

Posting final grades for your subject area

Introduction

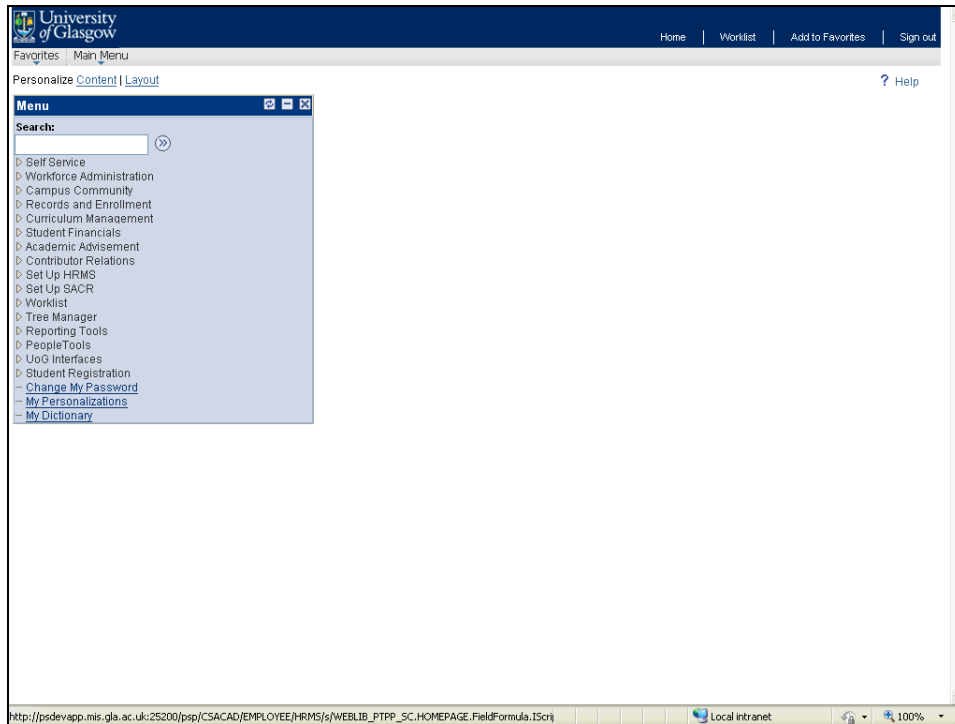
This job aid explores how final course grades for more than one course can be “batch” posted to students’ records.

Context

The MyCampus job aid, **Adding final course grades to students’ records**, explores how to add, approve and post course grades for all students enrolled on one course. In MyCampus you can also choose to post the grades for all the courses within a particular subject area, for example, Economics, at the same time.

This job aid explores how to run this batch process for courses where grades have been added for all students and the grade rosters have been set as approved.

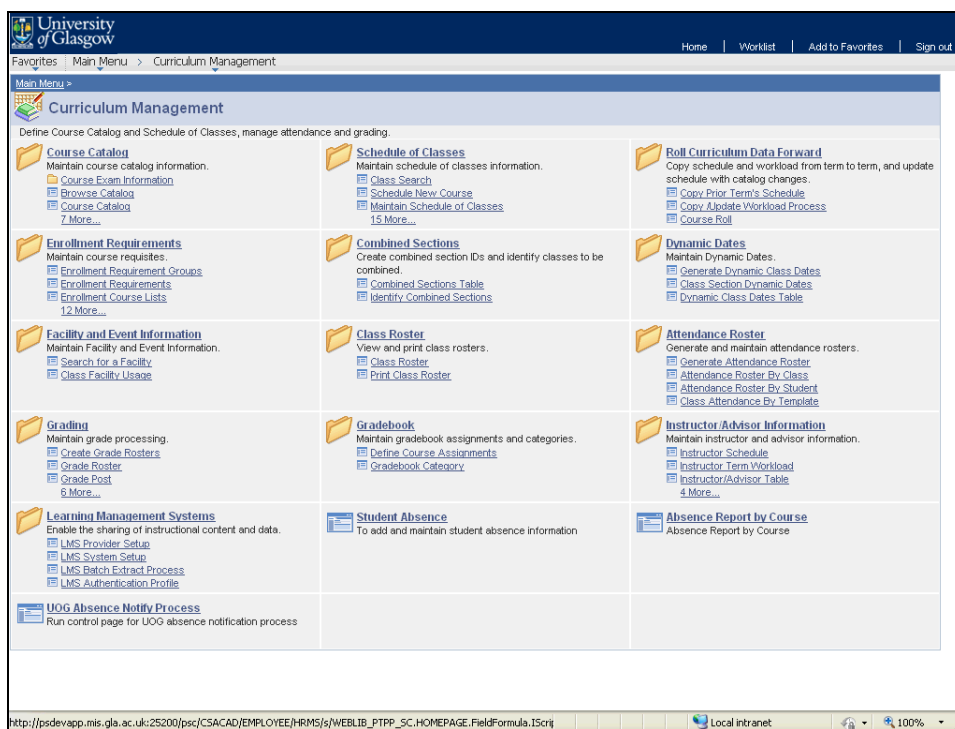
Step	Action
1.	<p><u>Overview</u></p> <p>This job aid explores how to post the grades for all students on all courses in a particular Subject area. It presumes that, for each course grade roster, all students have been assigned grades and that the grades have been reviewed and the roster status set as approved (to explore how this is carried out please see the MyCampus job aid Adding final course grades to students' records).</p> <p>In this example all approved grade rosters in the subject area Economics will be posted. This process post grades for both undergraduate and post-graduate courses, however it will not post grades for any rosters not approved.</p> <p>There are three elements to the job aid:</p> <ol style="list-style-type: none"> 1. Running the batch post process. 2. Reviewing a grade roster to view grades posted. 3. Reviewing an individual student's record to view the posted grade.



2.

Click the **Curriculum Management** link.

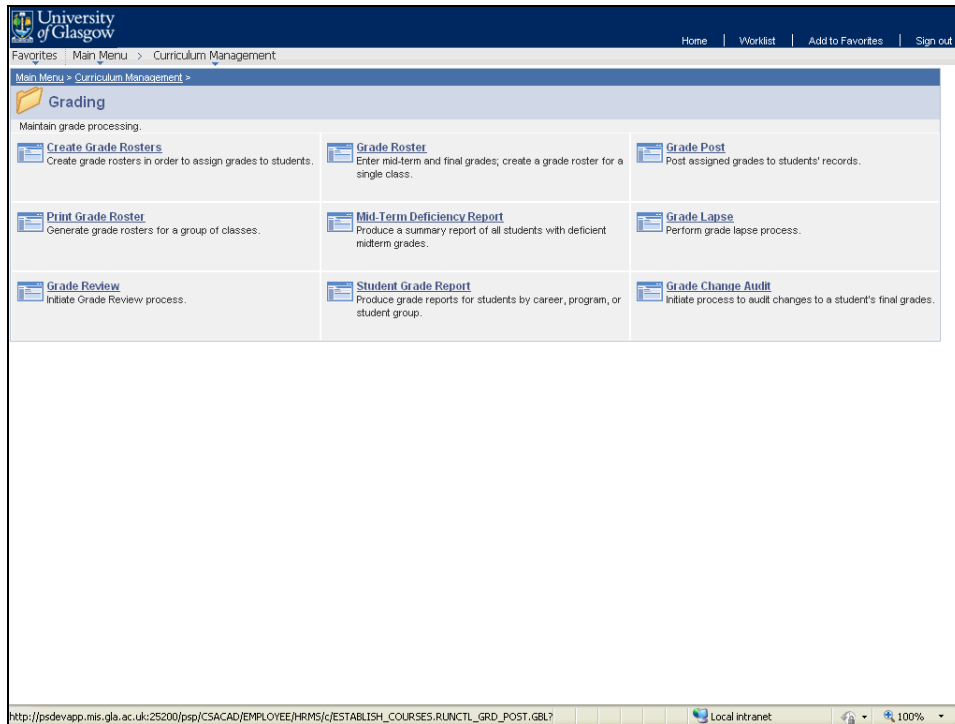
Curriculum Management





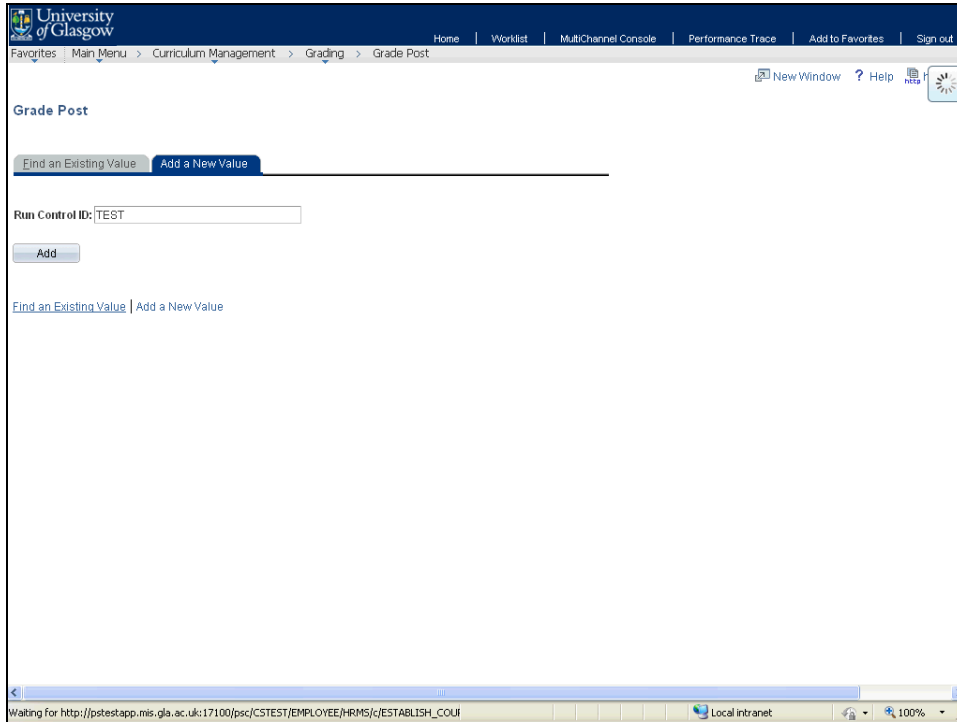
3.

Click the **Grading** link.

Grading

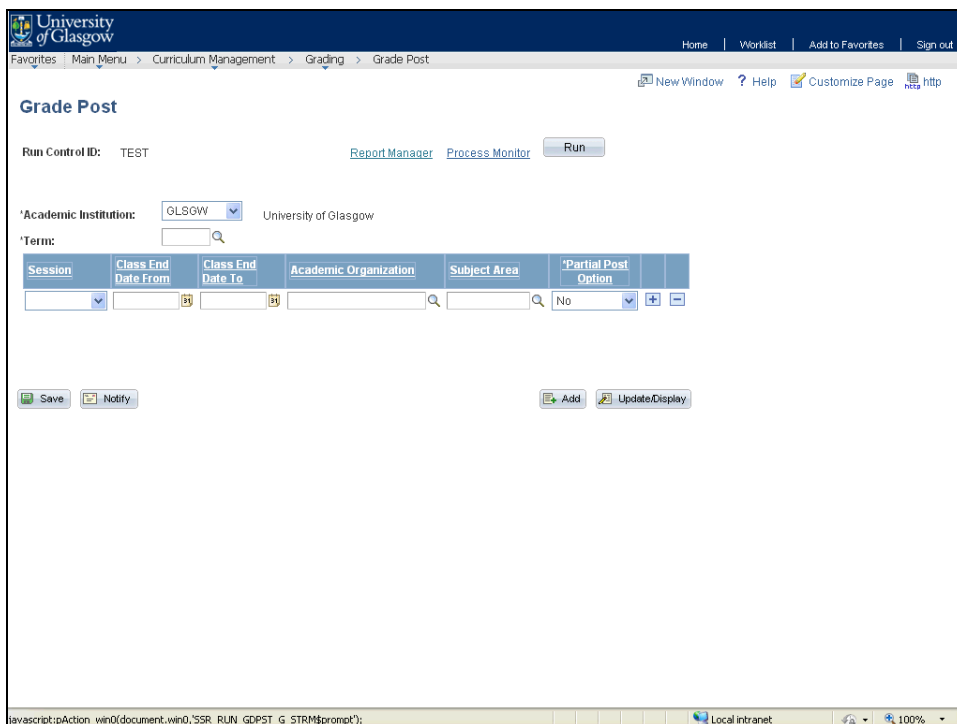


4.	<p>Click the Grade Post link.</p> 
5.	<p>When running any batch process in MyCampus a Run Control ID must be added. If you have previously run a batch process you can use the ID you previously created by entering the ID into the Run Control ID field in the Find an Existing Value tab.</p> <p>If you have not done this before then you would add your own ID in the Add a New Value tab. In this example we will add a new ID.</p> <p>As the ID can be used in more than one type of batch process it is recommended that you use a generic ID name. For this example we will create the new ID TEST.</p>
6.	<p>Click the Add a New Value tab.</p> 
7.	<p>Enter the new ID "TEST" into the Run Control ID field.</p>



8.

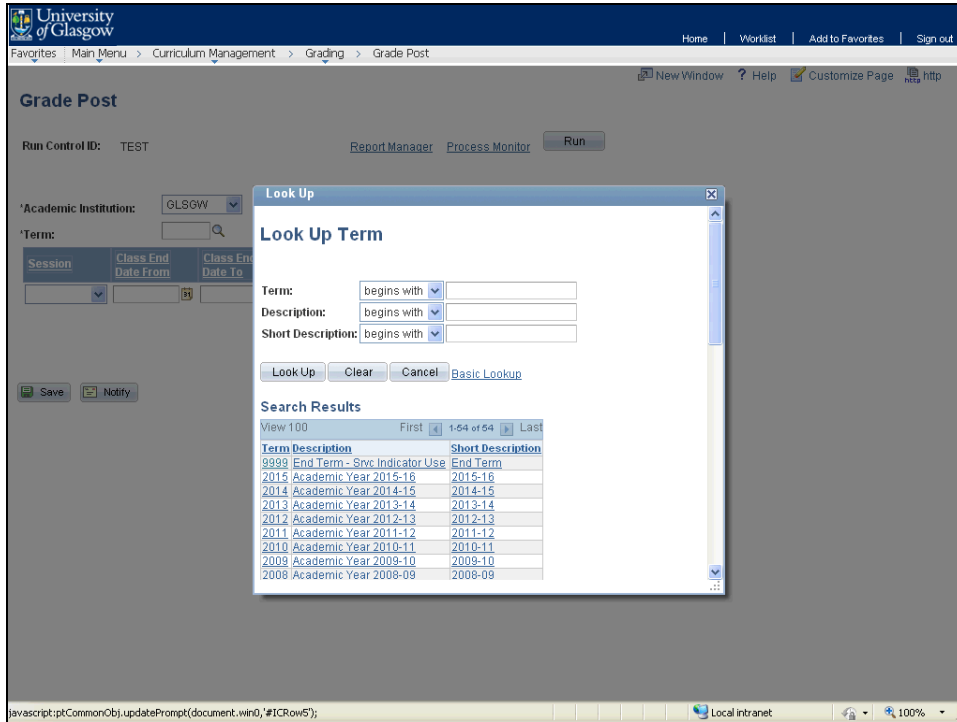
Click the **Add** button.

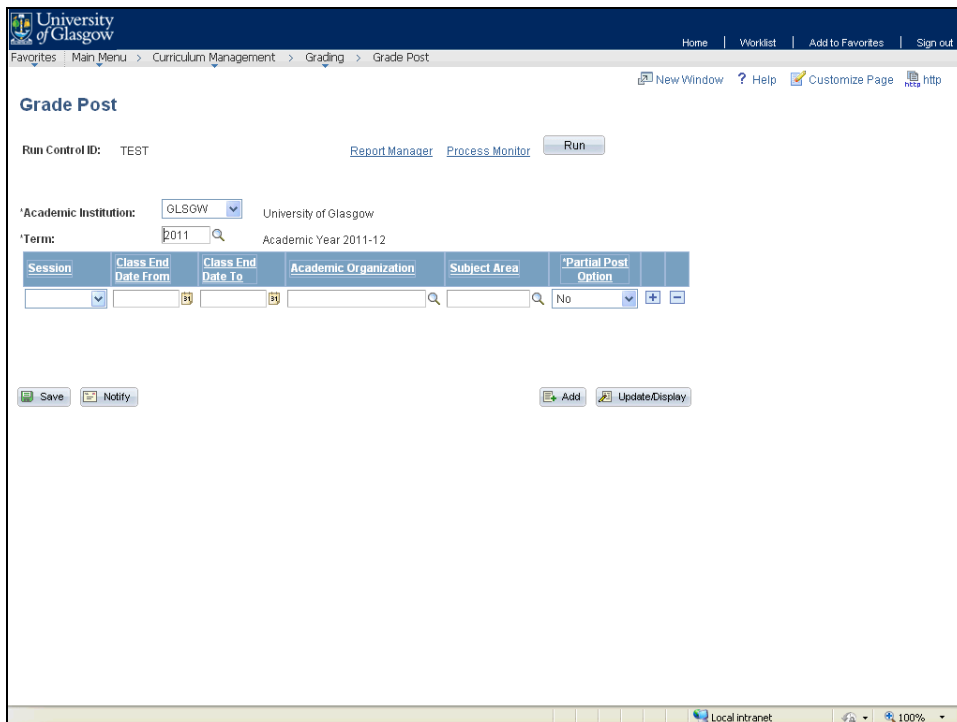
9.

Click the **Term** look up button.

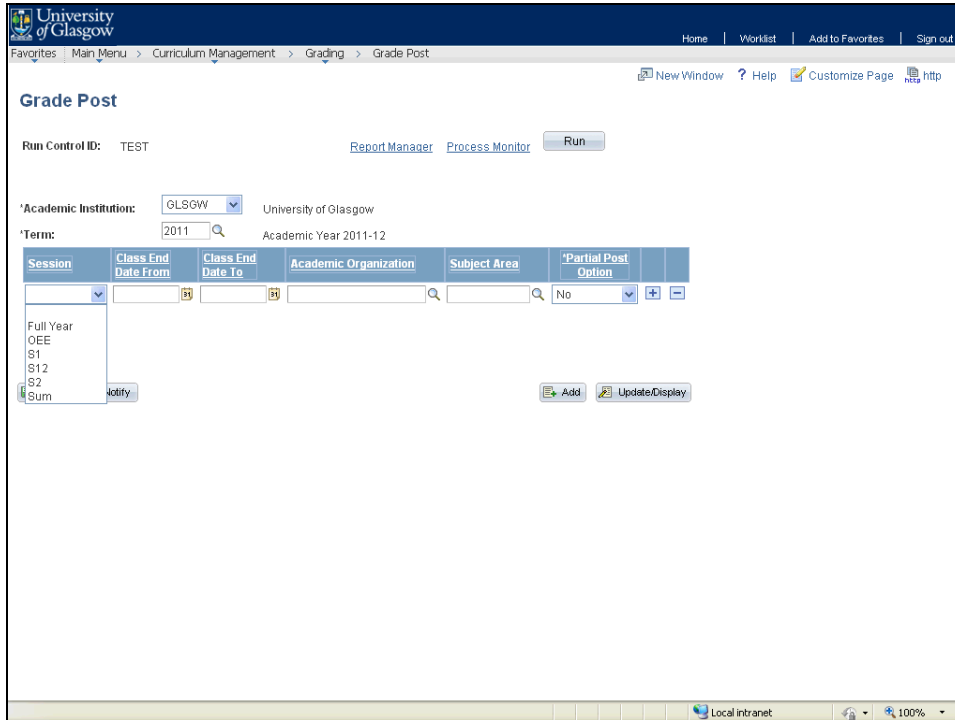




10. Click the **Academic Year 2011-12** link.
2011 Academic Year 2011-12 2011-12



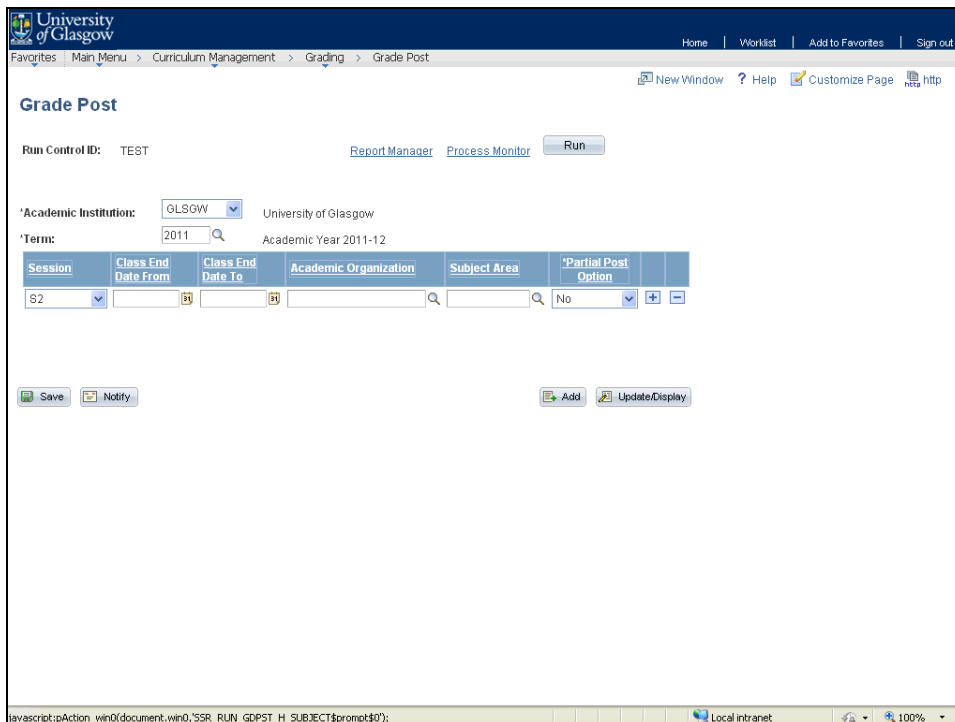
11. Click the **Session** dropdown arrow.
▼



12.

For this example we will select Semester 2. Click the **S2** list item.

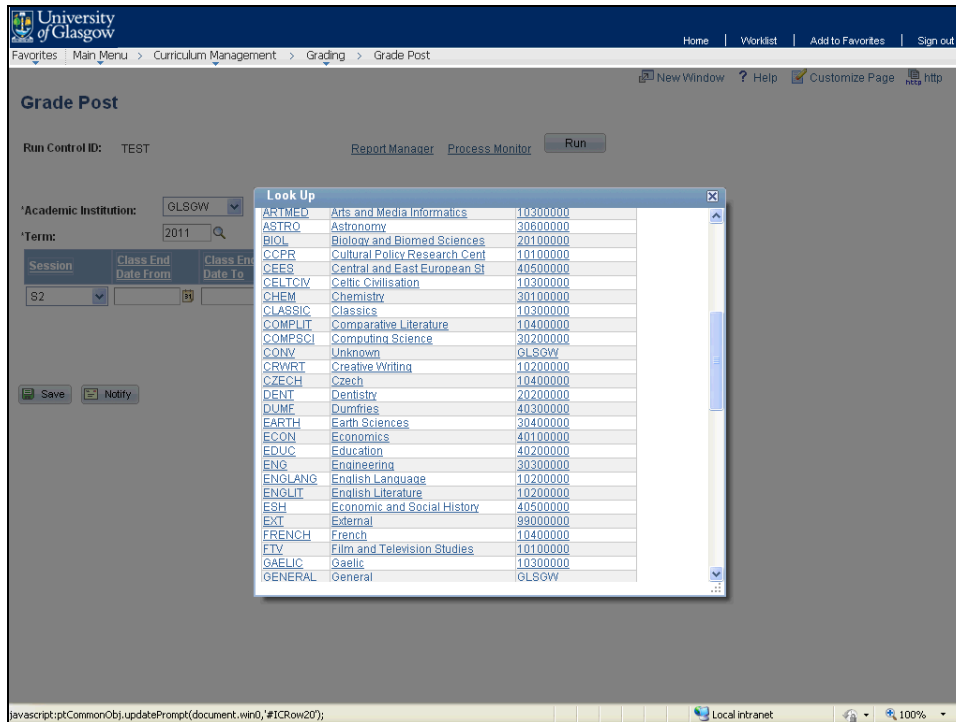
S2



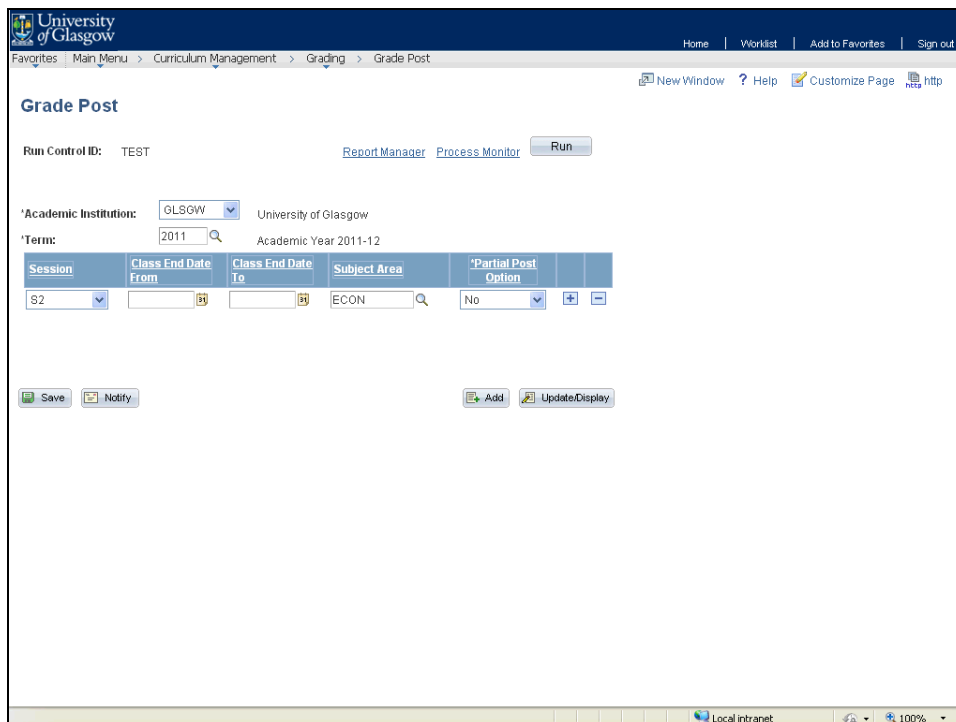
13.

Click the **Subject Area** look up button.



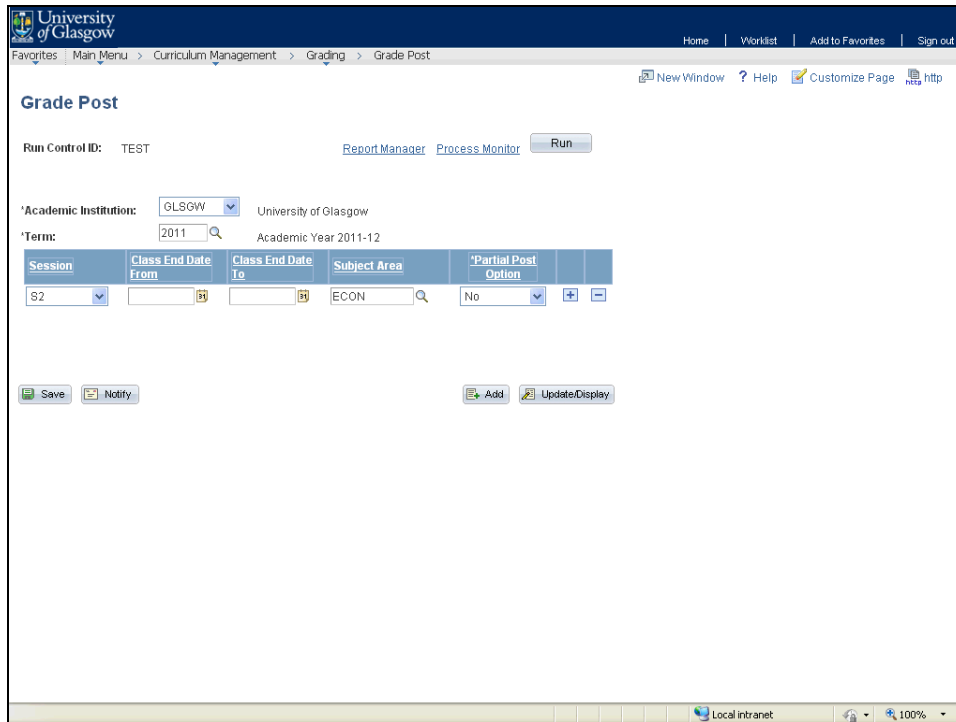


14. Click the **ECON** link.



15. The **Partial Post Option** will default to **No**. This means that only course grade rosters that have been completed (where every student has been assigned a grade), and approved, will be posted.

If the **Partial Post Option** is set to **Yes**, all grades for courses in the selected subject area will be posted even if they have not been approved.



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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Curriculum Management > Grading > Grade Post

New Window | Help | Customize Page | http

Grade Post

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

'Academic Institution': GLSGW University of Glasgow

'Term': 2011 Academic Year 2011-12

Session	Class End Date From	Class End Date To	Subject Area	'Partial Post Option
S2			ECON	No

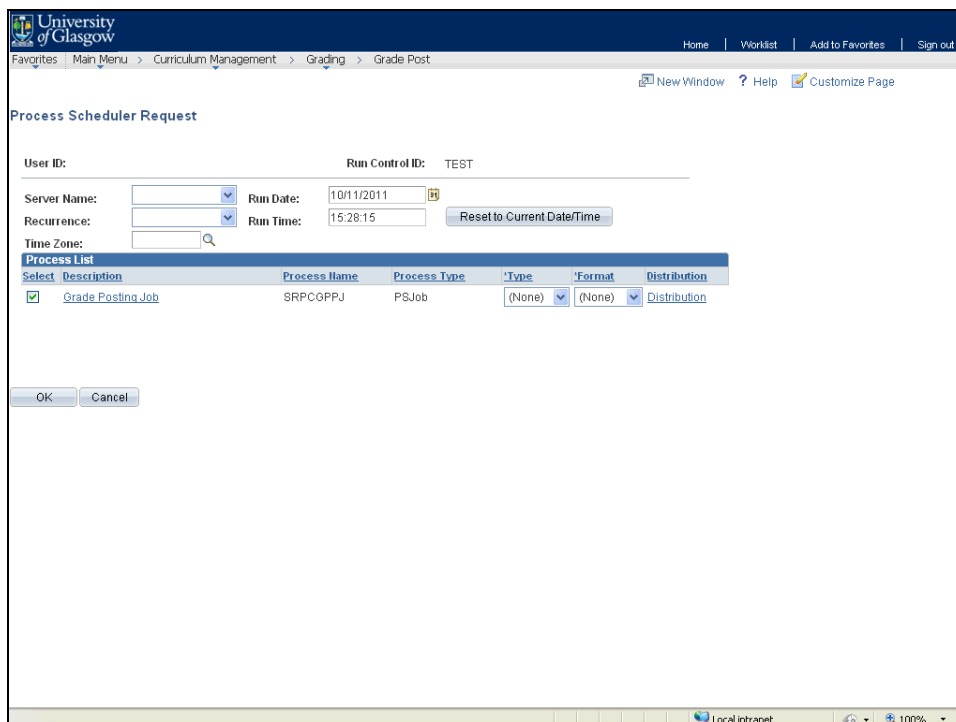
Save | Notify | Add | Update/Display

Local intranet | 100%

16.

Click the **Run** button.

Run



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Favorites | Main Menu > Curriculum Management > Grading > Grade Post

New Window | Help | Customize Page

Process Scheduler Request

User ID: _____ Run Control ID: TEST

Server Name: [dropdown] Run Date: 10/11/2011

Recurrence: [dropdown] Run Time: 15:28:15 [Reset to Current DateTime](#)

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Grade Posting Job	SRPCGPPJ	PSJob	(None)	(None)	Distribution

OK | Cancel

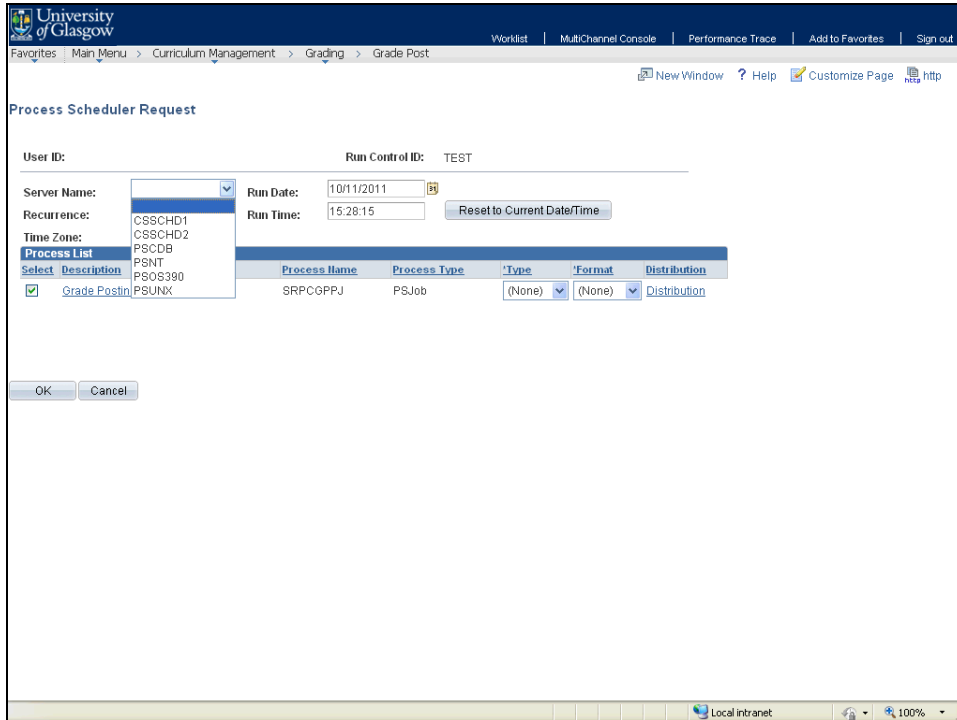
Local intranet | 100%

17.

A server name has to be selected as part of this process.

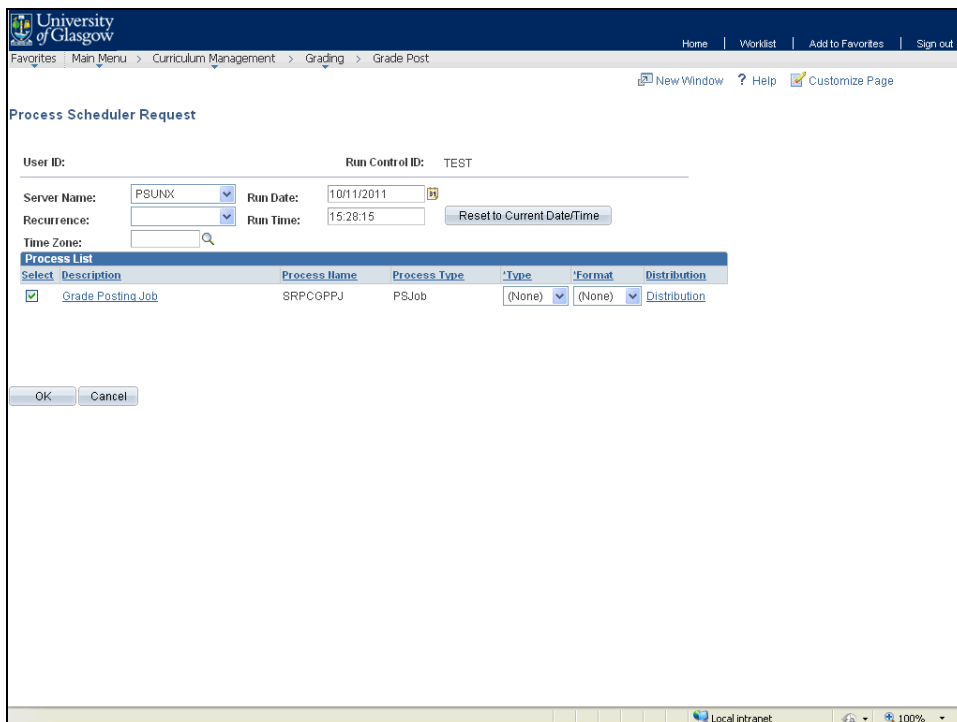
Click the **Server Name** dropdown arrow.





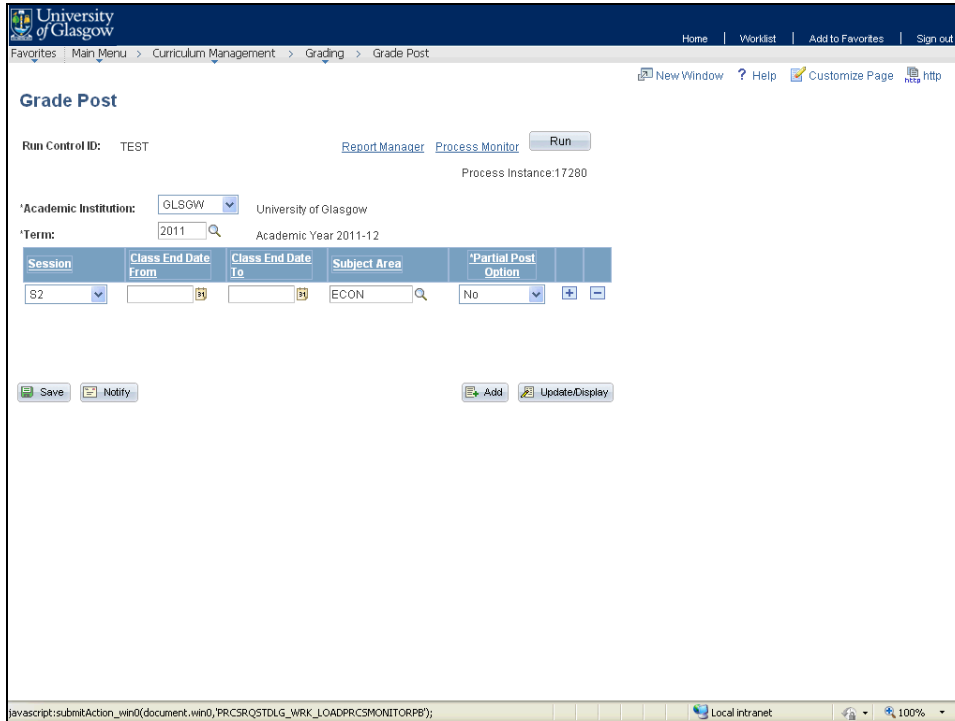
18. Click the **PSUNX** server.

PSUNX



19. Click the **OK** button.

OK



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Favorites | Main Menu > Curriculum Management > Grading > Grade Post

New Window | Help | Customize Page | http

Grade Post

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

Process Instance: 17280

'Academic Institution': GLSGW University of Glasgow

'Term': 2011 Academic Year 2011-12

Session	Class End Date From	Class End Date To	Subject Area	Partial Post Option
S2			ECON	No

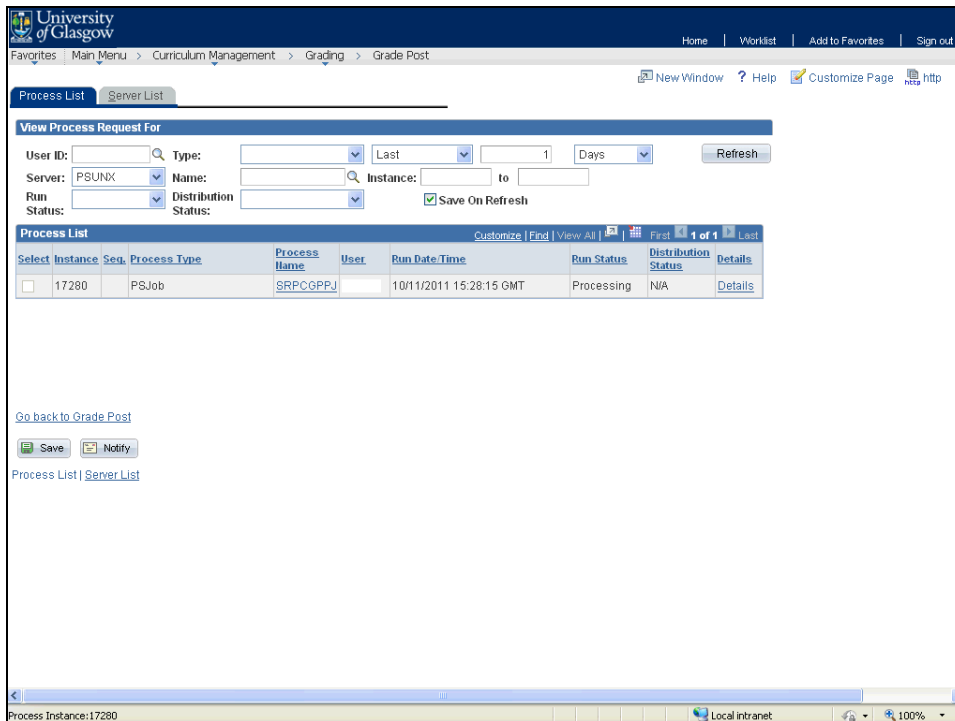
javascript:submitAction_win0(document.win0,'PRCSRQSTDLG_WRK_LOADPRCSMONITORPB');

Local intranet

20.

The grade post process will now be running. The status of the process can be checked by clicking on the **Process Monitor** link.

[Process Monitor](#)



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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Curriculum Management > Grading > Grade Post

New Window | Help | Customize Page | http

Process List | [Server List](#)

View Process Request For

User ID: Type: Last 1 Days

Server: PSUNX Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	17280		PSJob	SRPCGPPJ		10/11/2011 15:28:15 GMT	Processing	N/A	Details

Go back to Grade Post

Process List | [Server List](#)

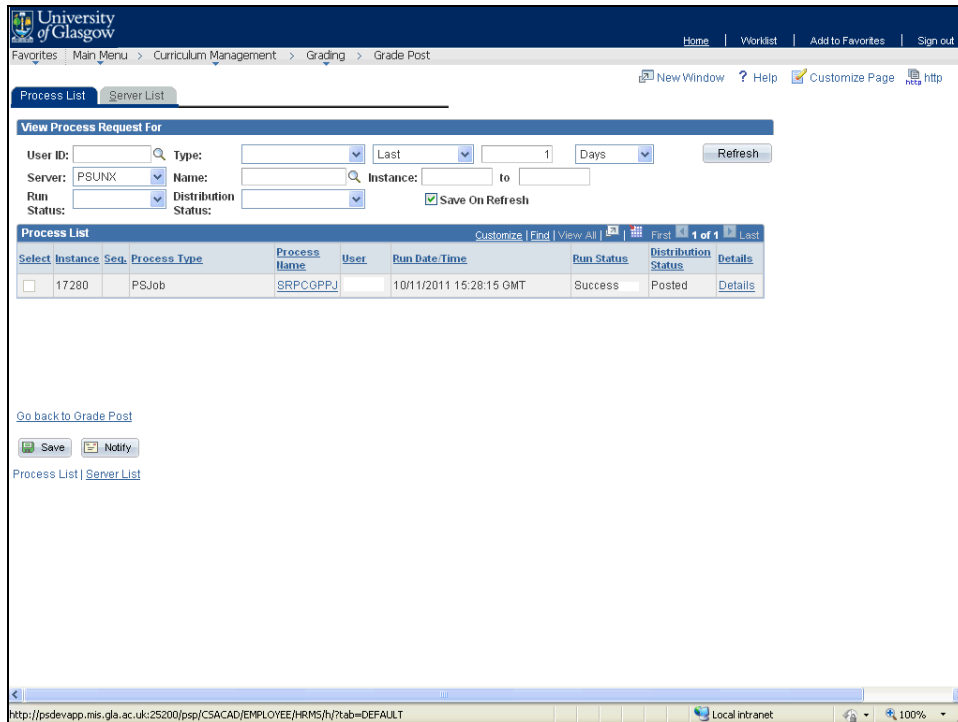
Process Instance: 17280

Local intranet

21.

Currently the **Run Status** is **Processing** and the **Distribution Status** is **N/A**.

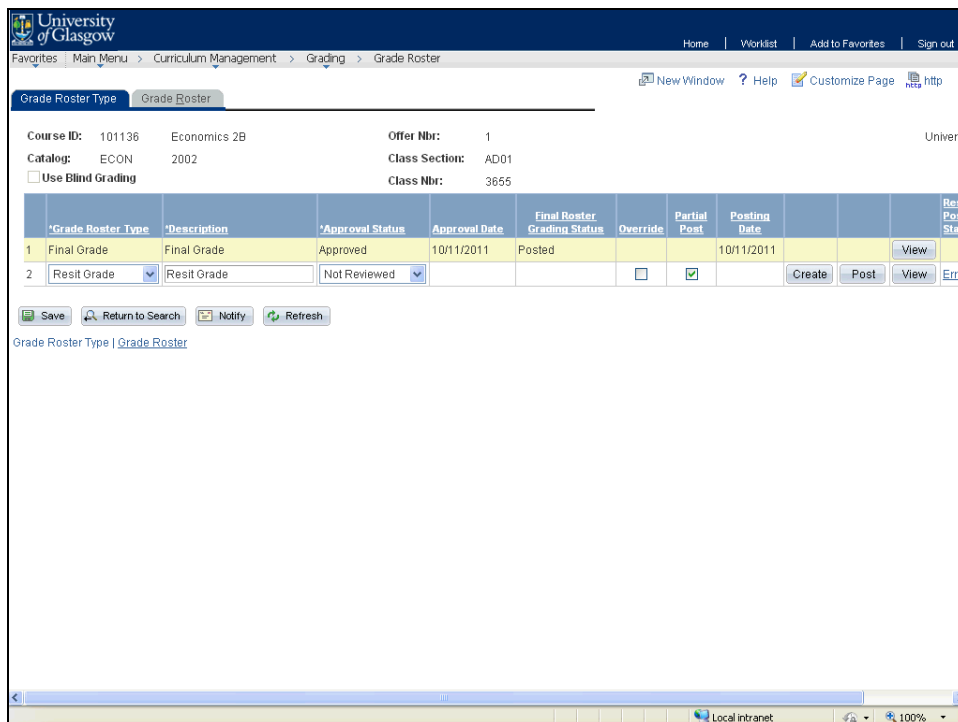
To get an updated status click the **Refresh** button.



22.

The status has now updated to **Success** and **Posted**. This means that the process has run successfully and the grades have been posted to the relevant students' accounts.

The next step in this job aid is to review a grade roster that has been posted to see the actual posted grades. Grade rosters are accessed at **Curriculum Management > Grading > Grade Roster**.

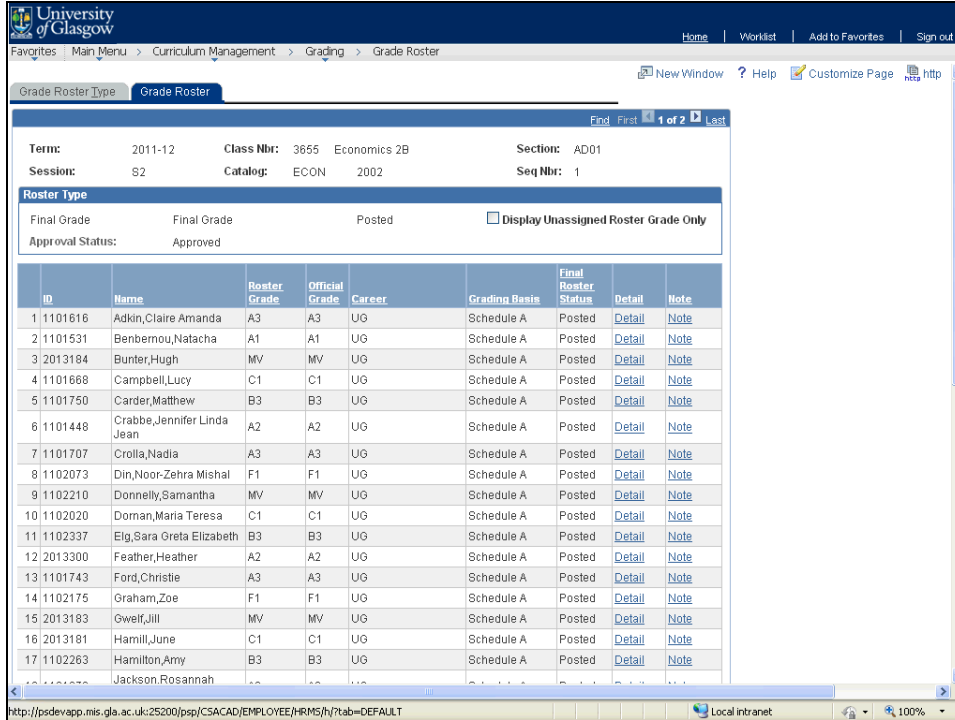


23.

The **Final Roster Grading Status** for course ECON 2002 is "**Posted**".

Click the **View** button.

View



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 Favorites | Main Menu | Curriculum Management | Grading | Grade Roster
 New Window | Help | Customize Page | http

Grade Roster Type: **Grade Roster**

Find First 1 of 2 Last

Term: 2011-12 Class Nbr: 3655 Economics 2B Section: AD01
 Session: S2 Catalog: ECON 2002 SeqNbr: 1

Roster Type

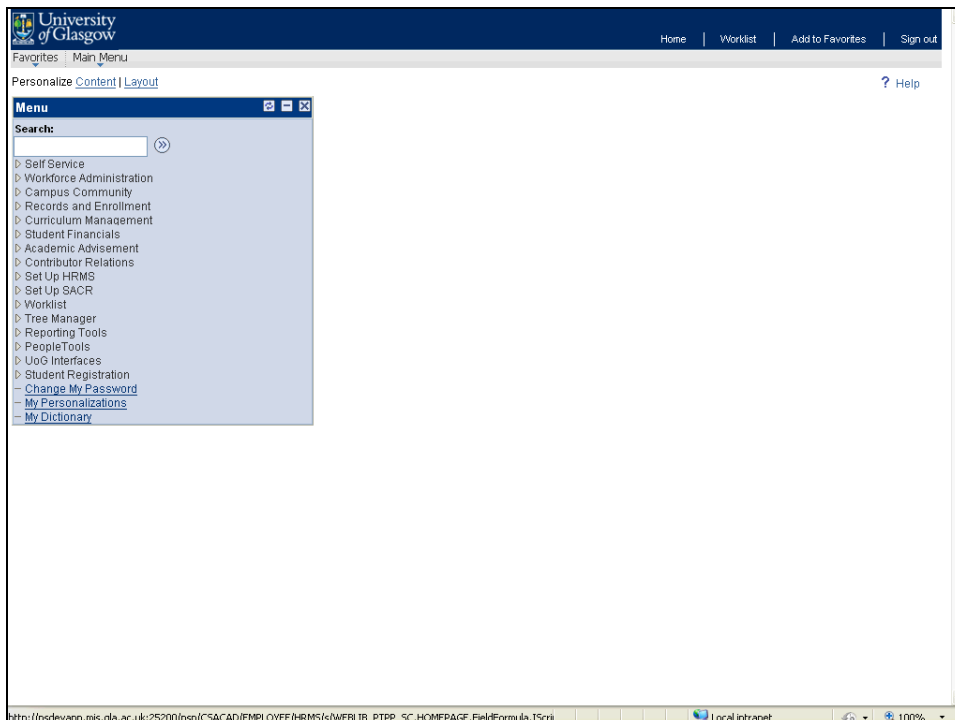
Final Grade: Final Grade Posted Display Unassigned Roster Grade Only
 Approval Status: Approved

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 1101616	Adkin,Claire Amanda	A3	A3	UG	Schedule A	Posted	Detail	Note
2 1101531	Benbemou,Natacha	A1	A1	UG	Schedule A	Posted	Detail	Note
3 2013184	Bunter,Hugh	MV	MV	UG	Schedule A	Posted	Detail	Note
4 1101668	Campbell,Lucy	C1	C1	UG	Schedule A	Posted	Detail	Note
5 1101750	Carder,Matthew	B3	B3	UG	Schedule A	Posted	Detail	Note
6 1101448	Crabbe,Jennifer Linda Jean	A2	A2	UG	Schedule A	Posted	Detail	Note
7 1101707	Crolla,Nadia	A3	A3	UG	Schedule A	Posted	Detail	Note
8 1102073	Din,Noor-Zehra Mishal	F1	F1	UG	Schedule A	Posted	Detail	Note
9 1102210	Donnelly,Samantha	MV	MV	UG	Schedule A	Posted	Detail	Note
10 1102020	Doman,Maria Teresa	C1	C1	UG	Schedule A	Posted	Detail	Note
11 1102337	Elg,Sara Greta Elizabeth	B3	B3	UG	Schedule A	Posted	Detail	Note
12 2013300	Feather,Heather	A2	A2	UG	Schedule A	Posted	Detail	Note
13 1101743	Ford,Christie	A3	A3	UG	Schedule A	Posted	Detail	Note
14 1102175	Graham,Zoe	F1	F1	UG	Schedule A	Posted	Detail	Note
15 2013183	Gwelf,Jill	MV	MV	UG	Schedule A	Posted	Detail	Note
16 2013181	Hamill,June	C1	C1	UG	Schedule A	Posted	Detail	Note
17 1102263	Hamilton,Amy	B3	B3	UG	Schedule A	Posted	Detail	Note
18 1102263	Jackson,Rosannah							

http://psdevapp.mis.gla.ac.uk:25200/psp/CSACAD/EMPLOYEE/HRMS/h/?tab=DEFAULT Local intranet 100%

24.

Once grades have been posted for a course there is no option in grade roster to change a student's final grade. If a final grade does require to be changed this will most likely be actioned by Registry.



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 Favorites | Main Menu | Personalize | Content | Layout ? Help

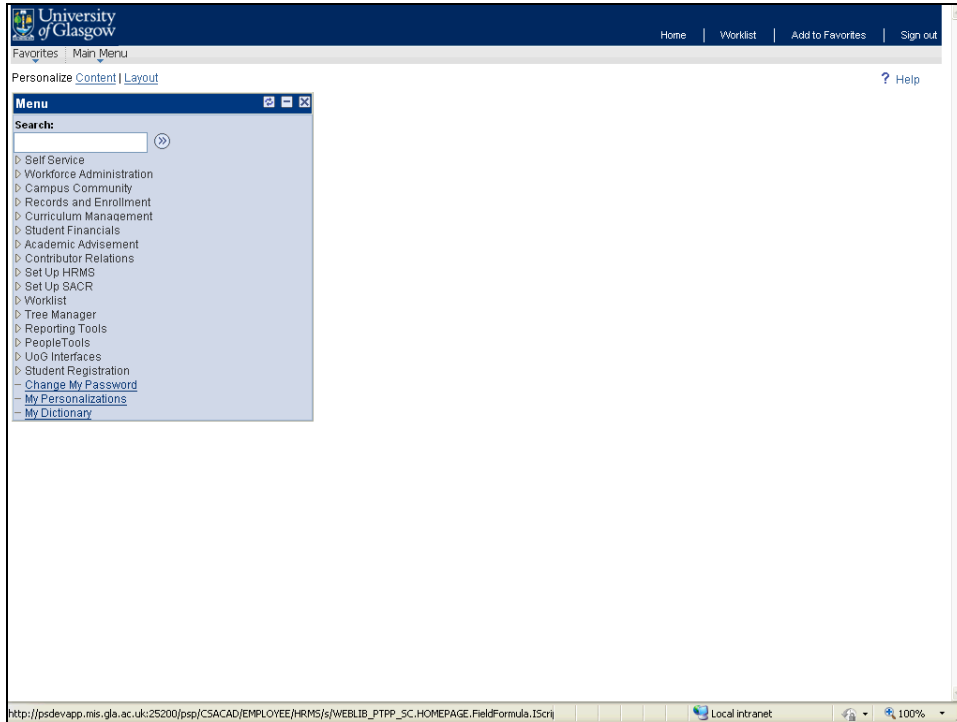
Menu

Search:

- ▷ Self Service
- ▷ Workforce Administration
- ▷ Campus Community
- ▷ Records and Enrollment
- ▷ Curriculum Management
- ▷ Student Financials
- ▷ Academic Advisement
- ▷ Contributor Relations
- ▷ Set Up HRMS
- ▷ Set Up SACR
- ▷ Worklist
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- ▷ UoG Interfaces
- ▷ Student Registration
- Change My Password
- My Personalizations
- My Dictionary

http://psdevapp.mis.gla.ac.uk:25200/psp/CSACAD/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC_HOMEPAGE.FieldFormula.Js.cri Local intranet 100%



25. When grades are posted they will become visible on students' records. As a final step we will navigate to **Records and Enrollment**>**Student Summary** to view a student's posted grade for ECON 2002.

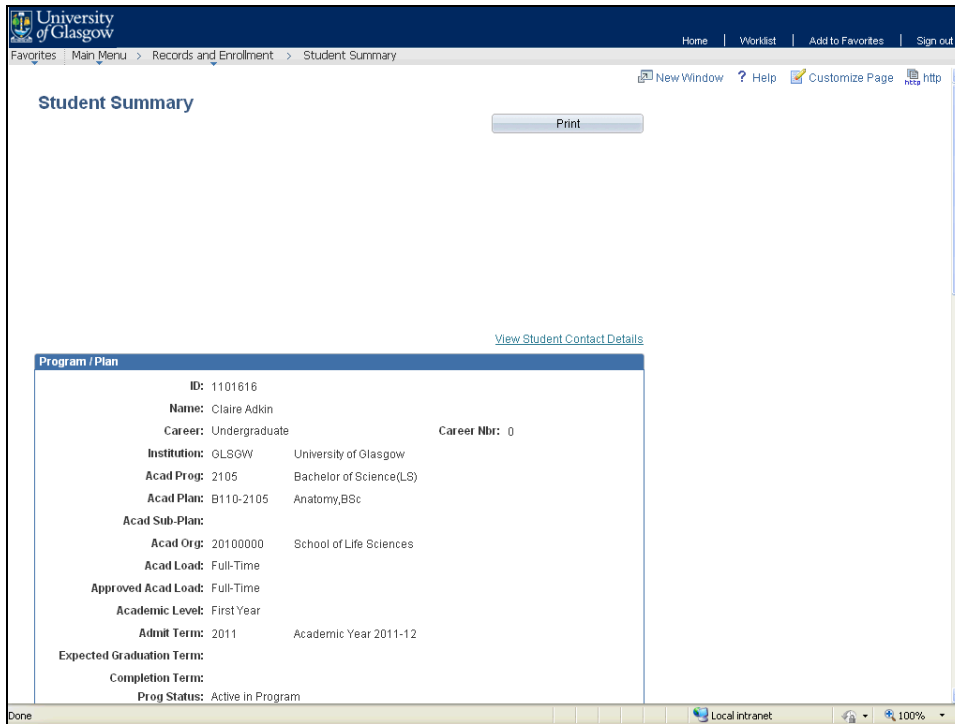


26. Click the **Records and Enrollment** link.

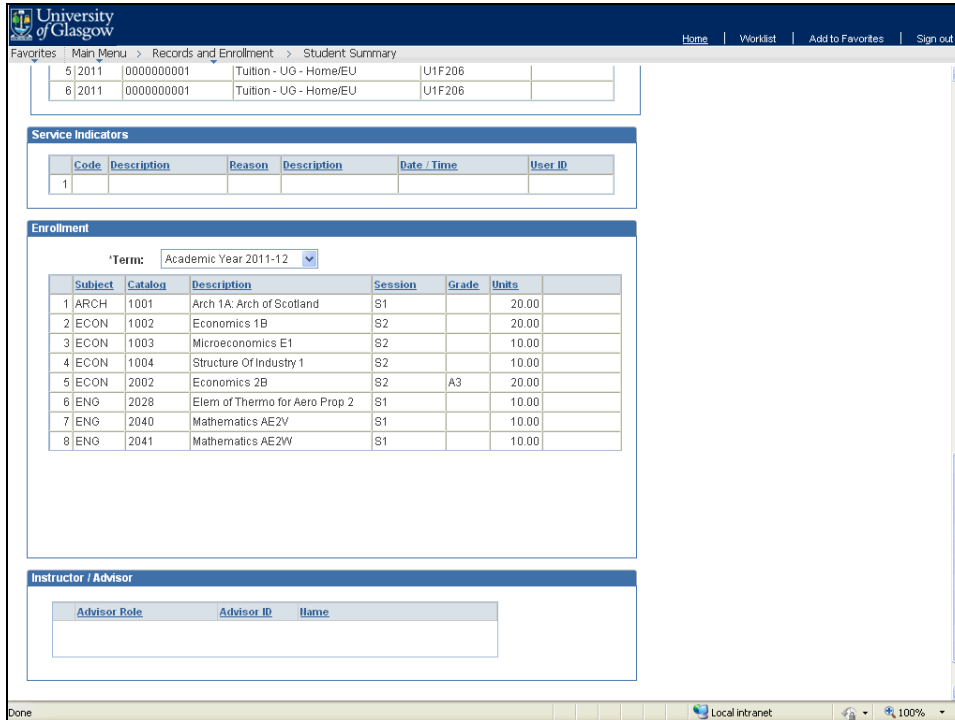
[▶ Records and Enrollment](#)



27.	Click the Student Summary link. 
28.	Enter the student ID " 1101616 ".
29.	Click the Search button. 



30.	Click the scrollbar.
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Records and Enrollment > Student Summary

5 2011	0000000001	Tuition - UG - Home/EU	U1F206		
6 2011	0000000001	Tuition - UG - Home/EU	U1F206		

Service Indicators

Code	Description	Reason	Description	Date / Time	User ID
1					

Enrollment

*Term: Academic Year 2011-12

Subject	Catalog	Description	Session	Grade	Units
1 ARCH	1001	Arch 1A: Arch of Scotland	S1		20.00
2 ECON	1002	Economics 1B	S2		20.00
3 ECON	1003	Microeconomics E1	S2		10.00
4 ECON	1004	Structure Of Industry 1	S2		10.00
5 ECON	2002	Economics 2B	S2	A3	20.00
6 ENG	2028	Elem of Thermo for Aero Prop 2	S1		10.00
7 ENG	2040	Mathematics AE2V	S1		10.00
8 ENG	2041	Mathematics AE2W	S1		10.00

Instructor / Advisor

Advisor Role	Advisor ID	Name

Done Local intranet 100%

31. In the Enrollment section ECON 2002 has the grade A3 posted.

Click the **Home** link.

[Home](#)

32. Thank you for completing this MyCampus job aid.

End of Procedure.