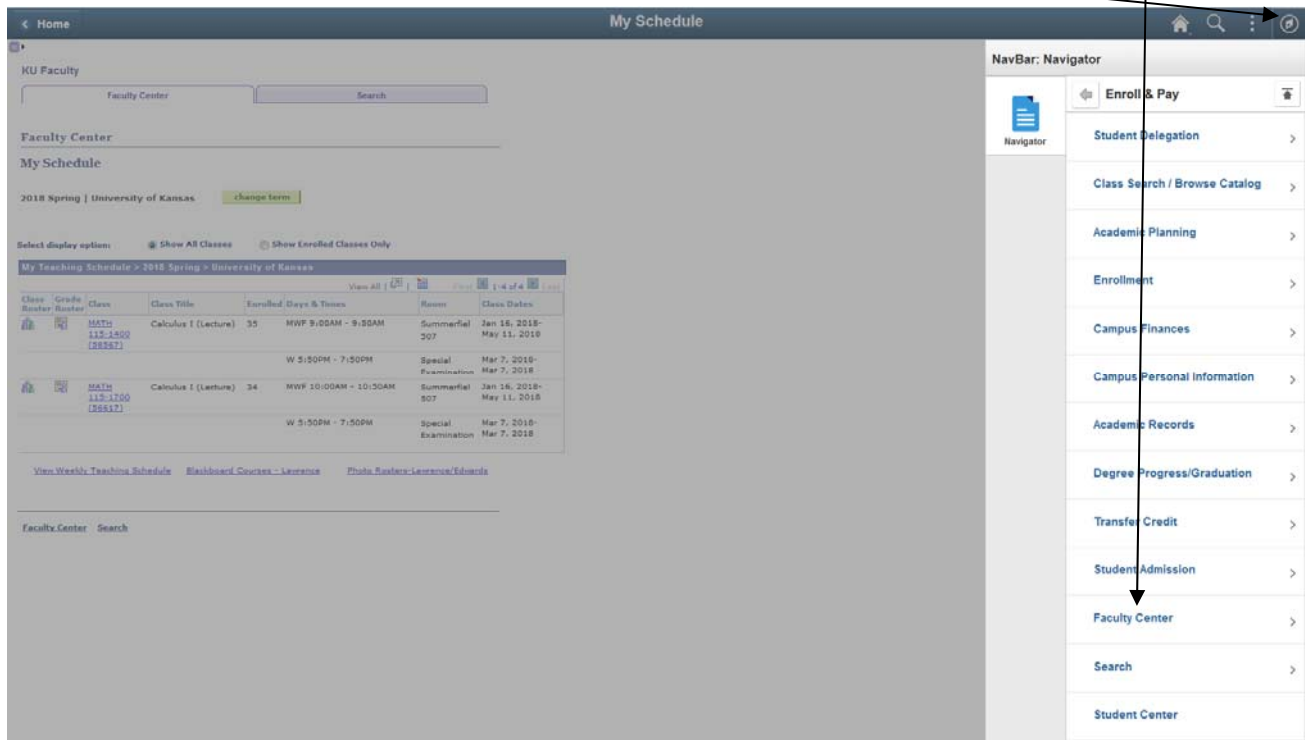


On-line Grading for Faculty

First, log onto the Enroll & Pay system (<https://www.sa.ku.edu>) using your KU Online ID and password (your KU email account).

Below is what you will see when you log onto Enroll & Pay. Then, click on the Faculty Center by first going to the NavBar, then click on Enroll & Pay.



Make sure you have the correct term displayed. Click on the grade roster icon for the course. If you only see part of this screen, scroll to the right.

KU Faculty

Faculty Center Search

Faculty Center

My Schedule

2010 Spring | University of Kansas [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

My Teaching Schedule > 2010 Spring > University of Kansas

| Class Roster | Grade Roster | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|---|---|---------------------------------------|---|----------|-----------------------|----------------|---------------------------|
|  |  | ART 122-1000 (79503) | Fundamentals of Sculpture (Laboratory Main) | 9 | TuTh 1:30PM - 5:20PM | Art & Desi 105 | Jan 14, 2010-May 14, 2010 |
| | | BIOL 423-3400 (52201) | Non-laboratory Independnt Study (Independent Study) | 0 | TBA | TBA | Jan 14, 2010-May 14, 2010 |
| | | BIOL 999-5700 (52749) | Doctoral Dissertation (Thesis/Dissertation) | 0 | TBA | TBA | Jan 14, 2010-May 14, 2010 |
|  | | CHEM 184-1000 (53431) | Foundations of Chemistry I (Lecture) | 290 | MWF 9:00AM - 9:50AM | Budig Hall 110 | Jan 14, 2010-May 14, 2010 |
|  | | CHEM 184-1600 (53447) | Foundations of Chemistry I (Laboratory) | 20 | W 11:00AM - 1:50PM | Malott 2025 | Jan 14, 2010-May 14, 2010 |
|  |  | CLSX 790-1000 (75693) | Practcm in Teaching of Classcs (Field Studies) | 3 | TBA | TBA | Jan 14, 2010-May 14, 2010 |
|  | | HIST 128-1000 (70161) | Histry of US Through Civil War (Lecture) | 30 | TuTh 9:30AM - 10:45AM | Wescoe 4002 | Jan 14, 2010-May 14, 2010 |
|  |  | LAS 160-1300 (58073) | Dean's Scholars Program Seminr (Lecture) | 9 | TBA | TBA | Jan 14, 2010-May 14, 2010 |

[View Weekly Teaching Schedule](#)

Faculty Center Search

Click the icon for grade roster.

Click this link to view your teaching schedule.

You can assign the same grade to all students. This is useful for pass/fail courses. You can download the grade roster by clicking the 'Download' link at the end of the grade roster.

KU Faculty

[Help for Grade Entry](#)

Grade Roster

[View FERPA Statement](#)

2010 Spring | Regular Academic Session | University of Kansas | Graduate

▼ **CLSX 790 - 1000 (75693)** change class

Practicum in the Teaching of Classics (Field)

| Days and Times | Room | Instructor | Dates |
|----------------|------|------------|-------------------------|
| TBA | TBA | KU Faculty | 01/14/2010 - 05/14/2010 |

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

Student Grade | [Incomplete Comments](#) |

| | ID | Name | Roster Grade | Official Grade | Grade Basis | Primary Program | Level |
|--------------------------|-------------|--------------------------------|--|----------------|-------------|-----------------------|----------|
| <input type="checkbox"/> | 1 8765432 ; | Four,Student R | | | G11 | Liberal Arts Graduate | Graduate |
| <input type="checkbox"/> | 2 ;7654321 | One,Student C | | | G11 | Liberal Arts Graduate | Graduate |
| <input type="checkbox"/> | 3 ;1234567; | Two,Student | | | G11 | Liberal Arts Graduate | Graduate |

Find | [Download](#) | Rows 1 - 3 of 3

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

<- add this grade to selected students

A
A-
B
B+
B-
C
C+
C-
D
D+
D-
F
I
WG

GRADES

SAVE

The upload grade button brings grades from a file into this page. This is useful for large classes.
[Additional Instructions](#)

Click here to actually have the same grade entered for each student.

KU Faculty [Help for Grade Entry](#)

Grade Roster [View FERPA Statement](#)

2010 Spring | Regular Academic Session | University of Kansas | Graduate

▼ **CLSX 790 - 1000 (75693)** [change class](#)

Practicum in the Teaching of Classics (Field)

| Days and Times | Room | Instructor | Dates |
|----------------|------|------------|-------------------------|
| TBA | TBA | KU Faculty | 01/14/2010 - 05/14/2010 |

Display Options

*Grade Roster Type:

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: [save](#)

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

| Student Grade | Incomplete Comments | ID | Name | Roster Grade | Official Grade | Grade Basis | Primary Program | Level |
|--------------------------|---------------------|-----------|--------------------------------|----------------------|----------------|-------------|-----------------------|----------|
| <input type="checkbox"/> | | 1 8765432 | Four Student R | <input type="text"/> | | G11 | Liberal Arts Graduate | Graduate |
| <input type="checkbox"/> | | 2 7654321 | One Student C | <input type="text"/> | | G11 | Liberal Arts Graduate | Graduate |
| <input type="checkbox"/> | | 3 1234567 | Two Student | <input type="text"/> | | G11 | Liberal Arts Graduate | Graduate |

Find | [Download](#) | | [Printer Friendly Version](#)

[Select All](#) [Clear All](#)

[-> add this grade to selected students](#)

[SAVE](#)

[UPLOAD GRADES](#) The upload grade button brings grades from a file into this page. This is useful for large classes. [Additional Instructions](#)

To enter an individual grade, type the letter or select the grade from the drop down menu. If typing the letter grades, the tab key can be used to go from person to person.

2010 Spring | Regular Academic Session | University of Kansas | Graduate

▼ **CLSX 790 - 1000 (75693)** [change class](#)

Practicum in the Teaching of Classics (Field)

| Days and Times | Room | Instructor | Dates |
|----------------|------|------------|-------------------------|
| TBA | TBA | KU Faculty | 01/14/2010 - 05/14/2010 |

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

Grade Roster Action:
 *Approval Status: [save](#)
 By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

| ID | Name | Roster Grade | Official Grade | Grade Basis | Primary Program | Level |
|-----------|---------------------------------|--------------------------------|----------------|-------------|-----------------------|----------|
| 1 8765432 | Four, Student R | <input type="text"/> | | G11 | Liberal Arts Graduate | Graduate |
| 2 7654321 | One, Student C | <input type="text"/> | | G11 | Liberal Arts Graduate | Graduate |
| 3 1234567 | Two, Student | <input type="text" value="A"/> | | G11 | Liberal Arts Graduate | Graduate |

Find | Download | Rows 1 - 3 of 3

Select All Clear All [Printer Friendly Version](#)

<- add this grade to selected students

[SAVE](#)

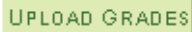
[UPLOAD GRADES](#) The upload grade button brings grades from a file into this page. This is useful for large classes. [Additional Instructions](#)

For plus/minus grading, you can select the grade from the drop down menu or use the keyboard. If you use the keyboard, you need to repeat the letter. For example, for a C, press "C" once. For a C+, press "C" twice and for a C-, press "C" three times.

If you have a large class, you should save the page every so often, either every 30-40 grades or every 15 minutes.

You can always save the page and come back and finish entering them later.

You can also Upload Grades from a .csv file. Below shows you the Upload Grades button and the Additional Instructions link which are both located at the bottom a grade roster as well as the information listed in the Additional Instructions link.

A rectangular button with a light green background and the text 'UPLOAD GRADES' in all caps.

The upload grade button brings grades from a file into this page.
This is useful for large classes.

[Additional Instructions](#)

UPLOAD Grades to Enroll and Pay

Step 1 Save ID and Grade in an CSV (Comma delimited) file format, ID in the first column and Grade in the second column, the process will ignore any other columns.

Step 2 Click on Upload at the bottom of grade roster.

Step 3 Type in file drive location and file name to upload.

Step 4 Click upload

Step 5 Check for any errors or grades not loaded at the bottom of the grade roster under Upload Summary. Fix any problems individually on the grade roster.

Step 6 SAVE and approve the grade roster if ready

Please note if grades are loaded more than once they override any grades already entered, but will not override already posted grades. Partial files do not work well for loading grades. If students that are withdrawn from the class exist in the file, they will not be loaded and will be listed in the Upload Summary as already having grades. Make sure student ID numbers are seven digits including those with a leading zero.

For more complete instructions, go to <http://sis.ku.edu/uploading-grades-file> and review the Uploading Grades for Faculty document.

If a grade of incomplete is assigned, a note about the incomplete can be added for your information only. Students do not see this information. First click on the Incomplete Comments tab.

| Student Grade | Incomplete Comments | | Roster Grade | Official Grade | |
|--------------------------|---------------------|----------|----------------|----------------|----------------------|
| <input type="checkbox"/> | 1 | 28765432 | Four,Student R | | Note |
| <input type="checkbox"/> | 2 | 7654321 | One,Student C | | Note |
| <input type="checkbox"/> | 3 | 11234567 | Two,Student | I | Note |

SAVE

UPLOAD GRADES

The upload grade button brings grades from a file into this page. This is useful for large classes. [Additional Instructions](#)

Then click on the Note link.

| Student Grade | Incomplete Comments | | Roster Grade | Official Grade | |
|--------------------------|---------------------|----------|----------------|----------------|----------------------|
| <input type="checkbox"/> | 1 | 28765432 | Four,Student R | | Note |
| <input type="checkbox"/> | 2 | 7654321 | One,Student C | | Note |
| <input type="checkbox"/> | 3 | 11234567 | Two,Student | I | Note |

SAVE

UPLOAD GRADES

The upload grade button brings grades from a file into this page. This is useful for large classes. [Additional Instructions](#)

A new window will open and will then need to click on the Incomplete Detail button.

My Grade Rosters

Transcript Note

One,Student C ID

Class Section Information

| | | | | |
|-------------|--------------------------------|-------------|------|---------|
| Term | 2010 Spring | Catalog Nbr | 790 | 1234567 |
| Subject | CLSX | Section | 1000 | |
| Class Nbr | 75693 | | | |
| Description | Practcm in Teaching of Classes | | | |

INCOMPLETE DETAIL

OK Cancel

Incompletes are **not automatically** lapsed to another grade. For additional help with Online Change of Grade for Faculty go to this link <http://sis.ku.edu/online-change-grade> and click on the On-Line Grade Changes for Faculty document.

A new window will open so a note/comment can be typed into the Comment text box.

Enroll & Pay

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Transcript Note

Student Incomplete

One, Student C

Class Section Information

| | | | |
|-------------|--------------------------------|-------------|------|
| Term | 2010 Spring | | |
| Subject | CLSX | Catalog Nbr | 790 |
| Class Nbr | 75693 | Section | 1000 |
| Description | Practcm in Teaching of Classes | | |

Grade In/Official

| | | | |
|-------------------|---|---|---|
| Grade In/Official | I | / | I |
|-------------------|---|---|---|

Lapse Status

Incomplete

Lapse Deadline: BY Lapse To Grade: Q

Comment:

OK Cancel

Once all your grades are entered, you need to change the approval status to “Approved”. Don’t forget to save!

KU Faculty

Grade Roster

[View FERPA Statement](#)

2010 Spring | Regular Academic Session | University of Kansas | Graduate

▼ CLSX 790 - 1000 (75693) [change class](#)

Practicum in the Teaching of Classics (Field)

| Days and Times | Room | Instructor | Dates |
|----------------|------|------------|-------------------------|
| TBA | TBA | KU Faculty | 01/14/2010 - 05/14/2010 |

Display Options:

*Grade Roster Type: ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: ▼ [save](#)

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

| Student Grade | Incomplete Comments | ID | Name | Roster Grade | Official Grade | |
|--------------------------|---------------------|------------|--------------------------------|--------------|----------------|----------------------|
| <input type="checkbox"/> | | 1 8765432 | Four,Student R | B+ | | Note |
| <input type="checkbox"/> | | 2 27654321 | One,Student C | A- | | Note |
| <input type="checkbox"/> | | 3 1234567 | Two,Student | A- | | Note |

Find | [Download](#) | [Rows 1 - 3 of 3](#) | [Printer Friendly Version](#)

[Select All](#) [Clear All](#)

[SAVE](#)

[UPLOAD GRADES](#) The upload grade button brings grades from a file into this page. This is useful for large classes. [Additional Instructions](#)

Help for Grade Entry

- 1) Enter grades (either from drop down or use the tab key)
- 2) Click on the Save Entered Grades button, which saves what grades are entered on the roster.
- 3) Using the drop down, change the Approval Status to Approved and SAVE again, which allows the nightly process to post the grades to the student(s) record(s).
- 4) For additional help documentation go to this link

<http://sis.ku.edu/enrollpay-faculty>

Please note:

Grades are posted overnight and can be changed through Enroll and Pay.

To change grades after the grade posting, please refer to the Online Change of Grade for Faculty document at <http://sis.ku.edu/online-change-grade>

If you need further assistance with grading, please contact the following in the Registrar Offices:

Lawrence Campus
Registrar's Office
Email studentrecords@ku.edu or call 785-864-4422

Medical Center
Registrar's Office 913-588-7055