



DATE: April 11, 2018

MEMO TO: Curricular Representatives

FROM: L. Sherrán Pak  
Curricular Services

SUBJECT: Setting Grade Access for 1184 Grading

We are providing these instructions to you so that you may review and prepare your 1184 course setups for final grading. Most setups fall into two categories: non-9999 and 9999 enrollment packages. Instructions for each type of enrollment package are included in this document. We've also created two reports to assist you: *Grade Access for eGrading* and *Course Administrators on Class Association 9999 Sections* (if applicable). The information on them is current as of Wednesday, April 11 and includes only courses ending 05/04/2018. The reports are available at [http://registrar.wisc.edu/current\\_reports.htm](http://registrar.wisc.edu/current_reports.htm) as PDF files. Each contains information for multiple departments, but bookmarks are provided within each report so you can navigate to your department's results. You may have more than one page of results. Please notice that each department's pages are numbered separately, starting at "1", so the page numbers within the report will not match those shown in your PDF viewer. Please use the page numbers shown in your PDF viewer when printing.

Grade roster access is coded using the Access field on the Meetings page of Maintain Schedule of Classes, under the Instructors for Meeting Pattern section. Combined section updates should be made on the Schedule Class Meetings page (Curriculum Management > Schedule of Classes > Schedule Class Meetings).

Access options:

- Approve:** Instructor can input and submit grades.
- Grade:** Instructor can input grades, but cannot submit.
- No Access:** Instructor cannot access the grade roster.

The default access value for instructors when they are entered on a course section is Approve. If you haven't been checking these values as you add instructors, you may have instructors incorrectly coded to submit grades. Please review your current course setups and update as necessary. For each course section listed on the accompanying report(s), determine whether it involves a non-9999 or 9999 enrollment package and then refer to the appropriate instructions below.

Grade rosters will be generated on May 3 for courses ending on May 4. Please have all your courses set up for grading before May 3.

Contact Sherrán Pak at Curricular Services (262-4411) if you have any questions regarding your course setups for grading.

## Non-9999 Course Section Setups

If a course section is not part of a 9999 setup, simply check the *Grade Access for eGrading* report to be sure that at least one instructor's grade roster access is set to Approve for each graded section. Any instructors who should not be able to enter grades must be set to No Access.

SUBJ	CTLG#	CLASS ASSOC	COMP	SECT	GRADED COMP	INSTRUCTOR NAME	GRADE ROSTER ACCESS	INSTR TYPE	AUTO ENROLL
277	234	1	FLD	001	FLD	CLEMENT, LEE	N	TA	
277	234	1	FLD	001	FLD	MIRANDA, SARA	N	TA	
277	234	1	FLD	001	FLD	TOCHON, ERIN	A	PROF	

In the above example, Professor Tochon is set to Approve and will be able to enter and submit grades. Instructors Clement and Miranda will not have access to the grade roster for this section.

## 9999 Course Section Setups

These are courses which consist of a lecture and several associated discussions and/or labs. The lecture will have an associated class value of 9999 and will not be the graded component of the course. The graded components of the course will be the associated discussions or labs.

If the instructors of the graded sections (discussions or labs) will be entering grades, their access should be set as for non-9999 courses, with at least one instructor per section set to Approve.

If the instructor of the 9999 lecture will be entering grades for all of the associated sections, his/her access should be set to Approve on the Meetings page of the lecture, and s/he should be entered as the course administrator on the Basic Data page of the lecture. (The lecture instructor should never be added as an instructor on the Meetings pages of the associated sections solely for grading purposes). Then, s/he will be able to access the associated grade rosters and enter grades. In addition, s/he will have access to a packaged grade roster, containing all of the students in the lecture. If there are auto enrolls on the class, s/he will only see the grade rosters for the sections which auto enroll into that lecture. If there are no auto enrolls, s/he will see grade rosters for all of the sections.

See the next page for examples of setups with and without auto enrolls.

## EXAMPLES

### 9999 Lectures With Auto Enrolls:

SUBJ	CTLG#	CLASS ASSOC	COMP	SECT	GRADED COMP	INSTRUCTOR NAME	GRADE ROSTER ACCESS	INSTR TYPE	AUTO ENROLL
933	234	9999	LEC	001		PORTER, WILLIAM	A	LECT	
933	234	9999	LEC	002		BATES, ROBERT	A	PROF	
933	234	11	DIS	311	DIS	PAK, RALPH	A	TA	001
933	234	12	DIS	312	DIS	PAK, RALPH	A	TA	001
933	234	14	DIS	314	DIS	BROWN, JIM	A	TA	001
933	234	22	DIS	322	DIS	CHAN, JOY	A	TA	001
933	234	31	DIS	331	DIS	WILLIAMS, BOB	A	TA	002
933	234	34	DIS	334	DIS	WILLIAMS, BOB	A	TA	002

In the example above, the auto enrolls are set so that Professor Porter will be able to enter grades and submit the grade rosters for discussions 311-322 and Professor Bates will be able to grade and submit 331 and 334. In addition, Professor Porter and Professor Bates will each have access to a packaged roster containing only the students enrolled in each of their lectures.

In this example, the TAs would also be able to enter grades and submit the grade rosters for their sections.

### 9999 Lectures Without Auto Enrolls:

SUBJ	CTLG#	CLASS ASSOC	COMP	SECT	GRADED COMP	INSTRUCTOR NAME	GRADE ROSTER ACCESS	INSTR TYPE	AUTO ENROLL
344	221	9999	LEC	001		PLESHA, ALBERT	A	PROF	
344	221	9999	LEC	002		WEST, JAMES	A	PROF	
344	221	1	DIS	301	DIS	ROBERTS, BOB	G	TA	
344	221	3	DIS	303	DIS	ROBERTS, BOB	G	TA	
344	221	4	DIS	304	DIS	JONES, LUCY	G	TA	
344	221	7	DIS	307	DIS	JONES, LUCY	G	TA	
344	221	9	DIS	309	DIS	SMITH, SUSAN	G	TA	
344	221	10	DIS	310	DIS	SMITH, SUSAN	G	TA	
344	221	12	DIS	312	DIS	WILLIAMS, BOB	N	TA	

In this second example, Professors Plesha and West will each have access to a packaged roster containing only the students enrolled in each of their lectures. They will also have access to individual grade rosters for all of the discussions.

The grade access for TA Bob Williams is set to No Access, so he will not be able to see his grade roster.

The other TAs are set to Grade, and can enter grades for their sections, but not submit them.