



DATE: February 15, 2021

MEMO TO: Curricular Representatives

FROM: Sherrán Pak

SUBJECT: Setting Grade Access for 1214 Midterm Grading

We are providing these instructions and reports so that you may review and prepare your 1214 courses 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 Monday, February 15.

**Midterm grade rosters will be produced on February 26. 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 February 26, ending at 11:59 p.m. on March 15. Instructors who have first-year students in their courses will receive an email on February 26.**

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

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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”.
- 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 an instructor enters midterm grades in My UW they 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:

- Approve:** Instructor can input and submit midterm grades.  
**Grade:** Instructor can input midterm grades. (This is sufficient for midterm grading.)  
**No Access:** 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 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.

Subject	Ctlg#	Comp	Section	Assoc	Graded Comp	Instructor Name	Grade Roster Access	Instr Type	Auto Enrol
222	333	LEC	001	1	LEC	L. Prosser	A	PROF	
222	333	LEC	002	2	LEC	Reg Nullify	N	LECT	
222	333	LEC	003	3	LEC	Rob McKenna	N	PROF	

In the above example, Professor Prosser is set to Approve and will be able to enter and submit grades. Instructors Nullify and McKenna will not have access to the grade rosters for their sections.

### 9999 Course Section Setups

These are courses that 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, their access should be set to Approve on the Meetings page of the lecture, and they should be entered as the course administrator on the Basic Data page of the lecture. Then, they will be able to access the associated grade rosters and enter grades. In addition, they will have access to a packaged grade roster, containing all of the First Year students in the lecture. If there are auto enrolls on the class, they will only see the grade rosters for the sections that auto enroll into their lecture. If there are no auto enrolls, they will see grade rosters for all of the associated discussions or labs with First Year students enrolled.

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

## EXAMPLES

9999 Lectures With Auto Enrolls:

Subject	Ctlg#	Comp	Section	Assoc	Graded Comp	Instructor Name	Grade Roster Access	Instr Type	Auto Enrol
123	456	LEC	001	9999		Hurling Frootmig	A	PROF	
123	456	LEC	002	9999		Cynthia Fitzmelton	A	ASST	
123	456	DIS	301	301	DIS	Lazlar Lyricon	A	TA	001
123	456	DIS	302	302	DIS	Max Quordlepleen	A	TA	001
123	456	DIS	303	303	DIS	Lazlar Lyricon	A	TA	002
123	456	DIS	304	304	DIS	Max Quordlepleen	A	TA	002

In the example above, the auto enrolls are set so that Professor Frootmig will be able to enter grades and submit the grade rosters for discussions 301 and 302, and Assistant Professor Fitzmelton will be able to grade and submit the rosters for discussions 303 and 304. In addition, Professor Frootmig and Assistant Professor Fitzmelton will each have access to a packaged roster containing only the First Year students enrolled in each of their lectures.

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

9999 Lectures Without Auto Enrolls:

Subject	Ctlg#	Comp	Section	Assoc	Graded Comp	Instructor Name	Grade Roster Access	Instr Type	Auto Enrol
789	123	LEC	001	9999		Arthur Dent	A	PROF	
789	123	LEC	002	9999		Dirk Gently	A	LECT	
789	123	DIS	301	301	DIS	Prostetnic Vogon Jeltz	G	TA	
789	123	DIS	302	302	DIS	Zaphod Beeblebrox	G	TA	
789	123	DIS	303	303	DIS	Douglas Adams	G	TA	
789	123	DIS	304	304	DIS	Ford Prefect	N	TA	

In this second example, Professor Dent and Lecturer Gently will each have access to a packaged roster containing only the First Year students enrolled in each of their lectures. They will also have access to individual grade rosters for all of the discussions that have First Year students enrolled.

The grade access for TA Ford Prefect 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.