Grade Roster Type: Final Grade
- Display Unassigned Roster Grade Only

Grade Roster Action:

- *Approval Status: Ready for Review
- Save
- Upload Grades

Student Grade Table:

ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1	[Redacted]	78	B+		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year
2	[Redacted]	89	A		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year
3	[Redacted]	58	D+		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year
4	[Redacted]	68	C+		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year
5	[Redacted]	70	B-		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year
6	[Redacted]	80	A-		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year