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 – 17)

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".

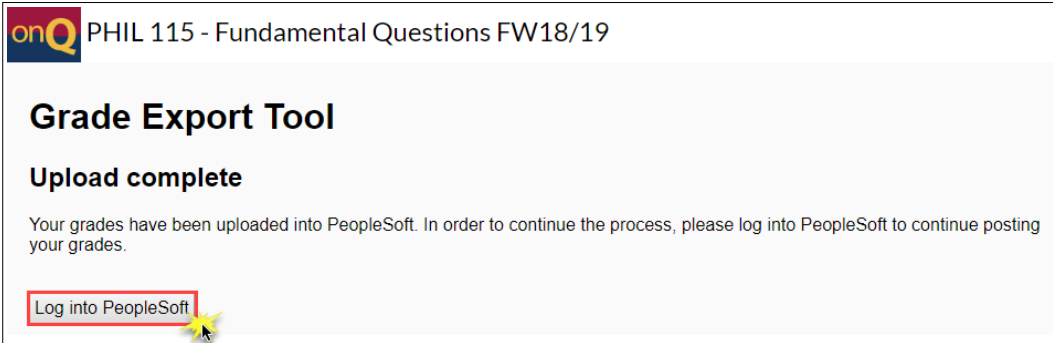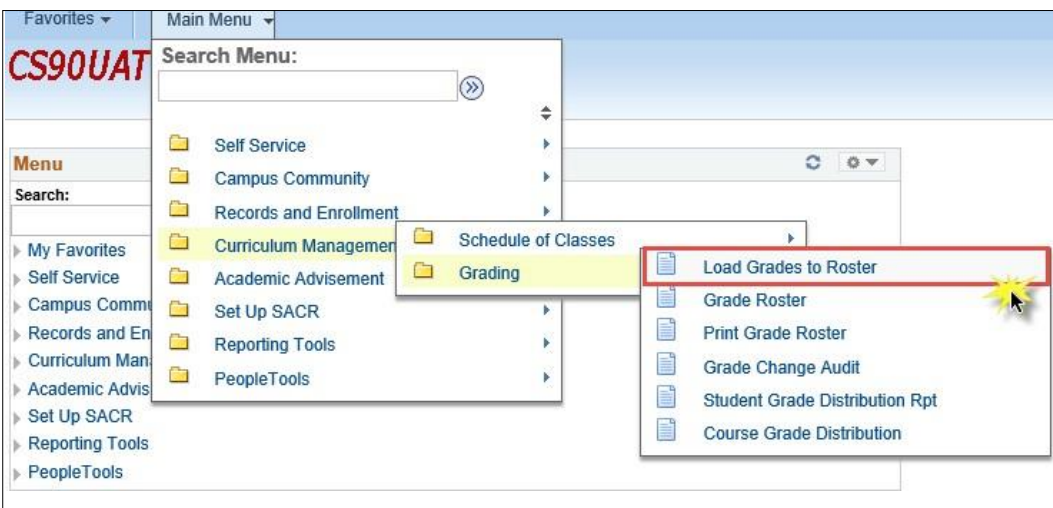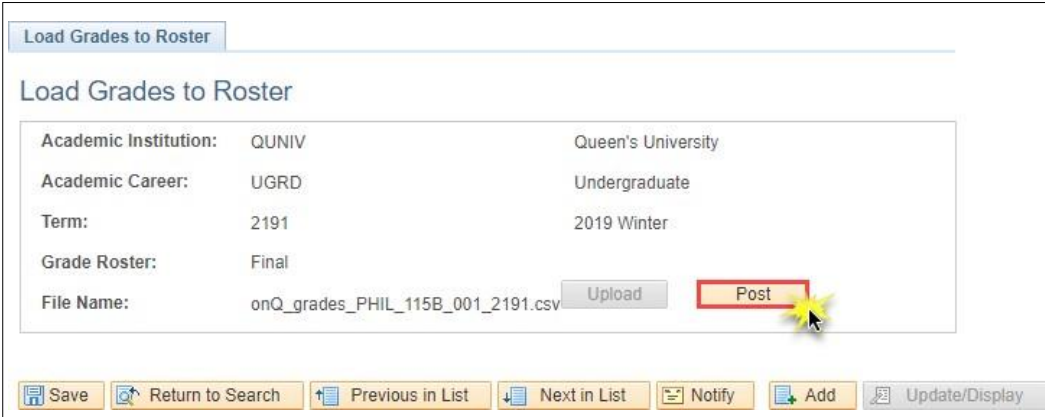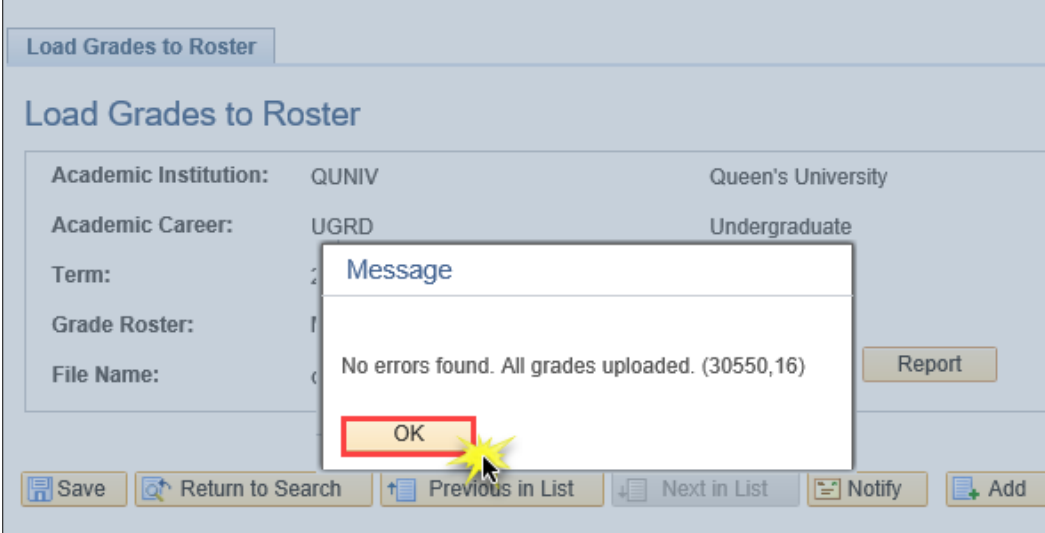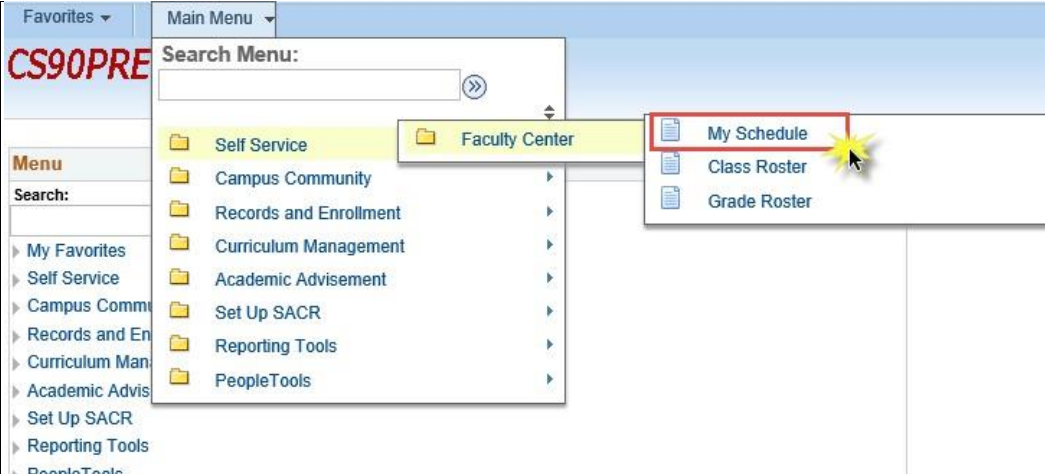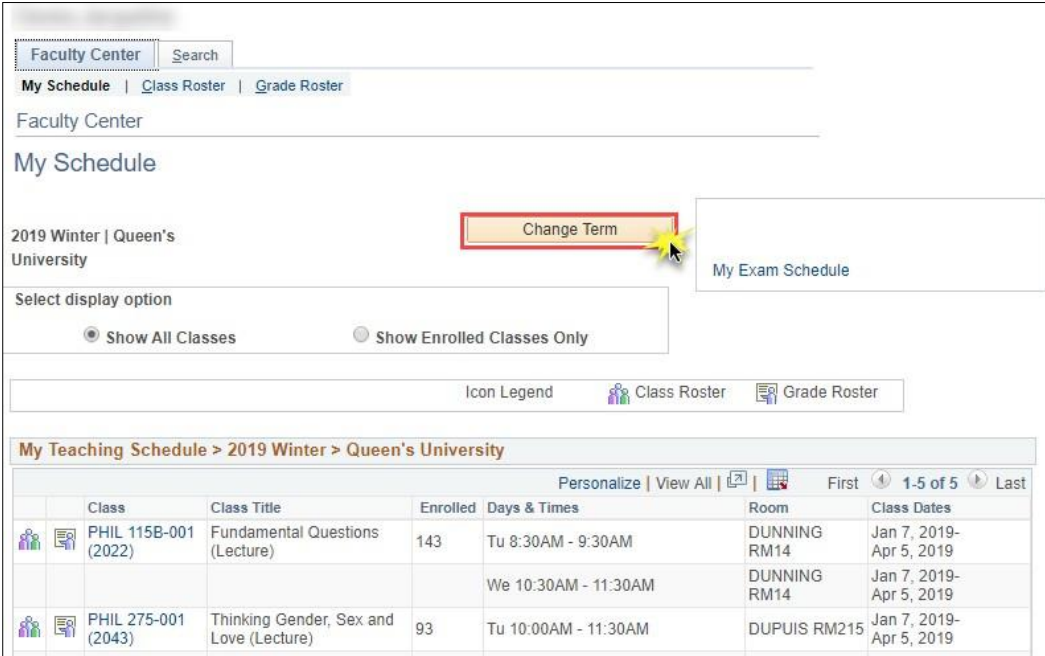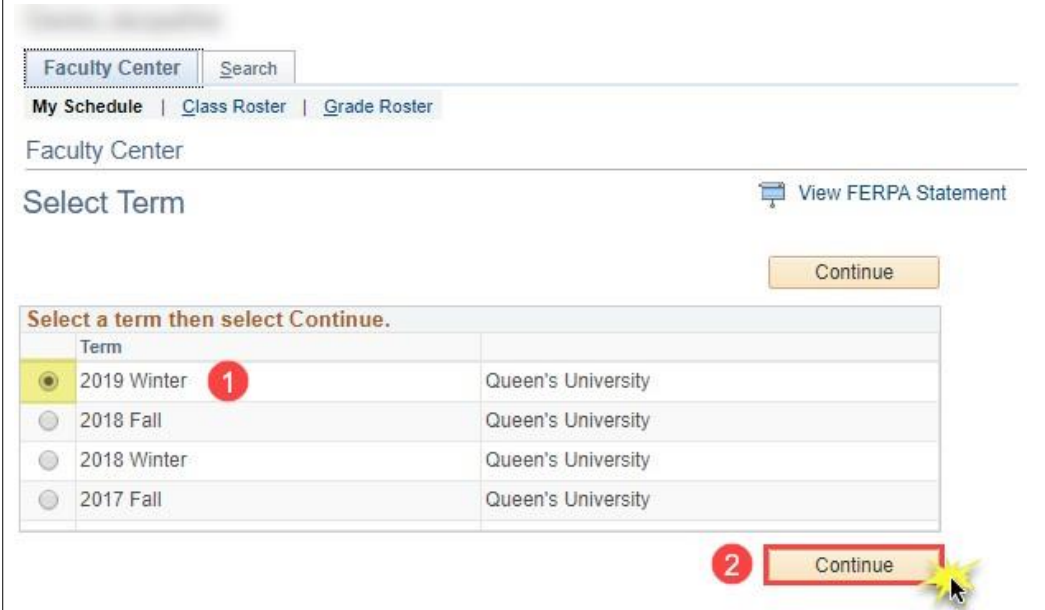| PART I: onQ	
Processing Steps	**Screenshots**
Step 1: Start by logging into **onQ.** There are two options to **Select a Course**: 1. Click on the **Tile** icon in the **Header** row and, in the drop-down list, select the course. or 2. Click on the course within the **My Courses** widget that you want to upload grades for.	
Step 2: 1. Click on the **Assessments** drop down list. 2. Click on the **Grades** menu item.	
Step 3: Click the **Enter Grades** link.	
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**.	
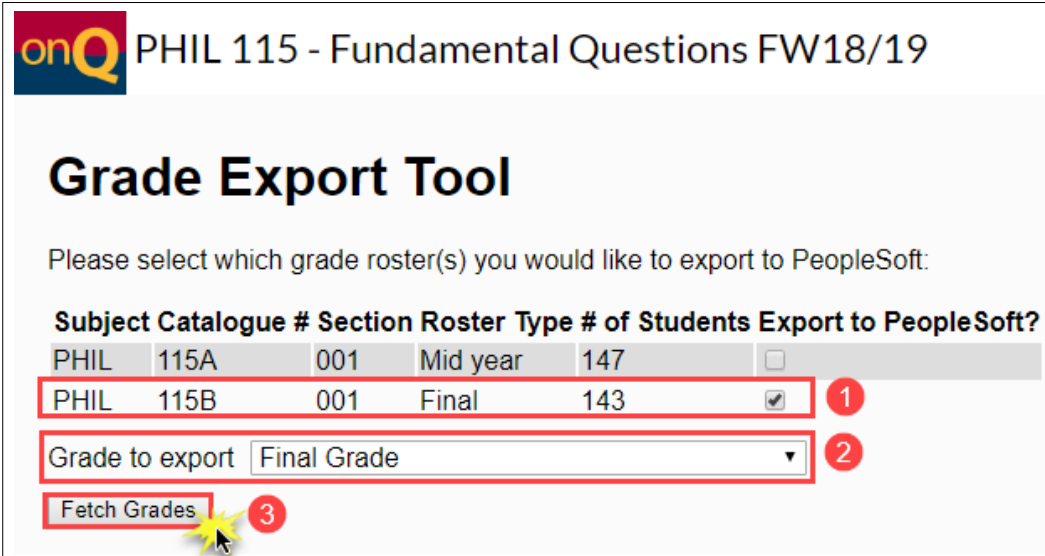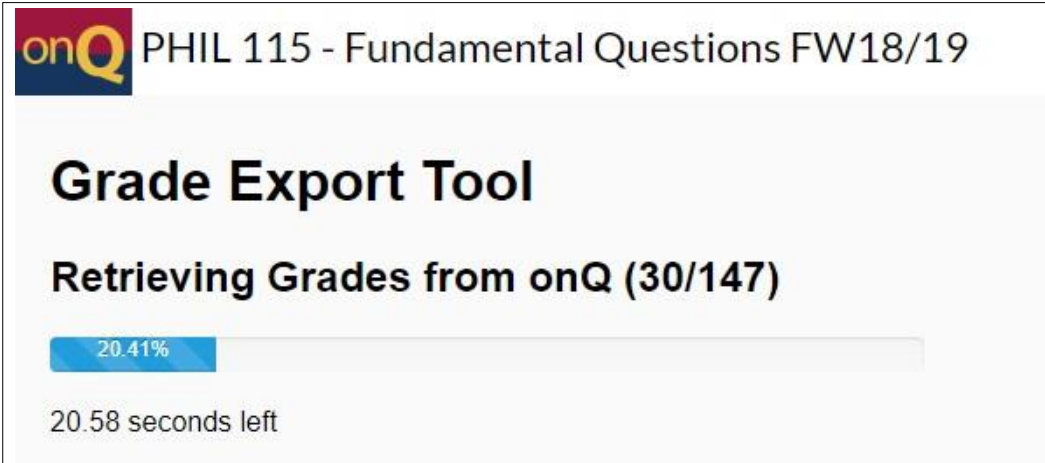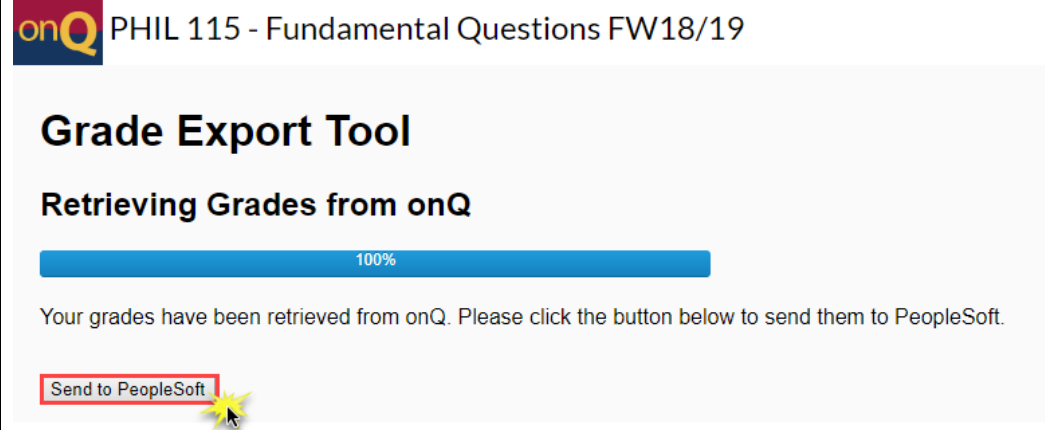
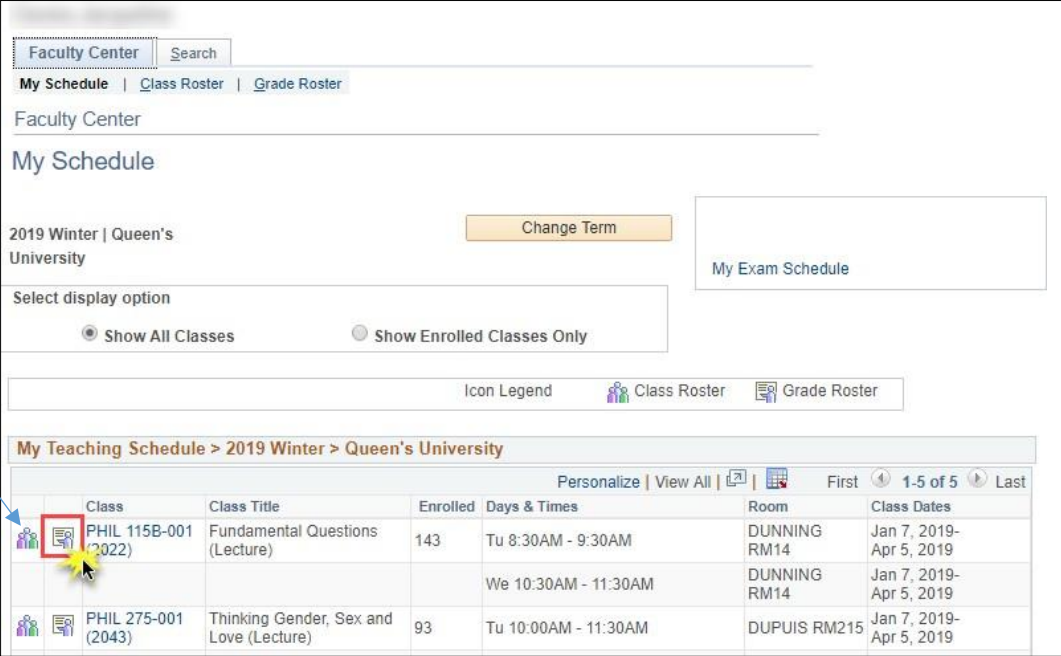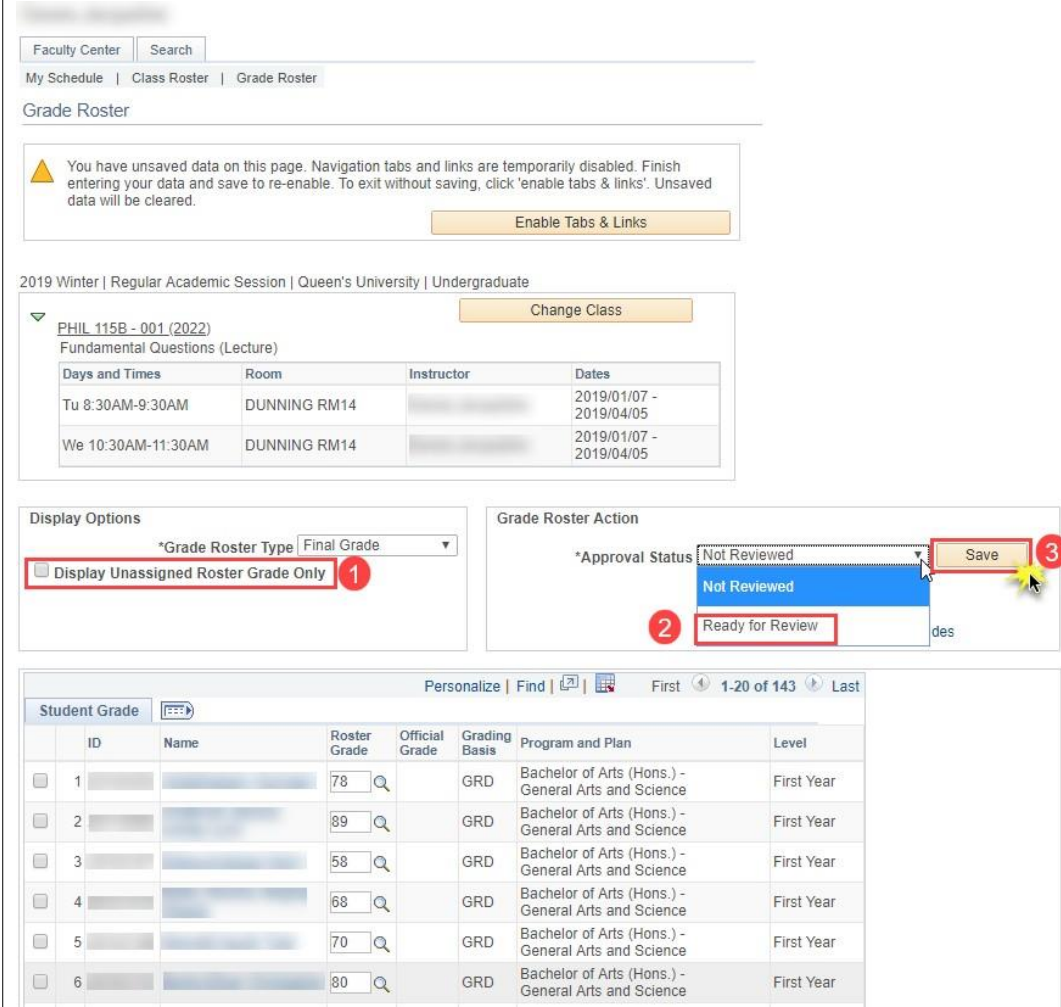| Processing Steps	Screenshots
Step 5: 1. Select the **Export to PeopleSoft** checkbox for the section(s) you would like to send to PeopleSoft. 2. Change the **Grade to export** if you want to export something other than the **Final Grade**. 3. Click on the **Fetch Grades** button. **Note: This process may take a few minutes to complete. Please do not click any other buttons or links while processing is taking place.**	**onQ** PHIL 115 - Fundamental Questions FW18/19 **Grade Export Tool** Please select which grade roster(s) you would like to export to PeopleSoft: | Subject	Catalogue #	Section	Roster Type	# of Students	Export to PeopleSoft?
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PHIL	115A	001	Mid year	147	☐
PHIL	115B	001	Final	143	☑ (1)	 Grade to export Final Grade ▼ (2) Fetch Grades (3)
Step 6: A progress bar will display indicating the **Grade Export Tool** is **Retrieving Grades from onQ**.	**onQ** PHIL 115 - Fundamental Questions FW18/19 **Grade Export Tool** **Retrieving Grades from onQ (30/147)** 20.41% 20.58 seconds left
Step 7: The **Grade Export Tool** will inform you when the **Upload** is complete. Click on the **Send to PeopleSoft** button.	**onQ** PHIL 115 - Fundamental Questions FW18/19 **Grade Export Tool** **Retrieving Grades from onQ** 100% Your grades have been retrieved from onQ. Please click the button below to send them to PeopleSoft. Send to PeopleSoft

Processing Steps	Screenshots
Step 8: Click on the **Log into PeopleSoft** button. **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, Search MyQueen'sU... 🔍 search for **PeopleSoft Student Admin**.	onQ PHIL 115 - Fundamental Questions FW18/19 **Grade Export Tool** **Upload complete** Your grades have been uploaded into PeopleSoft. In order to continue the process, please log into PeopleSoft to continue posting your grades. Log into PeopleSoft

PART II: PEOPLESOFT

Processing Steps	Screenshots

Step 9:
 	
In PeopleSoft, navigate to **Curriculum Management > Grading > Load Grades to Roster**.
 	
Note: If you uploaded **more than one** file, you may be asked to select the file from the search results.
 	
If you do not see **Curriculum Management**, **Grading**, and/or the **Load Grades to Roster** link(s), go to:
https://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.
	Favorites ▾ Main Menu ▾
	CS90UAT
	Search Menu:
	[_____] ⊛
	
	Menu
	Search:
	[_____]
	
	Self Service ▸
	Campus Community ▸
	Records and Enrollment ▸
	Curriculum Management ▸ Schedule of Classes ▸
	Academic Advisement ▸ Grading ▸ Load Grades to Roster
	Set Up SACR ▸ Grade Roster
	Reporting Tools ▸ Print Grade Roster
	PeopleTools ▸ Grade Change Audit
	   Student Grade Distribution Rpt
	   Course Grade Distribution
	
	My Favorites
	Self Service
	Campus Commu...
	Records and En...
	Curriculum Man...
	Academic Advis...
	Set Up SACR
	Reporting Tools
	PeopleTools

Processing Steps	Screenshots
Step 10: This will bring you to the **Load Grades Roster** tab. Click on the **Post** button. **Note: This may take some time.**	Load Grades to Roster **Load Grades to Roster** Academic Institution: QUNIV — Queen's University Academic Career: UGRD — Undergraduate Term: 2191 — 2019 Winter Grade Roster: Final File Name: onQ_grades_PHIL_115B_001_2191.csv — Upload — Post Save — Return to Search — Previous in List — Next in List — Notify — Add — Update/Display
Step 11: 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, go back to onQ, make the necessary changes and, begin the process again.**	Load Grades to Roster **Load Grades to Roster** Academic Institution: QUNIV — Queen's University Academic Career: UGRD — Undergraduate Term: Grade Roster: File Name: **Message** No errors found. All grades uploaded. (30550,16) OK Report Save — Return to Search — Previous in List — Next in List — Notify — Add
Step 12: Navigate to **Main Menu > Self Service > Faculty Center > My Schedule**.	Favorites ▾ — Main Menu ▾ CS90PRE Search Menu: Menu Search: My Favorites Self Service Campus Commu Records and En Curriculum Man Academic Advis Set Up SACR Reporting Tools PeopleTools 📁 Self Service — 📁 Faculty Center — 📄 My Schedule 📁 Campus Community — 📄 Class Roster 📁 Records and Enrollment — 📄 Grade Roster 📁 Curriculum Management 📁 Academic Advisement 📁 Set Up SACR 📁 Reporting Tools 📁 PeopleTools

Processing Steps	Screenshots
Step 13: On the **My Schedule** page, click the **Change Term** button to select the correct term.	
Step 14: The **Select Term** page will display for you to make your selection. 1. Select the appropriate term. 2. Click on the **Continue** button.	

Processing Steps	Screenshots
Step 15: Click on the **Grade Roster** icon belonging to the course for which you are uploading grades.	
Step 16: Your marks will now appear on the **Grade Roster** sheet. When the file is uploaded successfully, please verify your grades. 1. 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. 2. When all marks are complete, set **Approval Status** to **Ready for Review**. 3. Click **Save** to move the class to the **Grade Approval Process**.	

Processing Steps	Screenshots
Step 17: 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.	