



## Manual

Covering material in the training course:

### **Marks Processing for First Semester 2020**

Date Created: 05 July 2020

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## Section 1: Contextual Information

All non-exiting undergraduate courses (e.g.: 1<sup>st</sup> and 2<sup>nd</sup> year courses for 3-year programme or 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year courses for a 4-year programme) will have a **Pass or Fail grade** captured for all First Semester and Whole Year Courses will contain the **Final grade percentages** in the Mid-Term Grade Roster.

In addition to the Pass or Fail Grades that will be provided to you by your course conveners for students' **Final Grades**, you will be required to **upload Mid-Term Grades** which will contain a **percentage** grade that the student obtained for the First Semester Course.

Mid-Term Grades will contain the Final grade percentages, the supplementary grade (45S-49S) or an OS grade if the student has not yet completed the course. If the student has a grade of DE, INC, AB or LOA in the final grades it will be uploaded as the mid-term grades as well.

Final Grades will contain the PA grade (for results above 50%) /F grade (for results below 50%), supplementary grade (45S-49S) or OS grade if the student has not yet completed the coursework.

**Note** Students who are awarded an OS grade (where the student has not yet completed the coursework) will have their grades updated by marks processors using the UCT Grade Change Upload process for their final grades once their **Final Grades have been confirmed**. In order to ensure the students marks are reflected correctly, marks processors will need to update the Mid-term grade roster and the Final grades.

Your course convener will therefore be required to provide you with **two files or two columns on a spreadsheet**, one for the **Mid-Term Grades** (which will contain the **percentage grade** obtained by each student) and one for the **Final Grades** (which will contain the **Pass or Fail** grade obtained by each student)

All non-exiting undergraduate First Semester courses will therefore have **two Grade Rosters in PeopleSoft**.

### A Mid-Term Grade Roster and a Final Grade Roster.

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Posting Date
1 Mid-Term Grade	Mid-Term Grade	Approved	07/07/2020		
2 Final Grade	Final Grade	Approved	07/07/2020	Posted	07/07/2020

The Mid-Term Grade Roster will display the percentage mark and a Final Grade Roster will display the Pass or Fail grade.

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Detail	Note
1 1587877	Wenderson, David	51	PA	Undergrad	Graded	Detail	Note
2 1696132	Wenderson, David (Richard Richard)	52	PA	Undergrad	Graded	Detail	Note
3 1757208	Wenderson, David	OS	OS	Undergrad	Graded	Detail	Note

**Whole year courses (W and H) will only have a Mid-Term Grade Roster in July.**



**1.1: Important notes about uploading Mid-term grades and Final grades**

- **Download the latest Course List** to get an updated course list from PeopleSoft. Students drop courses, apply for leave of absences and deferred exams right up until the exams are written.
- **Only upload the 9 columns** in the Course List to PeopleSoft. Do not insert columns or enter headings on the Course List spreadsheet. Do not sort or filter the columns.
- **Do not manually add students** to the Course List. This will prevent the Course List file from uploading into PeopleSoft.
- **Do not include 'unauthorised' symbols** in the grade column. Refer to the Grading Schemes section in this manual.
- Save and store your spreadsheet in a suitably named subdirectory for easy location when you want to upload the mid-term grades into PeopleSoft.
- Do not save or store mark files on your C drive or on an unrestricted share drive.
- Save your course list with the catalogue name so it is easy to locate when you upload mid-term grades and final grades on the course list to PeopleSoft. This also ensures that you upload the mid-term grades and final grades for the correct course e.g. **POL1004F** not **Politics1004** or even **POL1004Fmarks**.
- Do not include formulae or decimals in the Grade column – make sure the numbers are values as this can sometimes cause difficulties in uploading
- The system will not allow you to upload blank grades into PeopleSoft. Each student enrolled on the course must have a grade on the CSV file.

**Note** Mid-term grades are not posted. Mid-term grades are not official results and therefore cannot be posted onto the student’s transcript. You upload mid-term grades or enter and save them on the Grade Roster page. Only final grades are posted in PeopleSoft which reflects on the student’s transcript.



## Section 2: Uploading Mid-term Grades System Upload

**Note** You can upload Mid-term grades by using the UCT Course List and Grade Upload function or you can enter Mid-term directly into PeopleSoft by using the Grade Roster function. **If a Grade Roster already exists for the Final Grades, you cannot use the Grade Upload Function.**

### 2.1: Downloading and entering Mid-term Grades on the UCT Course List

**Note** Run this Course List as a CSV file.

#### Navigate to UCT Course List

Curriculum Management > Grading > UCT Course List

Enter a Run Control ID in the field or select an existing Run Control ID  
Course List

#### UCT Course List

Run Control ID

Use an existing **Run Control ID** or add a new one if you have never downloaded a Course list

- Click on the **Add a New Value tab**
- Enter a relevant **Run Control ID** (there must be no spaces in the name)
- Click on the **Add button**

**Note** Use an existing Run Control ID by clicking on **Find an Existing Value, Search and selecting an existing Run Control ID** or **Add a New Value** if it is the first time you are running the report



## UCT Course List

Run Control ID courselist

Report Manager

Process Monitor

Run

**Download Selection Criteria**

Academic Institution: UCT01  University of Cape Town

Term: 1201  2020

Session: Semester 1

Subject: AGE  Archaeology

Catalog Number: 2012F

Only show Students with Supplementary Exams granted::

Show Supplementary as Fail::

DE results only::

### Enter Course List information

- The **Academic Institution** will default as **UCT01**
- Lookup the relevant **Term**
- Lookup the correct **Session**
- Lookup the relevant **Subject (Department Code)**
- Lookup the relevant **Catalog Nbr**
- Click on the **Run button**

### Process Scheduler Request

User ID 01452596

Run Control ID courselist

Server Name

Run Date 06/07/2020

Recurrence

Run Time 8:40:10PM

Reset to Current Date/Time

Time Zone

#### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Course List	UCTU0024	SQR Report	Web	CSV	Distribution

OK

Cancel

- Report **\*Type** should be **Web** and report **\*Format** should be **CSV**
- Click on the **OK button** (this takes you back to the **UCT Course List** screen)



## Accessing the Process Monitor UCT Course List

Run Control ID  [Report Manager](#) [Process Monitor](#) [Run](#)  
Process Instance:4266910

**Download Selection Criteria**

Academic Institution:  University of Cape Town

Term:  2020

Session:

Subject:  Archaeology

Catalog Number:

Only show Students with Supplementary Exams granted::

Show Supplementary as Fail::

DE results only::

- A unique **Process Instance Number** is assigned to the report automatically
- Click on the **Process Monitor** hyperlink

[Process List](#) [Server List](#)

### View Process Request For

User ID  Type  Last  90 Days  [Refresh](#)

Server  Name  Instance From  Instance To  [Report Manager](#)

Run Status  Distribution Status   Save On Refresh

### Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4266910		SQR Report	UCTU0024	01452596	06/07/2020 8:40:10PM PST	Success	Posted	<a href="#">Details</a>

- Click on the **Refresh** button. The **Run Status** must read **Success** and the **Distribution Status** must read **Posted**
- Click on the **Details** hyperlink



### Process Detail

#### Process

Instance	4266910	Type	SQR Report
Name	UCTU0024	Description	Course List
Run Status	Success	Distribution Status	Posted

#### Run

Run Control ID	courselist
Location	Server
Server	PSNT
Recurrence	

#### Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

#### Date/Time

Request Created On	06/07/2020 8:41:23PM PST
Run Anytime After	06/07/2020 8:40:10PM PST
Began Process At	06/07/2020 8:41:51PM PST
Ended Process At	06/07/2020 8:42:06PM PST

#### Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)

- Click on the **View/Log Trace** hyperlink

### View Log/Trace

#### Report

Report ID	2459432	Process Instance	4266910	<a href="#">Message Log</a>
Name	UCTU0024	Process Type	SQR Report	
Run Status	Success			

Course List

#### Distribution Details

Distribution Node	DISTNODE	Expiration Date	<input type="text" value="05/08/2020"/>
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#### File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_UCTU0024_4266910.log</a>	1,746	06/07/2020 8:42:06.140000PM PST
<a href="#">UCTU0024_4266910.csv</a>	3,226	06/07/2020 8:42:06.140000PM PST
<a href="#">UCTU0024_4266910.out</a>	4,530	06/07/2020 8:42:06.140000PM PST

- Click on the **UCTU0024 (ProcessInstanceNumber).csv** hyperlink



	A	B	C	D	E	F	G	H	I
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog Nbr	Acad Prog	Grade
2	1587877			1201	10848	AGE	2012F	HB062	
3	1696132			1201	10848	AGE	2012F	HB001	
4	1757208			1201	10848	AGE	2012F	HB061	

**Note**

Only upload the below 9 columns in the Course List to PeopleSoft. Do not insert or rearrange the columns or enter headings on the Course List spreadsheet. Do not sort these columns or you will not be able to upload this spreadsheet into PeopleSoft.

Enter the Mid-term grades on the UCT Course List

**Note**

Do not leave a blank cell (no mark next to a student’s record) in the Grade column or you will not be able to upload these grades into PeopleSoft.

**Note**

Enter the Final grade percentages for the Mid-Term grades, into this column, the supplementary grade (45S-49S) or OS grade if the student has not yet completed the course. Make sure you enter the correct result next to each student’s name. If the student has a grade of DE, INC, AB or LOA in the final grades it will be uploaded as the mid-term grades as well.

**Note**

Ensure that you capture the correct grades, according to the course grading basis

	A	B	C	D	E	F	G	H	I
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog Nbr	Acad Prog	Grade
2	1587877			1201	10848	AGE	2012F	HB062	51
3	1696132			1201	10848	AGE	2012F	HB001	52
4	1757208			1201	10848	AGE	2012F	HB061	OS
5	1602570			1201	10848	AGE	2012F	HB001	DE
6	1688438			1201	10848	AGE	2012F	LB002	45

- In the **Grade** column, enter the **Mid-term grades** next to each student’s record.
- **Very Important:** Click **File, Save As** to save the spreadsheet as a **CSV (Comma Delimited)** file with the course list name e.g. **AGE2012F**
- Click on the **Save** button.

## 2.2 Uploading Mid-Term Grades

### **Note**

Before you start uploading Mid-term grades into PeopleSoft, you must have entered the correct grades for each student onto the Course List and **saved the Microsoft Excel spreadsheet as a CSV (Comma delimited) file**. Before you upload these Mid-term or Final grades into PeopleSoft, check the results against each student's record again.

### Navigate to UCT Grade Upload

Curriculum Management > Grading > UCT Grade Upload

### Enter a Run Control ID

#### Grade Post

Find an Existing Value **Add a New Value**

Run Control ID **Grade\_Upload**

**Add**

- Enter a relevant **Run Control ID** (there must be no spaces in the name)
- Click on the **Add button**

### **Note**

Use an existing Run Control ID by clicking on **Find an Existing Value, Search and selecting an existing Run Control ID** or **Add a New Value** if it is the first time you are running the report

#### UCT Grade Upload

Run Control ID: Grade\_Upload Report Manager Process Monitor Run

Upload Selection Criteria		
*Academic Institution:	UCT01	University of Cape Town
*Term:	1201	2020
*Session:	Semester 1	
*Subject:	AGE	Archaeology
*Catalog Number:	2012F	
*Grade Roster:	Mid-Term Grade	
*Mid-Term Grades:	<input checked="" type="radio"/> New	<input type="radio"/> Replace

Select **New** (if you are uploading midterm grades for the first time)

### Enter Course List information

- The **Academic Institution** will default as **UCT01**
- Lookup the relevant **Term**
- Lookup the correct **Session**
- Lookup the relevant **Subject** (Department Code) Lookup and select the relevant **Catalog Nbr**
- Select **Mid-Term Grade Roster**
- Select the **New remote** button as the **Mid-Term Grades**

**Caution** When Selecting **Replace Mid-Term Grades**, means you will replace the last Mid-term Grade Roster you previously uploaded. **This does not apply to final grades, as final Grades that have been uploaded cannot be replaced.**

## UCT Grade Upload

Run Control ID: Grade\_Upload

Report Manager Process Monitor

**Run**

Upload Selection Criteria	
*Academic Institution:	UCT01 University of Cape Town
*Term:	1201 2020
*Session:	Semester 1
*Subject:	AGE Archaeology
*Catalog Number:	2012F
*Grade Roster:	Mid-Term Grade
*Mid-Term Grades:	<input checked="" type="radio"/> New <input type="radio"/> Replace

- Click on the **Run button**

## Browse for your CSV spreadsheet

File Attachment ✕  
[Help](#)

**Browse...** No file selected.

**Upload** **Cancel**

- Click on the **Browse button**

File Attachment ✕  
[Help](#)

C:\Users\01\Downloads\Final... **Browse...**

**Upload** **Cancel**

- Locate and select the **correct** Course List e.g. **AGE2012F** saved as a **CSV** file to upload into PeopleSoft
- Click the **Upload** button - a message will confirm the **File Transfer** was successfully uploaded into PeopleSoft if you downloaded the latest UCT Course List form PeopleSoft, did not change the format of the spreadsheet and if you saved it as a CSV.

## Message

File Transfer Successful : Time 10 seconds (21000,93)

**OK**

- Click on the **OK button** on the **Message** dialogue box



### Process Scheduler Request

User ID: 01452596      Run Control ID: Grade\_Upload

Server Name:       Run Date: 06/07/2020

Recurrence:       Run Time: 9:05:54PM     

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UCT_GRD_RSTR	UCT_GRD_RSTR	Application Engine	Web	TXT	Distribution

    

- Click on the **OK** button

### Accessing the Process Monitor

#### UCT Grade Upload

Run Control ID: Grade\_Upload      Report Manager      **Process Monitor**     

Process Instance: 4266924

**Upload Selection Criteria**

\*Academic Institution: UCT01      University of Cape Town

\*Term: 1201      2020

\*Session: Semester 1

\*Subject: AGE      Archaeology

\*Catalog Number: 2012F

\*Grade Roster: Mid-Term Grade

\*Mid-Term Grades:  New       Replace

- The grades are being uploaded from the spreadsheet into PeopleSoft. A unique **Process Instance Number** is assigned to the report automatically
- Click on the **Process Monitor** hyperlink (this takes you to the **Process Request** page)

    

#### View Process Request For

User ID: 01452596      Type:       Last:       90 Days     

Server:       Name:       Instance From:       Instance To:       Report Manager

Run Status:       Distribution Status:        Save On Refresh

#### Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4266912		Application Engine	UCT_GRD_RSTR	01452596	06/07/2020 9:08:18PM PST	Success	Posted	<a href="#">Details</a>

- Click on the **Refresh** button. The **Run Status** must read **Success** and the **Distribution Status** must read **Posted**
- Click on the **Details** hyperlink



## Checking the Message Log

### Process Detail

#### Process

Instance	4266912	Type	Application Engine
Name	UCT_GRD_RSTR	Description	UCT_GRD_RSTR
Run Status	Success	Distribution Status	Posted

#### Run

Run Control ID	Grade_Upload
Location	Server
Server	PSNT
Recurrence	

#### Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

#### Date/Time

Request Created On	06/07/2020 9:08:23PM PST
Run Anytime After	06/07/2020 9:08:18PM PST
Began Process At	06/07/2020 9:08:41PM PST
Ended Process At	06/07/2020 9:08:56PM PST

#### Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)
- [View Locks](#)

- Click on the **View Log/Trace** hyperlink

### View Log/Trace

#### Report

Report ID	2459434	Process Instance	4266912	<a href="#">Message Log</a>
Name	UCT_GRD_RSTR	Process Type	Application Engine	
Run Status	Success			

UCT\_GRD\_RSTR

#### Distribution Details

Distribution Node	DISTNODE	Expiration Date	05/08/2020
-------------------	----------	-----------------	------------

#### File List

Name	File Size (bytes)	Datetime Created
AE_UCT_GRD_RSTR_4266912.log	8,500	06/07/2020 9:08:56.070000PM PST

- Click on the **AE\_UCT\_GRD\_RSTR\_(Process Instance Number).log** file



**Mid-Term Grades output log file:**

```

AE_UCT_GRD_RSTR          UCT Grade Upload Report          2020-07-06
=====
=====
=====

```

Input Params:

```

=====
Process Instance:        4266911
Run Control ID:         Grade_Upload
User:                   01452596
Term:                   1201 - Year: 2020
Session Code:          SM1 - Semester One
Subject:                AGE
Catalog Number:        2012F
&Course_code           AGE2012F
Grade Roster Type:     MID - Mid-Term Grade
Mid-Term Grades:       N - New
=====

```

Class: 10848

-----

```

1587877 ***** Abraham, Sarah - 51 Copied to Grade Roster
1696132 ***** Michael Richard Richard - 52 Copied to Grade Roster
1757208 ***** August, Brian André - 05 Copied to Grade Roster
1602570 ***** le Karleen - 60 Copied to Grade Roster

```

**▶ Note** The Message Log file can be printed out and used for checking purposes. Any errors should be noted and investigated before proceeding further. The report shows the grade that has been uploaded next to each student’s record and copied into the Grade Roster.

**▶ Note** If you navigate to the **Grade Roster, Curriculum Management> Grading> Grade Roster**, you will see the grade roster Mid-term grades which have been loaded for this course



## 2.3: Viewing Uploaded Mid-term Grades via Grade Roster

### Navigate to Grade Roster

Curriculum Management > Grading > Grade Roster

#### Grade Roster

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

[Find an Existing Value](#)

**Search Criteria**

Academic Institution begins with UCT01

Term begins with 1201

Subject Area begins with AGE

Catalog Nbr begins with 2012F

Campus begins with

Session =

Course Offering Nbr =

Class Section begins with

Description begins with

Class Nbr =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

#### Search for the course

- Enter the relevant **Term** in the field
- Enter the **Subject Area** (Department Code) in the field
- Enter the course **Catalog Number** in the field
- Click on the **Search** button

#### Grade Roster

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

[Find an Existing Value](#)

**Search Criteria**

Academic Institution begins with UCT01

Term begins with 1181

Subject Area begins with BUS

Catalog Nbr begins with 4006W

Campus begins with

Session =

Course Offering Nbr =

Class Section begins with

Description begins with

Class Nbr =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

#### Search Results

View All First 1-3 of 3 Last

Academic Institution	Term	Short Description	Subject Area	Catalog Nbr	Campus	Session	Course Offering Nbr	Class Section	Course ID	Description	Class Nbr
UCT01	1181 2018		BUS	4006W	MAIN	Full Year 1		LG01	101713	Org Psych Hons Coursework	5185
UCT01	1181 2018		BUS	4006W	MAIN	Full Year 1		LG02	101713	Org Psych Hons Coursework	5194
UCT01	1181 2018		BUS	4006W	MAIN	Full Year 1		LG03	101713	Org Psych Hons Coursework	5195

**Note** If there is more than one class section (e.g.: LG01, LG02, LG03) that has been scheduled for this course. Click on each Lecture Group to view the grades that have been uploaded for the students enrolled onto this course or use the Next in List and Previous in List buttons to [Previous in List](#) [Next in List](#) navigate to the next or previous class section.

On the Grade Roster Type Tab you will be able to view which type of Grade Roster has been generated.

- In the example below, the **Mid-Term grade roster** has been created.

Grade Roster Type | Grade Roster

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Partial Post	
1 Mid-Term Grade	Mid-Term Grade	Not Reviewed		<input type="checkbox"/>		Create + -

Grade Roster Type | **Grade Roster**

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Partial Post	
1 Mid-Term Grade	Mid-Term Grade	Not Reviewed		<input type="checkbox"/>		Create + -

- Click on the **Grade Roster** tab to view the students' grades

**Note** The grades are still available for editing, ensure you check and verify that they have been updated correctly

Grade Roster Type | Grade Roster

**Grade Roster** Find First 1 of 2 Last

Term 2020 Class Nbr 10848 The First People Section LG01  
 Session Semester 1 AGE Catalog 2012F Seq Nbr 1

Roster Type  
 Mid-Term Grade Mid-Term Grade  Display Unassigned Roster Grade Only  
 Approval Status Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Detail	Note
1 1587877	Mohamed, South	51		Undergrad	Graded	Detail	Note
2 1696132	Mohamed, South (Michael Richard Mohamed)	52		Undergrad	Graded	Detail	Note
3 1757208	Mogana, Chitra Anand	OS		Undergrad	Graded	Detail	Note
4 1602570	Mogana, Chitra Anand	60		Undergrad	Graded	Detail	Note
5 1688438	Mohamed, Saad (Saad)	45		Undergrad	Graded	Detail	Note
6 1692471	Mohamed, Saad (Saad)	60		Undergrad	Graded	Detail	Note
7 1589338	Mohamed, Saad (Saad)	40		Undergrad	Graded	Detail	Note
8 1719957	Mohamed, Saad (Saad)	DE		Undergrad	Graded	Detail	Note
9 1584571	Mohamed, Saad (Saad)	AB		Undergrad	Graded	Detail	Note

- Go to the student's record where the grade needs to be changed
- Click into the **Roster Grade** field next to the relevant student's name, delete the current grade and enter the new grade

**Note** Enter the Final grade percentages for the Mid-Term grades, into this column, the supplementary grade (45S-49S) or OS grade if the student has not yet completed the course. Make sure you enter the correct result next to each student's name. If the student has a grade of DE, INC, AB or LOA in the final grades it will be uploaded as the mid-term grades as well.

- Click the **Save** button save the new grade

**Note** The **Grade Roster** can be left in a 'saved' state until the results are to be posted.

Grade Roster Type | Grade Roster

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Override	Partial Post	
1 Mid-Term Grade	Mid-Term Grade	Approved	07/07/2020				+ -

- Once results are approved select the **Approval Status: Approved**



## Section 3: Uploading Final Grades System Upload

**Note** If a Grade Roster already exists for the Final Grades, you cannot use the Grade Upload Function. You will be required to log a call with SSS to remove the Grade Roster before proceeding with the Grade upload function.

### 3.1: Downloading and entering Final Grades on the UCT Course List

**Note** Run this Course List as a CSV file.

#### Navigate to UCT Course List

Curriculum Management > Grading > UCT Course List

Enter a Run Control ID in the field or select an existing Run Control ID  
Course List

#### UCT Course List

Run Control ID

Use an existing **Run Control ID** or add a new one if you have never downloaded a Course list

- Click on the **Add a New Value tab**
- Enter a relevant **Run Control ID** (there must be no spaces in the name)
- Click on the **Add button**

**Note** Use an existing Run Control ID by clicking on **Find an Existing Value, Search and selecting an existing Run Control ID** or **Add a New Value** if it is the first time you are running the report



## UCT Course List

Run Control ID courselist

Report Manager

Process Monitor

Run

**Download Selection Criteria**

Academic Institution:  University of Cape Town

Term:  2020

Session:

Subject:  Archaeology

Catalog Number:

Only show Students with Supplementary Exams granted:

Show Supplementary as Fail:

DE results only:

### Enter Course List information

- The **Academic Institution** will default as **UCT01**
- Lookup the relevant **Term**
- Lookup the correct **Session**
- Lookup the relevant **Subject (Department Code)**
- Lookup the relevant **Catalog Nbr**
- Click on the **Run button**

### Process Scheduler Request

User ID 01452596

Run Control ID courselist

Server Name

Run Date

Recurrence

Run Time

Reset to Current Date/Time

Time Zone

#### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Course List	UCTU0024	SQR Report	Web	CSV	Distribution

OK

Cancel

- Report **\*Type** should be **Web** and report **\*Format** should be **CSV**
- Click on the **OK button** (this takes you back to the **UCT Course List** screen)



## Accessing the Process Monitor UCT Course List

Run Control ID `courselist`      Report Manager      **Process Monitor**      Run  
Process Instance: 4266910

**Download Selection Criteria**

Academic Institution:  University of Cape Town

Term:  2020

Session:

Subject:  Archaeology

Catalog Number:

Only show Students with Supplementary Exams granted:

Show Supplementary as Fail:

DE results only:

- A unique **Process Instance Number** is assigned to the report automatically
- Click on the **Process Monitor** hyperlink

**Process List**    Server List

**View Process Request For**

User ID:     Type:     Last:     90 Days    **Refresh**

Server:     Name:     Instance From:     Instance To:     Report Manager

Run Status:     Distribution Status:      Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4266910		SQR Report	UCTU0024	01452596	06/07/2020 8:40:10PM PST	Success	Posted	Details

- Click on the **Refresh** button. The **Run Status** must read **Success** and the **Distribution Status** must read **Posted**
- Click on the **Details** hyperlink



### Process Detail

#### Process

Instance	4266910	Type	SQR Report
Name	UCTU0024	Description	Course List
Run Status	Success	Distribution Status	Posted

#### Run

Run Control ID	courselist
Location	Server
Server	PSNT
Recurrence	

#### Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

#### Date/Time

Request Created On	06/07/2020 8:41:23PM PST
Run Anytime After	06/07/2020 8:40:10PM PST
Began Process At	06/07/2020 8:41:51PM PST
Ended Process At	06/07/2020 8:42:06PM PST

#### Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)

- Click on the **View/Log Trace** hyperlink

### View Log/Trace

#### Report

Report ID	2459432	Process Instance	4266910	<a href="#">Message Log</a>
Name	UCTU0024	Process Type	SQR Report	
Run Status	Success			

Course List

#### Distribution Details

Distribution Node	DISTNODE	Expiration Date	<input type="text" value="05/08/2020"/>
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#### File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_UCTU0024_4266910.log</a>	1,746	06/07/2020 8:42:06.140000PM PST
<a href="#">UCTU0024_4266910.csv</a>	3,226	06/07/2020 8:42:06.140000PM PST
<a href="#">UCTU0024_4266910.out</a>	4,530	06/07/2020 8:42:06.140000PM PST

- Click on the **UCTU0024 (ProcessInstanceNumber).csv** hyperlink



	A	B	C	D	E	F	G	H	I
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog Nbr	Acad Prog	Grade
2	1587877			1201	10848	AGE	2012F	HB062	
3	1696132			1201	10848	AGE	2012F	HB001	
4	1757208			1201	10848	AGE	2012F	HB061	

**Note**

Only upload the below 9 columns in the Course List to PeopleSoft. Do not insert or rearrange the columns or enter headings on the Course List spreadsheet. Do not sort these columns or you will not be able to upload this spreadsheet into PeopleSoft.

Enter Final grades on the UCT Course List

**Note**

Do not leave a blank cell (no mark next to a student’s record) in the Grade column or you will not be able to upload these grades into PeopleSoft.

**Note**

Enter the PA grade (for results above 50%) /F grade (for results below 50%), supplementary grade (45S-49S) or OS grade if the student has not yet completed the course into this column. Ensure you enter the correct result next to each student’s name.

**Note**

Ensure that you capture the correct grades, according to the course grading basis

	A	B	C	D	E	F	G	H	I
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog Nbr	Acad Prog	Grade
2	1587877					AGE	2012F	HB062	PA
3	1696132					AGE	2012F	HB001	PA
4	1757208					AGE	2012F	HB061	OS
5	1602570					AGE	2012F	HB001	PA
6	1688438					AGE	2012F	LB002	F
7	1692471			1201	10848	AGE	2012F	HB001	PA
8	1589338			1201	10848	AGE	2012F	SB001	F
9	1719957			1201	10848	AGE	2012F	HB062	DE
10	1584571			1201	10848	AGE	2012F	HB003	AB
11	1787023			1201	10848	AGE	2012F	CZ091	PA

- In the **Grade** column, enter the **Final grades** next to each student’s record.
- **Very Important:** Click **File, Save As** to save the spreadsheet as a **CSV (Comma Delimited)** file with the course list name e.g. **AGE2012F**
- Click on the **Save** button.

## 3.2 Uploading Final Grades

**Note** Before you start uploading Final grades into PeopleSoft, you must have entered the correct grades for each student onto the Course List and **saved the Microsoft Excel spreadsheet as a CSV (Comma delimited) file**. Before you upload these Final grades into PeopleSoft, check the results against each student's record again.

### Navigate to UCT Grade Upload

Curriculum Management > Grading > UCT Grade Upload

### Enter a Run Control ID

#### Grade Post

Find an Existing Value **Add a New Value**

Run Control ID **Grade\_Upload**

Add

- Enter a relevant **Run Control ID** (there must be no spaces in the name)
- Click on the **Add button**

**Note** Use an existing Run Control ID by clicking on **Find an Existing Value, Search and selecting an existing Run Control ID** or **Add a New Value** if it is the first time you are running the report

#### UCT Grade Upload

Run Control ID: Grade\_Upload

Report Manager Process Monitor

Run

Upload Selection Criteria	
*Academic Institution:	UCT01 University of Cape Town
*Term:	1201 2020
*Session:	Semester 1
*Subject:	AGE Archaeology
*Catalog Number:	2012F
*Grade Roster:	Final Grade
*Mid-Term Grades:	<input checked="" type="radio"/> New <input type="radio"/> Replace

### Enter Course List information

- The **Academic Institution** will default as **UCT01**
- Lookup the relevant **Term**
- Lookup the correct **Session**
- Lookup the relevant **Subject** (Department Code) Lookup and select the relevant **Catalog Nbr**
- Select **Final Grade Roster**

**Caution** Final Grades that have been uploaded **CANNOT** be replaced. **DO NOT SELECT REPLACE.**

## UCT Grade Upload

Run Control ID: Grade\_Upload

[Report Manager](#)

[Process Monitor](#)

**Run**

**Upload Selection Criteria**

*Academic Institution:	UCT01	University of Cape Town	
*Term:	1201	2020	
*Session:	Semester 1		
*Subject:	AGE	Archaeology	
*Catalog Number:	2012F		
*Grade Roster:	Final Grade		
*Mid-Term Grades:	<input checked="" type="radio"/> New <input type="radio"/> Replace		

- Click on the **Run button**

### Browse for your CSV spreadsheet

File Attachment ✕

[Help](#)

**Browse...** No file selected.

**Upload** **Cancel**

- Click on the **Browse button**

File Attachment ✕

[Help](#)

C:\Users\01...Downloads\Fina **Browse...**

**Upload** **Cancel**

- Locate and select the **correct** Course List e.g. **AGE2012F** saved as a **CSV** file to upload into PeopleSoft
- Click the **Upload** button - a message will confirm the **File Transfer** was successfully uploaded into PeopleSoft if you downloaded the latest UCT Course List form PeopleSoft, did not change the format of the spreadsheet and if you saved it as a CSV.

### Message

File Transfer Successful : Time 10 seconds (21000,93)

**OK**

- Click on the **OK button** on the **Message** dialogue box



### Process Scheduler Request

User ID: 01452596      Run Control ID: Grade\_Upload

Server Name: [dropdown]      Run Date: 06/07/2020 [BT]

Recurrence: [dropdown]      Run Time: 9:05:54PM      [Reset to Current Date/Time](#)

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UCT_GRD_RSTR	UCT_GRD_RSTR	Application Engine	Web	TXT	Distribution

[OK](#)   [Cancel](#)

- Click on the **OK button**

### Accessing the Process Monitor

#### UCT Grade Upload

Run Control ID: Grade\_Upload      [Report Manager](#)      [Process Monitor](#)      [Run](#)

Process Instance: 4266912

**Upload Selection Criteria**

\*Academic Institution: UCT01      University of Cape Town

\*Term: 1201      2020

\*Session: Semester 1

\*Subject: AGE      Archaeology

\*Catalog Number: 2012F

\*Grade Roster: Final Grade

\*Mid-Term Grades:  New    Replace

- The grades are being uploaded from the spreadsheet into PeopleSoft. A unique **Process Instance Number** is assigned to the report automatically
- Click on the **Process Monitor** hyperlink (this takes you to the **Process Request** page)

[Process List](#)   [Server List](#)

#### View Process Request For

User ID: 01452596    Type: [dropdown]    Last: [dropdown]    90 Days    [Refresh](#)

Server: [dropdown]    Name: [dropdown]    Instance From: [dropdown]    Instance To: [dropdown]    [Report Manager](#)

Run Status: [dropdown]    Distribution Status: [dropdown]     Save On Refresh

#### Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4266912		Application Engine	UCT_GRD_RSTR	01452596	06/07/2020 9:08:18PM PST	Success	Posted	<a href="#">Details</a>

- Click on the **Refresh** button. The **Run Status** must read **Success** and the **Distribution Status** must read **Posted**
- Click on the **Details** hyperlink



## Checking the Message Log

### Process Detail

#### Process

Instance	4266912	Type	Application Engine
Name	UCT_GRD_RSTR	Description	UCT_GRD_RSTR
Run Status	Success	Distribution Status	Posted

#### Run

Run Control ID	Grade_Upload
Location	Server
Server	PSNT
Recurrence	

#### Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

#### Date/Time

Request Created On	06/07/2020 9:08:23PM PST
Run Anytime After	06/07/2020 9:08:18PM PST
Began Process At	06/07/2020 9:08:41PM PST
Ended Process At	06/07/2020 9:08:56PM PST

#### Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)
- [View Locks](#)

- Click on the **View Log/Trace** hyperlink

### View Log/Trace

#### Report

Report ID	2459434	Process Instance	4266912	<a href="#">Message Log</a>
Name	UCT_GRD_RSTR	Process Type	Application Engine	
Run Status	Success			

UCT\_GRD\_RSTR

#### Distribution Details

Distribution Node	DISTNODE	Expiration Date	05/08/2020
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#### File List

Name	File Size (bytes)	Datetime Created
AE_UCT_GRD_RSTR_4266912.log	8,500	06/07/2020 9:08:56.070000PM PST

- Click on the **AE\_UCT\_GRD\_RSTR\_(Process Instance Number).log** file



**Final Term Grades output log file:**

AE\_UCT\_GRD\_RSTR                    UCT Grade Upload Report                    2020-07-06

=====  
=====

Input Params:

=====  
Process Instance:            4266912  
Run Control ID:            Grade\_Upload  
User:                        01452596  
Term:                        1201 - Year: 2020  
Session Code:              SM1 - Semester One  
Subject:                    AGE  
Catalog Number:            2012F  
&Course\_code              AGE2012F  
Grade Roster Type:        FIN - Final Grade  
Mid-Term Grades:            N - New

=====  
Class: 10848

-----  
1587877 [REDACTED] - PA Copied to Grade Roster  
1696132 [REDACTED] Michael Richard Richard - PA Copied to Grade Roster  
1757208 [REDACTED] dré - OS Copied to Grade Roster  
1602570 [REDACTED] le Karleen - PA Copied to Grade Roster  
1688438 [REDACTED] on Charles - F Copied to Grade Roster  
1692471 [REDACTED] Casey Jade - PA Copied to Grade Roster  
1589338 [REDACTED] F Copied to Grade Roster



**Note** The Message Log file can be printed out and used for checking purposes. Any errors should be noted and investigated before proceeding further. The report shows the grade that has been uploaded next to each student’s record and copied into the Grade Roster.



If you navigate to the **Grade Roster**, [Curriculum Management](#)> [Grading](#)> [Grade Roster](#), you will see the grade roster Mid-term or Final grades which have been loaded for this course



### 3.3: Viewing Uploaded Final Grades via Grade Roster

#### Navigate to Grade Roster

Curriculum Management > Grading > Grade Roster

#### Grade Roster

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

[Find an Existing Value](#)

**Search Criteria**

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

Class Nbr =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

#### Search for the course

- Enter the relevant **Term** in the field
- Enter the **Subject Area** (Department Code) in the field
- Enter the course **Catalog Number** in the field
- Click on the **Search** button

#### Grade Roster

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

[Find an Existing Value](#)

**Search Criteria**

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

Class Nbr =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

#### Search Results

View All First 1-3 of 3 Last

Academic Institution	Term	Short Description	Subject Area	Catalog Nbr	Campus	Session	Course Offering Nbr	Class Section	Course ID	Description	Class Nbr
UCT01	1181 2018		BUS	4006W	MAIN	Full Year 1		LG01	101713	Org Psych Hons Coursework	5185
UCT01	1181 2018		BUS	4006W	MAIN	Full Year 1		LG02	101713	Org Psych Hons Coursework	5194
UCT01	1181 2018		BUS	4006W	MAIN	Full Year 1		LG03	101713	Org Psych Hons Coursework	5195

#### Note

If there is more than one class section (e.g.: LG01, LG02, LG03) that has been scheduled for this course. Click on each Lecture Group to view the grades that have been uploaded for the students enrolled onto this course or use the Next in List and Previous in List buttons to

[Previous in List](#) [Next in List](#)

navigate to the next or previous class section.

On the Grade Roster Type Tab you will be able to view which type of Grade Roster has been generated.

- In the example below, the **Mid-Term and Final roster** has been created.

Grade Roster Type | Grade Roster

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Partial Post		
1 Mid-Term Grade	Mid-Term Grade	Not Reviewed		<input type="checkbox"/>		Create	+ -
2 Final Grade	Final Grade	Not Reviewed	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create Post	+ -

Grade Roster Type | **Grade Roster** ←

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Partial Post		
1 Mid-Term Grade	Mid-Term Grade	Not Reviewed		<input type="checkbox"/>		Create	+ -
2 Final Grade	Final Grade	Not Reviewed	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create Post	+ -

- Click on the **Grade Roster** tab to view the students' Final grades

**Note**

The grades are still available for editing, ensure you check and verify that they have been updated correctly.

Grade Roster\_Type | Grade Roster

**Grade Roster** Find First 2 of 2 Last

Term 2020 Class Nbr 10848 The First People Section LG01  
 Session Semester 1 AGE Catalog 2012F Seq Nbr 2

Roster Type  
 Final Grade Final Grade  Display Unassigned Roster Grade Only  
 Approval Status Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 1587877	Abraham, David	PA		Undergrad	Graded	Pending	Detail	Note
2 1696132	Abdel, South Africa (Richard) Richard	PA		Undergrad	Graded	Pending	Detail	Note
3 1757208	Aggrey, Othman Othman	OS		Undergrad	Graded	Pending	Detail	Note
4 1602570	Aggrey, Othman Othman	PA		Undergrad	Graded	Pending	Detail	Note
5 1688438	Chikwanda, Benjamin Benjamin	F		Undergrad	Graded	Pending	Detail	Note
6 1692471	Chikwanda, Benjamin Benjamin	PA		Undergrad	Graded	Pending	Detail	Note
7 1589338	Chikwanda, Benjamin Benjamin	F		Undergrad	Graded	Pending	Detail	Note
8 1719957	Chikwanda, Benjamin Benjamin	DE		Undergrad	Graded	Pending	Detail	Note
9 1584571	Chikwanda, Benjamin Benjamin	AB		Undergrad	Graded	Pending	Detail	Note

- Go to the student's record where the grade needs to be changed
- Click into the **Roster Grade** field next to the relevant student's name, delete the current grade and enter the new grade

**Note**

Enter the PA grade (for results above 50%) /F grade (for results below 50%), supplementary grade (45S-49S) or OS grade if the student has not yet completed the course into this column. Ensure you enter the correct result next to each student's name.

- Click the **Save** button save the new grade

**Note**

The **Grade Roster** can be left in a 'saved' state until the final results are to be posted.

### 3.4: Approving and Posting your marks

Grade Roster Type | Grade Roster

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Override	Partial Post	
1 Mid-Term Grade	Mid-Term Grade	Approved	07/07/2020				+ -
2 Final Grade	Final Grade	Not Reviewed		Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create Post + -

- Click on the **Grade Roster Type** tab
- Click on the **Approval Status** in the drop-down list
- Select **Approved**

Grade Roster Type | Grade Roster

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Partial Post	
1 Mid-Term Grade	Mid-Term Grade	Approved	07/07/2020			+ -
2 Final Grade	Final Grade	Approved	07/07/2020	Ready to Post	<input type="checkbox"/>	Post + -

- Click on the **Post** button- this automatically saves the file.

**Note** Changes made after marks have been posted due to errors must be submitted to the either the relevant faculty office (individual mark changes) or to the Examinations Office (where the entire course’s marks need to change). Refer to the business process rules when you submit mark changes to the relevant faculty office and to the Examinations Office.

Grade Roster Type | Grade Roster

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Posting Date
1 Mid-Term Grade	Mid-Term Grade	Approved	07/07/2020		
2 Final Grade	Final Grade	Approved	07/07/2020	Posted	07/07/2020

**Note** These marks will now also reflect under the **Official Grade** column in the **Grade Roster** once the midterm grade has been approved and Final grades have been posted.

Grade Roster Type | Grade Roster

**Grade Roster** Find First 1 of 2 Last

Term 2020 Class Nbr 10848 The First People Section LG01  
 Session Semester 1 AGE Catalog 2012F Seq Nbr 1

Roster Type

Mid-Term Grade Mid-Term Grade  Display Unassigned Roster Grade Only  
 Approval Status Approved

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Detail	Note
1 1587877	Abrahams,Zarah	51	PA	Undergrad	Graded	Detail	Note
2 1696132	Ambler-Smith,Michael Richard Richard	52	PA	Undergrad	Graded	Detail	Note
3 1757208	August,Ethan André	OS	OS	Undergrad	Graded	Detail	Note



## Section 4: Uploading Mid-term or Final Grades Manually

### 4.1: Entering Mid-Term or Final grades manually via the Grade Roster

**Note** Use this procedure to enter Mid-term or Final grades directly into the Grade Roster.

The use of the Grade Roster to input grades directly into PeopleSoft is useful when you have small classes.

**Caution** Create one Mid-Term Grade Roster per set of Mid-Term grades. Do not create multiple Mid-Term grade Rosters. If you create more than one Grade Roster in error, log a call with the SSS help desk with the sequence number of the duplicate Grade Roster you want to delete. The Student Records Office (SRO) will delete duplicate Mid-term Grade Roster.

**Note** If a Grade Roster already exists for the Final Grades, you cannot use the Grade Upload Function. You will be required to log a call with SSS to remove the Grade Roster before proceeding with the Grade upload function.

#### Navigate to the Grade Roster

Curriculum Management > Grading > Grade Roster

#### Grade Roster

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

Find an Existing Value

Search Criteria

Academic Institution begins with UCT01

Term begins with 1201

Subject Area begins with AGE

Catalog Nbr begins with 2012F

Campus begins with

Session =

Course Offering Nbr =

Class Section begins with

Description begins with

Class Nbr =

Case Sensitive

Search Clear Basic Search Save Search Criteria

#### Enter the Course List information

- The **Academic Institution** will default as **UCT01**
- Lookup the relevant **Term**
- Enter the relevant **Subject Area (Department Code)**
- Enter the relevant **Catalog Nbr**
- Click on the **Search** button

**Caution** A course may have more than one class section or more than one class. This means you will load Mid-term or Final grades for each class section. For example, two lecture groups/classes are set up for this course CML2001F. Students may therefore be enrolled into both lecture groups. You will therefore have to load Mid-Term or Final grades on both class sections, namely LG (lecture group) 01 and LG02 where there are students enrolled on the particular class.

### Class Section

Each section created in Schedule of Classes is equivalent to one class e.g. **LG01** represents one lecture group or class.

#### Grade Roster

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

**Search Criteria**

Academic Institution begins with UCT01

Term begins with 1181

Subject Area begins with BUS

Catalog Nbr begins with 4006W

Campus begins with

Session =

Course Offering Nbr =

Class Section begins with

Description begins with

Class Nbr =

Case Sensitive

[Basic Search](#)

#### Search Results

View All First 1-3 of 3 Last

Academic Institution	Term	Short Description	Subject Area	Catalog Nbr	Campus	Session	Course Offering Nbr	Class Section	Course ID	Description	Class Nbr
UCT01	1181 2018		BUS	4006W	MAIN	Full Year 1		LG01	101713	Org Psych Hons Coursework	5185
UCT01	1181 2018		BUS	4006W	MAIN	Full Year 1		LG02	101713	Org Psych Hons Coursework	5194
UCT01	1181 2018		BUS	4006W	MAIN	Full Year 1		LG03	101713	Org Psych Hons Coursework	5195



**Remember you will now enter Mid-term or Final grades for the first class section LG01, of this course.**

### Create the Grade Roster and enter student grades

**Grade Roster Type** | **Grade Roster**

Course ID 002687 Writing in the Performing Arts Offer Nbr 1 University of Cape Town

DOH Catalog 1005F Class Section LG01 2020

Use Blind Grading Class Nbr 6604 Semester One

\*Grade Roster Type \*Description

1	<b>Final Grade</b>	
	Mid-Term Grade	

- Use the drop-down list to select **Mid-term or Final Grade** in the **Grade Roster Type** field

### The Create button on the Grade Roster Type page

**Note** If you do not click the **Create** button on the **Grade Roster Type** page and click on the **Grade Roster** tab after selecting type of grade roster you are creating, no students will be displayed as enrolled onto the course. Remember to click the **Create** button. See the following screenshot.

Grade Roster Type **Grade Roster**

**Grade Roster** Find First 1 of 1 Last

Term 2020 Class Nbr 6604 Writing in the Performing Arts Section LG01  
 Session Semester 1 DOH Catalog 1005F Seq Nbr 1

**Roster Type**

Mid-Term Grade Mid-Term Grade

This grade roster has not been generated or there are no students enrolled in this class.

### Mid Term Grade Roster:

Grade Roster Type **Grade Roster**

Course ID 002687 Writing in the Performing Arts Offer Nbr 1 University of Cape Town  
 DOH Catalog 1005F Class Section LG01 2020  
 Use Blind Grading Class Nbr 6604 Semester One

\*Grade Roster Type \*Description Override

1 **Mid-Term Grade** Mid-Term Grade  **Create** + -

- Use the drop-down list to select **Mid-term Grade** in the **Grade Roster Type** field
- Click the **Create** button to create the **Grade Roster**.
- Click on the **Grade Roster Type** tab, to view enrolled students

Grade Roster Type **Grade Roster**

**Grade Roster** Find First 1 of 1 Last

Term 2020 Class Nbr 6604 Writing in the Performing Arts Section LG01  
 Session Semester 1 DOH Catalog 1005F Seq Nbr 1

**Roster Type**

Mid-Term Grade Mid-Term Grade  Display Unassigned Roster Grade Only  
 Approval Status Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Detail	Note
1 1646863	Baraka Ntshaba / Hlope	65		Undergrad	Graded	Detail	Note
2 1656922	Baraka Ntshaba / Hlope	45		Undergrad	Graded	Detail	Note
3 1769248	Baraka Ntshaba / Hlope	OS		Undergrad	Graded	Detail	Note
4 1720326	Baraka Ntshaba / Hlope	LOA		Undergrad	Graded	Detail	Note
5 1369870	Baraka Ntshaba / Hlope	OS		Undergrad	Graded	Detail	Note

Save Return to Search Notify Refresh

- Enter the **Mid-term grades** in the **Roster Grade** fields next to each student's name

**Note** Enter the Final grade percentages for the Mid-Term grades, into this column, the supplementary grade (45S-49S) or OS grade if the student has not yet completed the course. Make sure you enter the correct result next to each student's name. If the student has a grade of DE, INC, AB or LOA in the final grades it will be uploaded as the mid-term grades as well.

- Click the **Save** button or the grades you entered will not be saved on the **Grade Roster** page
- Click on the **Next in List** button to enter grades for **LG02**

**Note** Remember if there is more than one lecture group/class section set up for a course, you need to enter grades for each lecture group/class section.

**Final Grade Roster:**

Grade Roster Type | Grade Roster

Course ID 002687 Writing in the Performing Arts Offer Nbr 1 University of Cape Town  
 DOH Catalog 1005F Class Section LG01 2020  
 Use Blind Grading Class Nbr 6604 Semester One

*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Partial Post	
1 Mid-Term Grade	Mid-Term Grade	Not Reviewed		<input type="checkbox"/>		Create + -
2 Final Grade	Final Grade	Not Reviewed	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create Post + -

- Use the drop-down list to select **Final Grade** in the **Grade Roster Type** field
- Click the **Create** button to create the **Grade Roster**
- Click on the **Grade Roster Type** tab, to view enrolled students

**Caution** Create a Final Grade Roster only when you upload and post final results.

Grade Roster Type | Grade Roster

**Grade Roster** Find First 2 of 2 Last

Term 2020 Class Nbr 6604 Writing in the Performing Arts Section LG01  
 Session Semester 1 DOH Catalog 1005F Seq Nbr 2

**Roster Type**  
 Final Grade Final Grade  Display Unassigned Roster Grade Only  
 Approval Status Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 1646863	Reynolds, Brandon / Hugo	PA		Undergrad	Graded	Pending	Detail	Note
2 1656922	Reynolds, Ingeborg	F		Undergrad	Graded	Pending	Detail	Note
3 1769248	Reynolds, Ingeborg	OS		Undergrad	Graded	Pending	Detail	Note
4 1720326	Reynolds, Ingeborg	LOA		Undergrad	Graded	Pending	Detail	Note
5 1369870	Reynolds, Ingeborg	OS		Undergrad	Graded	Pending	Detail	Note

Save Return to Search Notify Refresh

- Enter the **Final grades** in the **Roster Grade** fields next to each student's name

**Note** Enter the PA grade (for results above 50%) /F grade (for results below 50%), supplementary grade (45S-49S) or OS grade if the student has not yet completed the course into this column. Ensure you enter the correct result next to each student's name.

- Click on the **Save** button or the grades you entered will not be saved on this page



### Previous and Next in List buttons

Grade Roster Type | **Grade Roster**

**Grade Roster** Find First 1 of 1 Last

Term 2018 Class Nbr 5194 Org Psych Hons Coursework Section LG02  
 Session Full Year BUS Catalog 4006W Seq Nbr 1

**Roster Type**

Final Grade Final Grade  Display Unassigned Roster Grade Only  
 Approval Status Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 1518599		<input type="text"/>		Undergrad	Graded	Pending	<a href="#">Detail</a>	<a href="#">Note</a>
2 1467080		<input type="text"/>		Undergrad	Graded	Pending	<a href="#">Detail</a>	<a href="#">Note</a>



You can use the **Previous in List** and **Next in List** buttons to move from one class section's **Grade Roster** to the next where more than one class has been set up for a course. Alternatively use the **Return to Search** button on the Grade Roster page and navigate from one class section to the next by clicking on the relevant **Class Section** hyperlink. See the following screenshot

## 4.2: Making changes to Mid-term/Final grades on the Grade Roster

**Note** If you need to make a change to a Mid-Term or Final grades after you have uploaded the result or entered it on the Grade Roster page, you can change the mark on the **Grade Roster** page. You can use these instructions in instances where you were given the incorrect result for the student or where you entered the incorrect grade for a student.

**Note** Departments can only make changes to the Final marks in the Grade Roster before they have been posted.

### Navigate to the Grade Roster

#### Curriculum Management > Grading > Grade Roster Grade Roster

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

Find an Existing Value

▼ Search Criteria

Academic Institution begins with UCT01

Term begins with 1201

Subject Area begins with AGE

Catalog Nbr begins with 2012F

Campus begins with

Session =

Course Offering Nbr =

Class Section begins with

Description begins with

Class Nbr =

Case Sensitive

Search Clear Basic Search Save Search Criteria

### Enter the Course List information

- The **Academic Institution** will default as **UCT01**
- Lookup or enter and select the relevant **Term**
- Enter the relevant **Subject Area** (Department Code)
- Enter the relevant **Catalog Nbr**
- Click on the **Search** button

### Accessing the Grade Roster Page to make changes

Grade Roster Type **Grade Roster**

Course ID 100211 The First People Offer Nbr 1 University of Cape Town

AGE Catalog 2012F Class Section LG01 2020

Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Partial Post	
1 Mid-Term Grade	Mid-Term Grade	Not Reviewed		<input type="checkbox"/>		Create
2 Final Grade	Final Grade	Not Reviewed	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create Post

- Click on the **Grade Roster** tab

- In the example below, the **Mid-Term grade roster** has been created.

Grade Roster Type: **Grade Roster**

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Partial Post
1 Mid-Term Grade	Mid-Term Grade	Not Reviewed		<input type="checkbox"/>	Create

Grade Roster Type: **Grade Roster** ←

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Partial Post
1 Mid-Term Grade	Mid-Term Grade	Not Reviewed		<input type="checkbox"/>	Create

- Click on the **Grade Roster** tab to view the students' grades

**Note** The grades are still available for editing

Grade Roster Type: **Grade Roster**

**Grade Roster** Find First 1 of 2 Last

Term 2020 Class Nbr 10848 The First People Section LG01  
 Session Semester 1 AGE Catalog 2012F Seq Nbr 1

Roster Type: Mid-Term Grade Mid-Term Grade  Display Unassigned Roster Grade Only  
 Approval Status Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Detail	Note
1	1587877	51		Undergrad	Graded	Detail	Note
2	1696132	52		Undergrad	Graded	Detail	Note
3	1757208	OS		Undergrad	Graded	Detail	Note
4	1602570	60		Undergrad	Graded	Detail	Note
5	1688438	45		Undergrad	Graded	Detail	Note
6	1692471	60		Undergrad	Graded	Detail	Note
7	1589338	40		Undergrad	Graded	Detail	Note
8	1719957	DE		Undergrad	Graded	Detail	Note
9	1584571	AB		Undergrad	Graded	Detail	Note

- Go to the student's record where the grade needs to be changed
- Click into the **Roster Grade** field next to the relevant student's name, delete the current grade and enter the new grade
- Click the **Save** button save the new grade

**Note** The **Grade Roster** can be left in a 'saved' state until the final results are to be posted.

Grade Roster Type: **Grade Roster**

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Override	Partial Post
1 Mid-Term Grade	Mid-Term Grade	Approved	07/07/2020			

- Once results are approved select the **Approval Status: Approved**

Grade Roster Type **Grade Roster** ←

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Partial Post	
1 Mid-Term Grade	Mid-Term Grade	Not Reviewed		<input type="checkbox"/>		Create + -
2 Final Grade	Final Grade	Not Reviewed	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create Post + -

- Click on the **Grade Roster** tab to view the students' Final grades

**Note**

The grades are still available for editing, ensure you check and verify that they have been updated correctly

Grade Roster\_Type **Grade Roster**

Grade Roster Find First 2 of 2 Last

Term 2020 Class Nbr 10848 The First People Section LG01  
 Session Semester 1 AGE Catalog 2012F Seq Nbr 2

Roster Type  
 Final Grade Final Grade  Display Unassigned Roster Grade Only  
 Approval Status Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 1587877	Mohamed, David	PA		Undergrad	Graded	Pending	Detail	Note
2 1696132	Mohamed, David (Student)	PA		Undergrad	Graded	Pending	Detail	Note
3 1757208	Mogana, Chitra	OS		Undergrad	Graded	Pending	Detail	Note
4 1602570	Mogana, Chitra	PA		Undergrad	Graded	Pending	Detail	Note
5 1688438	Murphy, Simon	F		Undergrad	Graded	Pending	Detail	Note
6 1692471	Murphy, Simon	PA		Undergrad	Graded	Pending	Detail	Note
7 1589338	N, N	F		Undergrad	Graded	Pending	Detail	Note
8 1719957	N, N	DE		Undergrad	Graded	Pending	Detail	Note
9 1584571	N, N	AB		Undergrad	Graded	Pending	Detail	Note

- Go to the student's record where the grade needs to be changed
- Click into the **Roster Grade** field next to the relevant student's name, delete the current grade and enter the new grade
- Click the **Save** button save the new grade

**Note**

The **Grade Roster** can be left in a 'saved' state until the final results are to be posted.

### 4.3: Approving and Posting your marks

Grade Roster Type **Grade Roster**

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Override	Partial Post	
1 Mid-Term Grade	Mid-Term Grade	Approved	07/07/2020		<input type="checkbox"/>		+ -
2 Final Grade	Final Grade	Not Reviewed		Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create Post + -

- Click on the **Grade Roster Type** tab
- Click on the **Approval Status** in the drop-down list
- Select **Approved**



# Student Systems Support Documentation

Grade Roster Type | Grade Roster

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Partial Post	
1 Mid-Term Grade	Mid-Term Grade	Approved	07/07/2020			+ -
2 Final Grade	Final Grade	Approved	07/07/2020	Ready to Post	<input type="checkbox"/>	Post + -

- Click on the **Post** button- this automatically saves the file.

**Note** Changes made after marks have been posted due to errors must be submitted to the either the relevant faculty office (individual mark changes) or to the Examinations Office (where the entire course’s marks need to change). Refer to the business process rules when you submit mark changes to the relevant faculty office and to the Examinations Office.

Grade Roster Type | Grade Roster

Course ID 100211 The First People Offer Nbr 1 University of Cape Town  
 AGE Catalog 2012F Class Section LG01 2020  
 Use Blind Grading Class Nbr 10848 Semester One

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Posting Date
1 Mid-Term Grade	Mid-Term Grade	Approved	07/07/2020		
2 Final Grade	Final Grade	Approved	07/07/2020	Posted	07/07/2020

**Note** These marks will now also reflect under the **Official Grade** column in the **Grade Roster** and on the students’ transcripts.

Grade Roster Type | Grade Roster

**Grade Roster** Find First 1 of 2 Last

Term 2020 Class Nbr 10848 The First People Section LG01  
 Session Semester 1 AGE Catalog 2012F Seq Nbr 1

**Roster Type**

Mid-Term Grade Mid-Term Grade  Display Unassigned Roster Grade Only  
 Approval Status Approved

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Detail	Note
1 1587877	Abrahams,Zarah	51	PA	Undergrad	Graded	Detail	Note
2 1696132	Ambler-Smith,Michael Richard Richard	52	PA	Undergrad	Graded	Detail	Note
3 1757208	August,Ethan André	OS	OS	Undergrad	Graded	Detail	Note

## 4.4: Replacing Mid-term grades via the Grade Upload function

**▶ Caution** By Selecting **Replace Mid-Term Grades**, means that you intend to replace the last mid-term Grade Roster you previously uploaded. You cannot replace **final grades** using the grade upload function.

\*Mid-Term Grades:  New  Replace

### Navigate to UCT Grade Upload

Curriculum Management> Grading> UCT Grade Upload

#### UCT Grade Upload

Run Control ID: Grade\_Upload

Report Manager Process Monitor

Run

Upload Selection Criteria	
*Academic Institution:	UCT01 University of Cape Town
*Term:	1201 2020
*Session:	Semester 1
*Subject:	AGE Archaeology
*Catalog Number:	2012F
*Grade Roster:	Mid-Term Grade
*Mid-Term Grades:	<input type="radio"/> New <input checked="" type="radio"/> Replace

### Enter a Run Control ID

**▶ Note** Use an existing run control ID e.g. **Grade\_Upload**

### Enter Course List information

- The **Academic Institution** will default as **UCT01**
- Lookup the relevant **Term**
- Lookup the correct **Session**
- Lookup the relevant **Subject (Department Code)**
- Lookup t the relevant **Catalog Nbr**
- Select **Mid-Term Grade** as the **Grade Roster**
- Select the **Replace remote button** as the **Mid-Term Grades Roster**
- Click on the **Run** button

### Browse for your CSV spreadsheet

- Click on the **Browse button**



File Attachment

Help

C:\Users\01\Downloads\Fina Browse...

Upload Cancel

- Find and select the **correct** Course List e.g. **AGE2012F** saved as a **CSV** file to upload into PeopleSoft

- Click on the **Upload** button - a message will confirm the **File Transfer** was successfully uploaded into PeopleSoft if you downloaded the latest UCT Course List from PeopleSoft, did not change the format of the spreadsheet and if you saved it as a CSV.

### Message

File Transfer Successful : Time 10 seconds (21000,93)



- Click on the **OK button** on the **Message** dialogue box

### Process Scheduler Request

User ID  Run Control ID Grade\_Upload

Server Name  Run Date

Recurrence  Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UCT_GRD_RSTR	UCT_GRD_RSTR	Application Engine	Web	TXT	Distribution



- Click on the **OK button**

### Accessing the Process Monitor

#### UCT Grade Upload

Run Control ID: Grade\_Upload [Report Manager](#) [Process Monitor](#)

Process Instance: 4266924

Upload Selection Criteria	
*Academic Institution:	<input type="text" value="UCT01"/> University of Cape Town
*Term:	<input type="text" value="1201"/> 2020
*Session:	<input type="text" value="Semester 1"/>
*Subject:	<input type="text" value="AGE"/> Archaeology
*Catalog Number:	<input type="text" value="2012F"/>
*Grade Roster:	<input type="text" value="Mid-Term Grade"/>
*Mid-Term Grades:	<input checked="" type="radio"/> New <input type="radio"/> Replace

- The grades are being uploaded from the spreadsheet into PeopleSoft. A unique **Process Instance Number** is assigned to the report automatically
- Click on the **Process Monitor** hyperlink (this takes you to the **Process Request** page)



Process List Server List

View Process Request For

User ID   Type  Last  90 Days

Server  Name   Instance From  Instance To  [Report Manager](#)

Run Status  Distribution Status   Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4266912		Application Engine	UCT_GRD_RSTR	01452596	06/07/2020 9:08:18PM PST	Success	Posted	<a href="#">Details</a>

- Click on the **Refresh** button. The **Run Status** must read **Success** and the **Distribution Status** must read **Posted**
- Click on the **Details** hyperlink

### Checking the Message Log

#### Process Detail

Process

Instance 4266912 Type Application Engine  
 Name UCT\_GRD\_RSTR Description UCT\_GRD\_RSTR  
 Run Status Success Distribution Status Posted

Run

Run Control ID Grade\_Upload  
 Location Server  
 Server PSNT  
 Recurrence

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On 06/07/2020 9:08:23PM PST  
 Run Anytime After 06/07/2020 9:08:18PM PST  
 Began Process At 06/07/2020 9:08:41PM PST  
 Ended Process At 06/07/2020 9:08:56PM PST

Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)
- [View Locks](#)

- Click on the **View Log/Trace** hyperlink



### View Log/Trace

#### Report

Report ID 2459434      Process Instance 4266912      [Message Log](#)  
 Name UCT\_GRD\_RSTR      Process Type Application Engine  
 Run Status Success

UCT\_GRD\_RSTR

#### Distribution Details

Distribution Node DISTNODE      Expiration Date 05/08/2020

#### File List

Name	File Size (bytes)	Datetime Created
AE_UCT_GRD_RSTR_4266912.log	8,500	06/07/2020 9:08:56.070000PM PST

- Click on the **AE\_UCT\_GRD\_RSTR\_(Process Instance Number).log** file

AE\_UCT\_GRD\_RSTR      UCT Grade Upload Report      2020-07-06

=====  
 =====  
 =====

#### Input Params:

=====

Process Instance:      4266913  
 Run Control ID:      Grade\_Upload  
 User:      01452596  
 Term:      1201 - Year: 2020  
 Session Code:      SM1 - Semester One  
 Subject:      AGE  
 Catalog Number:      2012F  
 &Course\_code      AGE2012F  
 Grade Roster Type:      MID - Mid-Term Grade  
 Mid-Term Grades:      Y - Replace

=====

Class: 10848

-----

1587877 [\[Link\]](#) Michael, David - 51 Copied to Grade Roster  
 1696132 [\[Link\]](#) Michael Richard Richard - 52 Copied to Grade Roster



If you navigate to the Grade Roster, Curriculum Management> Grading> Grade Roster, search for your course and click on the Grade Roster tab, you will see that all the Mid-term grades have been replaced for this course.

Grade Roster\_Type | Grade Roster

**Grade Roster** Find First 1 of 2 Last

Term 2020 Class Nbr 10848 The First People Section LG01  
 Session Semester 1 AGE Catalog 2012F Seq Nbr 1

**Roster Type**

Mid-Term Grade Mid-Term Grade  Display Unassigned Roster Grade Only

Approval Status Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Detail	Note
1 1587877	Abraham, David	51		Undergrad	Graded	Detail	Note
2 1696132	Abraham, David (Student Record)	52		Undergrad	Graded	Detail	Note



Enter the Final grade percentages for the Mid-Term grades, into this column, the supplementary grade (45S-49S) or OS grade if the student has not yet completed the course. Make sure you enter the correct result next to each student's name. If the student has a grade of DE, INC, AB or LOA in the final grades it will be uploaded as the mid-term grades as well.



Mid-term grades are not posted. You can only post final grades. View Grade Roster tab to ensure all the marks are correct before you approve.



## 4.5: Requesting a Confirmation of Results report (Examiners' Course Results Confirmation) FOR FINAL RESULTS ONLY

### ▶ Note

This format of this report is in PDF. Please note you can only request this report after you have posted final grades.

### Navigate to Confirmation of Results

Curriculum Management > Grading > Confirmation of Results

### Examiners Grade Confirmation

Run Control ID

- Click on the **Add a New value** Tab
- Click on the **Add** button

### ▶ Note

Use an existing Run Control ID by clicking on **Find an Existing Value, Search and selecting an existing Run Control ID** or **Add a New Value** if it is the first time you are running a Confirmation of Results

### Course Results Confirmation

Run Control ID Confirmation\_Results

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

Specify WEB/PDF Only

\*Institution:

\*Term:

\*Subject:

\*Catalog Number:

Changed Since Date:

- Lookup the relevant **Term**
- Lookup the **Subject** and **Catalog Nbr**
- Click on the **Run** button



Process Scheduler Request

User ID 01452596 Run Control ID Confirmation\_Results

Server Name  Run Date 07/07/2020

Recurrence  Run Time 3:59:22PM

Time Zone  🔍

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Course Results Confirmation	UCTR0102	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	Distribution

- Click on the **OK** button. This will automatically return you to the **Course Results Confirmation** page.

Refreshing the Process Monitor

Course Results Confirmation

Run Control ID Confirmation\_Results Report Manager

Process Instance: 4266927

\*Institution:  🔍 Specify WEB/PDF Only

\*Term:  🔍

\*Subject:  🔍

\*Catalog Number:  🔍

Changed Since Date:  📅

- A unique **Process Instance Number** is assigned to the report automatically

View Process Request For

User ID  🔍 Type  Last  90 Days

Server  Name  🔍 Instance From  Instance To  [Report Manager](#)

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"/>	4266927		SQR Report	UCTR0102	01452596	07/07/2020 3:59:22PM PST	Success	Posted	<a href="#">Details</a>

- Click on the **Refresh** button. The **Run Status** must read **Success** and the **Distribution Status** must read **Posted**
- Click the **Details** hyperlink



## Viewing the report

### Process Detail

#### Process

Instance	4266927	Type	SQR Report
Name	UCTR0102	Description	Course Results Confirmation
Run Status	Success	Distribution Status	Posted

#### Run

Run Control ID	Confirmation_Results
Location	Server
Server	PSNT
Recurrence	

#### Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

#### Date/Time

Request Created On	07/07/2020 4:00:08PM PST
Run Anytime After	07/07/2020 3:59:22PM PST
Began Process At	07/07/2020 4:00:26PM PST
Ended Process At	07/07/2020 4:00:40PM PST

#### Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)

- Click on the **View Log/Trace** hyperlink

### View Log/Trace

#### Report

Report ID	2459449	Process Instance	4266927	<a href="#">Message Log</a>
Name	UCTR0102	Process Type	SQR Report	
Run Status	Success			

Course Results Confirmation

#### Distribution Details

Distribution Node	DISTNODE	Expiration Date	06/08/2020
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#### File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_UCTR0102_4266927.log</a>	1,742	07/07/2020 4:00:40.770000PM PST
<a href="#">UCTR0102_4266927.PDF</a>	6,504	07/07/2020 4:00:40.770000PM PST
<a href="#">UCTR0102_4266927.out</a>	4,813	07/07/2020 4:00:40.770000PM PST

- Click the **UCTR0102(Process\_Instance\_Number).PDF** hyperlink

