Entering graduate student marks onto CamSIS

1. Creating a Grade Roster

The first thing you will need to do is to create a grade roster (the place where you will enter grades) per course per term. You can do all the courses in one go once you are familiar and confident with the process.

Navigate to:

Curriculum Management > Grading > Create Grade Rosters

Enter your RUN CONTROL ID: in this case we'll use grgen and click on the SEARCH button.

If this is your first attempt to run this control id, you will need to click on ADD A NEW VALUE, enter grgen as RUN CONTROL ID and click on ADD.
The Create Grade Rosters page will open:

Create Grade Rosters

Enter the appropriate code for the TERM you are dealing with. In this case the term is Easter Term 2011 and the code is 3211. If you are unsure of the term code, use the look-up magnifying glass.

Set the SESSION to the appropriate value for the term you are dealing with. In this case Easter FT. Please note that if you are creating a grade roster for Lent or Michaelmas term, use “Lent FT” and “Michaelmas” and NOT “Mich FT”.

Enter the appropriate START DATE and END DATE. In this case (Easter Full Term) the dates are: 17/04/2011 and 30/09/2011. For Lent term please use the following dates: 05/01/2011 and 16/04/2011.

Leave ACADEMIC ORGANIZATION column empty.

Enter the appropriate SUBJECT AREA code. In this case ELM4. This is the code for your course. If you are unsure of the code, use the look-up magnifying glass.

The GRADE ROSTER TYPE and OVERRIDE EXISTING GRADE ROSTER should be pre-populated. If they are not, select Final Grade and No respectively.
Click the SAVE button and then the RUN button:

**Create Grade Rosters**

Run Control ID: grs

*Academic Institutions: UCAMB

*Term: 

<table>
<thead>
<tr>
<th>*Session</th>
<th>Class End Date From</th>
<th>Class End Date To</th>
<th>Academic Organization</th>
<th>Subject Area</th>
<th>*Grade Roster</th>
<th>*Override Existing Grade Roster</th>
<th>Total</th>
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This takes you to the Process Scheduler Request page.

Make sure your SERVER NAME reads PSUNIX.

Click on the OK button to return to the previous screen.
Click on the PROCESS MONITOR link to navigate to the Process List page.

Click on the REFRESH button at the top right hand corner of the screen until the RUN STATUS column reads ‘Success’ and DISTRIBUTION STATUS column reads ‘Posted’.
2. Adding the Grades

In order to add in the grades for each part of your course, navigate to:

**Curriculum Management > Grading > Grade Roster**

Add the code for your term and course. In this case the TERM is 3131 and the SUBJECT AREA is ELM4. Click on the SEARCH button.

The Search Results page will open, showing the title of the course and all of its examined parts. Check to see if this equates with your mark-sheet.

Click on one of the rows. In this case ‘Submitted essay 1’.
The page showing the grade roster for this part of the course will open.

Set the USE BLIND GRADING drop-down to ‘View by Name and College’.

Click the GRADE ROSTER tab.

The Grade Roster page will open. A list of names will appear. In the following picture they’ve been altered for privacy reasons.

NB: Do not enter grades for students who are not being recommended for approval or are not straightforward cases. The Board will have to enter these once they are approved.

If no students are returned contact the Graduate Examinations Team on: graduateexams@admin.cam.ac.uk or 39276.
If the students you expect have been returned, add the grades in the GRADE INPUT column and SAVE your work.

If you are entering the word ‘pass’ in this column, type the word ‘Pass’ with the first letter in upper case.

Click the RETURN TO SEARCH button to enter grades for each of the other examined parts of the course.
To enter the overall grade for the course, click on the RESULT row.

Set the USE BLIND GRADING drop-down to ‘View by Name and College’.

Click the GRADE ROSTER tab.
NB: Overall grades are entered twice.

Make sure you are in the BASIC FIELDS tab.

If overall result is a percentage mark, add the grades in the GRADE INPUT column and SAVE your work.

Click on the TOTAL FIELDS tab.
Add the grades in the TOTAL MARK column, add 100 in the OUT OFF column and SAVE your work.

**NB: If overall result is a ‘Pass’, please enter it only on the BASIC FIELDS tab.**

If you would like your students to see their ranks on the transcript, fill in the RANK and the RANK OUT OFF columns. SAVE your work.
3. Checking the Grades before the Board Meeting

In order to check that the marks have been input correctly, navigate to:

**Reporting Tools > Query > Query Viewer**

- Set the SEARCH BY drop-down to ‘Query Name’ and enter UC BGSR GRADMARKS NOT POSTED in the BEGINS WITH field. Click on the SEARCH button.

The Search Results page will open, showing the query. Click on the HTML link.

- Add INSTITUTION which is always UCAMB, SUBJECT in this case is ELM4 and TERM is 3131. If you are unsure of the codes, use the look-up magnifying glass. Click on the VIEW RESULTS button.
You will see the list of all your students and their grades.

If you would like to download this list into Excel, click on the EXCEL SPREADSHEET and save it as Excel file.

4. **Checking the Grades after the Board Meeting**

In order to check the grades for the student, navigate to:

**Records and Enrolment > Career and Program Information > Results/Degrees**

Enter your student’s ID or student’s LAST NAME and FIRST NAME. Click on the SEARCH button.
To see the overall grade for the course, look at the far right hand end of the screen.

Click on the MARKS tab.

Look at the GRADE INPUT column for grades.