

Train the Trainer Modules: Assessment and Tracking

4.5 Manage Grades Changes

Introduction

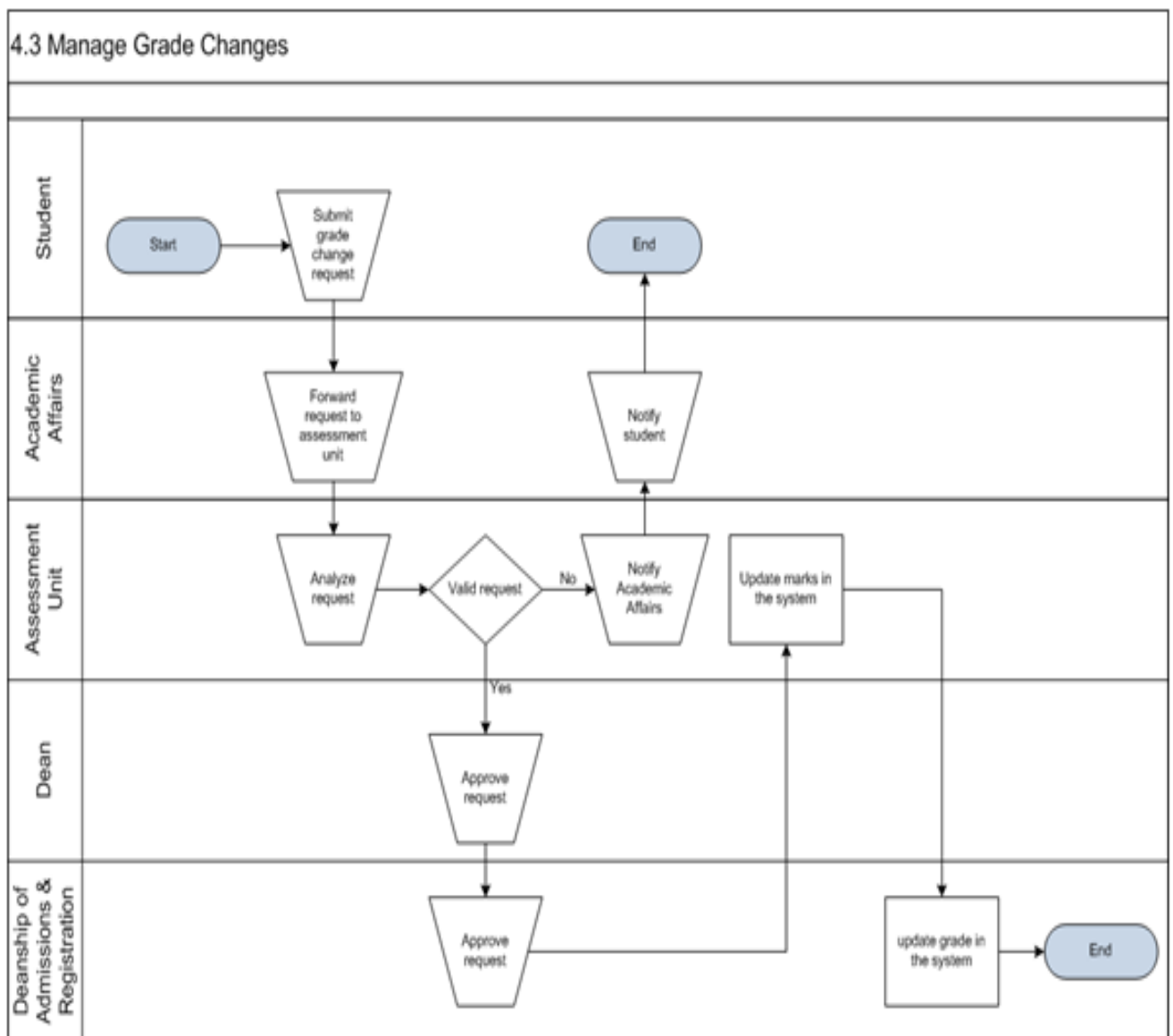
A module to Manage Grade Changes and this training will help you to fully understand all the steps how to Manage Grade Changes in KSAU-SIS.

Understanding the Manage Grade Changes

Manage Grade Changes deals with managing and maintaining grade changes of a person. In managing Grade Changes, there are many phases like updating marks in system, updating grades in system before posting and updating grades in system after posting.

All these components help to manage grade changes in the system.

Business Process Map



Train the Trainer Modules: Assessment and Tracking

4.5 Manage Grades Changes

A. Update Marks in System

Go to page: Main > Self Service > Faculty Center > My Schedule

Abdulaziz Alaa Alrifae

Faculty Center	Advisor Center	Search	Learning Management
<u>my schedule</u>	class roster	grade roster	class assignments

Faculty Center

My Schedule

Semester Term Fall 2014 | KSA Univ. of Health Sciences

[change term](#)

[View Personal Data Summary](#)

[My Exam Schedule](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > Semester Term Fall 2014 > KSA Univ. of Health Sciences

View All First <input type="button" value="1-4 of 4"/> Last								
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates		
	MEDN 512-A (1014)	MEDN512 (Lecture)	2	MoWe 10:00AM - 11:00AM Fr 12:00PM - 1:00PM	Classroom (1) Classroom (2)	Sep 1, 2014- Sep 10, 2014 Sep 1, 2014- Sep 10, 2014		
	NURS 101-A1 (1010)	NURS101 (Lecture)	1	MoSa 12:00AM - 12:00AM	TBA	Sep 1, 2014- Sep 10, 2014		
	NURS 102-A (1012)	NURS102 (Lecture)	1	MoFr 12:00AM - 12:00AM	TBA	Sep 1, 2014- Sep 10, 2014		

[View Weekly Teaching Schedule](#)

[Go to top](#)

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Gradebook Icon Click on Gradebook icon prior to the class identifier and update the marks.

Gradebook

Semester Term Fall 2014 | Regular Academic Session | KSA Univ. of Health Sciences | Undergraduate

NURS 101 - A2 (1011) [change class](#)

Introduction to the Discipline of Nursing (Lab)

Days and Times	Room	Instructor	Dates
We 12:00AM-12:00AM	TBA	Abdulrahman Abdullah Al Turki	09/01/2014 - 09/10/2014

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

Show Active Students Only [export](#)

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	ID	Project
Mishry, Mohammad Ali	0067	99.00 <input type="checkbox"/> Note

Assignment Average: 99.00

[REFRESH](#) [SAVE](#)

Project Textbox Enter updated marks here.

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

➤ How to "Update Marks in System"?

Pre-Requisites:

N/A

Execution Steps:

Business Role: Assessment unit officer (User: KS_INSTR2, Password = "123")

1. Login to system using your credentials
2. Go to page: Self Service > Faculty Center > My Schedule
3. Click on Gradebook icon prior to the class identifier and update the marks
4. Click "Save"

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B. Update Grade in the System – Before Final Posting

Go to page: Curriculum Management > Grading > Grade Roster

Grade Roster Type

Grade Roster

Course ID: 667844 Health Assessment **Offer Nbr:** 1 KSA Univ. of Health Sciences

Catalog: NURS N251 **Class Section:** A 13-14FS

Use Blind Grading **Class Nbr:** 1003 Regular Academic Session

	*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Partial Post		
1	Final Grade	Final Grade	Ready for Review ▼	Grade Input Allowed	<input type="checkbox"/>	Post	+ -

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

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

Partial Post Option

Select to post only those grades that you enter and save on the roster. Later, you can enter the remaining grades and post those. Values are:

Yes: Select to partially post all rosters in your parameters, regardless of whether or not the rosters are missing grades. The batch grade post process performs a partial post on all grade rosters, regardless of whether you selected the Partial Post check box on the Grade Roster Type page.

No: Select to post only rosters that have a status of Approved. This option does not permit reposting of the same roster type.

Approval Status:

Select the status as Ready for Review, Approved or Disapproved for the Grade Roster

Grade Roster Type

Grade Roster

Find First 1 of 1 Last

Term: 13-14FS **Class Nbr:** 1003 Health Assessment **Section:** A

Session: Regular **Catalog:** NURS N251 **Seq Nbr:** 1

Roster Type

Final Grade Final Grade **Display Unassigned Roster Grade Only**

Approval Status: Ready for Review

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1	KS00000010 Naseem,Hira Muhammad Siddique	B+		Undergrad	Graded	Pending	Detail	Note

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

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

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Display Unassigned Roster Grade Only

Select to view only those students with unassigned grades. This option is particularly useful for open entry and open exit classes for which you might grade students at different intervals based on their various end dates.

Roster Grade

Enter the student's grade for the course. This field displays only grades assigned on the grade roster; it does not display grades assigned in enrollment. After grades are posted, this field displays the grade but is unavailable for updating. All active Grade Input values from the Grading Scheme Table page are available in the Roster Grade field, regardless of whether the Include in Self Service check box on the Grading Scheme Table page is selected.

Official Grade

This field displays posted grades and grades that have been assigned on a student enrollment page.

Detail

Click to access the Student Enrollment Detail page, where you can view detailed information about each enrollment.

Note

Click to access the Transcript Note page, where you can view a transcript note that is related to the student enrollment record.

➤ **How to "Update Grade in the System – Before Final Posting"?**

Pre-Requisites:

N/A

Execution Steps:

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

1. Login to system using your credentials
2. Go to page: Curriculum Management > Grading > Grade Roster
3. Enter the following search parameters and click search:

Academic Institution: KSAU

Term: 0705

4. Click on a search result row to view the grade roster. Please note that the grade roster will not be created for classes in which no student has enrolled.
5. On "Grade Roster" tab, select the new grades for the student.
6. On "Grade Roster Type" tab, change "Approval Status" to "Ready for review". Once reviewed, this status needs to be changed to "Approved" before the grades can be posted to the student's profile.
7. Click "Save".

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C. Update Grade in the System – After Final Posting

Go to page: Self Service > Faculty Center > My Schedule (Grade Roster Tab)

Grade Roster

Semester Term Fall 2014 | Twelve Week | KSA Univ. of Health Sciences | Undergraduate

▼ **MEDN 512 - A (1014)** change class

Medicine (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 10:00AM-11:00AM	Classroom (1)	Abdulaziz Alaa Alrifae	09/01/2014 - 09/10/2014
Fr 12:00PM-1:00PM	Classroom (2)	Abdulaziz Alaa Alrifae	09/01/2014 - 09/10/2014
Fr 1:00AM-2:00AM	TBA	Abdullah Youssef Al Eissa	09/01/2014 - 09/10/2014

<p>Display Options:</p> <p>*Grade Roster Type Final Grade ▼</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p>Grade Roster Action:</p> <p>*Approval Status Approved ▼ Posted</p> <p>Request Grade Change</p>
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Student Grade		Transcript Note							
ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Status		
<input type="checkbox"/> 1	1000008740	Abubakr,Ahlam Jaber	D	D	GRD	Medicine & Surgery - Medicine & Surgery	Year 1 Semester 1	Posted	
<input type="checkbox"/> 2	1000008743	Asiri,Dalal Abdullah	D+	D+	GRD	Clinical Laboratory Sciences - Clinical Laboratory Sciences	Year 1 Semester 1	Posted	

Grade Roster Type Select which type of roster you want to see. e.. Final Grade, Mid Term Grade etc.

Display Unassigned Roster Grades Only Select to display those grade rosters for which grades are not assigned.

Request Grade Change Click to change the posted grades of the given students.

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Abdulaziz Alaa Alrifae

Faculty Center	Advisor Center	Search	Learning Management
my schedule	class roster	grade roster	class assignments

Grade Roster

Grade Change Request

Semester Term Fall 2014 | Twelve Week | KSA Univ. of Health Sciences | Undergraduate

<input type="checkbox"/> MEDN 512 - A (1014) Medicine (Lecture)			
Days and Times	Room	Instructor	Dates
MoWe 10:00AM-11:00AM	Classroom (1)	Abdulaziz Alaa Alrifae	09/01/2014 - 09/10/2014
Fr 12:00PM-1:00PM	Classroom (2)	Abdulaziz Alaa Alrifae	09/01/2014 - 09/10/2014
Fr 1:00AM-2:00AM	TBA	Abdullah Youssef Al Eissa	09/01/2014 - 09/10/2014

ID	Name	Enrollment Status	Grading Basis	Official Grade	Reason	
1	1000008740	Abubakr,Ahlam Jaber	Enrolled	Graded Grading Basis	D	Mistake in Calculation
2	1000008743	Asiri,Dalal Abdullah	Enrolled	Graded Grading Basis	D+	Grace Marks

[Return to Grade Roster](#)

SUBMIT

Official Grade Change the official grade from this drop down

Reason Provide the reason of changing posted grade.

➤ **How to "Update Grade in the System – After Final Posting"?**

Pre-Requisites:

N/A

Execution Steps:

Business Role: DAR (User: KS_INSTR1, Password = "123")

1. Login to system using your credentials
2. Go to page: Self Service > Faculty Center > My Schedule
3. Click on "grade roster" tab and then click on 'Request grade change' link.
4. Change the grade of the required student, select the reason for the grade change and click on submit button.
5. When the grade change processes successfully, then Success is written after grade change.