

Train the Trainer Modules: Assessment and Tracking

4.4 Manage Final Term Grades

Manage Final Term Grades

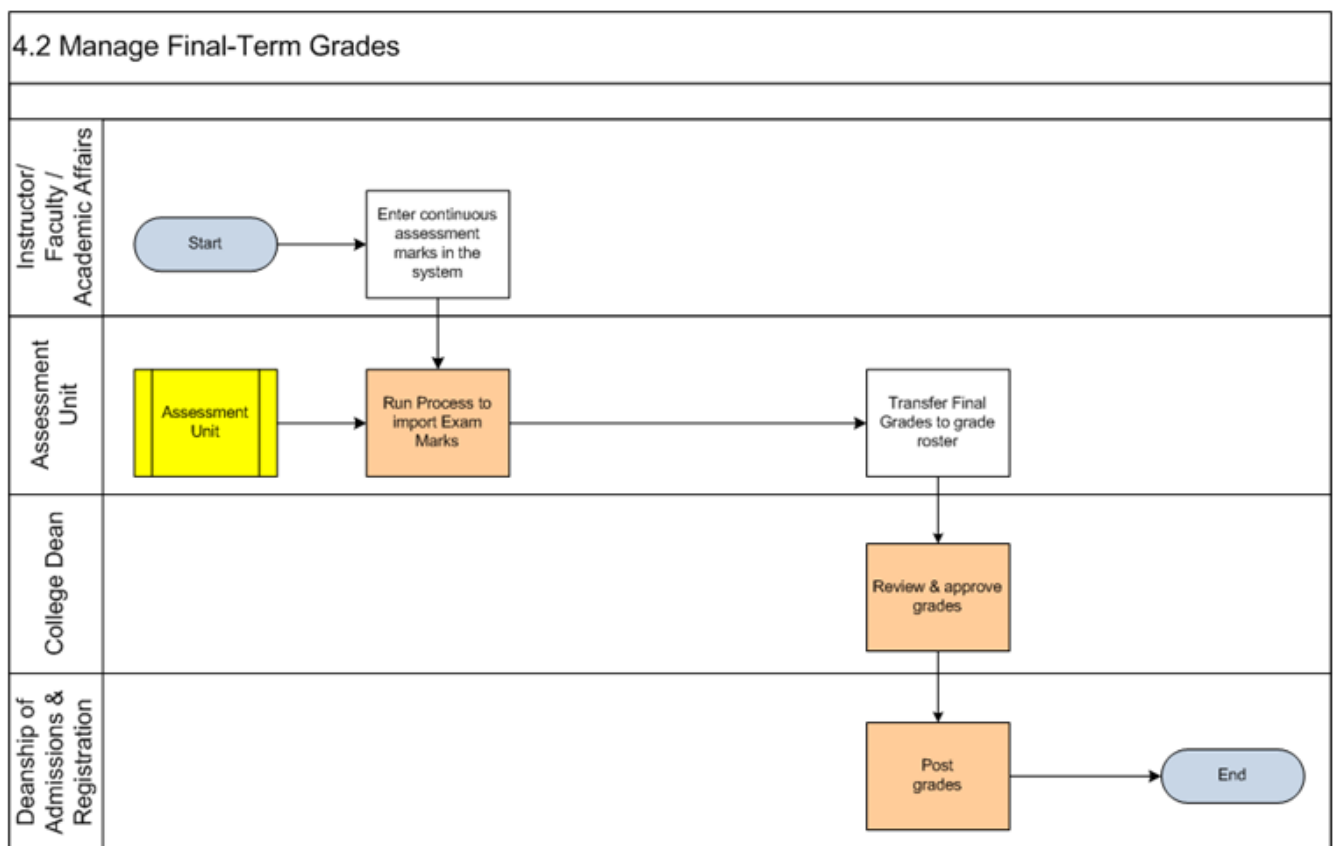
Introduction

A module to manage final term grades and this training will help you to fully understand all the steps how to manage final term grades in KSAU-SIS.

Understanding the Manage Final Term Grades

Manage Final Term Grades deals with managing and maintaining final term grades of a person. In managing publications, there are many phases like transferring grades information to grade roster, review grades, approve grades and post grades. All these components help to maintain and manage final term grades of a person.

Business Process Map



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Transfer Final Grade to Grade Roster

Go to page: Curriculum Management > Grading > Create Grade Rosters

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

*Academic Institution: KSAU KSA Univ. of Health Sciences
 *Term: 1423 Semester Term Summer 2014

Session	Class End Date From	Class End Date To	Academic Organization	*Grade Roster	*Override Existing Grade Roster	*Total
Regular	02/27/1435	02/29/1435	CAMS-R-F	Final Grade	No	1 + -

- Academic Institution** Institution for which you are creating grade roster
 - Term** Term for which you are creating grade roster
 - Session** Session for which you are creating grade roster
 - Class End Date From** Enter the minimum last date of the class
 - Class End Date To** Enter the maximum last date of the class
 - Academic Organization** Select for which courses have been scheduled
 - Grade Roster** Final/Mid Term
 - Override Existing** Select to override existing definition of roster
 - Grade Roster** Yes/No
- Go to page: Curriculum Management > Grading > Grade Roster

Grade Roster Type

Grade Roster

Course ID: 000001 Medical Science Offer Nbr: 1 KSA Univ. of Health Sciences

Catalog: NURS 1 Class Section: NIT 2014 Summe

Use Blind Grading Class Nbr: 1006 Twelve Week

1	*Grade Roster Type	*Description	
	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	+ -

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Refresh](#)

[Grade Roster Type](#) | [Grade Roster](#)

Grade Roster Type: e.g. "Final-Term Grade", "Mid-Term Grade"
"Override" and "Partial Post" Enable/Disable options according to the requirements

➤ **How to "Transfer Final Grade to Grade Roster"?**

Pre-Requisites:
 N/A
Execution Steps:

Business Role: Assessment Unit (User: KS_AS_UNIT, Password = "123")

Create Grade Roster

1. Login to system using your credentials
2. Go to page: Curriculum Management à Grading à Create Grade Rosters

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3. Either use an existing Run Control ID by clicking "Search", or add a new value by clicking "Add a New Value"
Either select the pre-defined Run Control ID or click add after providing a new Run Control
4. Enter / select the following values:

Academic Institution: KSAU
Term: 1421
Session: Select "Regular"
Class End Date From: Enter the minimum last date of the class
Class End Date To: Enter the maximum last date of the class
Academic Organization: Select for which courses have been scheduled
Grade Roaster: Final/Mid Term
Override Existing Grade Roaster: Yes/No

5. Click "Run" and wait for the process to end. If you want to save these run control parameters, click "Save"

Grade Roster

1. Login to system using your credentials
2. Go to page: Curriculum Management à Grading à Grade Roster
3. Enter the specific search information to view grade roster for any class Search parameters: (Academic Institution, Term, Subject Area, Campus, Class Nbr., etc.)
4. Select the required record (class) from the list return by the above search operation to open the grade roster page
5. Provide the following information to create grade roster [**Grade Roster Type**:e.g. "Final-Term Grade", "Mid-Term Grade" Enable/Disable options "Override" and "Partial Post" according to the requirements
6. After providing the all required information click on "Create" button to create grade roster for this selected class

Review and Approve Grades

Go to page: Curriculum Management > Grading > Grade Roster

Grade Roster Type		Grade Roster					
Find		First 1 of 1 Last					
Term:	2014 Summe	Class Nbr:	1005 Health Assessment	Section:	NITI		
Session:	Twelve Wk	Catalog:	NURS N251	Seq Nbr:	1		
Roster Type							
Mid-Term Grade	Mid-Term Grade	<input type="checkbox"/> Display Unassigned Roster Grade Only					
Approval Status: Approved							
ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Detail	Note
1 1000008756	Afridi,Shahid Afridi Afridi	A		Undergrad	Graded	Detail	Note
2 1000008753	Akram,Waeem Akram Akram	A+		Undergrad	Graded	Detail	Note

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

[Grade Roster Type](#) | [Grade Roster](#)

Go to page: Curriculum Management > Grading > Grade Roster

Approval Status select the status whether this grade roster is approved,not approved etc..

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➤ How to "Review and Approve Grades"?

Pre-Requisites:

N/A

Execution Steps:

Business Role: College Dean (User: KS_COLLEGE, Password = "123")

Review Grades

1. Login to system using your credentials
2. Go to page: Curriculum Management > Grading > Grade Roster
3. Enter the specific search information to view grade roster for any class Search parameters: (Academic Institution, Term, Subject Area, Campus, Class Nbr., etc.)
4. Select the required record (class) from the list return by the above search operation to open the grade roster page
5. From the page/tab "Grade Roster" you can review grades.

Approve Grade Roster

1. Login to system using your credentials
2. Go to page: Curriculum Management > Grading > Grade Roster
3. Enter the specific search information to view grade roster for any class Search parameters: (Academic Institution, Term, Subject Area, Campus, Class Nbr., etc.)
4. Select the required record (class) from the list return by the above search operation to open the grade roster page
5. From the page/tab "Grade Roster Type" select the "Approved" status from the "Approval Status" dropdown

Post Grades

Go to page: Curriculum Management > Grading > Grade Roster

Grade Roster Type | **Grade Roster**

Course ID: 000001 **Medical Science** **Offer Nbr:** 1 **KSA Univ. of Health Sciences**
Catalog: NURS 1 **Class Section:** A **2014 Summe**
 Use Blind Grading **Class Nbr:** 1002 **Regular Academic Session**

	*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Partial Post		
1	Final Grade	Final Grade	Approved	01/30/1435	Ready to Post	<input checked="" type="checkbox"/>	Post	+ -

Save Return to Search Previous in List Next in List Notify Refresh

[Grade Roster Type](#) | [Grade Roster](#)

Approval Status select the status whether this grade roster is approved,not approved etc..

Go to page: Curriculum Management > Grading > Grade Post

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Run Control ID: 1234

[Report Manager](#) [Process Monitor](#)

Run

*Academic Institution: KSA Univ. of Health Sciences

*Term:

Session	Class End Date From	Class End Date To	Academic Organization	Subject Area	*Partial Post Option
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>

Save Notify

Add Update/Display

Academic Institution Institution for which you are creating grade roster

Term Term for which you are creating grade roster

Session Session for which you are creating grade roster

Class End Date From Enter the minimum last date of the class

Class End Date To Enter the maximum last date of the class

Academic Organization Select for which courses have been scheduled

Subject Area select subject area for which you want to post grades

Partial Post Option Select if you want to partially post the grade roster

➤ How to "Post Grades"?

Pre-Requisites:

N/A

Execution Steps:

Business Role: DAR (User: KS_DAR, Password = "123")

Post Grades

1. Login to system using your credentials
2. Go to page: Curriculum Management > Grading > Grade Roster
3. Enter the specific search information to view grade roster for any class Search parameters: (Academic Institution, Term, Subject Area, Campus, Class Nbr., etc.)
4. Select the required record (class) from the list return by the above search operation to open the grade roster page
5. From the page/tab "Grade Roster Type" select the "Approved" status from the "Approval Status" dropdown
6. Click on "Post" button to post grades. After the posting all fields data becomes read-only

Run Post Grades Process

1. Login to system using your credentials
2. Go to page: Curriculum Management > Grading > Grade Post

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3. Either use an existing Run Control ID by clicking "Search", or add a new value by clicking "Add a New Value" Either select the pre-defined Run Control ID or click add after providing a new Run Control ID
4. Enter / select the following values:

Academic Institution: KSAU

Term: 1421 (example value)

Session: Select "Regular " (example value)

Class End Date From: Enter the minimum last date of the class

Class End Date To: Enter the maximum last date of the class

Academic Organization: Select respective academic organization

Subject Area: Select a subject area for which courses have been scheduled

Partial Post Option: Yes

5. Click "Run" and wait for the process to end. If you want to save these run control parameters, click "Save"
6. Click on "Process Monitor" link to the execution status of this process