



CAMPUS MANAGEMENT TEAM RECOMMENDATION

Process: Inputting grades

Description of Recommendation:

- Make no changes in the basic grading scale or general academic policies related to gpa.
- We recommend that faculty/instructors will input students' final and mid-term grades into the CM academic record database in an on-line manner.
- Rather than directly entering into a CM utility, we recommend that a special web interface be prepared that will display to an instructor of record his/her current class/section enrollees for each course taught during the current semester. Display the grading options for each student and allow convenient entry (radial buttons) of the grade (and number of absences). Access to this web interface will be by password, with the system identifying all courses/sections taught (synchronously with the semester, on or off-campus) by the instructor that semester.
- We recommend that instructors of record be the only individuals allowed to enter grades for their assigned course/section into this web site and that instructors be required to do so within a time window from the beginning the first day of finals week to 48 hours after the last scheduled final. (Extension for Law.)
- Entry of grades for a course/section should require that a grade be entered for ALL students on the roll before submission to the CM academic data base.
- An instructor should be given a means to print a hardcopy of the class roll, both before entering the grades (as a worksheet) and after entering the grades (as a record and as a means of double checking the entries). There should also be an option for printing a file for transferring to Excel.
- This web interface should also give the instructor an option to do a temporary save, in case he/she is interrupted or cannot complete grade entry in one sitting. This temporary save should not load the data into CM.
- Most importantly, this web interface should have a "submit final grades" button, which directly loads grades into the CM academic record.
- Following submission of grades for a course/section, the instructor should be sent an e-mail confirming that grades have been entered for each course/section, with an option for printing the submitted roll and grades (e.g., pdf). Also, at the end of the grade entry period, the system should send a similar e-mail to the department

chair with pdf attachments of all courses/sections in the department, for printing and storing records.

- Entry of late grades or revision of grades (e.g., changing I's) will be done only through the Registrar's Office (using the Appraisals Module or Academic History Module). An e-form will be created to replace the current grade change cards. (This e-form is lower priority for immediate development, since the current paper-based routing can suffice for a semester or two.) The late (or early, with respect to the finals' week window) entry of grades for an entire course will be handled by the Registrar's Office from data submitted on paper.
- Mid-term grades should be entered via the same web interface. A process for sending a hardcopy of mid-term grades to the home address will need to be developed.

Pros Supporting the Recommendation:

- Direct on-line entry of grades will significantly speed the process, will require less staff time, and will eliminate the use of a scantron and problems with incorrectly or incompletely filled out scantron forms.
- Instructors will be able to enter grades from off-campus web access, using their password.
- Instructors will be able to immediately print entered grades as a hardcopy record, eliminating the need for the Registrar to send a follow-up hardcopy.

Cons Against the Recommendation:

- Secure passwords will have to be maintained to prevent rogue entry of grades.
- Some instructors may feel uncomfortable entering grades on-line (or may not have adequate computer equipment and web access). Such an instructor may ask other faculty or staff to use his/her password to enter grades, thus leading to possible security breaches. Alternatively, we could consider having "super users" for certain departments.
- A single primary instructor of record is required (i.e., the one who can enter grades) in cases of multiple instructors for the same class. (But this is already an issue with scantron grade sheets.)

Issues, Concerns, or Currently Unresolved Aspects of the Recommendation:

- The class roll provided on-line to faculty will be essentially real-time, minimizing problems associated with informing faculty of late withdrawals.
- Instructors will only be able to enter a valid grade (e.g., will not be able to enter an A-B-C-D-F grade when the student has withdrawn from the class). Also, the web interface for grade entry should be made not to accept an omitted student line, thus requiring the instructor to assign grades to all enrolled students before any grades for the course are accepted.

- Instructors will use the same username and password as they do for other CM/SAP activities. This password should change every semester and there will need to be a convenient way for instructors to be reminded of their password or to change their password.
- Calculation of gpa (semester, overall, for Honors, etc.) would be possible as soon as all grades are entered for a student. (The formula for calculating various gpas is not addressed in this Proposal.)
- Students should be able to access their own grades on-line after the date of the last final for each semester.
- During the first semester or two of implementation, students should be given an explanation of how to access grades via an e-mail message and DM announcements.
- Instructors who are unable to enter grades on-line (or uncomfortable doing so) will be able to deliver a printed class roll with grades to the Registrar's Office, where on-line entry will take place. To make for uniformity, it would be good for the proposed web interface to enable a printing of the class roll, so that this could be the paper format given to the Registrar's office.
- This roll printing utility could become the common way that instructors download their class roll at the beginning of the semester and to track changes in their class rolls.
- For off-campus instructors, on-line entry will occur in the same way. If an off-campus instructor were unable to enter grades on-line, he/she would have to deliver in person a roll with grades to the director of the off-campus center (for subsequent transmission to the Registrar.).
- Grade changes (including I changes) will be handled by a separate e-form, to be created. This e-form will be submitted by the instructor (using above password), to the chair, and line dean (or grad dean for grad students), for approval, before going to the Registrar. Those grade changes resulting from a grade appeal will continue to be handled by memos, with any final action involving a grade change being conveyed to the Registrar, who will enter the change.
- Entry of grades for Independent Study courses will be handled as paper-based. However, in the future, a second e-form for independent study grade entry (like the grade change e-form) may be created.
- Mid-term grading should also be on-line. Mid-term grades for freshmen will continue to be mailed to the home. Mid-term grades for other students will be accessible through CM. Students who appear on a course/section roll at the end of a semester must receive a grade, even if they were no-shows throughout the semester. However, for mid-terms, the grade entry web interface should have a way to allow the instructor to indicate a suspicion of a no-show.
- How to compel instructors to enter grades in a timely manner? We could send an e-mail reminder, with a link to the web interface, on the first day of possible grade entry, to remind the instructors of the web interface URL and how to use it. After the 48 post finals time, send an e-mail to delinquent faculty and their chairs and print a list with phone numbers for the Registrar to begin calling. Also, we can require all late grades to be entered one at a time via the grade change e-form (or the currently used postcards).

- Continue to allow the Law School to have an extended finals period and grade reporting period.
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Date Submitted: October 7, 2002

Submitted by:

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