

Step 1: Where to Configure Signatories

The screenshot displays the SiS web application interface. On the left is a 'Menu' sidebar with a search box and a list of navigation items. The main content area shows course details for Course ID 102256, Academic Institution KSA Univ. for Health Sciences, and Term SECOND SEMESTER OF 2013/2014 Undergrad. Below this is the 'Class Sections' section, which includes fields for Session (1), Class Section (ABL), Component (BLK), Class Type (Enrollment), Associated Class (1), Campus (RY-M), Location (RY-M), Course Administrator, Academic Organization (KFMC-R-M), Academic Group (KFMC), Holiday Schedule (KSAUHS), and Instruction Mode (P). A red box highlights the 'Associated Class Attributes' link. The 'Class Topic' section at the bottom includes a 'Course Topic ID' field and a 'Print Topic in Schedule' checkbox. The top navigation bar includes tabs for Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, Textbook, and GL Interface.

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Stock
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Campus Community
- Email Notification
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
 - Course Catalog
 - Schedule of Classes
 - SA Integration Pack
 - Class Search
 - Schedule New Course
 - Maintain Schedule of Classes
 - Schedule Class Meeting



Menu [-]

Search: »

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 - ▷ SA Integration Pack
 - [Class Search](#)
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 - [Schedule Class Meeting](#)
 - [Adjust Class Association](#)

Associated Class Attributes

Course ID:	102256	Course Offering Nbr:	1
Academic Institution:	KSAU	KSA Univ. for Health Sciences	Class Section: ABL
Term:	1421	SECOND SEMESTER OF 2013/2014	Session: Regular
Subject Area:	RESP	RESP	Associated Class: 1
Catalog Nbr:	314	Respiratory Sciences	

Associated Class Attributes Find First ◀ 1-4 of 4 ▶ Last

*Attribute	Course / Block Coordinator	+ -
	<Type Course / Block Coordinator Name>	
*Attribute	Chief Coordinator	+ -
*Attribute	Associate Dean	+ -
*Attribute	Dean	+ -

Step 2: From Where to generate GradeSheet

Option 1: Direct from Gradebook

The screenshot shows the SiS Faculty Center interface. On the left is a navigation menu with options like 'Self Service', 'Faculty Center', and 'Search'. The main content area is titled 'Gradebook' and shows details for 'UROR 412 - B9M (1366)'. Below this, there are navigation tabs for 'Class Gradebook', 'Grade by Assignment', 'Cumulative Grades', 'Requirement Designation', and 'Import Component Grades'. A red box highlights the 'generate gradesheet report' button. To the right of this button are 'Select Grade Roster' and 'Grading Status' sections, each with a search icon and an 'update' or 'next >' button. At the bottom, a table displays student grades.

Name	Campus ID	ID	MIDTRM	PBL	Final-W	OSCE	Mid Term Grade / Overall Grade / Override
Abdullah,Abdulrahman Khalid	31-03-01-003	1000003280	80.00	77.78	82.50	85.07	<input type="text"/> 77.80 C+ <input type="text"/> Note

Option 2: especially for COSHP (through BI Publisher so that they can also specify Program)



- Menu
- Search:
- > Self Service
 - > Records and Enrollment
 - > Curriculum Management
 - > Set Up SACR
 - > Reporting Tools
 - Query
 - ▾ BI Publisher
 - Query Report Viewer**
 - Report Manager
 - > PeopleTools
 - > Support Inquiries
 - My Personalizations
 - My Dictionary
 - My Feeds

Query Report Viewer

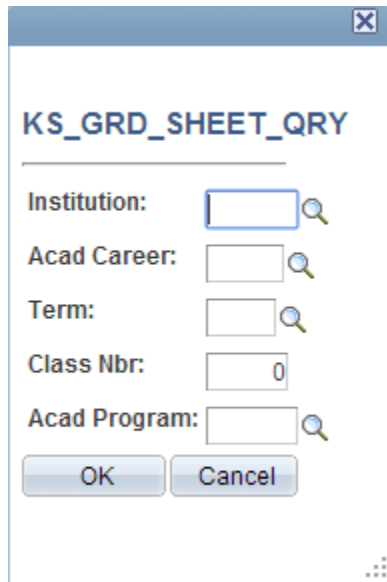
Enter any information you have and click Search. Leave fields blank for a list of all values.

***Search by:** begins with

[Advanced Search](#)

Search Results [Show Template Prompts](#)

Report Definition					
Report Name	Description	Data Source ID	*Format	Burst	View Report
KS_GRDSHEET	Class Grade Sheet Report	KS_GRD_SHEET_QRY	PDF	N	View Report



The image shows a dialog box titled "KS_GRD_SHEET_QRY". It contains five input fields with labels: "Institution:", "Acad Career:", "Term:", "Class Nbr:", and "Acad Program:". Each of the first four fields has a magnifying glass icon to its right, indicating a lookup function. The "Class Nbr:" field contains the number "0". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Use % sign in Acad Program Table if you want to generate for All Program Student in this Class, Specify Program Code using Lookup for example UPPP if you want to print only UPPP students from combined class on GradeSheet.

Step 3: Review GradeSheet (Sample Attached)

GRADE SHEET

Respiratory Sciences RESP 314

Class Number: 1351 (B10M)

SECOND SEMESTER OF 2013/2014



King Saud bin Abdulaziz University for Health Sciences

Kingdom of Saudi Arabia

College of Medicine

Academic Affairs

Midterm Exam(25%)	PBL(15%)	Total (40%)	Final Written Exam(30%)	OSCE(15%)	OSPE(15%)	Total (80%)	Total (100%)	Grade	Adjustment Required	Adjusted Grade
18.75	16	33.75	28.25	14.32	13.5	64.07	87.82	B+		
18.88	16	31.88	21	13.87	12	48.87	78.76	C+	Y	B
18.88	16	31.88	24	12.97	10.5	47.47	78.36	C+	Y	B
21.25	16	38.25	24.75	14.37	14.83	63.75	80.00	B+		
17.5	13.67	31.07	18.6	13.18	8.83	38.29	88.38	D+	Y	C
21.25	16	38.25	27.75	14.8	13.5	68.05	82.30	A		
21.88	16	38.88	27.75	14.45	14.83	68.83	83.71	A	Y	A+
20	14.29	34.29	28.83	14.4	13.13	64.18	88.45	B+		
22.5	14.29	38.79	25.88	13.25	13.13	62.28	89.06	B+	Y	A
20.83	16	36.83	23.25	13.64	13.13	49.82	86.66	B+		
17.5	16	32.60	25.88	14.87	14.25	64.80	87.30	B+		
25	16	40.00	27.75	14.21	13.88	65.84	86.84	A+		

Adjustment Required Column shows where Grade Change is Possible using 1.5 grade %age rule. If you want to use Adjustment in your class, you need to go to Gradebook and using Override Grade Logic change the letter grades for example from C+ to B and also add notes for your reference.

How to Generate SiS Grade Sheet Report

Menu

Search:

- Self Service
 - Campus Personal Information
 - Faculty Center
 - My Schedule
 - Class Roster
 - Grade Roster
 - Gradebook**
 - Assignments
 - Advisor Center
 - Search
 - Community Directory Search
 - PeopleTools
 - Change My Password

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

generate grade report Select Grade Roster:

Grading Status:

Name	Campus ID	ID	Asgnmnt	Fnl WE	Mid Term Grade / Override	Overall Grade / Override
Navea, Allan John		1000008883			<input type="text"/> <input type="button" value=""/>	<input type="text"/> <input type="button" value=""/> Note
Al Hazzani, Nouf Mohammed		1000008882			<input type="text"/> <input type="button" value=""/>	SC <input type="text"/> <input type="button" value=""/> Note
Mishry, Mohammad Ali	12-45-4554-9	0067	100.00	90.00	<input type="text"/> <input type="button" value=""/>	92.00 A <input type="text"/> <input type="button" value=""/> Note
AlAnizi, Nouf Fayad	280201012	1000005396			<input type="text"/> <input type="button" value=""/>	<input type="text"/> <input type="button" value=""/> Note

You can reprint Gradesheet and in this case system will show you the new Grades (overridden) in Grades column where applicable. For Example F to IC, DN cases and also adjustment cases. System will also change color of F, IC and DN grades to Red in Gradesheet.

Step 4: Get it Signed and Now you can upload this sheet using this screen and can also specify document name. (This feature will be available after 5:00 PM today)

Go to: [Class Gradebook](#) [Grade by Assignment](#) **[Cumulative Grades](#)** [Requirement Designation](#) [Import Component Grades](#)

[generate grade report](#) Select Grade Roster: [update](#)

Grading Status:

Name	Campus ID	ID	Asgnmnt	Fnl WE	Mid Term Grade / Override	Overall Grade / Override
Navea,Allan John		1000008883			<input type="text"/>	<input type="text"/> Note
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AlAnizi,Nouf Fayad	280201012	1000005396			<input type="text"/>	<input type="text"/> Note

Attach Documents Personalize | Find | View All | | First 1-2 of 2 Last

Document Name	Attached File	View	Add Attachment		
<input type="text" value="TEST 2"/>	New_Text_Document_(8).txt	view	add attachment	+	-
<input type="text" value="TEST 6"/>	New_Text_Document_(24).txt	view	add attachment	+	-