



DATE: September 27, 2018

MEMO TO: Curricular Representatives

FROM: Sherrán Pak

SUBJECT: Setting Grade Access for 1192 Midterm Grading

We are providing these instructions and reports so that you may review and prepare your 1192 course setups for midterm grading. The setups are relatively straightforward. Most fall into one of two categories: non-9999 and 9999 enrollment packages. Instructions for each of these enrollment packages are included in this document. We've also created two reports to assist you: *Grade Access for Midterm e-Grading* and *Course Administrators on Class Association 9999 Sections for Midterm e-Grading* (if applicable). The information on these reports is current as of Thursday, September 27.

Midterm grade roster production will begin on October 5. Please have your courses set up correctly for midterm grading by this date.

Instructors will be able to enter midterm grades through My UW starting October 8, and ending at 11:59 pm on October 22.

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

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Curricular Services

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Important notes regarding Midterm Grading

- 1) 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 coded to submit grades who shouldn’t be. Please look through the midterm grading reports to ensure that all sections are set up correctly.
- 2) An instructor who should not have access to enter midterm grades should be set to “No Access” before grading begins.
- 3) **If a section does not have an instructor, it cannot be graded and it will not appear on the grading report(s).** Place instructors on these sections now, so midterm grading can occur.
- 4) Unlike our final grading materials, the midterm grading reports only show classes with first-year students enrolled. When the instructor enters midterm grades in My UW s/he will only see first-year students on the grade roster.
- 5) A Control List will be available for your use in SIS to monitor midterm grading. The instructor name listed for each course section on your Control List is taken from the Course Administrator field on the Basic Data page in Maintain Schedule of Classes. If no instructor is listed, or if the instructor listed is not correct, you may update the Course Administrator field with another instructor, as long as that instructor appears on the Meetings page for the section and is set to “Approve.”
- 6) Canvas grade entry will not work for midterm grade reporting.

Reviewing your Courses for Midterm Grading

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). Combined section updates should be handled by the primary department only.

Access options:

- | | |
|--------------------------|--|
| <u>Approve:</u> | Instructor can input and submit midterm grades. |
| <u>Grade:</u> | Instructor can input midterm grades. (This is sufficient for midterm grading.) |
| <u>No Access:</u> | Instructor cannot access the grade roster. |

Please review your current course setups and update as necessary. For each course section listed on the accompanying report(s), first determine whether it involves a non-9999 or 9999 enrollment package and then refer to the corresponding instructions below.

Non-9999 Course Section Setups

If a course section is not part of a 9999 setup, simply check the *Grade Access for Midterm eGrading* report to be sure that at least one instructor's grade roster access is set to "Approve" or "Grade" for each graded section. Any instructors who should not be able to enter midterm 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 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" or "Grade."

If, instead, the instructor of the 9999 lecture will be entering the 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 not 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 roster containing all of the first-year students in the associated graded sections. If there are auto enrolls on the class, the packaged roster the lecture instructor sees will contain only the first-year students in the sections which auto enroll into that lecture. If there are no auto enrolls, the packaged roster will contain all of the first-year students enrolled in the associated graded 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 have access to the grade rosters for discussions 311-322 and Professor Bates will have access to 331 and 334. In addition, Professor Porter will have the option of entering grades on a single packaged roster which includes all of the first-year students in discussions 311-322, and Professor Bates will have access to a packaged roster containing all of the first-year students in discussions 331 and 334.

In this example, the TA's will have access to 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. Since there are no auto enrolls linking discussions with a specific lecture, each packaged roster will contain all of the first-year students in discussions 301-312. They will also have access to individual grade rosters for 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 TA's are set to "Grade", and can enter grades for their sections. Because submission of grades is not required for midterm grading, that will be sufficient.