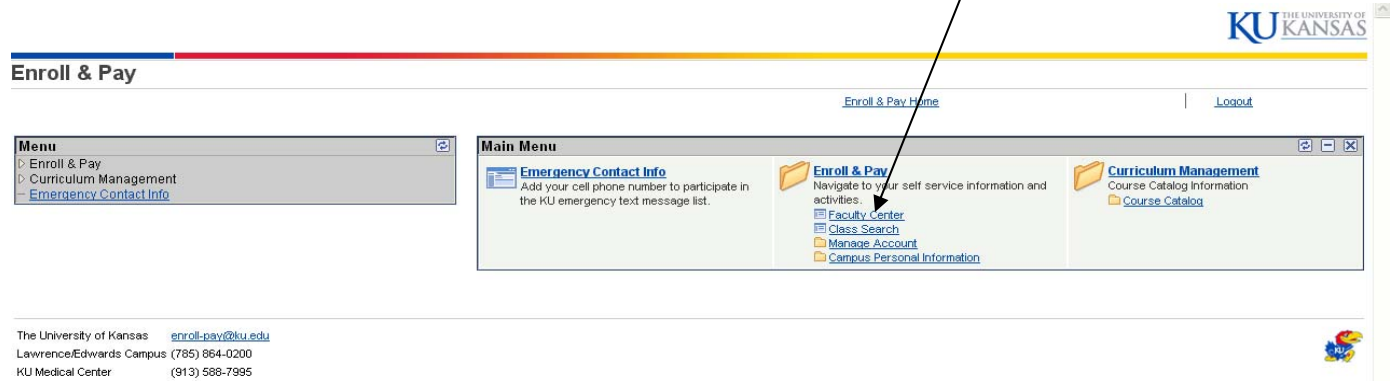
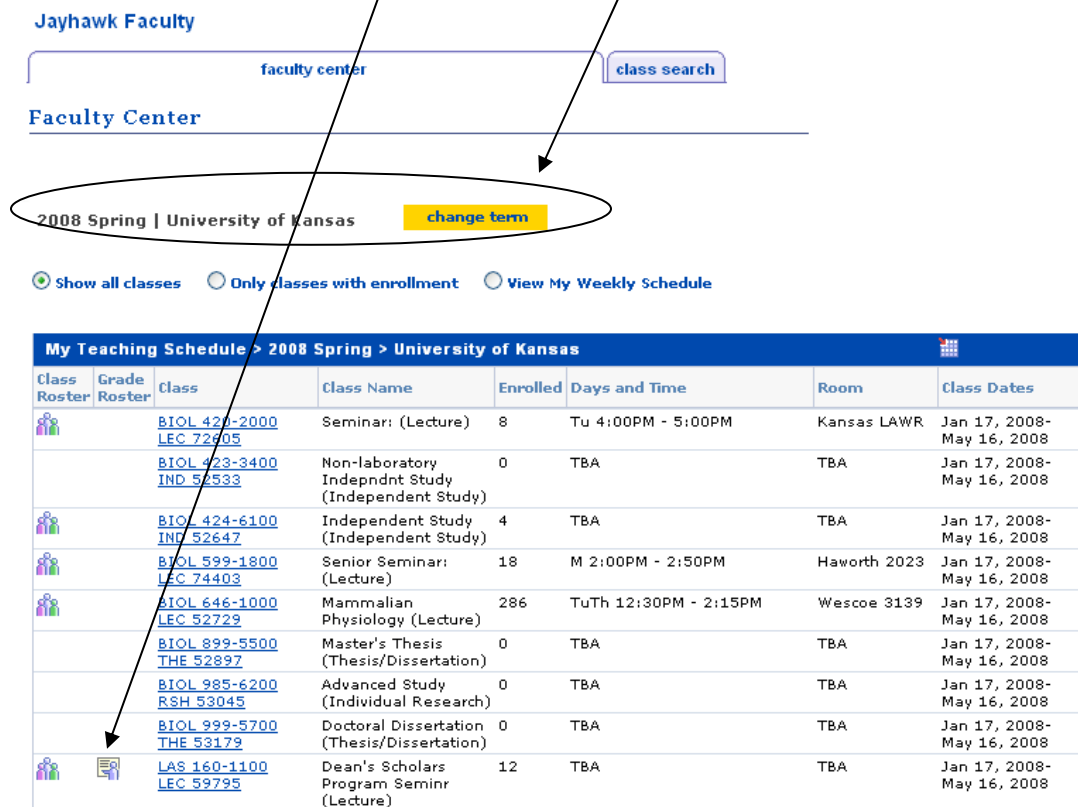


On-line Grading for Faculty

First, log onto the Enroll & Pay system (<https://www.sa.ku.edu>) using your KU Online ID and password (your KU email account). Then, navigate to the Faculty Center.



Make sure you have the correct term displayed. Click on the grade roster icon for the course.



If you only see part of this screen, scroll to the right.

You can assign the same grade to all students. This is useful for pass/fail courses.

Faculty Center

Grade Roster

[View FERPA Statement](#)

LAS 160 - 1100

Dean's Scholars Program Seminar

Lecture (59795)

2008 Spring | Regular Academic Session | University of Kansas | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Jayhawk Faculty	1/17/2008 - 5/16/2008

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

*Approval Status Not Reviewed

Save Entered Grades

Access to All Values

<- add this grade to all students

	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
A						
B						
C						
D						
E						
F						
G						
H						
I						
J						
K						
L						
M						
N						
O						
P						
Q						
R						
S						
T						
U						
V						
W						
X						
Y						
Z						
WG						
1				G01	Liberal Arts Undergraduate -	Junior
2				G01	Liberal Arts Undergraduate -	Senior
3				G01	Liberal Arts Undergraduate -	Junior
4				G01	Fine Arts Undergraduate -	Senior
5				G01	Liberal Arts Undergraduate -	Junior
6				G01	Liberal Arts Undergraduate -	Senior
7				G01	Liberal Arts Undergraduate -	Junior
8				G01	Liberal Arts Undergraduate -	Senior
9				G01	Liberal Arts Undergraduate -	Senior
10				G01	Liberal Arts Undergraduate -	Senior
11				G01	Liberal Arts Undergraduate -	Junior
12				G01	Liberal Arts Undergraduate -	Sophomore

Click here to actually have the same grade entered for each student.

Faculty Center

Grade Roster

[View FERPA Statement](#)

LAS 160 - 1100

Dean's Scholars Program Semnr

Lecture (59795)

2008 Spring | Regular Academic Session | University of Kansas | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Jayhawk Faculty	1/17/2008 - 5/16/2008

*Grade Roster Type

*Approval Status

Display Unassigned Roster Grade Only

[Save Entered Grades](#)

Access to All Values

A [-< add this grade to all students](#)

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1		<input type="text"/>		G01	Liberal Arts Undergraduate -	Junior
2		<input type="text"/>		G01	Liberal Arts Undergraduate -	Senior
3		<input type="text"/>		G01	Liberal Arts Undergraduate -	Junior
4		<input type="text"/>		G01	Fine Arts Undergraduate -	Senior
5		<input type="text"/>		G01	Liberal Arts Undergraduate -	Junior
6		<input type="text"/>		G01	Liberal Arts Undergraduate -	Senior
7		<input type="text"/>		G01	Liberal Arts Undergraduate -	Junior
8		<input type="text"/>		G01	Liberal Arts Undergraduate -	Senior
9		<input type="text"/>		G01	Liberal Arts Undergraduate -	Senior
10		<input type="text"/>		G01	Liberal Arts Undergraduate -	Senior
11		<input type="text"/>		G01	Liberal Arts Undergraduate -	Junior
12		<input type="text"/>		G01	Liberal Arts Undergraduate -	Sophomore

[PRINTER FRIENDLY VERSION](#)

To enter an individual grade, type the letter or select the grade from the drop down menu. If typing the letter grades, the tab key can be used to go from person to person.



Access to All Values

< - add this grade to all students

Find |

Student Grade Incomplete Comments

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1		A		G01	Liberal Arts Undergraduate -	Junior
2		A		G01	Liberal Arts Undergraduate -	Senior
3		B		G01	Liberal Arts Undergraduate -	Junior
4		C		G01	Liberal Arts Undergraduate -	Senior
5		D		G01	Fine Arts Undergraduate -	Senior
6		F		G01	Liberal Arts Undergraduate -	Junior
7		I		G01	Liberal Arts Undergraduate -	Senior
8		WG		G01	Liberal Arts Undergraduate -	Senior
9				G01	Liberal Arts Undergraduate -	Junior
10				G01	Liberal Arts Undergraduate -	Senior
11				G01	Liberal Arts Undergraduate -	Senior
12				G01	Liberal Arts Undergraduate -	Junior

PRINTER FRIENDLY VERSION

For plus/minus grading, you can select the grade from the drop down menu or use the keyboard. If you use the keyboard, you need to repeat the letter. For example, for a C, press "C" once. For a C+, press "C" twice and for a C-, press "C" three times.

If you have a large class, you should save the page every so often, either every 30-40 grades or every 15 minutes.

You can always save the page and come back and finish entering them later.

You can also Upload Grades from a .csv file. Below shows you the Upload Grades button and the Additional Instructions link which are both located at the bottom a grade roster as well as the information listed in the Additional Instructions link.

A yellow rectangular button with the text "Upload Grades" in black.

Grades can be uploaded from a .csv file

[Additional Instructions](#)

UPLOAD Grades to Enroll and Pay

Step 1 Save ID and Grade in an CSV (Comma delimited) file format, ID in the first column and Grade in the second column, the process will ignore any other columns.

Step 2 Click on Upload at the bottom of grade roster.

Step 3 Type in file drive location and file name to upload.

Step 4 Click upload

Step 5 Check for any errors or grades not loaded at the bottom of the grade roster under Upload Summary. Fix any problems individually on the grade roster.

Step 6 SAVE and approve the grade roster if ready

Please note if grades are loaded more than once they override any grades already entered, but will not override already posted grades. Partial files do not work well for loading grades. If students that are withdrawn from the class exist in the file, they will not be loaded and will be listed in the Upload Summary as already having grades. Make sure student ID numbers are seven digits including those with a leading zero.

For more complete instructions, go to <http://www2.ku.edu/~sakut/tutorials/facultystaff.shtml> and review the Upload Grades for Faculty document.

If a grade of incomplete is assigned, a note about the incomplete can be added for your information only. Students do not see this information. First click on the Incomplete Comments tab.

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1		I		G01	Liberal Arts Undergraduate	Senior
2				G01	Liberal Arts Undergraduate	Senior
3				K01	Liberal Arts Grad-Non Degree	Not Set
4				G01	Liberal Arts Undergraduate	Senior
5				G01	Business Undergraduate	Senior
6				G01	Liberal Arts Undergraduate	Senior
7				G01	Liberal Arts Undergraduate	Senior

Then click on the Note link.

ID	Name	Roster Grade	Official Grade
1		I	Note
2			Note
3			Note
4			Note
5			Note
6			Note
7			Note

A new window will open and will then need to click on the Incomplete Detail button.

My Grade Rosters

Transcript Note

Name ID

▼ Class Section Information

Term 2007 Fall

Subject LA&S Catalog Nbr 160

Class Nbr 35561 Section 1100

Description Dean's Scholars Program Semnr

Incomplete Detail

OK Cancel

Incompletes are **not automatically** lapsed to another grade. For additional help with On-Line Grade Changes go to this link <http://www2.ku.edu/~sakut/tutorials/facultystaff.shtml> and click on the On-Line Grade Changes for Faculty document.

A new window will open so a note/comment can be typed into the Comment text box.

Transcript Note

Student Incomplete

Name

Class Section

Term: 2007 Fall

Subject: LA&S Catalog Nbr: 160

Class Nbr: 35561 Section: 1100

Description: Dean's Scholars Program Seminar

Grade In/Official

Grade In/Official: I / I

Lapse Status

Incomplete

Lapse Deadline: [] Lapse To Grade: []

Comment: Student was sick during finals. Student will take the final in January.

OK Cancel

Once all your grades are entered, you need to change the approval status to "Approved".

Faculty Center

Grade Roster

[View FERPA Statement](#)

[LAS 160 - 1100](#)

Dean's Scholars Program Seminar

[Help for Grade Entry](#)

Lecture (59795)

2008 Spring | Regular Academic Session | University of Kansas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Jayhawk Faculty	4/17/2008 - 5/16/2008

*Grade Roster Type

Final Grade

Display Unassigned Roster Grade Only

*Approval Status

Not Reviewed

Approved

Not Reviewed

Save Entered Grades

Don't forget to save!

Help for Grade Entry

1) Enter grades (either from drop down or use the tab key)

2) Click on the Save Entered Grades button, which saves what grades are entered on the roster.

3) Using the drop down, change the Approval Status to Approved and SAVE again, which allows the nightly process to post the grades to the student(s) record(s).

4) For additional help documentation go to this link

<http://www2.ku.edu/~sakut/tutorials/facultystaff.shtml>

Please note:

Grades are posted overnight and can be changed through Enroll and Pay.

To change grades after the grade posting, please refer to the On-Line Grade Changes for Faculty document at <http://www2.ku.edu/~sakut/tutorials/facultystaff.shtml>

If you need further assistance with grading, please contact the following individuals in the Registrar Offices:

Lawrence Campus
Carol Bray 785-864-5123
Rhonda Morgison 785-864-5124
Judy New 785-864-5553

Medical Center
Registrar's Office 913-588-7055