



**UNIVERSITY OF
CALGARY**

STUDENT ADMINISTRATION

TRAINING GUIDE

**FACULTY CENTRE - GRADING
(PEOPLESOFT)**

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Introduction

The intention of this guide is to provide instructors and grade administrators with a quick look at what information is available in the Faculty Centre, including instructions to access and download Class Rosters (Class Lists) and downloading/uploading final grades to the Student Administration System.

Faculty Centre

Individuals who are listed as 'instructors of record' within the Schedule of Classes will have access to the Faculty Centre. Instructors do not require a SecurID in order to access the Faculty Centre. If you are an Instructor, the Faculty Centre can be accessible through **My U of C** by clicking on the **Faculty Centre** link in **Direct access**.

In addition to instructors having access to the Faculty Centre, grade administrators also have access. Grade Administrators access the Faculty Centre by logging in to the Student Administration System through **My U of C** as they normally do with their SecurID selecting **Self Service** and **Faculty Centre** from the menus.

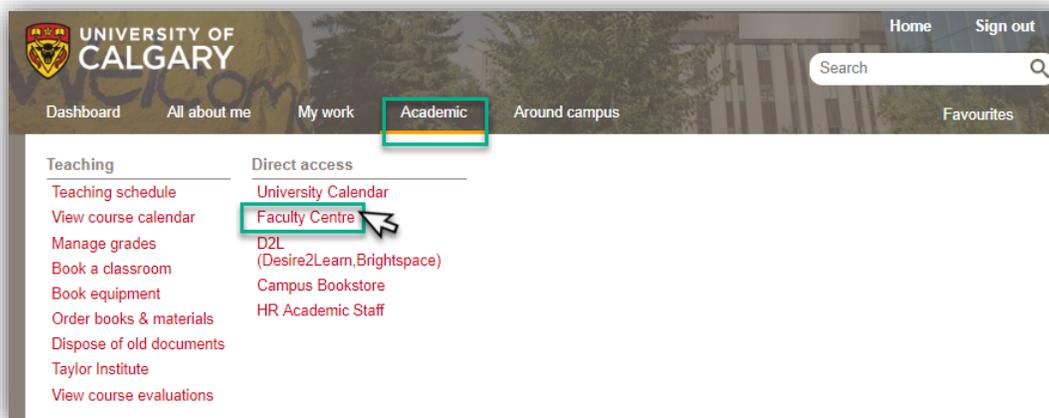
From the Faculty Centre, instructors of record and grade administrators can:

- view their exam schedule
- view their teaching schedule, term by term
- view and download class rosters (class lists)
- access the Learning Management System D2L (Desire2Learn)
- administer grades
- search for classes, term by term
- browse the course catalog

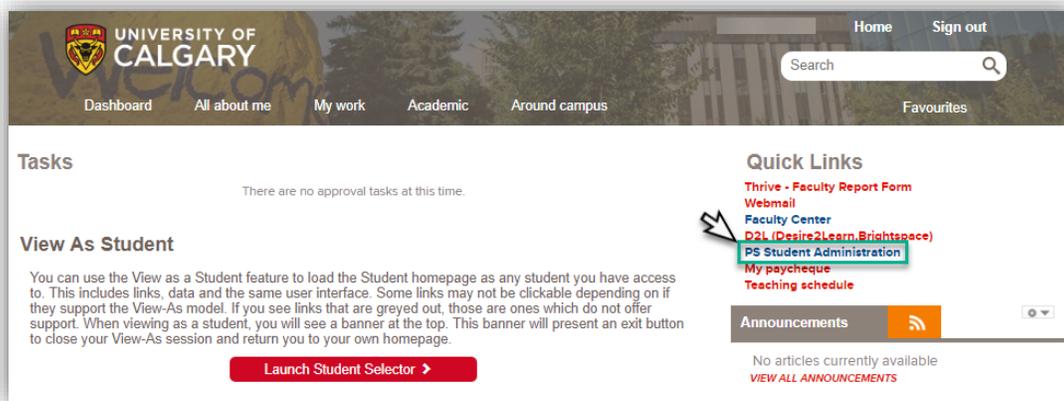
The Faculty Centre

Faculty may use these steps to access the Faculty Centre.

- Using a web browser go to [My U of C](#). Sign on with your eID and password. A Securid is not required.
- Click **Academic > Faculty Centre** in the MyUofC Portal.

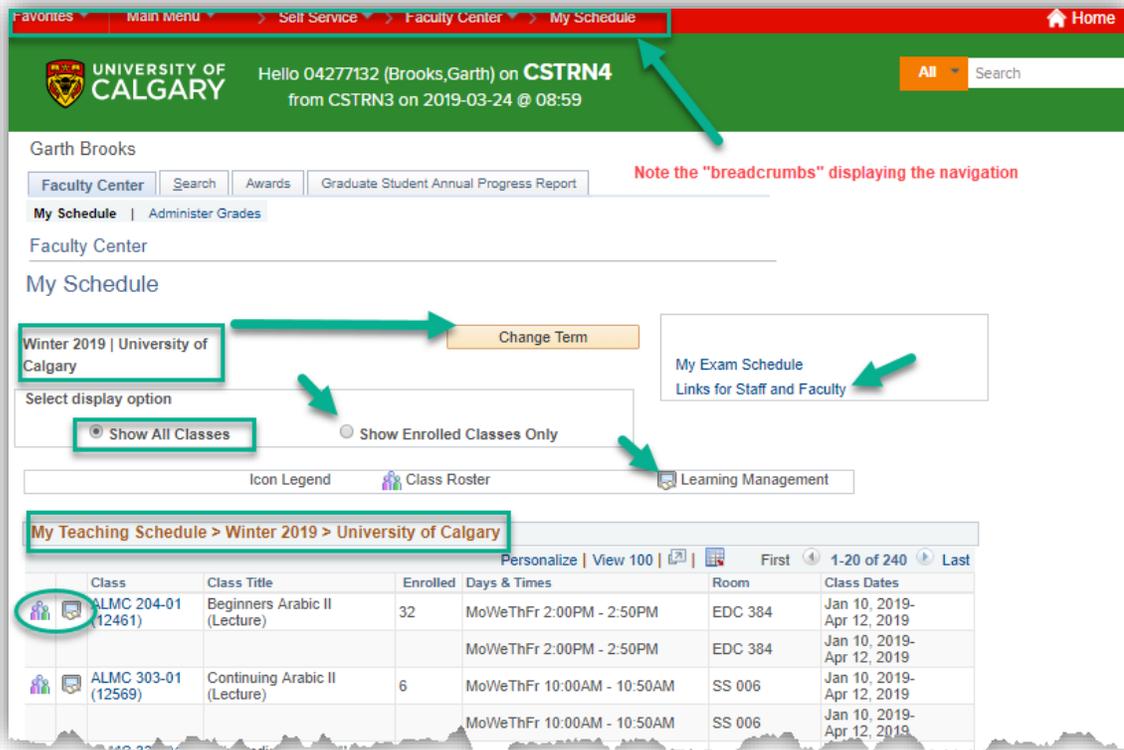


Grade Administrators must log in to PS Student Administration with Securid.

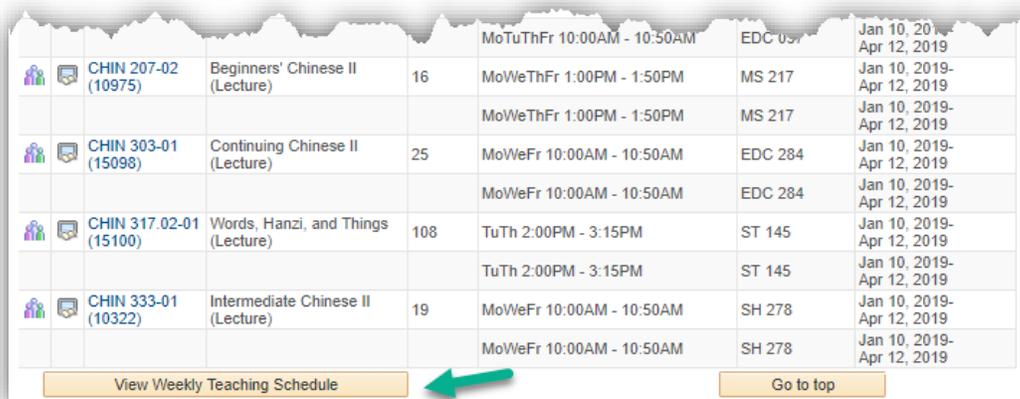


- Click on **Self Service**.
- Click on the **Faculty Centre** link > **My Schedule**

Navigating to Faculty Centre displays the default page and displays the Teaching Schedules term by term. Note “Breadcrumbs” appear at the top of the menu displaying navigation or the steps taken to the Faculty Centre. By default, Faculty will see the current Term and their Teaching Schedule.

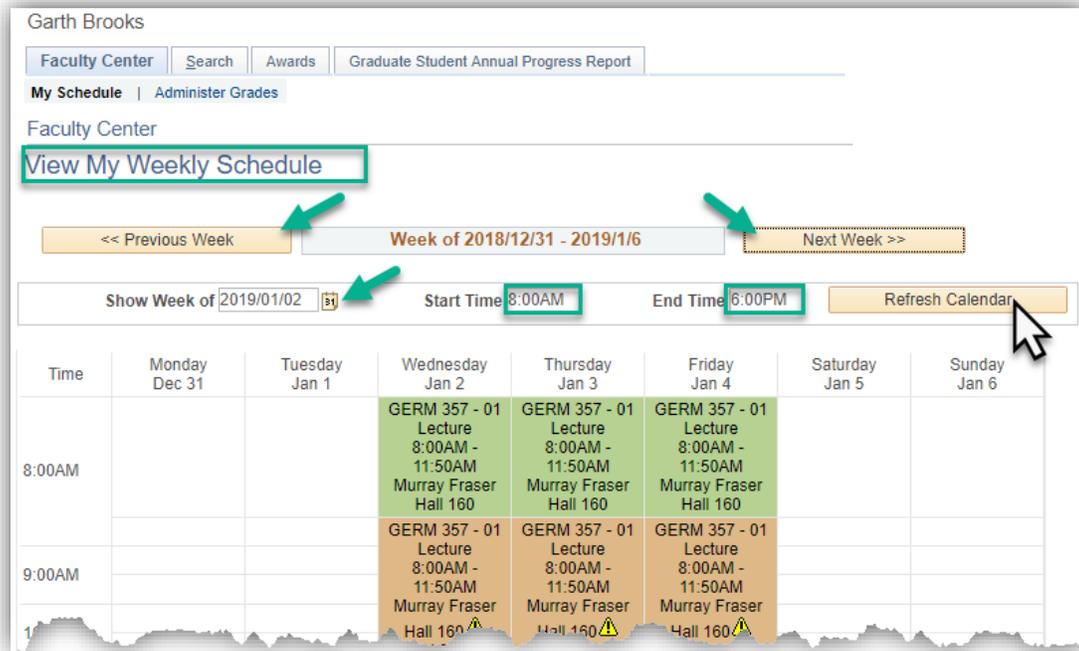


- Click the **Change Term** button to change the term.
- The **Teaching Schedule** defaults to Show All Classes. Select **Show Enrolled Classes Only** to view only those classes with students registered.
- **Links for Staff and Faculty** links to the Enrolment Services web page.
- By clicking on the **class roster icon** , instructors and grade administrators can download class rosters (class lists) for each class.
- Clicking the **LMS (Learning Management System) icon** , displays the log in page for D2L (Desire2Learn, Brightspace).

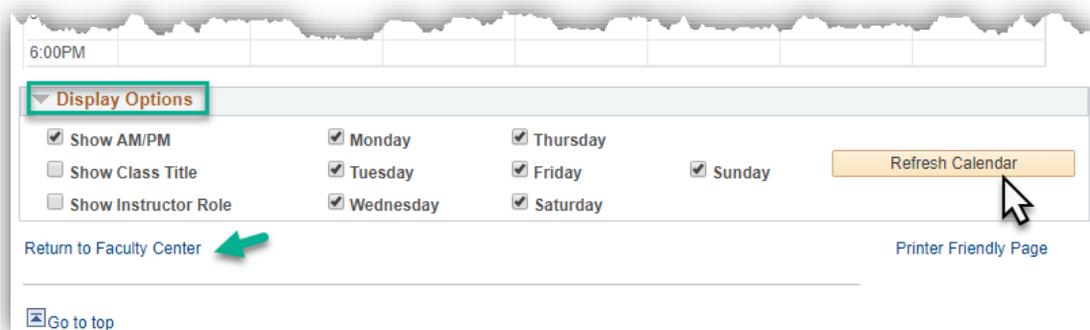


Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CHIN 207-02 (10975)	Beginners' Chinese II (Lecture)	16	MoWeThFr 1:00PM - 1:50PM	MS 217	Jan 10, 2019-Apr 12, 2019
CHIN 303-01 (15098)	Continuing Chinese II (Lecture)	25	MoWeFr 10:00AM - 10:50AM	EDC 284	Jan 10, 2019-Apr 12, 2019
CHIN 317.02-01 (15100)	Words, Hanzi, and Things (Lecture)	108	TuTh 2:00PM - 3:15PM	ST 145	Jan 10, 2019-Apr 12, 2019
CHIN 333-01 (10322)	Intermediate Chinese II (Lecture)	19	MoWeFr 10:00AM - 10:50AM	SH 278	Jan 10, 2019-Apr 12, 2019

- Click the **View Weekly Teaching Schedule** link to see a weekly calendar view of the teaching schedule. My Weekly Schedule link is not associated with your Outlook Calendar.

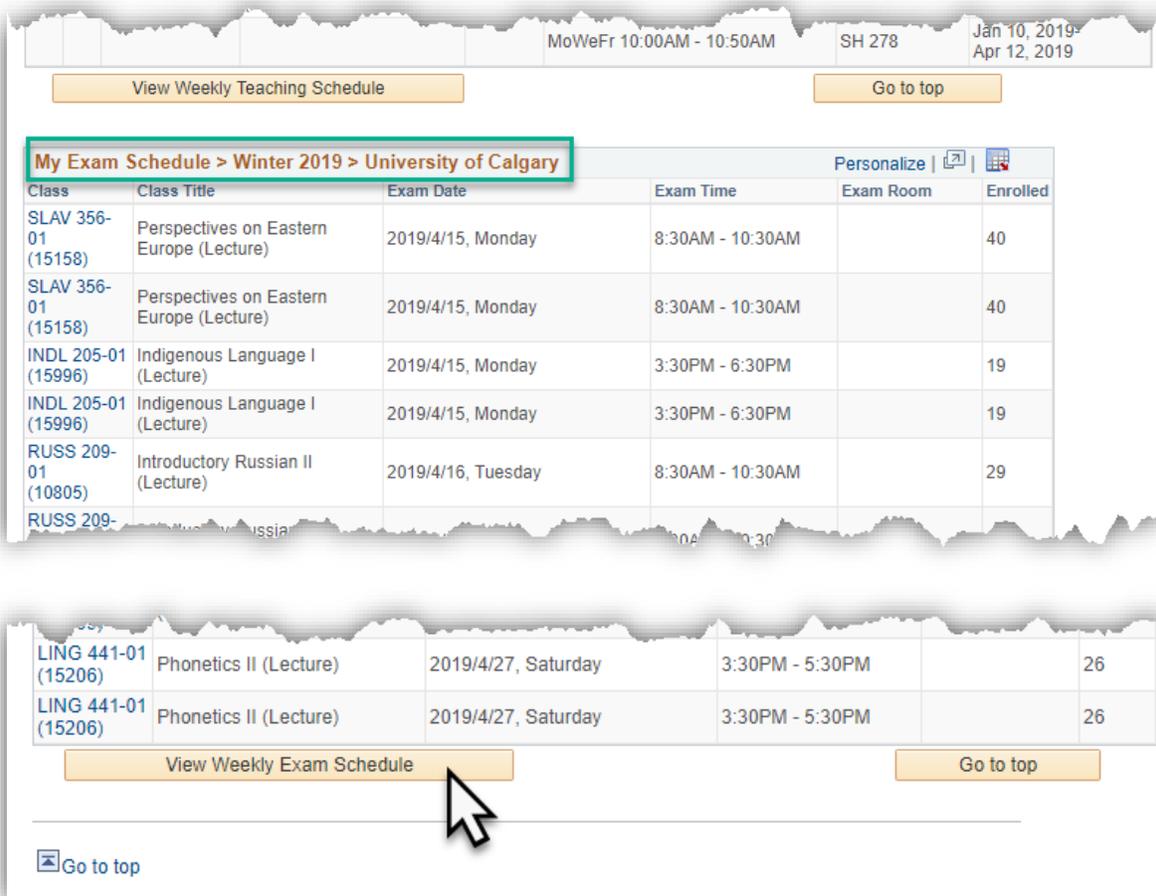


- The **previous week** or **next week** buttons can be used to change the calendar to the previous or next week.
- The **Show Week of** field is used to view the calendar for a specific week.
- The **Start Time** defaults to 8:00 am and the **End Time** defaults to 6:00. The Start and End time fields can be used to change the default Start and End times if you wish to see classes scheduled during a specific time frame for instance display classes between 8:00 am and 12:00 noon.
- Click the **refresh calendar** button to refresh the calendar when a change is made in the display.
- Use the **Display Options** to select additional filters for the weekly calendar view.



- Click the **Return to Faculty Centre** link to return to the Faculty Centre or the options at the bottom. **Tip:** Avoid using the browser "back" button.

The exam schedule displays below My Schedule.



MoWeFr 10:00AM - 10:50AM SH 278 Jan 10, 2019-Apr 12, 2019

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Winter 2019 > University of Calgary [Personalize](#)  

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
SLAV 356-01 (15158)	Perspectives on Eastern Europe (Lecture)	2019/4/15, Monday	8:30AM - 10:30AM		40
SLAV 356-01 (15158)	Perspectives on Eastern Europe (Lecture)	2019/4/15, Monday	8:30AM - 10:30AM		40
INDL 205-01 (15996)	Indigenous Language I (Lecture)	2019/4/15, Monday	3:30PM - 6:30PM		19
INDL 205-01 (15996)	Indigenous Language I (Lecture)	2019/4/15, Monday	3:30PM - 6:30PM		19
RUSS 209-01 (10805)	Introductory Russian II (Lecture)	2019/4/16, Tuesday	8:30AM - 10:30AM		29
RUSS 209-01 (10805)	Introductory Russian II (Lecture)	2019/4/16, Tuesday	8:30AM - 10:30AM		29
LING 441-01 (15206)	Phonetics II (Lecture)	2019/4/27, Saturday	3:30PM - 5:30PM		26
LING 441-01 (15206)	Phonetics II (Lecture)	2019/4/27, Saturday	3:30PM - 5:30PM		26

[View Weekly Exam Schedule](#) [Go to top](#)

[Go to top](#)

- When the list of classes in the Teaching Schedule is extensive, click the **My Exam Schedule** link at the top of the page to move to the bottom of the page and view the exam schedule.
- Click the **View Weekly Exam Schedule** link to see a weekly view of the exam schedule.



Garth Brooks

Faculty Center | Search | Awards | Graduate Student Annual Progress Report

My Schedule | Administer Grades

Faculty Center

My Exam Schedule

<< Previous Week | Week of 2019/4/15 - 2019/4/21 | Next Week >>

Show Week of 2019/04/15 | Start Time 8:00AM | End Time 8:00PM | Refresh Calendar

Time	Monday Apr 15	Tuesday Apr 16	Wednesday Apr 17	Thursday Apr 18	Friday Apr 19	Saturday Apr 20	Sunday Apr 21
8:00AM	SLAV 356 - 01 Lecture (Final Exam) 8:30AM - 10:30AM Location: TBA	RUSS 209 - 01 Lecture (Final Exam) 8:30AM - 10:30AM Location: TBA					
9:00AM							
10:00AM							
11:00AM							
12:00PM		LING 319 - 01 Lecture (Final Exam) 12:00PM - 3:00PM Location: TBA	LING 201 - 02 Lecture (Final Exam) 12:00PM - 2:00PM Location: TBA				
1:00PM			LING 337 - 01 Lecture (Final Exam) 12:00PM - 2:00PM Location: TBA				
2:00PM							
3:00PM							
4:00PM	INDL 205 - 01 Lecture (Final Exam) 3:30PM - 6:30PM Location: TBA	FREN 227 - 01 Lecture (Final Exam) 3:30PM - 8:30PM Location: TBA					
5:00PM							
6:00PM							

Display Options

Show AM/PM Monday Thursday

Show Class Title Tuesday Friday Sunday

Wednesday Saturday

Refresh Calendar

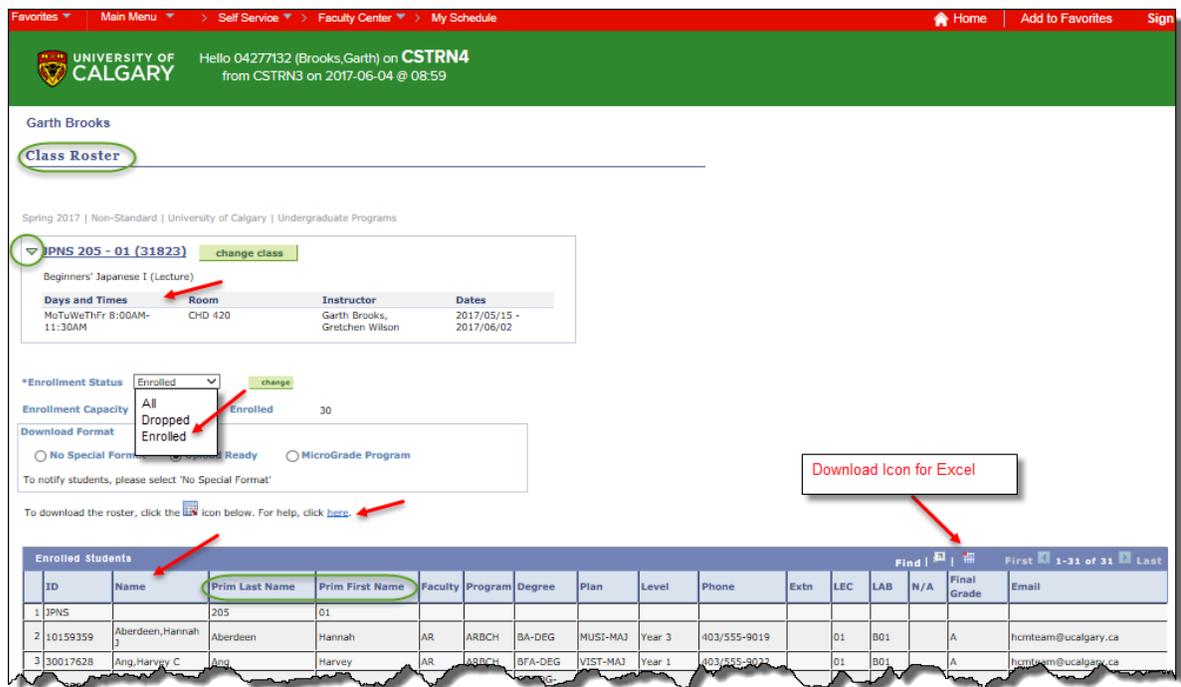
Return to Faculty Center | Printer Friendly Page

Go to top

- The **previous week** or **next week** buttons are used to change the calendar to the previous or next week.
- The **Show Week of** field is used to view the calendar for a specific week.
- The **Start Time** defaults to 8:00 am and the **End Time** defaults to 6:00. The Start and End time fields can be used to change the default Start and End times if you wish to see exams scheduled during a specific time frame for instance exams scheduled between 9:00 am and noon.
- Click the **refresh calendar** button to refresh the calendar when a change is made in the display.
- Use the **Display Options** to select additional filters for the weekly calendar view.
- Click the **Return to Faculty Centre link** to return to the Faculty Centre.

Class Roster (Class List)

Class rosters are available for viewing purposes and can be downloaded to excel for printing and distribution purposes. **Note:** Please refer to the section **Uploading Final Grades from a File** for instructions on how to upload grades (.csv format).



ID	Name	Prim Last Name	Prim First Name	Faculty	Program	Degree	Plan	Level	Phone	Extn	LEC	LAB	N/A	Final Grade	Email
1	JPNS	205	01												
2	10159359	Aberdeen, Hannah J	Hannah	AR	AABCH	BA-DEG	MUSI-MAJ	Year 3	403/555-9019		01	B01		A	hcmteam@ucalgary.ca
3	30017628	Ang, Harvey C	Harvey	AR	AABCH	BFA-DEG	VIST-MAJ	Year 1	403/555-9022		01	B01		A	hcmteam@ucalgary.ca

- **Class Roster** displays Days & Times, Room, Instructor and Class Dates. Click the triangle button next to Class Name to expand the view of the Enrolled Students.
- The **Enrollment Status** drop-down menu lists three categories of students to choose from when viewing/downloading Class Rosters: **All**, **Dropped** and **Enrolled**.

The system defaults the Enrollment Status to Enrolled. Click the **Change** button to view a different status.

All displays enrolled students including those with 'W' grades, as well as waitlisted students and dropped students ('dropped' meaning students who have been cancelled from the entire term by staff, not meaning students that have dropped themselves before the add/drop deadline).

Enrolled displays students enrolled in the class, including those with 'W' grades, but does not display dropped (cancelled from term) or waitlisted students.

Dropped displays students cancelled from the term. It does not display students that have dropped the course before the add/drop deadline or students that have withdrawn from the course.

When a student withdraws (final grade of 'W') from a class they will continue to appear on the class roster on both the **All** and **Enrolled** statuses.

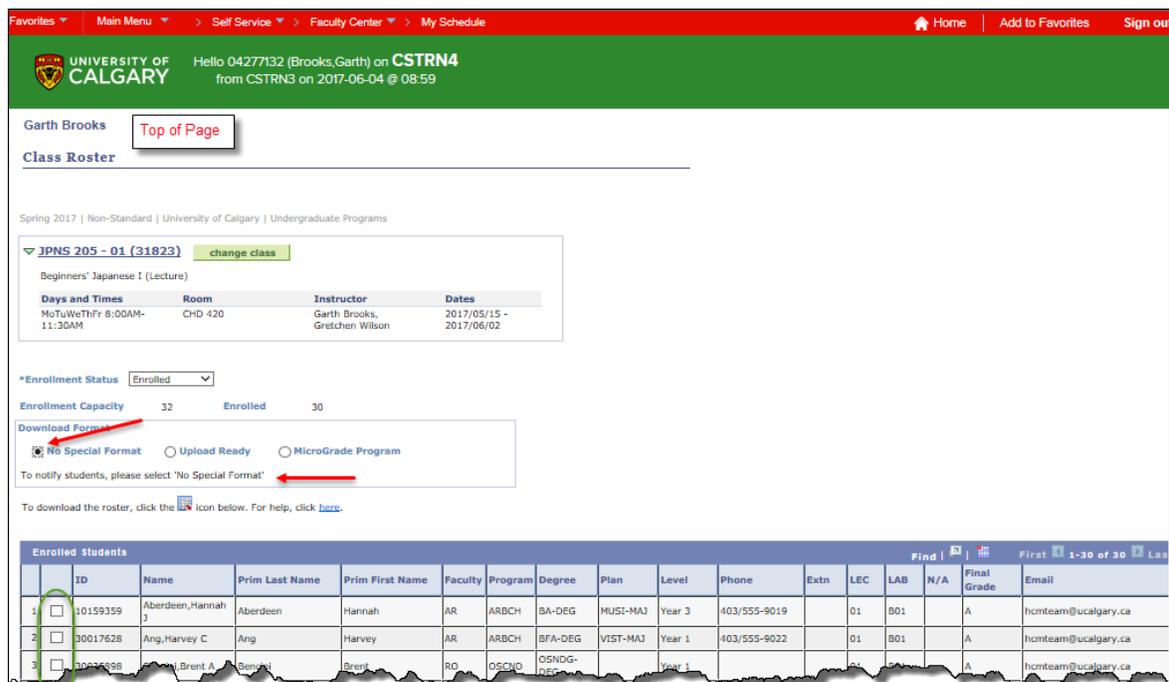
- Name refers to the student's preferred name in the system that will appear in PeopleSoft in the Student Centre for example.
- Prim Last Name and Prim First Name fields are the student's legal names.
- Click on the download  icon in the **Enrolled Students** menu bar to download the Class Roster. The file can be saved as: **.xls** (Excel); **.txt** (tab delimited); **.csv** (comma delimited); **.htm** (web page). If you wish to use the file to upload final grades, the file must be saved as a CSV or TXT file. Please refer to the section **Uploading Final Grades from a File** in this document.

Note: Macintosh users must save the file as .txt (tab delimited).

- Additional help with downloading the Class Roster is available by clicking on the **here** link.
- To print the Class Roster after downloading, select **Print Preview** and change the page setup to **Landscape** and select **Fit to 1 page** to display the complete Class Roster.
- From the Class Roster page, instructors and grade administrators may send emails to all students in a class or specific students in a class, for example, cancelling a class due to an instructor illness.

Note: When emailing an entire class, those students who have been dropped from the class will also receive the message.

- In order for the notify buttons to display, the **Download Format** must be changed. To change the Download Format from the default Upload Ready, select the **No Special Format** button.



Garth Brooks Top of Page

Class Roster

Spring 2017 | Non-Standard | University of Calgary | Undergraduate Programs

JPNS 205 - 01 (31823) change class

Beginners' Japanese I (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 8:00AM-11:30AM	CHD 420	Garth Brooks, Gretchen Wilson	2017/05/15 - 2017/06/02

*Enrollment Status: Enrolled

Enrollment Capacity: 32 Enrolled 30

Download Format: No Special Format Upload Ready MicroGrade Program

To notify students, please select 'No Special Format'

To download the roster, click the  icon below. For help, click [here](#).

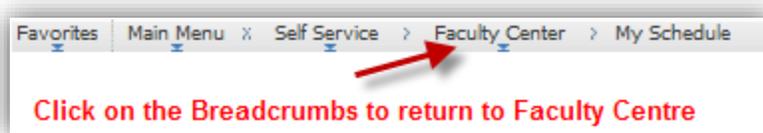
ID	Name	Prim Last Name	Prim First Name	Faculty	Program	Degree	Plan	Level	Phone	Extn	LEC	LAB	N/A	Final Grade	Email
10159359	Aberdeen, Hannah J	Aberdeen	Hannah	AR	ARBCH	BA-DEG	MUSI-MAJ	Year 3	403/555-9019		01	B01		A	hcmteam@ucalgary.ca
30017628	Ang, Harvey C	Ang	Harvey	AR	ARBCH	BFA-DEG	VIST-MAJ	Year 1	403/555-9022		01	B01		A	hcmteam@ucalgary.ca
300226398	Berndt, Brent A	Berndt	Brent	RO	OSONDG-DEG			Year 1						A	hcmteam@ucalgary.ca

28	<input type="checkbox"/>	10171229	Wallace,Royal M	Wallace	Royal	SC	SCBCH	BSC-H-DEG	BCEM-MAJ	Year 2	403/555-0444	01	B01	A	hcmteam@ucalgary.ca
29	<input type="checkbox"/>	30036487	Wong,Shanu	Wong	Shanu	RO	OSCND	OSNDG-DEG		Year 1	403/555-2544	01	B01	B-	hcmteam@ucalgary.ca
30	<input type="checkbox"/>	30031020	Yates,Sarah E	Yates	Sarah	AR	ARBCH	BA-DEG	PSYC-MAJ	Year 1	403/555-5588	01	B01	A	hcmteam@ucalgary.ca

To notify students, please select "No Special Format"

Bottom of Page

- To email selected students, click on the checkbox beside the students who are to receive the email. Click on **Notify Selected Students**, complete the text of the email, and send the message.
- To email an entire class (this will include dropped students), click on **Notify Enrolled Students**, complete the text of the email, and send the message.
- Click on Return to Class Roster or click on the "Breadcrumbs" to return to previous menus (e.g. Faculty Centre).



- Mac users will need to use FireFox as their browser, as Safari is not compatible with the Student Administration system.

HELP for Downloading the Class Roster

If you have difficulty downloading the class roster or the grade roster, please reference the document: **Setting Your Browser for PeopleSoft Downloads** on the Student and Enrolment Services (SES) Training website: Student Administration (PeopleSoft Campus Solutions) > Student Administration Training Guides > User Guides > Faculty Centre - Grading: for instructions on setting your browser for the class roster download. Since there exists several different browsers; contacting IT Support is also recommended.

Faculty Centre - Grading

Faculty Centre is used to manage all class related activities which includes viewing teaching schedules and class rosters, enter and approve grades and evaluate prospective students.

Please be advised that procedures are subject to change, and updates including the most current information will be posted here as they become available.

Documents below with an asterisk (*) are also available as online tutorials. [Click here to access the online learning tool.](#)

Course Guide

[Faculty Centre - Grading Training Guide](#)

Instructors & Grade Administrators

[Class Roster: Download to Excel, Print and Email*](#)

[Emailing Students from the Class Roster*](#)

[Grade Change Audit*](#)

[Manual Grade Entry*](#)

[Setting Your Browser for PeopleSoft Downloads](#)

[Upload Grades](#)

[Upload Grades from Excel](#)

[Where did my grade roster go?](#)

Approvers

[Approve Grades*](#)

[Grade Entry and Approval for Course Instructors who are also Approvers](#)

[Online Grade Change*](#)

Frequently Asked Questions

[Frequently Asked Questions](#)

Need Additional Help?

For additional information, please click the links below:

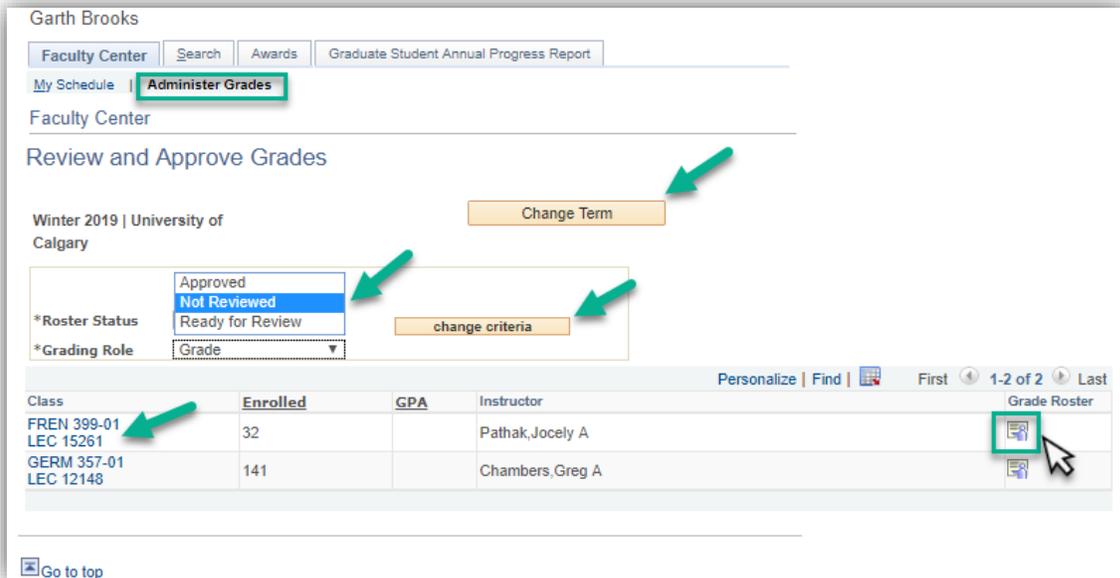
[Grading Info & Important Deadlines](#)

[Help for D2L Users](#)

[Enrolment Services Links for Faculty and Staff](#)

Administering Grades

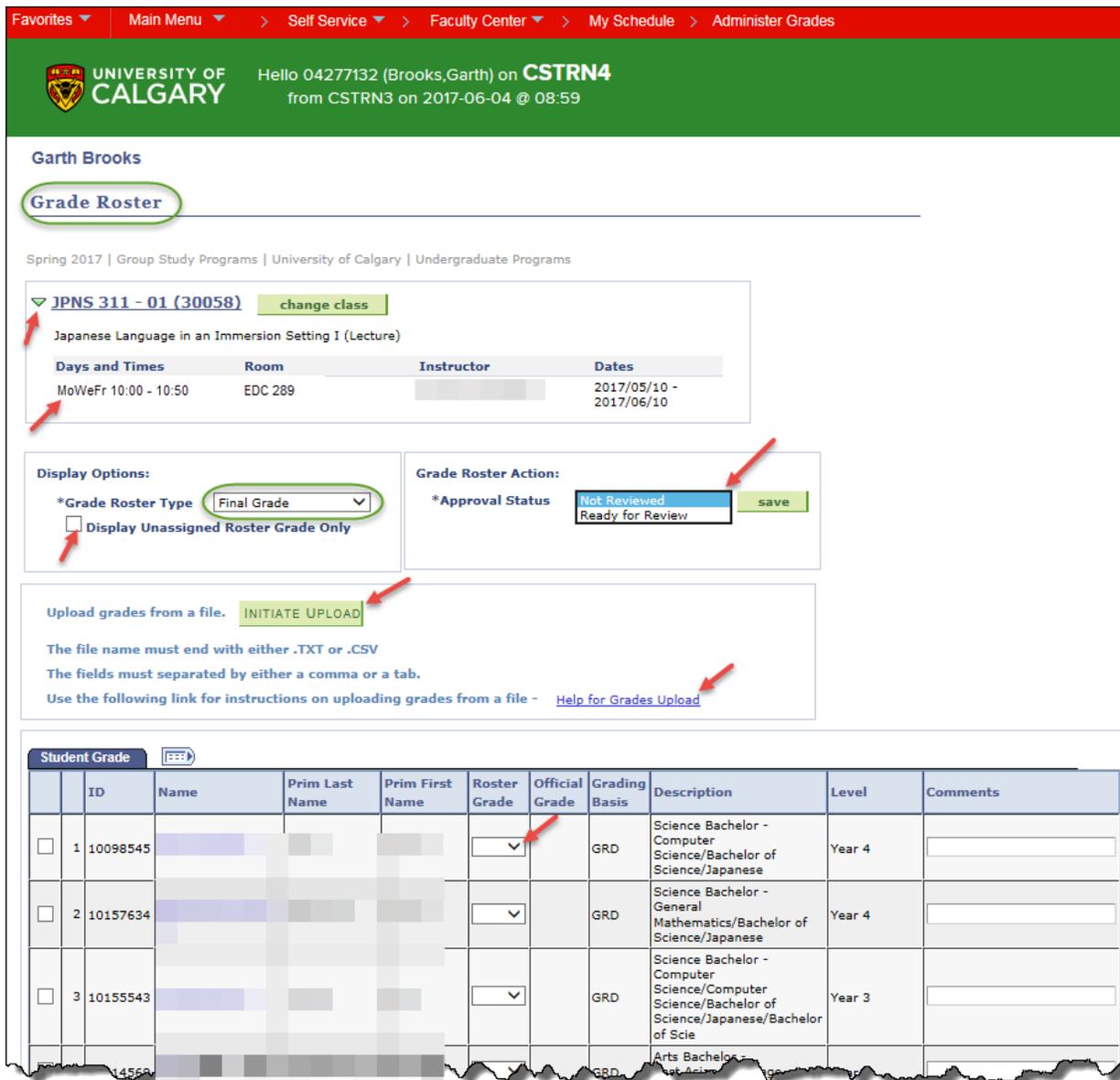
Click on the **Administer Grades** tab to access the summary screen for grading. This screen will provide the Instructor/Administrator with a visual overview of each grade roster.



- The term defaults to the current term. To view a different term, click the **Change Term** button and select the appropriate term from the list.
- **Roster Status** defaults to Not Reviewed but can also be Ready for Review or Approved.
- **Not Reviewed** – the instructor or grade administrator have control of the grade roster for entering or changing grades
- **Ready for Review** – the grade roster is at the Approver level waiting for approval
- **Approved** – the grades are approved and posted to the Student Center
- To view a different Roster Status select the desired status and click the **Change Criteria** button.
- **Grading Role** defaults to Grade for instructors and grade administrators.
- Click the **Class** link to display Class Details.
- **Enrolled** is the number of students enrolled in the course.
- The **GPA** column indicates a dynamic GPA for any grades entered, including the ones entered on the staff side. If no GPA is indicated, then grading has not yet commenced for that class.
- Instructors and Administrators can access the grade rosters by clicking the **Grade Roster icon**  in the Grade Roster column.

Grade Roster

Grades can be entered on the Grade Roster manually or uploaded in mass from a file.



Spring 2017 | Group Study Programs | University of Calgary | Undergraduate Programs

▼ JPNS 311 - 01 (30058) change class

Japanese Language in an Immersion Setting I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00 - 10:50	EDC 289		2017/05/10 - 2017/06/10

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed Ready for Review save

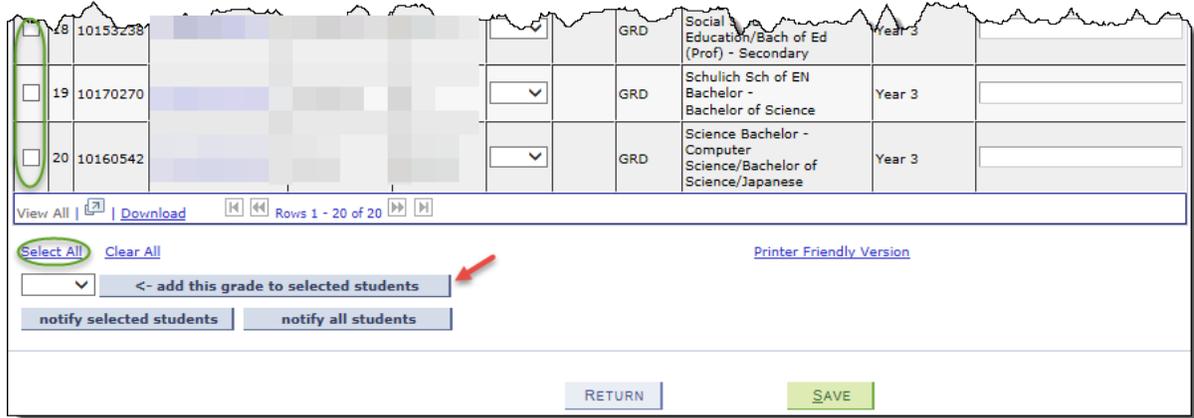
Upload grades from a file. INITIATE UPLOAD

The file name must end with either .TXT or .CSV
The fields must be separated by either a comma or a tab.
Use the following link for instructions on uploading grades from a file - [Help for Grades Upload](#)

ID	Name	Prim Last Name	Prim First Name	Roster Grade	Official Grade	Grading Basis	Description	Level	Comments
1 10098545				▼		GRD	Science Bachelor - Computer Science/Bachelor of Science/Japanese	Year 4	
2 10157634				▼		GRD	Science Bachelor - General Mathematics/Bachelor of Science/Japanese	Year 4	
3 10155543				▼		GRD	Science Bachelor - Computer Science/Computer Science/Bachelor of Science/Japanese/Bachelor of Scie	Year 3	
4 14556				▼		GRD	Arts Bachelor - Art Asian		

- Click the collapse button  next to **Meeting Information/Class Information** to expand or contract the details.
- **Grade Roster Type** will always be set to **Final Grade**.
- **Approval Status** will be either **Not Reviewed (default)** or **Ready for Review**.
- **Display Unassigned Roster Grade Only** checkbox gives instructors/grade administrators the option of only viewing students who have not yet had a grade assigned.
- **Initiate Upload** may be used to upload grades in mass from a file.

- Click the **Help for Grades Upload** link to access help for formatting the file in the required format for uploading.
- The same grade may be assigned to all students (which may be beneficial for credit/fail letter grades) by selecting the desired grade from the **add this grade to selected students** drop down list.



ID	Name	Prim Last Name	Prim First Name	Roster Grade	Official Grade	Grading Basis	Description	Level	Comments
18 10153238						GRD	Social Education/Bach of Ed (Prof) - Secondary	Year 3	
19 10170270						GRD	Schulich Sch of EN Bachelor - Bachelor of Science	Year 3	
20 10160542						GRD	Science Bachelor - Computer Science/Bachelor of Science/Japanese	Year 3	

View All | Download | Rows 1 - 20 of 20

Select All | Clear All | Printer Friendly Version

<- add this grade to selected students

notify selected students | notify all students

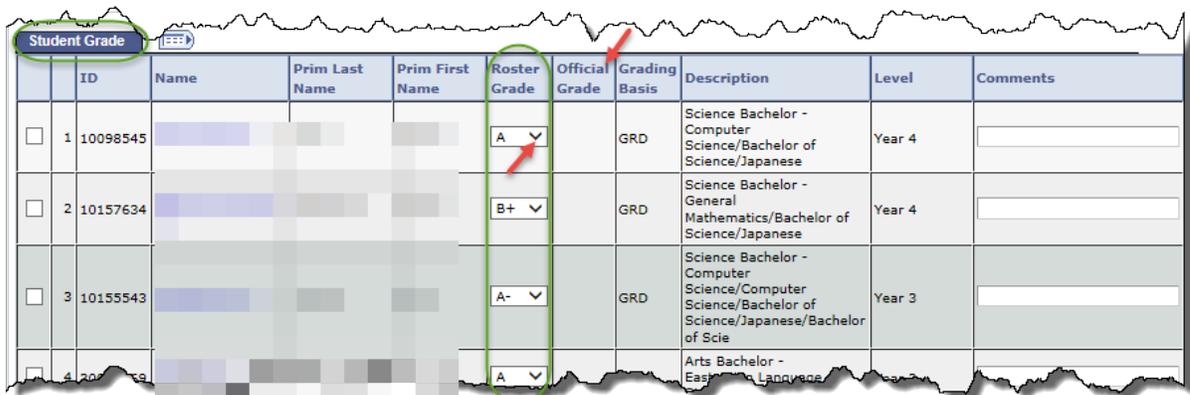
RETURN | SAVE



- **Note:** Setting the Grade Roster to "I" to expedite approving is not recommended. Leave it blank if necessary.
- Click the **Name** link to send an email to a particular student
Note: similar to the class roster, notify buttons for notifying selected students or notifying all students display at the bottom of the Grade Roster.
- The **Roster Grade** column is used to enter grades manually.
- The **Official Grade** column is used by Enrollment Services staff to enter admin type grades.
- The **Grade Basis** column displays the GFC approved grading basis for the course.
- The **Comments** field can be used to document such things as "student missed final".
- The Grade Roster should **always** be saved to ensure grade entry is not lost.

Entering Grades Manually

Grades can be entered manually one by one in the **Roster Grade** column by selecting the desired grade from the drop down menu. Periodically, make sure you save your work.

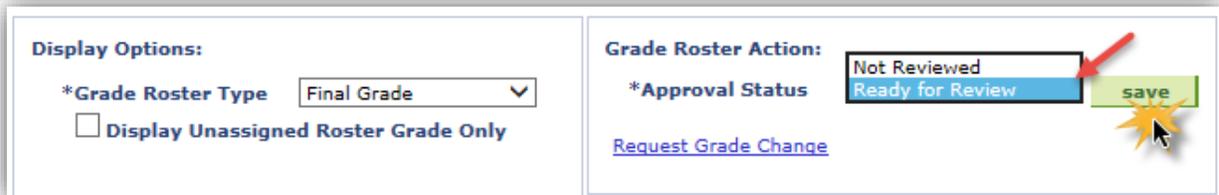


Student Grade	ID	Name	Prim Last Name	Prim First Name	Roster Grade	Official Grade	Grading Basis	Description	Level	Comments
	1 10098545				A		GRD	Science Bachelor - Computer Science/Bachelor of Science/Japanese	Year 4	
	2 10157634				B+		GRD	Science Bachelor - General Mathematics/Bachelor of Science/Japanese	Year 4	
	3 10155543				A-		GRD	Science Bachelor - Computer Science/Computer Science/Bachelor of Science/Japanese/Bachelor of Scie	Year 3	
	4 20157634				A			Arts Bachelor - East Asian Language		

Important Note:

The **Official Grade** column is used by authorized Enrollment Services staff to enter admin type grades such as 'GP', W, AU, AW and MT grades. When a grade is displayed in the Official Grade column, a grade must still be entered in the Roster Grade column by the Instructor or Grade Administrator *if the field is available*. When the Official Grade is W, AU or AW the Roster Grade field will not be available to enter a grade.

When the grade entry is complete, the **Approval Status** must be set to **Ready for Review** and **Saved**.



Display Options:
*Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

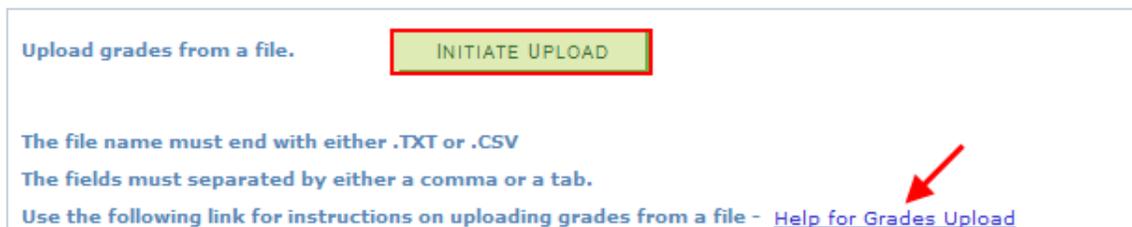
Grade Roster Action:
*Approval Status: Not Reviewed, Ready for Review
[Request Grade Change](#)
save

These actions will identify the Grade Roster as being ready for review by the Approver.

Uploading Grades

Grades can also be uploaded from a file. The file must be in the required format to upload successfully. See additional instructions in this guide for **Uploading Final Grades from a File** for the file format requirements.

Important: Do not exceed 30 characters for the file name.



Upload grades from a file. [INITIATE UPLOAD](#)

The file name must end with either .TXT or .CSV
The fields must be separated by either a comma or a tab.
Use the following link for instructions on uploading grades from a file - [Help for Grades Upload](#)

- Click the **Initiate Upload** button.
- **Browse** to the file and click **Upload**.

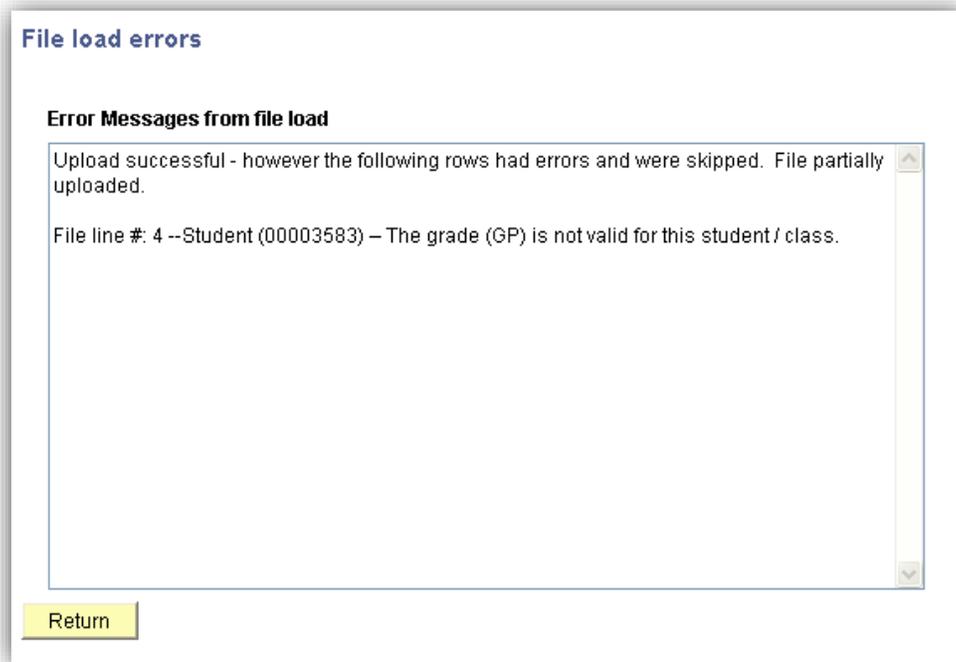


C:\Documents and Setting [Browse...](#)
[Upload](#) [Cancel](#)

- It is critical to **Save** after uploading grades, otherwise the grades will be lost.

Error message from Upload

The following is an example of an Error message generated from the upload process. If there are 30 or less errors, the grades without errors are posted.



The identified errors may be corrected by **Returning** to the Faculty Centre (if grades were manually entered) or to the original grades file that was uploaded. If the file upload process was used, once corrected, the **Initiate Upload** process must be run again.

When the upload process is complete, the **Approval Status** must be set to **Ready for Review** and **Saved**. These actions will identify the Grade Roster as being ready for review by the Approver.

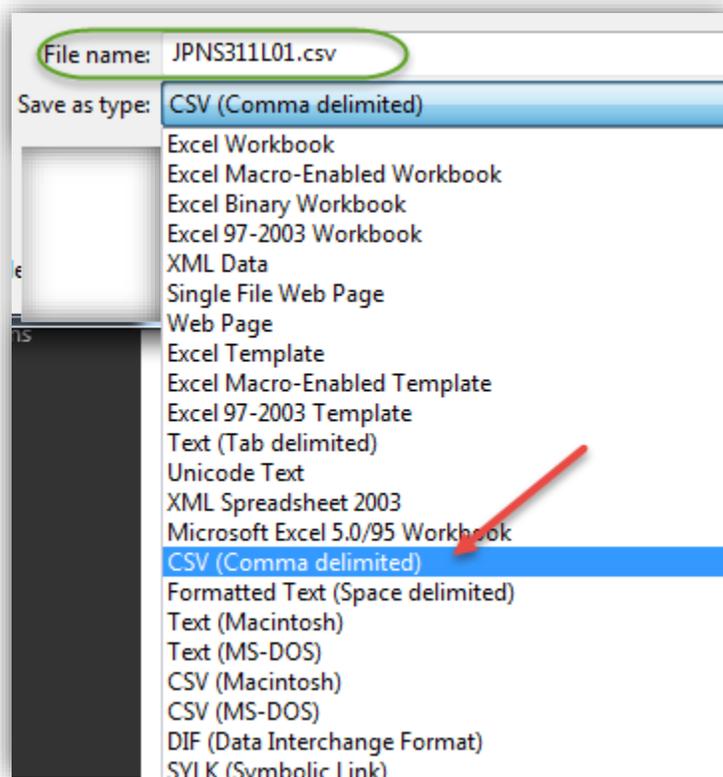
Uploading Final Grades from a File

The file upload capability allows updating section grades from a comma or tab delimited file exported from a spreadsheet or grading package, as an alternative to manually keying the grades in individually.

Note that every time you upload grades these grades will **overwrite any previous grades**.

Upload File Requirements

- The file name must have the **".txt"** or **".csv"** extension, for example, JPNS311L01.csv or JPNS311L01.txt.
- Save the file in MS-Excel and **save as** either CSV (Comma delimited)(***.csv**) or Text (Tab delimited)(***.txt**).



Single Section Mode Requirements

This is the normal type of upload file, where all of the records are for the specific course section.

- The first record (first row) must have the **first 3 fields** (columns) as the course name, number, and section, for example:

For a **Lecture: JPNS,301,01**

For a **Lab: JPNS,301,B02**

For a **Tutorial: JPNS,301,T03**

- The course name and number must match those for the course displayed at the top of this page. Having an empty field anywhere between course name, number or section will cause the upload to fail.
- After the file has been saved as .csv it will be necessary to remove extra columns that are not required in the upload.
- Important: Do not exceed 30 characters for the file name.**
- Delete the following rows/columns:
 - first row (header information);
 - all the following columns: Name, Prim Last Name, Prim First Name, Faculty, Program, Degree, Plan, Level, Phone, Extn, Lec, N/A, and Email
 - Keep the ID and the Final Grade Columns

ID	Name	Prim Last Name	Prim First Name	Faculty	Program	Degree	Plan	Level	Phone	Extn	LEC	LAB	N/A	Final Grade	Email
2	JPNS		301		1										
3	10154425	Akinniyi,Nabih J	Akinniyi	Nabih	AR	ARBCH	BLNK-DEG	NODC-MAJ	Year 3	403/555-7554		1 B01		D	hcmteam@ucalgary.ca
4	30000480	Bekheet,Judith B	Bekheet	Judith	AR	ARBCH	BA-DEG	ENGL-MAJ	Year 2	403/555-1192		1 B01		B	hcmteam@ucalgary.ca
5	30006397	Br...	Br...	Si...	AR	ARBCH	BA-DEG	SOC-MAJ	Year 2	403/555-691		1 B01		B+	hcmteam@ucalgary.ca
6	10171769	Ch...	Ch...	Eli...	AR	ARBCH	BLNK-DEG	NODC-MAJ	Year 2	403/555-8801		1 B01		A	hcmteam@ucalgary.ca
7	10171597	Gael K	Gael	Mi...	KN	KNBCH	BKIN-DEG	KNES-MAJ	Year 2	403/555-3327		1 B01		A-	hcmteam@ucalgary.ca
8	30011200	Inaka	Inaka	F...	AR	ARBCH	BA-DEG	UBST-MAJ	Year 2	403/555-2114		1 B01		D	hcmteam@ucalgary.ca
9	30036640	Huk,Helene P	Huk	Helene	RO	OSCND	OSNDG-DEG		Year 1	403/555-3127		1 B01		A	hcmteam@ucalgary.ca
10	30004400	McDougall,Susan	McDougall	Susan	AR	ARBCH	BLNK-DEG	NODC-MAJ	Year 2	403/555-6518		1 B01		A+	hcmteam@ucalgary.ca
11	30003467	Mikle,Daniel O	Mikle	Daniel	KN	KNBCH	BKIN-DEG	KNES-MAJ	Year 2	403/555-3918		1 B01		B	hcmteam@ucalgary.ca

- The rest of the records must have the student ID in the first field (column) and the grade in the second field (column), for example: 10154425 D
- Note:** Leading '0's need not be present on the student ID in the file. This process will pad the student ID on the left with '0's as needed to match the eight digit student ids in the database. For example 123456 will match 00123456
- After the columns have been removed the resulting file should appear as follows:

	A	B	C
1	JPNS	301	1
2	10154425	D	
3	30000480	B	
4	30006397	B+	
5	30006769	A	
6	10171597	A-	
7	30011200	D	
8	30036640	A	
9	30004400	A+	
10	30003467	B	

Multi Section Mode Requirements

- This file can contain records for multiple sections for the specified course.
- The same file would be the source for grades for each of the sections it contains.
- The first record (first row) must have the first 3 fields as the course name, number, and ***, for example: PSYC,205,***
- The course name and number must match those for the course displayed at the top of this page.
- The rest of the records must have the student ID in the first field (column), the grade in the second field (column), and the section in the third field, for example:

For a **Lecture: 00222222,B+,01**

For a **Lab: 00222222,B+,B02**

For a **Tutorial: 00222222,B+,T03**

- When the file is uploaded, only the grades for the section corresponding to the section at the top of this page are applied.
Note: Leading '0's need not be present on the student ID in the file. This process will pad the student ID on the left with '0's as needed to match the eight digit student ids in the database. For example 102350 will match 00102350.

Upload Results

- If the format of the file does not meet the above criteria, none of the entries are processed.
- The entries are checked for errors; for example students not in this class, invalid grades, etc.
- If no errors are found, the grades are displayed on the page. You MUST click **SAVE** to retain them.
- If there are 30 or fewer errors found, any grades without errors are accepted and you are presented with a page that describes the errors. Click the **Return** button to go back to the Grade Roster page to view the results. You MUST click **SAVE** to retain the valid entries.
- If there are more than 30 errors, you will be presented with a page that describes the first 30 errors. Click the **Return** button to return to the Grade Roster page which will be unchanged.

Desire 2 Learn Grade Export Utility:

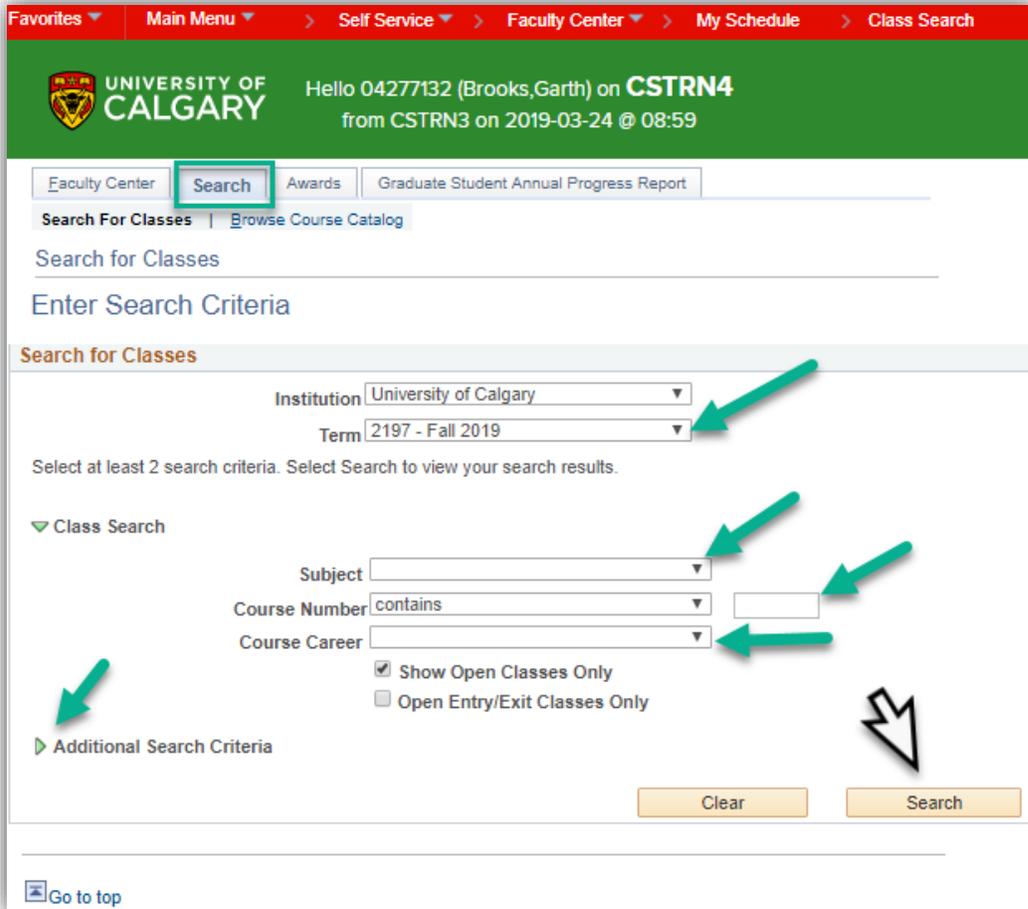
- The Desire2Learn Export Utility downloads the grade roster into an excel spreadsheet which does not need to be manipulated. Navigate to the My UofC Portal > Desire2Learn. Once in the Desire2Learn widget, click on the Desire2Learn Grade Export Utility.



- For more information on D2L, please consult <http://elearn.ucalgary.ca/desire2learn/>

Class Search

The Search tab allows you to 'Search for Classes' and view information about a class.



- To search for classes you must select at least 2 search criteria.
- Select the **Course Subject** from the Course Subject drop down list.
- Enter the **Course Number** or
- Select the **Course Career** from the Drop down list
- Use the **Additional Search Criteria** to refine the search
- Click the **Search** button

The following is an example of Fall 2019; Kinesiology 259. Note especially the Class Restrictions and Class Availability:

[Search for Classes](#)

Class Detail

KNES 259 - 01 Human Anatomy and Physiology I
University of Calgary | Fall 2019 | Lecture

Class Details

Status	Open ●	Career	Undergraduate Programs
Class Number	71410	Dates	2019/09/05 - 2019/12/06
Session	Regular Academic	Grading	Graded
Units	3 units	Location	Main UofC Campus
Class Components	Laboratory Required, Lecture Required	Campus	University of Calgary

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:50AM	TBA	Staff	2019/09/05 - 2019/12/06

Enrollment Information

Enrollment Requirements Prerequisite(s): Biology 30, Chemistry 30, and Mathematics 30-1 or 30-2. (Please see University Calendar for more description.)

Class Attributes Half-Course
CPC Hours (3-2)

Class Restrictions

Restriction Nbr	Start Date	End Date	Reserved Seats	Description
1	2019/03/01	2019/08/01	220	Restricted to KNES students only.

Class Availability

Combined Section Capacity	350	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	350		

Combined Section

View Details	Description	Status	Enrl Tot	Wait Tot
KNES 259-01 LEC (71410)	Human Anatomy & Physiology I	● Open	0	0
KNES 259-02 LEC (71749)	Human Anatomy & Physiology I	● Open	0	0

Description

The instructional approach is a combination of systematic and regional anatomy and physiology with some surface anatomy and radiologic considerations. General cell physiology, bone anatomy, neurophysiology and muscular physiology, as well as skeletal structure, types of connective tissues, structure of joints and muscles of the axial and appendicular skeleton will be covered. Laboratories utilize human tissue materials, anatomical models, charts, and prosected cadavers and cadaver specimens.

Prerequisite(s): Biology 30, Chemistry 30, and Mathematics 30-1 or 30-2.

Antirequisite(s): Credit for Kinesiology 259 and any of Biology 305, Medical Science 404, Nursing 221, Zoology 289, 481 or 483 will not be allowed.

Textbook/Other Material

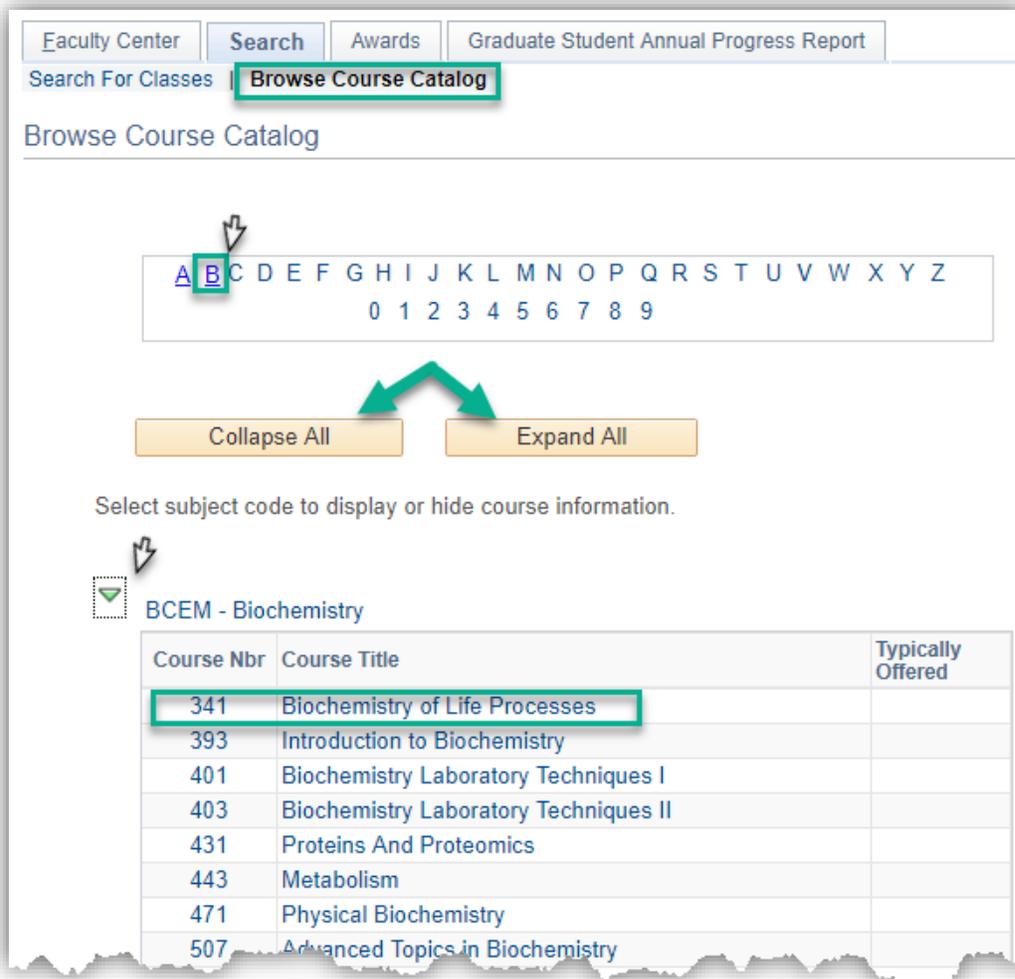
Textbook Assignment Pending (assignments not shown to students)

[View Search Results](#)

[Go to top](#)

Browse Course Catalog

The browse course catalog is used to find information about courses and classes for a term.



Faculty Center Search Awards Graduate Student Annual Progress Report

Search For Classes **Browse Course Catalog**

Browse Course Catalog

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
0 1 2 3 4 5 6 7 8 9

Collapse All Expand All

Select subject code to display or hide course information.

▼ BCEM - Biochemistry

Course Nbr	Course Title	Typically Offered
341	Biochemistry of Life Processes	
393	Introduction to Biochemistry	
401	Biochemistry Laboratory Techniques I	
403	Biochemistry Laboratory Techniques II	
431	Proteins And Proteomics	
443	Metabolism	
471	Physical Biochemistry	
507	Advanced Topics in Biochemistry	

- Choose the letter from the alphabet to view the course category
- **Optional:** Use **Collapse All** or **Expand All** to view the course categories.
- Click either the **Course Nbr** or **Course title** to view **Course Detail**

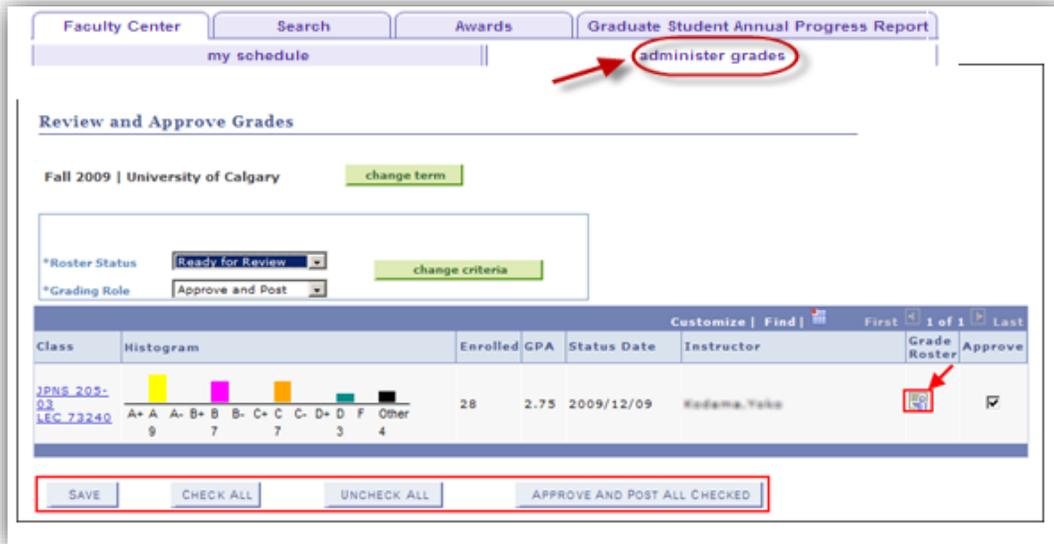
Desire2Learn (D2L)

What is Desire2Learn (D2L)?

Desire2Learn (D2L) is the learning management system used at the University of Calgary. D2L gives you the ability to manage courses, email students, collect assignments, participate in online discussions, keep track of student grades, and more. D2L is available for all of your online, blended, or classroom courses. See <http://elearn.ucalgary.ca/desire2learn/> for more information.

Approving Grades

Once grade rosters have been set to **Ready for Review**, they are displayed in the grading summary screen within the Approver's Faculty Centre. This summary list shows Histograms and a dynamic GPA calculation for each grade roster along with the date the grade rosters were set to Ready for Review status.



Class	Histogram	Enrolled	GPA	Status Date	Instructor	Grade Roster	Approve
JPNS 202-03 LEC 72240		28	2.75	2009/12/09	Kodama, Yoko		<input checked="" type="checkbox"/>

- Approvers may click on the **grade roster icon**  to view the Grade Roster for each class.
Important:
It's important to note the Approve check box **defaults** to Approve for all classes listed. Clicking the **Approve and Post All Checked** button approves all classes with the check box checked.
- You may click the **Uncheck All** button to remove checkmarks in the Approve column (i.e. unapprove the grades) and then click **Save**. This allows you to approve the Grade Rosters on an individual basis.
- Click the **Approve** checkbox for the Grade Roster/s you wish to approve. Alternatively clicking the **Check All** button will automatically place checkmarks in the **Approve** column (i.e., approve the grades) for all classes in the selected term.
- Then click the **Approve and Post All Checked** link.

Once posted, grades will be immediately accessible to students via their Student Center Important. Please ensure you have reviewed all the Grade Rosters in the list prior to selecting the Approve and Post All Checked button.

Grade Entry for Instructors who can Approve Grades

Instructors who are teaching and also have the ability to 'approve and post' grades in the system have the capability to enter **AND** approve their own grades. This is usually the Department Head or equivalent within each department.

This is a two-step process: Grade Entry and Grade Approval. Please reference the job aid on the Student and Enrolment Services training website: Faculty Centre – Grading > Approvers: **Grade Entry and Approval for Course Instructors who are also Approvers**.

Faculty Centre - Grading

Faculty Centre is used to manage all class related activities which includes viewing teaching schedules and class rosters, enter and approve grades and evaluate prospective students.

Please be advised that procedures are subject to change, and updates including the most current information will be posted here as they become available.

Documents below with an asterisk (*) are also available as online tutorials. [Click here to access the online learning tool.](#)

Course Guide

[Faculty Centre - Grading Training Guide](#)

Instructors & Grade Administrators

- [Class Roster: Download to Excel, Print and Email*](#)
- [Emailing Students from the Class Roster*](#)
- [Grade Change Audit*](#)
- [Manual Grade Entry*](#)
- [Setting Your Browser for PeopleSoft Downloads](#)
- [Upload Grades](#)
- [Upload Grades from Excel](#)
- [Where did my grade roster go?](#)

Approvers

- [Approve Grades*](#)
- [Grade Entry and Approval for Course Instructors who are also Approvers](#)
- [Online Grade Change*](#)

Frequently Asked Questions

[Frequently Asked Questions](#)

Need Additional Help?

For additional information, please click the links below:

- [Grading Info & Important Deadlines](#)
- [Help for D2L Users](#)
- [Enrolment Services Links for Faculty and Staff](#)

Getting Help

Student and Enrolment Services Training website (Student Administration – PeopleSoft Campus Solutions): <https://www.ucalgary.ca/registrar/training/student-administration>

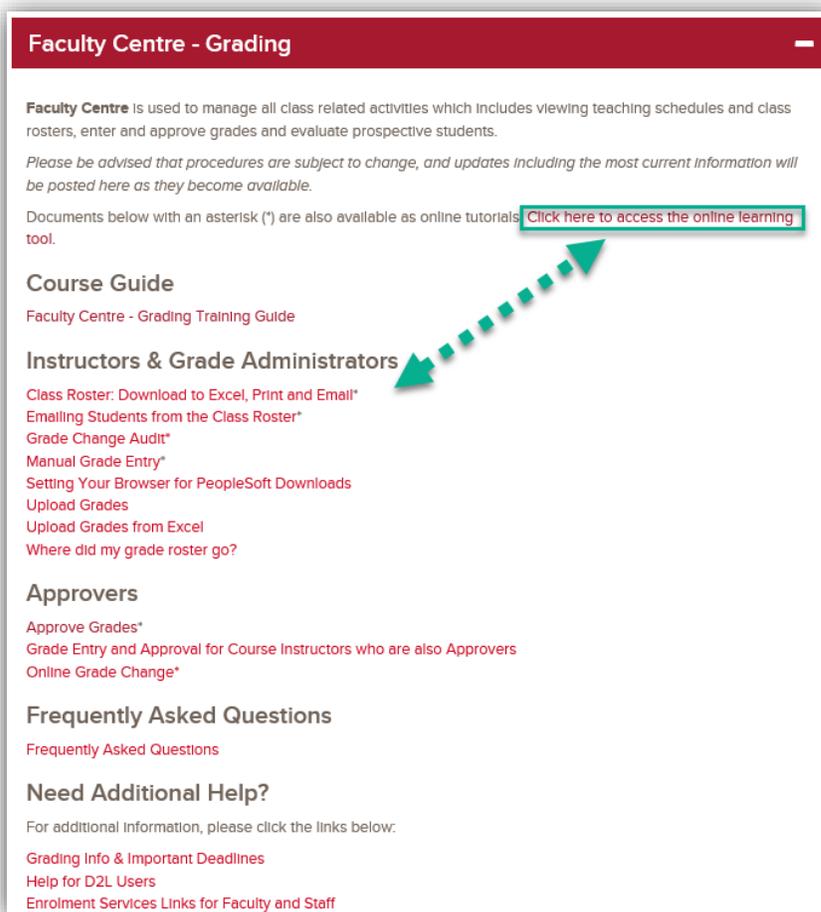
Student and Enrolment Services training: sestrain@ucalgary.ca

IT Support Center – 220-5555

Email – itsupport@ucalgary.ca

Enrollment Services website: <https://www.ucalgary.ca/registrar/registration>

Faculty Centre – Grading, Guide, Job Aids and Online Learning



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E-Learning website - <http://elearn.ucalgary.ca>

D2L (Desire2Learn, Brightspace) – Upload D2L Grades to PeopleSoft
<http://elearn.ucalgary.ca/desire2learn/>