

Administrative Processes:

Entering Grades and Accessing the Class Rosters

OBJECTIVE:

To explain steps taken to access the rosters of classes and how to enter final grades from the administrative menu.

CONTENTS:

LESSON 1: ACCESSING THE CLASS ROSTERS	<u>PG. 2</u>
LESSON 2: ENTERING FINAL GRADES.....	<u>PG. 9</u>

NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the **STUDENT RECORDS FUNCTIONAL LEAD** under Student Administration.

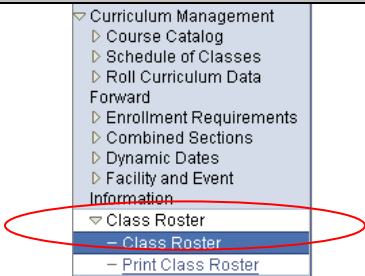
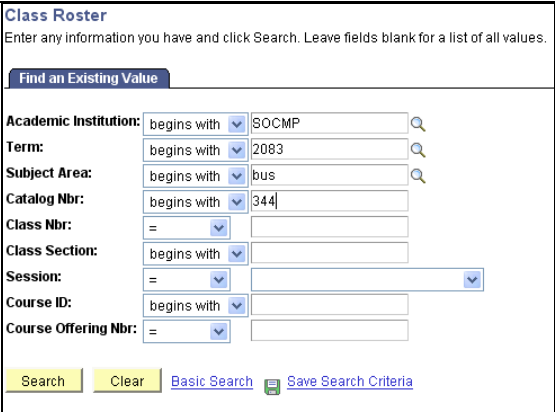
STUDENT RECORDS

Lesson 1: Accessing the Class Roster

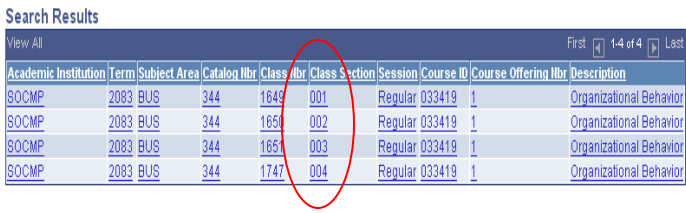
Navigation: Curriculum and Enrollment > Class Rosters > Class Rosters

Introduction: Accessing class rosters allows staff and faculty members to determine the students in a specific class as well as allowing either students or the entire class to be notified by email. The following lesson will walk through the steps necessary to enter access the class rosters.

Accessing the class roster: The following table will explain the process to enter final grades.

Step	Action	Screenshot
1	Follow the path: Curriculum and Enrollment >Class Rosters > Class Rosters	
2	Enter the class information for the required roster.	

Continued on the next page...

<p>3</p>	<p>If there isn't enough information to select one class, a choice of classes is displayed. Click on the section number of the class whose roster should be displayed.</p>	 <p>Search Results</p> <p>View All First 14 of 4 Last</p> <table border="1"> <thead> <tr> <th>Academic Institution</th> <th>Term</th> <th>Subject Area</th> <th>Catalog Ibr</th> <th>Class Ibr</th> <th>Class Section</th> <th>Session</th> <th>Course ID</th> <th>Course Offering Ibr</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>SOCMP</td> <td>2083</td> <td>BUS</td> <td>344</td> <td>1649</td> <td>001</td> <td>Regular</td> <td>033419</td> <td>1</td> <td>Organizational Behavior</td> </tr> <tr> <td>SOCMP</td> <td>2083</td> <td>BUS</td> <td>344</td> <td>1651</td> <td>002</td> <td>Regular</td> <td>033419</td> <td>1</td> <td>Organizational Behavior</td> </tr> <tr> <td>SOCMP</td> <td>2083</td> <td>BUS</td> <td>344</td> <td>1651</td> <td>003</td> <td>Regular</td> <td>033419</td> <td>1</td> <td>Organizational Behavior</td> </tr> <tr> <td>SOCMP</td> <td>2083</td> <td>BUS</td> <td>344</td> <td>1747</td> <td>004</td> <td>Regular</td> <td>033419</td> <td>1</td> <td>Organizational Behavior</td> </tr> </tbody> </table>	Academic Institution	Term	Subject Area	Catalog Ibr	Class Ibr	Class Section	Session	Course ID	Course Offering Ibr	Description	SOCMP	2083	BUS	344	1649	001	Regular	033419	1	Organizational Behavior	SOCMP	2083	BUS	344	1651	002	Regular	033419	1	Organizational Behavior	SOCMP	2083	BUS	344	1651	003	Regular	033419	1	Organizational Behavior	SOCMP	2083	BUS	344	1747	004	Regular	033419	1	Organizational Behavior
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4

The class roster will include all of the course information as well as the student information for the roster. The table below details the categories in the table.

Column	Definition
Notify	Email student
ID	Student ID number
Name	Name of the student
Grade Basis	The way the class is set up to be graded or student requested to be graded. (ADM = admissions (withdrawal))
Units Taken	Number of units for completing class
Program-Plan-Subplan	Student's program and major.
Academic Level	Student class level
Add Dt	Date student added class
Grade Dt	Date grade posted for student.

Class Roster

Course ID: 033419 Organizational Behavior (Lecture) Sonoma State University
 Catalog: BUS 344 Spring 2008
 Class Nbr: 1747 Section 004 Regular Academic Session
 Instructors:

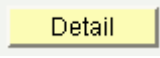
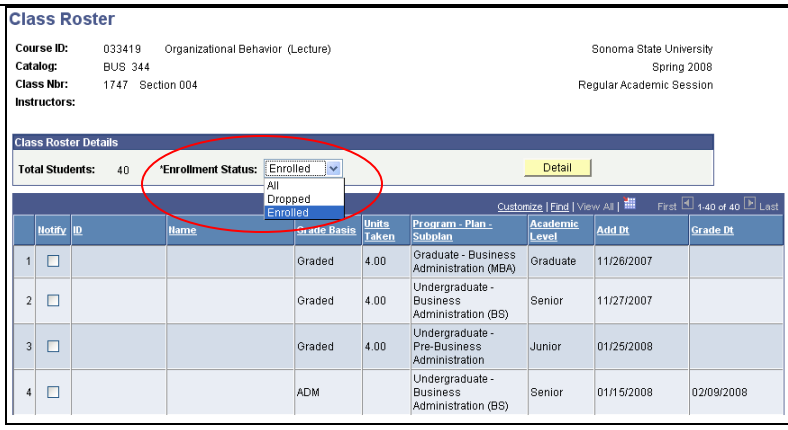

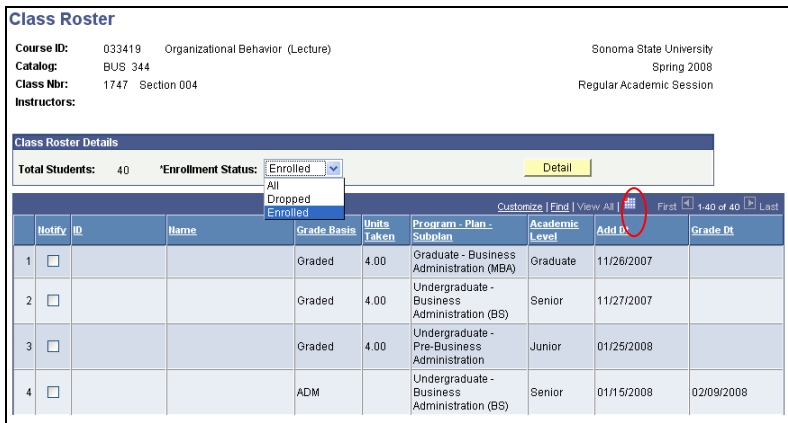
Class Roster Details

Total Students: 40 *Enrollment Status:

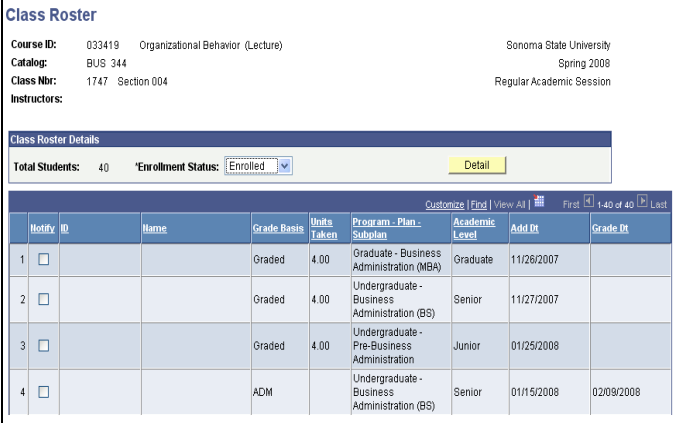
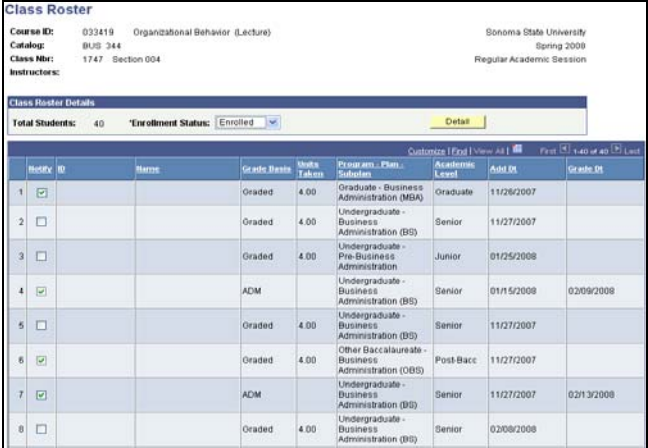
Notify	ID	Name	Grade Basis	Units Taken	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt
<input type="checkbox"/>			Graded	4.00	Graduate - Business Administration (MBA)	Graduate	11/26/2007	
<input type="checkbox"/>			Graded	4.00	Undergraduate - Business Administration (BS)	Senior	11/27/2007	
<input type="checkbox"/>			Graded	4.00	Undergraduate - Pre-Business Administration	Junior	01/25/2008	
<input type="checkbox"/>			ADM		Undergraduate - Business Administration (BS)	Senior	01/15/2008	02/09/2008

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STUDENT RECORDS

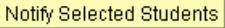
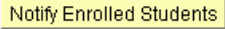
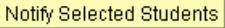
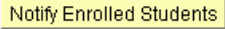
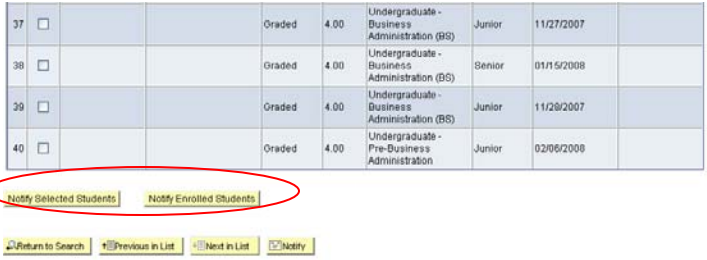
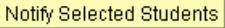
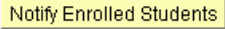
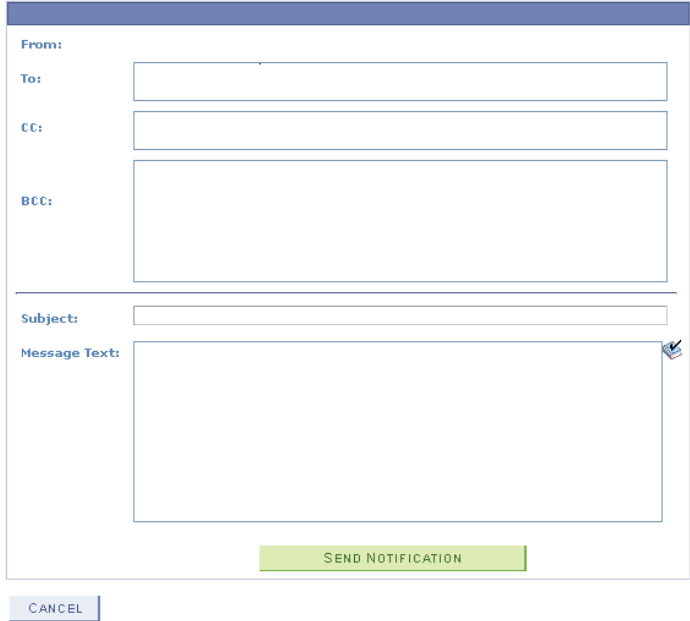
<p>5</p> <p>The roster may be sorted by selecting the requested status from the Enrollment Status drop-down menu and clicking the Detail button.</p>  <p>NOTE: If no students have dropped the class, you will not see the dropped enrollment status.</p>	 <p>Class Roster</p> <p>Course ID: 033419 Organizational Behavior (Lecture) Sonoma State University Catalog: BUS 344 Spring 2008 Class Nbr: 1747 Section 004 Regular Academic Session Instructors:</p> <p>Class Roster Details</p> <p>Total Students: 40 Enrollment Status: Enrolled Detail</p> <p>All Dropped Enrolled</p> <table border="1"> <thead> <tr> <th>Notify</th> <th>ID</th> <th>Name</th> <th>Grade Basis</th> <th>Units Taken</th> <th>Program - Plan - Subplan</th> <th>Academic Level</th> <th>Add Dt</th> <th>Grade Dt</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Graduate - Business Administration (MBA)</td> <td>Graduate</td> <td>11/26/2007</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Undergraduate - Business Administration (BS)</td> <td>Senior</td> <td>11/27/2007</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Undergraduate - Pre-Business Administration</td> <td>Junior</td> <td>01/25/2008</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>ADM</td> <td></td> <td>Undergraduate - Business Administration (BS)</td> <td>Senior</td> <td>01/15/2008</td> <td>02/09/2008</td> </tr> </tbody> </table>	Notify	ID	Name	Grade Basis	Units Taken	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt	<input type="checkbox"/>			Graded	4.00	Graduate - Business Administration (MBA)	Graduate	11/26/2007		<input type="checkbox"/>			Graded	4.00	Undergraduate - Business Administration (BS)	Senior	11/27/2007		<input type="checkbox"/>			Graded	4.00	Undergraduate - Pre-Business Administration	Junior	01/25/2008		<input type="checkbox"/>			ADM		Undergraduate - Business Administration (BS)	Senior	01/15/2008	02/09/2008
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<p>6</p> <p>To download the roster into Microsoft Excel click on the Download button.</p>  <p>NOTE: Your browser's pop-up blocker may have to be disabled. Hold CTRL while clicking on the Download button.</p>	 <p>Class Roster</p> <p>Course ID: 033419 Organizational Behavior (Lecture) Sonoma State University Catalog: BUS 344 Spring 2008 Class Nbr: 1747 Section 004 Regular Academic Session Instructors:</p> <p>Class Roster Details</p> <p>Total Students: 40 Enrollment Status: Enrolled Detail</p> <p>All Dropped Enrolled</p> <table border="1"> <thead> <tr> <th>Notify</th> <th>ID</th> <th>Name</th> <th>Grade Basis</th> <th>Units Taken</th> <th>Program - Plan - Subplan</th> <th>Academic Level</th> <th>Add Dt</th> <th>Grade Dt</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Graduate - Business Administration (MBA)</td> <td>Graduate</td> <td>11/26/2007</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Undergraduate - Business Administration (BS)</td> <td>Senior</td> <td>11/27/2007</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Undergraduate - Pre-Business Administration</td> <td>Junior</td> <td>01/25/2008</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>ADM</td> <td></td> <td>Undergraduate - Business Administration (BS)</td> <td>Senior</td> <td>01/15/2008</td> <td>02/09/2008</td> </tr> </tbody> </table>	Notify	ID	Name	Grade Basis	Units Taken	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt	<input type="checkbox"/>			Graded	4.00	Graduate - Business Administration (MBA)	Graduate	11/26/2007		<input type="checkbox"/>			Graded	4.00	Undergraduate - Business Administration (BS)	Senior	11/27/2007		<input type="checkbox"/>			Graded	4.00	Undergraduate - Pre-Business Administration	Junior	01/25/2008		<input type="checkbox"/>			ADM		Undergraduate - Business Administration (BS)	Senior	01/15/2008	02/09/2008
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<input type="checkbox"/>			ADM		Undergraduate - Business Administration (BS)	Senior	01/15/2008	02/09/2008																																						

Notifying Students from the Class or Grade Roster: From the grade roster faculty or staff members are able to send email to either individual students or the class. The following table will explain the process of how to notify students through the class rosters. (*NOTE: Student names and IDs have been removed to protect privacy*)

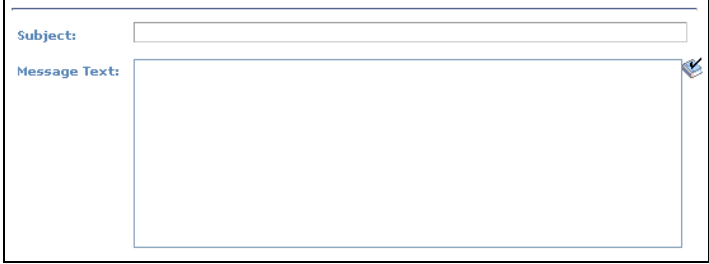

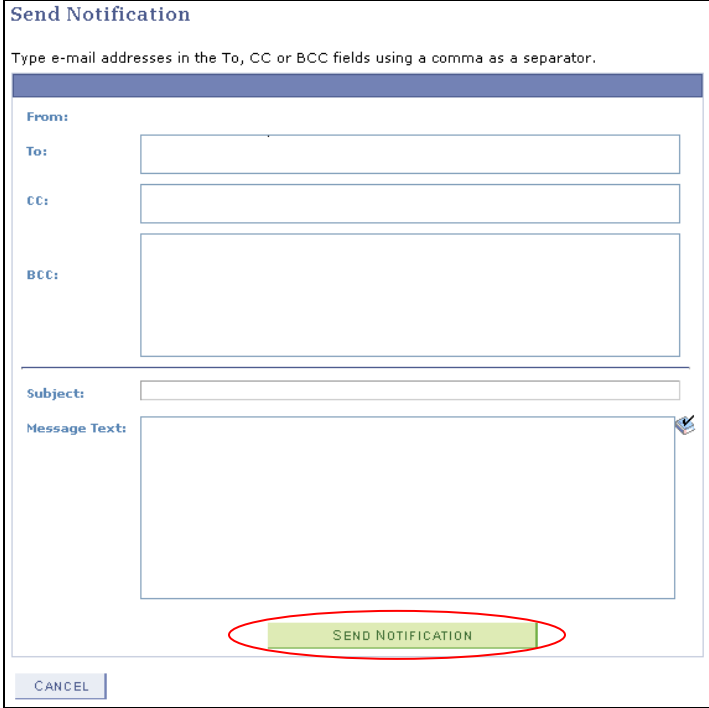
Step	Action	Screenshot						
1	<p>Follow the table below to determine how to email the entire class or specific students.</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>There are specific students who need to be notified...</td> <td>Go to step 2.</td> </tr> <tr> <td>The entire class is going to be notified...</td> <td>Go to step 3.</td> </tr> </tbody> </table>	If	Then	There are specific students who need to be notified...	Go to step 2.	The entire class is going to be notified...	Go to step 3.	
If	Then							
There are specific students who need to be notified...	Go to step 2.							
The entire class is going to be notified...	Go to step 3.							
2	Check the Notify box for any student that needs to be emailed.							

Continued on the next page...

STUDENT RECORDS

<p>3</p>	<p>Follow the table below to notify either all students or selected students.</p> <table border="1" data-bbox="277 453 789 953"> <thead> <tr> <th data-bbox="277 453 524 495">If</th> <th data-bbox="524 453 789 495">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 495 524 726">The entire class is going to be notified...</td> <td data-bbox="524 495 789 726"> Click on the Notify Selected Students buttons.  </td> </tr> <tr> <td data-bbox="277 726 524 953">There are specific students who need to be notified...</td> <td data-bbox="524 726 789 953"> Click on the Notify All Students buttons.  </td> </tr> </tbody> </table>	If	Then	The entire class is going to be notified...	Click on the Notify Selected Students buttons. 	There are specific students who need to be notified...	Click on the Notify All Students buttons. 	
If	Then							
The entire class is going to be notified...	Click on the Notify Selected Students buttons. 							
There are specific students who need to be notified...	Click on the Notify All Students buttons. 							
<p>4</p>	<p>An email box will appear with the email addresses of the students populated in the BCC: box. This will keep the students addresses hidden from other recipients.</p> <p>NOTE: The <i>From:</i> field will be filled automatically with your email address.</p>	<p>Send Notification</p> <p>Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.</p> 						

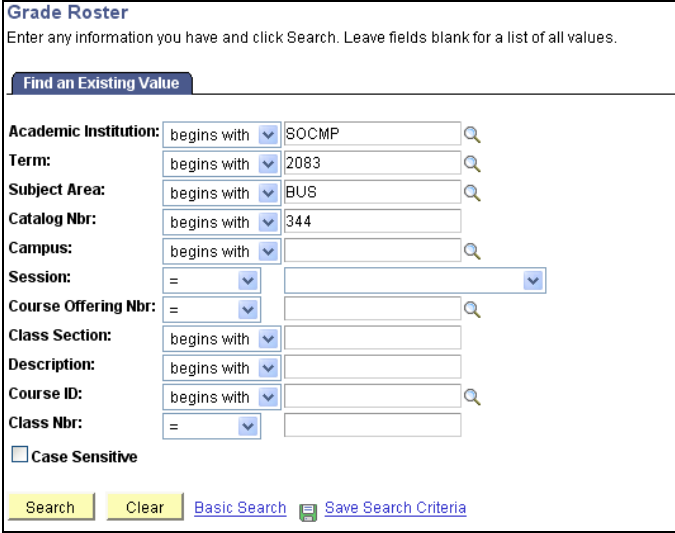
Continued on the next page...

<p>5</p>	<p>Enter the subject and message text in the appropriate boxes.</p> <p>NOTE: The Subject: field will be filled with "From the desk of <user name>"... Additional information can be either added or substituted for the pre-populated message.</p>	
<p>6</p>	<p>Once the message is entered clicked on the Send Notification button.</p> 	

Lesson 2: Entering Final Grades

Navigation: Curriculum Management > Grading > Grade Roster

Introduction: Faculty members have access to the rosters of the classes that they are assigned to teach. Having access gives the ability to review the class details, the student information, as well as being able to notify selected students or even the entire class. The administrative view will give additional information that can't be found in the Faculty's version of the grade roster. The following information will show to access the rosters and how to use them. (Note: The names and IDs of students have been removed to protect privacy)

Step	Action	Screenshot
1	Navigate to the Grade Roster search screen and enter the appropriate search information to find the class you need to grade.	

Continued on the next page...

2

Select the correct section of the class by clicking the correct blue link.

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

Find an Existing Value

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Campus: begins with

Session: =

Course Offering Nbr: =

Class Section: begins with

Description: begins with

Course ID: begins with

Class Nbr: =

Case Sensitive

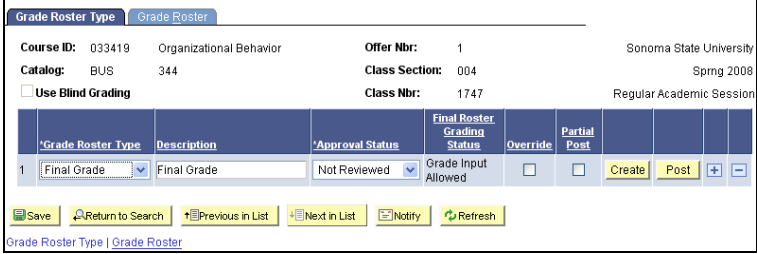
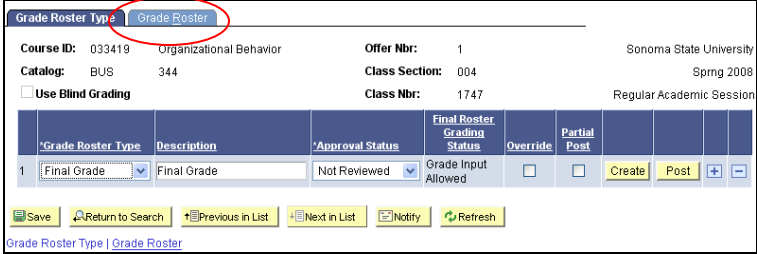
[Basic Search](#)

Search Results

[View All](#) First Last

Academic Institution	Term	Short Description	Subject Area	Catalog Nbr	Campus	Session	Course Offering Nbr	Class Section	Description	Course ID	Class Nbr
SOCMP	2083	Sprng 2008	BUS	344	MAIN	Regular 1	001	001	Organizational Behavior	033419	1649
SOCMP	2083	Sprng 2008	BUS	344	MAIN	Regular 1	002	002	Organizational Behavior	033419	1650
SOCMP	2083	Sprng 2008	BUS	344	MAIN	Regular 1	003	003	Organizational Behavior	033419	1651
SOCMP	2083	Sprng 2008	BUS	344	MAIN	Regular 1	004	004	Organizational Behavior	033419	1747

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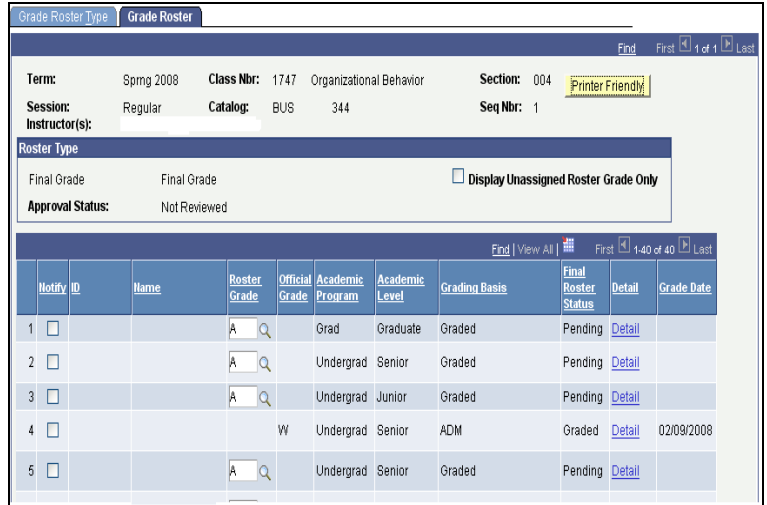
<p>3</p> <p>The Grade Roster Type screen will show the class details in addition to the type of grade roster. See the table below for the approval status.</p> <table border="1" data-bbox="250 579 748 989"> <thead> <tr> <th>Approval Status</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>Not Reviewed</td> <td>The grade roster is not complete.</td> </tr> <tr> <td>Approved</td> <td>Grade roster is approved and posted.</td> </tr> <tr> <td>Ready to Review</td> <td>Grade roster is complete and ready to be posted.</td> </tr> </tbody> </table>	Approval Status	Definition	Not Reviewed	The grade roster is not complete.	Approved	Grade roster is approved and posted.	Ready to Review	Grade roster is complete and ready to be posted.	
Approval Status	Definition								
Not Reviewed	The grade roster is not complete.								
Approved	Grade roster is approved and posted.								
Ready to Review	Grade roster is complete and ready to be posted.								
<p>4</p> <p>Click on the Grade Roster tab at the top of the Grade Roster Type.</p>									

Continued on the next page...

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The roster for the class will include the following fields:

Field	Definition
Notify	Allows individual selection of students to notify via email.
ID	Student ID number.
Name	Name of the student.
Roster Grade	The grade assigned to the student.
Official Grade	The grade posted to the student's record.
Grading Basis	The way the class is set up to be graded or how the student requested to be graded. (ADM = admissions (withdrawal)).
Final Roster Status	Status of the grade assigned to the student.
Detail	Link to the student's enrollment detail page.
Grade Date	Date grade added to the student's record.

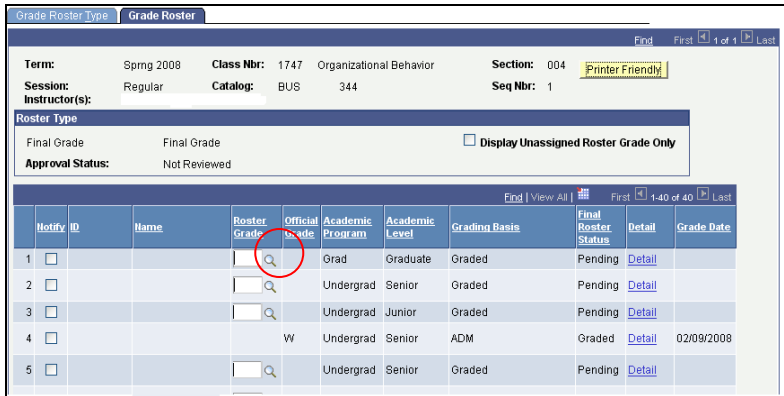


The screenshot shows the 'Grade Roster' interface in PeopleSoft. At the top, it displays 'Grade Roster Type' as 'Grade Roster'. Below this, there are search and filter options for 'Term' (Spring 2008), 'Class Nbr' (1747), 'Organizational Behavior', 'Section' (004), 'Session' (Regular), 'Catalog' (BUS 344), and 'Seq Nbr' (1). A 'Printer Friendly' button is visible. The 'Roster Type' section shows 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. Below this is a table with columns: Notify, ID, Name, Roster Grade, Official Grade, Academic Program, Academic Level, Grading Basis, Final Roster Status, Detail, and Grade Date. The table contains 5 rows of student data.

Notify	ID	Name	Roster Grade	Official Grade	Academic Program	Academic Level	Grading Basis	Final Roster Status	Detail	Grade Date
<input type="checkbox"/>			A		Grad	Graduate	Graded	Pending	Detail	
<input type="checkbox"/>			A		Undergrad	Senior	Graded	Pending	Detail	
<input type="checkbox"/>			A		Undergrad	Junior	Graded	Pending	Detail	
<input type="checkbox"/>				W	Undergrad	Senior	ADM	Graded	Detail	02/09/2008
<input type="checkbox"/>			A		Undergrad	Senior	Graded	Pending	Detail	

Continued on the next page...

STUDENT RECORDS

6	<p>Click on the Look up icon next to the Roster Grade.</p>																																									
7	<p>Select the correct grade for the student selected.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Look Up Roster Grade</p> <p>SetID: SOCMP Grading Scheme: UWG Grading Basis: GRD</p> <p>Grade Input: <input type="text" value="begins with"/> <input type="text"/></p> <p>Description: <input type="text" value="begins with"/> <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup </p> <hr/> <p>Search Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Grade Input</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr><td>A</td><td>Outstanding</td></tr> <tr><td>A-</td><td>Outstanding</td></tr> <tr><td>B</td><td>Commendable</td></tr> <tr><td>B+</td><td>Commendable</td></tr> <tr><td>B-</td><td>Commendable</td></tr> <tr><td>C</td><td>Satisfactory</td></tr> <tr><td>C+</td><td>Satisfactory</td></tr> <tr><td>C-</td><td>Satisfactory</td></tr> <tr><td>D</td><td>Minimum Performance</td></tr> <tr><td>D+</td><td>Minimum Performance</td></tr> <tr><td>D-</td><td>Minimum Performance</td></tr> <tr><td>E</td><td>Failure</td></tr> <tr><td>I</td><td>Incomplete</td></tr> <tr><td>IC</td><td>Incomplete Charged</td></tr> <tr><td>RD</td><td>Report Delayed</td></tr> <tr><td>RP</td><td>Report in Progress</td></tr> <tr><td>SP</td><td>Satisfactory Progress</td></tr> <tr><td>U</td><td>Unofficial Withdrawal</td></tr> <tr><td>WU</td><td>Withdrawal Unofficial</td></tr> </tbody> </table> </div>	Grade Input	Description	A	Outstanding	A-	Outstanding	B	Commendable	B+	Commendable	B-	Commendable	C	Satisfactory	C+	Satisfactory	C-	Satisfactory	D	Minimum Performance	D+	Minimum Performance	D-	Minimum Performance	E	Failure	I	Incomplete	IC	Incomplete Charged	RD	Report Delayed	RP	Report in Progress	SP	Satisfactory Progress	U	Unofficial Withdrawal	WU	Withdrawal Unofficial
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<p>8</p>	<p>Once the grades are entered click on the Save button. </p>	<p>A screenshot of a student list table with columns for ID, Name, Roster Grade, Official Grade, Academic Program, Academic Level, Grading Basis, Final Roster Status, and Grade Date. The table contains three rows of student data. Below the table are buttons for 'Notify Selected Students' and 'Notify All Students'. At the bottom, a row of navigation buttons includes 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. The 'Save' button is circled in red.</p>
<p>9</p>	<p>Click on the Grade Roster Type tab at the top of the screen.</p>	<p>A screenshot of the 'Grade Roster Type' screen. At the top, there are two tabs: 'Grade Roster Type' and 'Grade Roster'. The 'Grade Roster Type' tab is selected and circled in red. Below the tabs, there is a header section with fields for Term (Spring 2008), Class Nbr (1747), Organizational Behavior, Section (004), Session (Regular), Catalog (BUS 344), and Seq Nbr (1). There is a 'Printer Friendly' link. Below this is a 'Roster Type' section with 'Final Grade' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. At the bottom, there is a table with columns for Notify, ID, Name, Roster Grade, Official Grade, Academic Program, Academic Level, Grading Basis, Final Roster Status, Detail, and Grade Date. The table contains five rows of student data.</p>
<p>10</p>	<p>Select Approved from the approval status drop-down menu. Click on the Save button. </p> <p>The roster is now ready for posting by the Registrar's Office.</p>	<p>A screenshot of the 'Grade Roster Type' screen. The 'Approval Status' dropdown menu is open, showing options: 'Not Reviewed', 'Approved', 'Not Reviewed', and 'Ready for Review'. The 'Approved' option is selected and circled in red. Below the dropdown is a 'Save' button. At the bottom, there is a row of navigation buttons including 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.</p>