

Enrollment Managers & Schedulers

SIS - Community Event
Thu Oct 27, 2016

A Note about Taking Notes

The SIS team will send a followup email message with links to these slides, and other content from today's sessions.

Final Grade Submissions: Overview

The **process** for grading is **not** changing significantly, but the **tools** are:

- **CalCentral** will be the starting point.
- **Campus Solutions** will provide a place to upload spreadsheets (CSV) or manually enter grades.
- **CSV upload** will be more flexible and forgiving, but there's a small wrinkle for Mac users.
- **CSV structure** is changing slightly. Only content in columns 1, 3 and 5 (ID, grade and comments) for enrolled students will be imported.

Final Grade Submissions: Tools

CALCENTRAL

My Dashboard My Academics My Campus

My Academics » Fall 2016

Classes

Teaching

Assistance with Grading Final Grading Entry Period: Start: Dec 10 | Due: Dec 18

Course	Class Number	Title	Sections	Grading Links	Grading Status
ASTRO 22	41215	Radio Imagery	1 lecture	Course Grades	
ASTRO 126	42127	Expansion and Dark Matter	1 seminar 1 lab	Course Grades	
ASTRO 266	41415	Research Topics	1 independent study 1 lab	Course Grades	
ASTRO 298	41421	Directed Group Study	1 group study	Course Grades	
ASTRO 299	41536	Individual Research	1 independent study	Course Grades	

Grading Status Legend

- Grade entry period not started
- Grade entry period started and grades not yet submitted
- Grades submitted
- Final grade entry period ended and grades overdue

CalCentral

CALCENTRAL

Return to CalCentral

Grade Roster

2016 Fall | Regular Academic Session | UC Berkeley | Undergraduate

▼ ANTHRO R5B - 001 (12512)
Reading and Composition in Anthropology (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 3:30PM-4:30PM	2224 Piedmont 15	Laurie Wilkie	08/24/2016 - 12/09/2016

Display Options: *Grade Roster Type: Final Grade

Grading Status: Grade Input Allowed

Save Save AND APPROVE Assistance with Grading

Approved grades will be posted for students at midnight

export grades as csv import grades as csv

add this grade to selected students Display Unassigned Roster Grade Only

Student Grade	Assignment Designation									
ID	Name	Roster Grade	Comments	Official Grade	Grading Basis	Program and Plan	Enroll	Graduation	Enrollment Status	
1	26156757	Suhany	A+	Comments		GRD	Undergrad Engineering - Engineering BS	Junior		Dropped
2	26238267	Baba-Gupta	B	Comments		GRD	Undergrad Natural Resources - Environmental Science BS	Sophomore		Enrolled
3	26257902	Baba-Daniel	A	Comments		GRD	Undergrad Natural Resources - CRJ Undeclared US	Sophomore		Enrolled
4	25197588	Chan-Ruby	B	Comments		GRD	Undergrad Letters & Science - ICS/Chemistry.BA	Senior		Enrolled

Save Save AND APPROVE

Approved grades will be posted for students at midnight

Upload CSV

Manual entry

Save / Approve

Campus Solutions

Final Grade Submissions: Details

- After **CSV upload**, tool gives instructors **feedback** such as which students do not have final grades.
- Any grades entered manually must be manually saved using the **Save button**. The next step can be to **Approve**.
- After **Approve**, grades are automatically posted at midnight — unless **Unapproved** first.

Hero opportunity



More information: [Assistance with Grading](#) [1]

[1] <http://registrar.berkeley.edu/faculty-staff>

Delegate Setup AKA 5-PROXY: Background

- **Delegates** can enter grades, and do not have to be GSIs.
- To be a delegate, a person must first be entered in the **Instructor / Advisor table**, which is managed by OR.
- **IRC** (Instructor Role Code) is the new name for CSIR codes.
- **New IRC: 5-PROXY**
- **5-PROXY** role does not receive credit for **teaching hours**.

Delegate Setup AKA 5-PROXY: The Story

B Instructor + Head GSI

Medium to large class with a number of sections and GSIs. The "Head GSI" (administrative staff member) does not teach a section, but can view the class roster and waitlists, and can enter and upload final grades for instructor approval.

Structure

- Primary section: One lecture (graded)
- Secondary sections: Four discussions (not graded)

Class Team

- ① One Instructor of Record
- ⑤ One Head GSI
- ② Four Secondary Section GSIs

Grading

- Instructor of Record **•does•** have grading permissions (approve grades)
- Head GSI **•does•** have grading permissions (enter grades)
- Secondary section GSIs do **•not•** have grading permissions

Teaching Hours

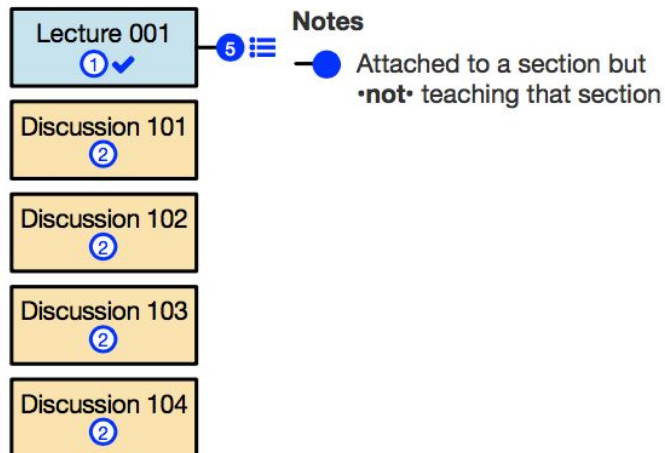
- 100% for Instructor of Record

Symbol Grading permissions

As Shown in Campus Solutions

○	(blank)	No permissions
○ ≡	Grade	Enter grades
○ ✓	Approve	Enter and approve grades

Meaning



Delegate Setup AKA 5-PROXY: The Tools

Lecture 001

	*Instructor Role	Print	Access
①	1-TIC ▼	<input checked="" type="checkbox"/>	Approve ▼
⑤	5-PROXY ▼	<input type="checkbox"/>	Grade ▼

Discussion 101

	*Instructor Role	Print	Access
②	2-TNIC ▼	<input type="checkbox"/>	▼
	⋮		⋮

Campus Solutions

Instructor

Grading Legend
☰ Enter grades ✓ Enter and approve grades

LEC 001	Role	Grading
▪ Miriam Lee	Instructor of Record	✓
▪ Steve Whistler	Proxy	☰

DIS 101

▪ Betsy Menninger	GSI	
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DIS 102

▪ Hal Betalean	GSI	
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DIS 103

▪ Mitra Mercadian	GSI	
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DIS 104

▪ Thuy Doan	GSI	
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CalCentral