

Manual

Covering material in the training course:

Marks Processing for First Semester 2020

Date Created: 05 July 2020

sss-helpdesk@uct.ac.za 021 650 5227|4720

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Section 1: Contextual Information

All non-exiting undergraduate courses (e.g.: 1st and 2nd year courses for 3-year programme or 1st, 2nd, and 3rd 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.

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.



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





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

- <u>Download the latest Course List</u> 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.
- <u>Do not include 'unauthorised' symbols</u> 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 midterm 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.

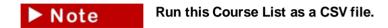
Mid-term grades are not posted. Mid-term grades are not official results and therefore cannot be posted onto the student's transcript. You upload mid-term grades or enter and save them on the Grade Roster page. Only final grades are posted in PeopleSoft which reflects on the student's transcript.



Section 2: Uploading Mid-term Grades System Upload

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



Navigate to UCT Course List

Curriculum Management> Grading> UCT Course List

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

UCT Course List		
Find an Existing Value	Add a New Value	
Run Control ID Course_L	ist	
Add		

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

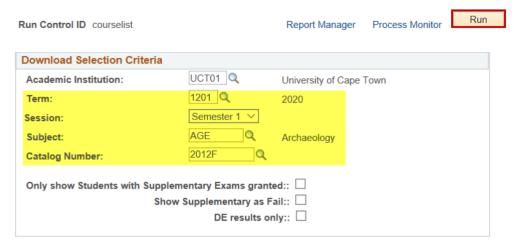
- Click on the Add a New Value tab
 - Enter a relevant Run Control ID (there must be no spaces in the name)
- Click on the Add button



running the report



UCT Course List



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



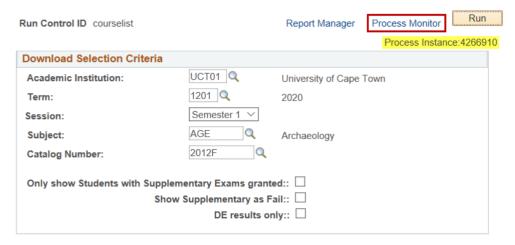


- Report *Type should be Web and report *Format should be CSV
- Click on the **OK button** (this takes you back to the **UCT Course List** screen)

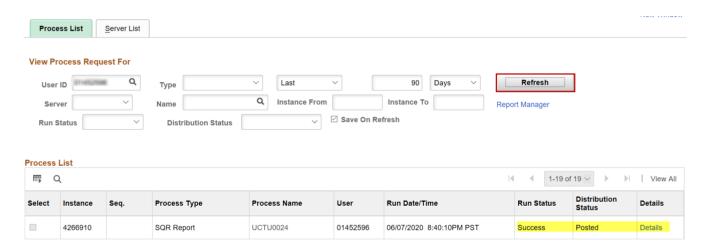


Accessing the Process Monitor

UCT Course List



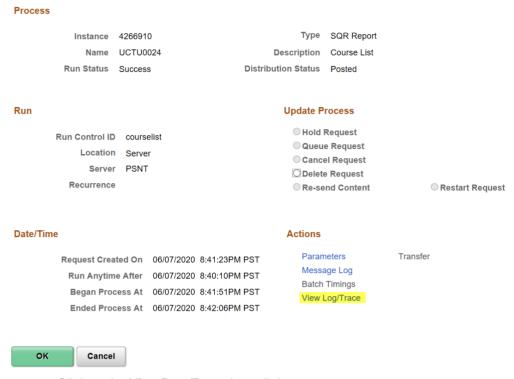
- A unique Process Instance Number is assigned to the report automatically
- Click on the Process Monitor hyperlink



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



Process Detail



• Click on the View/Log Trace hyperlink

View Log/Trace



File List

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

Click on the <u>UCTU0024 (ProcessInstanceNumber).csv hyperlink</u>



	Α	В	С	D	Е	F	G	Н	1
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog N	Acad Prog	Grade
2	1587877	Hames (Annies)	Michigan .	1201	10848	AGE	2012F	HB062	
3	1696132	shafishafii - it	Hellite Sc	1201	10848	AGE	2012F	HB001	
4	1757208	MUSEUTH 1606	Vingerit, rich	1201	10848	AGE	2012F	HB061	

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

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.

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

	Α	В	С	D	Е	F	G	Н	- 1	
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog N	Acad Prog	Grade	
2	1587877	Marris (Mercia)	Mindlette,	1201	10848	AGE	2012F	HB062		51
3	1696132	MARRAMITE	Notifie the	1201	10848	AGE	2012F	HB001		52
4	1757208	MATERIAL	Yegers, 64	1201	10848	AGE	2012F	HB061	OS	
5	1602570	MATERIAL PROPERTY.	Higani, /	1201	10848	AGE	2012F	HB001	DE	
6	1688438	HHILAME	-Nonneau	1201	10848	AGE	2012F	LB002		45

- In the **Grade** column, enter the **Mid-term grades** next to each student's record.
- <u>Very Important:</u> 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

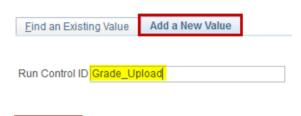
Before you start uploading Mid-term grades into PeopleSoft, you must have entered the correct grades for each student onto the Course List and saved the Microsoft Excel spreadsheet as a CSV (Comma delimited) file. Before you upload these Mid-term or Final grades into PeopleSoft, check the results against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

Navigate to UCT Grade Upload

Curriculum Management> Grading> UCT Grade Upload

Enter a Run Control ID

Grade Post



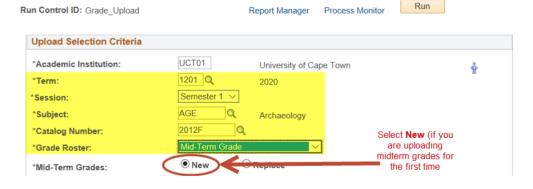
- Add
- Enter a relevant Run Control ID (there must be no spaces in the name)
- Click on the Add button



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



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

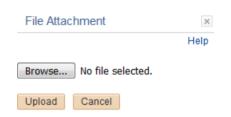


When Selecting Replace Mid-Term Grades, means you will replace the last Mid-term Grade Roster you previously uploaded. This does not apply to final grades, as final Grades that have been uploaded cannot be replaced.

UCT Grade Upload Run Control ID: Grade_Upload Report Manager Process Monitor **Upload Selection Criteria** UCT01 *Academic Institution: University of Cape Town 1201 2020 Semester 1 V *Session: AGE *Subject: *Catalog Number: 2012F *Grade Roster: New Replace *Mid-Term Grades:

Click on the Run button

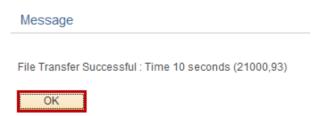
Browse for your CSV spreadsheet



Click on the Browse button



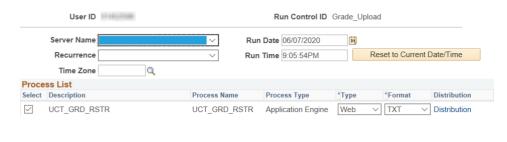
- Locate and select the <u>correct</u> Course List e.g. AGE2012F saved as a CSV file to upload into PeopleSoft
- Click the Upload button a message will confirm the File Transfer was successfully uploaded into PeopleSoft if you downloaded the latest UCT Course List form PeopleSoft, did not change the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



Click on the OK button on the Message dialogue box



Process Scheduler Request

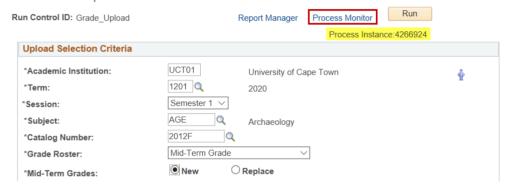


OK Cancel

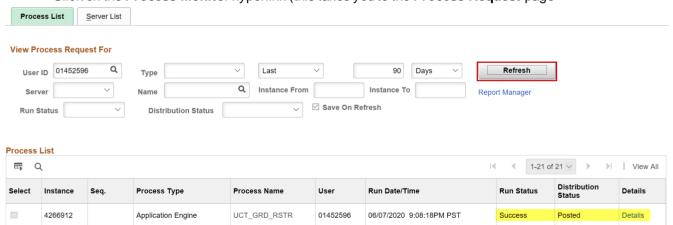
· Click on the OK button

Accessing the Process Monitor

UCT Grade Upload



- 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

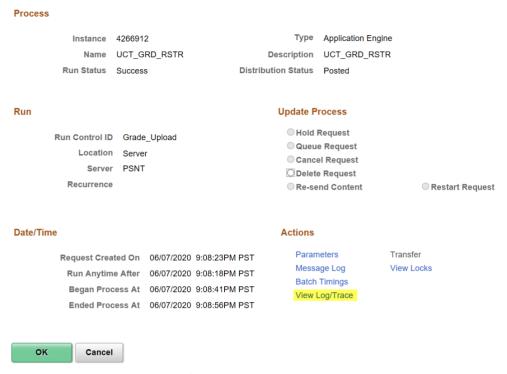


- Click on the **Refresh** button. The **Run Status** <u>must read</u> **Success** and the **Distribution Status** <u>must read</u> Posted
- Click on the **Details** hyperlink



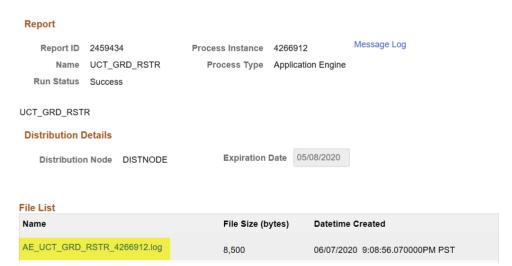
Checking the Message Log

Process Detail



• Click on the View Log/Trace hyperlink

View Log/Trace



• 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 Parms:

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 - 51 Copied to Grade Roster

1696132 chael Richard Richard - 52 Copied to Grade Roster

1757208 dré - OS Copied to Grade Roster

1602570 le Karleen - 60 Copied to Grade Roster

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 grades which have been loaded for this

course



2.3: Viewing Uploaded Mid-term Grades via Grade Roster

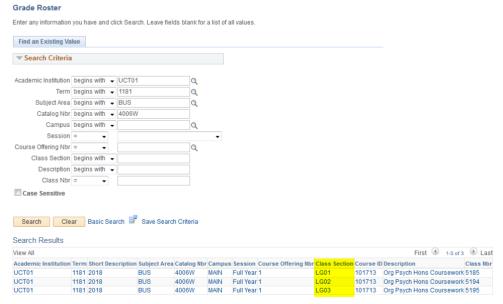
Navigate to Grade Roster

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 V UCT01 Term begins with ∨ 1201 Q Subject Area begins with V AGE Q Catalog Nbr begins with V 2012F Campus begins with ∨ Q Session = Course Offering Nbr = Q Class Section begins with V Description begins with V 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



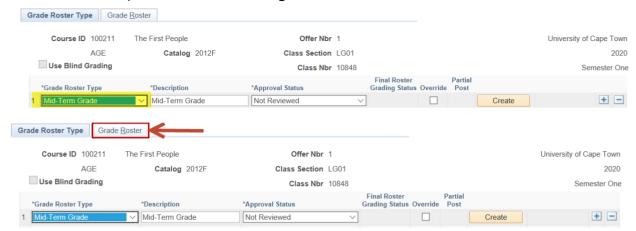
If there is more than one class section (e.g.: LG01, LG02, LG03) that has been scheduled for this course. Click on each Lecture Group to view the grades that have been uploaded for the students enrolled onto this course or use the Next in List and Previous in

List buttons to Previous in List Next in List navigate to the next or previous class section.



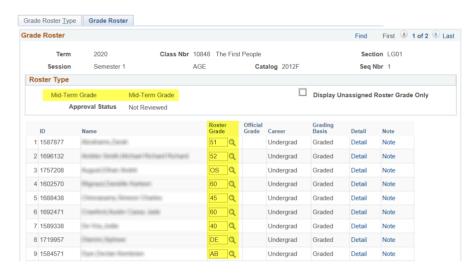
On the Grade Roster Type Tab you will be able to view which type of Grade Roster has been generated.

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



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

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



- 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

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.



Once results are approved select the Approval Status: Approved



Section 3: Uploading Final Grades System Upload

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

Navigate to UCT Course List

Curriculum Management> Grading> UCT Course List

Enter a Run Control ID in the field or select and existing Run Control IDCourse List

UC I Course List		
<u>F</u> ind an Existing Value	Add a New Value	
Run Control ID Course_L	i <mark>st</mark>	
Add		

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

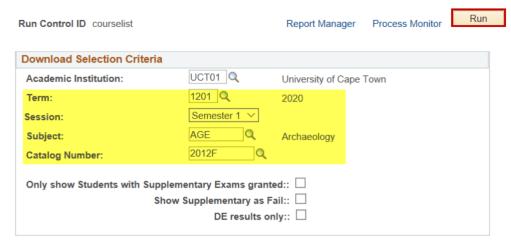


Use an existing Run Control ID by clicking on Find an Existing Value, Search and selecting an existing Run Control ID or Add a New Value if it is the first time you are

running the report



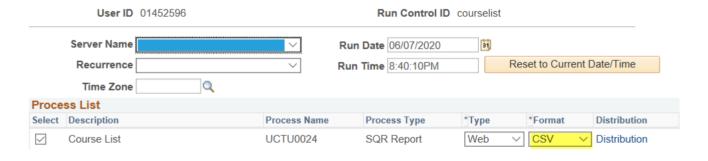
UCT Course List



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



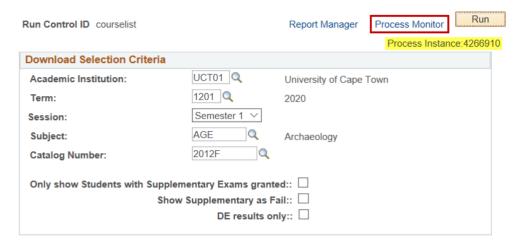


- Report *Type should be Web and report *Format should be CSV
- Click on the **OK button** (this takes you back to the **UCT Course List** screen)

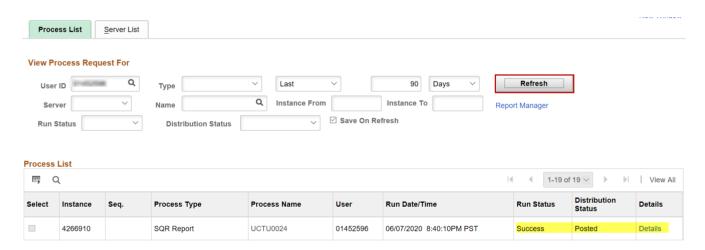


Accessing the Process Monitor

UCT Course List



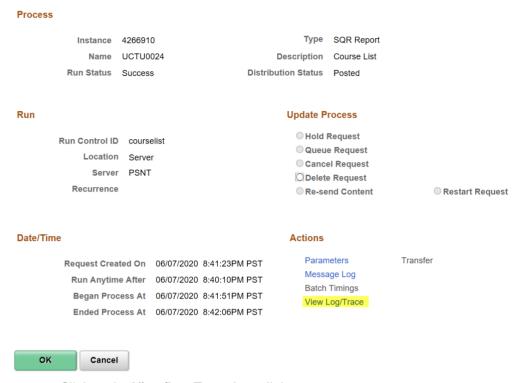
- A unique Process Instance Number is assigned to the report automatically
- Click on the Process Monitor hyperlink



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

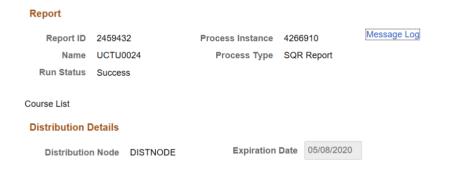


Process Detail



• Click on the View/Log Trace hyperlink

View Log/Trace



File List

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

Click on the <u>UCTU0024 (ProcessInstanceNumber).csv hyperlink</u>



	Α	В	С	D	Е	F	G	Н	1
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog N	Acad Prog	Grade
2	1587877	Marris (Marris)	Michigan .	1201	10848	AGE	2012F	HB062	
3	1696132	MARINAH - I	Notifie the	1201	10848	AGE	2012F	HB001	
4	1757208	MATERITIES	Yogani, 194	1201	10848	AGE	2012F	HB061	

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

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.

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

	Α	В	С	D	Е	F	G	Н	I
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog N	Acad Prog	Grade
2	1587877	Hamily Advisor.	the street		er the	AGE	2012F	HB062	PA
3	1696132	MARRAMITA	Nothberthe		F Final	AGE	2012F	HB001	PA
4	1757208	MATERIAL	Vogent, 114	_	des in Grade	AGE	2012F	HB061	OS
5	1602570	BATTERNAME	Highway.	uio	Orduc	AGE	2012F	HB001	PA
6	1688438	-14014060	- himson			AGE	2012F	LB002	F
7	1692471	-PHVML186	Sanfted.	1201	10848	AGE	2012F	HB001	PA
8	1589338	34471111111	Har Way, In	1201	10848	AGE	2012F	SB001	F
9	1719957	HIMSHITH	Harring &	1201	10848	AGE	2012F	HB062	DE
10	1584571	HINE HE	Topic / Head	1201	10848	AGE	2012F	HB003	AB
11	1787023	CHRISTANIO	THE PERSON	1201	10848	AGE	2012F	CZ091	PA

- In the **Grade** column, enter the **Final grades** next to each student's record.
- <u>Very Important:</u> 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

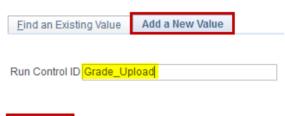
Before you start uploading Final grades into PeopleSoft, you must have entered the correct grades for each student onto the Course List and saved the Microsoft Excel spreadsheet as a CSV (Comma delimited) file. Before you upload these Final grades into PeopleSoft, check the results against each student's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

Navigate to UCT Grade Upload

Curriculum Management> Grading> UCT Grade Upload

Enter a Run Control ID

Grade Post



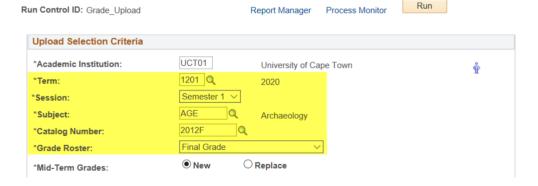
- Add
 - Enter a relevant Run Control ID (there must be no spaces in the name)
 - Click on the Add button



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



Enter Course List information

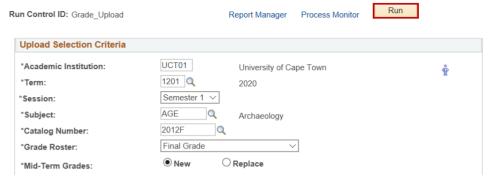
- The Academic Institution will default as UCT01
- Lookup the relevant Term
- Lookup the correct Session
- Lookup the relevant **Subject** (Department Code) Lookup and select the relevant **Catalog Nbr**
- Select Final Grade Roster



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

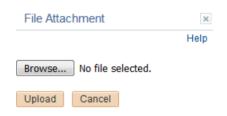


UCT Grade Upload



• Click on the Run button

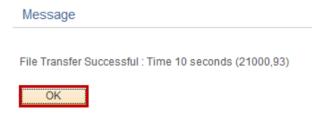
Browse for your CSV spreadsheet



Click on the Browse button



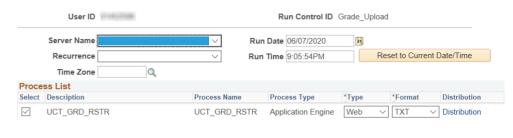
- Locate and select the correct_Course List e.g. AGE2012F saved as a CSV file to upload into PeopleSoft
- Click the Upload button a message will confirm the File Transfer was successfully uploaded into PeopleSoft if you downloaded the latest UCT Course List form PeopleSoft, did not change the format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



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



Process Scheduler Request

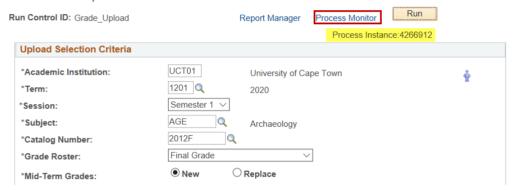


OK Cancel

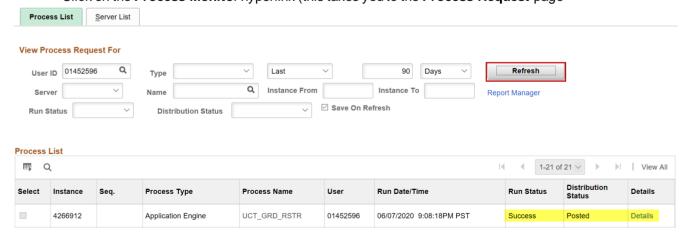
• Click on the OK button

Accessing the Process Monitor

UCT Grade Upload



- 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

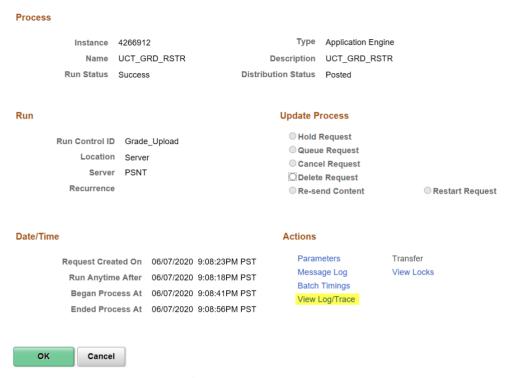


- Click on the **Refresh** button. The **Run Status** <u>must read</u> **Success** and the **Distribution Status** <u>must read</u> Posted
- Click on the **Details** hyperlink



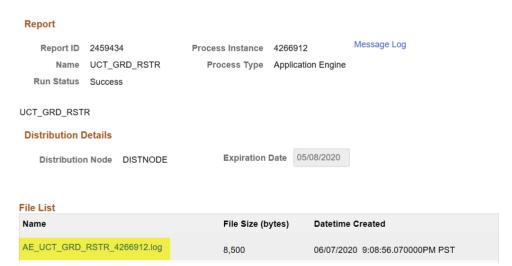
Checking the Message Log

Process Detail



• Click on the View Log/Trace hyperlink

View Log/Trace



• 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 Parms:

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 - PA Copied to Grade Roster

1696132 chael Richard Richard - PA Copied to Grade Roster

1757208 dré - OS Copied to Grade Roster

1602570 le Karleen - PA Copied to Grade Roster

1688438 on Charles - F Copied to Grade Roster

1692471 Casey Jade - PA Copied to Grade Roster

1589338 F Copied to Grade Roster

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

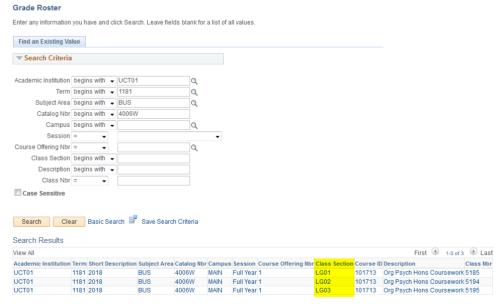
Navigate to Grade Roster

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 V UCT01 Term begins with ∨ 1201 Q Subject Area begins with V AGE Q Catalog Nbr begins with V 2012F Campus begins with ∨ Q Session = Course Offering Nbr = Q Class Section begins with V Description begins with V 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



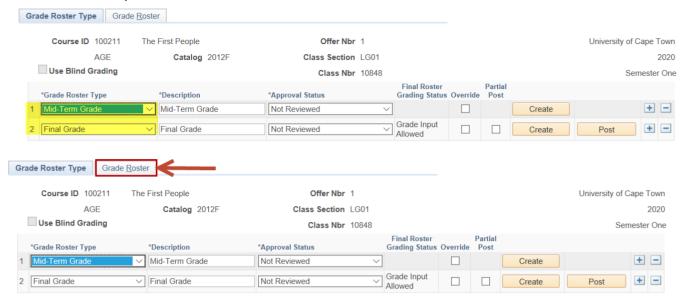
If there is more than one class section (e.g.: LG01, LG02, LG03) that has been scheduled for this course. Click on each Lecture Group to view the grades that have been uploaded for the students enrolled onto this course or use the Next in List and Previous in

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.

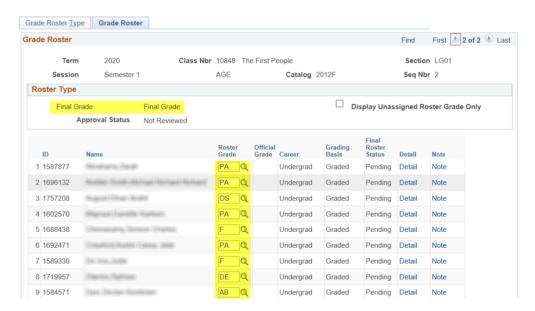
In the example below, the Mid-Term and Final roster has been created.



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.



- 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

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

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



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

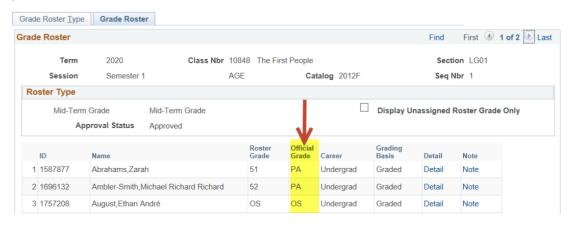


• Click on the **Post button**- this automatically saves the file.

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.



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.





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.

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.

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 V UCT01 Q Term begins with ∨ 1201 Q Subject Area begins with V AGE Q Catalog Nbr begins with ∨ 2012F Campus begins with ∨ Q Session = Course Offering Nbr = Q Class Section begins with ∨ Description begins with ∨ Class Nbr = Case Sensitive Search Clear Basic Search Save Search Criteria

Enter the Course List information

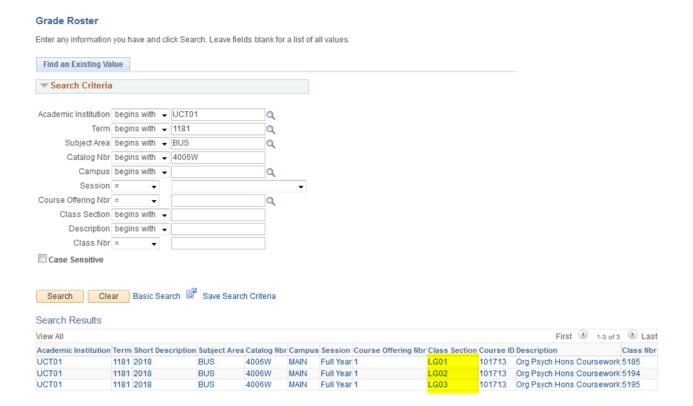
- The Academic Institution will default as UCT01
- Lookup the relevant Term
- Enter the relevant Subject Area (Department Code)
- Enter the relevant Catalog Nbr
- Click on the Search button

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

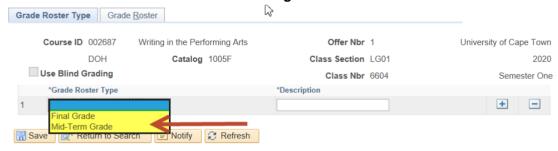
Each section created in Schedule of Classes is equivalent to one class e.g. **LG01** represents one lecture group or class.



► Caution

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

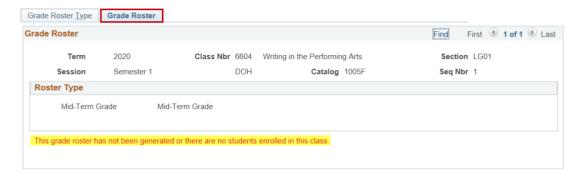


• Use the drop-down list to select Mid-term or Final Grade in the Grade Roster Type field



The Create button on the Grade Roster Type page

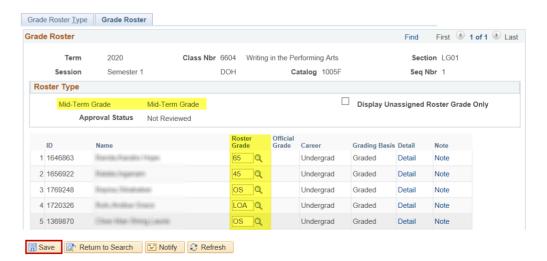
If you do not click the button on the **Grade Roster Type** page and click on the **Grade Roster** tab after selecting type of grade roster you are creating, no students will be displayed as enrolled onto the course. Remember to click the create button. See the following screenshot.



Mid Term Grade Roster:



- 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



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

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.

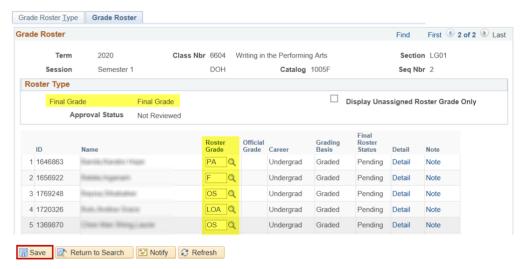


- Click the Save button or the grades you entered will not be saved on the Grade Roster page
- Click on the Next in List button to enter grades for LG02
- Remember if there is more than one lecture group/class section set up for a course, you need to enter grades for each lecture group/class section.

Final Grade Roster:



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



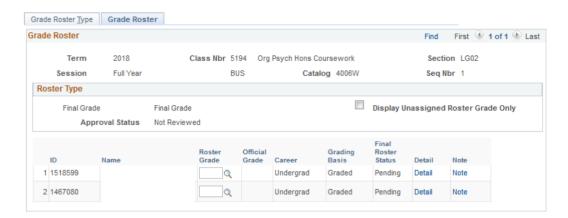
• Enter the Final grades in the Roster Grade fields next to each student's name

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



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

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.



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 V UCT01 Q Term begins with ∨ 1201 Subject Area begins with V AGE Q Catalog Nbr begins with > 2012F Campus begins with ∨ Q Session = Course Offering Nbr = Q Class Section begins with V Description begins with V Class Nbr = ☐ Case Sensitive

Enter the Course List information

Search

The Academic Institution will default as UCT01

Clear Basic Search Save Search Criteria

- 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

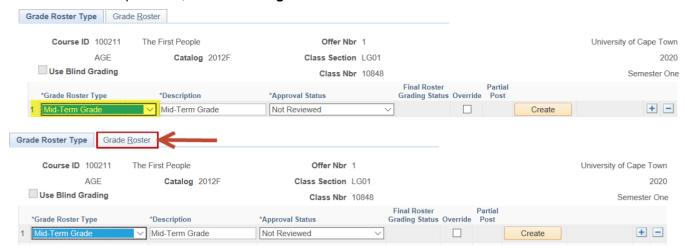
Accessing the Grade Roster Page to make changes



• Click on the Grade Roster tab

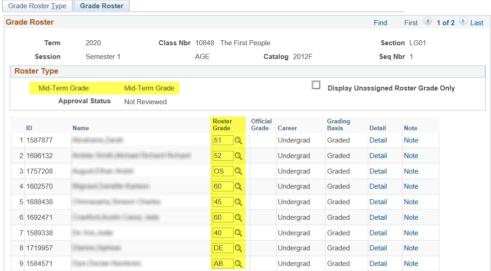


• In the example below, the Mid-Term grade roster has been created.



• Click on the Grade Roster tab to view the students' grades





- 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.



Once results are approved select the Approval Status: Approved

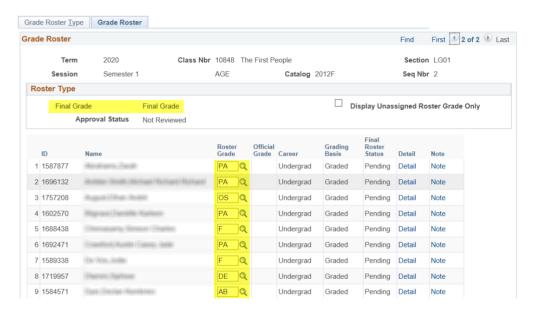




Click on the Grade Roster tab to view the students' Final grades

Note

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



- 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



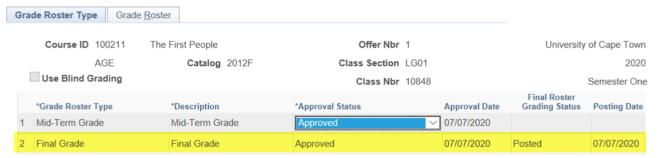
- Click on the Grade Roster Type tab
- Click on the Approval Status in the drop-down list
- Select Approved



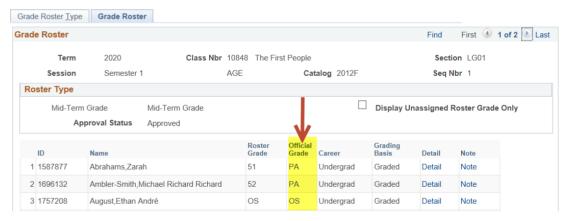


• Click on the **Post button**- this automatically saves the file.

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.



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





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

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:	O New	Replace

Navigate to UCT Grade Upload

Curriculum Management> Grading> UCT Grade Upload

UCT Grade Upload Run Run Control ID: Grade_Upload Report Manager Process Monitor **Upload Selection Criteria** UCT01 *Academic Institution: University of Cape Town ů 1201 Semester 1 V *Session: AGE *Subject: Archaeology 2012F Q *Catalog Number: *Grade Roster: Mid-Term Grade O New *Mid-Term Grades:

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

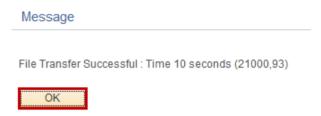
• Click on the Browse button



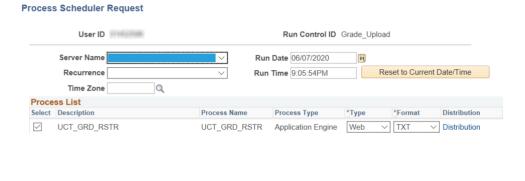
• Find and select the **correct_**Course List e.g. **AGE2012F** saved as a **CSV** file to upload into PeopleSoft



 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 form PeopleSoft, did not change the format of the spreadsheet and if you saved it as a CSV.



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



· Click on the OK button

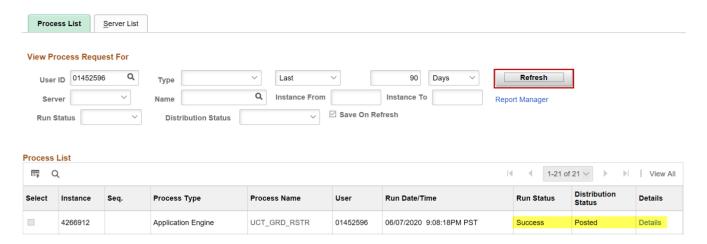
Accessing the Process Monitor

OK Cancel

UCT Grade Upload Report Manager Process Monitor Run Control ID: Grade_Upload Process Instance:4266924 **Upload Selection Criteria** UCT01 *Academic Institution: University of Cape Town *Term: 1201 2020 Semester 1 ∨ *Session: AGE *Subject: Archaeology *Catalog Number: 2012F Q Mid-Term Grade *Grade Roster: New *Mid-Term Grades:

- 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





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

Checking the Message Log

Process Detail

Process				
Instance Name Run Status	4266912 UCT_GRD_RSTR Success	Type Description Distribution Status	UCT_GRD_RSTR	
	Server PSNT	○ Queu ○ Canco ○ Delete	Process Request Je Request Jel Request The Request Th	uest
Date/Time Request Crea Run Anytim Began Prod Ended Prod OK Cancel	ne After 06/07/2020 9:08: cess At 06/07/2020 9:08: cess At 06/07/2020 9:08:	18PM PST Messa 41PM PST Batch	meters Transfer sage Log View Locks n Timings Log/Trace	

• 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 Parms:

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

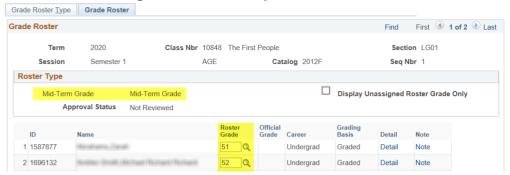
Mid-Term Grades: Y - Replace

Class: 10848

1587877 - 51 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.



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



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





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

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

Run

Course Results Confirmation



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



Process Scheduler Request



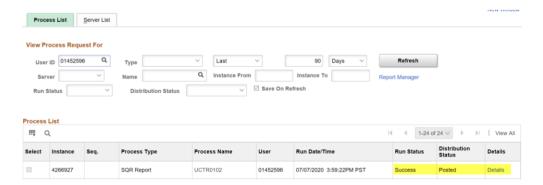
OK Cancel

• Click on the **OK** button. This will automatically return you to the **Course Results Confirmation** page. **Refreshing the Process Monitor**

Course Results Confirmation



• A unique Process Instance Number is assigned to the report automatically



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



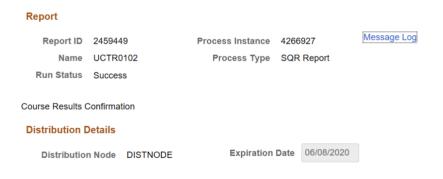
Viewing the report

Process Detail



• Click on the View Log/Trace hyperlink

View Log/Trace



File List

FIIE LIST				
Name	File Size (bytes)	Datetime Created		
SQR_UCTR0102_4266927.log	1,742	07/07/2020 4:00:40.770000PM PST		
UCTR0102_4266927.PDF	6,504	07/07/2020 4:00:40.770000PM PST		
UCTR0102_4266927.out	4,813	07/07/2020 4:00:40.770000PM PST		

• Click the UCTR0102(Process_Instance_Number).PDF hyperlink

Database Name: QA



Print and Save the Course Results Confirmation report Course Results Confirmation report:

PeopleSoft

Report ID: UCTR0102 EXAMINERS CONFIRMATION OF COURSE RESULTS

Page No. 1 Run Date 07/07/2020 Run Time 16:00:26

COURSE AGE 2012F The First People TERM: 2020

Campus ID	Peoplesoft ID	Name	<u>Grade</u>	<u>Symbol</u>
ABRZAR003 AMBMIC001 AGSETH001 BLGDAN003 CHNSIM009 CRWAUS001 DVSJOD001 DLMSIP045	1587877 1696132 1757208 1602570 1688438 1692471 1589338 1719957	Abrahams, Zarah Ambler-Smith, Michael Richard August, Ethan André Blignaut, Daniélle Karleen Chinnasamy, Simeon Charles Crawford, Austin Casey Jade De Vos, Jodie Dlamini, Siphiwe	PA R PA OS PA F PA F DE	PA PA OS PA F PA F DE
DYRDEC001	1584571	Dyer,Declan Kembrien	AB	AB

• Save the file to a dedicated subdirectory for your records.

The original must be sent to the Student Records office. Retain a copy in your files and post copy on your department's notice board. This report must be signed by the Head of Department (HOD), the Course Convenor and the examiner(s).