Grade Entry in Self Service 9

Contents

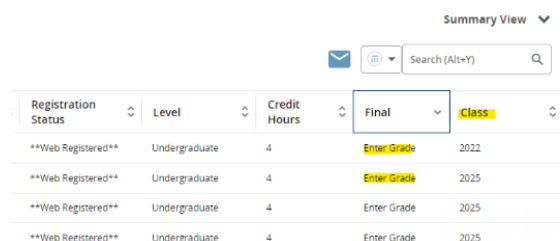## I.   Accessing Grade Entry (many ways to get there)

Class List method

The <u>fastest</u> way to **Grade Entry** in Self Service is via your **Class List** in Self Service (where you can see students' class years).

  (a) CamelWeb > My Students > Class List OR
  (b) Self Service > Faculty Services > Faculty Profile, Class Listing

- In your Class List, use the **Enter Grade** link in the **Final** column*, to bring up **Enter Grade** for that specific course.

*If the column is not found (IS is looking into it), try the other navigation options.

Other methods

Other ways to access **Grade Entry** in Self Service:

  (a) CamelWeb > My Students > Final Grades OR
  (b) Self Service > Faculty Services > Final Grades, Faculty Grade Entry for Final Grades

My Courses

Now you're in **My Courses** in Final Grades with a list of every course you've ever taught.

- Filter the **My Courses** list. Enter the term code in the **search.** spring 2022 is 202210

- Select a class to grade. Click on a field in the row for the course.

Enter Grades

Enter Grades opens *below* **My Courses**. It may seem like nothing happened. Options:

(a) SCROLL DOWN to see the **Enter Grades** section *below* **My Courses** OR
(b) use the TRIANGLES between **My Courses** and **Enter Grades** to collapse **My Courses**.

To view **Course Details** (course info, CRN, numbers of students registered and grades remaining), click the arrow found to the right of the search in **My Courses**.

From **Enter Grades** (found *below* **My Courses**), click the blank box in the **Final Grade** column for a student to expand the list of available grades. Select a grade.

- If the grade box is not available, the student cannot be graded.
- **Withdrawn** students are indicated in the **Registration Status** column.

Save periodically to prevent a timeout after 30 minutes. Be sure you've graded all pages of your roster. Click in the box to reset the viewable records (50 in the screenshot) if desired.

II. Invalid Username Error

IS suggests these methods to resolve the error.

1. Click on the logo in the blue bar (header) of the page. If not resolved, then try 2.
2. Use an *incognito* window.
   - In Chrome, click the ⋮ (3 stacked dots) in the upper right corner of your screen. Then, select **New Incognito Window**. If not resolved, then try 3.
3. Wait a few minutes and try again.
4. If the issue persists after trying 1-3, submit a **Web Help Desk** ticket in CamelWeb.

III. Grading Status and Rolled

Grading Status indicators display your grading progress for each course/CRN. <u>This is the column to check once you think you've entered all grades (not just seniors).</u>

- Completed (green) = all grades entered
- Not Started (red) = zero grades entered
- In Progress (yellow) = 1+ grades entered

Grading Status	⇕ Rolled	⇕ Subject	⇕ Course	⇕ Section	⇕ Title
In Progress	Not Started	ACC - ACCOUNTING	101	1	ACCOUNTING I
Not Started	Not Started	AHI - ART HISTORY	208	1	SILK ROAD
Completed	Not Started	EAS - EAST ASIAN STUDIES	209	1	SILK ROAD
In Progress	Not Started	AST - ASTRONOMY	110	1	BEYOND THE SOLAR SYSTEM

Records Found: 4

Rolled column indicators display the status of the Registrar's office processing to roll grades to academic history in the system. This is done after each grading deadline.

A green checkmark ✅ in the **Rolled** column of **Enter Grades** indicates a student's rolled grade.

Full Name	⇕ ID	⇕ Final Grade	⇕ Rolled
▬▬▬	▬▬▬	A	✅
▬▬▬	▬▬▬	B	✅
▬▬▬	▬▬▬	A	✅

- To change a rolled grade, please submit the **Change of Grade** form found in CamelWeb > For Faculty. The form allows better tracking than email.

IV. May Grading – Look for Seniors

Your **Class List** in Self Service displays students' Class Years.

After entering grades, return to your **Class List** to confirm that each senior has a grade.

- To sort by class, click once at the top of the **Class** column of the Class List.

Registration Status	⇕ Level	⇕ Credit Hours	⇕ Final	⇕ Class ^
Web Registered	Undergraduate	4	A	2022
Web Registered	Undergraduate	4	A	2022
Web Registered	Undergraduate	4	A	2022
Web Registered	Undergraduate	4	Enter Grade	2022
Web Registered	Undergraduate	4	Enter Grade	2023

V.   Importing Grades (2 options)

Import Grades with an Exported Self Service Roster
Export your Roster:

1. After selecting a course in **My Courses** in Final Grades in Self Service, select Tools ⚙ (top right, looks like a gear*).*
2. Select **Export Template**. Choose your format (.xls or .xlsx). Click **Export**.
3. Open the downloaded spreadsheet (depending on browser settings, the file may be in the bottom left of your browser, saved to your computer's downloads folder, or it may open automatically)*.* Enable editing in the downloaded file if needed.

Enter Grades:

4. Enter grades in the **Final Grade** column of the downloaded spreadsheet.
5. Save the changes. Close the file. Do <u>not</u> rename the file, change the file type, delete or rename the columns for Term Code, CRN, Student ID or Final Grade.

Import Grades:

6. Return to Tools ⚙ and select **Import**.
7. Click **Browse,** select your file. Click **Open**. Then **Upload**, then **Continue**. (Click on the word.)
8. Preview the file you are importing. If correct, click **Continue**. If not, **Cancel** to close the wizard. Return to your file, correct it and upload it again.
9. Review the column mapping. Use the Map drop downs to make changes. <u>Term Code, CRN, and Student ID are required fields</u>. If the mapping is correct, click **Continue**. If not, correct with the wizard first or **Cancel**, return to your file, correct it and upload again.
10. Review the validation report to review errors. Select **Continue** to import or **Cancel** to return to your file, correct it and upload again. You can continue with import for the valid entries. Then manually enter the rest or do another import.
11. Review the import complete information. Select **Finish**.
12. Check that you've entered all grades for the course (see **Grading Status** in **My Courses)**.

- You don't have to enter every grade in order to import.
- You may import multiple times (to add missing grades and/or change grades).
- You may change grades that haven't rolled. Refer to **7: Rolled Grades**.

Import Grades from your own Spreadsheet
Your .xls or .xlsx file must contain fields for Term Code, CRN, Student ID and Final Grade. Column headers are optional. Student ID numbers must contain leading zeros.

1. After selecting a course in **My Courses**, select Tools ⚙ (top right, looks like a gear*).*
2. Use steps 6-12, **Import Grades,** in **Import Grades with an Exported Self Service Roster.**