

Faculty Guide to e-Campus Uploading and Submitting Grades
University of Rhode Island
Office of Enrollment Services

FOR DUE DATES PLEASE CHECK:
[FACULTY SENATE APPROVED UNIVERSITY CALENDAR](#)

These instructions are in 3 parts, *please read through all before starting.*

- Step 1 – Getting into your Grade Roster
- Step 2 – Entering your Grades
- Step 3 – Approving your Grades

Step 1 – Getting into your Grade Roster

- Log on to e-Campus with your UserID and Password
- Choose the correct term for grading [**change term**] if necessary
- Click on the **icon** for grade roster to the left of your class

Faculty Center | Class Search

my schedule | class roster | grade roster

Faculty Center

My Schedule

On a holiday week please reference the academic calendar (http://www.uri.edu/es/calexams/index_caalexams.html) for class meeting days.

Fall 2014 | University of Rhode Island | **change term**

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > Fall 2014 > University of Rhode Island

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
AAF 399-0001 (8676)	Intro to Multicultural Psych (Lecture)	1	TuTh 11:00AM - 12:15PM	White Hall 204	Sep 3, 2014- Dec 8, 2014
AFS 190-0001 (8010)	Issues in Biotechnology (Lecture)	6	We 4:00PM - 6:45PM	Ryan Family Auditorium-CBLS100	Sep 3, 2014- Dec 8, 2014
BCH 190-0001 (8013)	Issues in Biotechnology	22	We 4:00PM - 6:45PM	Ryan Family Auditorium	Sep 3, 2014- Dec 8, 2014

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The following is the screen that will appear. *Grade Roster Type will be indicated.

Faculty Center | Class Search

my schedule | class roster | grade roster

Grade Roster

On a holiday week please reference the academic calendar (http://www.uri.edu/es/calexams/index_caexams.html) for class meeting days. [View FERPA Statement](#)

Fall 2014 | Regular Academic Session | University of Rhode Island | Undergraduate

▼ **PSY 399 - 0001 (7938)** [change class](#)

Introduction to Multicultural Psychology (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 11:00AM-12:15PM	White Hall 204	Brett Rutherford, Shanette Harris	09/03/2014 - 12/08/2014

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed [save](#)

[Grade Roster File Import](#)

Student Grade

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
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Step 2 – Entering and saving grades

** **When you chose Mid-term** you will be grading students that are properly enrolled in your class and section with less than 30 credits. The grades available to you are S, S-, U, and NR.

Enter grades and click [**SAVE**] with *Approval Status set to **Not Reviewed**.

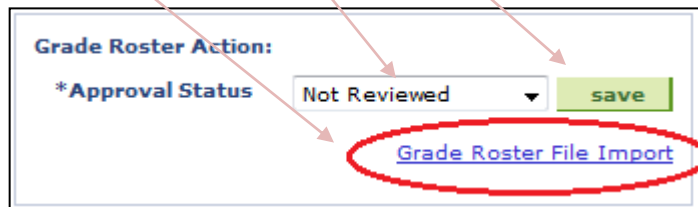
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Do not change the *Approval Status from **Not Reviewed** until all grades are entered and verified by you.

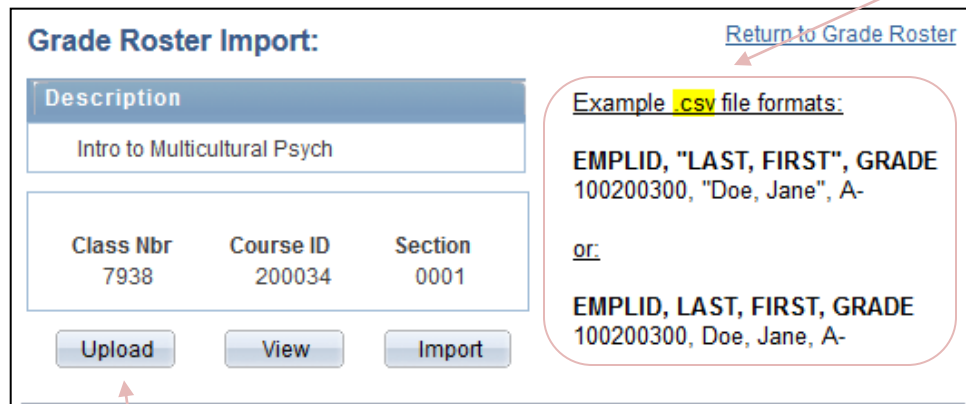
IMPORTANT NOTES:

** *If you have a large class* it is recommended that you click the **[SAVE]** button periodically, so as not to lose any data.

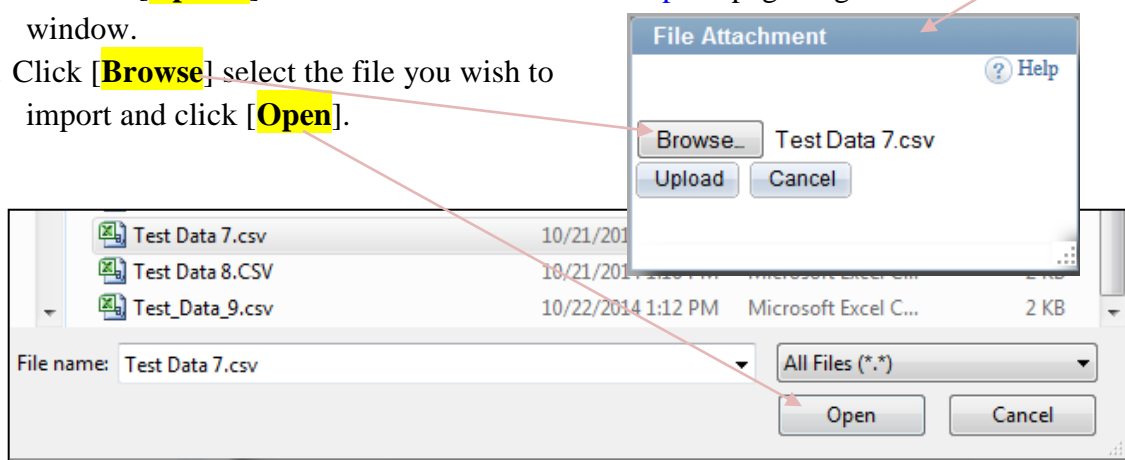
** *You can also import grades* using the [Grade Roster File Import](#) link in the “**Grade Roster Action:**” area of the grade roster page.



If you choose to import your roster grades, follow steps 1-7 below. *You will need a **.csv** formatted file as Sakai exports them. [Click here for Sakai export instructions.](#)

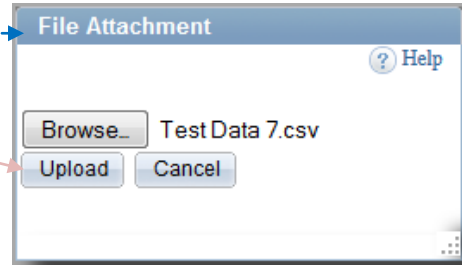


1. Click the **[Upload]** button on the [Grade Roster Import:](#) page to get the [File Attachment](#) window.
2. Click **[Browse]**, select the file you wish to import and click **[Open]**.



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3. Click the **[Upload]** button on the **File Attachment** window. The **Uploaded File:** should now reflect your uploaded grade roster file and the **Uploaded: Date Term** will be reflected of the upload.
4. If you wish to confirm the contents of the file, click the **[View]** button and follow the prompts.



Grade Roster Import: [Return to Grade Roster](#)

Description		
Intro to Multicultural Psych		

Class Nbr	Course ID	Section
7938	200034	0001

Uploaded File:
Test_Data_7.csv

Uploaded: Date 11/21/14 9:45AM **Term** 2149 **Uploaded By:** zzzinstructor

Example .csv file formats:
EMPLID, "LAST, FIRST", GRADE
100200300, "Doe, Jane", A-

or:
EMPLID, LAST, FIRST, GRADE
100200300, Doe, Jane, A-

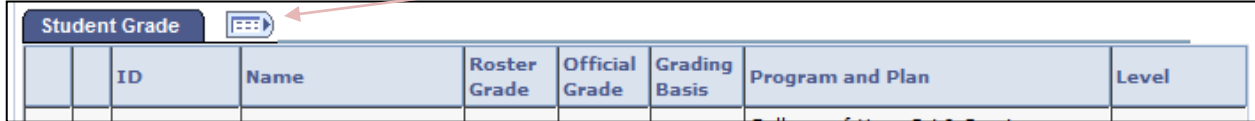
Errors [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | [First](#) | 1 of 1 | [Last](#)

Line	Empl ID	Error Message

5. Finally, to process the contents of the uploaded grade roster file, click the **[Import]** button.
6. If a problem was found in the file it will be detailed in the **"Errors"** grid. Note that you may need to **"View All"** to see more than the default list size.
7. Click the [Return to Grade Roster](#) link and continue with Submitting Grades process.

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** Once all grades are entered and saved, click on the “**show all columns**” icon on your roster, or click on the [EVALUATION FORMS] tab, which is at the top of the roster.

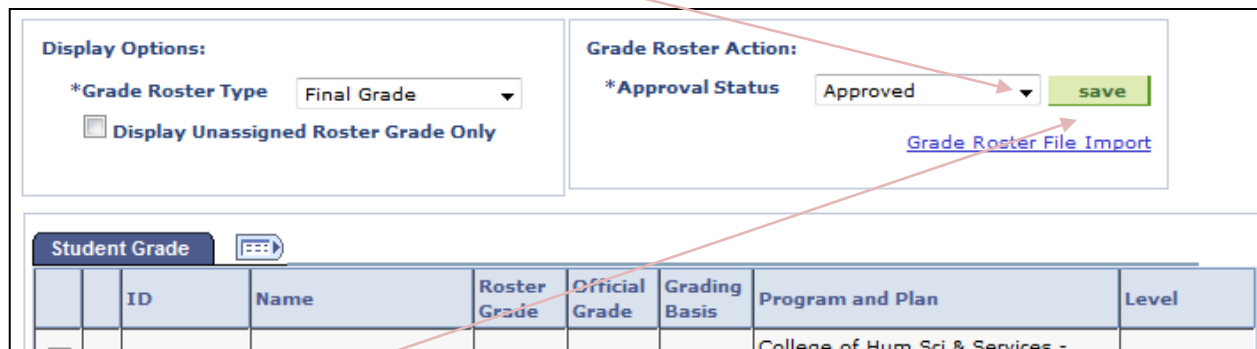


Student Grade		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
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If you have students in your class that require an evaluation, you are strongly urged to fill out the form that is next to their name. Click on [Evaluation Form](#) and that will bring you to the questionnaire. Once all questionnaires are completed for your students please click Save and continue to Step 3.

Step 3 – Approving and Submitting your Grades.

- Change the [*Approval Status] dropdown to **Approved**.

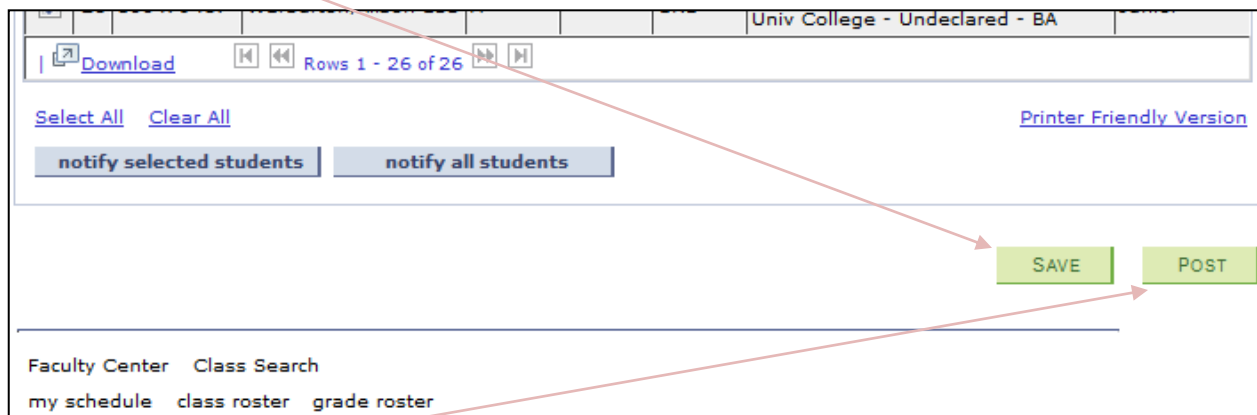


Display Options:
*Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status: Approved
save
[Grade Roster File Import](#)

Student Grade		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
							College of Hum Sci & Services -	

- Click **SAVE** again. (either above or below roster)



Univ College - Undeclared - BA

Download Rows 1 - 26 of 26

Select All Clear All Printer Friendly Version

notify selected students notify all students

SAVE **POST**

Faculty Center Class Search
my schedule class roster grade roster

- Click **POST** and this submits your grades.

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- You will then receive a **Confirmation Page**.

Grade Confirmation

TO COMPLETE THE GRADE POST PROCESS, PLEASE HIT THE RETURN BUTTON BELOW. THIS WILL SAVE YOUR POSTED ROSTER AND GENERATE AN APPROVAL EMAIL. YOU WILL RECEIVE THE APPROVAL EMAIL WITHIN 24 HOURS. IF YOU LEAVE THIS PAGE WITHOUT HITTING THE RETURN BUTTON, YOUR ROSTER WILL NOT BE POSTED.

An email will be sent to: ←

PLEASE PRINT A COPY OF THE GRADE ROSTER FOR YOUR RECORDS.

 ←

Your email address appears here.

- As noted, you must click on the **[Return]** button to “complete the grade process” and “generate and approval email”.

If you have other classes to grade you can click on Select a Different Class on the grade roster page. You do not have to log out and log back in again.

**Grades will be made available on the student center as soon as you save them.
The grade due date is listed on the [FACULTY SENATE APPROVED UNIVERSITY CALENDAR](#).**