E-grading Training Manual

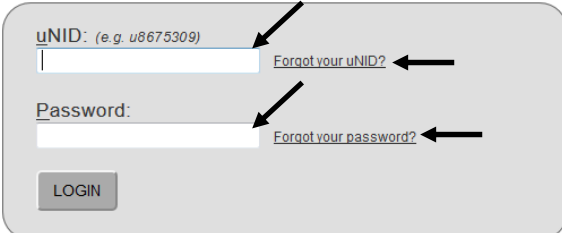The University of Utah - Office of the Registrar

Table of Contents:

How to access e-grading:

- Go to cis.utah.edu
- Enter your uNID and Password.
- Click on "Sign In."
  - If you do not know your uNID and Password, use the "Forgot your uNID?" and Forgot your Password?" functions.
  - If you are unable to reset your password online contact the Help Desk at 801-581-4000.

Login

uNID: *(e.g. u8675309)*

Forgot your uNID?

Password:

Forgot your password?

LOGIN

- In the "Faculty" section you will find the following tiles: Enter/View Grades, Delegate Class/Grading Security, and E-Grading Website.
- In the "Student Support" section you will find the Grade Status Report tile.
- These resources will be reviewed in the next section.

Faculty

Enter/View Grades ☆

Delegate Class/Grading Security ☆

E-Grading Website ☆

Student Support

Grade Status Report ☆

Grading Resources:

- Enter/View Grades Tile
  - The "Enter/View Grades" tile will give you two options when selecting the class to grade or view.
  - You will be presented the list of classes you are assigned as the faculty OR been delegated access by selecting the term drop down. Click on a class and the Official Grade Roster will be displayed.
  - If viewing a roster that has been posted, it will display the grades posted for each student, who posted the grade roster, and when the roster was posted if the class **HAS** been posted.
    - If the class **HAS NOT** been posted and you are the primary instructor it will bring up the enter grades page to grade the class, if grading is available.

University of Utah

Home   Search

Official Grade Roster

Spring 2021

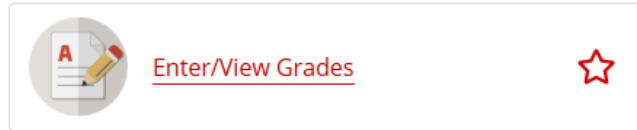| Subject	Catalog #	Section	Access	Enrollment	Status
BIOL	2325	001	Instructor Security	238	Unavailable
MATH	1010	001	Instructor Security	41	Unavailable
ARCH	1630	002	Instructor Security	21	Unavailable
ACCTG	6131	011	Instructor Security	44	Unavailable
MATH	1050	090	Instructor Security	96	Unavailable
MATH	101	001	Instructor Security	1	Unavailable
POLS	4801	001	Instructor Security	25	Unavailable
MD ID	6510	001	Instructor Security	16	Available

- The second option is to search for a class by clicking on "Search" in the header.
- Select the "Term" - "Subject", "Catalog Number", and "Section Number" OR "Class Number" of the class to grade or view.
- Click "Search" button and the Official Grade Roster will be displayed.

Home   Search

Roster Search

Term:

Spring 2021

Subject: Catalog: Section:

OR

Class Number:

Search

- Delegate Class/Grading Security Tile
  - The "Delegate Class/Grading Security" tile allows you as the primary instructor of a class to delegate either class tools security (e.g. class rolls/picture class rosters or manage class links) or grading security.
  - Click on "Grade Security" in the header if you wish to delegate grading security and select the "Term" in the drop down to present the list of all classes that you have access to delegate grading security to other employees.
  - For further information refer to Grade Roster Security section.

Delegate Class/Grading Security ☆

University of Utah
Class Tools Security   Grade Security

Delegate Class Grade Security

Term:
Spring 2021

Spring 2021
Courses

- E-grading Website Tile
  - The "E-grading Website" tile provides the grading calendars, this training manual, a quick reference card, security access information, frequently asked questions, and contact information for e-grading help.

E-Grading Website ☆

- Grade Status Report Tile
  - The "Grade Status Report" tile is available to all employees under the Student Support section.
  - The tile will direct you to a page to determine the selection criteria of the report.
  - The report is designed to help departments and colleges track the grade posting process.
  - Reports can be run by Instructor, Department/ Subject, College, or All classes for the term and will display the status of each grade roster within the selection: Not started, Saved, or Posted.
  - Instructions for running the report is also available above the selection criteria area.

Student Support

Grade Status Report ☆

Grade Status Report
Instructions ←

Term
Spring 2021

Search by
Instructor   Department/Subject   College   All classes for the term

Instructor Emplid
e.g. 00123456
Search for an emplid

Status
☑ Posted
☑ Saved but Not Posted
☑ Not Started

Search   Download Excel

Navigating the Grade Roster Page:

Official Grade Roster

⚠ **Deadline to post grades: 06 Days , 08 Hours , 48 Minutes , 21 Seconds**

POLS 4801-001 | Legislative Intern Sem | Spring 2021

Generated: May 19, 2021

Instructor	Class Number	Subject	Catalog Number	Section	Component	Title	Days	Time	Location
	10115	POLS	4801	001	Seminar	Legislative Intern Sem		09:10AM-12:05PM	TBA .

Grade roster saved (but never posted) by   on May 19, 2021

Currently Enrolled

Class average:	Set default for all grades to:			Import Grades from Canvas	Clear All	Reset	Save	Post
0	[▾]	Set						

Grade Roster Header:

- Includes: Instructor(s), Class #, Subject, Catalog #, Section, Class Component, Title, Days the Class is Taught, Time, and the Location.
- Features within the header:
  - Deadline to post grades: The countdown clock displays the amount of time left until the final day to submit grades online.
  - The bar under the "Currently Enrolled" heading will remain at the top of the screen as you scroll.
  - Class average: is the average GPA of the class. This is only available as you are grading the class, but once posted it is no longer available or saved.
  - Set default grade of every student to: Sets the same grade for every student in the class.
  - Buttons: Setup Canvas Import OR Import Grades from Canvas, Clear All, Reset, Save and Post (see Grade Roster Command Buttons for further information)

Row ⇅	Student ID ⇅	Student ⇅	Units ⇅	Roster Grade ⇅	Official Grade ⇅
1			3.0	[▾]	

Grade Roster Body:

- Each student enrolled for the class will be listed in the body of the roster.
- Each student who is eligible to receive a grade will have a drop down associated with their name.
- Only valid grades for each student and class will be presented in the drop down menu.
- One way to assign a student a grade, click on the drop down menu and select a grade from the list.

Grade Roster I Note:

- The note field will become available when a student has been assigned an Incomplete (I) grade. The person entering the grades will have the option to enter the terms and conditions required for that specific student to finish the Incomplete grade.

Row ⇅	Student ID ⇅	Student ⇅	Units ⇅	Roster Grade ⇅	Official Grade ⇅
1			4.0	I [▾] ← Note: Needs to complete final exam by MM/DD/YYYY. ←	

Grade Roster Command Buttons/Links:

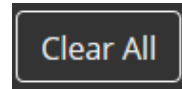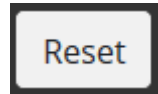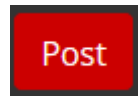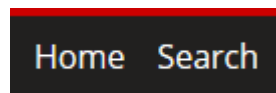|	
⚠ Setup Canvas Import	By clicking on the button, a guide on how to setup a grading scheme is available in order for the next button to appear to import grades.
Import Grades from Canvas	Imports the final grade associated with the student and class from Canvas. You still have the ability to adjust grades after importing via the drop down for each student.
Clear All	Removes all grades from the grade roster.
Reset	Removes grades just entered. Will not affect grades that have been saved.
Save	Saves the entered grades in the grade roster without posting to the student's record.
Post	Posts the entered grades to the students' record/transcript. After selecting the "Post" button, the grades are official and final.
Home Search	Available at the top of the grade roster in the header. The "Home" link will take you to the list of classes to grade or view for a specified term. The "Search" link gives you the option to search for a class to grade or view.
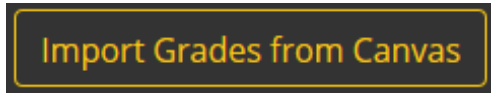
- -

Grade Roster Security:

- Security is granted to the **primary instructor** of each class. In the event that the primary instructor is not available, or needs assistance entering grades, the primary instructor can delegate access to other department officials.
- Security can be delegated to other employees via the "Delegate Class/Grading Security" tile in the Faculty section in Campus Information Services (CIS).

|	

• Adding new security:
  • Term: will always display the term being graded.
  • Class: will always display the class information that was entered in the page prior.
  • Security You Have Granted: lists the person or persons who have been granted security access and the level of security.
	Delegate Class Grade Security
	BIOL 2325-001 ⬅ **Term:** Spring 2021 ⬅ Change Term/Course
	
	Grant Security **Security You Have Granted**
	Emplid: [____] ⓘ You have granted no security for this class.
	Security Access
	○ View Only
	○ Save (Save/View)
	○ Post (Post/Save/View)
	Add

• Enter the "Emplid" into the box. The ID is entered with all the leading 0's. • Only current university employees who have taken the FERPA Review will be granted security access.	**Grant Security** Emplid: [_____] ⬉

• Choose the type of access:
    • **View Only**: allows the employee to only view the grade roster.
    • **Save**: allows the employee to view the grade roster, enter grades into the roster, and save the grades.
    • **Post**: allows the employee to view the grade roster, enter grades into the roster, save grades, and post grades to the students' record/transcript.
• Select the "Add" button.
	Security Access
	◯ View Only
	◯ Save (Save/View)
	◯ Post (Post/Save/View)
	Add ←

• Editing Granted Security:
    • Click on the 🖉 icon next to the employee's name to edit the granted security access.
    • Select the new access type from the drop down and click save.
	Access
	POST ⌄ **Save** ← 🖉

• Deleting Security: • Click on the 🗑 icon next to the employee's name to delete the security access.	🗑 **Emplid** **Name** 🗑 ←
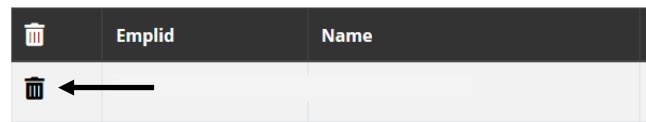
Grade Roster Display After Posting:

Primary instructors can view grade rosters indefinitely after posting by clicking on the "View/Enter Grades" tile in the Faculty section in Campus Information Services (CIS). The display allows instructors/department officials the ability to view grades reported and any changes made by the Registrar's Office after the grading deadline.

Official Grade Roster

The grade roster is for the explicit use of current University of Utah employees with a legitimate educational interest. Grade rosters may not be provided to a third party, posted publicly, or published without the prior written consent of each student. Copies of grade rosters maintained by instructors must be destroyed upon termination of university employment.

BUS 1050-001 | Foundations of Business | Fall 2019   Generated: May 21, 2021

Instructor	Class Number	Subject	Catalog Number	Section	Component	Title	Days	Time	Location
	5025	BUS	1050	001	Lecture	Foundations of Business	MW	09:10AM-10:30AM	CRCC 215

Grade roster posted by   on Dec 21, 2019

Currently Enrolled

| Row	Student ID	Student	Units	Roster Grade	Official Grade	Date of Official Grade	Registration Date
1			3.0	B	B	Dec 21, 2019	Jun 18, 2019
2			3.0	B+	B+	Dec 21, 2019	Jun 27, 2019
3			3.0	A-	A-	Dec 21, 2019	Jul 22, 2019
4			3.0	B+	B+	Dec 21, 2019	Jun 10, 2019
5			3.0	A	A	Dec 21, 2019	Apr 16, 2019
⚠ 6			3.0	C+	B	May 21, 2021	May 24, 2019

- A unique display has been created to view the grades that have been posted to the roster and changes made by the Registrar's Office after the original submission.
- The "Roster Grade" is the grade reported and posted through the grade roster.
- The "Official Grade" is the same as the roster grade, unless a change was made by the Registrar's Office. (See line 6 in the above screen shot.)
- The "Date of Official Grade" is the date the grade roster was posted, unless a change was made the "Date of Official Grade" would reflect the date of the change.
- The "Registration Date" is the date the student enrolled in the class.
- This information is available starting with the grade submissions for fall 2004.
- The grade roster is dynamic and will always reflect any changes made, no matter how long it has been since the original roster was posted.
- The grade roster can be printed.

Grade Status Report: (No security access required to run this report)

- The Grade Status Report is a list of all classes taught within a term by Campus. The list indicates whether an instructor has started grading, not started grading, or posted grades. The tile is located in the Student Support section of Campus Information Services (CIS) titled Grade Status Report.

Grade Status Report
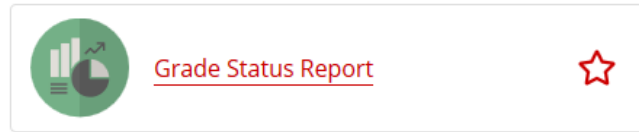
- **How to run:**
- Select the campus.
- Select the term.
- Change the "Search by" criteria to either Instructor, Department/Subject, College or All classes for the term.
    - If you run the report by Instructor, enter the "Instructor Emplid" number or click on the "Search for an emplid" to search by name.
    - If you run the report by Department/Subject, choose the department.
    - If you run the report by College, choose the college.
    - If you run the report by All classes for the term, it may take longer because it is gathering information from every class taught for the term requested.
- Choose the type(s) of grade roster statuses.
    - Posted: will display only the grade rosters that have already been posted.
    - Saved but not posted: will display only the grade rosters that have been saved, but have not yet been posted.
    - Not Started: will display all of the grade rosters that have not begun grading.
- Click either "Search" or "Download to Excel" buttons.

Choose a Campus

| Main | Asia | Online |
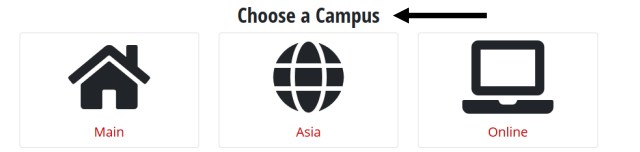
Grade Status Report

Instructions for running a Grade Status List

Term
Fall 2019

Search by
Instructor   Department/Subject   College   All classes for the term

Instructor Emplid
e.g. 00123456
Search for an emplid

Status
☑ Posted
☑ Saved but Not Posted
☑ Not Started

Search   Download Excel

- **Viewing the results:**
- The header of the report includes the "Term," "Status," and "Type" selected.
- The body of the report provides the specific details.
- The report can be downloaded to excel from this view as well.
- Summary will provide percentages of classes/students within each status (e.g. Posted, Saved, Not Started).

Grade Status Report

Term: Spring 2019
Status: Posted , Saved , Not Started
College: AR - Col of Architecture + Planning
2019-08-27 - 10:40 AM

Download Excel

Subject	Cat No.	Sect.	Session	Instructor	Status	Posted	Posted By	Enrolled
ARCH	1615	001	Regular	.	Posted	2019-05-09 - 4:47 PM		91
ARCH	1630	001	1st Half		Posted	2019-04-29 - 10:00 AM		20
ARCH	1630	002	1st Half		Posted	2019-04-29 - 10:03 AM		17

Summary

Category	Status	% (#)		Status	% (#)		Status	% (#)
Classes	Posted	96.99% (129)		Saved	3.01% (4)		Not Started	0.00% (0)
Students	Posted	99.18% (2045)		Saved	0.82% (17)		Not Started	0.00% (0)