

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.

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 labeled '1' highlights the course tile 'PHIL 115 - Fundamental Questions FW18/19 - PHIL 115' in the top navigation bar. Below the navigation bar, there is a 'My Courses' widget with a dropdown arrow. A message box states: 'You have courses that have started but are set as inactive. Users may not be able to access these courses.' Below this message, there is a course tile for 'PHIL 115 - Fundamental Questions FW18/19' with a red box labeled '2' highlighting it. To the right, there is a 'Course Creation Tool+' widget with a dropdown arrow and a 'Create a Course' section.

Step 2:

1. Click on the **Assessments** drop down list.
2. Click on the **Grades** menuitem.

The screenshot shows the onQ course page for 'PHIL 115 - Fundamental Questions FW18/19'. At the top, there is a navigation bar with the onQ logo and several icons. A red box labeled '1' highlights the 'Assessments' menu item in the top navigation bar. Below the navigation bar, there is a course banner with the text 'PHIL 115 - Fundam... tions FW18/19'. A dropdown menu is open over the banner, and a red box labeled '2' highlights the 'Grades' menu item.

Step 3:

Click the **Enter Grades** link.

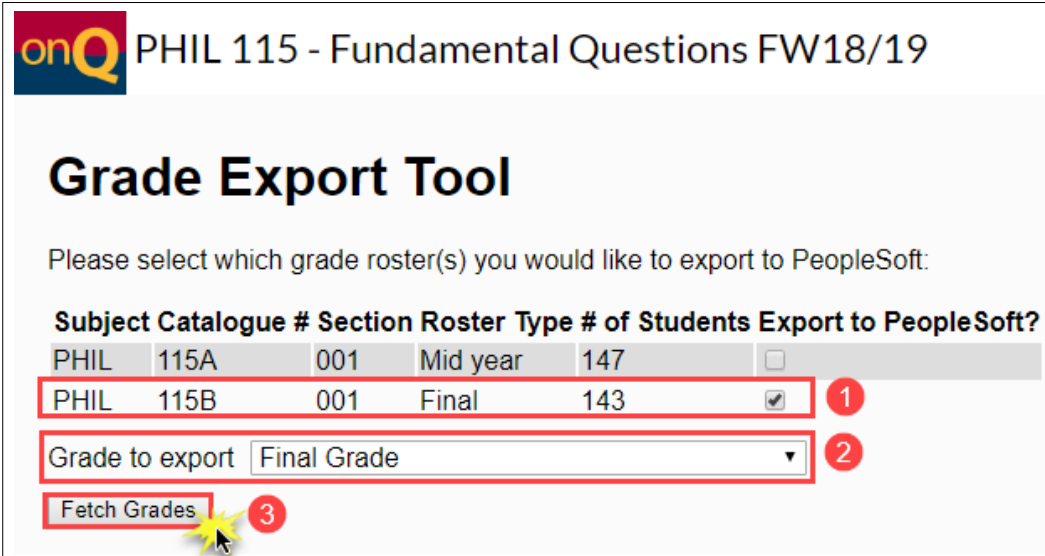
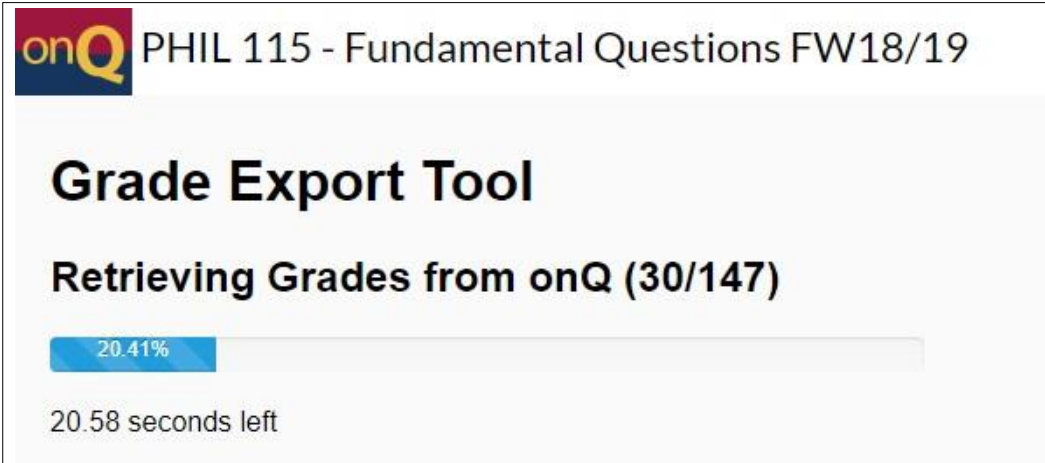
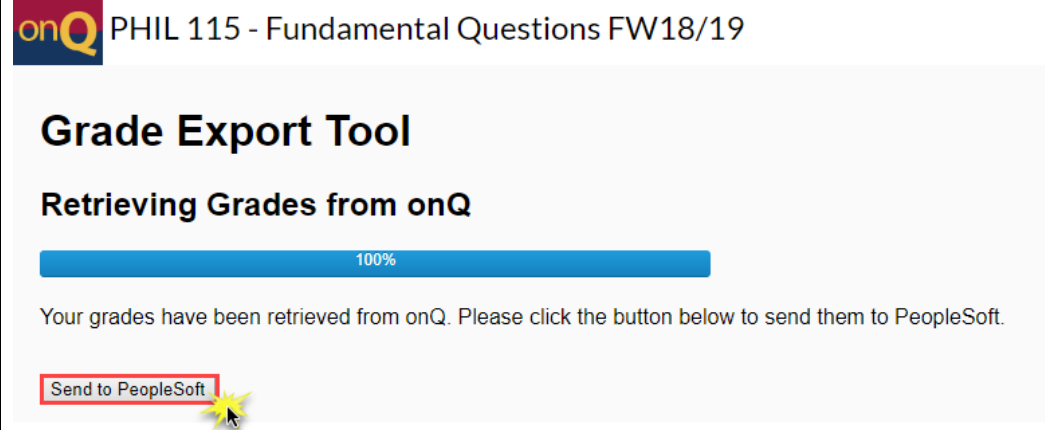
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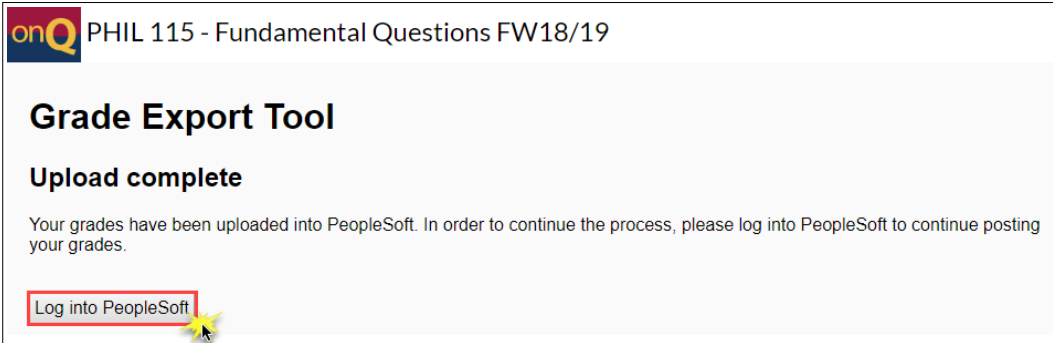
Step 4:

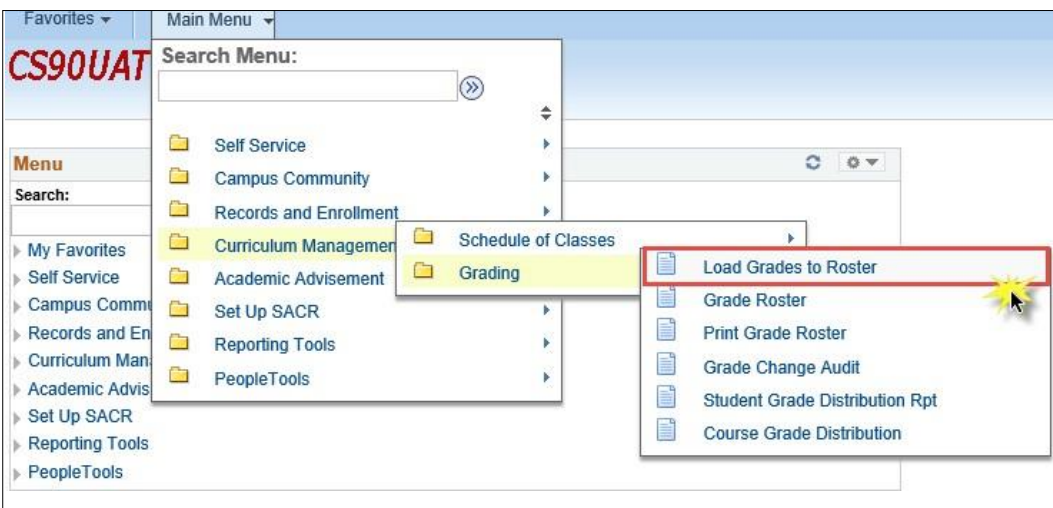
Click on the **Send to PeopleSoft** button to send the grades to **PeopleSoft**.

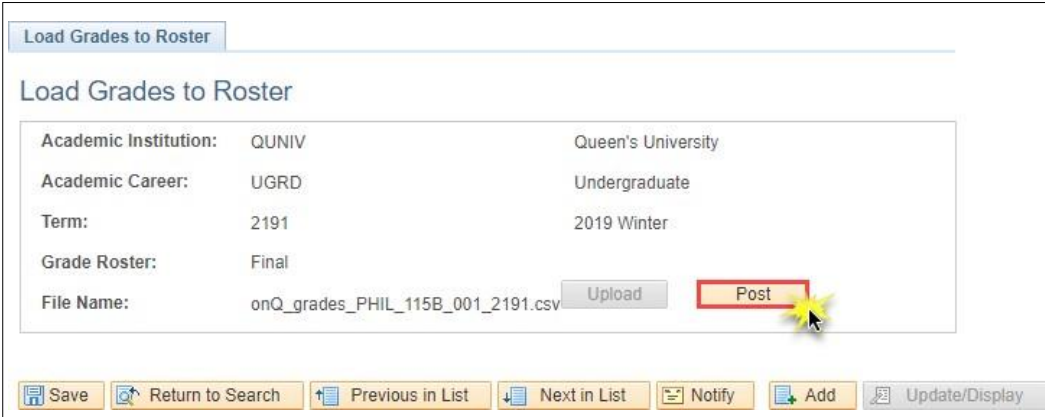
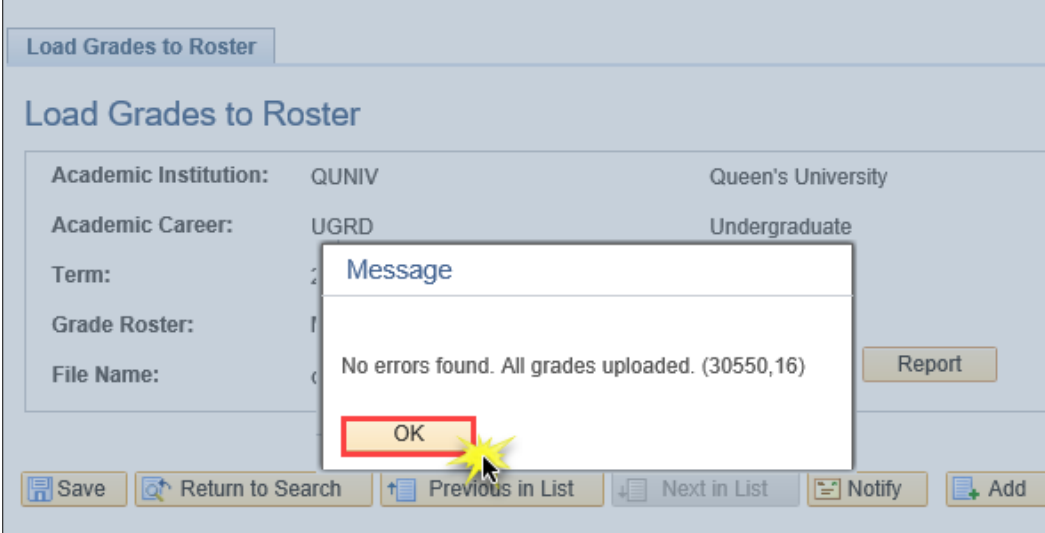
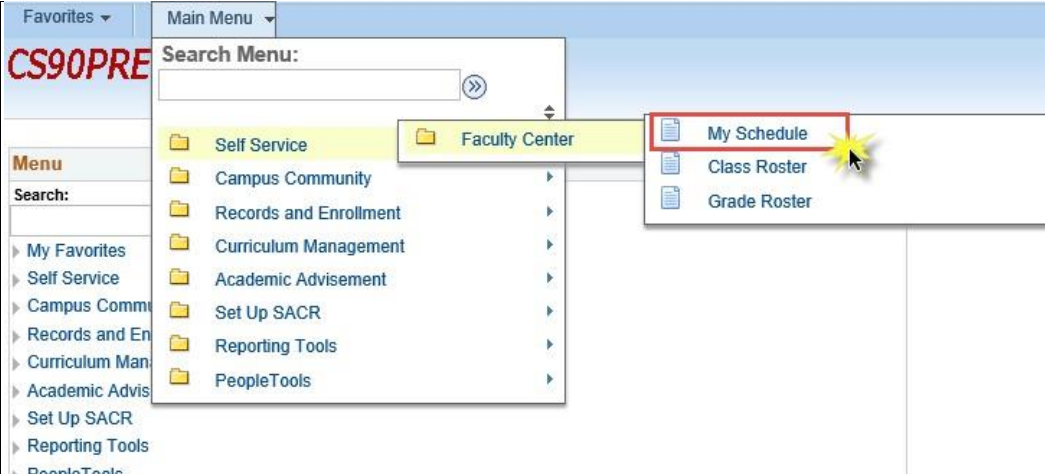
Note: If you receive the error message **"No valid enrolments"**, confirm with your Department's **Timetabling Assistant** that you are the **Instructor of Record** for the course, in **PeopleSoft**.

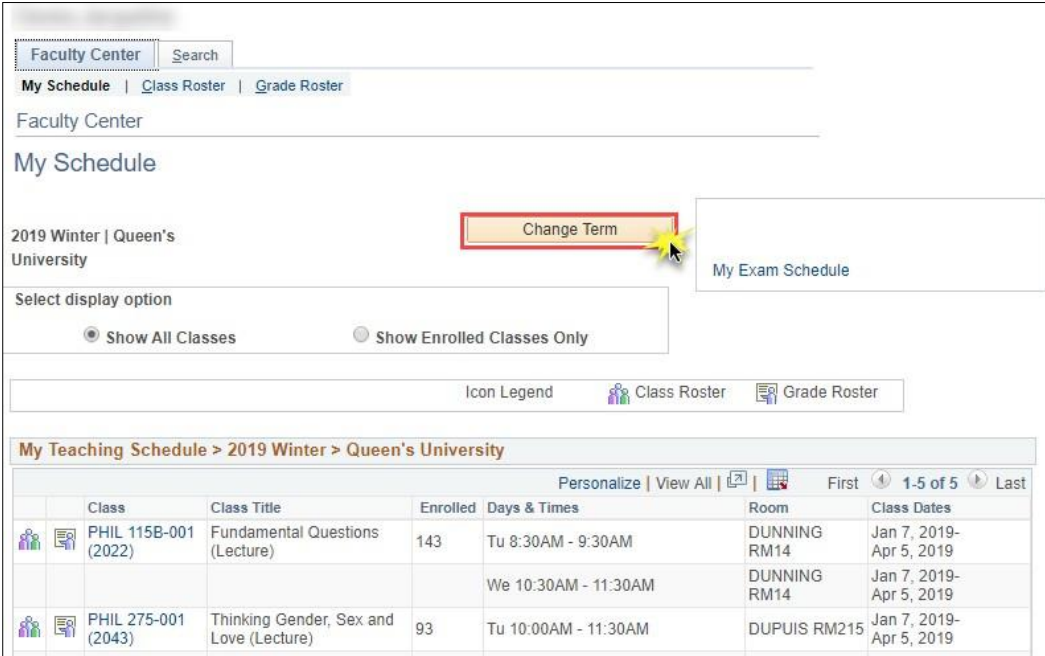
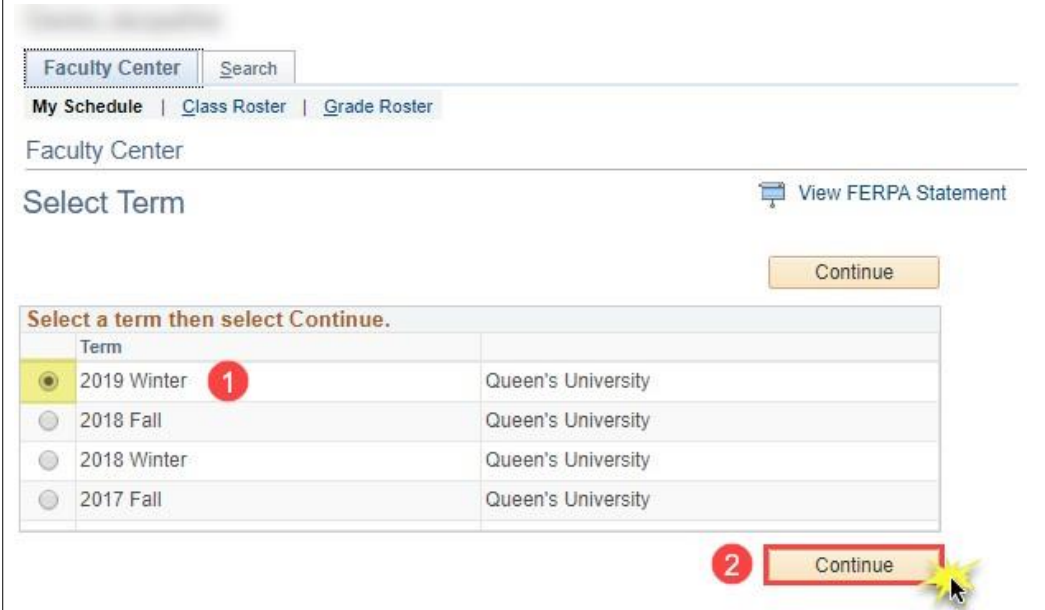
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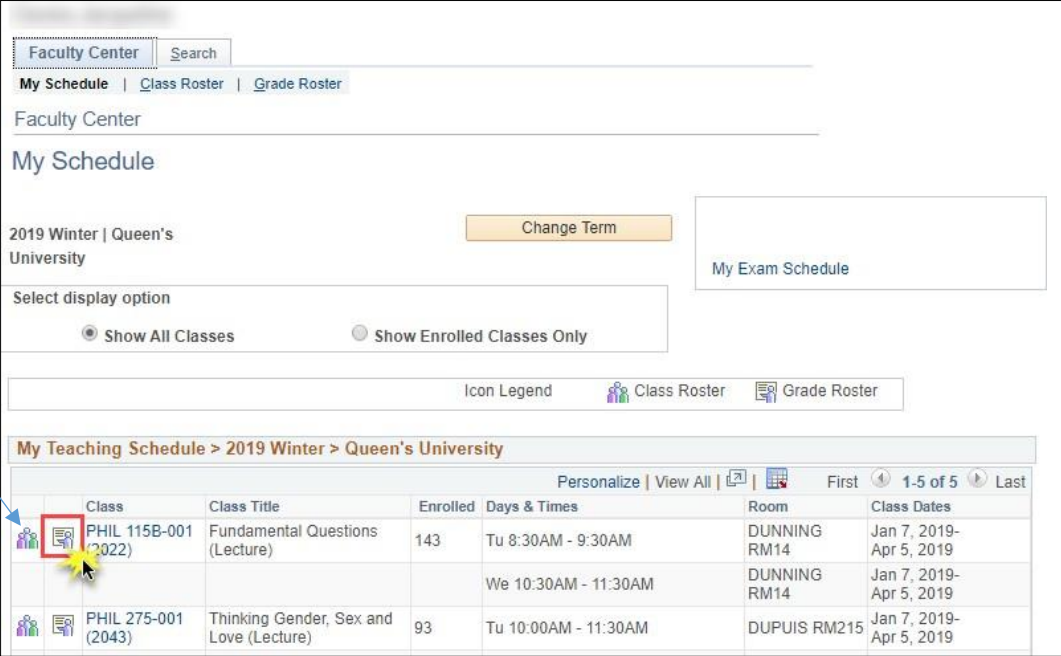
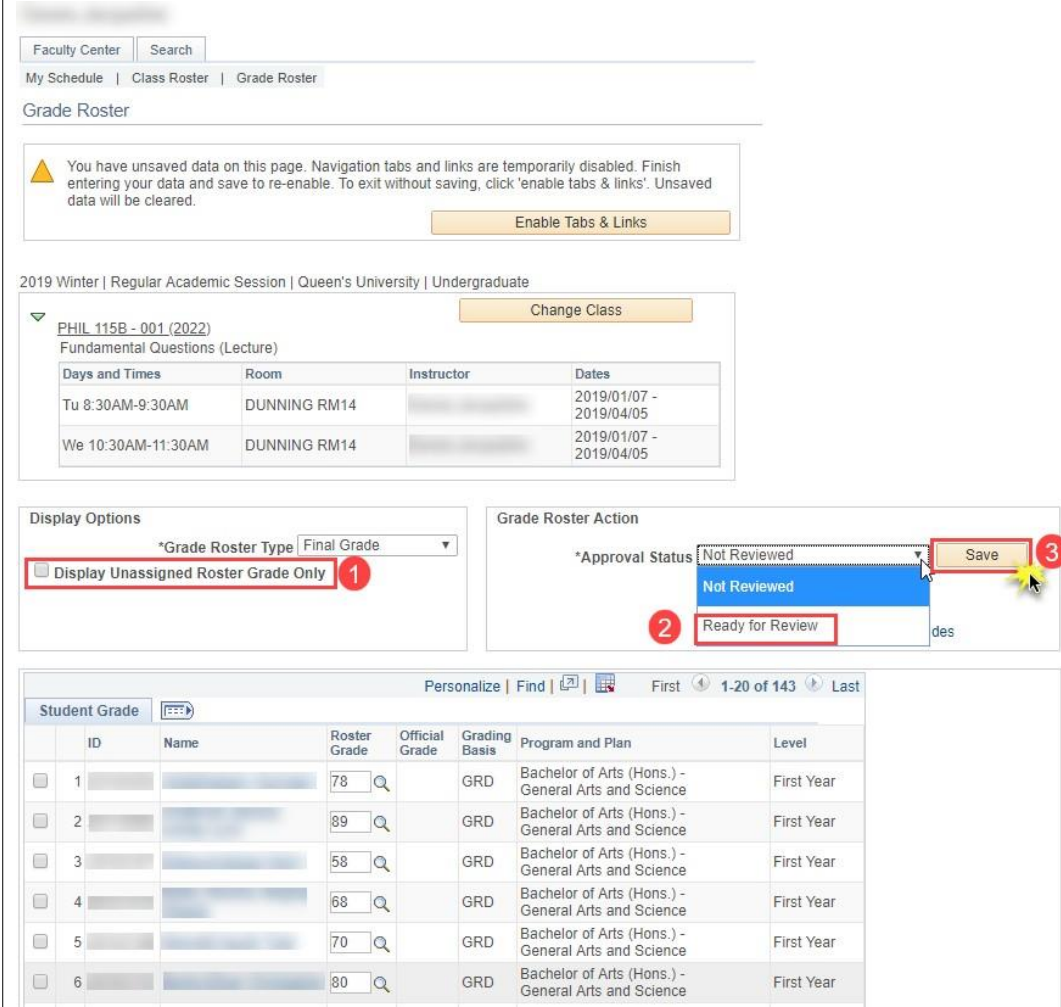
Processing Steps	Screenshots
<p>Step 5:</p> <ol style="list-style-type: none"> 1. Select the Export to PeopleSoft checkbox for the section(s) you would like to send to PeopleSoft. 2. Change the Grade to export if you want to export something other than the Final Grade. 3. Click on the Fetch Grades button. <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>search for PeopleSoft Student Admin.</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 uploaded more than one file, you may be asked to select the file from the search results.</p> <p>If you do not see Curriculum Management, Grading, and/or the Load Grades to Roster link(s), go to: https://www.queensu.ca/registrars/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>	

Processing Steps	Screenshots
<p>Step 10:</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 11:</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 12:</p> <p>Navigate to Main Menu > Self Service > Faculty Center > My Schedule.</p>	

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<p>Step 13:</p> <p>On the My Schedule page, click the Change Term button to select the correct term.</p>	 <p>The screenshot shows the 'My Schedule' page for Queen's University. At the top, there is a 'Faculty Center' search bar and navigation links for 'My Schedule', 'Class Roster', and 'Grade Roster'. Below this, the current term is '2019 Winter Queen's University'. A 'Change Term' button is highlighted with a red box and a yellow star. There is also a 'My Exam Schedule' button. A 'Select display option' section has two radio buttons: 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. At the bottom, there is a table titled 'My Teaching Schedule > 2019 Winter > Queen's University'.</p> <table border="1" data-bbox="513 604 1536 821"> <thead> <tr> <th colspan="7">My Teaching Schedule > 2019 Winter > Queen's University</th> </tr> <tr> <th colspan="7">Personalize View All [?] []</th> </tr> <tr> <th colspan="7">First 1-5 of 5 Last</th> </tr> <tr> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th colspan="2">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 colspan="2">Jan 7, 2019-Apr 5, 2019</td> </tr> <tr> <td>We 10:30AM - 11:30AM</td> <td>DUNNING RM14</td> <td colspan="2">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 colspan="2">Jan 7, 2019-Apr 5, 2019</td> </tr> </tbody> </table>	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	
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<p>Step 14:</p> <p>The Select Term page will display for you to make your selection.</p> <ol style="list-style-type: none"> 1. Select the appropriate term. 2. Click on the Continue button. 	 <p>The screenshot shows the 'Select Term' page. At the top, there is a 'Faculty Center' search bar and navigation links for 'My Schedule', 'Class Roster', and 'Grade Roster'. Below this, the page title is 'Select Term' and there is a 'View FERPA Statement' link. A 'Continue' button is visible. Below the button is a table titled 'Select a term then select Continue.'.</p> <table border="1" data-bbox="521 1150 1438 1371"> <thead> <tr> <th>Term</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 2019 Winter</td> <td>Queen's University</td> </tr> <tr> <td><input type="radio"/> 2018 Fall</td> <td>Queen's University</td> </tr> <tr> <td><input type="radio"/> 2018 Winter</td> <td>Queen's University</td> </tr> <tr> <td><input type="radio"/> 2017 Fall</td> <td>Queen's University</td> </tr> </tbody> </table> <p>A red circle with the number '1' is next to the '2019 Winter' radio button. At the bottom right, a 'Continue' button is highlighted with a red box and a yellow star, with a red circle containing the number '2' next to it.</p>	Term		<input checked="" type="radio"/> 2019 Winter	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																																				
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<p>Step 16:</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</p> <p>Not Reviewed</p> <p>Not Reviewed</p> <p>Ready for Review 2</p> <p>des</p> <p>Save 3</p> <p>Student Grade</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>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>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>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>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>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>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	1		78		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year	2		89		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year	3		58		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year	4		68		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year	5		70		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year	6		80		GRD	Bachelor of Arts (Hons.) - General Arts and Science	First Year
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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.

The screenshot displays the 'Grade Roster' page in PeopleSoft. At the top, there are navigation links for 'Faculty Center', 'My Schedule', 'Class Roster', and 'Grade Roster'. The page title is 'Grade Roster'. Below this, it shows the session information: '2019 Winter | Regular Academic Session | Queen's University | Undergraduate'. A course is selected: 'PHIL 115B - 001 (2022) Fundamental Questions (Lecture)'. A 'Change Class' button is visible. A table shows the class schedule:

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

Below the schedule, there are two control panels. The 'Display Options' panel includes a dropdown for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' panel includes a dropdown for '*Approval Status' set to 'Ready for Review' and a 'Save' button. An 'Upload Grades' link is also present.

At the bottom, a 'Student Grade' table is shown with columns for ID, Name, Roster Grade, Converted Roster Grade, Official Grade, Grading Basis, Program and Plan, and Level. The table contains 6 rows of student data:

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